

SOUTHWEST DETENTION CENTER MAIL POLICY

- No more than 10 photos per letter. Photos no larger than 4" x 6". No Polaroid's or sticker photos. Pictures/drawings must not contain nudity/partial nudity, obscene gestures, violent acts, graffiti, and/or gang/drug related signs or activities.
- No bulk advertisements, catalogs, or flyers for distribution to or from inmates.
- No blank stationary, blank paper, blank envelopes, stamps, or writing utensils of any kind. Blank paper with faint pencil marks will be returned.
- No wax/tissue paper, clear stationary, black paper, parchment, cardboard, heavy card stock, construction paper.
- No string, thread, rope, cloth of any kind, or craft materials. No clothing, care packages, bubble wrap packaging, cardboard, "Tyvek", or layered packaging.
- No stickers/labels (including return address labels), post-its, glue/paste, glitter, tape, whiteout, staples, or paperclips.
- No perfume, cologne, powder, or any substance that permeates the mail. No lipstick.
- No crayon, colored pencil, marker/highlighter, gel/glitter pens, or felt tip pens. No paint or nail polish. No ink stamps.
- No plastic, wood, or metal of any kind. No laminated items. No jewelry. No phone cards.
- No cash, or checks, **U.S. Postal Money Orders only and they must have inmate's name and booking # on them, AND must be filled out in it's ENTIRETY. DO NOT endorse.**
Inmate money balance may not exceed \$200.00
- No greeting cards or post cards.
- No oversized mail, inmates cannot hang posters/artwork/calendars on cell walls.
- Dirty / stained mail will be returned as contaminated due to unknown substance.
- Do not send pages or photocopy pages from books or magazines. No newspaper clippings, pages from magazines, or books
- All books/magazines/newspapers must come directly from a recognized publisher and be ordered from an on-line service and shipped directly from their warehouse, not a bookstore. No hardback, plastic, or leather bound books. Book size not to exceed 8" x 11" Paperback books only.
- **All inmate mail must have a return address, inmate's full name, and correct and complete booking #. All mail must be sent through the U.S. Postal Service. Mail not in compliance will be returned in its entirety.**