

DONA ANA COUNTY DETENTION CENTER MAIL GUIDELINES

Please be advised that the following, are items that are not authorized:

- A. Pornographic and sexually explicit publications and photos.
- B. Publications or pictures that encourage or show drugs, or any alcohol usage.
- C. Duplications explaining or depicting the use of weapons and / or explosive devices.
- D. Newspapers or clipping, magazine clippings, Xerox copies, Polaroid / inkjet / laser-printer photographs.
- E. E-mail or internet copies of web sites, pictures or other items downloaded from the internet.
- F. Photocopies of drawings or pictures that can be used as patterns for tattoos.
- G. Religious items not pre-approved by the facility chaplain.
- H. Post cards.
- I. Mail received without inmates booking number, and the sender's full name and return address will be rejected.
- J. Envelopes that contain any type of drawings, stickers, additional writing, i.e. SWAK, OOX, write back soon, or other writing that is not part of the senders name and address or the detainee's address.
- K. Envelopes or letters soaked or smell of perfume, and no stickers, glitter, etc.
- L. Envelopes or letters that have any type of cosmetic markings or lipstick.
- M. Any Gang related publications, pictures or references are prohibited.
- N. Mail containing money orders, cash, checks, or foreign currency.
- O. Extra stamps, writing pads, envelopes, paper, hard plastic, etc.
- P. Extra materials not issued by DACDC are considered contraband, and not permitted.
- Q. No inmate to inmate mail at this facility is accepted or third party mail.
- R. Money orders will only be accepted at address: P.O. BOX 454 Las Cruces, N.M. 88004. Be sure to include the inmate's full name and booking number (DO NOT SEND MAIL TO THIS ADDRESS).

In addition, the following items and policies are observed

1. Incoming mail shall be processed and delivered to the detainee within twenty – four (24) hours of receipt on normal working days.
2. Registered or certified mail will be signed for and accepted by personnel from the mailroom. This mail will be processed the same as regular mail.
3. All mail shall be opened and searched for contraband by the mailroom. All contraband will be reported to classification.
4. All postage stamps will be removed from the envelope and discarded by the mail courier before handing the mail to the detainee.
5. All items within the envelope and the envelope itself shall be thoroughly inspected.
6. After the mail has been inspected, the mail room shall reseal the envelope, and sort the mail by pods, for delivery.
7. Legal mail will be opened and inspected for contraband in the presence of the detainee. Legal mail will be recorded in the legal mail log book before delivery, any undeliverable legal mail shall be returned to the mail room for return to the appropriate sender, i.e. courts, attorney, etc. Legal mail that is determined not to be legal mail will be rejected.
8. Outgoing detainee mail is collected from each locked mailbox located in pods, Monday through Friday, except on legal holidays, and delivered to the post office.
9. Dead mail will be logged in the dead mail logbook and turned over to the U.S. Postal Service as dead mail.
- 10.
11. Out-going mail must have the address of the Dona Ana County Detention Center with the full name, and booking number, or it will be considered dead mail and turned over to the post office.
12. If mail is in violation of the mail guidelines, or any other reason deemed necessary by the mail officer it will be returned to sender at the address listed on the envelope. We are not responsible for incorrect or incomplete return addresses.
13. Deliberate violations of postal laws may result in disciplinary action or prosecution by the U.S. Postal authorities.
14. In order to receive mail, inmates must show their identification cards to the mail courier. Otherwise, mail will be returned to sender.