

**SANTA CLARA COUNTY SHERIFF'S OFFICE CUSTODY BUREAU INMATE RULEBOOK (2018):
INMATE MAIL**

General Mail Rules

There is no limit on the number of letters that you may send or receive. However, all incoming mail is opened and searched for contraband. Incoming legal mail will be opened by an Officer in front of you and you will be asked to sign for it

Acceptable Mail

All incoming inmate mail must have inmate's name, booking number and PFN. Any mail not properly identified will be returned to sender. If unable to return, it will be thrown away. Outgoing mail must have your facility's return address with your name, Booking #, and PFN, be sealed and be placed in a mail receptacle. 37 All outgoing mail will be stamped as "County Jail Generated Mail." Any outgoing mail which appears to have been misaddressed for the purpose of avoiding payment of the required US postage will not be forwarded for delivery. Example of correct way to address outgoing mail:

The diagram shows a rectangular envelope with a return address box on the left and a recipient address on the right. An arrow points to the top right corner of the envelope, indicating where to place postage. The return address box contains the following text: NAME Your Full Name, Santa Clara County Jail, Use the correct facility address you are housed in, BOOKING NO. Your Bkg #, PFN NO. Your PFN #. The recipient address contains: Recipient's Full Name, Street Address, Apartment Number or P. O. Box Number, City, State, Zip Code. The word (Postage) is written in the top right corner of the envelope.

You must use the U.S. Postal approved envelopes purchased through commissary only. You may not send out packages or boxes. The Postmaster General has ruled that inmate mail is not U.S. mail until it reaches a U.S. Postal facility.

Outgoing mail may be opened, read and/or searched if there is a valid security reason to justify such action and the Facility Captain's approval. All photographs received must have your name and PFN written on the back or they will be returned to sender.

If you have less than \$2.00 on your account, you may obtain two sheets of writing paper and stamped envelopes for your personal correspondence once each week from the commissary vendor.

If you need to correspond with the courts or your attorney, you may also request paper and envelopes by submitting an Inmate Request form 38 to Main Jail North Administration (if housed at the Main Jail), or Elmwood Administration (if housed at Elmwood) with the name and address of the Attorney, or Court with which you need to correspond.

Subscriptions

You may receive newspapers, magazines, periodical and books through the US Postal Service if they are mailed directly from the publisher. The label must be clearly marked with your name, PFN or CEN number. If any of the information is missing, it will be returned to the sender. They will not be accepted if sent by a bookstore or any other person. You may arrange with Catholic Charities for some materials to be delivered. No hardbound books will be accepted. You are responsible for your reading material.

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Any subscriptions received after your release will either be thrown away or placed in the library for use by all inmates. In the event any item is withheld, you will be provided a receipt if the item is placed in your property. You may appeal this decision to the Facility Captain.

The mailing address for inmates at:

Main Jail Complex
150 W. Hedding Street, San Jose, CA 95110-1718

Elmwood Complex
701 S Abel Street, Milpitas, CA 95035-5243