



La Porte County Sheriff's Office
Jail Division
809 State St.
La Porte, IN 46350
(219) 326-7700

MEMO

To: All Jail Staff, Inmates, and Public

From: Sgt. R. Elcock

Re: Mail Acceptance and Inspection

Date Updated: 8-26-14

The below described parameters for acceptable incoming mail to inmates housed at the La Porte County Jail in no way modifies any currently standing policy or procedure accepted by the Sheriff or Jail Commander. The following is simply a clarification on what jail staff will and will not accept into the jail.

All unacceptable pieces of mail will be returned to sender ("RTS") as a whole package (the way they were sent in). No part will be kept or given to the inmate or placed in his property.

Return address labels will be removed by staff and the inmate will be provided the mail without the return address.

Mail that will be RTS (or in some circumstances confiscated for further investigation):

- No return address (place in inmate's property; check for contraband and money orders)
- No sender's name (prefer full first and last name but must have last name)
- Perfume or other unusual, undetermined odor
- Stains, lipstick kisses, bodily fluid, unknown substances
- Mail written or drawn with markers, crayons, whiteout or colored (other than black or blue) inks
- Excessive number of pictures (over 10)
- Lewd, inappropriate, pornographic pictures (any pictures that are of a sexual nature)
- Personal property besides pictures or written letters (i.e. picture ID, receipts, credit cards, etc...)

- Cash or coins
- Personal, payroll, cashier's or other checks (money orders are acceptable)
- Drawing or wording on the outside envelope besides the stamp, address, and return address
- Glitter
- Tape, stickers, or other adhesives (besides the adhesive on the envelopes seal)
- Greeting cards with pockets, plastic wraps, electronics, excessive glue, glitter, or construction that would allow contraband to be hidden/concealed
- Books not from publisher (books from Amazon and Barnes and Noble are NOT acceptable)
- Staples
- Computer generated and Polaroid pictures (computer typed letters are OK)
- Magazines or other circulatory publications and offers
- Newspapers without inmate's name or not sent by printer
- Blank cards, paper, envelopes, stamps (except those provided in legal mail)
- Games such as crossword puzzles, Sudoku, coloring book pages, etc...
- Inmate to inmate without prior administrative approval (work release, other county, DOC)
- Contraband (anything not approved by administration for the inmate to possess)
- Any item determined by a supervisor to be unacceptable for the inmate to possess