

Mail Privileges

- A. Effective August 7, 2023, the following mail privileges will be in effect:
- B. If you wish to receive mail or send mail, you must give the Warden or his designee the authorization to inspect your mail. This will be asked of you at the time of commitment. If you agree with the facility's request you may send and receive as much mail as you desire, except where there is convincing evidence to justify the limitation for reasons of public safety, or facility order and security.
- C. All incoming personal mail must be addressed and sent in the following format for scanning and delivery on the tablets:

Your inmate's mail must now be addressed to:

Facility Name
Inmate Name, Inmate Booking Number
P.O. Box 247
Phoenix, MD 21131

For Example:

Montgomery County Correctional Facility
John Smith #11111
P.O. Box 247
Phoenix, MD 21131

- D. All incoming mail should include the complete facility name (no abbreviations) and state, the inmate's full name and identifier (Booking Number) and the sender's full name and physical address.
- E. Any mail received with an illegible, partial, or missing return address will be returned to the post office.
- F. Only send personal mail such as letters, pictures and drawings.
- G. Inmates housed on a Restricted Housing Unit will not be eligible to receive mail via the tablet. Incoming mail received will be printed out on standard plain white paper and delivered to the inmate.
- H. Some mail may be refused if deemed inappropriate-
- The facility does not accept or allow sexually explicit materials to inmates in compliance with 18 Pa. C.S.A. 5903. Explicit Sexual Material- Pursuant to 18 Pa. C.S. A. §5903 explicit materials include: any book, pamphlet, Magazine, printed matter however reproduced, which contains any picture, photograph, drawing or similar visual representation or image of a person or portion of the human body which depicts nudity, sexual conduct, or sadomasochistic abuse and which is harmful to minors. Explicit sexual materials also includes that which contains detailed verbal descriptions or narrative accounts of sexual excitement, sexual conduct or sadomasochistic abuse and which, taken as a whole is harmful to minors.
- I. These procedures does not include the attorney-client privilege mail.
- A Correctional Facility employee will open and examine for contraband all incoming "Legal Mail" in the presence of the addressee.
 - The return address on all incoming mail which is to be treated as "Legal Mail" must make the source of the mail clearly identifiable as an elected or appointed Federal, State, Local Official, or as a Lawyer.
 - If the return address does not make the source of the mail immediately identifiable as an elected or appointed Federal, State, Local Official, or as a Lawyer, then the mail will not be opened in the presence of the inmate. All incoming mail must include a legible return name and address. All incoming mail not including a return name and address will be considered as undeliverable mail and will be returned to the United States post office.

J. If you are mailing a money order the following steps must be taken.

- If mailing a money order, include the inmate's proper name and Booking Number.
- Envelopes containing money orders must be addressed to the attention of the Bookkeeping Office. Do not include personal correspondence to the inmate when sending a money order.

For Example:

Montgomery County Correctional Facility
John Smith, BK#00-11111
60 Eagleville Road
Eagleville, PA 19403
Attn: Bookkeeping Office

K. If a determination is made to withhold any such material, the inmate will be advised in writing as to the reason (s) the material was withheld. If any material is withheld, the inmate may appeal the decision by using the grievance procedure. If the material is disapproved it shall be returned to the sender or retained along with records of the decision.

L. All mail not following these procedures will be returned to the sender.