

ADAMS COUNTY DETENTION FACILITIES MAIL POLICY

Incoming/outgoing mail may be opened and scanned by mailroom staff/deputies with the exception of legal/privileged mail which shall be opened in the presence of the inmate. Mail may be copied at the directive of the in-house Detective.

Mailing Instructions

Be sure to address letters correctly and legibly to ensure accurate delivery. The proper mailing address is as follows:

Inmate name
Booking ID number
Adams County Detention Facility
PO Box 5001
Brighton, CO 80601

If sending mail by overnight express, please use United States Postal System Express Mail, as mail is picked up at the Post Office every weekday (excluding holidays), this will ensure prompt delivery. All mail/packages should be sent via United States Postal Service; mail left at the front desk will be returned to sender or destroyed if there is no return address.

Mail Rules

Inmates may send and receive unlimited pieces of mail subject to the following limitations:

Any envelope/package that contains contraband will be rejected and held for ten days for an appeal process. Appeal shall be directed to the mail courier via kite. After ten days, if an appeal has not been filed, the envelope/package will be returned to sender. If there is not a return address, items will be destroyed.

Inmates will be allowed to receive ten photos or ten pages of computer generated photos up to 8 by 10 in size.

Inmates may receive up to ten pages of internet material including:

1. Jokes
2. Articles
3. Puzzles or coloring pages

Local and non-local newspaper subscriptions may be ordered by family/friends with delivery directly to the facility by the news agency. Content that threatens security will be removed. Papers shall be disposed of 48 hours after arrival.

The **ONLY** books that are allowed to be sent into the facility are paperback Bibles, Quran etc. or religious study guides. Books must be sent directly from publisher, church or book store. Fabric ribbons/bookmarks attached in religious books will be removed prior to delivery to inmate. These books need to be **pre-approved** by kite from Mail Processor before the books arrive in our Facility. **** WE DO NOT ALLOW RECREATION OR LEISURE READING MATERIAL****

Once an inmate has been released or transferred, all incoming mail will be returned to sender. Mail will not be forwarded. If no return address is provided mail will be destroyed.

Adams County Detention Facility is not responsible for delays or errors on the part of the US Postal Service in the daily delivery of mail.

Effective 7 March 2016 all envelopes containing a return address label/sticker will be **rejected** by the mailroom. All return addresses **must be handwritten** unless from a commercial, non-profit, or governmental entity.

Contraband Items

All incoming mail shall be inspected for contraband, scanned by mailroom/staff/deputies and/or copied by mailroom staff at the directive of the in-house detective. Introduction of contraband into the Facility is a violation of the law. Contraband items could be, but not limited to:

1. Tobacco or flame producing devices
2. Stationary items (postage stamps, paper, envelopes, pens, pencils, stickers, address labels, musical greeting cards or greeting cards larger than 8x11)
3. Jewelry/rosary beads
4. Food /candy/gum
5. Phone cards
6. Polaroid photos
7. Glue or glued items
8. Laminated/plastic coated items
9. "Kisses" or any type of body fluid or unknown/foreign substance on the envelope or its contents (lipstick, lip gloss, perfumes, cosmetics, food or beverage stains)
10. Nudity in photos/drawings/cartoons (exposure of male/female buttocks, genitals or female breasts) including newborns/infants/children
11. Sexually explicit photo/drawings/cartoons
12. Gang material
13. Hand gestures in photos (peace sign or bunny ears - including by children)
14. Originals/photo copies of social security cards, birth/death certificates, drivers license, vehicle titles or bill of sale
15. Cash or personal checks
16. Homemade crafts or greeting cards with:
 - a. Bows or ribbons
 - b. Foam
 - c. Tape
 - d. Cords
 - e. Metal or mirror pieces
 - f. Glue
 - g. Jewels or stones
 - h. Unauthorized published material including copies/pages/clippings of books, magazines or newspapers
17. Any material which by its nature or content poses a security, good order or discipline of Detention Facility or facilitates criminal activity