

## **GUIDELINES FOR INMATE MAIL**

1. Inmate mail will only be accepted through mail service and will not be accepted from individuals at the jail.
2. Proper language will be used in writing letters. No coded letters will be permitted.
3. Photos may be accepted through the mail only. No polaroids or sexually explicit photos will be allowed.
4. All in-coming inmate mail will be delivered in a timely manner after receipt.
5. Any in-coming mail that does not have a return name and address on it will be placed in the inmate's personal property.
6. All in-coming mail will be opened and searched for contraband.
7. Money (in the form of a Certified Check or a Money Order ONLY) for inmates will be accepted through the mail. Personal checks are NOT accepted. Cash may be dropped off at the jail.
8. Inmate mail must be addressed as follows and should reflect the appropriate mailing address as well as a return address:
  - Inmate's full name
  - Plymouth County Jail
  - 451 14<sup>th</sup> Avenue NE
  - Le Mars, IA 51031