

DETENTION FACILITIES MAIL GUIDELINES

Inmate Name
Main Adult Detention Facility
2777 Ventura Avenue
Santa Rosa, CA 95403

Inmate Name
North County Detention Facility
2254 Ordinance Road
Santa Rosa, CA 95403

Mail must meet the following guidelines:

- Mail must contain both the inmate's full name and the senders return address.
- Mail must be written on plain white or lined paper to include the envelope – colored paper or envelopes will result in disapproval.
- Photographs are permitted providing that they comply with outlined stipulations.
- New books deemed to be appropriate will be accepted from Amazon and Barnes & Noble only. **Used books, hardcover books and books with spiral bindings will not be accepted.** Magazines and other publications including periodicals and newspapers that are deemed to be appropriate will be accepted from the publisher.

The following items, if present will cause the mail to be placed in the inmate's property:

- Colored paper, crayon, glue/tape, lipstick, paint, white out, carbon paper, bookmarks, glitter, perfume, stains, sticky substances, post-it notes, stamps, stickers, envelopes, stationary, blank paper/cards, polaroid pictures, cardboard, bubble packaging, posters, wall calendars, laminated or plastic coated items, padded envelopes, payroll or personal checks, sexually-oriented material, obscene publications or writings, newspaper or magazine clippings, hygiene items, gang/code writing, drawings or monikers, photos or other materials containing nudity or partial nudity, threats of criminal activity, physical harm, and any written material which fosters animosity among individuals to include hate mail and racial slurs.
- Any other item determined to be contraband.

The followings items, if present will cause the mail to be returned to sender:

- Greeting cards, cardstock
- Colored envelopes
- Unsolicited, commercial and business mail
- Books or any other package from an unauthorized source

Any sexually oriented materials and materials related to the manufacture of weapons or that may cause a threat to the safety, security, rehabilitation, or other legitimate Facility interests, or create a hostile work environment are prohibited.