



HARNEY COUNTY JAIL

Appendix B: AIC Mail Guide

MAIL GUIDE & FAQ



How do I address a letter to an adult in custody (AIC)?

Clearly write the inmate's complete name and do not use nicknames. If you know the inmate's middle name or initial, please include those. Send mail to this address:

AIC Name
Harney County Jail
485 North Court Avenue
Burns, Oregon 97720

How do I send mail to an Adult in Custody?

We only allow inmates to receive mail sent through the US postal Service. We do not accept hand or courier delivered mail. We will not accept mail with postage due.

Mail Cannot be sent from:

1. An AIC in another corrections-monitored facility or treatment center.
2. Someone who is acting as a go-between for inmates by taking mail received from one AIC and sending it to another inmate
3. A victim of a crime that the AIC is in custody for either in pretrial or sentenced status.
4. On a case-by-case basis, a jail commander may impose restrictions on with whom an AIC may correspond on a personal basis.

What Can I mail to an AIC?

- Written correspondence (Except junk mail)
- Legal or personal-business documents
- Postcards and greeting cards
 - Cards must not contain metal, plastic, or other hard materials, be made or folded in a way that could hide contraband, or be larger than 9 by 12 inches. Musical cards are not allowed.
- Pictures (Limit of five per letter)





HARNEY COUNTY JAIL

Appendix B: Prohibited Mail

- Pictures may be either photographs (up to 4 by 6 inches) or a printed piece of paper or photocopy (up to 8-1/2 by 11 inches). Multiple pictures or pictures mixed with text on a single sheet will count as one picture. Mounted, framed or Polaroid pictures are not allowed.
- Handmade Drawings (Limit of five per letter)
 - The drawing must be done in lead or colored pencil or ink. Other media forms or any foreign objects attached to the drawing are prohibited. A drawing may not exceed 9 by 12 inches.
- Newspaper or Magazine clippings (Must be photocopied)
- Photocopies and mass-or computer-printed text material (Limit of five per letter, 8-1/2 by 11 inches max.)
 - Examples: e-mails and internet pages. Sheets with pictures count as pictures.
- Pamphlets (Limit of five per letter)
 - Must be eight pages or less. Pamphlets over 8 pages long are considered books.
- Books (Limit of three per day)
 - Books must be ordered and sent directly from the publisher, a book club, or a bookstore. (You may not send books directly to an AIC.) The bookseller's address must be imprinted on the package or mailing label. Books may be up to 9 by 12 inches in size and can be paperback only. Hardback books are prohibited. Books may be new or used. Books must not have a plastic or metal binding. Inmates in segregation may only receive new, paperback books.
- Periodicals
- Magazines, newspapers, and other periodicals must be new and sent directly from the publisher or a bookstore. (Caution: Periodicals with scantily clad women may be considered sexually explicit and thus be prohibited.)
- Money for the inmates account
 - Go to "How do I send money to an AIC?" for what is an acceptable form, source, and amount of money to send to an AIC.



HARNEY COUNTY JAIL

Appendix B: Prohibited Mail

What can't I mail to an AIC?

Contraband items. Contraband is anything jail staff does not allow an AIC to have unless they authorize it. It's anything not specifically approved for mailing under "What can I mail to an AIC?" Commonly mailed contraband items are—



- Drugs (legal or illegal)
- Over-the-counter medications
- Glasses and contact lenses
- Bookmarks, postage stamps, stationery, writing or drawing materials, and paper clips
- Hardback books
- Maps
- Transportation schedules, such as bus or train
- Stickers and decals
- Cosmetic, hair care, and hygiene items
- Food and clothing
- ID, phone, gift, or any other plastic card
- Locks of hair and ribbons
- Cigarettes, matches, and lighters
- Dried or pressed flowers
- Coupons, lottery tickets and bus tickets
- Compact discs and cassette tapes
- Items that exceed approved limits
- Items from a non-approved source
- Foreign substances, such as bodily fluids, lipstick, perfume, glitter, glue, and anything with unusual stains or odors
- Items with contraband content, either as words or pictures. Contraband content is anything that may threaten the safety, security, good order of the jail or may be detrimental to an inmate's rehabilitation. This includes content that
 - Threatens, plans, encourages, instructs in activity that is criminal or violates jail rules
 - Could result in physical harm to anyone
 - Is gang-related material



HARNEY COUNTY JAIL

Appendix B: Prohibited Mail

- Is sexually explicit material (This is the most common reason for confiscating an item based on content. Be careful what you send!)
- Is inflammatory material (This can include anything that incites or advocates physical violence against other or the supremacy or hatred of a class or group of people).
- Is code or suspected code (This can include a foreign language if we are unable to find a translator in a reasonable period of time.)
- Is fraudulently marked as legal or official mail.

Will my mail be opened by Harney County Staff?

All incoming and outgoing mail is subject to opening and inspection by Corrections Staff.

What happens if I mail contraband?

Introduction of contraband into a correctional facility is a class C felony under ORS 162.185 and is punishable by up to 5 years in prison and a fine of up to \$100,000.00. Depending on the degree of contraband violation, a jail administration may restrict any future correspondence you have with an AIC. One of four things will happen if we find contraband in your mail.



1. We will return it to you.
2. We will confiscate it and not let the AIC have access to it while lodged.
3. We will destroy it if it presents a health or safety hazard.
4. We will confiscate it as evidence in a criminal investigation.

How do I send Money?

You can include cashier's checks, US postal money orders and government checks for credit to an AIC account in mail addressed to the AIC or just the jail. You may send cash, but we do not recommend it. We will not accept payroll, personal, business or two-party checks.



HARNEY COUNTY JAIL

Appendix B: Prohibited Mail

Make the check or money order payable to the AIC or to Harney County Adult Jail. If you make it payable to the jail remember to include the name of the AIC whose account you would like the money deposited to.

Who do I contact if I have questions about mail?

You can Call the Harney County Jail at:

(541) 573-6256



May I call and confirm the delivery of an item?

No. It is the AIC's responsibility to contact you to let you know they received something you mailed. Write to the AIC if you want to confirm delivery of an item you sent.

May I call and ask Corrections Staff to deliver messages instead of writing letters?

No, Corrections Staff will not give messages to an AIC. If there is emergency situation that requires immediate notification to the AIC, please make notifications to Corrections Staff to ensure proper notification is completed and appropriate services or accommodations are provided.

Who do I contact if I have a complaint about mail?

You can contact a jail administration by calling (541) 573-6028, during normal business hours (Monday-Friday, 8:00 a.m. to 5:00 p.m.) if you have a complaint about AIC mail. You may also complete a Complaint form.