

MIAMI CORRECTIONAL FACILITY
OFFENDER CORRESPONDENCE
IN-COMING MAIL
RULES AND REGULATIONS
MAY 2018

To minimize delivery delays, grievances, extra expense to offenders, etc., it is the offender's responsibility to inform all mailers of correspondence limitations. Mailers should never assume that their gift to an offender will be authorized regardless of source, content, or intention.

Incoming mail from family and friends is opened and inspected for items of property that are not allowed. Such property will be confiscated and held for a limited time while the offender decides how to dispose of it. The disposition will be at the offender's expense. Confiscations will not be gate-released. The extra steps involved in processing confiscations can slow down processing of the other mail.

Offenders are not allowed the following items: (This list is not intended to be all inclusive.)

Any kind of Currency, Money Orders, Personal Checks	Controlled substances
Anything that could be made into a weapon	Maps, transportation schedules, route diagrams
Any kind of binders, notebooks, etc	Laminated items
Photos/depictions containing nudity/sexually explicit in nature	Life-sized depictions of weapons (guns, knives, etc)
Locks of hair, body fluids.	Coloring pages, any types of arts/crafts/drawings on letters/envelope
Undergarments, jewelry, sunglasses	Hardback books
Any item available on commissary	Pen, pencils, blank paper, "school supplies"
Postage stamps, stamped envelopes	Address labels, self-addressed envelopes
Tattoo paraphernalia	ID cards, birth certificates, Social Security Cards, etc
Arts & Craft projects, materials, supplies	Clothing of any kind
Foods, snacks, drinks, candy etc of any kind	Any hygiene items-soap, toothpaste, shampoo, etc.
Post cards/greeting cards	Polaroid photographs
Any electronic or mechanical appliance or device	3 rd party letters
Watches, clocks, batteries, battery chargers	Clippings from newspapers, magazines, publications
"Inked out" photos (items marked out with pen/marker)	Pen-Pal solicitation
Certificates/Copies of Certificates	Correspondence with white-out will not be permitted
Oversize calendars (larger than 12x 14 when open or fully extended)	
Photographs of offenders other than immediate family. All adults and children must be appropriately clothed. Only 25 photos per day allowed. Photos must be on photography paper (i.e. like those developed at Walmart, CVS, etc.)	
Games of any kind, electronic, hand held video games. Boxed games, game pieces, replacement pieces for authorized games	
Any item that either is or could be interpreted as having Security Threat Group or gang significance.	
Books, magazines, religious publications, etc. that do not comply with the "Publishers' Only" rule. No duplicate copies of publications will be allowed.	
Offender to Offender correspondence must be approved through both facilities. RHU Offenders will be denied this privilege.	
Lipstick, perfume/scented, or any wet/dried liquid substance-these items will be confiscated and destroyed (per safety/security concerns)	
Any outgoing offender mail returned to the facility from the post office (for any reason other than postage due) will not be returned to the offender and shall be destroyed.	
Incoming Correspondence/packages/Legal Mail with no DOC# will be returned to the sender. Letters with no return address will be returned to the Post Office.	
Letters must match the mailer's address or they will be considered 3 rd party letters	
Personal correspondence must be on white-lined notebook paper and in white envelopes. Personal correspondence in colored envelopes will be returned to the sender. Letters on copy paper will be confiscated or returned to the sender.	
Legal documents must come from an attorney/court or must be printed on white-lined notebook paper.	
Educational correspondence courses must be approved by Deputy Warden of Re-Entry prior to receiving any coursework.	

Address: Offender Full Name DOC #, Bed Location
3038 West 850 South
Bunker Hill, In 46914.



To send money electronically or E-Mail an offender, Call J Pay 1-800-574-5729 or www.jpays.com

RE: AP/OP 02-01-103 "Offender Correspondence"
ED# 17-66

Approved by: William R. Hyatte, Warden
Miami Correctional Facility