

depending on the degree of mail violation:

1. It will be confiscated and stored in the inmate's personal property until they are released from custody.
2. The mail will be "REJECTED" and returned to you.
3. It will be destroyed if it presents a health or safety hazard.
4. It will be seized as evidence in a criminal investigation.

Any current or future correspondence you have with an inmate may be restricted, depending on the degree of mail violation.

Introduction of contraband into a correctional facility is a Class C Felony under RCW.9.94 and is punishable by up to two (2) years in prison and a fine of up to \$2,000 or both.

Our complete mail policy can be found on our website at www.spokanecounty.org/detentionservices.org under Mail & Publications

MAIL PROBLEMS or COMPLAINTS:

If mail that you have sent to an inmate is returned to you as "REJECTED" and you believe there has been an error in denying your correspondence, you may appeal the decision.

You may file a complaint or appeal by filling out a Citizen's Complaint form found in the jail lobby, or by going online to www.spokanecounty.org/detentionservices and filling out a "Contact Us" form. (Citizen Complaint)

MAILING MONEY TO AN INMATE:

Funds are to be made payable to the inmate. The following are the **only** methods accepted:

US Postal Money Orders, US Treasury Checks, Tribal Institution Checks, other correctional facility's checks, Cashier's Checks for under \$500.

CASH WILL NOT BE ACCEPTED THROUGH MAIL.

You must have your full name and address, as the purchaser, on the Money order as well.

Address funds to:

Inmate First and Last Name
Attn: Inmate Accounting
1100 W. Mallon Ave.
Spokane, WA 99260

A quicker, more convenient option for sending money to an inmate is to use www.JPay.com for commissary funds and www.Securustech.net for phone accounts.

More information on the JPay and Securus systems may be found on our website at:

www.spokanecounty.org/Detention Services.

**ADDRESS TO SEND MAIL:
Inmate Name
Spokane County Detention Services
1100 W. Mallon Ave
Spokane, WA 99260**



Spokane County Detention Services

INMATE MAIL

To send mail to an inmate:

Inmate Name

1100 W. Mallon Ave.

Spokane, WA 99260

509-477-2278

www.spokanecounty.org/detentionservices

Updated 1/5/2021

MAIL

It is important to understand the Mail Policy prior to sending mail to an inmate at Spokane County Detention Services facilities. To view or download the policy, navigate to : www.spokanecounty.org/detentionservices then locate "Mail and Publications". Click on "Mail Policy".

All incoming mail will be opened and inspected before delivery, with the exception of mail to and from attorneys or court which will be opened and inspected in the presence of the inmate. Incoming mail (and other items) can be restricted for security or safety reasons. ***Inmates are responsible for informing their correspondents of MAIL rules and regulations, which are found in the Inmate Handbook.***

All incoming mail for inmates, with the exception of confidential correspondence as defined in policy 1008.4, will be photocopied in black and white. The copy will be given to the inmate, and the original mail will be placed in the inmate's property.

Personal correspondence allowed:

- Letters, postcards (no greeting cards or greeting card envelopes, no glitter, glue or other substances)
- Only photos sent from 3rd party vendors i.e. Shutterfly, Walmart, Costco, etc., will be accepted. (sexually explicit photos will be rejected).
- Handmade drawings done in regular pencil, colored pencil or ink **only** (no crayon).

Addressing mail to an inmate: No nicknames. **All mail must also include** the complete first and last name and address of the sender (return address).

Publications: Authorized books, magazines, etc. must be sent DIRECTLY FROM THE PUBLISHER or RETAILER'S SHIPPING DEPT, with a limit of 5 items at once. If any item in a shipment is unauthorized, the entire shipment will be returned to simplify refund issues.

Sexually explicit publications are prohibited.

Legal Mail: The return address must have the sender's job title, agency/firm, and address on the envelope.

UPS / FEDEX deliveries to inmates must use a different address:

Inmate First, M.I., Last name
Spokane County Detention Services
Bldg. 17
1307 W. Gardner
Spokane, WA 99201
NO CONFIRMATION OF DELIVERIES:

Jail Staff does not confirm deliveries.
If you want confirmation of delivery it is the inmate's responsibility to contact the sender in order to confirm delivery or non-delivery.

MAIL NOT ALLOWED FOR INMATES:

Contraband: Sexually explicit publications or items, nudity, illegal items, hazardous materials, explosives, weapons of any kind, alcoholic beverages, crayons, metal clasps, staples, lipstick, glitter, stains/dyes, perfumes, stickers, inked rubber stamps, labels, photos printed on regular printer-paper, drugs of any kind, tobacco products, any substance that is controlled, limited, or prohibited within the perimeter of a correctional facility, including but not limited to fume secreting items such as correction fluid/tape, glue, adhesives or aerosols.

The Jail has four options for dealing with **CONTRABAND FOUND IN MAIL**,