How do I address personal mail?

Personal mail will be sent to and processed by a 3rd party for digital delivery to Adults in Custody (AIC). Write the complete facility name (no abbreviations) and state. Clearly write the AIC's complete name followed by the AIC's booking number. Do not use nicknames. For example:

Washington County Jail, OR
John Smith, #11111
P.O. Box 247
Phoenix, MD 21131

Include your full name and return address on the correspondence! We will not deliver nor hold mail for AICs that is missing this information.

What can be mailed to an AIC?

Postcards and greeting cards. Postcards may be any size the post office delivers. Cards must not contain metal, plastic, or other hard material; be made or folded in a way that could hide contraband; or exceed 9x12 inches. Musical or popup cards are not allowed.

Letters for personal correspondence

- *Handmade Drawings or Pictures* - Must not exceed 9x12 inches.
- *Photocopies or mass- or computer-printed material* – Internet articles, case studies, book chapters, or magazine articles are prohibited per the digital mail center.
- *Personal business documents* – Bank statements, IRS statements, and child support statements are prohibited per the digital mail center.

How do I address Legal Mail, books, and periodicals?

Legal and official mail, books, and periodicals will be accepted at the Washington County Jail. Clearly write the AIC's full name. Do not use nicknames. If you know the AIC's middle name or initial and booking number, please include those. Send the mail to this address:

AIC's name, Booking number
Washington County Jail
215 SW Adams Avenue, MS 35
Hillsboro, OR 97123-3874

Legal and official mail

The return address must have the sender's job, agency, or firm title and address and be preprinted on the envelope, on a label, or as an ink stamp. The words LEGAL MAIL or OFFICIAL MAIL must be on the address side of the envelope. Legal and official mail may contain one pre-addressed, postage paid return envelope. Postage must be printed on the envelope, not affixed. Legal mail sent to digital mail center will be forwarded to the Washington County Jail.

Pamphlets *(Limit of 5 per letter)*

Must be 8 pages or less. Larger publications will be treated as books. Pamphlets will not be accepted by the digital mail center.

Books *(Limit of 3 per day)*

Books must be ordered and sent directly from the publisher or online bookstore. (You may not send books directly to an AIC.) Books may be up to 9x12 inches in size and may be new or used. They must not have a plastic or metal binding. While paperbacks are preferred, hardbound books are allowed – except AICs in restrictive housing may only receive paperback books.

Periodicals *(Limit of 2 per day)*

Magazines, newspapers, and other periodicals must be new and sent directly from the publisher.

Will mail be open and inspected?

All incoming and outgoing mail is subject to opening and inspection by jail staff or contracted staff.

What cannot be mailed to an AIC?

Contraband items. *Contraband is anything the jail does not allow an AIC to have unless they authorize it.* Some items may be rejected by the digital mail center. The following contraband items will be rejected by jail staff or contracted staff:

- Drugs (legal or illegal)
- Over-the-counter medications
- Postage stamps, blank paper, envelopes, writing or drawing materials
- Maps or transportation schedules
- Bookmarks, plastic cards, paper clips
- Stickers, decals, tape
- Cosmetic, hair care, or hygiene items
- Food or clothing
- Locks of hair, ribbons, tassels
- Cigarettes, matches, lighters
- Dried or pressed flowers
- Lottery tickets, Tri-Met tickets
- Compact discs, electronic media
- Items from a non-approved source
- Items that could hide contraband
- Foreign substances, such as bodily fluids, lipstick, perfume, glitter, glue, paint, or anything with unusual stains or odors
- Calendars, crossword puzzles, word/number puzzles, tattoo templates, and uncolored coloring pages
- Bank statements, IRS statements, and child support statements
- Internet articles, case studies, book chapters, or magazine articles
- Pieces of fabric of any kind, banners, and large posters
- Passports, social security cards, credit/debit cards, prepaid cards, and original birth certificates (only copies of these items will be accepted)

Items with Contraband Content. This includes mail with inappropriate words or images. *Contraband content is anything that may threaten the safety, security, good order of the jail or may be detrimental to an AIC'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
- Is sexually explicit material
- Is inflammatory material - anything that incites or advocates physical violence, supremacy or hatred of a class or group of people
- Is code or suspected code
- Is fraudulently marked as legal or official mail

What happens if I mail contraband?

One of four things will happen if we find contraband in your mail:

1. The mail will be returned to you.
2. We will confiscate it and not let the AIC have access to it until they are released from custody.
3. We will destroy it if it presents a health or safety hazard.
4. It will be confiscated as evidence in a criminal investigation.

Depending on the degree of contraband violation, a jail command officer may restrict any future correspondence you have with an AIC.

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.

How do I send money to an AIC?

You may send cashier's checks, money orders, and government checks, payable only to the AIC, for credit to an AIC's account 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.

Money must be sent directly to the jail. Make sure to only send money in the envelope. All correspondence or anything else included with the money will be returned or confiscated. Address the envelope containing money as directed below:

Washington County Jail Administration
c/o AIC's name, Booking number
215 SW Adams Avenue, MS 35
Hillsboro, OR 97123-3874

Make the check or money order payable to the AIC. Write the AIC's booking number on the check or money order if possible.

Method	Daily Limit
Money orders	$100 per sender per day
Cashier's checks	$100 per sender per day
Cash	$100 per sender per day
Government checks	No limit

Who can send mail to an AIC?

Anyone can send mail to an AIC with some restrictions. We will not accept mail from—

- An AIC in a correctional facility
- A person in a treatment facility
- A victim or witness of a crime that the AIC is in custody for either in pretrial or sentenced status
- A person acting as a go-between for AICs by redirecting mail between two or more people to undermine jail rules
- An AIC participating in electronic home detention

In certain circumstances, a jail command officer may further restrict an AIC's personal correspondence with certain people.

Who can answer my questions?

If you have a question about AIC mail, you can call jail administration at (503) 846-2727.

May I call to confirm delivery of an item?

To report any mail delivery issues, contact TextBehind support directly at info@TextBehind.com.

Who can discuss a complaint with me about AIC mail?

If you have a complaint about AIC mail, you can contact a jail representative by calling (503) 846-2727 or e-mailing Jail Administration at jailadministration@washingtoncountyor.gov.

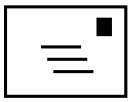
How do I appeal a denied mail notice?

If you believe that there has been an error in denying your correspondence, you may appeal the decision by sending in a written letter stating the reasons you believe that the decision was wrong. Your appeal should identify specifically why you believe that our decision to deny the mail was wrong and include your name and return address. You are not required to provide a phone number, but it may be useful if we need further clarification. Please direct your written appeal to:

Jail Command Officer (Mail)
Washington County Jail
215 SW Adams Avenue, MS 35
Hillsboro, OR 97123-3874

You may also send an e-mail to the jail commander at jailcommander@washingtoncountyor.gov.

SHERIFF
WASHINGTON COUNTY

Adult in Custody (AIC) Mail Guide

Frequently Asked Questions About AIC Mail