

**We only allow AICs to receive correspondence sent through the US Postal Service or equivalent commercial service. We do not accept mail delivered by hand or courier. We will not accept mail with postage due.**

**Postcards and letters must include first and last name and return address.**

## What can be mailed to an AIC?

**Postcards and greeting cards.** Postcards may be any size the post office delivers, with maximum dimensions of 5-1/2 x 8-1/2 inches. 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 cards are not allowed.

### Letters for personal correspondence

- *Pictures (Limit of 5 per letter)* – Must not exceed 4x6 inches.
- *Handmade Drawings (Limit of 5 per letter)* – Must be done in lead or colored pencil, ink, charcoal, or crayon. Other media forms or any foreign objects attached to the drawing are prohibited. Must not exceed 9x12 inches.
- *Photocopies or mass- or computer-printed material (Limit of 5 per letter)* Examples: E-mails, internet pages. Sheets with pictures count as pictures.
- *Newspaper or magazine clippings (Limit of 2 per letter)*
- *Personal business documents*

### 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.

### Pamphlets (Limit of 5 per letter)

Must be 8 pages or less. Larger publications will be treated as books.

### 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 segregation 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.

**Caution:** Periodicals with scantily clad people may be considered sexually explicit and thus be prohibited. Periodicals may also be prohibited if they violate other jail rules. If we prohibit an item, we will provide notice to the sender and an opportunity to appeal that decision.

## Does the jail open and inspect mail?

All incoming and outgoing mail is subject to opening and inspection by jail 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.* We reject the following contraband items:

- Drugs (legal or illegal)
- Over-the-counter medications
- Postage stamps, blank paper, envelopes, writing or drawing materials
- Maps
- Transportation schedules, such as bus or train
- 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 that exceed approved limits
- 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

**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. We will return it 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. We will confiscate it 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.

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

<b>Method</b>	<b>Daily Limit</b>
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.

## How do I address the mail?

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

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

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

Please hand-write your return address rather than using gummed or adhesive labels. We remove labels from mail before giving it to the AIC. Without a return address, the AIC may not be

able to write to you, because he or she will not know your address.

## Who can answer my questions?

If you have a question about AIC mail, you can call the jail at (503) 846-2520 or (503) 846-2798.

## May I call to confirm delivery of an item?

No, it is the AIC's responsibility to contact you to let you know they received something you mailed. You may write to the AIC if you want to confirm delivery of an item.

## 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) 846-2798, Monday–Friday, 8:00 a.m. to 4:00 p.m.

You can write to a jail command officer at the address below:

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:

[jail\\_commander@co.washington.or.us](mailto:jail_commander@co.washington.or.us)

If mail you send to an AIC is returned to you and you believe there has been error in denying your correspondence, you may appeal the decision. Information regarding the appeal process is available at [www.wcsheriff-or.com](http://www.wcsheriff-or.com) or by contacting the jail at (503) 846-2600.

# Washington County Jail



# SHERIFF

WASHINGTON COUNTY

# Adult in Custody (AIC) Mail Guide

*Frequently Asked Questions  
About AIC Mail*

