

INMATE MAIL:

Can inmates receive mail? – Yes, but it must come through the US Postal Service. Mail delivered by hand, courier or commercially delivered will be refused.

How do I address the mail?

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

Inmate's Name and AIRS #
Springfield Municipal Jail
344 A St.
Springfield, OR. 97477

Include your name and return address on the mail! We **will not** deliver nor hold inmate mail that is missing a return address. Handwrite your return address rather than using gummed or adhesive labels. Labels are removed before delivering to the inmate. Without a return address, the inmate may not be able to reply to your letter.

Is mail subject to inspection? – Yes, all incoming and outgoing mail is inspected by jail staff. Any mail containing inappropriate material/content will be returned to the sender. Mail containing contraband that could threaten the safety and security of the jail and staff will be seized and the Jail Operations Supervisor will cause it to be destroyed, returned or investigated for prosecution. **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.**

Prohibited mail is defined as follows:

1. Nude photos or other pictorial depictions of genitalia, including women's breasts. This policy also prohibits photographs or drawings depicting sex, excretion, sadism, masochism or materials that go beyond the customary limits of decency.
2. Materials which may incite violence or discrimination, based on race, religion, creed or nationality or which may create danger of violence and physical harm.

3. Material that is likely to produce or incite lawless action. Lawless action includes escape, attempted escape, violence, riot or anarchy.
4. Materials that depicts methods of manufacturing firearms, explosives or other weapons or that approves their use in a disruptive or illegal manner.
5. Material that, if delivered, could compromise the safety or security of this facility, staff or inmates.
6. Items mailed bulk rate, third or fourth class mail that will be refused; no notification will be made to the intended inmate recipient.
7. Photographs of copyright protected material and those that have additional writing or drawings on them will be rejected.
8. Any publication, periodical, magazine, leaflet or book that is on the "Prohibited Publications" list produced by the Oregon Department of Corrections will be refused.
9. Any written material glorifying, encouraging, creating or otherwise depicting Security Threat Group activity sometimes known as criminal street gangs.
10. Any correspondence that threatens or intimidates any person or party.
11. Other examples of prohibited items are: newspaper and magazine clippings; most catalogs; stickers; scratch-and-sniff paper; bookmarks or business cards made with any material other than standard paper cardstock; glitter; rubber bands; cards with glitter, glue or plastic fronts that cannot be inspected; postage stamps; envelopes; blank writing paper or cards; unofficial or decorative ink stamping; etc.
12. Any substance that is foreign to authorized mail items including lipstick, crayon, watercolors, paint, correction fluid, unknown stains, perfume/cologne, etc. is prohibited.

Who can send mail to an inmate?

Anyone can send mail to an inmate with restrictions. Mail will not be accepted from another correctional facility, corrections-monitored facility or treatment center. Mail will also be refused from a person acting as a go-between for inmates by redirecting mail between two or more people to undermine jail rules. Mail between the victim of a crime that the inmate is in custody for, either pretrial or sentenced is prohibited. In certain circumstances, a Jail Supervisor may further restrict an inmate's personal correspondence with certain people.