



## **Pasco Sheriff's Office**

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## **Changes made to inmate mailing for security**

**NEW PORT RICHEY** – The Pasco Sheriff's Office has announced a new inmate mailing system to go into effect later this month. Effective March 30, 2009, the following changes concerning inmate mail will take effect:

### **GENERAL MAIL**

Incoming correspondence, other than mail from the courts or government officials, will be received in **POSTCARD** format only. Any letters or cards received in envelopes from sources other than stated above will no longer be accepted due to security concerns and will be returned to sender unopened. Outgoing inmate mail procedures have not changed with the exception of correspondence with other inmates in Pasco Detention facilities. Inmates who correspond with other Pasco County inmates must also utilize postcards for correspondence. Postcards are available for purchase from the commissary; indigent inmates will receive postcards in lieu of envelopes and paper for such correspondence.

### **MONEY**

Envelopes containing funds for deposit in inmate commissary accounts will still be accepted into the facility through the U.S. Mail at this time. Cash will no longer be accepted through the mail; only money orders, cashier checks and checks from government/law enforcement agencies will be accepted. Cash will only be accepted at the Property/Cashier window located in the lower lobby of the Land O' Lakes Detention Center. The envelope will be addressed with the inmate's name, CIN number, and address, labeled "Inmate Accounts". The check or money order will be written to the inmate along with "Inmate Accounts" clearly written on the memo line of the check or money order. If anything other than money orders, cashier checks or checks from government/law enforcement agencies is sent in, the entire contents will be returned to sender.

Sample Address: Inmate John Doe CIN 9876554  
Pasco Detention Facility  
20101 Central Blvd,  
Land O Lakes, FL 34637  
ATTN: Inmate Accounts

## PICTURES

Pictures will no longer be accepted without prior approval. Inmates who have been incarcerated in a Pasco Detention facility for longer than 1 month, may request to have up to 10 photo's sent in every 6 months upon obtaining permission via an Inmate Picture Permit. Once approved, it is the inmate's responsibility to notify the sender of the approval and what is accepted. The envelope is to be addressed in the same manner as above but labeled, "Photos Enclosed." If anything other than photographs are sent in, the entire contents including the photographs will be returned to sender.

## BOOKS AND PUBLICATIONS

The facility will permit books and publications to be received through the mail. Each inmate may obtain no more than 3 books/ magazines for retention in their cell. **Any books in excess of the 3 must be discarded or donated to the facility library. All books/ publications must be mailed directly from the publisher or Internet bookstore source.**

### **The following material will not be permitted for receipt:**

Hardback books (unless approval is obtained through the Operation Support Lieutenant)  
Newspapers  
Books in excess of 8 1/2" x 11" x 2" in size

### **Books /Publications containing the following will not be permitted:**

Nudity, Pornographic or Sexually explicit material  
Explanations of the construction or ability to modify electronic equipment.  
Explanations of the construction of weapons or explosives  
Materials advocating or providing instructions on methods of escape  
Materials advocating riots  
Materials advocating racial, religious or national hatred, or institutional violence  
Other material that jeopardizes the security or safety of inmates, staff or the public

**Any books/ subscriptions found unacceptable in accordance with the guidelines provided above will be returned to sender, The inmate will be responsible for contacting the publisher for reimbursement of funds for advanced or rejected publications.** For security reasons, inserts may be removed by mailroom staff. Each

received subscription/book will have the receiving inmate's name affixed either by address label, or written/stamped on the interior of the front cover. Removal of the identification will result in the publication being deemed contraband and it will be disposed of or placed into the facility library.

## DONATIONS

Donations will be received through the Inmate programs section. Inmates must submit an Inmate Service Request Form (4-0011), directed to programs, requesting the book be collected for donation. Inmates found in possession of more than 3 books may face disciplinary action.

**Books and publications will not be placed into property storage.**

For more information please visit [www.pascosheriff.com](http://www.pascosheriff.com), and follow the link for Detention.

