

Who can send mail to an inmate?

Anyone can send mail to an inmate with some restrictions. We will not accept mail from:

- An inmate in a correctional facility or treatment center.
- A victim or witness of a crime that the inmate is in custody for either in pretrial or sentenced status.
- A person acting as a go-between for inmates by redirecting mail between two or more people to undermine facility rules.
- An inmate participating in electronic home detention.
- In certain circumstances, a Corrections Bureau Administration may further restrict an inmate's personal correspondence with certain people.

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 initial please include those. Send mail to this address:

Inmate's name
c/o Thurston County Corrections Facility
2000 Lakeridge Dr. SW
Olympia, WA 98502

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

Who can answer my questions?

If you have a question about inmate mail, you can call the facility at (360) 709-5900.

May I call to confirm delivery of an item?

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

Who can discuss a complaint with me about inmate mail?

If you have a complaint about inmate mail, you can contact a Corrections Bureau representative by calling (360) 709-5900, Monday–Friday, 8:30 a.m. to 4:30 p.m. You can write to the Corrections Bureau Administration at the address below:

Corrections Bureau Administration
2000 Lakeridge Dr. SW
Olympia, WA 98502

If mail you send to an inmate is returned to you and you believe there has been error in denying your correspondence, you may appeal the decision.

Inmate Mail Guide

Frequently Asked Questions

About Inmate Mail

Last update 12/21

**THURSTON COUNTY
CORRECTIONS FACILITY**

We only allow inmates to receive correspondence sent through the US Postal Service or equivalent commercial service. We do not accept mail delivered by hand. 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 inmate?

Postcards and greeting cards

Postcards may be accepted, with maximum dimensions of 5-1/2 x 8-1/2 inches. Greeting 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. Audible cards are not allowed.

Letters for personal correspondence may include:

- Pictures (*limit of 8 – NO Polaroid photos*)
- Personal business documents

Legal 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 must be on the address side of the envelope.

Photo Books

Photo books must be sent directly from a publisher. Only the first 8 photos will be color photocopied and provided to the inmate. Original photobooks will be provided to the inmate upon release from custody.

Periodicals

Newspapers must be sent directly from the publisher. We do not accept magazines.

Pamphlets (*limit of 5*)

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

What cannot be mailed to an inmate?

We do not accept books or magazines.

Contraband items. *Contraband is anything the jail does not allow an inmate to have unless they authorize it or any item that is changed or modified from its original state.* We will not accept 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
- Coupons or lottery tickets
- Compact discs or electronic media
- Items that exceed approved limits
- Items from a non-approved source
- Items that could hide contraband
- Foreign substances, such as bodily fluids, lip-stick, 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 inmate's rehabilitation. This includes content that—

- Threatens, plans, encourages, instructs in activity that is criminal or violates facility 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 in code or suspected code
- Is fraudulently marked as legal or official mail

Does the jail open and inspect mail?

All incoming and outgoing mail is subject to opening and inspection by Corrections staff.

All incoming inmate mail will be opened and scanned. An electronic version will be sent to the inmate via a tablet. The original will be provided to them upon release.

How do I send money to an inmate?

You may send U.S. Treasury Checks or U.S. Postal Money Orders made payable only to the inmate for credit to an inmate's account, addressed to the inmate. We will not accept payroll, personal, business, or two party checks.