

# Mail Instructions

**Starting Monday, August 16th, 2021, all mail will need to be sent to the below addresses.**  
**Mail received at other addresses will be rejected.**

## **Standard Non-Legal Friends and Family**

### **Mail Address:**

[Inmate Name – Inmate ID]  
Washington County Jail  
PO Box 76550  
Highland Heights, KY 41076

## **Mail from Lawyers or other legal representation:**

[Inmate Name – Inmate ID]  
Washington County Jail  
P.O. Box 97  
Jonesborough, TN 37659

### **ANY MAIL DEEMED TO NOT MEET THE BELOW GUIDELINES WILL BE DESTROYED**

1. All incoming mail must be addressed with the Inmate name and Inmate ID
2. All incoming mail must have a return address on the envelope
3. All incoming mail must be no larger than 8 ½" x 11" (letter size), no smaller than 3 ½" x 5" (post card size), no thicker than light card stock, and must be able to be fed through a sheet fed scanner
4. All incoming mail shall be opened, inspected and/or read to determine if contraband is enclosed or any violation of prison rules has occurred. If such is found, mail will be destroyed and not returned.
5. Prohibited Mail
  - a. Stamps
  - b. Blank envelopes
  - c. Stationary
  - d. Cash, checks, money orders, or other forms of currency
  - e. Threats of physical harm against any person or threats/details of criminal activity
  - f. Plans to smuggle contraband into or out of the institution
  - g. Information to formulate escape plans, to commit a crime, or to violate a prison rule
  - h. Solicitation of gifts, goods, money, or things of value from individuals or entities other than family or established close friends
  - i. Code or gang insignia
  - j. Obscene language or drawings
  - k. Information that, if communicated, would create a threat to the security of the institution
  - l. None of the following may be included or attached:
    - i. Address labels
    - ii. Stickers
    - iii. Homemade cards
    - iv. Musical cards
    - v. Non-white envelopes or paper
    - vi. Paintings
    - vii. Tracing paper
    - viii. Pages from coloring books
    - ix. Drawings in colored ink, marker, crayon, or glitter
    - x. Raised decorations
    - xi. Paint or the use of white out, glue, or other liquids
6. Pictures are the only enclosures permitted to be mailed to inmates through our company.  
Do not send to WCDC
  - a. Each inmate is allowed up to 10 photographs per package, but these MUST be printed on photo paper
  - b. Printouts from the internet, colored pages, and **provocative material (I)** are not permitted and will be destroyed
    - i. **Provocative is generally defined as follows:** "Causing annoyance, anger, or another strong reaction" or "arousing sexual desire or interest."
7. Return to Sender Items
  - a. Legal Mail
  - b. Certified mail requiring inmate signature
  - c. Mail with postage due