

Inmate Correspondence

Correspondence with inmates should be handled in the following manor to insure your privacy and protection. Please be aware of the following instructions when corresponding with inmates.

- As a policy of the Department of Corrections, all mail going to an inmate must have a complete return address on the envelope or it will not be delivered to the inmate. As a safety precaution to you, we suggest using the church address as a return address for your protection. The return address to use should be as follows:

NorthEast Christian Church Prison Ministry

ATTN: *Your First Name*

P.O. Box 55349

Lexington, KY 40555

- Request inmates to use this address when replying to your letters.
- Inmates address should include the inmate's full name & inmate's institution number above the institutions name and address.
- Do not use labels or stickers on the envelope or inside the card or letter.
- Never give an inmate your personal information such as home address or phone numbers.
- Always use your first name unless you are corresponding with an inmate you know personally such as a family member or friend.
- Never send an inmate a personal photograph of you or any family members.
- Do not attempt to send an inmate stamps, cash, checks, money orders, magazines, books, certain newspaper clippings about criminal activity, etc. All of which are considered contraband and will be discarded by the institution. If you have any questions about what can be sent, please ask someone before sending. An inmate's mail is opened upon delivery by the institution and checked for contraband before it is given to the inmate.

Inmates thoroughly enjoy correspondence from the outside population and welcome your concern to identify them as worthy of your time and attention. However, these guidelines are for your protection against any unwanted personal contact from an inmate. Keep in mind that other inmates may come in contact with information you send and use it to their advantage. If you are unsure of what can and can't be sent, you can refer to the guidelines provided by the Department of Corrections at <http://www.corrections.ky.gov/inmateinfo/> or request a printed copy from one of the prison ministry team.

Inmates are allowed to receive such things as; articles from magazines such as guidepost or devotionals, bookmarks (*paper product and not plastic or metal*), puzzles, etc. Magazines, books, CD's and this type of material must be sent directly from the publisher such as a subscription. Books, CD's and other reading material can be sent to the institutions chaplain as a donation and the inmates can check them out or view/listen to them in the library. We suggest that you limit your correspondence with an inmate to letters and cards.