

PCDCC INMATE HANDBOOK

The PCDCC reserves the right to reject any item that it considers to be unsuitable. All mail must include the sender's return address on the envelope. Please include inmate's booking number on all correspondence to ensure accurate delivery.

The following items will not be accepted for delivery into the PCDCC:

- ┆ Address labels
- ┆ Blank paper, blank cards and blank postcards
- ┆ Bubble wrap envelopes; padded envelopes; cushion mailers
- ┆ Cardboard (cardboard mailers require inside envelope)
- ┆ Calendars
- ┆ Cash or personal checks
- ┆ correspondence that is in code
- ┆ Color paper; colored envelopes (plain white paper only)
- ┆ Color greeting cards (white card with black printing only)
- ┆ Confetti
- ┆ Coupons; gambling items; playing cards; dice
- ┆ Crude, objectionable and/or inflammatory materials
- ┆ Excessive coloring/puzzle pages/photos (limit 10 per day)
- ┆ Excessive ink, marker or paint
- ┆ Foil; foil-lined envelopes
- ┆ Food items
- ┆ Gang related materials
- ┆ Gel/color/metallic ink (black ink only)
- ┆ Glitter; glued items
- ┆ Hand gestures
- ┆ Hardback books, CD's or DVD's
- ┆ Laminated items
- ┆ Lipstick
- ┆ Manila envelopes
- ┆ Metal clasps or other metal items
- ┆ Musical cards,
- ┆ Newspaper, softcover books, and similar items, which are not sent directly from the publisher bookstore or internet bookseller
- ┆ Nude/semi-nude photos, including babies and children
- ┆ Packages
- ┆ Paper clips; staples
- ┆ Pens/pencils
- ┆ Perfume; cologne or scented items
- ┆ personal checks, *two-way checks*, cash, *payroll checks*, *US Treasury checks*, *checks from Tribal institutions*, *Social Security*, *Cashier Checks*, *Money Orders*, *SSI*, and *unemployment checks*
- ┆ Plastic; plastic envelopes
- ┆ Pictures with backings, or Polaroid pictures
- ┆ Racist materials
- ┆ Ribbon; string
- ┆ Sexually explicit materials, including Publications that contain nudity, obscene, nude pictures (including babies and children), pictures descriptions of sexually explicit activities or material that could lead to sexual aggression, an offensive environment for inmates. Pictures or drawings of nude, obscene or sexually explicit material.
- ┆ Stamps, envelopes, paper (must purchase from commissary)
- ┆ Stickers; post-it notes
- ┆ Tape (clear tape only)
- ┆ Threats of blackmail or extortion (picture of large quantities of money)
- ┆ Tobacco or tobacco products
- ┆ Tyvek envelopes
- ┆ Unauthorized inmate to inmate correspondence
- ┆ Unknown substances on envelope, paper, photos
- ┆ Unsigned, incomplete or altered money orders
- ┆ White out
- ┆ 3-book limit exceeded
- ┆ OTHER--- specified below

Technical/detailed material containing information on security system, equipment and practices used in the PCDCC and/or correctional field. Graphic information on security operations of the PCDCC and/or facility blueprints or diagram. PCDCC staff records will be rejected and not delivered.

Any items considered to be contraband will result in the envelope and its contents being returned to sender and may possibly be investigated for criminal violation. The inmate will be notified if any of the mail was returned.