



CENTRE COUNTY CORRECTIONAL FACILITY

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Warden

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General Mail Information

Policy Statement: To maintain communication with family, friends, and court related agencies through the public mail system. The sending and receipt of mail and publications shall be restricted for valid penological reasons such as introduction of contraband, threats to directly violate facility order and security, public safety, or when requested by intended recipients.

Definitions: Contraband - Any item possessed by an individual or found within the facility that is prohibited by law or expressly prohibited by those legally charged with the administration and operation of the facility or program.

Publication - Any newspaper, book, or magazine that is circulated among the public for conveying information.

Incoming Mail:

Mail will be opened and inspected for contraband. Any mail containing contraband, personal checks, cash, or unacceptable photos will be returned to the sender.

All books, magazines, and newspapers must be new and sent from the publisher or bookstore.

Mail that may be refused includes, but is not limited to, those that meet one or more of the following criteria:

- Contains crayon, marker, colored pencils, tape, stickers, glitter, string, ribbon, staples, magazines/newspaper clippings, laminated items, internet printouts, photocopies, envelopes, stamps, or any other item not authorized for inmate possession.
- No postage due, or COD mail will be accepted.
- Photos larger than 5x7, photos in excess of 10, instant film (polaroids).
- Battery-operated or large greeting cards.
- Post cards.
- Catalogs or pamphlets.

- Cash, money order or personal check enclosed. When a letter is received containing cash, a money order, cashiers or government check, the mailing will be refused and returned to sender. All monies will be accepted via the kiosk in the visitation lobby, by telephone or online only.
- Correspondence with any prohibited party, including correspondence directed through a third party.
- Any piece of mail that does not have a full legible return name and address (a complete address includes the senders' first and last name and address).
- Any packages that are received without prior approval, not including publications.

Incoming Publications:

All incoming magazines and newspapers must be from the publisher, and all incoming books must be new and from the publisher or bookstore. Used publications are not permitted. Books, newspapers, and magazines will be inspected on a case by case basis and if deemed inappropriate, will be refused and returned to sender.

Publications, newspapers, magazines, or photographs that may be refused including but are not limited to those that meet one or more of the following criteria:

- It depicts or describes procedures for the construction or use of weapons, ammunition, bombs or incendiary devices.
- It depicts, encourages or describes methods of escape from correctional facilities or contains blue prints, drawings or similar descriptions of any jail or prison.
- It depicts or describes the procedures for manufacturing drugs or for the brewing of alcohol.
- It depicts, displays or is drawn to promote or represent gang graffiti, illicit activities or recruit members.
- It is written in code.
- It depicts, describes or encourages activities, which may lead to the use of physical violence or group disruption.
- It encourages or instructs in the commission of criminal activity.
- It advocates violence of any kind or literature that promotes hatred towards any group.
- Material, sexual or otherwise, which by its nature or content poses a threat to the security, good order or discipline of the institution.
- Facilitates a criminal activity.

Publications that contain any of the above information will be refused and sent back to the publisher or bookstore

All books belonging to an inmate, including religious texts, must be sent new from a publisher/bookstore. No books or texts will be accepted upon commitment, transfer from another institution, or from private individuals.

Inmates may not have more than two (2) books and (1) Bible/Koran/Torah/Religious Text in their possession at a time.

Books and religious texts may not exceed the standard hardcover publication size of 7" x 10", and may be no more than 2.5" in thickness.

Any other books or religious publications not specified, or that exceeds the above limits, must be approved in writing by the Director of Treatment.

If the publication contains a free sample item (lotion, perfume, etc.) the item(s) shall be removed from the publication and the publication will be delivered to the inmate. If the item cannot be removed, the publication will be returned to the sender.

Inmate Correspondence:

An inmate may not correspond with currently incarcerated inmates, former inmates that were incarcerated at the Centre County Correctional Facility who have not been out more than 6 months after their last release date, parolees, probationers, or co-defendants, unless given prior approval from the Warden.