



# El Paso County Sheriff's Office

## Terry Maketa, Sheriff



**TO:** All Concerned Personnel and Inmate Users

**FROM:** Commander Robert W. King #88010

**DATE:** 12/16/10

**SUBJECT:** Revision of Personal Outgoing Inmate Mail Procedures

Re: Interim Directive #10.11

Effective on the dates identified below, the El Paso County Sheriff's Office Detention Bureau will revise its outgoing personal inmate mail program to incorporate sealable envelopes and blank writing paper for both indigent and non-indigent inmates. We will continue to offer 4x6 inch post cards through the inmate commissary program for those inmates who desire to spend less on correspondence materials.

Beginning on December 20, 2010, the inmate commissary program will offer, for sale, posted sealable envelopes and blank writing paper. These correspondence materials if ordered on the 20<sup>th</sup> will be delivered to Alpha, Bravo, Charlie and Delta Mods on December 22<sup>nd</sup> and Echo, Fox and Golf Mods on December 24<sup>th</sup>.

On December 22, 2010, indigent supplies delivered to indigent inmates throughout the detention facility will include sealable envelopes and blank writing paper. These envelopes will contain the Criminal Justice Center's return address. Only these envelopes with the CJC return address will be eligible for postage via the outgoing indigent inmate mail program. Each indigent envelope mailed out must be properly addressed and free from any additional writing or drawing on the envelope.

All Power of Attorney forms and other sensitive mail must be sent out using the personal outgoing mail program. On December 24, 2010, we will discontinue the use of the DB219 Form which was used to request special mail privileges to mail out sensitive mail.

Indigent inmates who are on the law library list will receive their legal supplies from the Program's Manager. Indigent inmates who are not on the law library list who wish to send out legal mail must use their allotted indigent inmate supplies.

Non-indigent inmates who wish to send out legal mail must purchase their legal supplies from the inmate commissary program.

### *Commitment to Excellence*

#### Support Services Bureau

210 S. Tejon St. • Colorado Springs, CO 80903  
719-520-7100

#### Office of the Sheriff

#### Law Enforcement Bureau

101 W. Costilla • Colorado Springs, CO 80903  
719-520-7155  
shr.elpasoco.com

#### Criminal Justice Center

2739 E. Las Vegas St. • Colorado Springs, CO 80906  
719-390-2106