

INMATE MAIL:

Inmates may receive mail during their stay in this facility. Letters sent to inmate shall be opened and inspected for contraband. Any letter found to contain contraband will be forwarded to the Facility Administrator for appropriate action. Money orders which are included with letters will be removed and delivered to commissary for deposit.

Anyone wishing to write an inmate must do the following:

1. Show your first and last name and address on the envelope in the upper left corner of the envelope (letters without a return address is not deliverable and will be returned to the Post Office).
2. Write the name of the inmate and their inmate number. If there are any doubts as to the identity of the person receiving the mail, it will be returned to sender.
3. Show the inmate's cell/dorm designation.
4. Address the letter: C/O Orange County Corrections Facility
 P.O. Box 1928
 Orange, Texas 77631

Undeliverable Mail is material which will not be accepted for delivery but shall be immediately returned to the post office marked undeliverable, or may be placed in the inmate's personal property container and includes:

1. Packages or "care boxes" from home;
2. Mail in a 9"x 12" or larger envelopes, which obviously contain more than just written material;
3. Letters that obviously contain contraband;
4. Unauthorized books, magazines, pamphlets, and downloaded internet materials;
5. Mail with foreign or unusual material upon it such as: stickers, tape, paste, glued surfaces, perfume, powder, stains, lipstick, address labels, etc.;
6. Blank stationery, envelopes, or cards and stamps;
7. Any violent, racial, obscene or gang material, or material advocating inferiority of an ethnic, racial or religious group;
8. Any item depicting alcohol, illegal drugs and/or illegal substances;
9. Novelty card, musical greeting cards, laminated or glued together greeting card and/or correspondence;
10. The envelope contains a letter to more than one inmate or contains threats of physical harm against a person, or threats or plans of criminal activity, threats of blackmail or extortion, promotes gang activity, advocates or describes participation in illegal activities or requests for gifts or money from unrelated individuals.
11. Photos of staff or photos displaying nudity by definition. Photographs May be limited to a reasonable number and size and to any other reasonable restriction determined by staff. Reasonable shall be at the discretion of staff. Commercial products, "pin-ups", and cuttings from publications are not photographs and may be rejected.
12. Sexually explicit situations including sexual intercourse, body excretory functions, sadism or bondage.