

# MCSO Inmate Funds, Mail, Telephone, Property

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### **How do I send funds to an inmate?**

All Money deposits are made through TouchPay. Deposits can be made online at [www.touchpaydirect.com](http://www.touchpaydirect.com), or over the telephone at 1-866-232-1899, or at one of the kiosks located in the lobby at the Multnomah County Detention Center, the Inverness Jail, or the downtown courthouse. You will need the inmate's SWIS ID number, and the Multnomah County pay location code which is: **297204**.

### **Depositing Money in an Inmate's Account**

An inmate uses money in his or her account to purchase hygiene items, writing supplies, snacks from the commissary, and to pay for fees. The inmate will receive the balance of any remaining funds in the account upon release.

### **What kind of funds can I bring to the jail?**

The Kiosks accepts cash or credit/debit card. Online or telephone transactions require a credit/debit card. **Personal Checks, Cashier's Checks and Money Orders are not Accepted**

### **How do I send mail to an inmate?**

You may send mail, addressed to the inmate, via the US Postal Service to our Inverness Jail facility as such:

#### **INMATE MAIL**

FirstName LastName SWIS #XXXXXX  
11540 NE Inverness Dr.  
Portland OR 97220

All incoming mail, books, and magazines will be opened and inspected. Inmate mail shall not be held for more than twenty-four (24) hours, excluding weekends and holidays.

You may also come in person to fill out an "Inmate Memo Form" which can be sent through MCSO inter department mail to the inmate at the facility they are housed. If the inmate has been transferred to another facility or released from custody, the memo will be discarded.

**\*\*Delivered Daily\*\***

MCDC – 7:00 AM to 7:00 PM Monday thru Friday ONLY.

MCIJ - 7:00 AM to 10:30 PM Monday through Friday ONLY.

### **What kind of mail can I send?**

- Personal Mail
- Legal Mail
- Books

- Magazines/Newspapers

### **Contraband Mail**

It is a felony to introduce contraband into a correctional facility. The Enforcement Division of the Sheriff's Office will investigate such activity or suspected activity for prosecution. Any mail that contains unacceptable enclosures will be returned to the sender. The entire piece of mail will be returned if any part is unacceptable by facility regulations.

### **Guidelines for Personal Mail:**

#### **Acceptable Items**

- Letters
- Photos of an appropriate nature
- Cards (single layered/non-bonded cards only)

#### **Unacceptable Items**

- Escape Plans
- Flammable materials
- Polaroid photos or any photo with stiff backing
- Drugs or drug paraphernalia
- Weapons, explosives, and /or any materials used in making weapons/explosives
- Pictures, photos, motivational materials and greeting with stiff backings or larger than 9 x 13
- Personal checks, money orders, stamps, pens, bus passes, or calling (phone) cards
- Envelopes unless self-addressed (Official Mail only)
- Material containing portrayals of sexual activity or nudity (material displaying uncovered and exposed genitalia, buttocks, or female breasts, written or pictorial depiction of lewdness)
- Inflammatory material if it constitutes a direct threat to the security and safety of the facility (as defined by MCSO Operational Procedures)
- Any device capable of storing electronic media (videotapes, cassettes, CD ROMS, and computer disks)
- Any foreign substance (i.e. perfume, tape, stickers, labels, glue, crayons, glitter, lipstick, body fluids, or any other foreign substance) on the envelope or within the contents
- Communication that is "Restrained" by the court
- Deceptively addressed items and/or envelopes, envelopes with no return address

Mail that contains nuisance contraband shall be returned in its entirety to the sender or sent to the Dead Letter Office if lacking a return address.

Nuisance contraband found in the mail being sent to an inmate that originated from another inmate within Multnomah County Sheriff's Office facilities shall not be given to or stored for any inmate.

Inmates are subject to disciplinary process for misuse of mail per the Inmate manual.

**Guidelines for Legal Mail:**

Incoming clearly marked official mail will be opened and searched for contraband in the inmates' presence. Anyone dropping off legal mail will also be required to show current and valid photo id.

**Guidelines for Books:**

Books must be sent directly from the publisher or approved retailer and correctly addressed with the inmate's name and swis number via US Postal Service or they will be rejected and returned.

Below are examples of approved retailers:

- [www.amazon.com](http://www.amazon.com)
- [www.barnesandnoble.com](http://www.barnesandnoble.com)
- [www.powells.com](http://www.powells.com)

**Other information**

- No bulk rate, third or fourth-class mail, junk mail, or packages shall be accepted.
- Publications shall clearly be in unaltered form and shall be subject to review.
- Publications must be prepaid from outside funds.
- Hardcover and leather bound books are NOT permitted, only soft covered books.
- Books cannot exceed 3 inches in total thickness or be larger than 9" x 13".
- Ordered books will count towards the inmates four (4) book and magazine total. If an inmate receives a new book or magazine and that total exceeds the four (4) book limit, books will be returned to sender
- Inmates who are on disciplinary segregation will not receive their publications but will have them stored with the rest of their personal items; books in excess of four (4) will be returned to sender.
- Inmates moving within Multnomah County facilities are permitted to keep their four (4) publication limit.
- Inmates transported outside of Multnomah County facilities must donate their books to general use.

**Guidelines for Magazines/Newspapers:**

- Magazines/newspapers must be sent directly from the publisher or approved retailer and correctly addressed with the inmate's name and swis number via US Postal Service or they will be rejected and returned.
- Publications shall clearly be in unaltered form and shall be subject to review.
- Publications must be prepaid from outside funds.

- Ordered magazines will count towards the inmates four (4) book and magazine total. If an inmate receives a new book or magazine and that total exceeds the four (4) book limit, excess books will be returned to sender.
- Inmates who are on disciplinary segregation will not receive their publications but will have them stored with the rest of their personal items; books in excess of four (4) will be returned to sender.
- Inmates moving within Multnomah County facilities are permitted to keep their four (4) publication limit.
- Inmates transported outside of Multnomah County facilities must donate their books to general use.

**Unacceptable Books, Magazines, newspapers and Periodicals include:**

- Items which contain instructions for the manufacturing of explosives, drugs, weapons or other unlawful substance;
- Items which incite, aid, or assist an inmate to attempt escape, riot or disrupt Facility order and security;
- Items which contain portrayals of sexual activity or nudity (material displays uncovered genitalia, buttocks, or female breasts);
- A type that has demonstrably caused violence or other disruption of Facility security;
- Advocates racial, religious, national or other hatred in such a way so as to create serious danger of violence or other disruptive activity in the Facility;
- Inflammatory material
- Encourages sexual behavior which is criminal or in violation of institution rules or detrimental to inmate programs;
- Violate state law;
- Promotes a hostile work environment.

**Undeliverable Inmate Mail:**

- Returned to sender.
- Confiscated if being sent to an inmate that originated from another inmate within Multnomah County Sheriff's Office and a mail violation is present.
- Sent to the US Postal Service Dead Letter Office if a return address is not available.

**Guidelines for Phone Usage:**

- Inmates have access to a listing of free calls to public defenders, official agencies, and certain private attorneys in each housing area. Calls made to any of these numbers are free of charge.
- Attorney/legal calls are to be made during scheduled walk times.
  - Personal phone calls are subject to monitoring.
  - Three way or third party calls are not permitted. Detection by our phone system will result in termination of the call.
  - The inmate will have to contact you via collect telephone call during their walk time; you

cannot call the inmate.

- The inmate telephone system has usage guidelines, limiting the total minutes and call attempts.

- Each call is automatically charged at the designated rate per call to the phone number, which accepts the collect call.

- Each personal call is programmed to last no more than fifteen (15) minutes.

To set up a phone account, contact SECURUS Technologies. SECURUS Technologies is responsible for addressing any billing or inmate telephone service issues faced by the friends and family of the inmates.

1-800-844-6591 Toll-Free Number

Visit the Securus website at [www.securustech.net](http://www.securustech.net)

For information on Securus Video Connect Information

1-877-578-3658 Toll-Free Number

**Inappropriate Phone Usage:**

If an inmate is using the telephone to harass or threaten another person and you would like to report this, please contact the specific facility the inmate is housed in immediately

Justice Center Jail (503) 988-3689

Inverness Jail (503) 988-5060

The facility will act on any urgent matter immediately.

A telephone number may be blocked at the request of the called party by striking 6 on the phone keypad when you receive a call.

Non-payment to local phone company or inmate telephone provider.

Exceeding daily, weekly or monthly-established dollar/credit amount limits.

Receiving caller attempting a three-way call (phone number becomes automatically blocked).

Court order, request from police, staff, or victims.

To place a block on your phone number, click [HERE](#)

**Visiting Guidelines:**

The inmate must place you on their visiting list prior to your visit.

You may contact the inmate through a letter via US Postal Service, Inmate Memo Form or if they contact you via telephone.

For more complete information regarding visiting see our visiting guidelines

## **Release of Inmate Money**

An inmate can release funds in his or her account to another party. The number of money releases is limited to two (2) in a thirty day period. An inmate may only release a maximum of \$500.00 at any one time. Contact the inmate if you wish to have the inmate release money for any reason. All money releases are in the form of a check. The inmate must provide the correct spelling of the name of the person they are releasing the money to.

Money releases can be done Monday-Friday from 10:00 AM-10:30 PM, and 7:00 AM-10:30 PM Saturday-Sunday, except between the hours of 2:30-3:00 PM.

Jail staff will not accept any walk-in requests from a person to have an inmate release money.

## **Release of Inmate Property**

An inmate may release all of his or her property to a person from jail storage. Single or selected items of property will not be released. It is an all or nothing transaction. The inmate must fill out and sign a property release form before the recipient arrives at the jail. The inmate must sign to approve the property release or it will not occur. We do not interrupt an inmate's work duties, classes, or court appearances to have the inmate sign a form.

The authorized recipient can pick up the property at the MCDC lobby desk Monday-Friday 10:00 AM-10:30 PM and Saturday-Sunday 7:00 AM-10:30 PM, except between the hours of 2:30-3:00 PM.

A recipient must present official picture identification, such as a driver's license, to receive the property.

## **Clothing Exchange**

The inmate must fill out and sign a clothing exchange form before the recipient arrives at the jail. The inmate must sign to approve the clothing exchange or it will not occur. We do not interrupt an inmate's work duties, classes, or court appearances to have the inmate sign a form. The authorized recipient can exchange clothing at the MCDC lobby desk Monday-Friday 10:00 AM-10:30 PM and Saturday-Sunday 7:00 AM-10:30 PM, except between the hours of 2:30-3:00 PM.

Clothing for court needs to be brought to the inmate's attorney at the Multnomah County Courthouse, 1021 S.W. Fourth St., Portland OR, 97204. You must clear this through the Officer in Charge (OIC) at MCDC, prior to the court date.

If an inmate is booked in with clothing that is not appropriate to wear at the time of release (i.e. inmate has had a significant weight loss/gain, inmate arrested in summer clothing but being released in winter, etc.), appropriate clothing will be provided by the jail at the time of release. The inmate needs to notify staff at release that their clothing is inappropriate. Jail staff will then

determine if the inmate needs to be provided with additional/different clothing.

**Transfer of Property to an Inmate**

You cannot bring an inmate any property with the exception of prescription eye glasses. You may drop glasses at either MCDC or Inverness Jail. You must provide ID and a valid mailing address if dropping off eye glasses. Eye glasses are given to the inmate upon approval by the inmate's counselor. If the eye glasses are not approved by the inmate's counselor, the eye glasses will be mailed back to you.