

IMPORTANT NOTICE REGARDING MAIL DELIVERY!

*Effective **DECEMBER 1, 2013***



Mail delivery will be Monday through Friday **ONLY**.



Mail **MUST BE** addressed in the following manner:



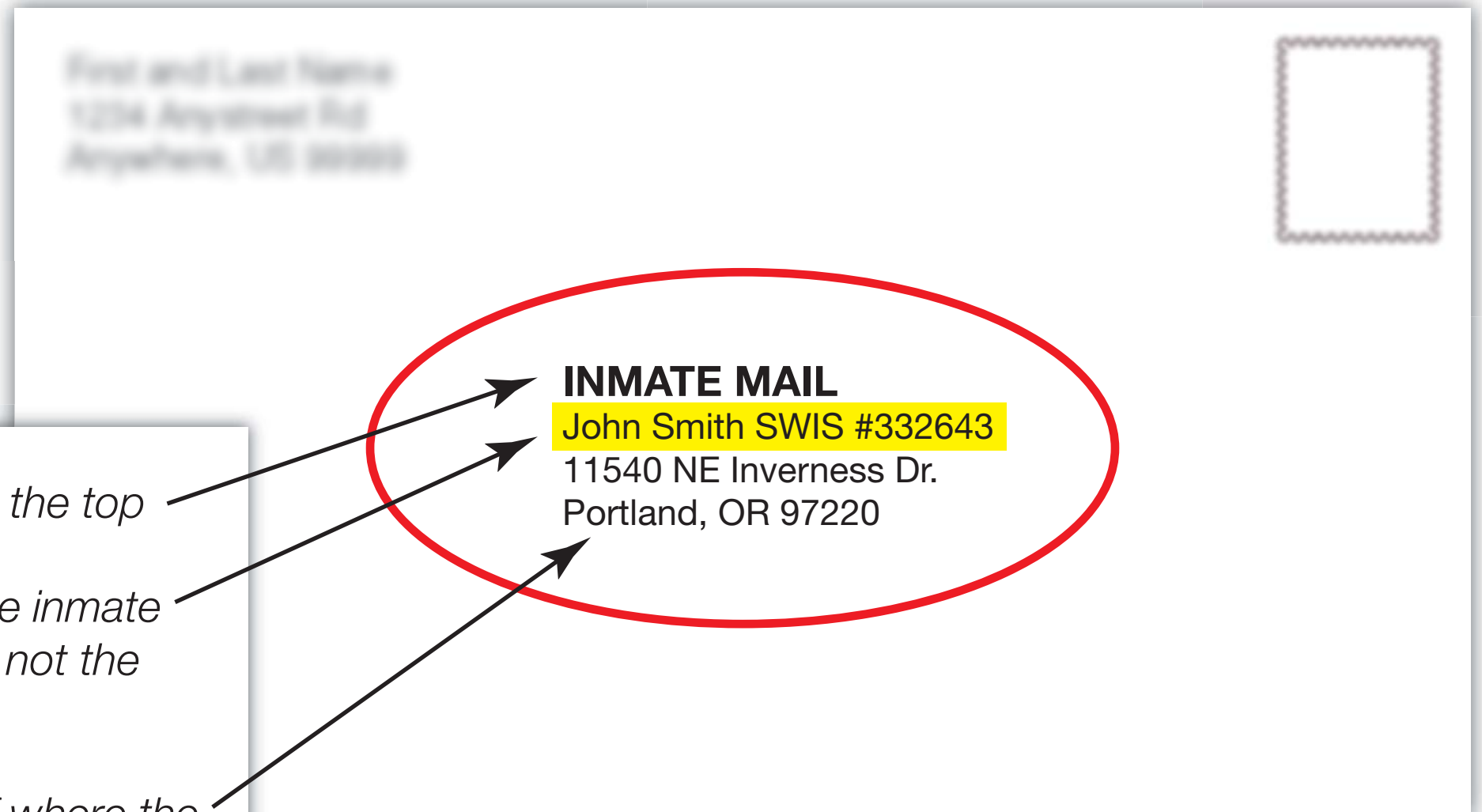
The words '**INMATE MAIL**' at the top



Name and SWIS ID number the inmate was booked under, even if it is not the person's true name



Use this address regardless of where the inmate is actually housed



- Improperly addressed mail **WILL** be returned to the sender
- Anyone dropping off LEGAL MAIL is required to show current and valid photo id