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