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	Overview of Inmate Mail Regulations Affecting Family and Friends	Last Revised: 9/9/15

OVERVIEW OF INMATE MAIL REGULATIONS AFFECTING FAMILY AND FRIENDS

The Wyoming Department of Corrections (WDOC) recognizes the importance of family and friends. We therefore encourage and appreciate regular correspondence with your incarcerated loved ones in accordance with the following general guidelines.

1. For security reasons, incoming mail must include the full name and full return address of the sender on the outside front of the envelope. Incoming mail must also include the confinement name, confinement number and full mailing address of the inmate on the outside front of the envelope. Mail for which the recipient and/or sender cannot be positively identified will be returned to the U.S. Postal Service without mail processing.
2. All incoming mail will be opened for examination, scan search, reading, photocopying, and/or inspection by person or inspection device in accordance with inmate mail policy and procedure.
3. Incoming mail must be sent through the U. S. Postal Service only. Mail received through alternative mail service providers such as UPS or FedEx will not be accepted.
4. Incoming mail shall not have anything other than the canceled postage stamp or postage label, address label, and return address label or stamp glued, taped or otherwise affixed to the envelope or package, or its contents. (Security requirements dictate that the envelope and its contents be easily inspected for contraband, so the use of preprinted self-adhesive or gummed address labels is discouraged.) Stickers, sealing wax, glitter, lip stick/gloss, or other items may not be attached to the outside of the envelope or to any of the enclosures.
5. Individuals may not send packages or publications to inmates (no exceptions). Publications must be received directly from the publisher or bookseller. Individuals may order the publication for an inmate only if the publication is shipped directly from the approved publisher or bookseller to the facility. Hard back books and other hard back publications are prohibited.
 - a. *Facilities may reject publications for multiple security reasons; as a result, please ensure the publication ordered is from an approved publisher prior to delivery in an effort to prevent rejections.*
6. Generally, inmates may not correspond with other incarcerated individuals.
7. Mail to or from the victim(s) of the inmate's crime(s) of conviction (both past and present) will not be accepted, except when formally participating in the Offender Apology Letter Bank operated by the Wyoming Board of Parole or as authorized in writing by the CEO or designee.
8. Mail may be in a foreign language, but shall not be in coded language or symbols.
9. Mail that is received from the sender with postage due shall be rejected and returned to sender.



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10. A person may notify WDOC on his/her own behalf, or on the behalf of his/her own minor children, that mail from a particular inmate is unwanted.
11. The following items may be included in the envelope with an incoming letter as long as the total thickness of the letter does not exceed ¼ inch and the overall dimensions of the envelope do not exceed 9” by 12”. Enclosures other than those listed below may result in the letter and all contents being rejected and returned to you at yours or the inmate’s expense.
- hand-written, typed or printed written correspondence;
 - no more than ten (10) newspaper and magazine clippings;
 - small pamphlets;
 - photocopies or carbon copies;
 - individual business cards;
 - hand-made drawings;
 - cashier’s check or money order (These items may only be received for deposit to the inmate’s account if they are sent directly from a spouse, parent, grandparent, children, grandchildren, sibling, another person on the inmate’s approved visitors list, or a person on the inmate’s telephone list with prior approval from facility CEO. Personal checks and cash will be rejected.);
 - single-page paper calendars without foreign substances or stickers on them;
 - no more than ten (10) personal photographs no larger than 8” by 10”, which are not sexually explicit, do not depict nudity and are otherwise in compliance with the inmate mail policy.
12. Mail which violates the provisions of the inmate mail policy, which contains inflammatory material, or which may otherwise present a threat to the safety, security or good order of the institution, public, staff or inmates will be rejected, including but not limited to mail containing:
- Any item that is considered to be illegal or evidence of illegal activities;
 - Threats, plans or evidence of criminal activity or the introduction or transfer of contraband;
 - Plans for activities in violation of the inmate mail policy or Code of Inmate Discipline;
 - Solicitation of gifts, goods or money other than to or from the inmate’s immediate family;
 - Sexually explicit material including pictorial depictions or portrayals of actual or simulated sexual acts;
 - Gang-related material or information;
 - Cash or other forms of remittance from individuals who are not immediate family members or individuals who are not on the inmate’s visitors list;
 - Material not intended for the addressee; but rather material intended for other parties;
 - Unauthorized enclosures or glue, glitter, powder, stickers, wax, stamps, excessive perfume or cologne, lipstick/gloss, possible bodily fluids, crayon or any other foreign substance attached to or absorbed into the envelope or contents.



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Thank you for following these few guidelines. By doing so, we can insure your mail is quickly processed and received.