



## MEMORANDUM

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**TO:** All NSO Offenders

**FROM:** Special Sheriff/ Superintendent Gerard Horgan  
ADS Barry Keefe

**DATE:** June 16, 2017

**RE:** New Inmate Personal Mail Protocol

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Due to the large number of instances of drugs attempted to be smuggled into the facility in the incoming mail, the Norfolk Sheriff's Office is implementing a **new mail protocol that will begin on Monday, June 19, 2017**. This change is being made for the security of the institution and the safety of the staff and the inmates.

All personal mail (letters, cards and pictures) will be copied and distributed to you. There will be a maximum of five (5) pictures allowed in per mailing. If more than five (5) pictures are received at one time, the others will be placed in a file and stored until you are released. No pictures will be destroyed while you are in our custody.

Starting on June 26, all personal mail received will be copied and then shredded. Because of this change in practice, we are giving you notice that the NSO will securely hold any personal mail that is received next week until June 30, 2017. After that date, the mail will be shredded. If you want your original mail to be picked up until June 30, you should submit a request in writing to your caseworker identifying who you would like to pick it up. That person can come to the facility to get it. The processing of legal mail will remain unchanged.

Another facility in New England had 5 inmates overdose last week and has stopped all incoming mail. We believe that copying the mail reduces the chances of overdoses while allowing your families and friends to maintain contact with you. We understand how important it is for you to be able to correspond with your family and friends. Our goal is to make that as easy as possible while maintaining a safe and secure facility.