



MEMORANDUM

April 20, 2015

TO: All NSO Inmates / Detainees
FROM: Superintendent Horgan, A/S Reilly
ADS Boomhower, ADS Durgin
SUBJECT: **INCOMING MAIL**

Due to security concerns, effective on May 15, 2015, the Norfolk Sheriff's Office has added some restrictions to incoming inmate mail. In addition to our other mail protocols, we will only accept mail if it meets the following criteria:

- The correspondence must be written in pen or in non-colored pencil.
- All letters written in pen must be in black ink.
- The paper that the letter is written on must be white, free of stains, spills or discoloration.
- All drawings must also be in either non-colored pencil or black ink.
- All greeting cards must not be multi-layered.
- All non-legal mail will be removed from the envelopes and given to the inmate with a copy of the envelope.
- Legal mail will continue to be opened with the inmate present; thoroughly searched but not read. The original envelope will not be given to you but the address information will be copied and given to you in a replacement envelope.

We are giving you advance notice so that you can notify your family and friends of these rules. Please advise them that if they mail in any letters or drawings that do not conform to this memo, the entire envelope will be returned or sent to the Sheriff's Internal Affairs Department for review.