

Indian River County Sheriff's Office - Bureau of Corrections

Mail

General correspondence between family members and friends is encouraged. Inmates are granted the right to send and receive mail as stated in the policies and procedures of the Indian River County Jail.

ALL mail is subject to search. All mail, incoming and outgoing (except privileged) will be inspected for contraband or security breaches in accordance with Florida Model Jail Standards. Privileged mail will be inspected in the presence of the inmate.

Correspondence between inmates within the Indian River County Jail is prohibited.

Outgoing Mail

ALL outgoing mail shall include the inmate's name, booking number, cellblock and facility address clearly printed on the upper left hand corner of the envelope or postcard. Envelopes and postcards will be free of graffiti and artwork. Mail not in compliance will be returned to the inmate.

Outgoing mail (except privileged) will be left unsealed by the inmate for inspection. Mail will be inspected, sealed and stamped by an employee of this facility before mailing.

Outgoing privileged mail shall be treated as privileged mail only if clearly marked with the title and name of the recipient and correct return address of the sender.

Outgoing mail will be picked up daily. Mail delivery will be as soon as possible after inspection. No mail will be delivered on Sunday or holidays.

Incoming Mail

All incoming inmate mail is delivered through the facility after inspection for contraband. Mail delivered to the facility through any other means than the U.S. Postal Service or courier services such as UPS, Fed-Ex, will not be accepted.

Effective August 14, 2020, all incoming mail shall be in the form of a postcard meeting the following criteria:

- Postcard maximum size is 5 inches by 7 inches
- Must include the inmate's full name, booking number, cellblock, and facility address
- Include a complete return address
- Any postcard containing obscene material or material which advocates hatred or violence will be returned to sender
- No stickers or additions to the post card are permitted

Picture postcards are authorized, provided the photo does **NOT** contain inappropriate images or content

The inmate will **NOT** receive the original postcard. A photocopy will be provided to the inmate. The original postcard will be discarded after a copy is made.

Indian River County Sheriff's Office - Bureau of Corrections

Soft cover books are authorized when sent by an online distributor or publisher. Any soft cover books received from a business with a retail storefront will not be accepted.

Any packages received containing items not authorized will not be returned to the sender due to the difficulty in obtaining a return merchandise authorization (RMA). The inmate will have thirty (30) days from the time of notice to contact a family member or designee in order to have the item picked up. Notification to the designee is the responsibility of the inmate.

Checks or money orders received through the mail will be returned to the sender. Cash received through the mail will be deposited into the inmate's account with 100% put towards any outstanding debts. The inmate is responsible for payment of any outstanding debts.

Privileged Mail

Mail clearly identified as being sent from their attorney, the courts, or public officials is considered privileged mail. The mail will be opened in the presence of the inmate. Staff will not read privileged communications, but will inspect the contents for contraband.

The housing deputy may authorize inspection of outgoing privileged mail for contraband in the presence of the inmate, prior to being sealed. After inspection, the inmate will seal the envelope.

Outgoing privileged mail may be held for a reasonable period of time, not to exceed seventy-two (72) hours, pending verification the envelope is properly addressed to their attorney, the court, or public official.

Indigent Mail

Indigent inmates will be supplied writing materials and postage, upon request, to correspond with family members at reasonable intervals.

Indigent inmates, who barter their writing materials, envelopes or postage, or abuse the privilege of receiving such items at the facility's expense, will be subject to disciplinary action.

Legal Packets

Indigent legal packets are provided for correspondence with your attorney or the court system only. A legal packet may be obtained by completing an Inmate Request form that includes the name and address of the person the inmate intends to write. Legal Packets are generally issued on the first week of the month. You must be indigent to qualify.

Legal mail once ready for mailing must be accompanied with an Inmate Request form and include the name and address of the legal entity to whom you are writing. Mail is then forwarded to Commissary for postage and mailing.

Unauthorized Mail

Indian River County Sheriff's Office - Bureau of Corrections

Unauthorized items received through the mail will be considered nuisance contraband and the entire package will be confiscated for disposal. Unauthorized items will not be stored in the facility's property room.

Unauthorized items include, but are not limited to:

- Mail or packages without a return address
- Stamps, envelopes, or writing paper
- Blank postcards
- Letters and/or greeting cards
- Newspaper clippings
- Loose pages from books or magazines
- Plastic or metal
- Tape or glue
- Stickers
- Photocopied materials
- Any mail emitting a suspicious or foul odor
- Any paper soiled with perfume, lipstick, etc.
- Computer generated material, regardless of content.
- Letters containing pictures imprinted on them
- Photographs
- Photograph postcards larger than 5 inches by 7 inches
- Nude photograph postcards
- Graphic illustrations, drawings or picture postcards
- Magazines with inappropriate content to include, but not limited to: *Stuff, Maxim, FHM, XXL, King Mag, American Curves*

Mail will be returned to the sender if the inmate is released or transferred from the facility. All incoming mail, except privileged mail, will be opened and inspected for contraband and monies. The inmate will be advised in writing of any items withheld. To avoid any delays in the delivery of mail, inmates will advise correspondents of the proper mailing address.

The Indian River County Jail's address is:

Indian River County Jail
4055 41st Avenue
Vero Beach, Florida 32960

The inmate is responsible for notifying family and friends of items not accepted through the mail.