

DUE TO A LARGE INCREASE OF CONTRABAND IN THE MAIL EFFECTIVE 1/1/2022

For the safety and security of the inmates and staff at the Yellowstone County Detention Facility, all incoming mail, with the exception of privileged/legal mail, must be in the form of a postcard only, or originate from an approved mail service.

POSTCARDS

All postcards must meet the following requirements:

- Postcard minimum size – 3.5 inches by 4.25 inches
- Postcard maximum size – 5 inches by 7 inches
- Must be written or typed in black or blue ink
- Must include the inmate's full name
- Must include a complete return address
- Must be pre-metered postage (NO STAMPS ALLOWED)

UNACCEPTABLE POSTCARDS

Which will be "Returned to Sender" or placed in the inmate's property per policy:

- Defaced, altered, torn, stained, or marked with anything but blue/black ink (including marker, paint, crayon, etc...)
- Affixed with any kind attachment (sticker, stamp, label, glue, decoration, glitter, etc...)
- Any biohazards, including lipsticks, perfumes, etc...
- Displaying images/writing that violate facility or Postal Service policy (E.G., nudity).
- Coded/encrypted/hidden communication, or illegible text.
- Contains images/writings/items that are criminal in nature and/or may threaten safety and security of the facility.

If a non-legal envelope is sent to an inmate, that was not sent through an approved mail service, it will be returned to the sender, or placed in property.

MAIL SERVICES

Letters from approved 3rd party mail services that offer contactless mail service to detention facilities for friends and family may be accepted. The Facility is not affiliated, associated, nor recommends any specific service. Letters from approved services, that meet the facility criteria and rules, will be allowed. Unacceptable letters will be returned to sender or placed in property.

- Max letter size 8.5 x 11
- Letters may not contain images/writings/items that plan criminal activity and/or may threaten safety and security, or violate facility rules.
- Must include the inmate's full name and sender's name with full return address.
- Max word count 1,200 (estimated)
- May not contain coded/encrypted/hidden communication
- Affixed with any kind attachment (sticker, stamp, label, glue, decoration, glitter, etc...)

The facility will approve/disapprove mail services as necessary, and letters/items sent from these services that violate facility rules/policies will be returned or placed in property.

Current approved services:

- Pigeonly.com
- Ameelio.org

INMATE FUNDS

Inmate funds can be added electronically:

- Online, www.gettingout.com
- Through phone, 1-866-516-0115

Through the Kiosk in the facility lobby.

- **FUNDS WILL NOT BE ACCEPTED AT THE BOOKING WINDOW:**

- Kiosk located at: 3165 King Ave East, Billings, MT 59101

Through mailed money order (checks not accepted)

- Money orders must be made out to the inmate's full name
- Place money orders in a stamped envelope addressed to:

**YCDF MAIL OFFICER (*Inmate's full name, example: *John Adam Smith*)
3165 King Ave E, Billings, MT 59101**

- **Do not include letters or messages in envelope, THEY WILL NOT BE DELIVERED.**

PHOTOGRAPHS

To send photographs inside the facility, photos must ship directly from a contactless photo service (E.G., snapfish.com, Walmart online photo lab, cvs online photo lab). Local / personal shipments of photographs will be returned to sender or placed in property.

- Max photo size: 4 x 6
- Max 10 photos
- Photos may not contain images/writing that violate facility or Postal Service policy (E.G., nudity, coded, hidden communication), be criminal in nature, and/or may threaten safety and security of the facility.

BOOKS AND MAGAZINES

Inmates may have books and magazines purchased from an outside source. The facility will not arrange payments for reading material. Inmates may receive one shipment of books/magazines a month with a max of five books/magazines in a shipment. Extra items/shipments will be refused or placed in property.

- Must be new, undamaged, unmarked. USED BOOKS/MAGAZINES ARE NOT ALLOWED.
- Books must be soft covered, max size 8.5 x 11, and cannot contain any spiral bindings, attachments, decorations, clasps, etc... Any extra items (E.G., boxes, pencils, maps, calendars, etc...) are not allowed and will be discarded.
- May not contain nudity, pornographic material, martial arts/fighting instruction, weapon making, drug making, or anything deemed by the facility as inappropriate or detrimental to facility operation, safety, and/or security.
- Must be shipped from known/approved contactless publisher/distributor (E.G., barnesandnoble.com, Amazon.com). Local / suspicious shipments will be refused.
- EBAY, 3rd PARTY SELLERS, AMAZON RESELLERS (sold through amazon by not by amazon), ETC... ARE NOT ALLOWED AND WILL BE RETURNED / PLACED IN PROPERTY.
- Incoming books/magazines will be inspected and labeled on the outside with inmate's name.
- Incoming books/magazines will be labeled on the front cover. If label is altered or removed, the item becomes contraband.
- The facility is not liable for shipping charges of refused items and/or replacement costs for items lost or damaged in delivery or inspections, including after the item has been delivered to the inmate.