

CORRECTIONS DIVISION

FAQs About Mail & Sending Money

02/26/2016

Q. How do I send money to an inmate?

A. You can send money orders, cashiers checks, or government checks to an inmate, which will then be deposited in the inmate's account.

Q. How do I address a letter?

A. There are 7 rules when it comes to sending mail to an inmate. They are:

1. You must address it as follows:
 - a. If the inmate is at Maguire Correctional Facility (MCF):
Doe, John # [this is the inmate's San Mateo County Jail ID#]
c/o Maguire Facility
330 Bradford Street
Redwood City, CA 94063
 - b. If the inmate is at Maple Street Correctional Center (MSCC):
Doe, John # [this is the inmate's San Mateo County Jail ID#]
c/o Maple Street Correctional Center
1300 Maple Street
Redwood City, CA 94063
2. You must include your name and return address.
3. Envelopes may not be decorated in any way.
4. Mail containing contraband will not be delivered to the inmate.
5. No nude photographs/ pornography or Polaroid type pictures will be allowed.
6. Literature that promotes gang activity, violence, hatred, racism, or any other item that affects the security of this jail will not be allowed. This includes stamps, writing paper, envelopes, paperclips, metal fasteners, any type of adhesive sticker, including return address stickers and all other items considered as contraband in the Corrections Division Policies and Procedures.
7. Cardboard priority mail envelopes are not allowed in the facility. Upon receipt of the envelope it will be opened and checked for contraband. If the contents are allowed, they will be given to the inmate and the cardboard envelope will be discarded.

If any one of the above rules is violated. The mail will be returned or destroyed. If mail is returned, a "Return to Sender" notice shall be completed, and the mail will be returned to the sender explaining why the item was unacceptable. One copy of the notice will go to the inmate and the original will be filed in the inmate's jacket.

Q. Can I send a book? If so, how?

A. All publications – books, newspapers, magazines, periodicals, etc. – must be mailed directly from the publisher or any approved online bookstore (amazon.com or barnesandnoble.com, as examples). All others will be returned to the sender.

Q. Are there any rules about mailed publications, like books?

A. Yes. All mailed publications are screened and approved for forwarding to the inmate by a staff member appointed by the Facility Commander.

The following kinds of publications will not be forwarded to the inmate and will be forwarded to the Facility Commander for review:

1. It depicts or describes procedures for the construction or use of weapons, ammunition, bombs, or incendiary devices.

2. It depicts, encourages, or describes methods of escape from correctional facilities or contains blueprints, drawings, or similar descriptions of correctional facilities.
3. It depicts or describes procedures for the brewing of alcoholic beverages or the manufacture of drugs.
4. It is written in code.
5. It depicts, describes, or encourages activities which may lead to the use of physical violence or group disruption or threatens the security of the facility and/or its staff, or is contrary to the best interest of the facility.
6. It encourages or instructs in the commission of criminal activity.
7. It contains sexually oriented material which includes, but is not limited to:
 - a. exposed or unclothed genitalia or female breasts.
 - b. actual or simulated sexual acts including sexual intercourse, oral sex, masturbation, or bestiality.