

Lackawanna County Prison Incoming Mail Policy

Effective 9/22/20, all incoming mail must be in a plain, unlined, WHITE standard sized envelope, or a legal size envelope. All incoming non-legal mail will only be accepted if written or printed, single sided, and a MAXIMUM of 5 pages on standard sized 8 ½ x 11 paper per envelope. Any correspondence with rough edges, staples, paper clips, or any other metal or modifications will be returned to sender. If there is a return address you want to give the inmate, make sure it is in the body of the letter.

Inmates will receive color copies of photographs (maximum of 10 at a time), and letters will be scanned and sent to the tablets for inmates to view.

Letters

1. Letters must be written or printed in blue or black ink or pencil only
2. Letters cannot be more than 5 pages, single sided, per envelope
3. Mail containing ANY other items, or ANY other type of paper, in ANY other type of envelope, or if it is colored on or marked other than the printed or written body of the letter, will be returned to sender.
4. Incoming mail must be addressed in the following format:
Lackawanna County Prison
(Inmate first and last name)
(Permanent ID#)
1371 N. Washington Ave.
Scranton, PA 18509

Incoming Mail – Prohibited Items

**Anything deemed prohibited will be returned to sender*

1. Colored Envelopes
2. Greeting Cards
3. Anything written on colored paper
4. Stickers, labels, or anything with adhesive
5. Mail with a foreign substance or stains. If the substance is suspected to be an illegal or controlled substance, the mail shall be turned over to law enforcement
6. Cash, credit cards, phone cards, or card numbers
7. Post cards, pamphlets, or business cards
8. Mail written in ANYTHING other than black or blue ink, or pencil
9. Mail with lipstick or perfume on it
10. Items containing glue or white out
11. Blank paper, envelopes, plastic or metal, stamps
12. Newspaper or magazine clippings
13. ANY item that can be purchased through the prison commissary
14. Anything that cannot be identified

Photos

1. Only 10 photographs may be received per day, per inmate
2. They must be no larger than 4x6 size
3. Polaroid or instant photos are prohibited
4. Photographs of obscene materials, violence, excessive alcohol or drugs, or any gang related activities or signs will not be accepted.

Money orders or certified checks must include the name and permanent ID# of the intended recipient. Personal checks or cash will NOT be accepted.

*Important mail note:

Non-legal mail is always scanned and inspected for contraband and contents. Although mail is a right, any violations of the mail policy can result in the inmate's mail privileges being temporarily suspended. The introduction of contraband through the mail could result in criminal charges against you and the inmate.