

Bernalillo County Metropolitan Detention Center



Tom Zdunek, County Manager
Thomas E. Swisstack, Deputy County Manager

Ramon C. Rustin, Chief of Corrections

100 Deputy Dean Miera Drive SW
Albuquerque, NM 87151

MEMORANDUM

DATE: October 24, 2013 REF. NO. _____
TO: MDC
FROM: Ramon C. Rustin, Chief of Corrections *R. Rustin*
RE: Directive Inmate Mail Correspondence

Effective Monday, November 4, 2013, Each piece of incoming Inmate mail (not including Privileged Correspondence "legal mail") can contain up to four pages total.

- Letters must be written on white paper only (no thick, cardstock, etc.)*
- All letters must be mailed in a plain white envelope- NO security envelopes.*
- Colored drawings must be made with colored pencil only (no crayon, marker, paint, etc.)*
- Pictures must be photo copied onto plain white paper*
(Drawings and pictures are to be included in the four pages allowed.)
- Each piece of mail can also include one plain white pre-stamped/printed envelope*
(no adhesive stamp or security type envelope).
- Inmate to Inmate mail from other facilities will only be permitted when approved by Chief of MDC and the facility it came from.*

An updated Mail Policy will be placed on the MDC Teamsite as soon as available (PPM 15 Communication, Mail and Visiting).