

INSTRUCTIONS TO BE FOLLOWED IN CORRESPONDENCE WITH INMATES

UNITED STATES PENITENTIARY, LEAVENWORTH, KANSAS

1. Incoming mail must show full name of sender at the close of the letter and full name and address in the upper left hand corner of the envelope. The full name of the writer should be signed at the end of the letter. The following illustration is the correct method for addressing the envelope.

Put your full name and address here
Stamp
Mr. Minola M. Tamesa PMB-----61054 Leavenworth, Kans.

2. Envelopes should not contain letters from more than one person. This letter should consist of not more than three sheets approximately 8x10½ with writing on one side only.
3. All letters must be written in the English language, except those from foreign countries.
4. Correspondence should be confined strictly to family and social matters and should not include business, criminal, or objectionable matter.
5. Do not enclose stamps. No packages will be permitted at any time except those which are authorized during Christmas holidays. You may send small amounts of money which will be placed to the credit of the inmate. Money should be sent by Post Office or Express Money Order or Certified Check—no Cash. Any Post Office Money Order sent to an inmate of this institution should be made payable to the inmate.
6. Inmates are permitted to receive letters from only seven approved correspondents. Any others will be returned.
7. Do not subscribe to newspapers or magazines. The institution will enter subscriptions upon the request of the inmate, and you may send money covering these subscriptions; but direct subscriptions from relatives and friends are prohibited. Do not send newspapers, magazines, song sheets, or clippings.
8. No photographs larger than postal card size may be received by inmates, and they must not contain inscriptions or writing on the back of them. Photographs must be of approved correspondents and members of the inmate's family. Scenery, etc., will not be accepted.

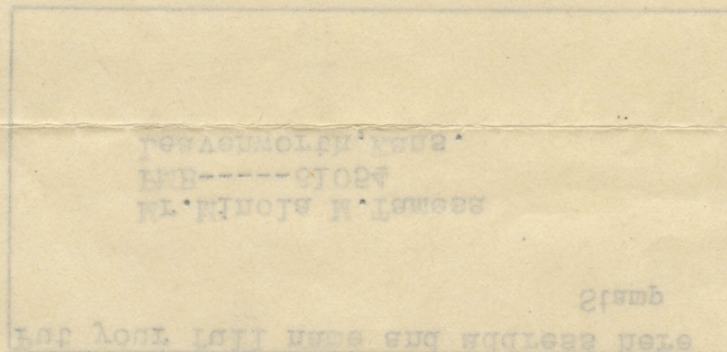
Walter A. Hunter
WARDEN

WARDEN
WALTER A. HUNTER

INSTRUCTIONS TO BE FOLLOWED IN CONCERNING VISITS WITH INMATES

1. Inmates are not permitted to have visits until they have been in the institution for thirty (30) days. After this thirty-day period, all inmates are permitted to have a one-hour visit or two (2) half-hour visits seven (7) days apart during each calendar month so long as they are in good standing. Their correspondents are notified if and when they lose their good-standing status.
2. Only members of the immediate family are allowed visits without advance permission. This includes father, mother, brothers, sisters, wife, and children. Any other persons must secure written permission from the Warden in advance and present this permission upon admission to the institution. Requests for such special visits should be submitted far enough in advance to permit adequate consideration, and the purpose of such requests should be clearly stated.
3. The regular visiting hours for inmates not employed in the Prison Industries and on the Farm are from 9:00 a.m. to 11:00 a.m. and from 1:00 p.m. to 3:00 p.m. on week days except Saturdays. The visiting hours for inmates employed in Prison Industries and on the Farm are from 9:00 a.m. to 11:00 a.m. on Saturdays, Sundays, and holidays.
4. No gifts, food, packages, or other articles may be brought for any inmate.

Walter A. Hunter
WARDEN



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