

ADAMS COUNTY DETENTION FACILITY MAILING INSTRUCTIONS

Incoming/outgoing mail may be opened and scanned by mailroom staff/deputies, with the exception of legal/privileged mail, which shall be opened in the presence of the inmate. To prevent the introduction of contraband, incoming non-privileged mail may be scanned, photocopied, or electronically imaged by mailroom staff. This is a security measure and does not constitute censorship or rejection of mail. Additional copies of non-legal mail may be made at the direction of the in-house Detective, as necessary.

Inmates may send and receive unlimited pieces of mail, subject to the following rules.

Mailing Instructions

Address letters correctly and legibly to ensure accurate delivery. The proper mailing address for incoming mail and the return address for outgoing mail are:

Inmate name
Booking ID number
Adams County Detention Facility
PO Box 5001 Brighton, CO 80601

If sending mail by overnight express, please use United States Postal Service Express Mail, as mail is picked up at the Post Office every weekday (excluding holidays). This will ensure prompt delivery. All mail should be sent via the United States Postal Service; any mail left at the front desk, either by an inmate or outside visitor, will be returned to the sender or destroyed if there is no return address. Mail cannot be picked up from the front desk.

Publications

Non-local newspaper subscriptions may be ordered by family/friends with delivery directly to the facility by the news agency. The newspaper must include both the inmate's full name and booking number; otherwise, it will be rejected. It is up to the person arranging the subscription to ensure the addressee's information is correct. Content that threatens security will be rejected. Papers shall be disposed of 48 hours after arrival.

*Magazine subscriptions are not allowed.

Publications must be paperback from not-for-profit charitable organizations, sent directly by the organization, or new, unused, paperback books mailed directly from the seller/distributor. Each publication may not be any larger than 8 ½ x 11 inches and weigh no more than 5 lbs. Books that do not comply with the ACDF mailing instructions will be rejected. Four books may be mailed in at a time, and each inmate may only have four books in their possession at any given time. Inmates may choose to donate excess books to the ACDF Inmate Library. Specific subject matter that may pose a threat to the safety, security, or orderly operation of the Facility will not be permitted. If you have specific questions about whether material will be permitted, please contact the detention facility at (303) 654-1850.

Publications that are not compliant with ACDF policy will be returned to the sending organization or distributor within 14 days of arrival at ACDF. A notice of rejection will be included with the rejected publication and will state the reason for the rejection. Inmates will also receive notice of the rejection and the reason for it. The sending organization or distributor may initiate an appeal process by emailing

ACSOMailAppeal@adamssheriffco.gov within 21 days of the date the rejected mailing was placed in the mail. An ACDF representative will respond in writing (via email response) to the appeal within 21 days of receipt. This response will provide the result of the appeal, the basis for the determination and the name of the decision-maker. Publications will be disposed of if there is no return address on the package/item.

Staples, easily removable stickers, blank business reply envelopes with no pre-printed address and similar prohibited items that are easily removed will be automatically removed when the mail comes in.

General Mail

General mail that is not compliant with ACDF policy will be rejected in its entirety and returned to the sending party within 7 days of arriving at the detention facility. The notice of rejection will be included with the rejected mail, along with the reason for the rejection. Inmates will also receive notice of the rejection and the reason for it. The sending party may initiate an appeal process by emailing ACSOMailAppeal@adamssheriffco.gov within 7 days of the date the rejection is mailed to the sender. An ACDF representative will respond in writing (via email response) to the appeal within 7 days of receipt. This response will provide the result of the appeal, the basis for the determination and the name of the decision-maker. Mail will be disposed of if there is no return address on the envelope.

Once an inmate has been released or transferred, all incoming mail will be returned to the sender. Mail and approved packages shall be forwarded upon release when a forwarding address is provided. If no return address is provided, the mail will be destroyed.

Adams County Detention Facility is not responsible for delays or errors by the US Postal Service in the daily delivery of mail. Often, senders will receive a message that the mail has been delivered, but that does not mean that it has arrived at ACDF. That means it has been scanned at the USPS facility.

All return addresses **must be handwritten** unless from a commercial, non-profit, or governmental entity. General mail coming from a commercial, non-profit, or governmental entity will not be rejected for having a return address label, but the original label will not be provided to the inmate.

Inmates may receive up to ten photos, no larger than 5x7.

Contraband Items

All incoming general mail shall be inspected for contraband. Mail may be scanned, photocopied, or electronically imaged consistent with ACDF mail processing procedures. Introduction of contraband into the Facility is a violation of the law.

Contraband items include, but are not limited to:

1. Tobacco and/or flame-producing devices
2. Stationery items (postage stamps, paper, envelopes, metal fasteners, pens, pencils, stickers, address labels, sticky notes (any use of any kind of adhesive), musical greeting cards, greeting cards larger than 8x11 when opened, cardboard)
3. Jewelry/beads
4. Consumable Items - Food /candy/gum
5. Phone cards/Gift cards/Money cards
6. Polaroid photos
7. Laminated/plastic-coated items
8. Foreign Substances: (e.g., bodily fluids or unknown/foreign substance on the envelope or its contents (lipstick, lip gloss, perfumes, cosmetics, all stains)
9. Photos or drawings depicting characters or people that are sexually suggestive, lewd, or engaging in illegal acts or drug use.
10. Any item that shows nudity or partial nudity (includes adults and children of all ages).
11. Gang material, including perceived gang signs/symbols
12. Originals/photocopies of social security cards, birth/death certificates, driver's license, vehicle titles or bill of sale
13. Cash and/or personal checks – Will be returned immediately to the sender
14. Homemade craft items
15. Items that include any of the following: bows, ribbons, foam, tape, cords, metal or mirror pieces, jewels, stones, glue or glued items, wax, glitter, foil, crayon.
16. 3rd-Party Mail (Mail sent out of the Facility and returned to a different inmate).
17. An inmate may not send out mail under a different inmate's name and/or booking number.
18. Any material which by its nature or content poses a threat to the safety, security, order, control, or discipline of the Detention Facility or facilitates criminal activity.

Detention Facility: 303-654-1850

Mail Appeal Email: ACSOMailAppeal@adamssheriffco.gov

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Form 5020 (06/30)