

October 29, 2013

**MAIL PROCEDURE FOR TEAM**

YOU ARE ABLE TO SEND LETTERS DIRECTLY TO THE RECITES AT THE FACILITY. PUT THEIR NAME AND INMATE # (IF KNOWN) ON THE ENVELOPE WITH THE FACILITY ADDRESS.

**YOU DO NOT NEED TO SEND IT THROUGH REC CONNECT.**

When sending letters to your RECite please, please be conscious of the following concerns:

1. Do not send pictures
2. Do not give your home address, phone # or E-Mail address (Note - return address on envelope)
3. Be careful not to give information about:
  - a. Being alone
  - b. Where and when you work
  - c. Children home alone
  - d. Type/model etc. of vehicle you drive
4. Know your boundaries and their boundaries
5. Always turn conversation towards spirituality
6. You can be their connection to the Lord

**IMPORTANT**

DO NOT USE YOUR OWN RETURN ADDRESS ON THE ENVELOPE. USE THE REC CONNECT ADDRESS.

**SAMPLE:** \_\_\_\_\_

<p><i>Your First Name and Last Initial</i> - REC # _____ (see below) C/O REC CONNECT P.O. BOX 62 Kensington, MN 56343</p> <p>RECITES NAME AND INMATE # (<i>Prison only</i>) FACILITY NAME ADDRESS CITY, STATE ZIP</p>
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**REC =**

MCJ = Morrison County Jail  
P.O. Box 312  
Little Falls, MN 56345

MCF-SCL = Minnesota Corrections of St. Cloud  
2305 Minnesota Blvd. SE  
St. Cloud, MN 56304-2424

LL = Lino Lakes Correctional Facility  
7525 4<sup>th</sup> Ave.  
Lino Lakes, MN 55014

DCJ = Douglas County Jail  
509 – 3rd Ave. W  
Alexandria, MN 56308

SCJ = Stearns County Jail  
807 Courthouse Square  
St. Cloud, MN 56302

BCJ = Benton County Jail  
Hwy 23, P.O. Box 159  
Foley, MN 56329

OTCJ = Ottertail County Jail  
416 South Mill Street  
Fergus Falls, MN 56537