

Memorandum



North Lake Correctional Facility  
1805 west 32<sup>ND</sup> AVE.  
231-879-4900

Date: Monday May 8<sup>th</sup> 2017

To: Inmate Population

From: Chief Of Security Matthew W. Naidow

**RE:** Timeline of Significant Events

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**Inmate Funds**

Inmate's families have until May 22nd to send funds to inmate P.O box. As of May 31st the P.O Box will be cancelled and anything arriving after the 31st will be sent back by the post office.

**Pizza Orders**

May 23rd will be the last unit Pizza Delivery.

**Outside Vendor orders**

Will be processed either from families or inmates until Monday May 22nd. Some items take up to ten days for shipping and only PADOC approved items may be ordered.

**Commissary**

Friday may 26th will be the last commissary distribution day. Items can be ordered right up to the 25th. Commissary will have a selection of items still available after that for daily purchase until supplies are depleted.

**Inmate Workers pay**

Will be processed right up to the date of transfer. Turn in all Payroll sheets for processing as funds will be transferred to Vermont and PADOC for distribution.

**Inmate Property**

Pack ups will begin June 1st and itemized by what can go with you on the transport. What will be sent to an address of inmate's choice, what extra allowable property will be sent to PA and what is to be donated and or destroyed. VERMONT and GEO will not store any inmate's property.

**Visitation**

The last day of visitation will be Monday may 29th Memorial day

Any other questions will again be forwarded to Vermont officials for FAQs for inmates and their families or friends.