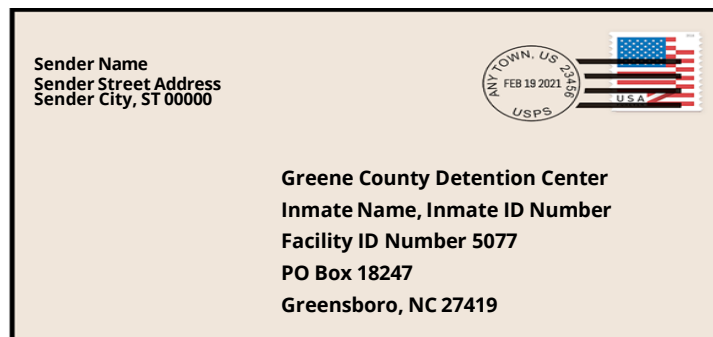


INMATE MAIL POLICY

EXAMPLE



Effective immediately, all non-legal inmate mail must be sent to the following address:

The envelope must include the Facility Name, Inmate Name, Inmate ID number, and the Facility ID or the mail will NOT be scanned. **The Facility ID for the Greene County Detention Center is 5077.**

MAIL REQUIREMENTS AND RESTRICTIONS:

- NO cash, personal checks, or money orders mailed to the mail processing center
- Mail must be 10 pages or less per envelope
- Page size must be no larger than 8.5" x 11"
- Mail can include written or typed pages, photos, drawings or greeting cards (NO Polaroid photos)
- NO glitter, glue, tape, 3D elements, or electronic components (lights, music, animation)
- NO items containing, depicting, or relating to sexually explicit activity, gang activity, illegal activity, violence, drug, or alcohol use, etc.
- NO photos of nude or partially clothed persons
- NO illegal substances or any other items considered to be contraband
- NO magazines, books, or packages mailed to mail processing center, NO publications of any kind.
- NO originals of important documents or photos such as Birth Certificates, Driver's Licenses, Social Security Cards, Green Cards, etc., as they will not be returned

Mail meeting these requirements will be scanned and can be accessed by the inmate via the inmate tablet. Physical mail will be destroyed.

All scanned mail containing materials considered illegal or breaches of security will be turned over to the proper authorities for investigation. Any threats of criminal activity will not be permitted in any correspondence and may result in criminal charges.

LEGAL MAIL / PRIVILEGED MAIL/ Money Orders:

Do not mail legal/privileged mail or money orders to the mail processing center.

Legal mail **must be mailed directly to the facility**. Legal mail must be marked on the envelope as "**Legal Mail**" and will be opened by the inmate in the presence of facility staff.

Address legal mail as follows:

Greene County Detention Center
Inmate Name, Inmate ID Number
301 N. Greene Street
Snow Hill, NC 28580

SCANNED MAIL AFTER RELEASE:

After release, an inmate can request digital copies of his or her scanned mail. Submit the request to Debra Warren at debra.warren@greencountync.gov The request must include:

Greene County Detention Center
Inmate Name, Inmate's ID Number
debra.warren@greencountync.gov

Once the information is verified, an email with a link to download the postal scans will be sent the email address provided in the request.

The fastest way to communicate with an inmate is by phone or messaging. The inmate communications provider is Pay Tel Communications. To set up an account with Pay Tel, visit www.paytel.com or call 1-800-PAY-TELL.