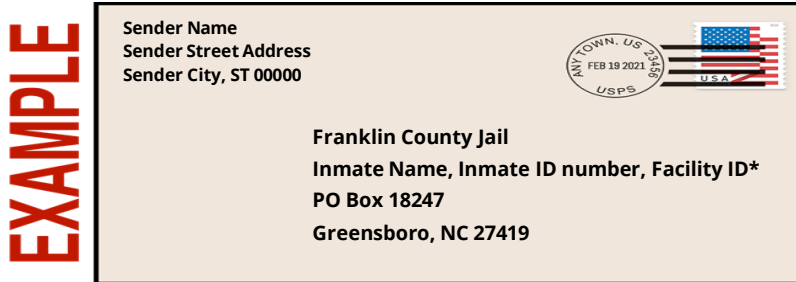


# INMATE MAIL POLICY

## INMATE MAIL ADDRESS CHANGE:

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 Franklin County Jail, VA is 5273.**

## MAIL PROCESSING CENTER REQUIREMENTS AND RESTRICTIONS:

- DO NOT send legal/privileged mail to the mail processing center.
- NO NOT send 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 original photos or important documents 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.

## FACILITY MAIL PROCESSING REQUIREMENTS AND RESTRICTIONS:

- Any monies sent to inmates in the form of cash, money orders, or Government checks will be credited to the inmate's account.

- Personal checks are not accepted by the jail.
- Any money sent to the facility must contain only cash, money orders / cashier's checks or government checks. If anything arrives with the money, the entire parcel will be returned to sender.
- Monies should be mailed directly to:

Franklin County Jail  
Inmate Name, Inmate ID Number  
70 E Court St, Ste 101  
Rocky Mount, VA 24151

- Inmates may subscribe to and receive magazines, newspapers, books, and puzzle or word find books.
- All items must come directly from the publisher and contain no pornographic material.
- Items should be mail to:

Franklin County Jail  
Inmate Name, Inmate ID Number  
70 E Court St, Ste 101  
Rocky Mount, VA 24151

- The following magazines, newspapers or books will NOT be allowed that:
  - Violate the United States Postal regulations.
  - Advocate the violent overthrow of the Government of the United States or Virginia.
  - Advocates violence or rebellion against government authority under which the inmate is held.
  - Shows or describes the manufacture or fabrication of weapons.
  - Any pornographic material, including magazines.
  - Books from 3<sup>rd</sup> party carriers.

#### **LEGAL MAIL / PRIVILEGED MAIL:**

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:

Franklin County Jail  
Inmate Name, Inmate ID Number  
70 E Court St, Ste 101  
Rocky Mount, VA 24151

#### **SCANNED MAIL AFTER RELEASE:**

After release, an inmate can request digital copies of his or her scanned mail.

Mail can only be requested by the released inmate and **ONLY** after release from the facility.

Inmate must submit the request in person and provide the following:

Facility Name: Franklin County Jail  
Inmate's Full Name  
Inmate's ID Number  
Email Address

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

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](http://www.paytel.com) or call 1-800-PAY-TELL.