

## MAIL

### Carroll County Sheriff's Office

#### New Inmate Mail Policy

**Effective: February 1<sup>st</sup>, 2012**

**Issued by: Capt. Shane Taylor**

The following policy and procedures will replace the existing one in its entirety.

#### **Policy:**

It shall be the policy of the Carroll County Sheriff's Office to allow inmates to receive or send correspondence in accordance with all applicable statutes and facility regulations, unless the safety or security of the facility, staff, visitors, or other inmates would be jeopardized by such correspondence.

#### **Procedures:**

For the safety and security of the inmates and staff of the Carroll County Sheriff's Office Jail Division, all incoming and outgoing mail, with the exception of privileged mail, must be in the form of a postcard only.

All postcards must meet the following requirements:

- Postcard size-minimum: 3 1/2" by 4 1/4 " but no larger than 4 1/4" by 6"
- Pre-stamped/ metered
- Inmates post cards will be available through the commissary only
- Must be addressed as follows:

**Inmates Full Name (Name you were booked under)  
Carroll County Jail  
1000 Newnan Road  
Carrollton, Ga. 30116**

***It is the responsibility of the inmates to notify family and friends about how the postcards should be addressed. Mail not addressed as described above will be returned to the sender if possible or disposed of as contraband. Incoming mail must be clearly marked with the senders name and address or it will not be delivered and destroyed.***

Incoming postcards from family or friends must be pre-metered. Postcards can be purchased pre-metered from the post office or by ordering from web based businesses.

Unacceptable Postcards which will be returned to the sender:

- Defaced or altered postcards
- Plastic or any type of wrappings on the postcards
- Any color of postcard except white
- Postcards marked with paint, pencil, magic marker or crayon
- Postcards with any type of sticker or label-including stamps and address labels
- Postcards with watermarks or stains
- Postcards with any biohazards, including lipsticks and perfumes
- Postcards depicting nudity, weapons, or gang references
- Any postcards that have any type of picture either drawn on it or attached to it
- Oversized postcards

All incoming mail, except for legal mail, must be by postcard only (the requirements for postcards are outlined above). If a non-legal envelope is sent to the Department of the Jail, then it will be returned, unopened, to the sender.

Mail containing contraband considered to be illegal, such as drugs or tools with which someone may escape, will be turned over to the Jail Supervisor or Shift Sergeant, intact, with a statement from the mail-handling employee.

All mail received with unauthorized items will be returned to the sender. Postcards not meeting the Department of the Jail requirements shall be returned to the sender. Unauthorized items will include, but will not be limited to, the following:

- Postcards or privileged/legal mail without a return address
- Stamps
- Envelopes
- Writing paper
- Greeting cards
- Blank postcards
- Loose pages from a book or magazine
- Newspaper clippings
- Plastic, metal or glue
- Photos or pictures of any type, to include computer generated photos
- Stickers
- Tape
- Xerox or photocopied materials

Mail that emits a suspicious or foul odor will be returned to the sender.

Incoming mail shall be treated as privileged correspondence only if it is clearly marked with the name, address, and title of the sender. Privileged/legal mail must have a recognizable legitimate address of the legal firm or other governmental unit.

For the security and safety of all inmates and staff at the Carroll County Sheriff's Office Jail, only soft back publications from a recognized clearing house will be accepted. Any type of publication sent in and not new from a clearing house will be returned to the sender. All other reading material for the inmates is provided through the Library/Book carts and/or the Chaplain. Inmates can have only (3) books at any one time, in order to get more books they will have to give up a book to either go into the Jail library or to be put in their property.

Carroll County Sheriff's Office Staff may restrict all mail correspondence (except legal) with any inmate if any of the following becomes a chronic problem:

- The correspondence is with a juvenile and not approved by a parent or guardian
- The volume of mail is proving disruptive to the Jail
- Its content is dangerous or illegal in nature
- It contains instructions on manufacturing dangerous or unlawful substances
- It advocates violence or serious disruption of the safety and security of the Jail
- It is material that encourages criminal or deviant sexual behavior within the Jail

### **Privileged Mail**

Mail or correspondence between an inmate and attorney, legal aid lawyer or agency and other government officials or money orders is considered privileged. **All legal correspondence should have the words "Legal Mail" printed on the outside of the envelope. All money orders sent by mail must be clearly marked "For Deposit Only" on the outside of the envelope.**

Outgoing privileged mail shall not be opened, inspected or censored in any way if it is clearly and properly marked with the name and title of the recipient and the correct return address of the sender.

In-coming mail will be inspected:

All mail received with unauthorized items (contraband), either in the envelope or attached, will be returned to the sender. The items include, but are not limited to, the following: stamps and envelopes, writing paper, greeting cards, blank postcards, loose pages from books or magazines, newspaper clippings, plastic, metal, glue or tape, photographs, sexually suggestive and/or nude pictures, stickers and photocopies. Privileged incoming legal mail will be inspected in the presence of the recipient.

Only money orders will be entered in the inmate's account.

No material that advocates racial, religious or national hatred, or material that is sexually explicit or not in good taste will be allowed.