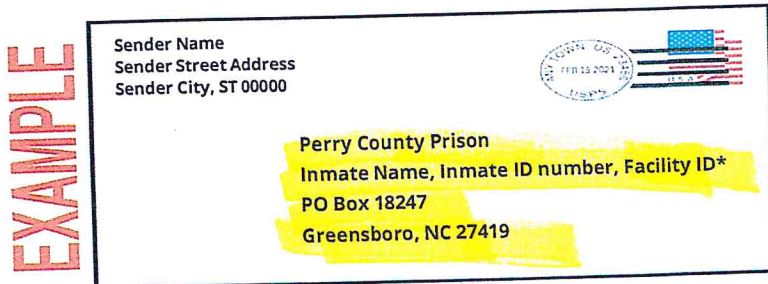


INMATE MAIL POLICY

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 Perry County Prison, PA is 5270.

LEGAL MAIL / PRIVILEGED MAIL / MONEY ORDERS:

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 and checked for contraband.

Address legal mail as follows:

Perry County Prison
Inmate Name, Inmate ID Number
300 South Carlisle St.
New Bloomfield, PA 17068

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:

- All mail must have a return address on it.
- All mail will be logged.
- All scanned mail may be inspected and screened if probably cause of criminal activity exists.
- Any threats of criminal activity will not be permitted in any correspondence and may result in criminal charges.
- Correspondence will be censored if it appears evident that the material is a type which may cause violence or other disruption of the facility's security.
- All scanned mail containing materials considered illegal or breaches of security will be turned over to the proper authorities for investigation.

SCANNED MAIL AFTER RELEASE:

After a detainee is released from the adult detention center, he or she may request digital copies of his or her scanned mail. Submit the request to **tbassett@perryco.org**, and include the following:

Facility Name: **Perry County Prison, PA**
Inmate Name
Inmate 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 or call 1-800-PAY-TELL.