



NEW MAILING ADDRESS:

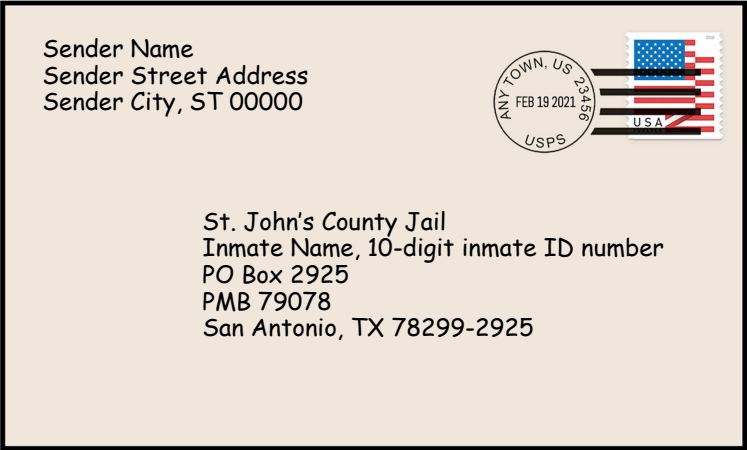
Effective **February 1, 2021**, all **non-legal** inmate mail must be sent to the Mail Processing Center at the following address:

St. John's County Jail
Inmate Name, 10-digit inmate ID number (No commissary PIN)
PO Box 2925
PMB 79078
San Antonio, TX 78299-2925

The envelope must have a complete, legible return address including the senders first and last name.

Please print St. John's County Jail, Inmate Name, 10-digit inmate ID number at jail with no commissary PIN, and address to mail processing center clearly.

EXAMPLE



As soon as mail is received by the inmate, the inmate can respond immediately by sending an instant message through the secure messaging application on the inmate tablets. To start messaging with an inmate today, ask the inmate to take the first step and send a message to a valid cell phone number.

When the inmate sends the message, you will receive a text notification on your cell phone with a link to set up an account. Once this account is set-up you will be able to view and send messages.

MAIL PROCESSING CENTER REQUIREMENTS AND RESTRICTIONS:

- Mail arriving with postage due will be refused and returned to sender if possible.
- Mail must be 10 pages or less per envelope.
- Page size must be no larger than 8.5"x11".
- Mail can include written or typed pages, photos, drawings or greeting cards. (No polaroid photos.)
- Do not send mail or greeting cards with glitter, glue, tape, 3D elements, or electronic components (lights, music, animation).
- Do not send any items containing, depicting, or relating to sexually explicit activity, illegal activity, violence, drug, or alcohol use, etc.
- Do not send illegal substances or any other items considered to be contraband.
- Do not send magazines, books, or packages to processing center. Please send these to the jail at:
 - 3955 Lewis Speedway
St. Augustine, FL 32084
- Do not send cash, personal checks, or money orders
- Do not mail originals of important documents such as Birth Certificates, Driver's Licenses, Social Security Cards, Green Cards, etc., as they will not be returned.
- Do not send original photos or other irreplaceable or valuable items, as they will not be returned.
- **Do not send mail legal/privileged mail to the Mail Processing Center. See instructions below for Legal/Privileged Mail.**

Mail meeting these requirements will be scanned within 24 hours of receipt, and the physical mail will be destroyed. Scanned mail will be reviewed by facility staff in a timely manner.

FACILITY SCANNED MAIL POLICIES:

ALL Scanned Mail will be inspected by facility personnel for the following:

- Threats of physical harm against persons or threats of criminal activity.
- Threats of blackmail or extortion.
- Plans for escape.
- Plans for activities in violation of facility rules.
- Letters written in code.
- Information, which if communicated, would create a clear and present danger of violence and physical harm to a human being.
- Photographs, drawings, or cartoons displaying nudity or sexually graphic content or sexually explicit reading material.

All scanned mail containing any of the above listed items 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.

Approved scanned mail will be saved and can be accessed by the inmate via the inmate tablets.

LEGAL MAIL / PRIVILEGED MAIL:

Legal mail **must be mailed directly to the facility.**

Address legal mail as follows:

St. John's County Jail
INMATE FULL NAME, 10-digit inmate ID number (no commissary PIN)
3955 Lewis Speedway
St. Augustine, Florida 32084

Privileged mail must be marked as "**Legal Mail**" and will be opened by the inmate in the presence of facility staff.

ACCESS TO SCANNED MAIL AFTER RELEASE:

After release an inmate can request digital copies of his or her scanned mail. Submit the request to cparkin@sjsj.org or rarens@sjsj.org and include the following:

- Inmate's Full Name
- St. John's County Jail
- 10-digit inmate ID number (no commissary PIN)
- Your Email Address

Once the information is verified, an email with the postal scans attached will be sent the email address provided.