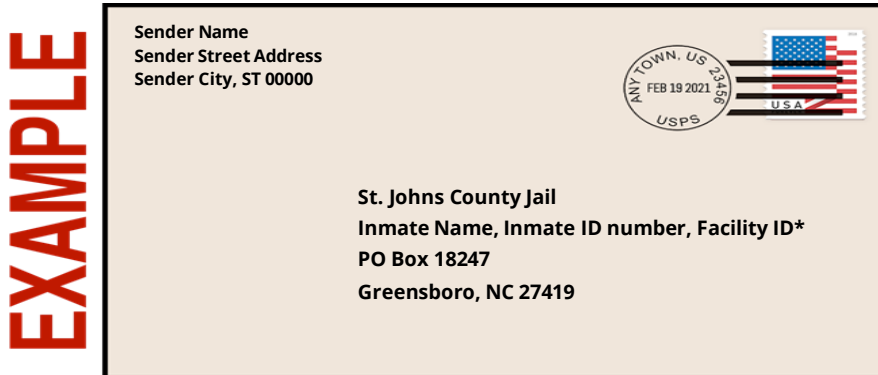


INMATE MAIL POLICY

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 St. Johns County Jail, FL is 5186.**

MAIL PROCESSING CENTER REQUIREMENTS AND RESTRICTIONS:

- **DO NOT send legal/privileged mail to the mail processing center.**
- **DO 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.

FACILITY MAIL REQUIREMENTS AND RESTRICTIONS:

- Do not send magazines, books, or packages to the processing center. Please send these to:

St. Johns County Jail
3955 Lewis Speedway
St. Augustine, FL 32084

- 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.

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

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:

St. Johns County Jail
Inmate’s Full Name
Inmate’ 10-digit ID number (no commissary PIN)
3955 Lewis Speedway
St. Augustine, Florida 32084

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:

Facility Name: St. Johns County Jail
Inmate’s Full Name
Inmate’s 10-digit ID number (no commissary PIN)
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.