

## INMATE MAIL PROCEDURES

All incoming mail must contain the following recipient address:

First and Last Name  
C/O Bristol Virginia Jail  
417 Cumberland Street  
Bristol, VA 24201

Mail must also contain a complete return address from the sender with the following:

First and Last Name  
Street Address  
City, State Zip Code

No mail will be accepted or delivered without name of sender (first and last) along with a complete return address. Incoming mail not containing a complete return address will not be delivered and is subject to destruction. C.O.D. and postage due mail will not be accepted.

There is no limit on the amount of mail that an inmate may receive or send. Stationary, postage and pens are available through the jail canteen. Indigent inmates qualify for a "Correspondence Pack" through the jail canteen. This includes five stamped envelopes and ten sheets of paper. Qualifying indigent inmates are eligible for one "Correspondence Pack" per week.

In accordance with the United States Postal Regulations, all incoming inmate general correspondence may be opened, searched and may be read by authorized staff.

Mail will be given out to inmates as it arrives at the jail each day, or within 24 hours after arrival, Monday through Saturday, except Federal and State holidays. All incoming mail will be opened in the presence of the inmate, with the exception of mail opened for inspection. All legal mail will be opened in the presence of the inmate. Any contraband found will be placed with the inmate's personal property (or destroyed) and will be listed on their property sheet. All illegal items discovered in mail will be seized. Individuals sending illegal contraband are subject to prosecution. The inmate and the sender will be notified of any item which has been seized.

Money received in the mail will be deposited in the inmate financial account and a receipt will be issued to the inmate.

All outgoing mail is stamped with:

Inmate Bristol VA City Jail 24201 NOT CENSORED