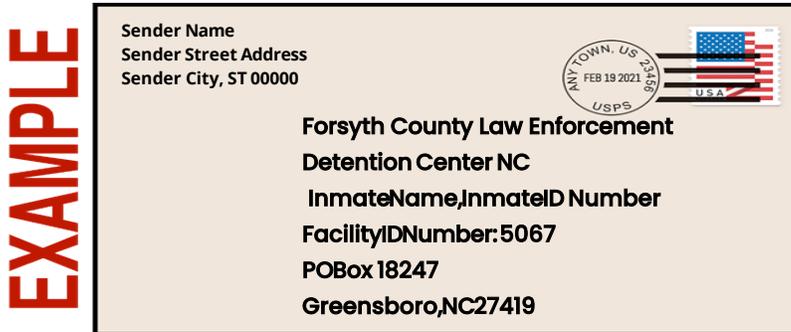


INMATE MAIL POLICY

Effective 07/15/2024 all non-legal inmate mail with the exception of publications 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 Forsyth County Law Enforcement Detention Center NC is 5067.**

The envelope must have a complete, legible return address including the sender's first and last name or the mail will NOT be scanned.

The sender is responsible for postage. Mail with insufficient postage will be refused.

Mail sent to the facility will be returned to sender after 08/01/2024.

MAIL REQUIREMENTS AND RESTRICTIONS:

- NO 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 originals of important documents or photos 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.

LEGAL MAIL / PRIVILEGED MAIL & PUBLICATIONS

Do not mail legal/privileged mail to the mail processing center.

Legal mail and publications are the only mail accepted at the facility. Legal mail **must be mailed directly to the facility**. Legal mail must be marked on the envelope as “**Legal Mail**” and will be opened in the presence of the inmate. Publications must be sent directly from an approved publisher/distributor.

Address legal mail as follows:

Inmate's Full Name Enforcement Detention Center
201 Church Street
Winston-Salem, NC 27101

SCANNED MAIL AFTER RELEASE:

After release, an inmate can request digital copies of his or her scanned mail. Submit the request to inmatemail@fcso.us. The request must include:

Forsyth County Law Enforcement
Detention Center
Inmate Name, Inmate's ID Number
Email Address of Recipient

Once the information is verified, an email with a link to download the postal scans will be sent to the email address provided in the request.

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.