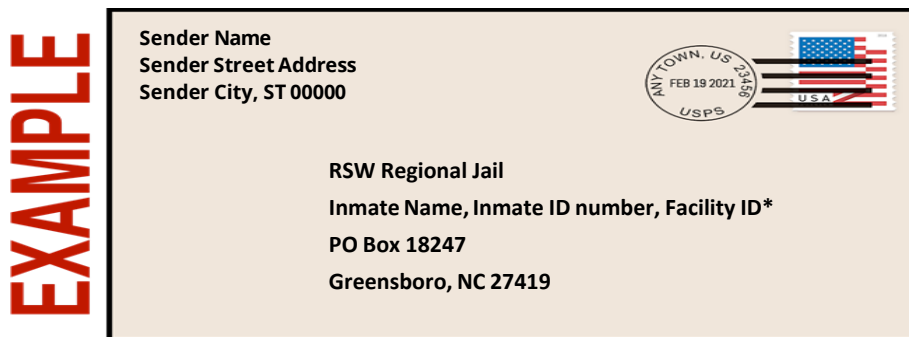


INMATE MAIL POLICY

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 RSW Regional Jail, VA is 5258.**

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.

FACILITY MAIL PROCESSING REQUIREMENTS AND RESTRICTIONS:

- The following items are not authorized and will not be accepted:
- Substances on the envelope or letter (white out, glue, glitter, stickers, lipstick, perfume, cologne, liquid stains)
- Letters and/or contents written with, or containing, but not limited to; colored ink (other than blue or black), colored pencils, colored markers, crayon, or paint
- Greeting cards (handmade or purchased) or post cards
- Stamps, blank stationary, or stamped envelopes
- Plastic cards or bookmarks
- Money orders (unless addressed directly to "Inmate Accounts Clerk")
- Magazine pages, newspaper clippings, book pages (original or copies)
- More than five (5) photos in an envelope, photos larger than 4"X 6"
- Bank statements, credit card information, or personal identification
- Bulk mail

- Markers, pens, crayons, or pencils included in the envelope
- Drawings, artwork, handmade portraits (original or copies) containing, but not limited to; colored ink (other than blue or black), colored pencils, colored markers, crayon, or paint.
- Personal subscriptions (to include magazines, books, newspapers, newsletters, etc.)
- Brochures, flyers, or coupons.
- Illegal items discovered in the inmate's incoming mail will be seized.

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.

Mail meeting these requirements will be scanned and can be accessed by the inmate via the inmate tablet. Physical mail will be destroyed.

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.

Address legal mail as follows:

RSW Regional Jail
Inmate Name, Inmate ID Number
6601 Winchester Road
Front Royal, VA 22630

Money Orders: Money orders should be mailed directly to the RSW Regional Jail and addressed directly to the “Inmate Accounts Clerk”. Please address as follows:

ATTN: Inmate Accounts Clerk
RSW Regional Jail
INMATE FULL NAME, inmate ID number
6601 Winchester Road
Front Royal, VA 22630

SCANNED MAIL AFTER RELEASE:

After release, an inmate can request digital copies of his or her scanned mail. Submit the request to inmate.mail@rswregionaljail.com and include the following:

The request must include:

Facility Name: RSW Regional Jail
Inmate's Full Name
Inmate's 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.