

INMATE MAIL SCANNING

InTouch

MAIL SCANNING

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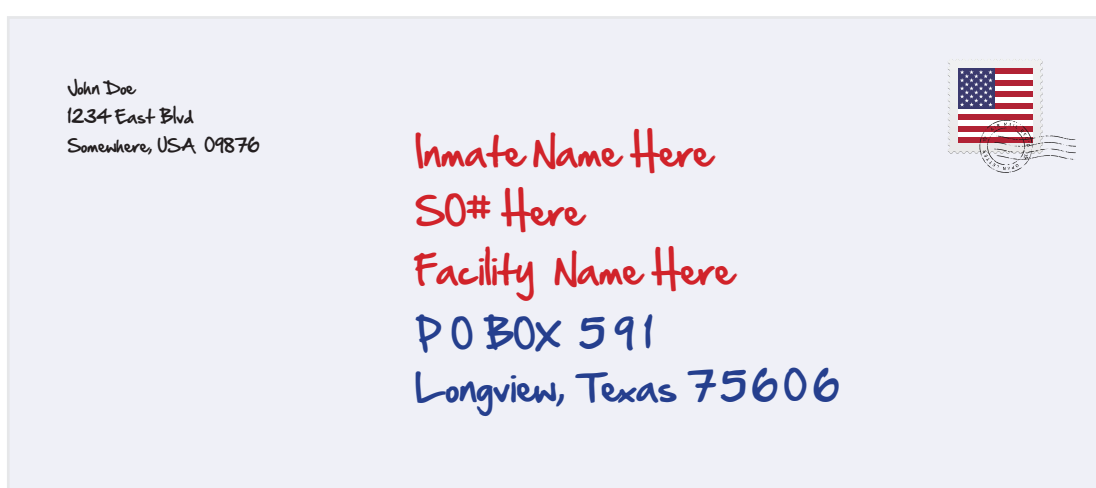
In an effort to keep contraband out of the Jail Facility a new system is being implemented for sending documents, photos and mail to inmates.

If you wish to send documents, photos and mail to inmates, we now have a quicker and more efficient method using our new Inmate Messaging system where you go to **www.NCIC.com** and set up an account. You can then easily send messages to an inmate for instant delivery. You can also take a picture of any documents and attach to these messages. This is much cheaper than postage, envelopes and the time it takes to mail a letter and the inmate will receive the message and/or picture instantly. There are no limits on how many messages and photos that can be sent to the inmates.

If you choose to send physical mail to an inmate, then the mail must follow the below guidelines and rules. There will be no exceptions to these rules and guidelines.

All inmate mail, EXCEPT for BOOKS, MAGAZINES, NEWSPAPERS, LEGAL MAIL AND MEDICAL MAIL, must be mailed to the following address utilizing existing Jail mail rules. All books, magazines, newspapers, legal mail and medical mail must be mailed to the facility.

All mail MUST BE addressed in the below manner:



- All envelopes and mail must include the inmate name number (booking or jacket number) as well as a return address. Only mail that is within 8.5 inches wide x 11 inches tall will be accepted.
- Mail sent to inmates must contain **NO MORE THAN 5 PAGES**. Anything that is over 5 pages will **NOT** be scanned and sent to the inmate and will be returned to the sender.
- All mail that is scanned into the system will be scanned front side only. Do **NOT** write on the back of pages. Any mail with writing on the back will be returned to sender.
- Inmates may receive a maximum of 1 photo per mailing. If more than 1 photo is mailed, the entire letter and all its contents will all be returned to sender and nothing will be scanned in or delivered to the inmate.
- NO** legal or medical mail will be accepted. Legal and medical mail must be sent to the facility where the inmate is housed following the facility's mail rules.

WARNING

Any mail that is sent to PO Box 591, Longview, Texas 75606 for processing will **NOT** be returned or released. Once the mail is processed and received electronically by the inmate it will be destroyed. This includes pictures or anything else mailed to the processing facility. By sending the mail to PO Box 591, Longview, Texas 75606 you agree to the items being destroyed and understand that anything you mail to PO Box 591, Longview, Texas 75606 will **NOT** be returned or reimbursed for.

NO BOOKS, MAGAZINES, NEWSPAPERS, LEGAL MAIL, OR MEDICAL MAIL WILL BE ACCEPTED.

Once the mail is received for processing, it will be scanned in at the central processing location and then will be sent to the inmate electronically via the same messaging system referenced above, and the inmate can securely view it on the kiosks or tablets (if applicable) within the facility.

No books, magazines, newspapers or bulk mail will be accepted at PO Box 591, Longview, Texas 75606 and will be returned to sender. These items must be sent to the facility where the inmate is housed following the facility's mail rules.

There will be **NO EXCEPTIONS** for receiving mail that does NOT follow the guidelines.

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Inmates can securely view their mail on kiosks or tablets within the facility.

