


INMATE MAIL INSTRUCTIONS

EXAMPLE

Sender Name Sender Street Address Sender City, ST 00000	
Sampson County Detention Center Inmate Name, Inmate ID Number Facility ID Number: 5176 PO Box 18247 Greensboro, NC 27419	

Effective February 1st, 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 Sampson County Detention Center is 5176.**

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, drug¹ 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, books¹ 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/MONEY ORDERS:

Do not mail legal/privileged mail or money orders to the mail processing center.

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:

Sampson County Detention Center
Inmate Name, Inmate ID Number
112 Fontana Street
Clinton, NC 28328