



Douglas County Sheriff's Office

Tim Pounds, Sheriff

Kenneth Conner, *Chief Deputy*
Doug Oliver, *Colonel*

8470 Earl D. Lee Boulevard
Douglasville, Georgia 30134
(770) 942-2121

Policy Manual

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Chapter 0 - Inmate Handbook

Section 14 - Mail

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Reevaluate

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Mail

For security purposes, any inmate communication may be monitored at any time. The only exceptions are attorney calls that have been properly identified as outlined in "Attorney Contact", visits with your attorney and legal mail that has been properly identified as outlined in "Mail".

Incoming Mail

1. All incoming mail, with the exception of legal mail and money orders, must be in the form of a metered postcard (Minimum size: 3.5 Inches by 4.25 inches. Maximum size: 4.25 inches by 6 inches). Incoming mail is subject to being opened to locate money orders or contraband. Incoming mail will not normally be read, unless there is a compelling state interest to do so.

The following types of postcards will not be accepted and will be returned to the sender when possible or disposed of:

1. Postcards mailed using a stamp
 2. Defaced or altered postcards
 3. Plastic or wrapped postcards
 4. Postcards marked with paint, crayon, or marker
 5. Postcards with any type of label(s) or sticker(s)
 6. Postcards with a watermark or stain
 7. Postcards with any biohazards, including perfume or lipstick
 8. Postcards depicting graphic nudity, weapons, or any gang references
 9. Oversized postcards
 10. Postcards written in code or containing a coded message
2. Incoming mail that does not comply with any of the following will be rejected:
 1. Must not contain any coded messages
 2. Must not contain any explicit sexual material
 3. Must not contain content that advocates hatred or violence or could create a serious threat of violence based on a person's race, religion, gender identification, or sexual preference.
 4. Must not contain content that encourages or provides instruction on the commission of any criminal offense.
 5. Must not contain content that jeopardizes the security and safety of the inmates, staff, facility, or the general public.
 6. Written correspondence must be in the form of a postcard, with the exception of legal mail.
 3. Money orders will be accepted by mail. Money orders must be contained in a white envelope marked "For Deposit Only". The inmate's name and identification number must be written on the money order. Improperly marked envelopes, or envelopes containing letters, pictures, or other items, will be rejected and returned to the sender. **Cash will not be accepted.**
 4. Incoming mail shall be delivered to the addressee only. If the inmate is no longer incarcerated in the Douglas County Jail, the mail will be returned to the sender if possible or disposed of.
 5. Mail should be delivered each weekday, excluding holidays, emergencies, or other special circumstances.
 6. All incoming and outgoing mail must contain full names, a return address in the upper left-hand corner, and the inmate's information as shown here.

Inmate's Name
Douglas County Jail
Unit # _____
8472 Earl D. Lee Blvd.
Douglasville, GA 30134

It is the responsibility of the inmate to instruct family and friends about how mail should be addressed. Mail that is not addressed as described above will be returned to the sender if possible or disposed of.

7. Incoming confidential mail should be clearly marked as being sent from a court, attorney, court official, consulate, religious entity, or other legal entity, to ensure that it is processed correctly.
8. With the exception of legal correspondence, money orders, and religious mail, any correspondence contained within an envelope will not be accepted. Unacceptable items will be returned to the sender if possible or disposed of.
9. Photographs will not be accepted. If your friends or family would like to send you photos, this must be done in the form of a "picture postcard". Any photographs will be returned to the sender if possible or disposed of.
10. Newspapers, magazines, or books will be accepted, as long as they meet the following criteria:
 1. Must be sent directly from the publisher or bookstore with a verifiable return address.
 2. Must be bound with a soft cover. Hardbound books are not allowed.
 3. Must not exceed three (3) books and/or magazines in a thirty (30) day period.
 4. Must be addressed to you as outlined in "Incoming Mail", section 5.
 5. Must not violate United States Postal Regulations, Georgia law, or promote behavior that is prejudicial to an inmate's good conduct.
 6. The packaging must not be misrepresentative of the contents.
11. In the event that the volume of correspondence being sent to an inmate should begin to disrupt the orderly operation of Inmate Mail or the Douglas County Jail, the Operations Manager or a higher-ranking officer may impose limits on the inmate's mail privilege. The inmate will be notified if such limitations are imposed.
12. Mail will not be forwarded. Mail will be returned to the sender when possible or returned to the U.S. Postal Service for disposition.
13. You may be held liable for any contraband that is mailed into the Douglas County Jail. Inmates who utilize the mail for smuggling or other illegal purposes may have their mail privileges revoked or severely restricted, and are subject to disciplinary action and/or additional criminal charges.
14. Correspondence between inmates in this facility or any other local, state, or private jail or prison is subject to approval by both facilities.
15. Printed religious materials (pamphlets, booklets, etc.), sent from a recognized religious organization, will be accepted. Any correspondence accompanying these materials is subject to the procedures and guidelines set forth under "Incoming Mail". Any materials sent in by friends, family, or independent parties will not be accepted. Religious materials (pamphlets, booklets, etc.) are counted as a piece of literature and are subject to the same quantity restrictions (see Paper Products).
16. The Operations Manager, or higher-ranking officer, may restrict all mail correspondence, with the exception of legal mail, if any of the following issues become a chronic problem:
 1. The correspondence is with a juvenile and has not been approved by the juvenile's parent or guardian.
 2. The volume of mail becomes disruptive to the operation of the facility.
 3. The content is dangerous and/or illegal in nature.
 4. The content contains instruction on manufacturing weapons, other dangerous instrumentalities, or unlawful substances.
 5. The content advocates violence, disruption of the facility, or provides information that could jeopardize the safety and security of the facility.
 6. The content encourages criminal or deviant sexual behavior.
17. With the exception of legal mail, mail service may be temporarily suspended as a part of a disciplinary restriction.
18. Inmates may file a grievance to appeal any decision restricting or denying mail correspondence.

Outgoing Mail

1. Outgoing mail should be placed in the mailbox located in your dayroom. Mail will not normally be read, unless circumstances present a compelling state interest to do so. Excluding privileged correspondence, all outgoing mail may be inspected and reviewed to determine if the safety and security of the facility or the general public is threatened.
 1. Legal Mail - Legal mail is considered privileged mail and is any mail to or from a court, attorney, court official, or other legal entity. Legal mail will not be opened, unless it is in the inmate's presence. The mail may be opened to verify that it is in fact legal mail, but the opening will be done in a manner to avoid violating the confidentiality of the communication. Legal or official mail must be clearly marked, so that it can easily be identified as "privileged" correspondence.

Falsely labeling mail as legal mail may result in disciplinary action.

2. Religious Mail – Religious mail is treated as privileged mail, when marked as such. Religious mail is any mail to or from an inmate, to a recognized religious entity. Religious mail may be opened to verify that it is in fact privileged mail, but the opening will be done in a manner to avoid violating the confidentiality of the communication. Religious correspondence that is *not* marked as “privileged” will be treated as any other generic correspondence. Falsely labeling mail as “privileged” may result in disciplinary action.
3. Grievances - Grievances and grievance appeals must be filed using the kiosk in your dayroom. Grievances sent through the U.S. Mail system will not be accepted, unless the inmate is housed in an area that does not have access to a kiosk. Grievances should be clearly marked with the word “Grievance” at the top of the document. Improperly submitted grievances will not be accepted.
2. Mail should be picked up Monday thru Friday, excluding holidays, emergencies, or other special circumstances.
3. Inmates are permitted to send mail to addressees outside of the jail on metered postcards, which may be purchased from Commissary. Indigent inmates may request an “Indigent Kit” through Commissary, which will contain a designated amount of pre-metered postcards for correspondences. Upon request, indigent inmates will be provided with up to two (2) stamped envelopes per week for legal correspondence. “Pro se” and “In Forma Pauperis” inmates may receive more envelopes for legal purposes on a case-by-case basis.
4. The inmate’s full name, identification number, and complete facility mailing address must be written on any outgoing mail. Outgoing mail is subject to the same restrictions as incoming mail and must not contain any prohibited material as outlined in “Incoming Mail”.