

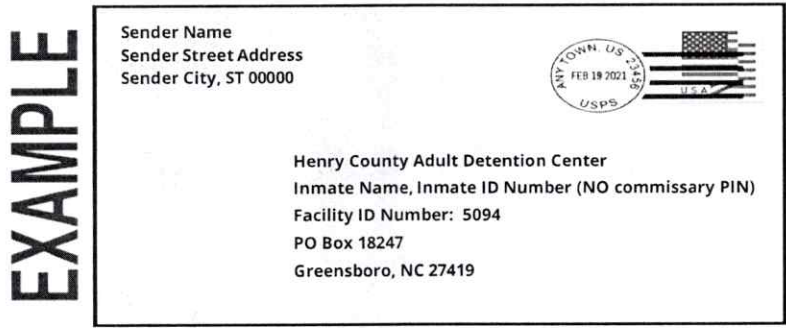


ADDRESS TO SEND ALL NON-LEGAL MAIL:

Effective immediately, non-legal inmate mail must be sent to the mail processing center at the following address:

**Henry County Adult Detention Center
Inmate Name, Inmate ID number (No commissary PIN)
Facility ID Number 5094
PO Box 18247
Greensboro, NC. 27419**

Please clearly print the facility name, inmate name, inmate ID number (with no commissary PIN), facility ID number 5094, and address to the mail processing center.



The envelope must have the facility ID number and a complete, legible return address including the senders first and last name or the mail will NOT be scanned.

As soon as mail is received by the inmate, the inmate can respond immediately by sending an instant message through the secure messaging application on the inmate tablets. To start messaging with an inmate today, ask the inmate to take the first step and send a message to a valid cell phone number. When the inmate sends the message, you will receive a text notification on your cell phone with a link to set up an account. Once an account is set-up, you will be able to view and send messages.

MAIL PROCESSING CENTER REQUIREMENTS:

- Mail arriving with postage due will be refused and returned to sender if possible.
- 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.)

MAIL PROCESSING CENTER RESTRICTIONS:

- Do not send mail or greeting cards with glitter, glue, tape, 3D elements, or electronic components (lights, music, animation).
- Do not send any items containing, depicting, or relating to sexually explicit activity, illegal activity, violence, drug, or alcohol use, etc.
- Do not send illegal substances or any other items considered to be contraband.
- Do not send newspapers, magazines, books, or packages to the mail processing center.
- Do not send cash, personal checks, or money orders to the mail processing center.
- Do not mail originals of important documents such as Birth Certificates, Driver's Licenses, Social Security Cards, Green Cards, etc., as they will not be returned.
- Do not send original photos or other irreplaceable or valuable items, as they will not be returned.
- **Do not mail legal mail to the mail processing center. See instructions below for Legal Mail.**

Mail meeting these requirements will be reviewed by facility staff within 24 hours of receipt and the physical mail will be destroyed.

Approved scanned mail will be saved and can be accessed by the inmate via the inmate tablets.

LEGAL MAIL:

Legal mail **must be mailed directly to the Henry County Adult Detention Center**. Address legal mail as follows:

**Henry County Adult Detention Center
INMATE FULL NAME, Inmate ID Number (NO commissary PIN)
800 DuPont Road
Martinsville, VA 24112**

Legal mail must be marked as "**Legal Mail**." All legal mail will be opened by facility staff in the presence of the inmate.

FACILITY MAIL POLICIES:

The Henry County Adult Detention Center has a zero-tolerance policy regarding mail violations.

Money Orders: Money orders should be mailed directly to the Henry County Adult Detention Center. The envelope must have a complete, legible return address with sender's first and last name. If sender's name and return address are not present, the envelope will not be opened and will be sent back to the USPS.

Please address as follows:

Henry County Adult Detention Center
INMATE FULL NAME, Inmate ID Number (NO commissary PIN)
800 DuPont Road
Martinsville, VA 24112

Newspapers: Local or national newspapers should be mailed/delivered directly to the Henry County Adult Detention Center from the newspaper publisher.

Henry County Adult Detention Center will not accept magazines, books or packages addressed to inmates. There will be no change to the Henry County Adult Detention Center's policies for inmates' outgoing mail.

SCANNED MAIL AFTER RELEASE:

After release an inmate can request digital copies of his or her scanned mail. Requests should be submitted via email to hcjmail@co.henry.va.us and must include the following:

- Inmate's Full Name
- **Henry County Adult Detention Center**
- Inmate ID Number (NO commissary PIN)
- Email Address

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