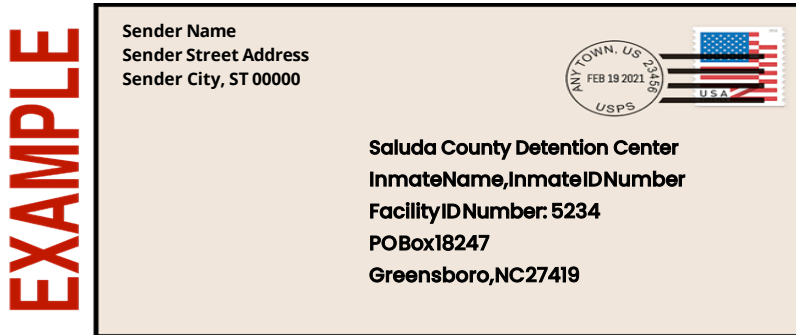


# INMATE MAIL POLICY

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 Saluda County Detention Center, SC is 5234.**

The envelope must have a complete, legible return address including the sender's first and last name or the mail will NOT be scanned.

The sender is responsible for postage. Mail with insufficient postage will be refused.

**Mail sent to the facility will be returned to sender after 3/31/2024.**

## MAIL & PHOTO 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, 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 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
- Photos sent to an inmate via the Pay Tel Connect application are \$0.25 per approved photo charged to the sender, not the inmate.

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, AND BOOKS ORDERED THROUGH A PUBLISHER**

**Do not mail legal/privileged mail, money orders, or books ordered through a publisher to the mail processing center.**

**The above items must be mailed directly to the facility.** Legal mail must be marked on the envelope as “**Legal Mail**” and will be opened in the presence of the inmate.

**Address the items above as follows:**

Saluda County Detention Center  
Inmate's Full Name  
205 E Church St  
Saluda, SC 29138

**SCANNED MAIL AFTER RELEASE:**

After release, an inmate can request digital copies of his or her scanned mail. Submit the request to **[I.kelly@saludacounty.sc.gov](mailto:I.kelly@saludacounty.sc.gov)**

The request must include:

Saluda County Detention Center  
Inmate Name, Inmate’s ID  
Number Email Address of  
Recipient

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

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](http://www.paytel.com) or call 1-800-PAY-TELL.