



# ANDERSON COUNTY SHERIFF'S OFFICE W. R. FLORES, SHERIFF



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Effective 09-25-2024

## Inmate Mail Procedures

In an effort to keep contraband out of the Anderson County Jail Facility the Anderson County Sheriff's Office is implementing a new system 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 just go to [www.NCIC.com](http://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 them to these messages. Messages are only \$0.25 per message and Picture Messages / Documents are only \$0.35 per picture. 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 can be sent to inmates.

All inmate mail, **EXCEPT for legal and medical mail**, must be mailed to the following address utilizing existing Anderson County Sheriff's Office Jail mail rules. All legal and medical mail must be mailed to the Anderson County Jail:

### **"WARNING"**

Any mail 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 legal or medical mail will be accepted.

**Inmate Name**

**SO#**

**Anderson County Jail**

**PO Box 591**

**Longview Texas 75606**

- All envelopes and mail must include the inmate's name and Sheriff's Office/booking/identifying 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 the 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 the 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 Anderson County Sheriff's Office Mail Guidelines.
- No magazines, newspapers, bulk mail or books will be accepted at PO Box 591, Longview, Texas 75606 and will be returned to the sender. These items must be sent to the facility where the inmate is housed following the Anderson County Sheriff's Office Mail Guidelines.
- Inmates can securely view it on the kiosks within the Facility.

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 then view it on the kiosk in their cell.

There will be no exceptions for receiving mail that does follow the above guidelines.

Respectfully,

A handwritten signature in blue ink that reads "T. J. Choate". The signature is written in a cursive style with a large, sweeping initial "T" and a long, horizontal stroke at the end.

Captain, Anderson County Sheriff's Office