

## **Inmate Mail Rules & Regulations**

- Inmates will send and receive mail Monday through Saturday.
- Both incoming and outgoing mail shall be inspected for contraband items prior to delivery, unless received from the court, attorney of record, or public officials, where the mail shall be opened in the presence of the inmate.
- No packages will be accepted for any inmate. This includes puzzle books.
- All mail received to or sent from the facility must be properly addressed and legible with the sender's and the receiver's full name and address. Any mail not properly addressed will be returned or placed in personal property or destroyed.
- Any mail to be sent out must not have any artwork of any kind on the front of the envelope. If any mail is picked up and has artwork on the front, it will be returned to the inmate.
- Any pre-addressed stamped envelope that has been altered in any way will not be mailed and will be returned to sender or placed in property.
- No cash money can be received by inmates. Any mail containing cash monies will be returned to sender and the Hardeman County Sheriff's Office bears no responsibility for cash sent into the jail.
- Money order, personal checks or checks of any kind will not be accepted and will be returned to sender.

### **Mailing Address:**

**Hardeman County Criminal Justice Complex**

**505 S. Main Street, Suite B**

**Bolivar, TN 38008**