



BENNIE VICK
SHERIFF OF WILLIAMSON COUNTY



404 N. Van Buren • Marion, Illinois 62959
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Williamson County Correctional Center Mail Policy

- 1) Inmate will not receive their non-legal mail at the Williamson County Sheriff's Office
- 2) Please send all mail to:

(Inmate Name)

Williamson County Sheriff's Office

404 N. Van Buren

Marion, Illinois, 62951
- 3) All non-legal mail sent to the address given above will be processed by the mail scanner and delivered to the inmate electronically via kiosk or tablets, and the original mail will be placed in the inmate's property
- 4) The inmate name must be clearly printed on the outside of the envelope or postcard. Failure to include this information could result in lost or misdirected mail.
- 5) Content violations may prevent delivery of the item to the inmate. Prohibited materials include:
 - a. Letters from other incarcerated individuals
 - b. Racy or pornographic pictures
 - c. Pictures or descriptions of illegal activities
 - d. Pictures or descriptions of the use or manufacture of firearms, explosives, or other weapon
 - e. Drugs or biohazards on the envelope or contents
 - f. Threatening or violent content
- 6) All Legal Mail should continue to be sent to the facility and will be opened and searched in the presence of the receiving inmate.
- 7) Subscriptions to newspapers and books must be sent directly by the publisher and delivered via the US postal Service. All books must ship directly to the jail from a publisher.

- 8) All items will be subject to screening, and pornographic or other unacceptable correspondence will not be permitted.
- 9) Please include the complete first and last name of the person you are sending mail. You must also list a complete first and last name with a return address on all mailings to the Clinton County Sheriff's Office. Address labels and stickers are not permitted.
- 10) No mail service will be provided on Sundays, holidays, or during emergencies with the facility.
- 11) The following is a list of mail items that will be rejected:
 - a. The entire letter due to not having a FULL return name or FULL return address
 - b. The entire letter due to an unknown substance on the letter (Perfume, etc.)
 - c. Items containing nudity or distasteful images
 - d. Items containing security issues and criminal conduct
 - e. Items that have glitter, glue, or tape
 - f. Books not sent by a publisher
 - g. Items that contain tattooing instructions or designs
 - h. Prohibited property and/or contraband
 - i. Any other item not mentioned that poses a risk to the safety and security of the facility