



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Correctional Services

Section: 506.6

Subject: Inmate Programs and Services

Topic: Inmate Mail

Enacted: 04/16/2008

Last Review: 04/09/2025

Review: 04/1/2027

I. PURPOSE

The purpose of this General Order is to provide directives for operating inmate mail services.

II. POLICY

It shall be the policy of the Corrections Division that all inmates, regardless of their confinement status, shall be afforded the same correspondence rights, and that mail shall not be withheld or otherwise used as punishment. Inmates who are [indigent](#) shall be supplied with a fixed amount of stationery and postage. Indigent is defined as an inmate having less than the equivalent of the cost of five first class stamps in their inmate account for 15 days.

The Adult Detention Center has contracted with a vendor to have incoming, [personal mail](#) scanned and electronically delivered to the inmate's account which is accessible through Facility Message on the inmate tablet.

Photographs included in the inmate's personal mail will also be scanned. If the image is obscene, violent, derogatory, or socially unacceptable, it will not be electronically delivered to the inmate. The vendor will determine if the image will be delivered or not.

All personal mail shall be addressed to:

Loudoun County ADC
Inmate Name, Inmate Booking #
P.O. Box 247
Phoenix, MD 21131

All scanned mail that has an inmate booking number will be automatically approved and delivered. Delivery of any scanned mail where the booking number is not provided or is illegible may be delayed or prohibited. Attorney-Client legal mail will continue to be received at the physical address of the Adult Detention Center.

The physical mailing address is as follows:

Loudoun County ADC
Inmate Name
42035 Loudoun Center Place

P.O. Box 7700
Leesburg, VA 20177-7700

Aside from cash found on a person during the initial booking, any funds sent through the mail to be deposited in an inmate's account may only be made in the form of a money order. Cash and checks will not be accepted and will be returned to the sender.

Money orders must be sent directly to the following name and address:

Loudoun County ADC/Inmate Account Clerk
42035 Loudoun Center Place
P.O. Box 7700
Leesburg, VA 20177-7700

Once an inmate is released and wishes to obtain copies of scanned mail, within thirty (30) days of his/her release date, the former inmate can submit a request via the link on the Sheriff's Office web site at: <https://sheriff.loudoun.gov/4529/Adult-Detention-Center>

Bulk mail addressed to inmates will not be accepted into the facility. All items sent to an inmate by mail that are not allowed in the Adult Detention Center will be disposed of by one of the following means:

1. Returned to the sender at the cost of the inmate.
2. Destroyed.

Legal mail shall be distributed Monday through Friday, excluding holidays, within twenty-four (24) hours of delivery to the facility. At no time shall mail be distributed by an inmate, nor shall staff make a piece of mail accessible to any inmate other than the addressee. All legal mail to and from attorney offices shall be sent through the United States Postal Service ("USPS"), unless authorized by the Division Commander or designee. All incoming legal correspondence shall be opened and searched in the presence of the inmate.

Inmates shall not be permitted to write to other inmates within the Adult Detention Center or any other facilities used to house Loudoun County inmates. There shall be no limit on the volume of letter mail an inmate may send or receive, or on the length, language, content, or source of such letter mail, except where there is clear and convincing evidence to justify such limitations for security reasons. Photographs that are obscene, violent, derogatory, or socially unacceptable will be returned to the sender.

All outgoing inmate mail shall be stamped with the Adult Detention Center stamp stating, "The Adult Detention Center has neither censored nor inspected this item, therefore, the Adult Detention Center does not assume responsibility for its content" prior to being sent to the mailroom. Mail addressed to an inmate who has been transferred or released shall be marked "Return to Sender" and sent out in the next mail delivery. All outgoing mail (general correspondence) shall be left opened and unsealed for inspection for contraband in accordance

with the USPS Administrative Support Manual, Section 274.96. All outgoing collected mail will then be sent to Central Control for processing.

It shall also be the policy of the Corrections Division that sexually explicit materials sent through the mail be controlled to preserve facility security.

The ADC shall provide books, magazines, newspapers, or periodicals to each housing unit. The Assistant Division Commander of Confinement shall authorize which newspapers and magazines are to be made available. Inmates' personal subscriptions will not be allowed or accepted.

This General Order is consistent with Federal court rulings regarding the restriction of inmate mail when there is a "rational basis" for so doing or where it serves a "legitimate penological interest" in preserving prison security and promoting rehabilitation.

III. PROCEDURE

A. Collection and Distribution of Mail

1. At a minimum of one (1) time per shift, deputies will collect mail and have it delivered to Central Control to be stamped and sent out.
2. All inmates will be responsible for the content of their outgoing letters. Deliberate security violations may result in disciplinary action. Violations of postal laws may result in referral for prosecution to the appropriate authorities.

B. Inspection of Mail

1. All general correspondence shall be turned into the post deputy opened, unsealed, and subject to censorship by authorized personnel, and examined for contraband in accordance with the USPS Administrative Support Manual, Section 274.96. If searched, all legal correspondence shall be opened in the presence of the inmate. After the outgoing mail has been searched for contraband, mail will be processed and taken to the Loudoun County mail processing center for delivery. All outgoing letters must include proper postage, name and address for delivery, the inmate's name, and the Adult Detention Center's return address. Any envelopes that are not properly filled out will be returned for corrections. Contraband shall be processed in accordance with General Order # 502.7, Contraband Control.
2. Money orders received through the mail will be processed in accordance with General Order # 506.2, Inmate Financial Accounting System.
3. If any legal mail is suspicious in nature, the deputy making such observation will complete an in-house incident report.

C. Restricted Correspondence

1. The mail scanning center will screen all incoming inmate mail (personal mail only) prior to being scanned. The following items will not be scanned and will be destroyed by the screening center.
 - a. Correspondence that is determined to be a threat to the safe and secure operation of the facility.
 - b. Sexually explicit material, to include photographs.

D. Seizure of Mailed Items

1. When it is necessary to remove any item(s) from incoming legal mail, an In-House Incident Report describing such action will be completed by the deputy seizing the item(s). The report must include:
 - a. The inmate's name and inmate number.
 - b. A description of the mail in question.
 - c. A description of the action taken and the reason for such action.
 - d. A disposition of the item involved.
2. When contraband is seized which is not illegal, it will be seized and destroyed in accordance with General Order 502.7 Contraband Control. An Inmate Mail Refusal Notice will be completed by staff and delivered to the inmate.
3. When contraband is seized which is illegal, criminal prosecution will be initiated by staff or may be sought through the Criminal Investigations Division, at the discretion of the Corrections Division Commander or designee.

IV. DOC STANDARD #

6VAC15-40-600: Correspondence Privileges

Written policy procedure and practice shall ensure that all inmates, regardless of their jail status, shall be afforded the same correspondence privileges; correspondence privileges shall not be withdrawn as punishment.

Compliance Documentation:

- Review written policy and procedure
- Interview staff/inmates

6VAC15-40-610: Volume and Content of Inmate Mail

Written policy, procedure and practice shall ensure there is no limit on the volume of letter mail an inmate may send or receive, or of the length, language, content, or source of such letter mail except where there is clear and convincing evidence to justify such limitation.

Compliance Documentation:

- Review written policy and procedures
- Documentation of exceptions (if applicable)
- Interview staff/inmates

All correspondence and packages received (excluding legal mail) may be searched for contraband. This does not need to occur in the inmate's presence. Provisions should be included to address forwarding mail after transfer or release and correspondence to other inmates within the facility or between facilities. Limitations based on public safety or facility security should be documented.

6VAC15-40-630: Outgoing and Incoming Letters

Written policy, procedure and practice shall ensure that outgoing letters shall be collected and sent daily except Saturday, Sunday, and holidays. Incoming letters to inmates shall be delivered no less than 24 hours after arrival at the facility or shall be forwarded or returned to sender.

Compliance Documentation:

- Review written policy and procedures
- Interview staff/inmates

6VAC15-40-640: Incoming General Correspondence

All general correspondence may be opened, examined, and censored by authorized personnel as per the USPS Administrative Support Manual, Section 274.96. If searched, all legal correspondence shall be opened in the presence of the inmate.

Compliance Documentation:

- Review written policy and procedures
- Review documentation (if applicable)
- Interview staff

6VAC15-40-650: Notice of Seizure of Mail Contraband

Written policy, procedure and practice shall assure the notice of the seizure of mail contraband be given to the inmate and the sender together with the written reason for the seizure. The sender shall be allowed the opportunity to appeal the seizure to the facility administrator or a designee empowered to reverse such seizure. Unless it is needed for criminal investigation or prosecution, property that can legally be possessed outside the facility shall be stored, returned to sender, if known, or destroyed.

Compliance Documentation:

- Review written policy and procedures
- Review notification to sender and inmate (for the sender, it includes notification of right to appeal)
- Review seizure records, if applicable
- Interview staff/inmates

Seizure includes any item, which the inmate cannot keep in his possession, including items placed with his property to be returned to him upon release.