

Inmate Mail

The Greenlee County Sheriff's Office is committed to serving the community including the inmates in our custody through quality service and maintaining a constitutional jail. Our goal is to return inmates back to their friends and family in a better state than they were brought to us. This goal is driven by supporting inmate programs which help reduce recidivism of our inmate population. Inmate programs include a mail service which helps inmates stay in contact with their support network.

Inmates confined to the Greenlee County Jail may send and receive mail on days that mail services are available.

Personal Mail:

Inmate personal mail, incoming/outgoing is subject to search at any time. Personal mail may be used as evidence for criminal or administrative matters if it violates any laws or jail rules.

The Jail will not accept any articles or items over the counter.

All personal mail to inmates must be addressed in the following manner:

(Inmate's Name)

C/O The Greenlee County Sheriff's Office

PO BOX 998

Clifton, Az 85533

1. Mail is distributed as it is received except for weekends and all major holidays.
2. Mail services may be interrupted for events that jeopardize the safety, security, order, and/or discipline of the facility.
3. Mail from other correctional institutions is prohibited. (Inmate-to-Inmate)
4. Mail that has anything other than the recipient's full name and address, senders full name and address, and appropriate postage will be returned to the sender unless it could be considered evidence.
5. Unauthorized mail or items will be returned to the sender.

Privileged Mail:

Inmates may receive privileged mail from their legal counsel. Privileged mail is not scanned/ searched in the same manner as personal mail, however in the inmate's presence it is inspected for anything that might jeopardize the safety, security, order, and/or discipline of the facility, inmates, or staff. All privileged mail **MUST** be marked as such.

Money orders, Checks, Cash, Etc...

The Greenlee County Jail will not accept money orders, checks, cash, or any other negotiable items in the mail to apply towards inmate accounts. These items will be returned to the sender.

BOOKS / PUZZLE BOOKS:

Books may NOT be dropped off at the jail. Hardcover books are not permitted. Paperback books and coloring books/puzzle books may be mailed to the detention center and must be addressed to the inmate. All books must come directly from the publisher or an online retailer (Amazon, Walmart, Barnes & Noble, etc..) and cannot be mailed from home.

They must have both covers, be in like-new condition, and be appropriate in nature (nothing sexually suggestive, or excessively violent). No oversized books. Writing, stains, stickers (including price tags), and bookmarks, will not be accepted in either paperback books or coloring books/puzzle books. Inmates may receive up to five (5) books at a time per package, they may only have five books total in their immediate possession at a time.

This provision is not meant to circumvent the Inmate Commissary System. If there are any questions or concerns please contact the Jail Commander.

Returned Items and appeal process

If mail of any sort is returned or you are notified that mail or an item of mail has been confiscated and/or denied, you may appeal the decision. Senders will receive a Form 109 which includes information about appealing the process. An appeal must be filed within 10 days of the posted date of the denied mail notification (Form 109).

A person wishing to appeal may contact the jail for a copy of Form 110 or print it from the county website. The appeal can be mailed, hand delivered or emailed to the Jail Commander. This information is found on the county website. Appeal decisions made by the Jail Commander are final.