



# Warren County Regional Jail

## Stephen Harmon, Jailer

### Media Release

Date: 5/8/2023


Subject: **Personal Inmate Mail – Going Digital 6/1/2023**

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Effective 6/1/2023, Warren County Regional Jail personal inmate mail will be going digital through a partnership with Securus Technologies. Inmate mail needs to be addressed to the scanning center and will then be uploaded to the inmate's account on the kiosk located in the cell. This transition will enhance the safety and security of the inmates, staff, and facility. Keeping dangerous drugs from being sent in on personal mail into the facility is of the utmost importance. Legal mail will continue to be sent to the Warren County Regional Jail's physical address. Below are the instructions for personal mail being sent to inmates effective 6/1/2023.

**All Personal Mail must be addressed in the following manner:**

Full Name	
Address	
City, State, Zip code	
Inmate Name and Securus ID#	
C/O Securus Digital Mail Center-Warren	
PO BOX 974	
Lebanon, MO 65536	

- Failure to properly address the envelope may result in your mail being returned or delayed.
- Pictures, drawings etc. will be accepted for scanning, and delivered in the same manner once approved by jail staff.
- Anything that cannot be scanned will be returned to the sender. This includes but is not limited to paper that exceeds 8.5x 11 inches and all non-paper items.
- All packages and certified mail will be returned to the sender.
- Any person sending any personal mail that wishes to have it returned to them must include a self-addressed, stamped envelope included with the original mail. All physical mail will be destroyed in 60 days post upload.

**The following items must be mailed directly to WCRJ:**

- Legal Mail**
- Publications**-Directly sent in from a publisher, distributor, or authorized retailer (as described in the Inmate Handbook and facility procedure)
- Money Orders**