

MAIL

All incoming mail, non-privileged mail will be sent to:

DETAINEE NAME-ID NUMBER

P.O. Box 76550

Highland Heights, KY 41076

All incoming mail (letters, photos, greeting cards, etc.) will be scanned into the system and available to detainees to view their postal mail via detainee tablets.

Funds sent to Livingston County Jail detainees must be processed through jailatm.com or placed in the lobby kiosk at the Livingston County Jail.

Legal Mail, Court Documents, & Publications will continue to be sent to the Livingston County Jail directly.

Legal Mail will be opened in the detainee's presence and inspected for contraband. Legal mail must be typed on law office letterhead and stamped "Legal mail". Hand written legal mail will not be accepted.

Mail will be delivered to the housing units Monday through Friday except on holidays. Mail sent to detainees should be addressed as follows:

Full name
C/O Livingston County Jail
844 W Lincoln St.
Pontiac, Illinois 61764

Any mail received with no return address will not be accepted. Any mail received after a detainee has been released will be forwarded to the detainee's last known address if known or returned to sender.

Detainees that receive presentence investigations reports (PSR) from Probation Services will not be allowed to keep on their person. When the report is received it will be opened in front of the detainee and inspected. The PSR will be placed in a secured locker by staff in the Livingston County Law library. The detainee must put a request in on the kiosk requesting access to their PSR. The detainee will be placed in one of the Law Libraries. Correctional staff will retrieve the PSR for the secure locker assigned to the requesting detainee. The PSR will be handed to the detainee for viewing, the detainee will not be allowed to copy the PSR. When the detainee is done the detainee will notify Correctional Staff, the staff will inspect the PSR to ensure all of the PSR is present and not altered. The detainee will be searched before leaving the law library.

Outgoing mail will be collected at 9 P.M. to be sent out the following day. Outgoing non-privileged mail may be inspected and scan read. Outgoing mail is to be collected unsealed. Mail received sealed, with the exception of Legal mail, will be returned to the detainee. Detainees are responsible for ensuring the letters are addressed properly.

The return address must include the detainee's full name, Livingston County Jail, 844 W. Lincoln, Pontiac Il 61764.

If mail is not addressed correctly it will be returned to the detainee. If the detainee is not known due to improper return address the letter will be destroyed. All legal mail will be seal in front of a corrections officer. All magazines and newspapers must be mailed directly from the publisher. Books must be shipped from a vendor. They will not be allowed if shipped from an individual person.

There is no limit to the number of letters sent or received. Stamped envelopes and writing materials can be purchased from the commissary. Detainees will be notified in writing when incoming mail is either returned to sender or when outgoing mail is returned. Notifications will explain why the action was taken.

Any mail sent out or in with contraband or anything suggesting illegal activity may cause the detainee to be placed on restricted mail status for up to 90 days. If a detainee is placed on restricted mail status, the detainee may appeal in writing to the Superintendent within 5 days of being placed on restricted mail status