



Joseph D. McDonald, Jr.  
Sheriff

The Commonwealth of Massachusetts  
*County of Plymouth*  
**Sheriff's Department**  
Plymouth County Correctional Facility

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Gerald C. Pudolsky  
Special Sheriff

## **NOTICE OF CHANGE TO MAIL PROCEDURES**

Date: August 1, 2019  
To: All Inmates / Detainees Housed at the PCCF  
From: Superintendent A. Moniz

Effective September 1, 2019, Personal Mail will no longer be accepted by the Plymouth County Sheriff's Department at the Plymouth County Correctional Facility.

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

Full Name Address City, State, Zip code	<u>Inmate / Detainee Name</u> <u>C/O Securus Digital Mail Center – Plymouth County</u> <u>PO Box 1071</u> <u>Lebanon, MO 65536</u>
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A return name and address must also be placed on the envelope, failure to properly address the envelope will result in the mail being returned to sender.

Once the mail is received at the Securus Digital Mail Center it will be digitally scanned and printed, then delivered to the inmate / detainee.

Pictures, drawings etc. will be accepted for scanning, printed and delivered in the same manner. Any person sending personal mail that wishes to have it returned to them, must include a self-addressed, stamped envelope included with the original mail.

### **The facility will continue to accept:**

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

These must be addressed directly to the facility, as follows:

Full Name Address City, State, Zip code	<b>Inmate's Full Name and ID #</b> <b>Unit and Room #</b> <b>PCCF</b> <b>26 Long Pond Road</b> <b>Plymouth MA 02360</b>
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**Inmate Accounts** are also available for deposit in the facility lobby using the kiosk and on-line as they currently are.

\*\*\*No other mail procedures changes will take place at this time.\*\*\*