



www.NCIC.com
1-844-724-2076

INMATE MAIL SCANNING



In an effort to keep contraband out of the Jail Facility a new system is being implemented for sending documents, photos and mail to inmates.

If you wish to send documents, photos and mail to inmates, we now have a quicker and more efficient method using our new Inmate Messaging system where you go to **www.NCIC.com** and set up an account. You can then easily send messages to an inmate for instant delivery. You can also take a picture of any documents and attach to these messages. This is much cheaper than postage, envelopes and the time it takes to mail a letter and the inmate will receive the message and/or picture instantly. There are no limits on how many messages and photos that can be sent to the inmates.

If you choose to send physical mail to an inmate, then the mail must follow the below guidelines and rules. There will be no exceptions to these rules and guidelines.

All inmate mail, EXCEPT for BOOKS, MAGAZINES, NEWSPAPERS, LEGAL MAIL AND MEDICAL MAIL, must be mailed to the following address utilizing existing Jail mail rules. All books, magazines, newspapers, legal mail and medical mail must be mailed to the facility.

WARNING

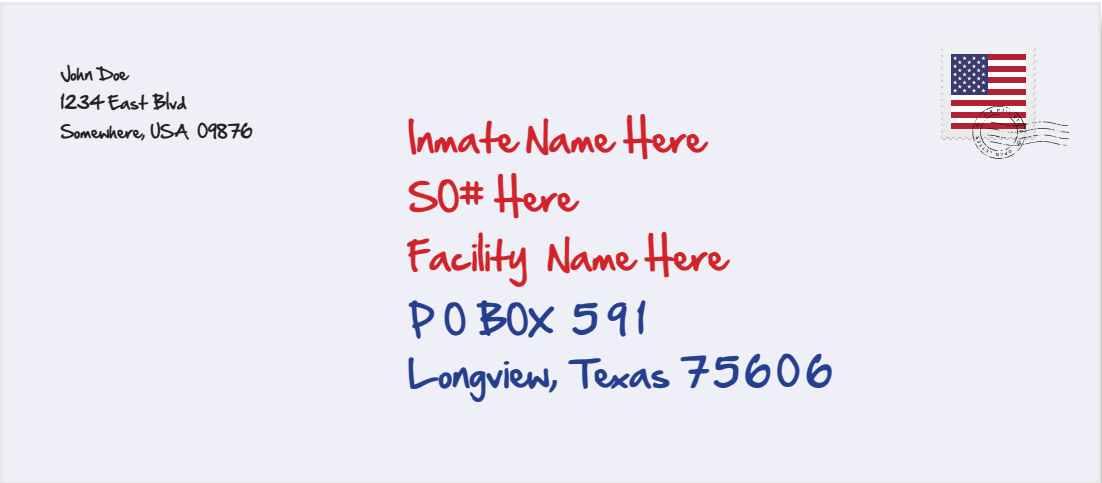
Any mail that is sent to PO Box 591, Longview, Texas 75606 for processing will **NOT** be returned or released. Once the mail is processed and received electronically by the inmate it will be destroyed. This includes pictures or anything else mailed to the processing facility. By sending the mail to PO Box 591, Longview, Texas 75606 you agree to the items being destroyed and understand that anything you mail to PO Box 591, Longview, Texas 75606 will **NOT** be returned or reimbursed for.

NO BOOKS, MAGAZINES, NEWSPAPERS, LEGAL MAIL, OR MEDICAL MAIL WILL BE ACCEPTED.

Once the mail is received for processing, it will be scanned in at the central processing location and then will be sent to the inmate electronically via the same messaging system referenced above, and the inmate can securely view it on the kiosks or tablets (if applicable) within the facility.

There will be **NO EXCEPTIONS** for receiving mail that does NOT follow the guidelines.

All mail MUST BE addressed in the below manner:

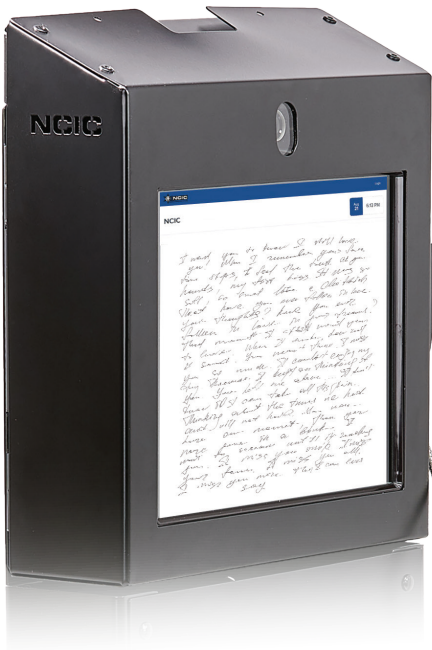


- All envelopes and mail must include the inmate name number (booking or jacket number) as well as a return address. Only mail that is within 8.5 inches wide x 11 inches tall will be accepted.
- Mail sent to inmates must contain **NO MORE THAN 5 PAGES**. Anything that is over 5 pages will **NOT** be scanned and sent to the inmate and will be returned to the sender.
- All mail that is scanned into the system will be scanned front side only. Do **NOT** write on the back of pages. Any mail with writing on the back will be returned to sender.
- Inmates may receive a maximum of 1 photo per mailing. If more than 1 photo is mailed, the entire letter and all its contents will all be returned to sender and nothing will be scanned in or delivered to the inmate.
- NO** legal or medical mail will be accepted. Legal and medical mail must be sent to the facility where the inmate is housed following the facility's mail rules.

No books, magazines, newspapers or bulk mail will be accepted at PO Box 591, Longview, Texas 75606 and will be returned to sender. These items must be sent to the facility where the inmate is housed following the facility's mail rules.



Inmates can securely view their mail on kiosks or tablets within the facility.





Prepaid Communication Services

NCIC Inmate Communications offers Prepaid Calling Services allowing incarcerated persons at the Cowley County Jail to stay in contact with their loved ones. No incoming calls can be received except for voicemail messages to approved inmates. Each inmate will be given access to the telephones upon the completion of the booking process. Telephones for private use are located in each housing area.

Inmate calls (local, long distance and international) are billed at a per-minute rate, with no connection fees. Three-way calls are prohibited.

The calling rates for Cowley County are shown below:

Calling Rates (Per-Minute)	
Call Type	Pre-Paid Collect & Inmate Debit
All Calls in the United States:	\$0.16
Mexico and Canada:	\$0.25
Other International:	\$0.35

Inmate Messaging and Video Visits

You can also video visit your loved one from the comfort of your home, as well as send messages and approved pictures which is quicker, easier and cheaper than sending letters through the mail. You can fund your Video Visit and Messaging with your current NCIC Inmate Telephone account or if you don't have an account you can go to www.NCIC.com and set one up. Video Visits are \$0.30 per Minute, Messages are \$0.25 per Message, Picture Messages & Video Messages are \$0.35 each. There is no limit on how many messages and photos can be sent to the inmates and they receive them **instantly**.

Benefits of setting up an NCIC Prepaid Account:

- ✓ One account to manage ALL inmate communications (Phone Calls, Video Visits and Messages)
- ✓ Quick and easy account setup
- ✓ Funding and support around the clock **24/7/365**

To create and fund Prepaid Accounts, please visit NCIC Inmate Communication's website at: <https://account.ncic.com> (Para Espanol, <https://cuenta.ncic.com>) or call our call center at **1-800-943-2189**.



Servicios de comunicación prepagos

NCIC Inmate Communications ofrece el servicio de llamadas prepagadas para amigos y familias que permite a las personas encarceladas mantenerse en contacto con sus seres queridos. No se pueden recibir llamadas entrantes, excepto mensajes de correo de voz a presos aprobados. A cada preso se le dará acceso al teléfono al finalizar el proceso de reserva. Los teléfonos de uso privado se encuentran ubicados en cada área de vivienda.

Las llamadas de los presos (locales y de larga distancia) se facturan a una tarifa por minuto, sin tarifas de conexión. Las llamadas internacionales también se facturan a una tarifa por minuto. Están prohibidas las llamadas de tres vías.

Las tarifas de llamadas para la Oficina del Sheriff del condado de Cowley se muestran a continuación:

Tarifas de Llamadas (Por-Minuto)	
Tipo de llamada	Pre-Paid Collect & Inmate Debit
All Calls in the United States:	\$0.16
Mexico & Canada:	\$0.25
Other International:	\$0.35

Mensajes de presos y visitas por video

Ahora puede visitar por video a su ser querido desde la comodidad de su hogar, así como enviar mensajes e imágenes, lo cual es más rápido, fácil y económico que enviar cartas por correo. Puede financiar su visita por video y mensajería con su cuenta actual de teléfono para reclusos o, si no tiene una cuenta, puede ir a www.NCIC.com y configurar una cuenta. Las visitas por video cuestan \$0.30 por minuto, los mensajes cuestan \$0.25 por mensaje y los mensajes con imagen cuestan \$0.35 por imagen. No hay límite en la cantidad de mensajes y fotos que se pueden enviar a los reclusos y los reciben al instante.

Beneficios de configurar una cuenta prepaga:

- ✓ Una cuenta para administrar TODAS las comunicaciones de los reclusos
- ✓ Configuración de cuenta rápida y sencilla
- ✓ Financiamiento y soporte las 24 horas del día, los 7 días de la semana, los 365 días del año

Para crear y financiar cuentas de cuentas prepagas, visite el sitio web de NCIC Inmate Communication en: <https://account.ncic.com> (Para Espanol, <https://cuenta.ncic.com>) o llame a nuestro centro de llamadas al **1-800-943-2189**.