



St. Clair County Sheriff Dept.

Jail Division

DETAINEE MAIL

Personal mail will not be accepted by the
St. Clair County Jail

All personal detainee mail must be addressed in the following manner:

Full Name Address
City, State, Zip
code



Inmate Full Name-Inmate ID Number
St. Clair County Sheriff Department
P.O. Box 247
Phoenix, MD 21131

Once the mail is received at the ICSolutions Digital Mail Center it will be digitally scanned and available to be viewed on tablets and/or kiosks.

Failure to properly address the envelope may result in your mail being returned or delayed.

Pictures and drawings will be accepted for scanning, and delivered in the same manner. Any inappropriate pictures, drawings, and etc will not be accepted.

Anything that cannot be scanned will be returned to sender. This includes, but is not limited to paper that exceeds 14X8 inches and all non-paper items.

No packages will be accepted at ICSolutions Digital Mail Center

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.

The following items must be mailed directly to the St. Clair County Jail

LEGAL MAIL and PUBLICATIONS

Publications must be directly sent in from a publisher, distributor, or authorized retailer

Legal, Educational & Religious Soft Cover Books ONLY Will Be Accepted

Legal Mail and Publications must be addressed as follows:

Full Name
Address
City, State, Zip Code



Inmate Full Name-Inmate ID Number
St. Clair County Jail
700 N. 5th Street
Belleville, IL 6220