

### **New Inmate Mail Policy**

All appropriate physical mail, which would include **letters, cards, pictures and postcards**, are to be mailed to the **below address**, as inmates will be receiving their mail digitally thru **HomeWAV Kiosks** that are located in our facility. Unacceptable mail or items will be returned to the sender.

Inmate First/Last name and inmate ID number  
Summit County Jail  
P.O. Box 247  
Phoenix, MD 21131

To meet the mail processing standards, every mail envelope sent to the inmate must contain the following information:

1. Senders First/Last name. Initials are not acceptable.
2. Senders complete address.
3. Inmates complete first and last name. Initials are not acceptable.
4. Inmate Number.
5. Correctional Institutional full name. Abbreviations are not acceptable.

**DO NOT** send money orders or cashier checks with your mail. See below for sending money orders and cashier checks.

**Legal mail, money orders and cashier checks** are to be mailed directly to the facility. If you are mailing a money order or cashier's check, you must write **commissary funds** on the envelope after the inmate's name **or** below the following address. Please call our facility if you have additional questions 435-615-3701.

Summit County Jail  
Inmate's First/Last name and Inmate ID number **Commissary Funds**  
6300 Justice Center Road  
Park City UT. 84098  
**Commissary Funds**