

**INMATE MAIL ADDRESS
CHANGES AND
DISTRIBUTION UPDATES**

Effective December 18, 2023 -- In an effort to curb the introduction of drugs and other contraband into facilities, Cherokee Sheriff's Office has updated their system for sending mail to inmates. All personal inmate mail will be sent to a central processing facility, not the jail where an inmate is housed. At this JAILATM.com central facility, mail will be opened, scanned, and sent electronically/mailed to the inmate at the jail facility. There is no cost associated with providing this service to inmates, the public, or to the Sheriff's Office. Once mail is scanned, all originals will be discarded within 60 days of their receipt. It is the sender's responsibility to secure originals prior to their destruction.

All **PERSONAL INMATE MAIL** shall be mailed to the following address utilizing existing jail facility mail rules:

JAILATM.com - Cherokee Sheriff's Office
Inmate Name / Inmate Number
925B Peachtree St. NE, Box 2062
Atlanta, GA 30309

EXAMPLE

Sender Name
Sender Street Address
Sender City, ST 00000



JAILATM.com - Cherokee Sheriff's Office
John Doe / 20000261
925B Peachtree St. NE, Box 2062
Atlanta, GA 30309

MAIL PROCESSING CENTER REQUIREMENTS AND RESTRICTIONS:

- Do **NOT** send legal/privileged mail to the processing center.
- Do **NOT** send cash, money orders, government checks, or personal checks to the mail processing center. These are taken at the facility and will need to be mailed directly to the facility for processing.
- Mail must not exceed 100 pages per envelope.
- Page size must be no larger than 8.5" x 11".
- Mail can include written or typed pages, photos, drawings, or greeting cards.
(**NO POLAROID PHOTOS**)
- **NO** glitter, glue, tape, 3D elements, or electronic components (lights, music, animation)
- **NO** items containing, depicting, or relating to sexually explicit activity, gang activity, illegal activity, violence, drug, or alcohol use, etc.
- **NO** photos of NUDE or partially clothed persons.
- **NO** illegal substances or any other items considered to be contraband.
- **NO** magazines, books, or packages mailed to mail processing center, NO publications of any kind.
- **DO NOT SEND** original photos or other irreplaceable or valuable items, or other important documents such as Birth Certificates, Driver's Licenses, Social Security Cards, Green Cards, etc.

Mail meeting these requirements will be scanned and can be accessed by an inmate via the inmate kiosk system. Scanned mail will be reviewed by facility staff in a timely manner.

All scanned mail containing materials considered illegal or breaches of security will be turned over to the proper authorities for investigation. Any threats of criminal activity will not be permitted in any correspondence and may result in criminal charges.

Official documents received at the JailATM.com facility will be forwarded to Cherokee Sheriff's Office for proper distribution through Inmate Records.

All inmates are permitted to send and receive mail. Mail can be sent to anyone EXCEPT: victims of your crime, inmates, former inmates, parolees, probationers, co-defendants, current or former Sheriff's Office employees, current or former Contract employees, current or former volunteers, and anyone who has an active Order of Protection from Abuse Order (PFA) against the inmate that prohibits such contact.

FACILITY MAIL PROCESSING REQUIREMENTS AND RESTRICTIONS:

- Any monies sent to inmates in the form of money orders, cashier's check, or government checks will be credited to the inmate's funds account.
- Personal checks and cash are not accepted by the jail.
- Monies should be mailed directly to Inmate Records as follows:

Inmate Records - Cherokee Sheriff's Office

Inmate Name / Inmate ID Number

498 Chattin Drive

Canton, GA 30115

EXAMPLE

Sender Name
Sender Street Address
Sender City, ST 00000



Cherokee Sheriff's Office - Inmate Records

Inmate Name / Inmate Number

498 Chattin Drive

Canton, GA 30115



LEGAL MAIL / PRIVILEGED MAIL:

Legal mail must be mailed directly to the facility. Legal mail must be marked on the envelope as "Legal Mail" and will be opened by facility staff in front of the inmate. Legal mail must be sent by a legally approved entity / Attorney on Record.

Address legal mail as follows:

Cherokee Sheriff's Office - LEGAL MAIL

Inmate Name / Inmate ID Number

498 Chattin Drive

Canton, GA 30115

Scanned Mail after Release:

After release an inmate can request digital copies of his or her scanned mail. Mail can only be requested by the released inmate and **ONLY** after release from the facility.

Submit the request to JailATM.com providing the following:

Inmate's Full Name

Facility Name

Inmate ID Number

Email Address

Once information is verified, an email with a link to download the postal scans will be sent to the email address provided.