



## Clay County Sheriff's Office

### Jail and Inmate Frequently Asked Questions

#### 1. Can I mail a care package to the inmate?

Inmates cannot receive packages.

#### 2. How can I send mail to an inmate?

Clay County Detention Facility  
Attn: Inmate's Name and Booking Number  
P.O. Box 958  
Green Cove Springs, FL. 32043

To ensure the correct inmate receives the mail, include the inmate's booking number on the front of the envelope.

Any photographs containing nudity will not be issued to the inmate. No Polaroid photos will be accepted. No perfumed mail will be accepted. Photos larger than 4" x 6" will not be accepted. Greeting cards may not be larger than 5" x 7" and may not be battery or electronically operated. Any mail that has glitter, stickers or contains any other form of contraband, to include stamps, envelopes or blank paper, will be returned to sender.

Inmates are allowed to send mail out and are provided with pen, paper and envelopes if indigent. Mail is collected daily and distributed Monday through Friday with the exception of holidays.

#### 3. How can I give money to an inmate?

Money orders and cashier's checks are the only forms of checks that will be accepted by mail. Do not send cash! Make money orders and cashier's checks payable to the inmate's name and booking number. Money orders and cashier's checks for \$50.00 or more will have a hold placed on them for 7 – 10 days. Cash and credit card deposits may be made in the Jail Lobby area by utilizing the Cobra Cashier kiosk. Deposits can also be made to an inmate's account through Western Union or Gov Pay at [www.GovPayNow.com](http://www.GovPayNow.com). The Clay County Jail pay location code is #5500 and the facility code is 23J.



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Please ensure to list the inmate's name and your return address on any correspondence, the money order or cashier's check and on the envelope in which you mailed it. This will allow funds to be returned if the inmate you sent money to has left the facility.

#### 4. How can I bond someone out of jail?

The method of bonding someone out of jail is dependent upon the type of charges he or she was arrested on.

A bond must be paid in full and may be posted as a Cash Bond or Surety Bond (which requires a bonding agent). If the charge is a Civil Offense such as Child Support only a Cash Purge may be posted and it requires the amount of the bond to be paid in full. Payment can be in the form of cash or if paid by a cashier's check or money order it must be made out to the Clay County Sheriff's Office with the inmate's name and booking number for reference. Child Support payments must be paid at the Clerk's Office during working hours or at the jail when the Courthouse is closed. A cash surety bond may be posted to bond the individual out of jail. When utilizing a Surety Bond you must contact a Bonding Agent. When you fulfilled your obligation with the Bail Agent they will present the necessary paperwork to the facility to initiate the release of the inmate.

As a correctional facility we cannot recommend any bonding agency.

#### 5. Can inmates receive telephone calls?

Incoming calls or messages to the inmate will not be accepted. However, inmates have access to telephones during the day and can only make collect calls out of the facility. In the event of a serious medical emergency or death within the inmate's family the chaplain may be notified at 904.213.5924 or the on duty Supervisor at 904.213.5922.



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#### 6. How and when can I visit an inmate?

It is the inmate's responsibility to notify family members and friends they have been listed as a visitor, what days they have visitation and the time to be at the jail visitation area. Any changes to the list must be submitted by the inmate on an Inmate Visitation Form. Appropriate attire must be worn by any visitor entering the facility and visitors can be turned away at the discretion of the Visitation Officer for non-compliance of the dress code. Appropriate attire is posted in a display case outside the door to the visitation entrance.

#### 7. How long does the release process take?

All releases have various factors which may impede the process. For example, if an inmate has been to court and has been released by a judge, the process cannot start until the paperwork authorizing the release is received from the courts by the booking room at the facility. Once the paperwork is received the release process will be completed as quickly as possible. Court paperwork for both regular courts and First Appearance is received at the same time and not in the order which a defendant was seen by a judge.

It is important to remember that the inmates will not be returned to the jail until all the inmates have been seen by the judge. This process may take up to several hours after they have seen the judge. Please be patient.

If a Cash Bond, Surety Bond or Cash Purge has been posted for release of an inmate, the process will be expedited as quickly as possible. Anyone that is being released from custody due to End of Sentence (EOS) will start exiting the facility after midnight provided they have a ride or at the 0600 shift change. In the event a release is prolonged due to extenuating circumstances, every effort will be made to expedite the process.



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#### 8. Can I bring in clothing and hygiene items for the inmate?

Inmates are provided clothing for the duration of their incarceration. Upon classification, a packet consisting of a comb, toothbrush, soap and toothpaste is provided to the inmate. Additionally, feminine hygiene items will be available for purchase from the Commissary with the exception of sanitary napkins. Sanitary napkins are provided by the facility. In the event an inmate is indigent, some hygiene products and writing materials will be provided.

Clothing for court appearances can be delivered for jury trials only. Arrangements to have clothing dropped off can be made by contacting the Property Room clerk at 904.213.5926.

#### 9. What if an inmate needs a dentist or doctor?

Medical staff is available to provide medical care. Dental care which is medically necessary will be provided. Inmates will be assessed a fee according to the fee schedule. Inmates must fill out a sick call request form to be seen by the medical staff. Sick calls are conducted daily and referrals to the doctor are made on an "as needed" basis. Fees are assessed for medical services according to the fee schedule. The fee schedule is provided in the Clay County Jail Inmate Handbook.

#### 10. I've been sentenced to "do time" on weekends. What do I do?

Weekender sentences are handled the same as any other sentenced inmate to the Clay County Detention Facility. The proper paperwork must be received by booking from the courts and the length of sentence defined. The weekender will arrive per the court order and be released per the court order. Anyone who arrives under the influence of any kind will be violated and remanded to the jail facing contempt charges and brought before a judge.



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#### 11. Can I bring or send religious and/or reading materials to the inmate?

Religious or spiritual material will not be accepted for individual inmates. A supply of donated religious material is available in the facility and will be provided to any inmate who makes a request to the Chaplain's office. The Jail Programs Coordinator distributes reading material weekly to the inmates and accepts donations to the jail library. No hardbound books of any kind will be accepted.