



Attention: New Inmate Mail Policy

Updated: 2/23/23

Effective 12/01/22, HomeWAV & Macon Co. will partner with a new mail management provider called TextBehind at this correctional facility. Going forward, TextBehind will electronically scan all appropriate physical mail and deliver it digitally to the facility. All mail will be reviewed and approved by the facility staff. Inmates will receive all mail digitally, through the HomeWAV kiosk. **THIS DOES NOT APPLY TO LEGAL MAIL.**

Sending Physical Mail to TextBehind:

All appropriate physical mail must be sent to the following TextBehind mailing address to be scanned before being forwarded to this correctional facility and uploaded to the HomeWAV kiosk.

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

1. Sender's complete first and last name. Initials are not acceptable.
2. Sender's complete return address.
3. Inmate's complete first and last name. Initials are not acceptable.
4. Inmate Number.
5. Correctional institution full name. Abbreviations are not acceptable.

Any envelope without complete or missing information as specified above, either for the sender, or the inmate will be rejected and discarded **UNOPENED** without exception. The correct address format is as follows:

Inmate First / Last Name **and** Inmate ID Number
Macon County Jail IL
P.O. Box 247
Phoenix, MD 21131

Rejected mail is held for 30 days before disposal. The sender must request the rejected mail be returned to them by writing to TextBehind at the above address.

UNACCEPTABLE MAIL:

TextBehind does not accept legal mail, money orders, personal checks, gift cards, packages or cash in the mail. These unacceptable items will be returned to the sender. Please visit the correctional institution's website for more information. **Legal mail, money orders and packages will still need to be mailed to 333 S. Franklin St, Decatur, IL 62523.**

Money orders need to be made out to the specific inmate and mailed to:

**Inmate Trust Account
333 S. Franklin St.
Decatur, IL 62523**