

## INMATE MAIL

- ❑ You may send letters in envelopes or post cards addressed to the inmate.
- ❑ The mail should have the inmate name followed by:  
Yamhill County Jail  
535 E 5<sup>th</sup> St  
McMinnville, OR 97128
  - Mail must include a legible Return Address on the outside of the envelope or Postcard or it will be destroyed.

We **do not** receive mail on Weekends. Mail arrives Monday through Friday in the afternoon and will be processed and handed out to the inmates the following morning.

## PROHIBITED MAIL

- ❑ Mail **must be free of foreign substances, such as bodily fluids, hair, lipstick, perfume, glitter, glue, or paint.**
- ❑ Sexually explicit drawings
- ❑ No cash, money orders, checks or other forms of currency will be accepted through the mail.
- ❑ Unusual stains or odors
- ❑ Stickers, Decals, Tape
- ❑ Dried or pressed flowers
- ❑ Plastic postcards/Greeting Cards
- ❑ Content of criminal activity or escape plans
- ❑ No inmate to inmate mail

**The Yamhill County Correctional Facility** is a small community within the community. It provides many of the same services that you have in your community. Doctor and dentist care, a commissary, social and educational programs as well as drug and alcohol and psychological counseling. Some of these services, like ordering from the commissary and visits are considered privileges. These privileges can be lost for poor behavior.

**The Work Release Center** provides dormitory style housing for up to 50 inmates. Sentenced inmates enrolled in the work release program live in the work release center but are released each day to go to regular jobs. By keeping their jobs while serving their sentence, these inmates can support their families and pay court-ordered restitution to the victims of their crime.

Sentenced inmates who meet the requirements are assigned to the sheriff's work crew. These inmates perform community service projects throughout the county. In exchange for their labor, the inmates can be credited with reduction of their sentence based on work performed.



**Yamhill County  
Jail  
503-434-7507**

**Jail Commander  
Captain Jason Mosiman**

*"The mission of the Yamhill County Sheriff's Office is to provide our citizens with high quality law enforcement services in an ethical and fiscally responsible manner".*

**SHERIFF TIM SVENSON**  
Yamhill County Sheriff's Office  
535 NE 5<sup>th</sup> Street  
McMinnville OR 97128  
(503) 434-7506

**CANTEEN MONEY**

## BAIL

- ❑ Inmates are able to purchase Canteen on Wednesday and Saturday. Monies need to be posted on the inmates account **no later than 5:00 a.m.** that day.
- ❑ You have 3 options to put money on an inmate account. Online and/or by phone (credit/debit cards only), please refer to the insert or check out our link on the Yamhill County Home Page. You can also come to the jail and use the kiosk in the lobby. The kiosk will accept credit and debit cards as well as cash.
- ❑ Please note that all transactions have a minimum convenience fee of \$ 5.00. If you use a credit/debit card you also need to add 3.5%.
- ❑ During **regular business** hours (M-F, 8:00 a.m. – noon and 1:00 p.m. – 4:00 p.m.) bail can be posted at the Trial Court Clerk’s Office, Room 135 in the Courthouse, 1<sup>st</sup> floor. Exceptions are municipal court bail.
- ❑ **After** business hours you can post bail at the jail using the kiosk in the lobby. You may post bail at **any time** online and/or by phone, please see insert. Extra fees apply.
- ❑ If the inmate has a hold for another county we can accept bail money for that county.
- ❑ Bail for municipal courts can be posted at that specific court or at the jail, online or by phone.

## TELEPHONES

- ❑ The inmate **cannot** receive phone calls.
- ❑ The inmate phone system is GlobalTel Link; you may reach them at 1-877-650-4249 or on their website <http://www.gtl.net>
- ❑ Inmates may purchase debit time from commissary if they have funds on their inmate account.

## PROPERTY RELEASES

- ❑ The inmate may release property or money. The inmate has to fill out a release authorization form which is valid for 30 days. We **can not** release anything without this form signed by the inmate.
- ❑ Exchange of clothing can also be authorized with this release form.
- ❑ **No** property will be accepted for inmates.

## MEDICAL

- ❑ Prescriptions and medical supplies will be accepted. You may bring them to the visiting area and we will write a receipt.
- ❑ Medication is dispensed at the discretion of the medical staff.

## FREQUENTLY REQUESTED NUMBERS

Work release office	503-434-7507 X 4573
Parole & Probation	503-434-7513
Release office	503-434-7507 X4733
Court docketing	503-434-7490/7489

## VISITATION RULES & REGULATIONS

- ❑ No one under 18 is allowed into the facility.
- ❑ **The inmate** has to provide a list of names (**not** to exceed five) for approval.
- ❑ Only people on the visiting list will be allowed to visit.
- ❑ Visitors who are on any kind of supervision (probation/parole) need written permission from their supervising officer in order to visit.
- ❑ Visiting days are determined by the cellblock inmates are housed in.
- ❑ You must schedule your visit Online or use the kiosk in the jail lobby. You will need an e-mail address to schedule visits. If you don’t have one call the Visitor Support Line at 1-855-208-7389. <https://yamhillcountyor.gtlvisitme.com> to register and schedule.
- ❑ Be early, if you are late by **“our”** clock your visit will be cancelled.
- ❑ You need to show valid picture ID.
- ❑ No items are allowed in the visitation room. Purses, cell phones etc. need to be put in the locker that requires a quarter which is refundable.
- ❑ Visitors wearing inappropriate and /or revealing clothing will not be allowed to visit.
- ❑ At the **inmate’s** request, special visits may be authorized in emergency situations by a supervisor.