



## **Florence Correctional Center Florence, Arizona**

### **Inmate Mail Information**

Address all inmate correspondence as follows:

***Inmate/Detainee Name***  
***Inmate/Detainee #***  
***Florence Correctional Center***  
***P.O. Box 6900***  
***Florence, AZ 85132***

- A. All correspondence addressed to inmates/residents must be sent through the United States Postal Service (USPS) and comply with USPS Regulations.
1. The United States Postal Services (USPS) prohibits the mailing of any of the following:
    - a. Potentially hazardous materials that are not properly marked and packaged;
    - b. Perishable items that are not properly marked and packaged;
    - c. Correspondence containing any vile, or obscene material, and matter inciting violence or terrorism;
    - d. Solicitations that mimic billing statements, unless accompanied by a prominent disclaimer;
    - e. Solicitations stating approval by the USPS or Postmaster General, or conformance to any postal law or regulation; and
    - f. Correspondence that bears deliberate imitations of postal markings and/or postal trademarks (e.g. "Priority Mail", etc.).
  2. Correspondents are personally responsible for the content of each item of correspondence they send through the USPS.
  3. Any violation of laws governing correspondence will be referred to postal authorities and to appropriate criminal authorities. The sender may be subject to civil or criminal penalties and/or federal prosecution for violation of postal laws.
- B. PROHIBITED CORRESPONDENCE/ITEMS
1. Prohibited Correspondence  
Correspondence containing malicious, false, inflammatory, or other types of statements or information, the purpose of which is reasonably intended to harm, or intimidate an employee, visitor, or guest may be prohibited. Correspondence that could reasonably jeopardize legitimate penological interests includes, but is not limited to:
    - a. Plans to escape;
    - b. Plans for criminal activities;

- c. Plans to introduce contraband into or out of the facility;
- d. Plans for activities in violation of facility rules;
- e. Threats to the safety and security of facility order, discipline or rehabilitation;
- f. Information which, if communicated, would create a clear and present danger of violence and physical harm to a human being (including racially inflammatory material);
- g. Letters or materials written in code or a foreign language when the inmate/resident understands English (unless the Warden/Administrator or designee determined that the recipient does not read and write fluently in English);
- h. Correspondence which attempts to forward unauthorized correspondence to a third party;
- i. Obscene material;
- j. Correspondence which encourages deviate sexual behavior which is criminal, in violation of facility rules, detrimental to the rehabilitation of inmates/residents, or determined by the Warden/Administrator or designee to be detrimental to the safety and security of the facility (these materials include, but are not limited to, pictures, drawings, or photographs which display or suggest vaginal, rectal, or oral penetration by a person or object, ejaculation, bestiality, sadistic or masochistic behaviors, child pornography, or the suggestion of child pornography);
- k. Correspondence which may enable one (1) or more inmates/residents to ascertain the time(s), date(s), and/or location(s) of upcoming off-site appointments or transports;
- l. Personal identifying information (e.g. birth certificate, social security number, driver's license number, etc.) of individuals other than the inmate/resident's and his/her immediate family; and

**AT FLORENCE CORRECTIONAL CENTER, ADDITIONAL PROCEDURES ARE:**

**IN ACCORDANCE WITH ICE NDS (CORRESPONDENCE AND OTHER MAIL), IDENTITY DOCUMENTS, SUCH AS PASSPORTS, BIRTH CERTIFICATES, ETC., ARE CONSIDERED CONTRABAND, AND WILL BE PROCESSED AS OUTLINED IN Q.1.a.iv.**

- m. Other general correspondence for which rejection is reasonably related to a legitimate penological interest.

2. Prohibited Items

Items normally contained in general correspondence that are considered to be prohibited include, but are not limited to:

- a. Maps of the city where the facility is located or surrounding communities;
- b. Polaroid photographs;
- c. Photo negatives/slides;
- d. Photo albums;
- e. Photos of current or former employees;
- f. Framed photos;

- g. Greeting cards larger than 8 X 10;
- h. Greeting cards containing electronic or other non-paper parts;
- i. Greeting cards constructed in such a way to permit concealment of contraband;
- j. Stick on labels or stamps that appear to contain contraband;
- k. Items that are glued, taped, stapled, or otherwise affixed to a page; and
- l. Any items prohibited by law, regulations, or contract.
- m. **AT THIS FACILITY, ADDITIONAL ITEMS PROHIBITED ARE :**

<b><u>LAMINATED PHOTOGRAPHS.</u></b>
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C. PROHIBITED PUBLICATIONS

Publications shall be prohibited if they interfere with legitimate penological objectives (e.g. deterrence of crime, rehabilitation of inmates/residents, good order of the facility, to ensure an environment free of sexual harassment, etc.), or if the refusal is necessary to prevent the commission of a crime or to protect the interests of crime victims.

Publications shall also be prohibited if they contain pictures, depictions, illustrations, or information related to any of the following subjects:

1. Inciting, aiding, or abetting riots, work stoppages, or means of resistance;
  2. Sending/receiving of contraband;
  3. Gang information (to includes codes, signs, symbols, training material, etc.);
  4. Terrorism information;
  5. Functionality of locks and/or security devices (e.g. cameras, alarms) or how to bypass or defeat the security functions of these devices;
  6. Use of hands, feet, or head as weapons, fighting weapons and techniques, self-defense and martial arts;
  7. Drug paraphernalia, brewing of alcoholic beverages, or the manufacture or cultivation of drugs, narcotics, or poisons;
  8. Racism and/or religious oppression and the superiority of one race/religion/political group over another, and/or the degradation of one race/religion/political group by another;
  9. Sale, manufacture, concealment, or construction of ammunition, guns, rifles, bombs, explosives, or any other type weaponry;
- NOTE:** The mere photograph of a gun or knife in a magazine or publication (e.g. Field and Stream) is not sufficient in and of itself to exclude the publication.
10. Sabotage or disruption of computers, communications, or electronics;
  11. Identity theft;
  12. Escape methods (e.g. blueprints, drawings, road maps, or descriptions of a correctional facility, etc.);
  13. Survival skills that could be used as an aid in eluding capture following an escape;
  14. Obscene material;

15. Publications which encourage deviate sexual behavior which is criminal, in violation of facility rules, detrimental to the rehabilitation of inmates/residents, or determined by the Warden/Administrator or designee to be detrimental to the safety and security of the facility (these materials include, but are not limited to, pictures, drawings, or photographs which display or suggest vaginal, rectal, or oral penetration by a person or object, ejaculation, bestiality, sadistic or masochistic behaviors, child pornography, or the suggestion of child pornography);
16. Gambling strategies and other gambling-related material;

## Procedures for Sending Money

1. Inmates/residents will be allowed to have funds sent to them while incarcerated. Funds will be sent to inmates/residents at one (1) of the following locations:
  - a. To the facility;
  - b. To the company's bank lockbox; or
  - c. To the contracting agency.
  - d. **AT THIS FACILITY, FUNDS WILL BE SENT TO THE FOLLOWING LOCATION:**  

COMPANY'S BANK LOCKBOX
  - e. **AT THIS FACILITY, THE ADDRESS WHERE FUNDS WILL BE SENT IS:**  

CCA INMATE TRUST ACCOUNT  
P.O. BOX 933488  
ATLANTA, GA 31193-3488
2. Funds received must be in the form of a money order or cashier check made payable to the inmate/resident. There is no limit to the amount of funds that the inmate/resident may receive on any given day, unless contractual requirements mandate otherwise.
  1. Cash will not be accepted.
  2. Personal checks will not be accepted.
  3. Checks made out to multiple parties will not be accepted.
  4. Foreign currency will not be accepted.
  5. Wireless transfer services (e.g. Western Union, etc.) are an appropriate means of transferring funds and may be used where available.
3. With the exception of personal checks received at the company's lockbox, unaccepted funds received will be sent back to the sender with a 16-1B Unaccepted Funds Notification. Personal checks received at the company's lockbox will be destroyed.
  - a. In the event cash is received, it will be deposited and a check will be written to the sender for the amount of cash received.
4. Unless approved by the Warden/Administrator (e.g. authorized facility activities/events such as hobby craft sales, etc.), inmates/residents are not authorized to receive funds from the following individuals:
  - a. Other incarcerated inmates/residents;
  - b. Families or visitors of other incarcerated inmates/residents;

- c. Ex-inmates/residents or their families;
- d. Employees or their families; and
- e. Unidentifiable sources.

#### **INSTRUCTIONS FOR DEPOSITING MONEY INTO INMATE TRUST VIA WESTERN UNION:**

1. You can send money via Western Union by using the internet, by phone or by a cash payment. The website for internet is [www.westernunion.com/corrections](http://www.westernunion.com/corrections). The phone number for phone quick collect is 1-800-634-3422.
2. To send money via a Western Union Walk-In Cash Payment Location, fill out the quick collect form as follows.
  - a) Pay to: **CORRECTIONS CORPORATION OF AMERICA**
  - b) Code City: **TRUSTCCA**
  - c) Attention: **(leave blank)**
  - d) Promo Code: **(leave blank)**
  
  - e) First Name **(SENDER'S FIRST NAME)**
  - f) Last Name **(SENDER'S LAST NAME)**
  - g) Account # with Company: **(INMATE COMMISSARY # LAST NAME)**
  - h) Phone **(SENDER'S PHONE #)**
  - i) Street: **(SENDER'S ADDRESS)**

## **Emergency Notifications**

Contact the appropriate agency (US Marshals Service, Immigration & Customs Enforcement, Vermont DOC, etc.) They will notify us of who, what and when to inform.

## **Visitation Frequently Asked Questions**

### **Who can visit?**

All visitors must be on the inmate's approved visitation list. One time visits for USMS and ICE will be permitted if the inmate was transferred within 14 days of the requested visit. A maximum of 5 persons (adult and children combined) will be allowed at any one time per inmate.

### **How do I get approved for visitation?**

All visitors must be on the inmate's approved visitation list. The inmate must submit this form to a supervisor.

## **How do minors get approved to visit?**

No visitor under the age of 18 will be allowed without an adult and must present a birth certificate. If any minor is not accompanied by a parent, or legal guardian, a notarized letter from the parent or legal guardian must be presented along with a birth certificate to gain entry.

## **What are the days and times of visitation?**

Please refer to the detailed information enclosed at the end of this document.

## **Where do I park when I arrive at the facility?**

The parking lot is located on the South side of the facility where the main entrance is located.

## **Will I be searched?**

You will be required to remove your shoes and clear a metal detector/scanner.

## **What is the dress code for visitation?**

Proper attire is mandatory. Visitors shall wear clothing that is loose fitting and not unduly suggestive, not similar in color or design of inmate attire, and does not create a security hazard. The Front Lobby Officer and/or Visitation Officer have the authority to deny or terminate any visit based on inappropriate dress. Dresses, skirts, jumpers, culottes, shorts, skorts and pants will not be worn more than 2 inches above the knee. Wrap around skirts, spandex pants and leggings are prohibited. Halter dresses, halter tops, tube tops, or attire with plunging/low-cut or v-neck necklines will not be allowed. Shirts must cover the shoulder area. See-through, sheer fabric, or loose weave material (to include sweaters) will not be permitted. Any clothing, hairstyle, insignias, or other paraphernalia associated with gangs will not be tolerated. Shoes may not have heels higher than 2". Sunglasses may not be brought into the facility by any visitor, including attorneys. Only attorneys are permitted to wear suit/sports jackets and bring a wallet inside the visitation area.

## **What type of identification do I need to be allowed into the facility?**

All visitors over the age of 18 will be required to show a current photo I.D. (a driver license, passport, employee ID card, military ID card, student body card, or other government issued id is acceptable) and those under 18 must have a birth certificate. If any minor is not accompanied by a parent or legal guardian, a notarized letter from the parent or legal guardian must be presented along with a birth certificate to gain entry. All legal visitors must have a current bar card/credentials and valid photo I.D.

## **What items am I allowed to bring to visitation?**

Lockers are provided for small items prohibited inside the main visitation area such as wallets, purses, hats, sunglasses, currency and coins, etc. Outer garments such as raincoats, jackets, sweaters and scarves must also be secured in the lockers or your vehicle. Permitted quantities of baby items are as follows: 2 diapers, baby wipes in a clear plastic bag, and 2 clear plastic baby bottles. Visitors shall not possess or carry onto the facility grounds any explosive device, firearm, ammunitions, alcoholic beverages, narcotics, illegal drugs, or any

object/material which may be used to compromise the safety and security of the facility. In addition, no cellular phones, pagers, electronic games or devices, tobacco products will be allowed in the facility.

A Debit Tech machine is available at the front lobby. Visitors may purchase up to a maximum of \$50.00 to be added to the card for use on the vending machines. Any balances left after 6 months will be lost and non-refundable. No currency or coins will be allowed in visitation. Visitors can only purchase items from the vending machines located inside visitation. Visitors will not be allowed to leave with any items purchased from the vending machines that have been opened. Inmates are not allowed to enter or leave the visitation area with any items unless they are legal documents.