



La Palma Correctional Center Eloy, AZ

Inmate Mail Information

INCOMING CORRESPONDENCE

When required by contract, regulations, or law, inmates/residents may receive supplies and postage in incoming correspondence.

AT THIS FACILITY, PROCEDURES FOR RECEIVING SUPPLIES AND POSTAGE IN INCOMING CORRESPONDENCE PER CONTRACT, REGULATIONS, OR LAW ARE:

CDCR: INMATES WILL BE ALLOWED TO RECEIVE THE FOLLOWING SUPPLIES AND POSTAGE THROUGH INCOMING CORRESPONDENCE:

- **UP TO FORTY (40) POSTAGE EMBOSSED ENVELOPES;**
- **BLANK ENVELOPES;**
- **WRITING PAPER/TABLETS (WHITE OR YELLOW LINED ONLY, NO COTTON PAPER)**
- **TYPING PAPER (NO COTTON PAPER)**
- **LEGAL PAPER, TO INCLUDE COLORED PAPER REQUIRED BY COURT RULES (NO COTTON PAPER); AND**
- **FORTY (40) POSTAGE STAMPS (IN THE EVENT OF RATE CHANGES, INMATES MAY ALSO RECEIVE AN EQUAL AMOUNT OF STAMPS NEEDED TO CORRESPOND WITH THE NEW RATE. NO PERSONALIZED STAMPS WILL BE ALLOWED.)**

NOTE: POSTAGE STAMPS AND POSTAGE EMBOSSED ENVELOPES CANNOT EXCEED FORTY (40) AT ANY ONE TIME.

ENVELOPE PREPARATION

All general correspondence must be received in a standard legal or letter size envelope.

Incoming

At a minimum, the following information must be included on any incoming correspondence sent to inmates/residents:

1. Inmate/resident's name;
2. Inmate/resident's identification number;
3. Facility name and address; and
4. Name and full address of the sender.

NOTE: When the sender is an approved special correspondent, as outlined in this policy, the envelope should also be marked "Confidential".

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:**

N. LAMINATED PHOTOGRAPHS

O. PRE-MADE ADDRESS LABELS

Procedures for Sending Money

Please refer to the facility's web site: <http://www.cca.com/facility/la-palma-correctional-center/> to see instructions for Money Transfer.

Emergency Notifications

Notifications of death or family emergency, please contact the Chaplain's office at (520) 464-3200 ext. 43266.

Visitation Frequently Asked Questions

Who can visit?

All Visitors including children must be on the inmate's approved visitation list. CDCR inmates shall be responsible to send a signed CDCR 106 Visitation Questionnaire to all family and friends that would like to visit. Visit applications must be submitted to CBU/CDCR for all required screening and approval.

A MAXIMUM TOTAL OF FIVE (5) PERSONS (ADULT AND CHILDREN) WILL BE ALLOWED AT ANY ONE TIME PER INMATE.

How do I get approved for visitation?

Inmates are responsible for sending visitor applications to those family and friends they wish to be considered for placement on their visiting list and must be signed by the inmate. All who wish to visit must fill out an application including names of minors. The completed visitor applications are to be sent to;

CBU (Contract Beds Unit)
10961 Sun Center Drive
Rancho Cordova, CA 95670

How do minors get approved to visit?

Approval is the same process as adults.

Minors shall be accompanied by an adult who has been approved to visit the inmate.

Approval of an emancipated minor's visit requires a one-time submission of a certified copy of the court order of emancipation. Staff shall make a copy of the order, note that the original is certified, and place it in the inmate's visiting file. Verification of the order shall be noted in the automated visitor information system. The emancipated minor is subject to all the rules and regulations as set forth for adult visitors.

If the accompanying adult is not the parent, legal guardian, or spouse of the minor, a notarized written consent shall be required from the person with legal custody of the minor, or a certified copy of a court order authorizing the minor to visit while accompanied by a designated adult.

The notarized written consent or court order shall state the duration of approval and must be presented each time the minor visits. The notarized written consent must be renewed annually.

How long does the application process take?

It takes approximately 30 days to process an application from the date it is received.

How will I know if I've been approved?

The inmate you are requesting to visit will receive a notice advising of the approval/denial of your visitation application.

What are the days and times of visitation?

***COMPOUND 1&2**

Friday 8:00AM – 12:00PM

Saturday 1:00PM – 7:00PM

Sunday 6:30AM – 12:30PM

***COMPOUND 3**

Friday 1:00PM – 5:00PM

Saturday 6:30AM – 12:30PM

Sunday 1:00PM – 7:00PM

Regular visiting is permitted on the following holidays:

New Year's Day

Independence Day

Thanksgiving Day

Christmas Day

All non-contact segregation visits must be scheduled 48 hours in advance. These visits allow for a total of (3) visitors and will be conducted in increments of (2) hours each on Saturdays and Sundays only.

*Visitation times are rotated quarterly. Next rotation is February 22, 2013.

How long can I visit?

Visits are first come first serve. You may visit the entire allotted visitation time for that compound if there is sufficient space.

Where do I park when I arrive at the facility?

There is no designation for visitor parking as it is all open parking.

Will I be searched?

Visitor Screening

(1) Metal Detectors

At institutions equipped with a functional walk-through metal detector, all visitors shall successfully pass through the detector unless a documented medical condition or disability exists that would preclude the visitor from passing through the detector.

At institutions or facilities without a functioning walk-through metal detector, a hand-held wand type of metal detector may be used.

Areas of the body that have piercings or undergarments with an underwire often set off metal detectors and may delay or even prevent visiting.

Processing may require the removal of shoes, jackets, sweaters, suspenders, belts, piercings, jewelry, or other accessories for closer inspection or separate processing.

(2) Additional screening will occur when an individual sets off the alarm of the metal detector, an individual is selected for additional screening, or an individual has provided documentation to substantiate a condition that precludes successful screening by metal detector. This additional screening may include either:

- A hand-held wand inspection in conjunction with a clothed body search of the visitor's body, including the torso;
- A clothed body search alone; or
- An unclothed body search.

(3) When additional screening is required, visitors should let staff know of any personal needs or concerns they may have due to religious or cultural considerations, disability, or other medical concern.

(4) Additional searches will be conducted by staff of the same gender as the visitor.

(5) Hand-held wand Inspection: A hand-held wand inspection helps staff to identify what may have set off the alarm on the walk-through metal detector or to confirm an alarm present during the initial screening. During the wand inspection the visitor shall be asked to stand with feet and legs apart and arms out to the side while the staff member passes the wand in close proximity to all areas of the visitor's body.

(6) Clothed body search: To ensure security, a clothed body search may be used in conjunction with the hand-held wand inspection. A clothed body search may also be performed as a stand-alone procedure, when appropriate, or to resolve alarms set off during an inspection by the metal detector. A clothed body search may include touching sensitive areas of the body.

(7) Unclothed body search: An unclothed body search is a security procedure that involves visual inspection of a person's body with all of their clothing removed and a thorough inspection of the person's clothing for the purpose of detecting contraband. This procedure shall be used to resolve alarms set off during inspection by metal detector that could not be resolved using the clothed body search.

What is the dress code for visitation?

Visitors are expected to dress appropriately and remain fully clothed at all times.

Appropriate attire includes the following:

- Undergarments
- A dress or blouse/shirt with skirt/pants or shorts and shoes or sandals. Brassieres must not contain metal under wires.
- Undergarments shall be worn beneath translucent clothing under all circumstances.
- Clear, see-through rain gear may be worn when necessitated by weather conditions.

Prohibited attire consists of:

- Clothing that resembles law enforcement
- Clothing that is similar in design or color to inmate clothing
- Clothing or garments that expose the breast/chest area, genitals, or buttocks
- Clothing that by design, the manner worn, or due to the absence of, excessively allows the anatomical detail of body parts or midriff to be clearly viewed.
- Clothing that is sheer, transparent, or excessively tight.
- Clothing that exposes more than two (2) inches above the knee, including slits, when standing.
- Clothing or accessories displaying obscene or offensive language, drawings, or objects.
- Any other clothing, garment, or accessory when worn in such a manner that it would be prohibited as outlined in this section.
- Clothing that resembles military-type clothing, including rain gear. Exceptions: Officials on active duty or in an official capacity must present a valid armed forces identification card with picture to confirm identity and military status. In the even the individual is not on active duty, the individual must present a valid reserved armed forces identification card with picture, demonstrating that he/she is a reserve member of the armed forces. Once proper identification and status has been confirmed, the individual may visit wearing military-type or camouflage-pattern articles of clothing, including rain gear.

Gloves, head coverings, (except, clear see-through rain gear), and readily removable wigs or hair pieces. The warden or designee may grant an exception for a visitor to wear gloves, head coverings, and/or readily removable hairpieces or wigs, based upon verification of need. Written approval shall be required prior to visiting and subject to staff inspection during any visit. The warden or designee may also grant a general exception to wear gloves and head coverings based upon weather conditions.

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

All visitors eighteen (18) and older will be required to present a valid, government issued photo identification in order to visit. A Consular identification is acceptable government issued identification. Minors shall be accompanied by an adult who has been approved to visit the inmate. A birth certificate or county embossed abstract of birth is required for children under eighteen (18) to visit. If the accompanying adult is not the parent, legal guardian, or spouse of the minor, a notarized written consent shall be required from the person with legal custody of the minor, or a certified copy of a court order authorizing the minor to visit while accompanied by a designated adult. Children under the age of eighteen (18) will not be permitted to visit without an adult, unless they have been emancipated.

What items am I allowed to bring to visitation?

GENERAL VISITS:

MISCELLANEOUS ITEMS:

- **TWO (2) KEYS ON A RING WITH NO OTHER ATTACHMENTS**
- **VISITING LOCKER KEY**
- **ELECTRONIC VENDING MACHINE CARD**
- **BABY ITEMS**
- **THREE (3) DISPOSABLE DIAPERS**
- **TWO (2) FACTORY SEALED CONTAINERS OF BABY FOOD**

- ONE (1) TRANSPARENT PLASTIC BABY BOTTLE CONTAINING PRE-MIXED FORMULA/MILK/JUICE
- ONE (1) CHANGE OF CLOTHES
- ONE (1) SINGLE LAYER BABY BLANKET
- ONE (1) TRANSPARENT PACIFIER
- FACTORY SEALED BABY WIPES (TRAVEL SIZE)
- ONE (1) BABY FEEDING SPOON (PLASTIC)
- ONE (1) SINGLE LAYER BURP CLOTH
- ONE (1) INFANT CARRIER (NO STROLLERS)

PHOTOGRAPHS/DOCUMENTS

- IN ACCORDANCE WITH THE CDCR DEPARTMENT OPERATIONAL MANUAL, INDIVIDUALS VISITING CALIFORNIA INMATES ARE PERMITTED TO BRING PHOTOGRAPHS, PAPERS, OR DOCUMENTS INTO THE VISITING AREA, HOWEVER THEY ARE NOT ALLOWED TO LEAVE THEM WITH THE INMATE(S) BEING VISITED. A TOTAL OF TEN (10) ITEMS WILL BE ALLOWED.
- DOCUMENTS ENTERING THROUGH VISITATION ARE NOT SUBJECT TO LAWYER/CLIENT PRIVILEGE AND WILL BE INSPECTED AND APPROVED BY VISITING STAFF TO ENSURE THE SUBJECT MATTER AND CONTENT OF DOCUMENTS DO NOT COMPROMISE THE SAFETY AND SECURITY OF THE FACILITY.
- STAFF WILL INSPECT AND COUNT THE ITEMS AND RECORD THE NUMBER OF ITEMS ON THE CDCR 1000 VISITOR PASS PRIOR TO ENTRY INTO THE VISITATION AREA.
- UPON CONCLUSION OF THE VISIT, STAFF SHALL AGAIN COUNT THE ITEMS VERIFYING THE AMOUNT WITH THE NUMBER RECORDED.