



Coffee Correctional Facility

Nicholls, Georgia

Inmate Mail Information

All inmate mail must be addressed as follows:

Inmate's Full Name & GDC #
Building Assignment (if available)
P.O. Box 650
Nicholls, GA 31554

The return address section must contain the sender's full name and address.
Mail that does not contain this information will be returned to the sender.

Inmates are not limited on the quantity of mail (letters or post cards) received. However, inmates are not allowed to receive more than 20 photos; Polaroid photos are not allowed.

All mail including publications will be inspected by assigned mailroom staff. Material that is deemed to be inappropriate will not be allowed. Some examples of prohibited material are:

- Gang related material or photos showing gang activities
- Sexually explicit material either in language or photos
- Suspicious mailings (oily stains, discolorations, glue, tape, foil, etc..)
- Graphic violence
- Tattoo Patterns
- Drug paraphernalia
- Information regarding weaponry (guns, rifles, bombs, explosives , or other weapons)
- Identity theft
- Escape methods
- Gambling strategies
- Survival Strategies
- Maps of the city where the facility is located or surrounding communities
- Greeting cards larger than 8"x10", containing electronic or non-paper parts, or constructed in a way to conceal contraband

In general, any material that could reasonably jeopardize legitimate penological interests will not be allowed. This list is not meant to represent all materials that could be considered non-allowable. The discretion of the Administrative Staff and the Warden will be used.

Inmates are allowed to receive one package per month. This can be either a package from the State of Georgia's Property Program (Access Securepak) or books/CD's sent directly from a distributor. An approved package request sheet is required for books/CD's; this is submitted by the inmate for **approval**

by the unit staff. Exceptions to the one package per month rule may be made for Christmas packages or other State of Georgia package programs at the discretion of the Warden.

Procedures for Sending Money

All monetary transactions are handled by the Georgia Department of Corrections.

Money Orders should be mailed to:

GDC Inmate Trust
PO Box 405699
Atlanta, GA 30384-5699

Money Orders should be made payable to the inmate (First Name, Last Name GDC #)

Funds can be added using:

JPAY

www.jpays.com or by phone at 1- 800-574-5729

TOUCHPAY

www.tponlinepay.com

WESTERN UNION

Use the blue Quick Collect Form

Code City: GADOC

Account number: Inmate's GDC # and last name with no spaces (i.e. 00001smith)

Made payable to Georgia Department of Corrections

KEEFE

www.inmatedeposits.com or by phone at 1-866-345-1884

NO MONEY ORDERS OR CASH SHOULD BE SENT TO COFFEE CORRECTIONAL FACILITY.

Emergency Notifications

Notifications regarding the demise or health of an inmate's immediate family should be directed to the Chaplain at 912-345-5058 ext. 25554.

Visitation Frequently Asked Questions

Who can visit?

Only persons approved on an inmate's visitation list are allowed to visit. Inmates are responsible for advising friends and family of their approval. Only four approved visitors are allowed per visit. All minors under the age of 18 years must be accompanied by an adult.

How do I get approved for visitation?

Inmates are allowed to have 12 approved visitors on their lists. Some immediate family members may be approved according to the inmate's personal history statement (PHS) without requiring additional documentation. Any visitors not initially approved are required to complete a Significant Other Form.

The significant other form is used to gather visitor information and to complete a criminal background check (GCIC). This form is provided to the inmate for him to mail to the desired visitor.

Inmates may complete their visitation list within the first 30 days of arrival, if they are newly incarcerated and have no visitation list. Otherwise, inmates' established visitation lists are updated in May and November. Inmates must first add a new visitor's name to his list through his case manager. Then, a significant other forms must be submitted by the visitor. Forms are to be submitted in the months of April, May, October, or November, providing sufficient time for forms to be mailed and returned.

How do minors get approved to visit?

Minors follow the same approval process as adults. Court orders restricting contact with minors will be honored.

How long does the application process take?

Visitation forms are normally processed within 30 days of their receipt.

How will I know if I've been approved?

It is the inmate's responsibility to notify friends and family of their visitation status. Inmate's may receive a copy of their current visitation list from their case manager.

What are the days and times of visitation?

Visitation hours are rotated quarterly, and the specific hours are dependent upon the inmate's housing assignment. In general, visitation is on Saturdays and Sundays with a morning visitation (9:00am – 2:00pm) and an afternoon visitation (2:30pm – 7:30pm). The exact visitation hours can be provided by the inmate or by the front desk operator during normal business hours (8:00am – 5:00pm EST).

How long can I visit?

Visitors are allowed to stay during the entire five hour visit unless there are issues with overcrowding or facility events. If the visitation area is full and there are visitors waiting to see inmates, it will be necessary for the visitors who have been present the longest to rotate out and allow other visitors to enter. We do our best to accommodate all visitors, but overcrowding sometimes becomes an issue due to holidays or at the peak of vacation season.

Where do I park when I arrive at the facility?

Visitors park in the parking lot in front of the prison. Visitors are asked to lock their doors and roll up their windows during their visit. Handicap parking is available and marked as required.

Will I be searched?

All visitors will be searched including children. Clearance of a metal detector is required. All items must be removed from pockets and placed in the provided container. Shoes, belts, watches, and any other item that might cause the metal detector to alarm must be placed in the container. If the metal detector cannot be cleared without triggering the alarm, the visitor will be asked to sign a release form agreeing to a pat search by a correctional officer.

What is the dress code for visitation?

The following items of clothing are not permitted:

- Shorts
- Crop tops
- Sleeveless tops
- Sheer /see-through apparel
- Pants with holes
- Revealing clothing (i.e. low cut tights, spandex/stretch pants)
- Flip-flop shoes
- All white clothing resembling the inmate's uniforms
- Clothing bearing gang affiliation, alcoholic beverages, or offensive language

Jackets must remain on the visitor or neatly folded in the possession of the visitor at all times. No exchange of clothing, jewelry, or any other items between the inmate and a visitor is allowed.

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

Visitors age sixteen (16) and above must present government or state issued identification to gain entry. Drivers' license, military identification, and student identification are acceptable.

What items am I allowed to bring to visitation?

Identification, Car keys, one (1) diaper, one (1) baby bottle;

Money, up to \$50.00 per group of visitors, should be placed in a clear ziploc bag. Rolled quarters or lower denomination bills for the change machine are acceptable.