



Lake City Correctional Facility Lake City, Florida

Inmate Mail Information

All correspondence addressed to inmates must be sent by U.S. Postal Service mail. Correspondence sent by other courier or delivery services **will be refused**.

Inmates shall **not** be permitted to receive routine mail in boxes, padded envelopes, plastic bags, multi-layer packaging, envelopes that include metal parts, or any package containing bubble wrap or packing peanuts.

Always use the inmate's committed name, DC number, and institutional address when addressing your letters.

Address the envelope as follows:

Inmate's last name, first name, DC#	Example: Doe, John DC# 012456
Institution name	Lake City Correctional Facility
Mailing address	7906 E US Highway 90
City, State Zip Code	Lake City, Florida 32055

Mail should be written in English or Spanish unless the inmate has prior written approval from the warden to receive correspondence in another language.

All routine mail sent to an inmate is opened, examined, and read by designated department staff.

All inmate mail will be distributed per Florida Chapter 33 rules.

Inmate Phone Accounts

At this facility inmate family members will need to contact Securus Phone Services to set up a phone account for the inmate. Two ways to set up account is by internet or phone.

INTERNET:

Securustech.net OR correctionalbillingservices.com

Be sure when signing on that the website shows Friends and Family

PHONE:

Correctional Billing Services @ 1-800-844-6591

*NOTE: If a cell phone number will be used, it must be a personal contracted number. The documentation verification required for cell phones will need to be sent to Securus and not to the facility.

Procedures for Sending Money

Via Western Union:

- 1) Visit a Location Find a nearby Agent location, or go online or by Phone.
- 2) Complete the Blue section of the Western Union Form
I WANT TO: Pay a Bill
- 3) Company Name: Corrections Corp of America
- 4) Account #: Inmate's commissary number and last name
(No space between commissary number and last name.)
- 5) Attention: Code City = TRUSTCCA State = TN
- 6) Present the completed Pay a Bill form to the clerk, along w/payment in cash.
- 7) Collect your receipt, save the receipt, with your Money Transfer Control Number (MTCN).

Mail money orders and/or cashier's checks in an envelope addressed and return EXACTLY like shown below. If any of the information on the envelope or money order is missing, funds may be delayed being deposited into the inmate's account.

First & Last Name (Sender) Return Address	Place Stamp Here
CCA Inmate Trust Inmate First & Last Name, Commissary Inmate Number Facility: LKCTY P.O. Box 933488 Atlanta, GA 31193-3488	

DO NOT INCLUDE ANY CORRESPONDENCE SUCH AS LETTERS, CARDS, PICTURES, AND/OR PACKAGES WITH A MONEY ORDER AND/OR CASHIER'S CHECK. ANYTHING OTHER THAN MONEY ORDER SENT TO THIS ADDRESS WILL NOT BE RETURNED TO FAMILY MEMBER NOR TO THE INMATE. ALL OTHER CORRESPONDENCE SHOULD CONTINUE TO BE SENT TO THE FACILITY AND ADDRESSED TO THE INMATE AT:

Inmate Name, DC #
Lake City Correctional Facility
7806 East Highway 90
Lake City, FL 32055

Emergency Notifications

During Normal Working Hours:

Notification of Inmate Family Member Contact: Chaplain's office (386-755-3379 at extension 2217) or Classification Supervisor (386-755-3379 at extension 1411).

After Normal Working Hours & Weekends:

Contact on-duty captain or Central Control (386-755-3379 at extension 2245).

Visitation Frequently Asked Questions

Who can visit?

Only five approved visitors, 12 years of age or older, at any time may visit an inmate in the visiting area. Children 11 years old and younger do not count against the five approved visitors.

How do I get approved for visitation?

Inmates may request up to fifteen copies once they reach the facility. Inmates are responsible for sending visitor applications to those family and friends they wish to be considered for placement on their visiting list. The completed visitor applications are to be sent to the Classification Department at the facility. The inmate you wish to visit must send you an application. An application must be completed by all visitors 12 years of age or older. The application form consists of two parts: Form numbers DC6-111A and DC6-111B. You complete and submit the DC6-111A. The DC6-111B is a visitor information summary which should be reviewed and retained by the visitor.

How do minors get approved to visit?

Any minor 17 years of age or younger who cannot furnish proof of emancipation must be accompanied

by an approved adult on the inmate's visiting list. Further, if you are not the parent, you must present a notarized document from the parent or legal guardian, not an inmate, giving you permission to bring the minor/child in to visit, regardless if the minor is approved. The visitor bringing the minor to visit cannot notarize the document. Minors 12 years of age and older must also undergo a background check and have an approved application on file.

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?

Regular visiting is held on Saturdays and Sundays from 9:00 a.m. through 3:00 p.m. Eastern Standard Time. Registration begins at 8:15 a.m. on both days. Visitors will not be processed after 2:00 p.m. unless authorized by the duty warden. Visitors will be allowed to park in designated spaces no earlier than 7:30 a.m. EST on visiting days.

Regular visiting is permitted on the following holidays:

- New Year's Day
- Birthday of Martin Luther King, Jr. (third Monday in January)
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day (November 11th)
- Thanksgiving Day
- Friday after Thanksgiving; and
- Christmas Day

If any of the holidays listed above falls on Saturday, the preceding Friday will be observed as a holiday. If any of these holidays fall on Sunday, then the following Monday will be observed as the holiday.

How long can I visit?

Visitors are allowed to visit between the hours of 9:00 a.m. EST and 3:00 p.m. EST. However, when the inside visiting park has reached its maximum capacity, the warden is authorized to utilize any of the following remedies to alleviate overcrowding:

- (a) Other temporary visiting areas or structures;
- (b) Asking earlier arrival visitors to voluntarily leave so that others may enter;
- (c) Mandating early departures of visitors when voluntary departures are insufficient.

Where do I park when I arrive at the facility?

Designated visitor parking area.

Will I be searched?

Florida Chapter 33-601.726 Visitor Searches.

(1) Visitors shall be subject to search upon entering and exiting the institution. Refusal of a visitor to be searched upon entering the institution shall result in denial of the current visit. Refusal of a visitor to be searched after entry to the visiting park or upon exiting the institution shall result in the denial of future visits.

(2) Authorized visitor searches include:

- (a) Search of the interior and exterior of any hand carried item.
 - 1. Staff shall accomplish this search in a manner that does not damage or destroy the item or impair its use.
 - 2. If the item would be damaged, destroyed or impaired by the search, the visitor shall not be allowed to bring the item into the institution.
- (b) Careful search by touching of the visitor's hair and scalp;
- (c) Visual inspections of the ears, nose, and mouth without the insertion of any instruments or the officer's fingers;
- (d) Removal of and searching inside the visitor's shoes and gloves;
- (e) Removal of any clothing such as scarves, overcoats, or sweaters worn over a visitor's first layer of exterior clothing, and a search by visual inspection and touching of the interior and exterior and pockets of such clothing;
- (f) After removal of outer clothing, careful search by visual inspection and by touching of the visitor's first layer of clothing generally worn over one's underwear;
- (g) Searches with metal detection devices;
- (h) K-9 searches;
- (i) Drug ion scanner searches; and
- (j) Careful search by touching of clothing worn next to the body such as stockings, socks, and diapers, using sufficient pressure to detect contraband items. If it is necessary to remove the diaper of an infant or toddler, written consent from the parent, legal guardian, or authorized adult shall be obtained as provided in subsection (3), and it shall be done in the privacy of a search room with the parent, legal guardian, or authorized adult present and by an officer of the same sex.

(3) The visitor shall be instructed to sign Form DC1-803, Unclothed Body Search Consent, if specific factual reasons support the suspicion that contraband is concealed on a visitor's person and this suspicion is not resolved by a less intrusive search. The parent, legal guardian, or authorized adult shall sign the consent form and will be present if a minor is to be searched. Form DC1-803 is hereby

incorporated by reference. A copy of this form is available from the Forms Control Administrator, 501 South Calhoun Street, Tallahassee, Florida 32399-2500. The effective date is 11-18-11.
<http://www.flrules.org/Gateway/reference.asp?No=Ref-00793>.

- (a) The warden or duty warden must approve strip searches. Approval shall be given only after careful evaluation of the asserted factual grounds that justify the search. The visit shall be denied if the visitor refuses to give written consent to the strip search.
- (b) The visitor shall also be asked to sign Form DC1-804 Consent to or Notification of Search, if reasons exist to search the visitor's vehicle. Form DC1-804 is hereby incorporated by reference. A copy of this form is available from the Forms Control Administrator, 501 South Calhoun Street, Tallahassee, Florida 32399-2500. The effective date is 11-18-11.
<http://www.flrules.org/Gateway/reference.asp?No=Ref-00794>. Visiting shall be denied if the visitor refuses to give written consent to search the vehicle.

(4) Security staff of the same sex as the visitor must conduct strip searches.

(5) Visitor body cavity searches are not authorized. If less intrusive searches do not resolve the suspicions, visiting will be denied.

Rulemaking Authority 944.09 FS. Law Implemented 20.315, 944.09, 944.23, 944.47, 944.8031 FS. History—New 11-18-01, Amended 5-27-02, 1-25-05, 1-4-12, 6-28-12.

What is the dress code for visitation?

Florida Chapter 33-601.724 Visitor Attire.

(1) Persons desiring to visit shall be fully clothed including shoes. Only religious head coverings are permissible. Visitors shall not be admitted to the visiting area if they are dressed in inappropriate attire. The warden, assistant warden or duty warden shall be the final decision authority and shall assist in resolving inappropriate attire situations. Inappropriate attire includes:

- (a) Halter tops or other bra-less attire,
- (b) Underwear type tee shirts,
- (c) Tank tops,
- (d) Fish net shirts,
- (e) Skin tight clothing or spandex clothing,
- (f) Shoes known as Heelys or any footwear with removable parts,
- (g) Clothes made with see-through fabric unless a non-see-through garment is worn underneath,
- (h) Dresses, skirts, or Bermuda-length shorts more than three inches above the knee,
- (i) Any article of clothing with a picture or language which presents a potential threat to the security or order of the institution, or
- (j) Military style camouflage clothing to include jungle (green), urban (grey or black), and desert (tan or brown).

(2) A visitor shall be subject to suspension of visiting privileges and the visit shall be terminated if, after admission to the visiting area, the visitor changes, removes or alters his or her attire so that it is in violation of the provisions of this rule.

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

All visitors sixteen years of age or older must present a valid form of picture identification for visiting registration. Acceptable forms of identification are identification cards that contain a photograph, current address, and date of birth and physical characteristics of the individual. Signatures are not required if the identification otherwise complies with all other standards of proper identification. All visitors under the age of 12 must present birth certificate.

What items am I allowed to bring to visitation?

Chapter 33-601.725 Permissible Items for Visitors.

(1) Visitors shall be allowed to bring only authorized items listed into any department facility. Entry shall be denied if the visitor attempts to enter the institution or facility while possessing any unauthorized item or any authorized item in more than the approved amounts. Authorized items shall be removed by the visitor at the end of the visit. Authorized items include:

- (a) Vehicle keys necessary to operate a motor vehicle. However, keyless entry devices are not permitted unless the duty warden or designee visually inspects the keyless entry device and determines that the device is the only means for the visitor to access a motor vehicle and does not pose a threat to institutional security.
- (b) Up to \$50.00, in silver change only, per visitor, regardless of age, to purchase snacks and beverages from visiting park canteens or vending machines. All snacks and beverages shall be purchased and consumed in the visiting area. A small wallet or pouch may be used for containing the change and any change received from the canteen or vending purchases.
- (c) One (1) photographic identification card.
- (d) Prescription medications. The department reserves the right to prohibit individuals from bringing any medication into the facility that may pose a threat to the inmate population or institutional security. Visitor requiring medical injections must leave such items secured in their vehicles and will be allowed to depart the visiting area if an injection is required. Reentry into the visiting area shall be allowed in accordance with Rule 33-601.723, F.A.C. The visitor shall not be allowed to bring needles or syringes into any department facility or dispose of them on the grounds of any department institution or facility under any circumstances.
 - 1. Visitors taking prescription medications are allowed only the dosage necessary for the visiting period.
 - 2. Each prescription medication brought into any institution or facility must be in its original prescribed container. The use of one container for different types of medication will not be allowed.
 - 3. Each container must have a clearly readable prescription label that shows:
 - a. The type of medication,
 - b. The dosage requirements, and
 - c. The individual's name for whom the medication was prescribed.
- (e) Feminine hygiene items enclosed in the original individual wrapping may be carried into the visiting park in a small pouch or bag.

- (f) If the visitor is an authorized adult as defined in Rule 33-601.713, F.A.C., one (1) copy of a notarized authorization to supervise a minor.
- (g) Visitors with authorized infants and small children shall be allowed to bring in:
 - 1. Five diapers, three clear plastic baby bottles or two sipper cups for toddlers, one clear plastic baby pacifier and three clear plastic jars of baby food with the original seal intact;
 - 2. Baby wipes or towelettes, provided they are in a clear plastic bag;
 - 3. An infant or baby carrier for each infant. Baby carriers are subject to search before entry into the institution and visitors shall be required to remove the infant from each carrier during the search.
 - 4. One set of infant clothing and a non-quilted blanket for each infant and toddler.
- (h) Small unopened package of facial tissues in clear plastic.

(2) A visitor who brings any item not listed above that is not considered contraband or illegal, or who brings more than the permissible amounts of authorized items, shall be required to find a secure location to store the items for the duration of their visit.

Rulemaking Authority 944.09, 944.23 FS. Law Implemented 944.09, 944.23, 944.47, 944.8031 FS. History—New 11-18-01, Amended 5-27-02, 7-1-03, 12-30-03, 11-25-04, 3-29-07, 10-8-07, 3-29-12