



Laredo Processing Center

Laredo, Texas

Inmate Mail Information

CCA allows all inmates/residents, including those housed in segregation units, to correspond with individuals and organizations outside of the facility. The sending and receiving of correspondence will only be restricted to the extent necessary to prevent a threat to the safety, security, and good order of the facility, the safety or well being of any individual, or for other legitimate penalogical purposes.

Address the envelope as follows:

Detainees' complete name and number
CCA-Laredo Processing Center
4702 East Saunders
Laredo, TX 78041

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:

- a. Inmate/resident's name;
- b. Inmate/resident's identification number;
- c. Facility name and address; and
- d. 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".

All correspondence addressed to inmates/residents must be sent through the United States Postal Service (USPS) and comply with USPS Regulations

1. 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: Hard Bound Books

Procedures for Sending Money

1. 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.
2. Cash will not be accepted.
3. Personal checks will not be accepted.
4. Checks made out to multiple parties will not be accepted.
5. Foreign currency will not be accepted.

All incoming funds must clearly indicate the inmate/resident's name and identification number.

Funds received at the facility may be included with incoming general correspondence.

Inmates/residents will receive a receipt for all funds received and posted to their trust account. In the event funds were received from multiple sources on the same day, the inmate/resident's receipt will indicate each source separately.

At this facility only money orders purchased at any United States Post Office or a Western Union station Or Cashier's Checks will be deposited into the detainee's account.

Emergency Notifications

In case of Emergencies, please call the Unit Manager at (956) 727-4118.

Visitation Frequently Asked Questions

Who can visit?

At Laredo Processing Center there is no need for prior approval on visits. However, all visitors must sign the visitors sign in sheet and produce appropriate identification prior to the visit. Two (2) Adults and two (2) children will be allowed to visit. Children under eighteen (18) must be accompanied by a parent or guardian. Adult must provide proof of guardianship and birth certificate of the minor. Minors must remain under the direct supervision of an adult visitor, so not to disturb other visitors. Disruptive conduct by minors, accompanying adults or detainees may cause termination of the visit. In addition, the visitor must provide the following information when visiting:

- NAME & A-NUMBER OF INMATE/DETAINEE VISITED;
- VISITOR'S NAME AND ADDRESS;
- VISITOR'S IMMIGRATION STATUS;
- VISITOR'S RELATIONSHIP TO THE INMATE/DETAINEE

How do I get approved for visitation?

N/A

How do minors get approved to visit?

N/A

How long does the application process take?

N/A

How will I know if I've been approved?

N/A

What are the days and times of visitation?

MONDAY

1:00 p.m. – 3:00 p.m. – will be exclusively for LOW & MEDIUM level detainees only.

FRIDAY

1:00 p.m. – 3:00 p.m. – will be exclusively for HIGH level detainees only. (Depending on court hearings)

SATURDAY

9:00 a.m. – 11:00 a.m. – will be exclusively for LOW & MEDIUM level detainees only.

1:00 p.m. – 3:00 p.m. – will be exclusively for HIGH level detainees only.

SUNDAY

9:00 a.m. – 11:00 a.m. – will be exclusively for LOW & MEDIUM level detainees only.

1:00 p.m. - 3:00 p.m. – will be exclusively for HIGH level detainees only.

HOLIDAY

9:00 a.m. -11:00 p.m. – will be exclusively for LOW & MEDIUM level detainees only

1:00 p.m.-3:00 p.m. – will be exclusively for HIGH level detainees only.

No exceptions will be allowed.

Any variations will require prior approval by the Facility Warden or designee. Visitation schedule is subject to change.

How long can I visit?

A minimum of 30 minute visits are provided. The visiting time may be shortened if the visitor arrives late, or facility safety and security concerns arise. When compelling circumstances or individual needs warrant, special consideration will be given on a case-by-case basis, as authorized by the facility administrator/warden to extend or accommodate any unforeseen circumstances, such as the number of visitors exceeding visiting room capacity and/or family that travels a significant distance.

Where do I park when I arrive at the facility?

There is sufficient parking at the facility for visitors. However, Laredo Processing Center is not responsible for any damage, accidents, theft and or fire while at the facility's parking lot. Vehicles must be fully secured while in the parking area.

Will I be searched?

All visitors are subject to a personal search. This may include a pat-down search as well as a visual search of purses, briefcases, packages, and other documents. Any visitor refusing to be searched shall not be permitted to visit.

A secure storage locker is available for safekeeping visitor personal belongings during visits. Visitors are encouraged to secure personal belongings in vehicle as the lockers provided are limited.

What is the dress code for visitation?

VISITOR DRESS CODE

FEMALE VISITORS AGE 12 and OLDER:

- Shorts shall cover customarily covered areas of the anatomy, including the buttocks and crotch area, both when standing and sitting. Shorts no higher than mid-thigh are acceptable. Short-shorts, jogging shorts, cut-offs, and other obviously inappropriate short garments are prohibited.
- Shirts and dresses shall extend to mid-thigh, seated.
- Slits in shirts and dresses shall rise no higher than mid-thigh, seated.
- Sheer (see-through) clothing is prohibited.
- The top of clothing shall be no lower than the underarm in the front and back. Bare midriffs and strapless tops, tube tops, and swimsuits are prohibited.
- Shoes shall be worn at all times.
- Gang "colors" and other gang displays are prohibited.

MALE VISITORS AGE 12 and OLDER:

- Shorts shall cover customarily covered areas of the anatomy, including the buttocks and crotch area, both when standing and sitting. Shorts no higher than mid-thigh are acceptable. Short-

shorts, jogging shorts, cut-offs, and other obviously inappropriate short garments are prohibited.

- Shirts shall be worn at all times. Muscle shirts, bare mid-riff shirts and sleeveless shirts are prohibited.
- Shoes shall be worn at all times.
- Gang “colors” and other gang displays are prohibited.

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

Visitors must provide a current government issued picture identification card. (state drivers license; state I.D. card; passport/pass card). Birth certificates are required for any minor child entering the visitation room.

What items am I allowed to bring to visitation?

Laredo Processing Center provides a contact visitation room therefore it is strictly prohibited to enter the visitation room with any items other than the locker key and the visitor badge that is issued at the entrance lobby.