



## McRae Correctional Facility

### McRae, Georgia

#### Inmate Mail Information

- There is no limit in the amount of mail an inmate may receive at this facility.
- Mail is delivered to inmates Monday through Friday, within 24 hours of receipt from the local post office.
- Incoming mail must have inmate's complete name, registration number (as it appears on inmate I.D. card), and the facility name and address, McRae Correctional Facility - P.O. Drawer 55030 - McRae, GA 31055.
- No inmate packages are accepted through the mail with the exception of a package of release clothing, thirty (30) days prior to your release date. This package must be approved by inmate's Unit Team.
- Incoming Publications: The McRae Correctional Facility permits inmates to subscribe and receive publications without prior approval under the following situations: The term "publication" means a book, a single issue of a magazine/newspaper, or materials addressed to a specific inmate, such as advertising brochures, flyers and catalogs. You may receive hardcover publications, (provided they are paid for at the time of order) and newspapers **only from a publisher, bookstore or a book club. Hard and soft cover books, magazines, newspapers and other printed material may only be mailed to an inmate/resident from a publisher, or a vendor/book club.** Soft and hardcover books, magazines, newspapers or periodicals are not to exceed a combination total of 10 publications.
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#### How to address your incoming mail:

Mr. and Mrs. John Doe  
1234 Main Street  
Anywhere, GA 00000

John Doe  
Registration Number  
McRae Correctional Facility  
P.O. Drawer 55030  
McRae, Georgia 31055

## **Procedures for Sending Money**

See the page for McRae Correctional Facility on [www.corecivic.com/facilities](http://www.corecivic.com/facilities).

## **Emergency Notifications**

Should an emergency family situation arise, a family member should contact the Chaplain or the inmate's Case Manager at (229-868-7778).

## **Visitation-New Procedures**

***PLEASE NOTE: NEW VISITATION PROCEDURES HAVE BEEN IMPLEMENTED TO FACILITATE INMATE VISITATION, WHILE MAINTAINING HEALTH AND SAFETY PRECAUTIONS TO PREVENT THE SPREAD OF COVID-19. READ CAREFULLY!***

### **Who can visit?**

Visitation is limited to authorized visitors. Authorized visitors are individuals (family, friends, and associates) that have established relationship with the inmate prior to confinement and the relationship can be verified.

### **How many visitors can an inmate have?**

Number of visitors, per inmate, is THREE (3) INCLUDING CHILDREN/TODDLERS (AGES SIX (6) AND UNDER).

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

A visitation list will be maintained for each inmate at the facility. All visitors must be approved in advance by the Unit Team. An inmate will submit his request for visitors on the visiting list request form. After approval by the respective unit staff, the approved list will be forwarded to the visitation log, which is maintained in the front lobby of the institution.

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

Anyone under the age of 16 does not have to be approved on the visitation list. When the child turns 16, a visitation list must be submitted and approved by the Unit Staff. A parent or guardian's signature is required, along with the individual's signature.

### **How long does the application process take?**

Once the visitation list is received, the correctional counselor reviews it and if approved, the name is added before the end of the week in which it is received.

## **How will I know if I've been approved?**

The unit staff will notify the inmate when the prospective visitor has gained final approval or has been refused. The inmate will notify the prospective visitor that he/she has been cleared to enter.

## **How will I know if I have been approved to visit on a certain day and time?**

The inmate must make the request for a visit for a certain day and time to his Unit Team by utilizing an Inmate Request Form. The Unit Team must receive this request from the inmate by the close of Business, the Monday prior to the requested visit date. The inmate will notify his family of the approved date and time.

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

Visitation is held on Saturday, Sunday and federal holidays.

## **How long can I visit and what are the times?**

Due to the modified visitation procedures, visitation will be conducted by Housing Units. Each Housing Unit will be assigned to a particular day and at a certain time for their visitation. There are two (2) visitation periods per day (Morning: 8:00 AM - 11: 00 AM and Afternoon: 1200 PM - 3:00 PM). ONLY PRE- APPROVED VISITATION IS ALLOWED.

This new schedule will allow an inmate to have at least two (2) visits per month. Visitor entrance will cease at 10:00 AM for the 8:00 AM to 11:00 AM period. For the afternoon 12:00 PM to 3:00 PM period, entry will cease at 2:00 PM.

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

You may park in the facility parking lot. Be aware that visitors are not allowed to remain in the facility parking lot while waiting on other individuals to complete their visit. Individuals not participating in visitation will be required to leave the facility grounds.

## **What will happen when I enter the facility?**

Visitor entry and screening will follow established procedures. Facility staff will ensure all visitors maintain a minimum distance of six (6) feet between each group. There will be a coordinated entry and exit of visitors to ensure physical distance is maintained. The number of visitors allowed in the lobby will be determined by available physical space.

- Visitors must wear mask at all times, while in the facility. Visitors who do not have a mask will be provided one by the facility.
- Visitors will be symptom screened for COVID-19 to include having their temperature checked using a digital thermometer. Any temperature reading of 100.0 degrees or higher will not be allowed entry. Visitors will also complete a COVID-19 screening form prior to clearing the x-ray scanner. If visitor answers in the affirmative on the screening form, staff will determine if the visit can continue.

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

All visitors 16-years and older must have a photo I.D. Birth certificates are not considered proper identification. Persons without proper identification will not be permitted to visit.

## **Will I be searched?**

ALL ITEMS WILL BE SEARCHED PRIOR TO ENTRY INTO THE VISITING ROOM.

The Warden, upon a reasonable suspicion that a person may be introducing contraband or demonstrating actions that might otherwise endanger institution safety, security or good order, may request the person, as a prerequisite to entry, to submit to a visual search, pat search, urine surveillance test, breathalyzer test or other comparable tests. A visitor has the option of refusing any of the searches, tests or entrance procedures, but the visit will not be allowed. This could also result in an indefinite suspension of visiting privileges for this visitor.

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

Visitors are **not** allowed to wear the following items of clothing while on a visitation:

- Shorts
- Shower shoes or house slippers
- Thong sandals
- See-through clothing
- Clothing exposing the mid-section
- Tank tops or halters
- Headgear-except for religious reasons
- Military clothing
- Dresses or skirts shorter than 2 inches above the knee
- Spandex attire
- Any item deemed inappropriate by the Shift Supervisor
- Any items of jewelry worn by the visitor on the visit must be declared and inspected by the Lobby Officer prior to admission to the Visiting Room.

## **What items am I not allowed to bring to visitation?**

1. There will be no vending services provided therefore money is not needed.
2. Female visitors are allowed to bring a reasonable amount of personal hygiene items into the visiting room. These purses, along with attorney briefcases or other approved items will be searched. Lockers are provided for visitor usage.
3. No pager and/or cell phones are allowed in the visiting room.
4. No child diaper bags are allowed in the visiting room. Five diapers, a plastic bottle, baby food, and a pacifier will be permitted in the visiting room.
5. No cigarettes/smoking allowed in the facility or on facility grounds.
6. Visitors will not be allowed to bring anything into the visiting room (unless otherwise specified in this section)
7. No food is allowed, except for baby.

## **What should I expect inside the Visitation Area?**

- Prior to entering and exiting the Visitation Area, visitors and inmates will sanitize their hands.
- Visitation will take place in the Visitation Rooms and will be non-contact.
- Physical contact between inmates and visitors will be strictly prohibited. This includes all forms of physical contact, hugging, kissing, and holding hands. This will be enforced at all stages of the visit: entry, greeting, and departure.
- Inmates will not be allowed to hold children.
- Each inmate will be allowed a maximum of three (3) visitors, including children.
- There will be no photographs taken.
- There are no vending services available.
- Restrooms will be available in the Visitation Area.