



Adams County Correctional Center Natchez, Mississippi

Detainee Mail Information

There is no limit in the amount of mail that detainees may receive at the facility. Incoming mail must have the complete name, Alien number (as it appears on detainee's I.D. card) and the facility name and address. Incoming mail should be addressed as shown below:

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

**Detainee name
Alien number (A-number)
Adams County Correctional Center
PO Box 1600
Washington, MS 39190**

A detainee may receive items that are determined to be of necessity for the sole purpose of travel or release from agency custody with approval of the ICE Deportation Officer. Before sending packages to detainees, contact the facility mail clerk at: (601) 304-2520

Note that detainees being removed from the United States are allowed one small piece of luggage. If a detainee does not have such baggage, such luggage can be sent/delivered after receiving approval from Supervisory Deportation Officer. Please be advised that for security reasons, no electronic devices (cell phones, electric razors, laptop computers, radios, etc.) will be accepted.

Procedures for Sending Money

Deposits to detainee accounts may be made from outside sources through the mail by mailing to the secure lockbox. The instructions for sending money is listed below:

Instructions for Depositing Money into Detainee Trust via Wachovia Lockbox

1. Obtain money orders and / or cashier's checks made payable to the detainee. Personal checks and cash are **not** accepted.
2. Mail money orders and / or cashier's checks in envelopes addressed in the following manner:

CCA Detainee Trust

(Detainee Last Name, Detainee First Name / Detainee CCA Commissary #)

Facility: ADAMS

P.O. Box 933488

Atlanta, GA 31193-3488

3. Make sure senders first and last name and return address is on the envelope.
4. Do **NOT** include any correspondence such as letters, cards, pictures, or packages with a money order or cashier's check. None of these items sent to this address will be forwarded to the detainee or returned to sender.

Emergency Notifications

In the event of an emergency, please contact the facility Chaplain (601) 304-2500.

General Information

If you need information about a detainee that is housed at this facility, you may call (601) 304-3003 between the hours of 8am and 4pm. When you call, please have the individual's biographical information ready, including first, last and hyphenated names, any aliases he or she may use, date of birth and country of birth.

Detainees cannot receive incoming calls. If you need to get in touch with a detainee to leave an urgent message, you must call 1-800-944-6610 and leave the detainee's full name, alien registration number and your name and telephone number where you can be reached. The detainee will be given your message.

Where do I park when I arrive at the facility?

There are designated visitor parking spaces on the West end of the parking lot near the Administration Building. If a designated "visitor" parking spot is not available, visitors should park on the west end of the main parking area.

Accessibility for Individuals with Special Needs:

The facility is in compliance with the Americans with Disabilities Act (ADA).

What are the days and times of visitation?

Hours of Visitation

Friends and Family Visits

Sunday Sessions

8:00 am - 9:30 am	Females
9:30 am– 11:00 am	Females
12:00 pm – 1:30 pm	Males (High/Med-High)
1:30 pm -3:00 pm	Males (High/Med-High)
5:00 pm –6:30 pm	Males (Low/Med-Low)
6:30 pm – 8:00 pm	Males (Low/Med-Low)

Monday Sessions

12:00pm – 1:30pm	Males (Low/Med-Low)
1:30pm – 3:00pm	Males (Low/Med-Low)
5:00pm – 6:30pm	Males (High/Med-High)
6:30pm – 8:00pm	Males (High/Med-High)

Thursday Sessions

8:00am – 9:30am	Females
9:30am – 11:00am	Females
12:00pm – 1:30pm	Males (High/Med-High)
1:30pm – 3:00pm	Males (High/Med-High)

Friday Sessions

8:00am – 9:30am	Males (Low/Med-Low)
9:30am – 11:00am	Males (Low/Med-Low)
12:00pm – 1:30pm	Females
1:30pm – 3:00pm	Females

Saturday Sessions

8:00 am - 9:30 am	Males (High/Med-High)
9:30 am– 11:00 am	Males (High/Med-High)
12:00 pm – 1:30 pm	Males (Low/Med-Low)
1:30 pm -3:00 pm	Males (Low/Med-Low)
5:00 pm –6:30 pm	Females
6:30 pm – 8:00 pm	Females

How long can I visit?

To ensure adequate time to process visitors through security, all visitors must arrive 30 minutes before the beginning of the scheduled visitation session.

Visitors must present a valid verifiable government-issued identification card to enter the facility.

Visits shall not exceed one and a half hour. Space permitting, detainee visits may carry over into the next session for their custody/gender. If visitation is full, visits will be limited to one session.

Physical address for Visits:
20 Hobo Forks Road
Natchez, MS 39120
(601) 304-2500

*Please note, the above address is not a mailing address *

Directions from Baton Rouge Airport: Start on going North on Jackie Cochran Drive toward Sally Ride Drive. Turn slight right onto Sally Ride Drive. Turn left onto Veterans Memorial Boulevard. Merge onto I-110 North towards Natchez. Take the US-61 Scenic Highway Exit, 8B, on the left. Turn right on the Scenic Highway/61 North. Continue to follow US-61 North (crossing into Mississippi). Turn slight right onto US-61N/US 84 East Devereux Drive. Continue to follow US 61-N/US 845E. Turn slight right onto US 84 E/US 98E. Chance Road will become Hobo Forks Road. The Adams County Correctional Center is on the left side of the road.

Attorney Visits

Legal representatives of detainees are authorized to visit their clients during the following hours:

Attorney visitation hours are the same as other visitation hours. If additional times are needed, they can be coordinated through the facility by calling (601) 304-2509.

A list of pro bono (free) legal organizations will be posted in all detainee housing units and other appropriate areas. This list shall be updated quarterly. If a detainee wishes to see a representative or paralegal from that organization, it is the detainee's responsibility to contact them for an appointment.

Consular Visits

Consular officials may meet with their detained nationals at any time. It is requested that prior arrangements be made with the ICE Supervisory Deportation Officer to the extent possible, and that consular officials bring appropriate credentials when they come to the facility. The ICE Supervisory Deportation Officer in charge of the facility and can be reached at (601) 304-3002.

Clergy Visits

Clergy may visit detainees at any time, but must make arrangements with the Chaplain's Office at (601) 304-2525.

Visiting Restrictions

All visitors, 18 or older, must possess a valid identification card with a photo, such as a State/Federal identification, passport, or Resident Alien Card. Adults who are parents or legal guardians must accompany minors under 18 years of age.

Dress Requirements for Visitors:

- No shirts that are low cut or revealing, No tank tops or halter tops.
- No clothes that are see through, extremely tight, or reveal the midriff.
- No sleeveless or strapless dresses, No swimsuits.
- No bandanas, camouflage, military clothing or clothing that resembles security uniforms.
- No gang or obscene or distracting messages, shapes or designs.
- No coats or jackets/hooded shirts, raincoats or other outer garments.
- No hats – except as religiously recognized.
- No sunglasses, jewelry, or watches.
- No stilettos or heels
- No keys (keys will be stored in the front lobby in an assigned locker.)

The following will also apply:

- Undergarments will be worn at all times, but not visible
- Skirts or dresses must be no higher than 2" above the knee.
- Shoes must be worn at all times, but not thongs, slippers or open toes shoes.
- Only religious head coverings may be worn.
- \$20 maximum (in increments of \$5, \$1 and/or quarters) per person may be brought for the visitation vending machines.
- Correctional Supervisors will be the final authority for determining appropriate visitor apparel.

Visiting is routinely conducted on Federal recognized Holidays in addition to the posted session days and time. SHU detainees are only authorized non-contact visits.

Any visitor refusing a search of their person or their property will not be allowed entry into the institution.

The only food items allowed in the Visiting Room are items purchased from the vending machines located in the Visiting Room. The only exception to this will be baby bottles and baby food. Baby food must be in unopened sealed plastic containers.

- If visitors are or appear to be intoxicated, visitation will not be allowed.
- All visitors are subject to search while in the facility.
- Visitors are not allowed to pass or attempt to pass any items to detainees.

- Visitors are not allowed to carry any items into the visitation area.

Search procedures (prior to or during all visitations)

All individuals requesting admittance to the facility or the visitation area are subject to a pat-down search of their person, an inspection of their belongings, and a metal scan search. Individuals refusing to cooperate with a reasonable search will not be admitted. No firearms or weapons of any kind are permitted. No electronic devices (cell phones, pagers, radios, etc.) are permitted in the secure areas of this facility.

Press & Media

The facility has a responsibility to protect the privacy and other rights of detainees and members of the staff. Therefore, interviews will be regulated to ensure the orderly and safe operation of the Facility. Ordinarily, live television or radio interviews will not be permitted in the facility. Press should contact Tangela Sullivan at (601) 304-2546 for further information.

Personal Interviews

A news media representative who desires to conduct an interview with a detainee must apply in writing to the New Orleans Office of Enforcement and Removal Operations, indicating familiarity with an agreement to comply with the rules and regulations of the facility as provided to that person by staff.

Detainee Consent

A detainee has the right not to be interviewed, photographed, or recorded by the media. Before interviewing, photographing, or recording the voice of a detainee, a visiting representative of the media must obtain written permission from that individual.

ERO Leadership

- Facility Main Telephone Line: (601) 304-3002 or (601) 304-3003
- Field Office Main Telephone Line: (504) 599-7800

Legal & Case Information

Immigration Court

For information about a matter before the immigration court, you may call 1-800-898-7180 to speak with them directly. Applications for relief from removal, and other applications requested by the immigration judge must be filed directly with the immigration court.

Board of Immigration Appeals (BIA)

For information about a matter before the Board of Immigration Appeals (BIA), you may call (703) 605-1007 where you can obtain automated information or speak with a live representative during office hours.

Click the link for a list of [pro bono representatives](#) nationwide who might be able to assist you.

To post a Departure or Delivery Bond

Delivery bonds are posted when a person has been taken into ICE custody and placed into removal proceedings while in the United States. The person posting the bond must show proof of identity (Valid Government-issued photo identification, passport, military ID, LPR card, driver's license, etc.). This person (the obligor) is responsible for ensuring that the alien presents them self before an officer or representative of this agency whenever a request is made.

Bonds for aliens detained by ICE may be posted at ICE ERO bond acceptance offices nationwide, Monday through Friday (except public holidays) between the hours of 9am and 3pm, local time. You must have the last name of the detainee and alien registration number before calling. Acceptable forms of payment to post a bond are money orders, cashier's checks or certified checks. For all bonds \$10,000 or over, the only accepted method of payment is a single cashier or certified check. Payments must be made payable to "U.S. Department of Homeland Security" or "Immigration and Customs Enforcement."

FOIA

All FOIA and Privacy Act requests must be submitted on form [G-639](#) (Freedom of Information / Privacy Act Request) or in letter format. All requests must contain the original, notarized signature of the subject in question. Please complete the form [G-639](#) thoroughly and if writing a letter, be sure to include the full name, any other names used, date of birth, place of birth, A-number of the alien you are seeking information about, as well as your full name, address, and telephone number, so that we may contact you if we have any questions.

Mail your FOIA or Privacy Act request to:

U.S. Immigration and Customs Enforcement
Freedom of Information Act Office
800 North Capital Street, NW, Room 585
Washington, D. C. 20536

Phone- 1-866-633-1182

Email – ICE-FOIA@dhs.gov

Feedback or Complaints

We strive to provide quality service to people in our custody, their family, friends, and to their official representatives. If you believe that we have not lived up to this commitment, we would like to know. If we have met or exceeded your expectations, please let us know that as well. To comment on the service provided at this office please write to:

Field Office Director, Enforcement and Removal Operations
U.S. Immigration and Customs Enforcement
1250 Poydras St., Suite 325
New Orleans, LA 71463

If you feel that an ICE employee or contract services employee mistreated you and wish to make a complaint of misconduct, you may:

Contact the Field Office Director at:
Field Office Director, Enforcement and Removal Operations
U.S. Immigration and Customs Enforcement
1250 Poydras St, Suite 325, New Orleans, LA 71463

Write the Office of Professional Responsibility:

Director, Office of Professional Responsibility
U.S. Immigration and Customs Enforcement
P.O. Box 14475
Pennsylvania Ave, NW
Washington, D.C. 20044

Contact the Joint Intake Center:

Phone Number: 1-877-2INTAKE
Email: Joint.Intake@dhs.gov

You may also contact the Department of Homeland Security, Office of Inspector General:

245 Murray Drive, Building 410 Stop: 2600
Washington, D.C. 20528

Phone Number: 1-800-323-8603
Fax: 202-254-4292
Email: DHSOIGHOTLINE@DHS.GOV