



## **Cimarron Correctional Center Cushing, Oklahoma**

### **Inmate Mail Information**

Cimarron follows Oklahoma Department of Corrections policy and procedures. More information can be found at [doc.state.ok.us](http://doc.state.ok.us) or Oklahoma Department of Corrections. Click on "Procedures," then go to Policy 03 facility operations, there you will find OP-030117 Correspondence, Publication and Audio/Video Media Guidelines.

### **Procedures for Sending Money**

Money Orders will take 10-15 working days to post to offender's account or Western Union which usually posts within 24 hours to the offender's account. Money Orders are made out using the offender's commissary number and his first and last name on the "pay to" line. They are mailed to CCA Inmate Trust; Offender first and last name DOC number; Facility: CIMAR; PO Box 933488; Atlanta GA 31193-3488. Western Union can be sent via the internet, by phone or walk in agencies (use the Blue Quick Collect form).

Western Union transfers are filled out as follows – Pay to: Corrections Corp of America; Code City: Trustcca; State: TN; Sender's Account: Commissary Number and offender's last name (example 123456SMITH).

### **Emergency Notifications**

During normal business hours the Chaplain can be notified of any family emergency. The facility phone number is 918-225-3336. After hours you will need to contact the Shift Supervisor at the same number.

# Visitation Frequently Asked Questions

## Who can visit?

Spouse, family members accompanied by their spouses, friends, attorney, volunteers, and clergy who have been approved for visitation at this facility.

## How do I get approved for visitation?

You can fill out a Visitor's Request Form (DOC 030118B) to apply for visitation along with a copy of your state issued photo ID or Driver's License. Your information will then be sent for an OSBI and FBI criminal records check. After approval from facility head the applicant may be added to offender's visitation list. It is required for visitors to have a Background Check no more than 3 years old on file.

## How do minors get approved to visit?

Children under the age of 18 years may be approved to visit an offender when accompanied by a parent, legal guardian, or responsible adult who is authorized to visit the offender and has notarized permission from the legal guardian of the child. These children must be natural or adopted children of the offender they are visiting. All other minors must be accompanied by their parent or legal guardian, who may be required to provide documentation, such as a birth certificate.

## How long does the application process take?

The application process can take up to 10-20 working days or longer determined by the amount of applications being processed at one time.

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

It is the inmate's responsibility to notify prospective visitors if they have been approved or denied for a visit.

## What are the days and times of visitation?

Visitation occurs Friday and Monday from 9:00 a.m. to 6:00 p.m. and Saturday and Sunday from 8:00 a.m. to 6 p.m. The specific days are determined by the offenders' last names, and the custody level of the offenders determine the times.

## How long can I visit?

The length of visit depends on the custody level of the offender.

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

In the designated visitor's parking area.

### **Will I be searched?**

Searches will include searches of all items brought into the facility, pat down searches upon entering, the use of x-ray machines to scan property, and the use of metal detection devices. Also, canine drug detection screening may be used to assist in searches.

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

Shorts, skorts, skirts, or dresses shorter than and/or with slits higher than the top of the kneecap or tight fitting; tube-tops, tank-tops, crop-tops, halter-tops, spaghetti-top blouses, sleeveless/transparent or mesh tops/blouses; leggings/biker's pants/body suits; spandex clothing (to include swimsuits); solid blue, chambray, khaki, green, yellow, orange, or periwinkle shirts; white T-shirts, tight fitting sweat suits; low-cut or cut-out designs on clothing; clothing bearing profanity, offensive wording, and pictures; headgear (excluding religious); clothing which exposes the midriff, extremely tight, off the shoulder, or which exposes any part of the breast. All visitors must wear appropriate underclothing for his/her gender and children above the age of 11 years must comply with the dress code unless they are restricted by handicap or medical reasons.

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

All visitors over the age of 18 must have a form of state issued identification.

### **What items am I allowed to bring to visitation?**

You may bring in \$20.00 in unrolled quarters in a clear plastic bag (for vending machines), photo ID, and car keys. If you have a baby, you may bring in minimal supplies to last the duration of the visit.