



Crossroads Correctional Center Shelby, Montana

Inmate Mail Information

To send mail to an inmate:

- Address envelope:
- Mail will be returned to sender if contains oily stains, discolorations, crystallization or excessive wrapping/tape/string.
- Incoming photos are not to exceed 5" x 7".
- Mail containing stickers and electronic parts are prohibited.
- Greeting cards larger than 8" x 10" are prohibited.

Procedures for Sending Money

- **State Inmates:**

To send money to an inmate, you must be approved to be on that inmate's visiting list.

For Montana State Prison, call between 8:00 am and 5:00 pm Monday through Friday.

Visitor Sign-in (406) 846-1320 ext.2313

or

Mail Room (406) 846-1320 ext. 2258

For the Montana Women's Prison, call (406) 247-5118.

Inmates may receive funds from:

- their attorney
- immediate family members listed on their approved visiting list
- one approved non-family member authorized by the warden or his or her designee. Inmates may request that the non-family member be changed to another approved non-family member, but this can only occur once every six months.

Approved individuals may place money in the inmate's trust account through the online Inmate Trust Account Deposits service at <https://app.mt.gov/inmatebanking/>. There is a \$250 limit for transactions. No proceeds benefit the state of Montana or the Montana Department of Corrections.

The Inmate Trust Account Deposits system serves inmates at:

- Montana State Prison
- Montana Women's Prison

- Cascade County Regional Prison
- Crossroads Correctional Center
- Dawson County Correctional Facility

Instructions on how to use the system are available [online](#). To create an account, you will need the last four digits of your Social Security number. If you do not have a SSN or cannot see an inmate on your list, please email:

- Montana State Prison at cormspmailroom@mt.gov for male inmates
- Montana Women's Prison at cormwpdeposits@mt.gov

There is a three-day holding period before funds are available to the inmate. Your receipt shows the date the funds will be available.

Mail-in deposits

Approved individuals may mail money to an inmate in the form of a cashier's check or a [U.S. Postal money order](#). Personal checks are not accepted and are returned to the sender.

The cashier's check or money order must include:

- the inmate's full name and DOC number
- the sender's full name and address

In addition:

- Funds must be received within 20 days of the date of purchase.
- The envelope containing the cashier's check or money order must be postmarked from the immediate area in which the approved sender's listed residence is located.
- If the sender cancels a money order after it has been received at MSP, staff notify Postal Service authorities.
- Mail to:

[Inmate First and Last Name] [Inmate Number]
 Crossroads Correctional Center
 50 Crossroads Drive
 Shelby MT 59474

- **USMS Detainees:**

Individuals may mail money to a USMS Detainee in the form of a cashier's check or money order. All cash and personal checks received in the mail will be returned to the sender.

The cashier's check or money order must include:

- the inmate's full name and DOC number
- the sender's full name and address

- Mail to:

[Inmate First and Last Name] [Inmate Number]
 Crossroads Correctional Center
 50 Crossroads Drive

Emergency Notifications

When there is an emergency telephone call for a detainee, the caller's name and telephone number will be obtained and given to the detainee as soon as possible. The detainee shall be permitted to return the emergency call as soon as reasonably possible within the constraints of security and safety.

Visitation Frequently Asked Questions

Who can visit?

Anyone on the detainee's approved visitation list

How do I get approved for visitation?

It is the detainee's responsibility to complete a visiting list and provide it to the Counselor prior to the visit. Inmates will only be allowed to visit those individuals on their approved visitation list. Visitation lists can only be updated every 6 months.

How do minors get approved to visit?

Minors must be accompanied by an adult and all parties must be on the approved visitors list. Proper identification is required, i.e. birth certificate.

How long does the application process take?

Upon receipt from the detainee it can take up to a month.

How will I know if I've been approved?

The detainee/resident can notify you, or you may call 619-661-9119, ext. 7211.

What are the days and times of visitation?

Visitation permitted on Saturdays and Sundays and Federal holidays between the hours of 8:00 a.m. and 4:00 p.m. All visitors must be registered with the lobby staff prior to 2:45 p.m.

How long can I visit?

Visits are a minimum of 30 minutes.

Where do I park when I arrive at the facility?

Facility parking lot.

Will I be searched?

All visitors are subject to a personal search. You will be required to clear a metal detector prior to visitation. Any person who refuses will not be permitted to visit.

What is the dress code for visitation?

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 longer 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 midriff 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?

Valid photo identification (e.g. state drivers license with photo, current passport if alien, alien registration card, law enforcement identification, military/DOD service organization cards).

What items am I allowed to bring to visitation?

Vehicle keys, currency \$20.00 twenty dollars or less, baby items when required for visitation (bottle, formula, and diapers and wipes).

The following items are prohibited: Cell phone, electronics, lighters, tobacco products, weapons or explosives.