



# Crossroads Correctional Facility

## Shelby, Montana

### Inmate Mail Information

All correspondence addressed to inmates must be sent by U.S. Postal Service mail. Correspondence sent by other courier or delivery services will be refused.

Inmates shall not be permitted to receive routine mail in boxes, padded envelopes, plastic bags, multi-layer packaging, envelopes that include metal parts, or any package containing bubble wrap or packaging peanuts.

Always use the inmate's committed name, AO number, and institutional address when addressing your letters.

Address the envelope as follows:

<b>Inmate's Last Name, First Name, AO#</b>	<b>EXAMPLE:</b> <b>Doe, John AO# 012345</b>
<b>Institution Name</b>	<b>Crossroads Correctional Center</b>
<b>Mailing Address</b>	<b>50 Crossroads Drive</b>
<b>City, State Zip Code</b>	<b>Shelby, MT 59474</b>

Mail should be written in English unless the inmate has prior written approval from the warden to receive correspondence in another language.

All routine mail sent to an inmate is opened, examined and read by designated department staff.

#### **MSP 3.3.6**

**Comprehensive Correspondence, Publications, and Packages Requirements:**

Incoming correspondence, publications, and packages that do not include the receiving inmate's last name and AO number or that contain markings, drawings, or acronyms on the envelope, packaging, or contents will be returned to the sending party without notice to the inmate.

Incoming correspondence will be disposed of if the envelope has no return address, the return address is incomplete, or if the sender cannot be identified.

Incoming correspondence that contains sensitive information or documents inappropriate for an inmate to possess, e.g., a marriage license, birth certificate, social security number, or vehicle title, may be held in the inmate's file or other designated location, for delivery to the inmate upon release. Documents requiring a signature, notary, or other action will be processed with assistance from the unit management team.

Inmates may not receive taped or other electronic correspondence without prior written approval from the Chief of Security.

Currency, unauthorized enclosures, and contraband found will be confiscated, returned to sender, or handled as undeliverable.

#### Incoming General Correspondence Requirements:

1. Only a cancelled postage stamp, address label, and return address stamp, when applicable, is allowed as an attachment and must be affixed to the front of the envelope or package. Postage stamps as well as any other adhesive backed sticker, such as a return address label, may be removed or cut out from envelopes by the Mail Room for security purposes prior to sending to the inmate.
2. Incoming correspondence will be held, may be considered undeliverable, and may be investigated if it contains any of the following:
  - a. Mail with metal bindings other than staples including paper clips, binder clips, and other metal fasteners; items may be returned to sender or staff will remove and forward the mail to inmate;
  - b. Bodily fluids;
  - c. An attempt to correspond or facilitate inmate to inmate communication including, but not limited to, sending mail to an addressee to be given to another, mail to or from an inmate may contain only mail for the inmate whose name is on the envelope or package, authorized correspondence may not include letters or messages to be passed on or mailed by the recipient to another person or inmate;
  - d. Postage stamps, envelopes, blank stationary, blank writing paper, blank cards, or blank postcards will be disposed of by the Mailroom and the remaining mail will be routed to the inmate excluding self-addressed envelopes from an authorized state agency or legal entity only if there is no postage stamp or the postage stamp is of an electronic or pre-paid nature;
  - e. Attachment(s) e.g., decorative ink stamps, stickers, ink markings, lip impressions, perfumes, or powders glued, taped or otherwise affixed to envelopes or their contents; or
  - f. Materials which, if communicated could result in any of the following:

1. Threat or be detrimental to the security, safety, health, good order or discipline of the facility;
  2. Threat or be detrimental to the inmate rehabilitation process;
  3. Facilitate criminal activity;
  4. Create tension within the facility because it advocate separation of, violence between, or is derogatory towards any group or individual within the facility; and
  5. Create a clear and present danger of violence or physical harm to be a human being.
3. Printed material enclosures are subject to the review process, allowable enclosures include:
- a. Written correspondence;
  - b. Photocopies no larger than 8.5" x 11" (may include photocopies of newspaper and magazine articles);
  - c. Copies, informational or reading material from the Internet. Note: Photocopies or items printed from the internet under the "fair use of copyrighted work" is not infringement of copyright laws if the items are used to for the purposes of criticism, comment, news reporting, teaching, scholarship, or research;
  - d. Small pamphlets;
  - e. Business cards;
  - f. Photographs (excluding Polaroid or other layered photographs) that will fit into the authorized photo album or photographs no larger than 8.5" x 11". Multiple photographs on a single page will individually be counted towards the allowable photo limit (i.e. if there are 7 photos included on a single page they will count as 7 photographs);
  - g. One greeting card per envelope that is plain and unembellished, e.g., no padding, lamination, glitter, music recordings, or popup, and card may not exceed 8"x10" (may be multi-folded).

## **Procedures for Sending Money**

### **MSP 3.3.6**

Only the following parties may send money to inmates:

1. An inmate's attorney.
2. Immediate family members, e.g., mother, father, brother, sister, wife, child, grandparent or stepparent, listed on the inmate's approved visiting list; or
3. A non-family member authorized by the warden, or designee, by an exemption to an inmate allowing the inmate to receive money orders from an individual listed on the inmate's approved visiting list if no immediate family members on his approved visiting list send money or he has no immediate family members on his approved visiting list. Inmates may request exemptions once every six months.

Approved parties may send funds to an inmate when funds are in the form of a U.S. Postal money order and meet the following requirements:

1. Funds must be received within 20 days of the date of purchase.
2. Must include the inmate's last name and DOC identification number.
3. Must include the completed, printed, legible name and address of the sender (for comparison with the approved visiting list).
4. The envelope the money order arrives in must be postmarked from the immediate area of the approved sender's listed residence is located.
5. If the sender cancels a money order after it has been received at Crossroads the U.S. Postal authorities will be notified.

In addition to correspondence, the DOC maintains an electronic funds and transfer process through which authorized senders may deposit funds into an inmate's account.

The administrative support supervisor, or designee, will forward funds such as U.S. Treasury Department checks, refunds, inmate personal savings withdrawals, approved business transactions, or tribal checks to accounting staff to be credited to the inmate's account.

Unapproved funds or delivery that does not comply with this procedure will be returned to sender.

## **Emergency Notifications**

In case of emergency, please contact the Chaplain's office at (406) 434-7055, ext. 47478.

## **Visitation Frequently Asked Questions**

### **Who can visit?**

Only four (4) people, including children, may visit each offender at one time.

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

Prospective visitors can obtain an application by clicking the link, downloading, and printing the visitation application. Offenders also have access to the visitation application, and they can mail out copies. Please fill out the application in its entirety. Omitted questions or falsifying answers will cause the application to be disapproved. Please remember to send in a copy of your Driver's License. Send the application to the following address: Crossroads Correctional Center, 50 Crossroads Drive, Shelby, MT, 59474.

#### Approval Process and Visitor Questionnaire Information:

1. The visitor cannot be on another offender's list unless the visitor is a member of the immediate family and approved by the warden.
2. The chief of unit management or designee will review the questionnaire to ensure that the form has been filled out completely. As stated above, incomplete questionnaires will be disapproved.
3. Persons on active probation or parole, or other forms of conditional release (including but not limited to furlough or work release), ordinarily will not be approved. In compelling cases such as immediate family, (mother, father, brother, sister, wife, husband, children, and grandparents; step parents and half-siblings may be included if they spent a substantial portion of the offender's formative years with him), the individual must obtain the permission of the supervising agency and the warden/assistant warden/chief of security/program manager or designee, prior to being allowed to visit.
4. Persons with criminal records will not be automatically excluded from visiting but must be approved by the warden/assistant warden/chief of security/chief of unit management or designee. The nature and extent of an individual's criminal record, supervision status, history of recent criminal activity, and potential threat to the safety and security of the facility will be weighed against the benefits of visitations in determining eligibility. If a visitor is denied, he/she may appeal to the warden.
5. If there is reason to believe that a person may have a potentially detrimental effect on the offender or who may constitute a threat to the security of the facility, that person will be excluded from the approved visitor list.

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

Persons under the age of eighteen (18) may visit only in the presence of a parent or guardian. If the parent/guardian does not wish or is not able to visit the offender, then the parent/guardian must send a notarized statement, with the date of visit included allowing another approved visitor to accompany the child. Separate questionnaires must be submitted for each adult and child eighteen (18) years of age and older. Questions will be answered for each person on the same questionnaire if it is a parent and child/children under eighteen (18) years old a birth certificate must be submitted to verify identity.

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

It takes approximately 30 days to process an application from the date that it is received.

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

When an individual is approved or disapproved for visitation, notice will be given to the offender who

submitted the name. It will be the responsibility of the offender to notify visitors of approval or disapproval. When an individual is not approved for visitation, notice of the reasons for disapproval will be given to the offender who submitted the individual's name. Generally, the visitor may reapply in six months.

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

Hours of visitation are: Saturday and Sunday from 8:00 A.M. to 5:00 P.M. Non-contact state inmates and close custody include 12:30 P.M. to 5:00 P.M.

All visits of the United States Marshall Service detainees shall be non-contact. The visiting schedule for USMS inmates is on Saturday and Sunday from 8:00 A.M. to 12:30 P.M.

### **How long can I visit?**

The length of the visits will be determined by the number of visitors waiting and the distance that each has traveled. For example, when the visitation room has reached its capacity and visitors are waiting in the lobby, visits may be limited to four (4) hours for those who traveled over 300 miles and two (2) hours for those who traveled a shorter distance.

Offenders who have not received a visit for the weekend will have priority before those who have already received visitors.

### **What are the allowable holidays?**

Times will be determined as each holiday approaches. Offenders will be responsible for letting their visitors know of the allowable times for the following holidays: Memorial Day, Labor Day, Fourth of July, Thanksgiving Day and Christmas Day.

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

Yes. Visitors may be searched by a scanning device and/or frisk or pat searched. Belongings such as purses and briefcases may be searched.

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

The dress code for visitors include: no visible body piercings, skirts at least knee length when standing, shirts with sleeves and a hem at least three (3) inches below the waistline, socks, stockings or pantyhose must be worn by all visitors, shoes or sandals with socks, females must wear a bra, females must wear a slip when wearing a skirt or dress, both males and females must wear underpants.

The administrative duty officer will make the final decisions in the matter of dress. If in their estimation the clothing is not appropriate, the visitor will be asked to leave. The visitor will not be allowed to cover or wrap the problem in question; he or she must leave.

**The following items are non-allowable:**

Tank tops, halter tops, shorts (children six (6) or under allowed), bikini tops, bib overalls, shirts with open backs, spandex pants or tops, improperly fitting sweat pants, loose knit/mesh tops, wraparound skirts, see-through fabrics, down-filled vests, hats, caps or scarves, low cut/unbuttoned tops that expose undergarments or cleavage, belts with hidden compartments/money belts, any clothing that refers to obscenity, alcohol, or drugs, sunglasses, hoodies, low riding pants.

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

Adult visitors are to show positive picture identification prior to each visitation.

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

Allowable items include: car keys that do not have an excessive number on a bare ring, identification with picture- state or federal only, change not to exceed \$25.00 in loose coin only, no paper currency allowed. One (1) wedding ring, one (1) watch, and one (1) religious medallion or pin, one (1) white handkerchief, one (1) pair of eyeglasses, prescribed medical appliances that must have medical documentation, it is recommended they be placed in visitor's lockers in the lobby area.

Allowable baby items include: one (1) clear plastic bottle of formula or juice, one (1) factory sealed plastic jar of baby food, one (1) baby spoon, four (4) diapers, one (1) small bib, one (1) small package of wipes, one (1) blanket, not quilted, **\*\*no carriers or diaper bags, the above items may be placed in a clear plastic bag.\*\***

All other personal property is to be left in the visitor's car secured. Provisions will be made for coats to be stored while visiting. Coats are not to be worn in the visiting room.