



Davis Correctional Facility Holdenville, Oklahoma

Procedures for Sending Money

Money Orders or Cashier's Checks

Money orders must be completely filled out to include the offender's complete name, Commissary number, along with the sender's name, address, and legible signature. Funds are to be addressed:

1st Line:	CCA Inmate Trust
2nd Line:	Offenders First & Last Name, Commissary #
3rd Line:	Facility Davis
4th Line:	PO Box 933488
5th Line:	Atlanta, GA 31193-3488

** No letters, cards, pictures, and/or packages may be sent to the above address. Cash, personal checks, and payroll checks are not accepted. Nothing sent to the above address will be forwarded to the offender or returned to the sender.

** Deposits of \$500 or more will be investigated prior to being released to the inmate.

** Senders cannot send funds to more than one inmate.

Western Union

Western Union may be sent through:

- 1) The internet at westernunion.com/corrections (debit or credit cards are accepted)
- 2) By telephone at 1-800-634-3422 (debit or credit cards accepted)
- 3) And for Walk In Cash Payments call 1-800-325-6000 for agent locations

The Blue Quick Collect form must be filled out.

Western Union transactions must be completed as follows:

On the Pay To line:	Corrections Corp of America
On the Code City line:	TRUSTCCA

For sender's account number, put the offender's commissary number and last name. (Example: "123456SMITH," with no spaces) **Note: The offender's DOC number will not work.**

Procedures for Inmate Phone Calls

Inmate Phones

Due to offenders only being allowed to make collect calls, family members and friends need to set up a prepaid account with Securus Correctional Billing Services.

Online: www.securustech.net

Phone: 1-800-844-6591

Payments: Securus Correctional Billing Services, PO Box 650757, Dallas, TX 75265-0757

Customer Care: <http://securus.custhelp.com>

Visitation Frequently Asked Questions

Who can visit?

Visitation is a privilege, not a right.

1. Immediate family members are defined as: spouse, natural or surrogate parents, grandparents, father-in-law, mother-in-law, children (to include stepchildren and adopted children), grandchildren, siblings, and aunt or uncle. Children under the age of 18 will not count against the total number of visitors allowed. Offenders may add additional friends up to the maximum allowable number of six visitors in lieu of family members. (4-4498)
2. Parents will be considered as one visitor. As with parents, a brother and spouse and/or a sister and spouse will be considered one visitor.
3. If the offender is married, no person of the opposite gender may be added as a "friend" on the approved visiting list. The natural or surrogate parent(s) of the offender's child/children may be placed on the visiting list for the purpose of bringing the offender's child/children to visit and in accordance Section I. item E. of this procedure.
4. Visits by attorneys will be authorized in accordance with Section III. Item C. of this procedure.

How do I get approved for visitation?

Approved Visitor (4-ACRS-5A-17)

To become an approved visitor, the individual must complete a visitor's application to visit "Visitor Request Form" (DOC 030118B) and submit a copy of a state issued photo I.D or driver's license. A copy of the identification will be stored in section 4 of the offender's field file with visiting information. An OSBI and FBI criminal records check will be conducted using the "Oklahoma Department of Corrections Request for Record" (DOC 090211B) and a check of the Internal Affairs Visitor Alert system. OSBI and FBI record checks will be conducted on approved visitors a minimum of every three years.

1. Upon clearance through this system, the individual may be added to the offender's permanent visiting list and authorized to visit.
2. A visitor's list will be maintained for each offender, providing the name, address, and relationship of those persons authorized to visit the offender. The list will be prepared at the location of the offender's first institutional assignment utilizing the Offender Management System (OMS) and placing the information on the "Approved Visitor Card" (DOC 030118C, attached), which will be maintained throughout the offender's period of incarceration. The "Approved Visitor Card" will transfer with the offender in the field file.

How do minors get approved to visit?

With the approval of the facility head, 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. These children must be natural or adopted children of the offender they are visiting. All other children must be accompanied by the parent or legal guardian with a birth certificate. In the event a question arises, the visitor will be required to provide a birth certificate to reflect parentage.

Once a child reaches the age of 18, they will be required to complete a visiting application in accordance with Section II. Item A. of this procedure in order to be placed on the offender's visiting list.

How long does the application process take?

120 days

How will I know if I've been approved?

The offender is given a list of visitors who have been added to their visitation list and it is their responsibility to notify their visitors.

What are the days and times of visitation?

Medium Security Visits

Level 1-2 A-K Fridays only 9am to 11am
L-Z Mondays only 9am to 11am

Level 3-4 A-K Fridays 11am to 6pm and Sat. 9am to 6pm
L-Z Sun. 9am to 6pm and Mon. 11am to 6pm

Maximum Security Visits

Is the same as Medium visits with the exception:

Level 3 - up to 3 hrs. per week

Level 4 - up to 4 hrs. per week

Holiday Visits for Med and Max (with the exception of SEG)

	A – K	L - Z
New Year's Day	12/28/17	1/02/18
Martin Luther King Jr.	1/11/18	1/16/18
Presidents' Day	2/15/18	2/20/18
Memorial Day	5/24/18	5/29/18
Independence Day	7/03/18	7/05/18
Labor Day	8/30/18	9/04/18
Veterans' Day	11/08/18	11/13/18
Thanksgiving	11/22/18	11/27/18
Christmas	12/25/18	12/27/18
New Year's Day	1/01/19	1/03/19

ISU Offenders will be afforded visiting privileges in accordance with their assigned Earned Credit Level and are non-contact.

SEG Offenders' visits will be scheduled for **Wednesday only**. These visits must be approved by Chief Brown.

Visitation is a privilege, not a right.

Offenders arriving at the facility without visiting cards may visit immediate family members only for the first 30 days, only if they are listed in the offender's field file.

Special Visits will only be granted to family coming from a distance of 200 miles or more. Other special visits will be approved as stated in OP-030118, Sec. 3 III.D. Visitors must be on approved list.

All previously approved special visitation is rescinded. All future special visits or change of days' requests will be on a case to case basis and must have the Warden's approval.

Only three (3) adult visitors will be allowed in the visiting room at one time. In the event there are more than three (3) (i.e. married immediate family members that are on the approved list) these visitors may trade out (with the ones first in) partway through the visit one time only.

Visitors and offenders are allowed one brief hug and one brief kiss at the beginning and end of their visit.

Offenders and their visitors will be seated at the officers' discretion.

Offenders will not be allowed to move from their chairs once seated at the beginning of their visit. The only exception will be for purchased pictures with a visitation officer's escort only. At no time will offenders be permitted to walk around the visiting room.

Absolutely no horseplay will be allowed in the visitation room.

Offenders will not be permitted to have any contact with other offenders during their visits.

Offenders must keep their shirts completely tucked in at all times.

Offenders will return to their unit to use the restroom. If so, the visit will be over. Offenders will not be allowed to use the restroom in Visitation.

Any violation of any of the above listed rules will result in immediate termination and/or suspension of visits.

In the event that Visitation is full and visitors are waiting in the lobby, Level 2 visitors that were first to arrive will be asked to leave early after one (1) full hour of visit to make room for the other visitors.

Level 3 & 4 visitors that were first to arrive will be asked to leave early after two (2) full hours of visit to make room for the other visitors.

How long can I visit?

Medium:

Level 1 – up to 1 hour (in visitation room)

Level 2 – up to 2 hours (in visitation room)

Level 3 – up to 4 hours (in visitation room)

Level 4—up to 6 hours (in visitation room)

(These are the total hours allowed for that visitation week)

Maximum:

All Visitations will be Video Visitation

Level 1 – up to 1 hour

Level 2 – up to 2 hours

Level 3 – up to 3 hours

Level 4 – up to 4 hours

Where do I park when I arrive at the facility?

The parking lot in front of Gate 1 at Davis Correctional Facility.

Will I be searched?

Signs are posted which state—"You are now entering a correctional facility. All persons and vehicles are subject to search by DOC personnel. Entry onto the grounds to pass through an entrance of the perimeter is presumed consent to a pat down search at or near the perimeter. The unauthorized possession or bringing of weapons, controlled dangerous substances, money, or alcohol onto or into this property is a felony punishable by imprisonment, fine, or both. Violators will be prosecuted. IAW 57 O.S. 21."

What is the dress code for visitation?

The following attire is prohibited at DCF:

Unauthorized Attire for Male or Female Visitors (4-4499) – according to OKDOC Policy 030118A

1. Shorts, skorts, skirts or dresses shorter than the top of the kneecap or tight fitting.
2. Wrap-around skirts, dresses/skirts with split seam higher than the top of the knee cap.
3. Blouses/Tops
 - a. Tube-tops
 - b. Tank-tops
 - c. Crop-tops
 - d. Halter-tops
 - e. Spaghetti-top blouses
 - f. Sleeveless/transparent or mesh tops/blouses
4. Leggings/biker's pants/body suits.
5. Spandex clothing, to include swimsuit.
6. Blue chambray or periwinkle shirts.
7. Tight fitting sweat suits.
8. Low-cut or cut-out designs on clothing.

9. Clothing bearing profanity, offensive wording, and pictures.

10. Headgear (excluding religious).

11. 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.

Children above the age of 11 years must comply with the dress code for adults unless they are restricted by handicap or medical reasons.

CCA DCF reserves the right to include the following:

1. No jeans/pants with holes or cuts or that are tight fitting.
2. No denim tops.
3. No underwire bras
4. No flip flops.
5. No sleepwear/lounge pants.
6. No excessive jewelry.
7. No open toed shoes.

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

No visitor over the age of 18 will be allowed visitation without a form of state issued identification. This state issued identification will be cross referenced with the approved visiting list and the physical appearance of the person presenting the identification.

With the approval of the facility head, 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. These children must be natural or adopted children of the offender they are visiting. All other children must be accompanied by the parent or legal guardian with a birth certificate or notarized documentation showing guardianship. In the event a question arises, the visitor will be required to provide a birth certificate to reflect parentage. Visitor forms should be completed for minors and include copy of birth certificate.

What items am I allowed to bring to visitation?

DCF has vending machines for use by offenders' visitors. At **no** time will the offender be in possession of any currency. Offenders' visitors are allowed a maximum of \$20 in change to be brought in a clear Ziploc baggie.

Vending machines at the facility are as follows:

1. Sandwich machines;
2. Chips/snack machines;
3. Soda/beverage machines

How to Add Money to a Commissary Account

Through our app, online, in-person, or by phone.

Pay using the Western Union App or at www.WesternUnion.com.

- A. **Login** to the **Western Union app** or go to www.westernunion.com and click on the menu in the top right-hand corner.
- B. Click **"Send Money to an Inmate"** or **"Pay Inmate"**.
- C. You will be prompted for the following information:
Correction Facility Name (**Corrections Corp. of America**)
Inmate's first and last name
Commissary Number (**BOP Number will NOT work**)
- D. Continue to enter your **credit¹** or **debit card** number.
- E. Follow the prompts to **complete the transaction**.
- F. You will be given a **unique identifier (MTCN)** to confirm the payment.

Pay in-person at thousands of retail locations.

- A. You can **add money to a commissary account** with **cash** or **debit** (at most locations) at any **Western Union Bill Pay Agent** location **nationwide**.
- B. **Western Union** Agent locations are found in places you may already shop, like **The Kroger Co. Family of Stores, Walgreens, Walmart**, and various **local convenience stores**.
- C. **Find** a **Western Union** Agent location at <https://www.westernunion.com/us/en/find-locations.html>.
- D. To complete your transaction, please have the following information ready:
Correction Facility Name (**Corrections Corp. of America**)
Inmate's first and last name
Commissary Number (**BOP Number will NOT work**)

Pay by telephone 24/7 by calling 1-800-634-3422.

- A. Use a **telephone** to dial 1-800-634-3422. You can call in **24/7**.
- B. Please **give** the customer service agent **the following information**:
Correction Facility Name (**Corrections Corp. of America**)
Inmate's first and last name
Commissary Number (**BOP Number will NOT work**)
- C. Give the customer service agent your **credit¹** or **debit card** number.
- D. The customer service agent will process the payment and give you a **unique identifier (MTCN)** to confirm the payment.

¹Card Issuer cash advance fee and associated interest charges may apply. Use debit card to avoid these charges. NMLS# 906983 and/or Western Union International Services, LLC NMLS# 906985, which are licensed as Money Transmitters by the New York State Department of Financial Services. See terms and conditions for details.



Scan to pay an inmate at WesternUnion.com



Scan to find the nearest Western Union

WesternUnion **WU**

Facility Name: Corrections Corp. of America

Inmate's Full Name: _____

Commissary Number: _____

Lockbox Instructions/Instrucciones de la caja de seguridad

Dear Family and Friends,

1. Obtain money orders and/ or cashier's checks made payable to the person to whom you are sending the funds. Please remember that personal checks and cash are **not** accepted.
2. Mail money orders and/ or cashier's checks in an envelope addressed and return addressed **exactly** like the sample below. If any of the information on the envelope or money order is missing, funds may be delayed being deposited. Please write senders name and address clearly on the money order and cashier's check if possible.
3. **DO NOT** include any correspondence such as letters, cards, pictures, and/or packages with a money order and/or cashier's check. **Nothing sent to this address will be forwarded to me or returned to you.** All other correspondence should continue to be sent to me at the facility address.

Querida familia y amigos,

1. Obtenga giros postales y / o cheques de caja pagaderos directamente a la persona a la que le envía los fondos. Recuerde que **no se aceptan** cheques personales ni efectivo.
2. Envíe giros postales y / o cheques de caja en un sobre con la dirección y devolución **exactamente** como el ejemplo a continuación. Si falta parte de la información en el sobre o giro postal, los fondos podrán retrasarse para ser depositados.
3. **NO** incluya ninguna correspondencia como cartas, tarjetas, fotografías y / o paquetes con un giro postal y / o cheque de caja. **Nada de lo enviado a esta dirección será enviado a mí ni tampoco será devuelto a usted.** El resto de la correspondencia debe seguir enviándose a la dirección de las instalaciones

First and Last name

Return address



CORECIVIC

Inmate Last name, First name, Commissary Number

Facility:

P.O. BOX 16545

Atlanta, GA 30321-0545