



Eloy Detention Center

Eloy, Arizona

Inmate Mail Information

Detainees are allowed to send and receive mail. All incoming mail must include the detainee's name and alien number as part of the envelope address.

Address:

Eloy Detention Center
Detainee name, agency number and cell number
1705 E Hanna Rd
Eloy, AZ 85131

All correspondence addressed to detainees must be sent through the United States Postal Service (USPS) or recognized postal carrier and comply with USPS Regulations. The United States Postal Services (USPS) prohibits the mailing of any of the following:

- a. Potentially hazardous materials that are not properly marked and packaged.
- b. Perishable items that are not properly marked and packaged.
- c. Correspondence containing any vile, or obscene material, and matter inciting violence or terrorism.
- d. Solicitations that mimic billing statements, unless accompanied by a prominent disclaimer.
- e. Solicitations stating approval by the USPS or Postmaster General, or conformance to any postal law or regulation.
- f. Correspondence that bears deliberate imitations of postal markings and/or postal trademarks (e.g., "Priority Mail", etc.).

Correspondents are personally responsible for the content of each item of correspondence they send through the USPS.

Any violation of laws governing correspondence will be referred to postal authorities and to appropriate criminal authorities. The sender may be subject to civil or criminal penalties and/or federal prosecution for violation of postal laws.

Items normally contained in general correspondence that are prohibited include, but are not limited to:

- Maps of the city where the facility is located or surrounding communities.
- Polaroid photographs.
- Photo negatives/slides.
- Photo albums.
- Photos of current or former employees.
- Framed photos.
- Greeting cards larger than 8 X 10.
- Greeting cards containing electronic or other non-paper parts.

- Greeting cards constructed in such a way to permit concealment of contraband.
- Stick on labels or stamps that appear to contain contraband.
- Items that are glued, taped, stapled, or otherwise affixed to a page; and
- Any items prohibited by law, regulations, or contract.

SPECIAL CORRESPONDENTS

Detainees will be allowed to send/receive confidential correspondence with the following special correspondents:

- State and federal elected officials.
- State and federal officials appointed by the Governor.
- State and federal official appointed by the President of the United States.
- State and federal judges and courts.
- Attorneys who can be verified as licensed to practice law in any state.
- City, county, state, and federal officials having responsibility for the inmate/resident's present, prior, or anticipated custody, parole, or probation supervision.
- County agencies regarding child custody proceedings.
- Officials of a foreign consulate.
- Liberties Union, Prison Law Office, National Association of Criminal Defense Lawyers, etc.); and
- Facility Support Center Managing Directors, Facility Operations. Confidential correspondence with the special correspondents listed above is a right guaranteed by law. Intentionally using special correspondence as a means for sending general correspondence or the transmission of contraband items is an abuse of rights guaranteed by law and such abuse may be subject to disciplinary action.

INCOMING CORRESPONDENCE GENERAL

In accordance with ICE PBNDS 5.1, correspondence and other mail, general correspondence for ICE detainees shall be opened and inspected in the presence of the detainee, unless the warden/administrator authorizes inspection without the detainee's presence for security reasons. All incoming general correspondence is subject to being read, in part or in full, to the extent necessary to maintain security.

Any enclosures (e.g., newspaper articles, internet articles, or copies thereof, etc.) will be treated in the same manner as the general correspondence.

Incoming general correspondence containing contraband or prohibited correspondence/items as outlined in Policy 16-1. will be withheld.

In the event general correspondence is received for an inmate/resident from a health care provider that CoreCivic uses for off-site inmate/resident medical appointments, the correspondence will be withheld to protect the public, facility employees, and inmates/residents from outside threats during transports/off-site appointments.

Detainees not wanting their incoming general correspondence to be reviewed/inspected by employees may choose to reject all incoming general correspondence.

The detainee must complete and submit the 16-1D Rejection of General Correspondence form to the Facility Mailroom.

All general correspondence received for inmates/residents who have submitted a 16-1D will not be opened. It will be marked returned to sender and sent back to the local post office.

SPECIAL

Incoming special correspondence should be marked "Confidential/Legal Mail" and must bear the name and title of a sender considered special per Policy 16-1. Any special correspondence that cannot be identified as special

correspondence based on the markings on the outside of the envelope will be treated as general correspondence. Incoming special correspondence may be opened and inspected in the presence of the inmate/resident to whom it is addressed.

In the event special correspondence is opened in error, it will not be read but will be immediately resealed. The employee who opened the correspondence in error must mark "opened in error" on the envelope and sign and date the envelope. A log will be maintained to document all special correspondence opened in error.

Any enclosures (e.g., newspaper articles, internet articles, etc.) will be treated in the same manner as special correspondence.

Any portions of the special correspondence that do not contain prohibited correspondence/items will be delivered to the addressee.

Procedures for Sending Money

Deposits can be processed through Western Union (Blue Quick Collect Form ONLY) with the following information:

Pay to:	Corrections Corp of America
Code city:	Trustcca
State:	TN
Sender's account #:	COMMISSARY# and Detainee's last name (Example: 123456SMITH)
	Important: No spaces, no first names.

In addition, money orders and cashier's checks for deposits may be mailed to the following address:

CCA Inmate Trust
Detainee Last Name
Detainee Commissary Number _ _ _ _ _
Facility: ELYDC
P.O. Box 16545
Atlanta, GA 30321-0545

Emergency Notifications

When facility staff receives 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?

INDIVIDUALS FROM THE FOLLOWING CATEGORIES MAY VISIT:

- 1. IMMEDIATE FAMILY:**
Mothers, fathers, stepparents, foster parents, brothers, sisters, children, and spouses, including common-law spouses.
- 2. OTHER RELATIVES, FRIENDS, AND ASSOCIATES:**
Grandparents, uncles, aunts, in-laws, cousins, non-relatives and friends, unless posing a threat to the security and good order of the facility.
- 3. MINOR VISITORS (under 18 years old):**
Children & stepchildren of detainee with positive identification (birth certificate). NOTE: Minors must remain under the direct supervision of an adult visitor, so as not to disturb other visitors. Disruptive conduct by minors, accompanying adults or detainees may cause visit termination.

PERSONS ALLOWED TO VISIT (LEGAL VISITATION):

Subject to the restrictions stated below, individuals in the following categories may visit detainee to discuss legal matters:

- 1. ATTORNEYS AND OTHER LEGAL REPRESENTATIVES:**
An attorney or other person representing another in a matter of law, including law students, law graduates not yet admitted to the bar; "reputable individuals"; accredited representatives; accredited officials; and attorneys outside the United States (see 8 CFR 292.1, Representation and Appearances).
- 2. LEGAL ASSISTANTS:**
Upon presentation of a letter of authorization from the legal representative under whose supervision he/she is working, an unaccompanied legal assistant may meet with detainee during legal visitation hours. The letter shall state that the named legal assistant is working on behalf of the supervising legal representative for the purposes of meeting with the INS detainee(s).
- 3. INTERPRETERS:**
The facility shall permit interpreters to accompany legal representatives and legal assistants on legal visits. Interpreters shall undergo the security clearance process.

VISITATION BY FORMER DETAINEES:

Former detainees are required to have prior approval from the Facility Administrator for detainee visits.

How do minors get approved to visit?

Minors are approved to visit with supervision of an adult.

What are the days and times of visitation?

Legal visitation will be held on Monday through Friday between the hours of 8:00 a.m. and 4:00 p.m., and on weekends between the hours of 8:00 a.m. and 12:00 p.m.

Social visitation will be held on Saturdays, Sundays, and Federal Holidays.

Social visitation schedule is as follows:

Limited to 2 contact visits and 2 minors <u>Saturday South Visitation</u> Male L-2 & L-3 7:30 to 10:30 am Male L1 & L-2 11:00 to 3:00 pm Male Segregation 3:30 to 5:00 pm <i>Non-contact visits per request</i>	Limited to 2 non-contact visits and 2 minors <u>Sunday South Visitation</u> Female L-2 & L-3 7:30 to 10:30 am Female L1 & L-2 11:00 to 3:00 pm Female Segregation 3:30 to 5:00 pm <i>Non-contact visits per request</i>
Holiday Schedule Male L-2 & L-3 7:30 to 10:30 am Male L1 & L-2 9:00 to 10:00 am Male Segregation 10:30 to 11:30 am <i>Non-contact visits per request</i>	Holiday Schedule Female L-2 & L-3 12:00 to 1:00 pm Female L1 & L-2 1:00 to 2:00 pm Female Segregation 2:30 to 3:30 pm <i>Non-contact visits per request</i>

Any detainee who is currently under medical restriction due to varicella/chicken pox will not be allowed to visit.

All visits will be at least one hour. Each individual visitor will only be allowed to visit one detainee per visitation day. Each detainee is allowed four visitors at one time in the visitation room. Any visitors that come in larger groups will need to split the allotted time accordingly.

How long can I visit?

You will be provided with a minimum of 60 minutes for visitation.

Where do I park when I arrive at the facility?

Park in the designated Visitor's Parking area. Signs are placed at the entrance of the facility parking lot.

Will I be searched?

Searches of visitors will be in accordance with ICE PDNDS (visitation) and CoreCivic Policy 9-20, Entry/Exit Procedures.

All visitors will be subjected to screening by the metal detector in the front lobby. Any visitor who cannot pass the metal detector will not be allowed to enter the facility.

What is the dress code for visitation?

ALL VISITORS:

- Shoes shall be always worn.
- No visitor will be allowed to enter the visitation area wearing any garments that in any way resemble a detainee uniform. This includes but is not limited to khaki, red, or dark green scrub-type clothing and any shoes resembling those issued to detainees.

- No belts, wallets, hats, watches, jewelry, money, hooded sweatshirts or jackets, cell phones, or electronic devices will be allowed in visitation.
- Gang “colors” and other gang displays are prohibited.
- Shirts shall be always worn. No bare shoulders (i.e., tank tops, sundresses, or muscle shirts). Bare midriffs and strapless tops, tube tops, and swimsuits are prohibited.
- Sheer (see-through) clothing is prohibited.
- 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 when seated are acceptable. Short shorts, jogging shorts, cut-offs, and other obviously inappropriate short garments are prohibited.
- Skirts and dresses shall extend to mid-thigh, seated. Slits in skirts and dresses shall rise no higher than mid-thigh, seated.
- No overly tight garments, to include spandex tops or extremely tight leggings. If leggings are worn, they must be paired with a top that falls in accordance with the dress code for dresses and skirts.

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

Adult visitors will be required to provide positive photo identification, such as a valid driver's license, unexpired passport, or other government--issued photo identification.

What items am I allowed to bring to visitation?

Your Identification card or passport and keys are allowed in.

Please note: Visitors shall not possess or carry onto the facility grounds any explosive device, firearm, ammunitions, alcoholic beverages, narcotics, illegal drugs, or any object/material which may be used to compromise the safety and security of the facility. In addition, no cellular phones, pagers, electronic games or devices, tobacco products will be allowed in the facility.