



**Jenkins Correctional Facility
Millen, Georgia**

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 packing peanuts.

Always use the inmate's committed name, GDC number, and institutional address when addressing your letters. Letters must have a complete return address. Address the envelope as follows:

Inmate's Name, GDC#	John Smith, GDC#1234567
Institution	Jenkins Correctional Center
Address	3404 Kent Farm Drive
City, State, Zip	Millen, GA 30442

Mailroom hours are 7:00 a.m. to 3:30 p.m. Monday through Friday.

The mailboxes are located in the assigned housing units, in the sallyport area. The mail is picked up Monday through Friday between 7:15 a.m. – 8:30 a.m.

Union Supply, Amazon, or a book publisher are the ONLY approved vendors. Amazon or publishing companies are approved vendors for books. Union Supply is the approved vendors for music. One package per month can be ordered from a book publisher or Amazon in addition to the package from Union Supply. All order forms must be approved by the unit manager and sent to the mailroom prior to the package arriving. If approved form is not on file in the mailroom, the package will be refused.

All personal property items such as tennis shoes, underwear, pajamas, socks, etc will ONLY be allowed from Union Supply. Information is available in each housing unit. Any packages received directly from family members will be refused.

Legal mail will be delivered between 7:15 p.m. to 8:30 p.m. Monday through Friday to each housing unit by mailroom staff during this time. Inmates are called from their respective dorms, and the legal mail is delivered to the inmates. Each inmate must sign to indicate receipt of his

mail. After opening their items, the mailroom staff will search the contents for contraband in presence of the inmate.

Regular mail and/or packages will be picked up from 3-3:30 p.m. from mailroom by Unit Management Team and delivered.

Stamps, envelopes and writing paper are PROHIBITED ITEMS.

Only 20 pictures will be allowed in your possession. Pictures containing nudity, gang-related activity, alcohol, etc. are PROHIBITED.

Any vendor catalogs that are not from approved vendors will be refused.

Procedures for Sending Money

CONSOLIDATED BANKING

- Receiving Funds: Inmates will receive funds through the consolidated banking process. Instructions are posted in your unit and visitation. They may receive deposits on their account from no more than five (5) individuals. Approved individuals must be included on the Financials List in Scribe.
- All money orders should be sent directly to Consolidated Banking at the address below:

GDC-Trust Deposits
PO Box 246570
Pembroke Pines, FL 33024

Money can be sent online to inmates: www.JPay.com

Due to the changes in GDC policy, S.O.P. 406.19, any money orders received at Jenkins Correctional Center will be logged and returned to sender.

Emergency Notifications

In case of emergency, please contact the Chaplain's office at (478) 982-6260.

Visitation Frequently Asked Questions

Who can visit?

The visiting list will consist of immediate family members (parents, brothers, sisters, spouse, children, stepchildren and grandparents). All visitors will be required to be on your approved visitation list.

Inmates may receive visits from significant others (members of inmate's extended family, a friend or some other person having a meaningful relationship with the inmate.) Individuals considered as "significant others" must complete the 16-2D application for visitation privileges. This form must be mailed in directly to Classification. Special Visits are allowed only by Warden approval.

How do I get approved for visitation?

Everyone who wishes to visit an inmate at JCC needs to fill out the visitation application. The offender can request this from his unit management team and send to the potential visitor. The application packet will include: application for visitation privilege (front and back of form must be complete); GCIC/NCIC Consent Form (this form must be notarized); Relationship Verification Form (this form must be notarized) and instruction sheet. When returning the visitation packet to the facility, it should be accompanied by a copy of birth certificate, driver license and social security card. These items should be returned to--Significant Other Processor, Jenkins Correctional Center, 3404 Kent Farm Drive, Millen, GA 30442.

Do not send this information to the offender.

How do minors get approved to visit?

The same process is required as explained above. The guardian of the minor must fill out the visitation application form completely. A copy of the birth certificate and social security card must accompany the application.

How long does the application process take?

Time varies on this process. If the visitor sends in all information correctly the first time then the average processing times is roughly 6 weeks. Visitation is updated twice per year, May and November.

How will I know if I've been approved?

Once visitors are approved, there is a form sent to the inmate with each visitor's name that has been approved. It is the inmate's responsibility to notify the approved visitor. This information will not be given over the telephone.

What are the days and times of visitation?

Regular visiting is held on Saturdays and Sundays. There are 2 sessions per day:

- 8:30 a.m. – 12:30 p.m.
- 1:30 p.m. – 5:30 p.m.

The dorm assignment dictates the time for inmate to have visitation on these days.

Regular visiting is permitted on State observed holidays.

How long can I visit?

Visitors may come each day during the inmates scheduled session. Inmate's dorm assignments dictate morning or afternoon session. These are rotated quarterly.

Where do I park when I arrive at the facility?

Visitor parking has been designated in parking lot of the facility. Visitors shall not be allowed on the facility parking lot until 8:00 a.m. Processing into the facility will begin at 8:30 a.m.

Will I be searched?

Visitors shall be subject to search upon entering and exiting the institution. Refusal of a visitor to be searched upon entering the institution shall result in denial of the current visit. Refusal of a visitor to be searched after entry to the visiting park or upon exiting the institution shall result in the denial of future visits.

Authorized visitor searches include:

1. All visitors requesting entry into facility will continue to be required to clear the metal detector and all items shall continue to be scanned using the facilities x-rays system. In addition to those requirements, all visitors will be required to submit to a hand held detector search and a pat search of their person. No cross gender searches should occur. Visitors shall be required to complete CoreCivic form 16-2E, "Voluntary Search Consent Form," each time when entering the facility. Visitors have the right to refuse the pat down search and refuse to sign the consent to search form, however, visitation will be denied.
2. The facility will be implementing the use of the GCIC Rapid Identification System which will conduct an on the spot background check utilizing fingerprints. All visitors entering the facility will be required to submit to this GCIC ID background check using this system. The system is designed to check for federal, state, local issued wants or warrants. Any Federal, state, local wants or warrants found to be active on the system will result in the Jenkins County Sheriff's department being notified. Jenkins Correctional Center is required to report all alerts received during this procedure to the local law enforcement.
3. Vehicles are subject to be searched. (Staff shall accomplish this search in a manner that does not damage or destroy the item or impair its use.)
4. Careful search by touching of the visitor's hair and scalp.
5. Visual inspections of the ears, nose, and mouth without the insertion of any instruments or the officer's fingers.
6. Removal of and searching inside the visitor's shoes and gloves.
7. Removal of any clothing such as scarves, overcoats, or sweaters worn over a visitor's first layer of exterior clothing, and a search by visual inspection and touching of the interior and exterior and pockets of such clothing.
8. After removal of outer clothing and/or headgear, careful search by visual inspection and by touching of the visitor's first layer of clothing generally worn over one's underwear.
9. Searches with metal detection devices.
10. K-9 searches.
11. Careful search by touching of clothing worn next to the body such as stockings, socks, and diapers, using sufficient pressure to detect contraband items. If it is necessary to remove the diaper of an infant or toddler, written consent from the parent, legal guardian, or authorized adult shall be obtained as provided in subsection (3), and it shall be done in the privacy of a search room with the parent, legal guardian, or authorized adult

present and by an officer of the same sex.

What is the dress code for visitation?

Visitors are reminded that they are in the correctional setting and should be dressed in suitable clothing. The following is not permitted:

- No open toe sandals, no flip flops — shoes must be closed
- Pants should be full length. Capri pants should be below the knee. Shorts are not allowed.
- Dresses should come to the knee
- Shirts must have sleeves, no tanks or muscle shirts and must not show skin around waist area
- No low cut or see through top
- All pants must be worn on the waist

Please note that underwire garments will not clear metal detector. Everyone MUST clear the metal detector before entering visitation.

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

All visitors sixteen (16) years of age or older must present a valid form of picture identification for visiting registration. Acceptable forms of identification are identification cards that contain a photograph, current address, and date of birth and physical characteristics of the individual. Signatures are not required if the identification otherwise complies with all other standards of proper identification.

What items am I allowed to bring to visitation?

Visitors are allowed to bring picture ID and keys. No cash is allowed in the facility. You may bring one (1) debit/credit card for the vending machine use. Visa debit/credit card or Mastercard credit card are the only cards that can be used in the vending machines.