



## La Palma Correctional 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.

### 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 LAPA  
P.O. Box 933488  
Atlanta, GA 31193-3488

### 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 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):**  
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 I get approved for visitation?

A detainee may request that an individual be placed on their visitation list.

## 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 and Federal Holidays between the hours of 8:00 a.m. and 12:00 p.m. with 24-hour notice.

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

Social visitation schedule is as follows:

Florence High 7:00 a.m. to 9:00 a.m.

Florence Low 10:00 a.m. to 12:00 p.m.

Eloy High 12:30 p.m. to 2:30 p.m.

Eloy Low 3:30 p.m. to 5:30 p.m.

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

Visits are first come first serve. You will be provided a minimum of 60 minutes for visitation.

## **Where do I park when I arrive at the facility?**

There is no designation for visitor parking as it is all open parking.

## **Will I be searched?**

### **Visitor Screening**

#### **(1) Metal Detectors**

At institutions equipped with a functional walk-through metal detector, all visitors shall successfully pass through the detector unless a documented medical condition or disability exists that would preclude the visitor from passing through the detector.

At institutions or facilities without a functioning walk-through metal detector, a hand-held wand type of metal detector may be used.

Areas of the body that have piercings or undergarments with an underwire often set off metal detectors and may delay or even prevent visiting.

Processing may require the removal of shoes, jackets, sweaters, suspenders, belts, piercings, jewelry, or other accessories for closer inspection or separate processing.

(2) Additional screening will occur when an individual sets off the alarm of the metal detector, an individual is selected for additional screening, or an individual has provided documentation to substantiate a condition that precludes successful screening by metal detector. This additional screening may include:

- A hand-held wand inspection in conjunction with a clothed body search of the visitor's body, including the torso;
- A clothed body search alone; or

(3) When additional screening is required, visitors should let staff know of any personal needs or concerns they may have due to religious or cultural considerations, disability, or other medical concern.

(4) Additional searches will be conducted by staff of the same gender as the visitor.

(5) Hand-held wand Inspection: A hand-held wand inspection helps staff to identify what may have set off the alarm on the walk-through metal detector or to confirm an alarm present during the initial screening. During the wand inspection, the visitor shall be asked to stand with feet and legs apart and arms out to the side while the staff member passes the wand in close proximity to all areas of the visitor's body.

(6) Clothed body search: To ensure security, a clothed body search may be used in conjunction with the hand-held wand inspection. A clothed body search may also be performed as a stand-alone procedure, when appropriate, or to resolve alarms set off during an inspection by the metal detector. A clothed body search may include touching sensitive areas of the body.

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

Visitors are expected to dress appropriately and remain fully clothed at all times.

Appropriate attire includes the following:

- Undergarments
- A dress or blouse/shirt with skirt/pants or shorts and shoes or sandals. Brassieres must not contain metal under wires.
- Undergarments shall be worn beneath clothing under all circumstances.
- Clear, see-through rain gear may be worn when necessitated by weather conditions.

Prohibited attire consists of:

- Clothing that resembles law enforcement
- Clothing that is similar in design or color to inmate clothing
- Clothing or garments that expose the breast/chest area, genitals, or buttocks
- Clothing that by design, the manner worn, or due to the absence of, excessively allows the anatomical detail of body parts or midriff to be clearly viewed.
- Clothing that is sheer, transparent, or excessively tight.
- Clothing that exposes more than two (2) inches above the knee, including slits, when standing.
- Clothing or accessories displaying obscene or offensive language, drawings, or objects.
- Any other clothing, garment, or accessory when worn in such a manner that it would be prohibited as outlined in this section.
- Clothing that resembles military-type clothing, including rain gear. Exceptions: Officials on active duty or in an official capacity must present a valid armed forces identification card with picture to confirm identity and military status. In the event the individual is not on active duty, the individual must present a valid reserved armed forces identification card with picture, demonstrating that he/she is a reserve member of the armed forces. Once proper identification and status has been confirmed, the individual may visit wearing military-type or camouflage-pattern articles of clothing, including rain gear.

Gloves, head coverings, (except, clear see-through rain gear), and readily removable wigs or hairpieces. The warden or designee may grant an exception for a visitor to wear gloves, head coverings, and/or readily removable hairpieces or wigs, based upon verification of need. Written approval shall be required prior to visiting and subject to staff inspection during any visit. The warden or designee may also grant a general exception to wear gloves and head coverings based upon weather conditions.

### **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?**

#### **GENERAL VISITS:**

#### **MISCELLANEOUS ITEMS:**

TWO (2) KEYS ON A RING WITH NO OTHER ATTACHMENTS, VISITING LOCKER KEY, ELECTRONIC VENDINGMACHINE CARD

#### **BABY ITEMS**

THREE (3) DISPOSABLE DIAPERS, TWO (2) FACTORY SEALED CONTAINERS OF BABY FOOD, ONE TRANSPARENT PLASTIC BABY BOTTLE CONTAINING PRE-MIXED FORMULA/MILK/JUICE, ONE (1) CHANGE OF CLOTHES, ONE (1) SINGLE LAYER BABY BLANKET, ONE (1) TRANSPARENT PACIFIER FACTORY SEALED BABY WIPES (TRAVEL SIZE), ONE (1) BABY FEEDING SPOON (PLASTIC), ONE (1) SINGLE LAYER BURP CLOTH, ONE (1) INFANT CARRIER (NO STROLLERS)