



**Red Rock Correctional Center**

**Eloy, Arizona**

## **Inmate Mail Information**

Red Rock Correctional Center procedures for AZ inmates to receive mail per contract, regulations or law are the following:

For incoming mail, at a minimum, the following information must be included on any incoming correspondence sent to inmates/residents: Inmate/resident's complete first and last name (name under which inmate/resident is incarcerated); Inmate/resident's correct ADC identification number; inmate/resident's unit name; facility name and address; and name and full address of the sender. Incoming mail shall have a return address including sender's name and complete street address or PO Box.

All correspondence addressed to inmates/residents must be sent through the United States Postal Service (USPS) and comply with USPS Regulations. The United States Postal Services (USPS) prohibits the mailing of any of the following:

- Potentially hazardous materials that are not properly marked and packaged.
- Perishable items that are not properly marked and packaged.
- Correspondence containing any vile or obscene material, and matter inciting violence or terrorism.
- Solicitations that mimic billing statements, unless accompanied by a prominent disclaimer.
- Solicitations stating approval by the USPS or Postmaster General, or conformance to any postal law or regulation and 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.
- Prohibited Correspondence: correspondence containing malicious, false, inflammatory, or other types of statements or information, the purpose of which is reasonably intended to harm, or intimidate an employee, visitor, or guest is prohibited. Correspondence that could reasonably jeopardize legitimate penological interests includes, but is not limited to the following:
  - Plans to escape
  - Plans for criminal activities
  - Plans to introduce contraband into or out of the facility
  - Plans for activities in violation of facility rules
  - Threats to the safety and security of facility order, discipline or rehabilitation
  - Information which, if communicated, would create a clear and present danger of violence and physical harm to a human being (including racially inflammatory material)
  - Letters or materials written in code or a foreign language when the inmate/resident understands English

- Correspondence which attempts to forward unauthorized correspondence to a third party
  - Obscene materials
  - Correspondence which encourages deviate sexual behavior which is criminal, in violation of facility rules, detrimental to the rehabilitation of inmates/residents, or determined by the Warden/Administrator or designee to be detrimental to the safety and security of the facility (these materials include, but are not limited to, pictures, drawings, or photographs which display or suggest vaginal, rectal, or oral penetration by a person or object, ejaculation, bestiality, sadistic or masochistic behaviors, child pornography, or the suggestion of child pornography)
  - Correspondence which may enable one (1) or more inmates/residents to ascertain the time(s), date(s), and/or location(s) of upcoming off-site appointments or transports
  - Personal identifying information (e.g. birth certificate, social security number, driver's license number, etc.) of individuals other than the inmate/resident's and his/her immediate family
  - Other general correspondence for which rejection is reasonably related to a legitimate penological interest
- Prohibited Items: Items normally contained in general correspondence that are considered to be 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 ½ X 11
  - Greeting cards containing electronic or other non-paper parts
  - Greeting cards constructed in such a way to permit concealment of contraband
  - Used or unused postage stamps
  - Stickers, labels, address labels, or decorative stamps
  - Items that are glued, taped, stapled, or otherwise affixed to a page
  - Any items prohibited by law, regulations, or contract
  - Inmates/residents are not allowed to receive laminated items and photographs of incarcerated inmates/residents
- Prohibited Publications: Publications shall be prohibited if they interfere with legitimate penological objectives (e.g. deterrence of crime, rehabilitation of inmates/residents, good order of the facility, to ensure an environment free of sexual harassment, etc.), or if the refusal is necessary to prevent the commission of a crime or to protect the interests of crime victims.
- Publications shall also be prohibited if they contain pictures, depictions, illustrations, or information related to any of the following subjects:
  - Inciting, aiding, or abetting riots, work stoppages, or means of resistance
  - Sending/receiving of contraband
  - Gang information (to include codes, signs, symbols, training material, etc.)
  - Terrorism information
  - Functionality of locks and/or security devices (e.g. cameras, alarms) or how to bypass or defeat the security functions of these devices
  - Use of hands, feet, or head as weapons, fighting weapons and techniques, self-defense and martial arts

- Drug paraphernalia, brewing of alcoholic beverages, or the manufacture or cultivation of drugs, narcotics, or poisons
- Racism and/or religious oppression and the superiority of one race/religion/political group over another, and/or the degradation of one race/religion/political group by another
- Sale, manufacture, concealment, or construction of ammunition, guns, rifles, bombs, explosives, or any other type weaponry
- Sabotage or disruption of computers, communications, or electronics
- Identity theft
- Escape methods (e.g. blueprints, drawings, road maps, or descriptions of a correctional facility, etc.)
- Survival skills that could be used as an aid in eluding capture following an escape
- Obscene material
- Publications which encourage deviate sexual behavior which is criminal, in violation of facility rules, detrimental to the rehabilitation of inmates/residents, or determined by the Warden/Administrator or designee to be detrimental to the safety and security of the facility (these materials include, but are not limited to, pictures, drawings, or photographs which display or suggest vaginal, rectal, or oral penetration by a person or object, ejaculation, bestiality, sadistic or masochistic behaviors, child pornography, or the suggestion of child pornography)
- Gambling strategies and other gambling-related material
- Patterns for tattoos and/or skin modification equipment which would provide, at a minimum, visual aids for inmates/residents wishing to reproduce this type of body ornamentation and/or equipment
- Contents that include cipher or code or instruct on the usage of codes
- Acts of violence, that cause or intend to cause, serious criminal injury or harm such as murder, rape, sexual assault, and cruelty to animals
- Graphic violence that includes amputation, decapitation, dismemberment, or mutilation maiming or disfigurement
- Any other type of content which the Warden/Administrator or designee has designated prohibited due to a threat such content is reasonably believed to pose to the safety, security, and/or orderly operation of the facility

**Additional information may also be found on the website of [www.azcorrections.gov](http://www.azcorrections.gov) Department Order 914 (inmate mail)**

## Procedures for Sending Money

Funds: AZ Inmates/residents will be allowed to have funds sent to them while incarcerated. Funds will be sent to inmates/residents by utilizing one of the following services:

- GTL Inmate Trust Account Deposits can be done by following these steps:
  - ✓ Step 1 = prior to completing an online or telephone (IVR) transaction, one must create an account through our secure payment portal – [www.OffenderConnect.com](http://www.OffenderConnect.com). A valid email and a credit or debit card is required to setup and fund an account.
  - ✓ Step 2 = once the account has been successfully registered, payments can be processed through the channel of your choice.
  - ✓ 3 Ways To Pay = friends and family members can now make a deposit to the inmate trust account by using one of the following services:
    - Online = [www.offenderconnect.com](http://www.offenderconnect.com)\*
      - ❖ Accepts MasterCard or Visa credit or debit cards
      - ❖ Available 24 hours a day, 7 days a week
    - Telephone = 888-988-4PMT (4768)\* Site ID: 140
      - ❖ Callers will need to know the inmate's last name and inmate ID
      - ❖ Available 24 hours a day, 7 days a week
      - ❖ Accepts MasterCard or Visa credit or debit cards
    - Walk-Up = Western Union Agent Locations\*
      - ❖ Complete a form at a Western Union agent location, or provide the information to the agent
      - ❖ Fill in the blue "Pay A Bill" section of the Western Union form
      - ❖ Use the following information:
        - Pay to Company Name or Code City: ARIZDOC AZ
        - Account Number: INMATE ID + LAST NAME OF INMATE
      - ❖ Western Union Agents take cash and most major debit cards

**\*Transaction fees may apply.**

- Visit JPay.com to send money in minutes with a credit or debit card (MasterCard or Visa)
- Transfer funds anywhere, anytime, with JPay mobile for android and iphone. Download free app. (MasterCard or Visa)
- Call 1-800-574-5729 to speak with a live agent, 24/7.
- Use cash at MoneyGram locations including CVS and Wal-Mart (receive code 1237).
- ACCESScorrections.com (MasterCard or Visa); by phone at 866-345-1884 (MasterCard or Visa) or walk-in at a location near you, visit [acecashexpress.com](http://acecashexpress.com) & [achpsac.com](http://achpsac.com). ACHPS registration required. Before visiting an ACHPS location, visit [achpsac.com](http://achpsac.com) or call 1-877-339-9551 to obtain an account number.
- Visit the Arizona website of [www.azcorrections.gov](http://www.azcorrections.gov) and click one of the pay options and follow the prompts.
- In the form of business checks, city, county, state, federal or tribal government checks. These shall be placed on suspense or hold for 10 working days from the date of deposit or until they clear the financial institutions on which they are drawn = all checks equal to or greater than \$25.00 (to include business, city, county, state, federal and tribal checks); business checks are limited to payroll and vendor refunds checks; cashier checks equal to or greater than \$300.00; money orders equal to or greater than \$300.00. ALL CHECKS AND MONEY ORDERS MUST BE U.S. CURRENCY ONLY. Out of country cashier checks or money orders in U.S. currency shall be placed on suspense.

All out of country cashier checks or money orders received that are not U.S. currency will be returned to sender.

- Cash will not be accepted
- Personal checks will not be accepted
- Checks made out to multiple parties will not be accepted
- Foreign currency will not be accepted

## PROCEDIMIENTO PARA ENVIAR DINERO:

Procedimiento para enviar dinero a los reclusos del Estado de Arizona en el Centro Correccional de Red Rock en Eloy, AZ son lo siguiente:

- GTL recluso confía en depósitos en cuenta puede hacerse siguiendo estos pasos:
    - ✓ Paso 1 = antes de completar en línea o por teléfono transacción (IVR), uno debe crear una cuenta a través de nuestro portal de pago seguro – [www.OffenderConnect.com](http://www.OffenderConnect.com). una tarjeta válida de correo electrónico y un crédito o de débito es necesaria para instalar y depositar en una cuenta.
    - ✓ Paso 2 = una vez que la cuenta ha sido correctamente registrada, los pagos pueden procesarse a través del canal de su elección.
    - ✓ tres maneras de pago = amigos y familiares miembros ahora pueden hacer un depósito a la cuenta de confianza interno mediante el uso de uno de los siguientes servicios:
      - Online = [www.offenderconnect.com](http://www.offenderconnect.com) \*
        - ❖ Acepta tarjetas de crédito o débito Visa o MasterCard
        - ❖ Disponible 24 horas al día, 7 días a la semana
      - Teléfono 888-988-4PMT = (4768) \* ID del sitio: 140
        - ❖ Los llamadores necesitará saber nombre del recluso y recluso ID
        - ❖ Disponible 24 horas al día, 7 días a la semana
        - ❖ Acepta tarjetas de crédito o débito Visa o MasterCard
      - Walk-up = agente de Western Union ubicaciones \*
        - ❖ Completar un formulario en un lugar de agente de Western Union, o proporcionar la información al agente
        - ❖ Rellene la sección azul de "Pago A cuenta" de la forma de Western Union
        - ❖ Utilice la siguiente información:
          - Pagar a nombre de la empresa o código de ciudad: AZ ARIZDOC
          - Número de cuenta: ID interno + apellido de preso
        - ❖ Western Union agentes llevar dinero en efectivo y tarjetas de débito principales más
- \* Transacción cargos pueden aplicar.**
- Visite JPay.com para enviar dinero en cuestión de minutos con su tarjeta de crédito o de débito.

- Transfiera fondos desde cualquier lugar y en cualquier momento, con JPay movil para smartphones.
- Llame al 1-800-574-5729 para hablar con un representante veinticuatro horas al dia, siete dias a la semana.
- Envie dinero en efectivo en negocios que ofrecen el servicio de MoneyGram, como CVS y Walmart (codigo de recibo 1237).
- Tambien puede enviar dinero en forma de cheques de negocio, cheques de ciudades, condados, estados, federal o de tribunales. Estos cheques seran suspendidos o puestos en tiempo de espera por 10 dias de la fecha de deposito o hasta que el cheque sea aclarado del banco anotado en el cheque. Todos los cheques que son igual a o mas de \$25.00 (para incluir cheques de negocios, ciudades, condados, estados, federal o tribunales); cheques de negocios limitados a trabajos y reembolsos; cheques de bancos (cashier's checks) que son igual a o mas de \$300.00; ordenes de dinero (money orders) que son igual a o mas de \$300.00. TODOS LOS CHEQUES Y ORDENES DE DINERO (MONEY ORDERS) DEBEN DE SER EN DINERO DE LOS ESTADOS UNIDOS. Cheques de bancos (cashier's checks) o ordenes de dinero (money orders) afuera del pais seran puestos en suspencion. Todos los cheques de bancos (cashier's checks) o ordenes de dinero (money orders) que son recibidos que no es dinero del los Estados Unidos seran devueltos al mandador.
  - Dinero no sera aceptado.
  - Cheques personal no seran aceptados.
  - Cheques que son de multiple personas no seran aceptados.
  - Dinero que es de otro pais no sera aceptado.

## Emergency Notifications

For emergency purposes, please contact the Chaplain's office at 520-464-3834 or 3640.

## Visitation Frequently Asked Questions

### General Visiting Guidelines:

Complete visitation rules and regulations are listed in Department Order 911, Inmate Visitation, which may be accessed through the Department's website, under the "ADC Policies" link at [www.azcorrections.gov](http://www.azcorrections.gov) or in the Public Access Manual available in a Prison Administration area, Monday through Friday (holidays excluded), from 7:30 a.m. to 5:00 p.m. To enhance visitation, Department Order 911, Attachment C, Visitor Guidelines, provides basic information concerning proper identification, dress code requirements, searches, allowable property, and visitor conduct. Inmates are responsible for providing a copy of the attachment to prospective visitors when mailing the "Application to Visit an Inmate." The following is general information:

- Visitors shall comply with all laws, regulations, and facility procedures. Any violation may result in denial, termination, suspension, restriction, or revocation, of visiting.
- Visiting is permitted only in designated areas and at designated times
- Inmates who choose to have visits shall complete and submit a Visitation List (form 911-1) to designated staff.

- Inmates are permitted to have a maximum of 20 approved visitors on their Visitation List form.
- All applications shall be legible, fully completed, signed by the potential visitor (unless submitted electronically) and returned by mail with the envelope reading "Attention Visitation Officer" or via internet directly to the facility Visitation Officer where inmate is assigned. The one-time \$25.00 background check fee shall be mailed with completed application or by Pay AZ Department of Corrections Background Check Fees through JPay:
  - **Online Credit/Debit:**
    - Visit JPay.com
    - Enter "AZ" in the **Select State** field
    - Enter Inmate ID# below it; select **Next**
    - Choose **Visitation ID** from the list
    - Follow the prompts
  - **By Phone Credit/Debit:**
    - Call 1-800-574-5729
    - Ask to "Pay AZ Visitation Background Check fees"
  - **In Person Cash:**
    - Visit MoneyGram (Walmart, CVS)
    - Use Receive Code 1243
    - Transaction processes vary by location:
      - Fill out a blue form
      - Enter Inmate ID# and last name in Account number of the Bill to Pay field
      - Enter "Visitation ID" in the Message to Biller or Beneficiary Name field
      - Pick up a Red phone; follow the prompts
    - Visit the customer service counter
- Todas las aplicaciones seran legibles, completados y firmados por el visitante (solamente si es entregada por internet) y mandados por correo con el sobre anotado de "Attention Visitation Officer" (Atencion – Oficial de Visitas) o por internet ala prision del recluso. El costo para revisar informacion para visitas es \$25.00 (un tiempo solamente) y mandados por correo (en orden de dinero o cheque de banco (money order or cashier's check) o por 'PAY AZ DEPARTMENT OF CORRECTIONS BACKGROUND CHECK FEES (PAGUE LAS CUOTAS DE VERIFICACION DE ANTECEDENTES DEL DEPARTAMENTO DE CORRECCIONES DE ARIZONA A TRAVES DE JPay) por JPay:
  - **En linea credito/debito:**
    - Visita JPay.com
    - Introduzca "AZ" en el campo de **Select State**
    - Introduzca Inmate ID# debajo de este; seleccione **Next**

- Seleccione **Visitation ID** de la lista
- Sig alas indicaciones
- **Por telefono Credito/debito:**
  - Llame al 1-800-574-5729
  - Pida "Pagar la cuota de la verificacion de antecedentes para la visita en Arizona"
- **En Persona Efectivo:**
  - Visite a MoneyGram (Walmart, CVS)
  - Use codigo de recibo 1243
  - Los procesos de transaccion varian por localidad:
    - Llene un formulario azul
    - Introduzca el numero de ID del recluso y apellido en el campo del Numero de Cuenta de la Facura a Pagar.
    - Introduzca "Visitation ID" en el campo del Mensaje al Emisor de la facture o Nombre del Beneficiario
  - Busque un telefono rojo y sigalas indicaciones
  - Visite el mostrador de servicio al cliente

## Who can visit?

Any visitor that has submitted a visitor application and has cleared the background screening and approved by the corresponding contract is authorized to visit.

## How do I get approved for visitation?

An inmate may visit with identified family members, friends, and clergy who have been selected by the inmate and pre-approved by ADC to visit.

Every newly committed inmate completes and submits a Visitation List, identifying up to 20 individuals they would like to have visit them. Before being allowed to visit however, an individual selected by an inmate must complete an Application to Visit an Inmate, Form 911-4 and be approved by ADC. The inmate may send an Application to Visit an Inmate to each person listed on the Visitation List or the individual may access an application at the "Application to Visit an Inmate" link at [www.azcorrections.gov](http://www.azcorrections.gov). The form must be fully completed (including any criminal background history), signed by the potential visitor and returned by mail to the Visitation Office at the inmate's assigned Unit; applications may also be submitted online. **A \$25.00 background check fee payment must be made within 30 days of submitting the application.** Upon receipt of the Application to Visit an Inmate, staff will complete a background check for the individual submitting the application. If your visitation application or privileges are denied or suspended, you will be sent a letter from the Deputy Warden's office. To appeal the decision, you must respond in writing to the Warden within 10 workdays from the date you receive the letter. If the reason



for denial is based on the criminal background check, staff cannot divulge this information to you. To obtain the information, you must contact your local law enforcement agency to request your background history.

All Legal visits shall be conducted in accordance with Department Order #902, Inmate Legal Access to the Courts. As noted in Department Order #915, Inmate Phone Calls, inmates may include foreign consulates on their Visitation List. See the “ADC Policies” link at [www.azcorrections.gov](http://www.azcorrections.gov).

The hours for visitation and inmate telephone access will vary based upon the inmate’s Unit and the inmate’s Earned Incentive Program Phase Level. For current information, contact the PRISON UNIT where the inmate is housed (see page 37 of this handbook or see the “Prison Complexes” link at [www.azcorrections.gov](http://www.azcorrections.gov).) An inmate is responsible for knowing what their current EIP status and phase level is. The inmate should communicate this information to you prior to arranging for visits.

Pursuant to Department Order 809.02 (Earned Incentive Program) and Order 911.08 (Visitation Privileges); the following visitation schedule will apply for the remainder 2018. Processing ends at 10am for morning block and 2pm for afternoon block. Non-contact visits will be by appointment only on Tuesday's.

Time	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8a-12p	Phase I Phase III Only	All Phases	Non-contact By Appointment Only	No visits	No Visits	All Phases	Phase II Phase III Only
12p-4p	Phase I Phase III Only	All Phases	Non-contact By Appointment Only	No visits	No Visits	All Phases	Phase II Phase III Only

**The following schedule will apply for food visits for all housing units. Food visits shall be held the weekend before or weekend after the recognized holiday.**

Valentine's Day- February 9, 10, 11, 12 =Phase III Only

Mother's Day- May 18, 19, 20, 21 = Phase II and III Only

Father's Day- June 22 - All eligible Phase two and three inmates

June 23 - Phase II and III inmates whose last names begin A-M

June 24 - Phase II and III inmates whose last names begin N-Z

June 25 - All eligible Phase II and III inmates

Veterans Day- November 16 - All eligible Phase III inmates

November 17 – Phase III inmates whose names begin N-Z

November 18 – Phase III inmates whose names begin A-M

November 19 – All eligible Phase III inmates

**Inmates in Phase II will be allowed one four hour block for their food visit. Inmates in Phase III will be allowed two four hour blocks for their food visit, space permitting.**

**Should visitation space become an issue visitation staff shall ask visitors if they are willing to end their visits early. Should there not be a sufficient number of volunteers, visitation staff shall terminate visits beginning with the first visitors processed until enough space is available to accommodate incoming visitors. Visitors shall be permitted a two-hour visitation period prior to termination due to space issues.**

**Below is the Holiday visitation and Holiday Food Visitation Matrix listed by phase, as noted in Department Order 809. This matrix is based on the phase incentive program and will be used to permit visitation on the dates the holidays are actually recognized on. For those dates this schedule will over-ride the schedule listed above.**

Approved Dates	Phase I	Phase II	Phase III
Holiday Visitation All Custody Levels	NONE	-New Year's Day -Mother's Day -Father's Day -Independence Day -Veterans Day	-New Year's Day -Valentine's Day -Mother's Day -Father's Day -Independence Day -Labor Day -Veteran's Day
Holiday Food Visitation  Minimum and Medium Custody	NONE	-Mother's Day -Father's Day	-Valentine's Day -Mother's Day -Father's Day -Veteran's Day

## **Photographs:**

Inmates wishing to have their photographs taken while in visitation will have the option of filling out a release of funds form (Form 905-1) to purchase the photo ducats. These forms will be made available by the visitation officer at the podium. Photographs will only be taken on the following holidays; **New Years, Mother's Day, Independence Day and Veterans Day**. Only inmates who are authorized contact visits will be eligible to participate in the photograph process.

Photos will be offered during visitation at the following times (only 4 photos will be taken):

**0930 hours**

**1100 hours**

**1230 hours**

**1430 hours**

**Note: Inmates must be in complete ADC uniform and grooming compliance while pictures are taken, inmates will not be allowed to display any gestures, hand or otherwise that could be perceived as gang related or inappropriate in nature.**

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

Applications for minors must be signed by the minor's parent or legal guardian. Completed applications will not be accepted from the inmate. Visitors are allowed on only one inmate visitation list at a time; unless more than one immediate family member is incarcerated. A complete criminal history background check shall be completed of all potential visitors, to include infants and minors. Victims will not be approved to visit.

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

It takes approximately 40-60 days to complete the process and to officially approve or deny the visitor.

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

The inmate receives approval notification and it is the responsibility of the inmate to notify visitor of the approval.

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

For specific times and dates of inmate visitation, please refer to the following memo.

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

The hours for visitation and inmate telephone access will vary based upon the inmate's Unit and the inmate's Earned Incentive Program Phase Level.

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

Parking lot is at the entrance into the facility. Handicapped parking is designated with a handicapped sign.

## **Will I be searched?**

All persons, their personal belongings, and vehicles are subject to search on Department property. Persons refusing to submit to search will be denied visitation, required to leave Department property immediately and are subject to subsequent suspension of visitation privileges. K-9 alerts will result in suspension of visiting privileges. Contraband is any item considered a detriment to the safety, security, and orderly operation of the Unit. Contraband is not allowed on State property and includes but is not limited to:

- Any item which could be used as an aid to escape
- Any item which could be used to disguise or alter an inmate's appearance
- Any item of clothing or other item(s) for personal use or consumption that is not preauthorized through security or the unit's property room
- Cameras, video, audio or other related equipment
- Weapons or ammunition of any type
- Illegal drugs or drug paraphernalia
- Alcoholic beverages (empty or full)
- Ladders, rope, cable, power tools, wire cutters, rakes, etc.

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

All clothing shall be clean, worn in good repair, be non-offensive and within the bounds of common decency.

- Visitors are prohibited from wearing any brown-colored clothing that resembles the clothing worn by Department security staff, including khaki-colored clothing, solid light tan or light brown-colored shirts or dark brown-colored pants or slacks. Visitors are also prohibited from wearing the color orange as it resembles the color of uniform worn by the ADC inmates.
- Visitors shall not wear any article of clothing fabricated with spandex-like material, or clothing that is orange in color.
- Skirts and dresses shall be knee-length, when standing. Slits in skirts and dresses shall not extend above mid-thigh when seated.
- Shorts shall be knee-length, when standing. Jogging shorts, cut-offs, or hip huggers are prohibited.
- Sheer, see-through and/or open-netted clothing is prohibited.
- Sleeveless tops/shirts or dresses; tank, tube, and halter tops; tops that are strapless; tops that allow display of bare midriff; mesh clothing; body suits; "muscle" shirts; and swimsuits are prohibited.
- Tops of clothing shall be no lower than the person's collarbone in the front and back.
- Undergarments and shoes shall be worn at all times. Visitors should be aware if they choose to wear an under-wire brassiere, it may not clear metal detector which will result in visitation denial.

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

Visitors must present photo identification (ID) upon entering the visitation checkpoint. Acceptable forms of ID are:

- Valid driver's license
- Military identification card
- Passport
- Official photo identification card of any State or Federal agency

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

- Personal identification
- Prescription medication, in the original container, and only in the limited amount needed during the visitation period
- One unopened package of cigarettes, a flameless electric lighter shall be located in the designated smoking section of the visitation area
- A maximum of \$30.00 in coins in a clear plastic bag/container per visitor, to purchase items from the vending machines

- One engagement/wedding ring, one religious medallion, one wristwatch, and one pair of earrings or two observable body-piercing adornments
- Two vehicle keys or one key and a vehicle remote control entry device
- Infant items:
  - One handheld baby carrier per infant. Strollers or carriers on wheels will not be permitted
  - One clear-plastic diaper bag per infant, which may only contain: one diaper for each hour of visitation; one change of baby clothing; one blanket no larger than 4 ft. x 4 ft.; one unopened container of baby wipes; one small tube of diaper rash medication; one baby bib; one small plastic spoon used to feed an infant; three clear-plastic baby bottles of milk/formula or equivalent-size unopened, commercially-sealed containers of juice; four small plastic containers of soft or baby food; and one baby pacifier
- Inmates may not receive packages, products, or stamps from visitors. Funds for an inmate's trust account may not be brought into visitation.

### **Non-Allowable:**

- Cellular phones, pagers and/or any other electronic devices
- Purses, carrying cases and such

### **Inmates:**

- Inmates are only to wear the following items: one uniform, under shirt & undergarment, one religious medallion, one wedding ring, and one set of prescription glasses. No other items are authorized; if any other items are brought to visitation the inmate will be sent back to their cell to return unauthorized items.

## **Vending Machines**

- Vending machines operate with the use of coins. A coin machine is available in the front lobby, but is not always available. Only \$30.00 in coins is allowed, which you may bring with you when you visit.
- All items purchased from the vending machines must be consumed or disposed of in the visitation area; only visitors are allowed to remove purchase items from the visitation area.
- Inmates are prohibited from handling coins. Inmates may be allowed to choose food from vending machine but must stand behind the line.

## **Visitor Checklist**

- ✓ Confirm that the inmate has not been transferred and has visitation privileges.
- ✓ Bring valid identification (ID).
- ✓ If you have made special arrangements with the facility, call before leaving to be sure that plans for your visit have been made and are in place.
- ✓ Check clothing and jewelry for compliance with visiting regulations.

- ✓ Visitors should be aware if they choose to wear an under-wire brassiere, it may not clear metal detector which will result in visitation denial.
- ✓ If you are bringing a child and are not the legal guardian or parent, you must have a notarized statement from the child's parent or legal guardian with you and any other requested documents giving you permission to take the child into the prison to visit.
- ✓ Before leaving home, check your vehicle for contraband and/or hazardous items. This includes, but is not limited to: implements of escape, drug paraphernalia, intoxicants, poisons, any items that pose a danger to others, weapons such as knives, scissors, or firearms and any item used to show a gang affiliation. Remove these items before entering the correctional facility grounds.
- ✓ Arrive on the designated day during scheduled visiting hours.
- ✓ Do not bring with you into the premises: purses, wallets, cell phones, and electronic devices.
- ✓ Lock your car.
- ✓ Do not leave any minor children or pets in the car.
- ✓ Do not bring any contraband onto state property and into the facility.
- ✓ Do not bring anything into the visitation area to give to the inmate. Inmates are not permitted to take anything from the area.

## Inmate Phone Information

An inmate may visit with identified family members, friends, and clergy who have been selected by the inmate and pre-approved by ADC to visit.

These individuals are also allowed to receive telephone calls from the inmate if they:

- Are on the inmate's approved visitation/telephone list, and
- Are willing to accept collect telephone call

***Inmates may not have a telephone card or cell phone and do not have access to email.***

***Why does it take so long for an inmate to receive telephone access?***

An individual has to be approved on an inmate visitation list, which takes approximately 60 days, before telephone access is granted. In order for inmate calls to go through, there cannot be any type of block on your phone.

***How many calls can an inmate make?***

Inmates are afforded restricted access to telephones consistent with the inmate's security classification and EIP phase level and the Prison Unit's physical limitations. This determines the number of calls and the length of each call an inmate may make in a week. Inmates are aware of their telephone privileges. Telephones used for inmate personal calls are equipped with monitoring and recording devices. Calls may be terminated without prior notice during an institutional emergency. During an institutional emergency, scheduled telephone calls will be canceled for the duration of the emergency.

### ***How do I contact the inmate if there is a family emergency, such as a serious illness, injury, or death?***

During regular business hours, contact the CO III or Chaplain at the inmate's Prison Unit. After 5:00 p.m. or on weekends and holidays, contact the Shift Supervisor at the inmate's Prison Unit. Be prepared to provide specific information that will assist with verifying the emergency prior to notifying the inmate (e.g. name, relationship, law enforcement agency or hospital). Inmates are generally provided an opportunity to call their family after verification of the emergency.

### ***What kinds of phone calls are not allowed?***

Calls for any person not on the inmate's *Approved Visitation List*. Calls that are relayed from the number called to another number (i.e., third party calls), credit card calls and calls to 800 and 900 phone numbers. Any hook-up that is broadcast live, including radio or television. Any call placed for an inmate that involves charges shall require prior approval from the Warden or designee.

## **Food Visit Guidelines**

### **Containers, Food Preparation, and General Guidelines**

- Food containers and utensils per group should fit into one ice chest or container; maximum size of **36 quarts**. Please ensure all utensils, forks or spoons only, *are* lightweight and disposable. Please, no metal.
- Ensure that all containers are plastic and see through. Please wrap in plastic, waxed paper, or stored in a see-through *container*. Please, no aluminum foil.
- You may bring paper plates and cups. Please, no Styrofoam plates and cups.
- Please ensure all meat is sliced, shredded, diced, or minced, de-boned, and properly packaged prior to entering the Unit.
- For food safety and timeliness in processing visitors, please cut any food prior to your arrival.
- Please transfer any pre-packaged chips into a clear container or bag.
- Permissible food items include home cooked food prepared prior to arrival or you may bring fast foods.
- For purposes of allowing all eligible inmates to participate in this event with their families, please, *no* more than two different groups visiting the same inmate at a time, meaning a maximum of two different ice chests or containers during the visit.

### **Beverages and Ice**

- Beverages may be purchased from the vending machines in unit visitation areas, so we *are* asking that you do not bring this in.
- Please bring only one bag of ice, no larger than **10 pounds** maximum

### **Specific Food Items**

- Please remove shells from all seafood prior to arrival.
- Put dressing on salads prior to your arrival.
- No corn on the cob, but cut corn may be brought in the appropriate container.
- Please ensure all vegetables *are pared* shredded, sliced, or diced.
- Please cut all baked potatoes in half.



- Please peel, quarter, or slice all fruit. **(NO WHOLE FRUIT)**
- Pre-cooked casseroles *are* allowed when pre-cut into serving portions.
- Please cut all pies and cakes into serving portions prior to the food visit.
- Please remove husks from all tamales and cut in half prior to arrival.
- Please ensure all bread is pre-sliced.
- Please ensure all cheese is sliced or grated.
- Tortillas *are* allowed, both corn and flour.
- You may bring condiments (e.g. salt, pepper) in single serving packets.

### **Visitation Schedule for Holiday Food Visits:**

For specific times and dates of inmate food visitation, please refer to the following memo.

## **Directions to Red Rock Correctional Center from I-10 Phoenix**

Note: Please do not use GPS for directions from Phoenix as this area is not recognized in the GPS system.

If coming from Phoenix on the 1-10 freeway, you will take the freeway going south to Casa Grande, AZ. Get on exit 194 (Casa Grande). At this exit, you will turn left going over the freeway, going east. This road turns into highway 287. You will pass the Promenade Mall on the left and other businesses on the right. You will continue on highway 287 going east, for approximately 8 miles. You will come to a set of traffic lights about 5 to 6 miles continuing east, which is 11 Mile Corner Road. Do not turn right at the traffic light. If you do, it will take you to a dead end.

Continue east from these traffic lights until you come to a stop sign (you will see La Palma Market catty corner on the left). At this stop sign, make a right, which turns into highway 87, going south. Continue on highway 87 for about 5 miles (5 minutes from the stop sign) until you come to Arica Road. At Arica Road, you will turn right and the facility will be on right side (you can see the facility as you are on highway 87). You will come to the Officer Station and provide the appropriate ID and you will enter the parking lot. The main entrance is by the flagpoles.

(You will not enter the City of Casa Grande making a left on exit 194. If you wish to enter Casa Grande, you will make a right on this exit).

If coming from Tucson on the 1-10 freeway, you will take the freeway going north to Picacho, AZ. Get on exit 211 (you will see a sign indicating Florence/Coolidge). At this exit, you will go right. Continue right and the road turns into highway 87 going north. Continue on highway 87 for approximately 8 miles and you will come to Arica Road. Turn left at Arica Road and the facility will be on the right (you can see the facility as you are on highway 87). You will come to the Officer Station and provide the appropriate ID and you will enter the parking lot. The main entrance is by the flagpoles.