



Saguaro Correctional Center Eloy, Arizona

Inmate Mail Information

Authorized staff has the authority to open all general correspondence before it is delivered, in order to check for contraband.

All incoming mail will be processed within forty-eight (48) hours of receipt, with the exception of Saturdays, Sundays, and Holidays.

Correspondence with any current or former staff member/volunteer is strictly prohibited.

Whenever an item is received that cannot be searched or examined without destruction or alteration i.e.: electronic musical greeting cards, padded cards, double faced Polaroid photos, etc.), it will be returned to sender the inmate's expense. Facility will not accept deliveries from FedEx, UPS etc.

The proper way to address the envelope is...

Senders First and Last Name
Sender Complete Address
City, State, Zip Code

Inmates First and Last Name
Inmates State ID Number
1252 E Arica Road
Eloy, AZ 85131

Procedures for Sending Money

***By Mail — Money Order/Cashier's Check**

Money Order/Cashier's Check made payable to the Inmate First & Last Name and Commissary Number (no personal checks or cash will be accepted)

CCA INMATE TRUST

Inmate First & Last Name (spelled as it appears on your ID card)

Inmate Commissary Number _____

FACILITY: SUARO

P.O. Box 933488

Atlanta, GA 31193-3488

***By Western Union...**

- **Internet Payments** (this takes the longest to post to the inmate's account)
-24/7 at www.westernunion.com/corrections
-Credit or debit card accepted
-Fee as low as \$3.95
- **Telephone Payments**
-24/7 by calling **1-800-634-3422**
-Fee as low as \$5.95
- **Walk-in Cash Payments** (Call **1-800-325-6000** or visit www.westernunion.com for agent location)
-The **Blue Western Union Quick Collect** form must be filled out
-Fee as low as \$5.95
-A receipt will be provided to confirm transaction.

Pay to: Corrections Corp of America

Code City: Trustcca

State: TN

Sender's Account Number: Commissary number and inmate's last name with no spaces in between (i.e. **123456SMITH** This is not the inmate's A#.

Emergency Notifications

For emergencies please contact the Hawaii Department of Public Safety's Mainland Branch at (808) 837-8020.

Visitation Frequently Asked Questions

Who can visit?

Individuals on active probation/parole must obtain written approval to visit. Former inmates will not be allowed to visit unless the inmate is off supervision, has the recommendation of their supervising agent and has prior written approval from the Warden. Former inmates will be limited to visiting immediate family members (i.e. parents, siblings, children). Former inmates that were victims of the crime for which the inmate is currently incarcerated will not be allowed to visit. Any rules that Hawaii PSD has regarding visits of this type will also apply, and the Hawaii PSD's approval will be required.

Co-defendants are prohibited from visiting. Former employees of CCA will not be allowed to visit, unless the employee left in good standing, and the relationship with the inmate was in place (The relationship was fully disclosed at the time their employment was initiated with CCA.), prior to the employee gaining employment with CCA.

Inmates may have a maximum number of 10 visitors on their approved visitation list, this includes all adults and minors.

A maximum of 6 people may visit the inmate at the same time.

How do I get approved for visitation?

The inmate submits a visiting list with the full name, address, phone number, Social Security number, and date of birth. The visitation list will be sent to the Hawaii department of Public Safety for an NCIC check. Hawaii DPS will send the results back to the Security office and the Chief of Security will determine if the visitor is approved or denied. The visitation list will then be entered into the inmate's electronic file and a signed copy will be given to the inmate.

How do minors get approved to visit?

The same process will be used for minors as for adults.

How long does the application process take?

The background process routinely takes 2-4 weeks.

How will I know if I've been approved?

The inmate will be given a signed copy of his approved visitation list. It is the inmate's responsibility to notify his visitors that they were approved. Please do not make travel arrangements until you know if you are approved.

Facility Address and Directions

1250 E Arica Rd. Eloy, Arizona 85131

Directions to the facility from the Phoenix area are as follows: Take I-10 East towards Tucson and exit on 211B. Travel North on Hwy 87 approximately 4 miles. The facility will be on your left.

Directions to the facility from Tucson area are as follows: Take I-10 West towards Phoenix and exit on 211. Travel North on Hwy 87 approximately 4 miles. The facility will be on your left.

What are the days and times of visitation?

Video Visitation: Contact the state of Hawaii's PSD's mainland Branch at **(808) 837-8022** in order to schedule a video visitation. Video visitation appointments are taken on Tuesdays and Wednesdays from 8:00am to 2:00pm.

On Site Visitation: Visitation for general population inmates will take place on Friday, Saturday, Sunday and Monday. Tuesday is reserved for Special Management Inmates (Segregation, SHIP and P.C.) It is the inmate's responsibility to meet with his Unit Team and have the visitor approved. If the visitor is not on the inmates approved visitation list, the visitor will not be allowed into the facility. CCA/SCC reserves the right to deny any visitors that may cause a threat to the security or orderly operation of the facility.

Visitation Schedule

Friday: 8:00 am to noon – **GP**
 1:00 pm to 4:00 pm – **GP**

Saturday: 8:00 am to noon – **GP**
 1:00 pm to 4:00 pm – **GP**

Sunday: 8:00 am to noon – **GP**
 1:00 pm to 4:00 pm – **GP**

Monday: 8:00 am to noon – **GP**
 1:00 pm to 4:00 pm – **GP**

Tuesday: 8:00 am to noon – **NE, ND, SHIP I, SHIP II & SHIP III**
 1:00 pm to 4:00 pm – **HB Pod (Only HB Pod will visit during this time frame)**

How long can I visit?

For Inmates in general population, if you are traveling within 300 miles of the facility, you may choose to visit either in the morning hours or the afternoon hours on each day of visits. If you are traveling 300 miles or more, the inmate may submit a request for extended time 15 days prior to the visit. Extended

time means you will be allowed to visit from 0800 to 1600 hours however the request must be specific and the inmate must write down the exact days of the visit on the request (i.e. Friday, Saturday, Sunday, and Monday). Failure to do so may result in shorter visit times. Special visits will be allowed only under special extraordinary circumstances (i.e. military deployment, holidays, etc.) on Wednesdays, Thursdays and Fridays. These special visits shall be reviewed and approved 15 days prior to the visit on a case-by-case basis by the facility's administration. Inmates must be disciplinary / write up free for a period of (30) days for extended or special visits.

Where do I park when I arrive at the facility?

Parking guidelines:

- a) Visitors shall park and lock their vehicles in the Facility parking area.
- b) Parking for the handicapped will be available in designated areas.
- c) Minor children or animals shall not be left unattended in vehicles on Facility property.

Visitors shall not possess or carry onto the grounds of the Facility; explosive devices, firearms, ammunition, alcoholic beverages, narcotics, dangerous drugs, or objects and/or material of any kind which might be used to compromise the safety and security of this Facility.

Visitors shall not loiter on Facility grounds; visitors waiting for their ride from the Facility shall remain seated in the Lobby until their ride arrives for them.

Smoking is strictly prohibited.

Will I be searched?

Saguaro Correctional Center does random vehicle searches; if you refuse to be searched you will not be allowed on facility grounds.

Upon entrance into the facility you will be required to remove your shoes, belt and clear a metal detector before entering the visitation area.

Saguaro Correctional Center will provide Diapers and wipes for those visitors who have babies; the visitor will be required to change their baby with the provided diaper prior to entering the visitation room. If a visitor should need a diaper while in visitation, they will need to approach the visiting officer and ask for one.

What is the dress code for visitation?

Visitors shall wear conventional clothing in a manner, which is not unduly suggestive or tight fitting, is not similar to the inmate attire, and does not create a security risk. Clothing, hairstyles, insignias or other paraphernalia associated with street gangs or drugs will not be permitted.

- Dresses, skirts, jumpers, Culottes, shorts, skorts, and pants shall not be worn more than two inches above the knee. Wrap around skirts shall not be permitted. Tight fitting pants, skirts, dresses, and other garments that accent the body will not be permitted.
- Halter dresses, halter-tops, tube tops, and dresses or tops with plunging/low cut necklines are not allowed. Sleeveless tops or dresses will not be permitted.
- See through clothing, including sheer fabrics and loose weave, shall not be allowed. Clothing that exposes an undue amount of flesh (for example exposing chest, back, thighs, and midsections) shall not be permitted.
- Visitors will be required to wear underwear (including bras)
- Hats will not be permitted in the visitation area.
- Outer garments such as raincoats or garments that protect against the rain and inclement weather will not be permitted in the visitation area.
- Footwear must be worn. No opened toed shoes, No wheeled shoes i.e. heely's will be not allowed.

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

Upon arrival, visitors will check in and present proper picture identification to the Lobby Officer. An example of accepted picture identification is as follows:

1. Valid Driver's License
2. Passport
3. State Identification
4. Military Identification
5. Student Identification
6. Employment Identification
7. Birth Certificate for minor children

What items am I allowed to bring to visitation?

Cellular phones, pagers, and /or any other electronic devices are not permitted.

Purses, Wallets, Carrying cases, and such are not allowed.

Saguaro Correctional Center will provide Diapers and wipes for those visitors who have babies; the visitor will be required to change their baby with the provided diaper prior to entering the visitation room. If a visitor should need a diaper while in visitation, they will need to approach the visiting officer and ask for one.

Vending machines are on a Smart Card debit system and do not accept cash or coin. A one-time card purchase of \$1.25 is required. The initial purchase requires a \$5.00 bill, at which point a balance of \$3.75 will be added to the card. Additional funds may be added to the card, by using the revalue machine located in the front lobby. Card values expire in 6 months. Cash is not allowed in the Visitation area.

Inmates are prohibited from handling any money; therefore, inmates are not permitted to operate vending machines in the visitation area.

All items purchased from vending machines must be consumed or disposed of in the visitation area.

Public Website

<http://dps.hawaii.gov>