



T. Don Hutto Residential Center Taylor, Texas

Resident Mail Information

There will be no limitation as to the number of letters a resident may send or receive or on the length, language, content or source of the mail, except where there is clear and convincing evidence to justify the limitations for reasons of public safety or facility order and security. Residents are permitted to receive books and appropriate clothes only with prior approval. The resident must be informed by the possible sender that they intend to send a package. Only when the resident has received approval will they then notify the sender that the package may be sent. Pornographic materials and/or materials containing nudity are not permitted to be sent or received by residents.

MAILING ADDRESS:

PO Box 1063
Taylor Texas 76574

PHYSICAL ADDRESS:

1001 Welch Street
Taylor Texas 76574

Procedures for Sending Money

Cash, Checks, and Money Orders will NOT be accepted at this facility, however funds may be sent in one of the following ways:

Deposits to resident accounts may be made from outside sources through the mail by mailing them to the secure lockbox. Deposits should be addressed as:

Facility: TDHRC
Resident's Commissary Number
PO Box 933488
Atlanta, GA 31193-3488

Residents may also receive funds through Western Union. You may do this one of the following ways:

Walk-in cash payments:

- Call 1-800-325-6000

- Fill out the BLUE Western Union Payments form
- A receipt will be provided to confirm your transaction

Telephone Payments:

- Available 24/7 by calling 1-800-634-3422
- Credit or debit card accepted

Online Payments:

- Available 24/7 at westernunion.com/corrections
- Credit or debit card accepted

The sender must provide this information to transfer money at any participating Agent location, by phone, or online.

- Pay to: *Corrections Corp of America*
- Code City/ State: *TRUSTCCA/TN*
- Sender's account #: *COMMISSARY# and resident's first Last Name*
(Example: 123456Ortiz)
- Attention: *Leave this blank*

Also, money can be sent from over 200 countries and territories. Fees may vary by country.

Emergency Notifications

In case of emergency please contact the Chaplain's office at (512) 219-2440 between the hours of 8am and 5pm weekdays or call the main facility number (512) 218-2400 at any time.

Visitation Frequently Asked Questions

Who can visit?

Family, relatives, friends and associates are allowed to visit unless they would pose a threat to the security and good order of the institution.

How do I get approved for visitation?

Staff shall verify each visitor's identity before admitting him/her to the facility. No adult visitor shall be admitted without positive identification. The Facility Administrator may establish a procedure for limited random criminal background and warrant checks, for the purpose of ensuring facility safety and security.

Note: Persons seeking Legal Visitations may complete the legal visitation form at the end of this document.

How do minors get approved to visit?

Staff will contact the supervisor on duty when a visitor's identity is in question. At the supervisor's discretion, a minor without positive identification may be admitted if the accompanying adult visitor

vouches for his/her identity. Minors will remain under the direct supervision of an adult visitor, so not to disturb other visitors. Disruptive conduct by minors, accompanying adults or residents may cause termination of the visit.

How long does the application process take?

Staff shall escort visitors to the visiting room only after completing identification and inspection which generally takes 10 to 15 minutes.

How will I know if I've been approved?

If the identification and inspection process is completed successfully by the visitation staff member you will be notified and escorted to the visiting room.

What are the days and times of visitation?

Visitation is conducted every day from 8:00 am to 8:00 pm. The Facility Administrator may temporarily restrict visiting when necessary to ensure the security and good order of the facility.

How long can I visit?

There is no time restriction on visits other than the normal visitation hours. In unforeseen circumstances, such as the number of visitors exceeding visiting room capacity, the Facility Administrator may modify visiting periods. The facility may authorize special visits for family visitors unable to visit during regular hours.

Where do I park when I arrive at the facility?

Visitors to the facility may park in any unoccupied parking space in the public access parking lot located in front of the facility unless the space is specifically labeled or reserved.

Will I be searched?

All visitors are subject to a personal search. Visitors must pass through a metal detector upon entry. Any other items must pass through an x-ray machine for inspection. The search may also include a pat-down search as well as a visual inspection of purses, briefcases, containers and other items if necessary. No one refusing to be searched shall be permitted to visit. Any visit appearing to pose a threat to facility security shall be refused or terminated.

What is the dress code for visitation?

Female Visitors Age 5 and Older

- 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 comply. Short-shorts, jogging shorts, cut-offs, and other obviously inappropriate short garments are prohibited.
- Skirts and dresses shall extend to mid-thigh when seated.
- Slits in skirts and dresses shall rise no higher than mid-thigh when seated.
- Sheer (see-through) clothing is prohibited.

- The top of clothing shall be no lower than the underarm in the front and back. Bare midriffs and strapless tops, tube tops, and swimsuits are prohibited.
- Shoes (closed toe) shall be worn at all times.
- Gang “colors” and other gang displays are prohibited.

Male Visitors Age 5 and Older

- 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 comply. Short-shorts, jogging shorts, cut-offs, and other obviously inappropriate short garments are prohibited.
- Shirts shall be worn at all times. Muscle shirts, bare midriff shirts and sleeveless shirts are prohibited.
- Shoes shall be worn at all times.
- Gang “colors” and other gang displays are prohibited.

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

Prior to visitation all visitors will be required to supply the following information:

- Name
- Date of Birth
- Social Security Number
- Government Issued Photo Identification or Driver's License
- Current Physical Address
- Relationship to resident
- Immigration Status

What items am I allowed to bring to visitation?

Visitors may bring their Identification, vehicle keys and/or remote, handkerchief or facial tissue if needed, eyeglasses, and a maximum of twenty dollars (\$20.00) in quarters for vending machines. Please leave any unnecessary items in your vehicle. All items entering the facility are subject to search and inspection.

T. DON HUTTO RESIDENTIAL CENTER

1001 WELCH STREET
 P.O. BOX 1063
 TAYLOR, TEXAS, 76474
 Phone: (512) 218-2400 Fax (512)218-2450

LEGAL VISITATION REQUEST

This form must be typed or printed clearly. All shaded areas identify information that must be supplied by the requestor. It is required that this form be received by T. Don Hutto Residential Center Staff at least 24 hours in advance prior to the requested visitation time, Legal Assistants representing a law firm/Attorney

Date sent: _____ **Planned Visit Date:** _____

Attorney/Law Firm/School: _____

Attorney Bar Identification Number: _____

Name of visiting representative: _____

Physical Address: _____

City/State/Zip: _____

Telephone Number: _____ **Fax:** _____

No.	*Bed No.	File # (A Number)	Full Name of Resident	Nationality	*Visitation Time	
					In	Out
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

These guidelines must be followed while conducting official business at T. Don Hutto Residential Center.

- a) Legal visitation hours are Sunday-Saturday 8:00 am-8:00 pm.
- b) TDHRC will not schedule more than one (1) list per Law Firm/Attorney/Legal Representative per day. Law Firm/Attorney/Legal Representative/School will only be allowed to visit the residents on the submitted visitation request form.
- c) Documents or other written materials provided to a resident during a legal visit shall be inspected, but not read, by the visitation supervisor.
- d) Legal representatives/Attorneys are prohibited from soliciting legal employment while in the facility. This includes, but is not limited to, the distribution of business cards to individuals that are not reasonably believed to be a client.

* Indicates a field that must be filled out by CoreCivic T. Don Hutto Staff.