



West Tennessee Detention Facility Mason, Tennessee

Inmate Mail Information

All correspondence addressed to inmates must be sent by U. S. Postal Service. Correspondence sent by other courier or delivery services **will be refused**.

Address envelope as follows:

	<u>Example</u>
Inmate's First & Last Name, Agency#:	Joe Doe #1234567
Institution Name:	West Tennessee Detention Facility
Mailing Address:	P. O. Box 509 Mason, TN 38049

Mail should be written in English or Spanish unless the inmate has prior written approval from the warden to receive correspondence in another language.

All routine mail sent to inmates is opened, examined, and read by designated staff.

Inmates will be permitted to receive only the following types of materials through routine mail:

- i. Written correspondence (no limit as to the number of pages). Correspondence may be written on greeting cards, but cards containing electronic or other non-paper parts, cards which are constructed in such a way as to permit concealment of contraband, or which are larger than 8"x10" will not be permitted. No items can be glued, taped, stapled or otherwise affixed to a page.
- ii. Individual newspaper or magazine articles or clippings or clippings from other publications are permissible (15 page limit).
- iii. Photographs are permissible, not to exceed 8"x10" (no limit)

Prohibited Items not permissible in routine mail:

- i. Inmates are not permitted to receive publications from family members. Publications are ordered through the unit teams.
- ii. Polaroid photographs will not be permitted.

- iii. Inmates are not permitted to receive U. S. postage stamps, self-addressed stamped envelopes, blank greeting cards, stationery or other blank paper or envelopes.

The following items are not permissible for inclusion in, or attachment to, routine mail addressed to an inmate:

- i. Non-paper items.
- ii. Stickers or stamps (other than postal service attachments and address labels affixed to the outside of the envelope).
- iii. Address labels (other than those affixed to the outside of the envelope).
- iv. Laminated cards or other laminated materials.

Incoming mail shall be disapproved for mailing or delivery to an inmate if any part of it:

- i. Depicts or describes procedures for the sale, manufacture, concealment, or construction of ammunition, guns, rifles, bombs, explosives or any other type weaponry.
- i. Depicts, encourages, or describes methods of escape from correctional facilities or contains blueprints, drawings or maps of the city where the facility is located or surrounding communities.
- ii. Depicts or describes procedures for the brewing of alcoholic beverages, or the manufacture of drugs or other intoxicants;
- iii. Depicts, describes or encourages activities which may lead to the use of physical violence or group disruption;
- iv. Encourages deviant sexual behavior which is criminal, in violation of facility rules, detrimental to the rehabilitation of inmates or determined by the Warden or designee to be detrimental to the safety and security of the facility.
- v. Actual or simulated sexual intercourse, sexual bestiality, masochistic behaviors, child pornography, or the suggestion of child pornography.

Procedures for Sending Money

The funds should be sent to **Inmate Trust Fund** or **Western Union**. The funds must be in the form of a money order, cashier's check, or a certified bank draft--**DO NOT SEND CASH**.

CCA Inmate Trust
Inmate First and Last Name, Inmate#

Facility: WSTTN
P. O. Box 933488
Atlanta, GA 91193-3488

Spanish:

CCA Inmate Trust
Nombre y Apellido del Recluso, Número do Recluso
Facility: WSTTN
P. O. Box 933488
Atlanta, GA 91193-3488

Pay to: Corrections Corp of America
Code city: Trustcca State: TN
Sender's account# commissary# and inmate's last name (Example 123456Smith)

Spanish:

Pagar a: Corrections Corp of America
Código ciudad: Trustcca Estado:TN
Número de cuenta (N.º de almacèn y apellido del recluso (Eajemplo 123456Smith))

Emergency Notifications

In case of emergency, please contact the Chaplain's office at (901) 294-3060.

Visitation Frequently Asked Questions

Who can visit?

The inmate will submit an approved list of ten (10) visitors, 16 years of age or older. Children 16 years old or younger need not be included on the approved list. Although a child's name is not required to appear on the approved visiting list, the child does count toward the total number of visitors who may be present at any given time unless the child is an infant under three (3) years of age and can be held on the lap of an adult.

ICE Detainees may have two (2) adults and two (2) children visitors per visit.

All other inmates will be allowed a total of three (3) visitors per visit.

How do I get approved for visitation?

The inmate is afforded the opportunity to fill out a visitation form during the orientation process.

How long does the application process take?

There is no application process; however, it takes approximately 72 hours to approve the inmate's visitation list.

How will I know if I've been approved?

It is the inmate's responsibility to inform the visitor.

What are the days and times of visitation?

All social visits will be non-contact. Visitors must call for an appointment. Inmates' visits are scheduled according to their last name with the exception on ICE Detainees. Visitation takes place between 8:30 a.m. to 5:30 p.m. Tuesday through Friday and from 7:30 a.m. to 5:30 p.m. on Saturday and Sunday for general population inmates.

Segregation inmates will visit on Monday between 8:30 a.m. to 5:30 p.m.

ICE Detainees will be allowed to visit on Saturday, Sunday, and federal holidays.

How long can I visit?

All social visits are one (1) hour.

Where do I park when I arrive at the facility?

Visitor parking has been designated in the east parking lot of the facility.

Will I be searched?

Visitors will be searched by a scanning device and/or frisk or pat search.

What is the dress code for visitation?

Proper dress is mandatory. No suggestive clothing is permitted. No halter, tank, cropped, or midriff revealing tops; no low-cut, tight, or fishnet shirts; no see-through fabrics will be allowed. Spandex or other form-fitting pants are not acceptable. Pants below the knee or Capri pants will be allowed. Casual dresses and skirts, jean skirts, and mid-length split skirts are acceptable. Miniskirts, spaghetti strapped dresses, and sundresses are not acceptable. Shorts are not permitted to be worn in the facility by males or females except by children under ten (10) years of age in the summer. Top coats, bulky sweaters, and jackets are not allowed. Decisions concerning proper dress will be at the discretion of the supervisor. This decision is final.

Visitors must not dress in a manner so similar to that of the inmates that it would pose a threat to security.

It is the responsibility of the individual inmate to advise all approved visitors of the rules and regulations of the facility.

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

All visitors sixteen (16) years of age and older must have a valid, state-issued picture ID (driver's license, state ID only). Driver's license must not be expired.

What items am I allowed to bring to visitation?

A valid driver's license and car keys are permitted into the building.