

CoreCivic (CCA)

Saguaro Correctional Center (SCC)

Eloy, Arizona

INMATE MAIL

All incoming mail will be processed within forty-eight (48) hours of receipt, with the exception of weekends and holidays. Authorized staff has the authority to open all general correspondence before it is delivered in order to check for contraband.

Any items that cannot be searched or examined without destruction or alteration such as electronic musical greeting cards, padded cards, double faced polaroid photographs, etc, will be returned to the sender at the inmate's expense. Facility will not accept deliveries from FedEx, UPS, etc.

Correspondence with any current or former staff members or volunteers is strictly prohibited.

The proper way to address the envelope is:

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

Inmate's First and Last Name
Inmate's State ID Number
1252 E. Arica Rd
Eloy, AZ 85131

LEGAL MAIL

Mail from government officials, attorney of record and the courts are considered Legal mail. Legal mail will be opened and checked for contraband only in the inmate's presence. The envelope must be marked "Legal mail" and must be marked by the sender with the proper seal or identification information. Mail not properly marked and addressed will be returned to

sender. Any mail marked "Legal Mail" in which the contents are found to be other than legal mail, will be rejected and may lead to restrictions placed on the sender for fraudulent representation of legal counsel. Legal mail shall be addressed as follows:

Attorney's Name, Attorney-at-Law
Return address

LEGAL MAIL
Inmate's Name and State ID Number
1252 E. Arica Road
Eloy, Arizona 85131

SENDING FUNDS TO INMATES

Only persons on the inmate's approved visitation list are allowed to deposit money into the inmate's account. Funds will be returned to sender if not on the approved inmate visit list. Money orders must be deposited through the bank processing center in Atlanta, Georgia. Personal Checks, cashier's checks and cash are not accepted. Money orders must be sent separate from all correspondence. The processing center will not forward or return any letters, cards or packages sent with the money order. Inmates can receive and have posted to their account no more than \$500 per month total. All money orders shall be send in an envelope addressed as follows:

Sender's First/Last Name
Return Address

CCA INMATE TRUST
Inmate's First/Last Name (as is on inmate ID card)
Inmate Commissary Number (not the inmate's A number)
FACILITY: SUARO
P.O. Box 933488
Atlanta, GA 31193-3488

Please ensure all this information is on the envelope or the processing of the deposit may be delayed. Only money orders or money wired through Western Union are accepted.

Cash will not be returned but will be placed into an account to be used for the betterment of all inmates. To process money through Western Union on a debit or credit card:

- Internet Payments (take the longest to post to inmate's account) visit www.westernunion.com/corrections
- Telephone Payments Call 1-800-634-3422

- Walk-In cash payments
Visit www.westernunion.com/corrections or Call 1-800-325-6000
A Blue Western Union Quick Collect form must be filled out

Pay to: Corrections Corp of America

Code City: Trustcca

State: TN

Senders Account Number: Commissary number and inmate's last name with no spaces in between (ie 123456SMITH) Not inmate's A-number.

Disputes or questions regarding money posted to the Lockbox or Western Union must be submitted in writing to the following address: Saguardo Correctional Center Business Office, 1250 E. Arica Road, Eloy, AZ 85131, ATTN: INMATE FUNDS ACCOUNTING. Do not fax disputes or questions to the CCA-SCC, as it will not be accepted. Letters regarding disputes or questions must state the specific request and include as much information as possible.

CCA-SSC will not release information regarding an inmate's account balance. Any concerns must be addressed with the inmate.

VISITATION PROCEDURES

All visitors must be on an inmate's approved visitation list. It is the inmate's responsibility to submit a visitation list for approval and to notify the visitor of their approval or denial. Visitors who show up at CCA-SCC and are not on the inmate's approved list, will not be allowed to visit. Visitors age 16 and older must present proper identification, a government issued photo identification (ID) that is issued by a State or Federal Agency. No other type of ID is acceptable. All visitors 18 years of age or under must be accompanied by a parent/legal guardian, or other adult with the written and original notarized consent of the parent/legal guardian for the other adult to bring the minor(s) for visitation.

Visitors will not be permitted to visit more than 1 inmate unless the visitor is a member of the immediate family of more than 1 inmate in CCA-SCC. Immediate family is parent, step-parent, grandparent, sibling, step-sibling, spouse or inmate's children. The assistant Chief of Security or higher ranked approve this exception.

Visitation will be denied if an inmate has received a disciplinary action within 30 days of the requested visit or if an inmate has been a threat to the safety and security of CCA-SSA. There are no exceptions.

Individuals on active probation/parole must obtain written approval to visit. Former inmates must either be off supervision, or have a recommendation from their supervising agent and must obtain written approval from the Warden in order to visit. Former inmates will be limited to visiting immediate family members (parents, grandparents, siblings or children). Former inmates that were victims of the crime the inmate is currently incarcerated for, or was

convicted as part of the crime with inmate is incarcerated for, will not be allowed to visit. Co-defendants are prohibited from visiting at CCA-SCC. Former employees will not be allowed to visit unless the employee left in good standing and the relationship with the inmate was in place prior to gaining employment with CCA and was fully disclosed at the time.

For General Population Inmates, Visitors who travel within 300 miles of CCA-SCC may schedule visitation for either the morning or afternoon hours on each day of visits. If visitors travel 300 miles or more, a request for extended time (8:00 am till 4:00 pm on a Friday, Saturday, Sunday or Monday) may be submitted at least 15 days prior to the visit. The request must detail the specific dates the visitor would like extended time. Special visits are also available on Wednesdays, Thursdays or Fridays for extraordinary circumstances such as military deployment, holidays, etc. and must be requested at least 15 days prior to the visit.

NON-CONTACT or VIDEO VISITATION

All non-contact on site visits are conducted through glass windows and communication takes place by telephone only. Video visitation is available in CCA-SCC. Nevada Department of Corrections is working to make this resource available but have not yet worked out the details. NDOC will release more information as it comes.

VISITATION SCHEDULE

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| FRIDAY | 8:00am-12:00pm (General Population) 1:00pm-4:00pm |
| SATURDAY | 8:00am-12:00pm (General Population) 1:00pm-4:00pm |
| SUNDAY | 8:00am-12:00pm (General Population) 1:00pm-4:00pm |
| MONDAY | 8:00am-12:00pm (General Population) 1:00pm-4:00pm |
| TUESDAY | 8:00am-12:00pm (Special Populations) 1:00pm-4:00pm |

All visitors are subject to an electronic search and random pat search for the control of contraband. Non-compliance to any request of the Searching Officer will result in termination of the visit. All visitors and belongings are subject to search at any time.

Visitors will be required to check purses, bags and other such items into lockers provided at CCA-SCC. Cell phones and cameras are considered contraband and will not be allowed inside. Visitors introducing contraband into the CCA-SCC shall be banned from the institution and may face possible arrest and criminal prosecution.

Visitors smelling of alcoholic beverages or having drugs or an alcoholic beverage on their person will not be allowed to visit or enter the visiting area. Local law enforcement will be contacted in such instances. The use/possession of tobacco or any tobacco products by inmates/visitors in the visiting area is prohibited. No weapons, ammo, alcoholic beverages/containers are allowed in vehicles. Tools and tobacco must be secured in vehicles. All vehicles doors should be locked and windows up.

Items of any kind are not permitted to be passed between inmates and visitors. The only items that may be passed between visitors and inmates are items purchased from the vending machines located in the visitation area. All items purchased from the vending machines must be consumed or disposed of in the visitation area. Inmates are prohibited from handling money, approaching or operating the vending machines.