



Citrus County Detention Facility Lecanto, FL

Inmate Mail Information

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

Inmates shall not be permitted to receive routine mail in **boxes, padded envelopes, plastic bags, multi-layer packaging, envelopes that include metal parts, or any package containing bubble wrap or packing peanuts**.

Always use the inmate's committed name, inmate ID number, and institutional address when addressing your letters.

Address the envelope as follows:

Inmate's last name, first name, Inmate ID #
Citrus County Detention Facility
2604 W. Woodland Ridge Dr.
Lecanto, FL 34461

Envelopes must also include the full name and address of sender.

All routine mail sent to an inmate is opened, examined, and read by designated department staff.

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

1. Written correspondence (no limit as to number of pages). Correspondence may be written on greeting cards.

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.

2. Photographs no larger than 4x6

Nude photographs or photographs which reveal genitalia, buttocks, or the female breast will not be permitted.

Polaroid photographs will not be permitted.

The following items are not permissible and the entire package will be returned to sender if included in mail addressed to an inmate:

1. Postage stamps, stamped envelopes, blank writing paper/envelopes, blank greeting cards, pens or pencils
2. Stickers or bookmarks
3. Correspondence with items affixed with tape, glue, etc
4. Items of a non-communicative nature such as lottery tickets or matchbooks;
5. Address labels (other than those affixed to the outside of the mailing envelope);
6. Laminated cards or other laminated materials.

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

1. Depicts or describes procedures for the construction of or use of weapons, ammunitions, bombs, chemical agents, or incendiary devices;
2. Depicts, encourages, or describes methods of escape from correctional facilities or contains blueprints, drawings or similar descriptions of department of corrections facilities or institutions, or includes road maps that can facilitate escape from correctional facilities;
3. Depicts or describes procedures for the brewing of alcoholic beverages, or the manufacture of drugs or other intoxicants;
4. Is written in code;
5. Correspondence which attempts to forward unauthorized correspondence to a third party.
6. Depicts, describes or encourages activities which may lead to the use of physical violence or group disruption;
7. Encourages or instructs in the commission of criminal activity;
8. Is dangerously inflammatory in that it advocates or encourages riot, insurrection, disruption of the institution, violation of department or institution rules, the violation of which would present a serious threat to the security, order or rehabilitative objectives of the institution or the safety of any person;
9. Threatens physical harm, blackmail or extortion;
10. Pictorially depicts sexual conduct as defined by s. 847.001, Florida Statutes, as follows: (a) actual or simulated sexual intercourse; (b) sexual bestiality; (c) masturbation; (d) sadomasochistic abuse; (e) actual contact with a person's unclothed genitals, pubic area, buttocks, or, if such person is a female, breast; (f) any act or conduct which constitutes sexual battery or simulates

that sexual battery is being or will be committed.

11. Presents nudity or a lewd exhibition of the genitals in such a way as to create the appearance that sexual conduct is imminent, i.e., display of contact or intended contact with genitals, pubic area, buttocks or female breasts orally, digitally or by foreign object, or display of sexual organs in an aroused state.
12. Contains criminal history, offender registration, or other personal information about another inmate or offender which, in the hands of an inmate, presents a threat to the security, order or rehabilitative objectives of the correctional system or to the safety of any person;
13. Contains or appears to contain unknown or unidentifiable substances; or
14. Otherwise presents a threat to the security, order, or rehabilitative objectives of the correctional system, or to the safety of any person.

When an inmate is prohibited from receiving any item of mail, the inmate and the sender will be given notice in writing that the mail has been disapproved stating one of the authorized reasons for disapproval.

1. If contraband is discovered in the mail (other than contraband of an illegal nature), the contraband item and the correspondence will be returned to the sender.

When an inmate is transferred or released, routine mail addressed to the inmate will be returned to sender unless a forwarding address has been supplied by inmate.

Inmates may not send mail to any person who has made a written request to the warden that he/she does not wish to receive mail from the inmate.

1. The parents or legal guardians of a person under the age of 18 may advise that mail is not to be sent to such person.
2. Upon receipt of such request, the warden will cause to be prepared an acknowledgment specifying that the inmate will not be permitted to send mail to the person requesting the correspondence restriction and that such person should return any further mail received from the inmate and notify the warden of the attempt to correspond.
3. This restriction does not apply to civil pleadings or other legal documents pertaining to a civil matter.

Procedures for Sending Money

The funds must be in the form of a money order, cashier's check, or a certified bank draft--DO NOT SEND CASH. The funds should be made payable to the inmate and include their Inmate ID #.

Visitation Frequently Asked Questions

Who can visit?

Inmates are allowed one (1) visitation day per week.

Inmates may receive visits from up to 6 persons during any one visit. They will be split into groups of 2 at a time.

Each person visiting must not:

- Have not been incarcerated at the Citrus County Detention Facility within the last 365 days from the date of the visit.
- jeopardize the security or safety of the facility.

How do I get approved for visitation?

N/A

How do minors get approved to visit?

A natural parent/legal guardian accompanying a minor must present the original birth certificate/ legal guardianship papers.

A minor not accompanied by a natural parent, must have the original birth certificate and a notarized statement from the natural parent stating:

- that the child is allowed to enter the facility for visitation
- the name of the person who will accompany the child
- the name of the Inmate they will be visiting

Minors must remain with the person accompanying them at all times and behave appropriately so as not to disturb other visitors.

How long does the application process take?

N/A

How will I know if I've been approved?

N/A

What are the days and times of visitation?

Visitation must be scheduled 24 hours in advance.

Visitors must arrive 30 minutes prior to their scheduled visit time.

Sunday:	Outside Male Workers & USM	9:45 AM-11:45 AM
	Juveniles & USM	1:15 PM- 3:15 PM
Monday:	Misdemeanors & USM	9:45 AM- 11:45 AM
	Felons & USM	1:15 PM- 3:15 PM
Tuesday:	Felons & USM	9:45 AM- 11:45 AM
	High Risk/ PC/ETC & USM	1:15 PM – 3:15 PM
Wednesday:	Felons & USM	9:45 AM – 11:45 AM
	Females & USM	1:15 PM- 3:15 PM
Thursday:	Felons & USM	9:45AM – 11:45AM
	Felons & USM	1:15 PM- 3:15 PM
Friday:	High Risk/PC/ETC & USM	9:45 AM – 11:45 AM
	Felons & USM	1:15 PM- 3:15 PM
Saturday:	Females & USM	9:45 AM- 11:45 AM
	Misdemeanors & USM	1:15 PM- 3:15 PM

How long can I visit?

Visitors must arrive 30 minutes prior to their scheduled visit time.

Visitors may visit only one inmate per visit for a period of two (2) hours.

Where do I park when I arrive at the facility?

There is ample visitor parking in the front parking lot of the facility. All vehicles must be completely secured while on Citrus County Detention Facility property.

Will I be searched?

All visitors and their possessions entering the Citrus County Detention Facility are subject to search. The visitor may be required to submit to an electronic or pat search before entry is permitted.

What is the dress code for visitation?

Visitors are required to wear long pants (or a dress/skirt/shorts of appropriate length), shirts, underclothes and shoes. No low cut blouses. All shirts/blouses must have sleeves. No jackets or sweaters may be used to cover a sleeveless shirt/blouse. Shorts/Skirts must reach at least to the top of the knee. No bathing suits, halter tops, tank tops, tube tops, muscle shirts or miniskirts are allowed. The Visitation Officer will determine if clothing is appropriate.

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

Each visitor must produce a driver's license, state issued photo identification or passport upon entering the facility.

What items am I allowed to bring to visitation?

Cell phones, cameras, cigarettes, lighters, knives, guns, and handcuff keys, are not allowed to be brought into the facility.

Only photo identification and car keys will be allowed into the visitation area.

No purses, wallets, bags, brief cases, etc. will be allowed into the visitation area. We recommend leaving these items in your secured vehicle. The facility has storage space for umbrellas in case of inclement weather. For those unable to store their personal items in a secured vehicle, there are a limited number of lockers available in the lobby. Items not allowed in the facility will not be stored in these lockers. The facility is not responsible for items brought into the facility that are not allowed into the visitation area.