



## **Torrance County Detention Facility**

**Estancia, New Mexico**

### **Inmate Mail Information**

All inmate mail, with the exception of Legal Mail, which will be opened by facility staff in front of the inmate, will be opened by the facility mailroom personnel prior to distribution to the inmate.

Inmates may not receive stamps and/or stamped envelopes, blank paper or any non-paper items.

Inmates are not allowed to receive packages of any type. All orders for shoes, etc., are completed by them through our commissary department.

### **Procedures for Sending Money**

Funds must be sent in the form of a money order or a cashier's check. **NO PERSONAL CHECKS OR CASH.** Funds should be made out to the inmate and must include the inmate's CCA- ID number. Once funds are received, they will be put into the inmates facility account. This may take up to two days before their money is accessible.

### **Emergency Notifications**

In case of an emergency, contact the facility's main number, (505) 384-2711.

### **Visitation Frequently Asked Questions**

#### **Who can visit?**

Only 4 approved visitors, (17 and under must be accompanied by an adult; 13 and older must be on the

approved visitation list) will be allowed to visit. Inmates must request the forms from staff and mail them out to the desired visitors. Inmates are allowed one visit per week.

### **How do I get approved for visitation?**

Inmates must request visitation forms from facility staff and mail them out to the requested visitors. Once the forms are completely filled out and mailed back in to the facility, they will be entered into the system and visitation will then be allowed, provided that the inmate is allowed visitation at the time of his/her/ housing unit visitation days.

### **How do minors get approved to visit?**

Anyone 13 or older requesting visitations with an inmate must fill out an approved visitation form and mail it back to the facility. Anyone 17 and under must be accompanied by an adult on all visits to the facility.

### **How long does the application process take?**

Approximately 2 weeks once we have received the applications back via the US mail.

### **How will I know if I've been approved?**

The applicant should call the facility approximately 2 -3 weeks after mailing it to see if it has been received and if they have been entered into the system.

### **What are the days and times of visitation?**

Visitation days are as follows:

THERE ARE NO VISITS ON MONDAY AND TUESDAY

WEDNESDAY– 9:00 a.m. – 4:00 p.m. - Male Segregation (Visits are on a first come/first serve basis – no visitation appointments)

THURSDAY– 9:00 a.m. – 4:00 p.m. – Male Segregation (Visits are on a first come/first serve basis – no visitation appointments)

FRIDAY – 9:00 a.m. – 4:00 p.m. - Males General Population - Unit 6 Floor  
Unit 6 Floor HIGH custody (small area)  
4:00 p.m. – 6:00 p.m. – Females Segregation

SATURDAY – 9:00 A.M. – 4:00 P.M. – Males General Population 1 & 2 Floor  
Unit 1 Floor HIGH Custody (small area)  
4:00 P.M. – 6:00 P.M. - Females General Population

SUNDAY – 9:00 a.m. – 1:00 p.m. – Males General Population 1 7 2 Floor/Unit 8 Floor (small visit area)  
1:00 p.m. – 5:00 p.m. – Males General Population Unit 6/Unit 7 Floor (small visit area)  
5:00 p.m. – 7:00 p.m. - Females General Population

### **How long can I visit?**

All visits at TCDF are a maximum of 2 hour NON-CONTACT visits (if time allows)

### **Where do I park when I arrive at the facility?**

The facility has a large parking lot. Visitors are allowed to park in any area that is unmarked. No person(s)/Visitors will be allowed to remain in vehicle during visit time – all persons must either come inside the facility or leave the premises.

### **Will I be searched?**

Any person(s) visiting the Torrance County Detention Facility are subject to vehicle searches. All persons entering the secure area of the facility will be required to clear a metal detector per policy.

### **What is the dress code for visitation?**

No open toed shoes; no sleeveless shirts/blouses; no caps/hats; no purses/wallets; NO CELL PHONES; no sunglasses; no shorts. Jackets may be worn, however they must be removed and screened for contraband – no jackets and/or hats/caps can be left in lobby area.

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

Any person(s) visiting at TCDF will be required to bring one of the following to EVERY visit:

- 13 and older – photo ID (which can include a school ID and/or drivers license); Birth Certificate, Social Security Card, passport
- 13 and under – Birth Certificate, Social Security Card

### **What items am I allowed to bring to visitation?**

Visitors will be allowed to bring in no more than \$10.00 in coin (must be in a clear bag) to purchase items from the vending machines located in the visitation area. Allowable items for baby(s): 2 diapers, 2 bottles, baby wipes (items must be hand carried in – no diaper bag). If visitors leave the secure visitation area for any reason, the visit will immediately be terminated.

Visitation days and times can be changed and/or cancelled for any reason due to security needs.