



# Wheeler Correctional Facility

## Alamo, Georgia

### Inmate Mail Information

All correspondence addressed to inmates/residents must be sent through the United States Postal Service (USPS) and comply with USPS Regulations.

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

#### Address the envelope as follows:

Inmate's last name, first name, GDC#:	Doe, John GDC# 123456
Institution Name:	Wheeler Correctional Facility
Mailing Address:	195 North Broad Street
City, State, Zip Code:	Alamo, GA 30411

The United States Postal Services (USPS) prohibits the mailing of any of the following:

- Potentially hazardous materials that are not properly marked and packaged;
- Perishable items that are not properly marked and packaged;
- Correspondence containing any vile, or obscene material, and matter inciting violence or terrorism;
- Solicitations that mimic billing statements, unless accompanied by a prominent disclaimer;
- Solicitations stating approval by the USPS or Postmaster General, or conformance to any postal law or regulation; and
- Correspondence that bears deliberate imitations of postal markings and/or postal trademarks (e.g. "Priority Mail", etc.).

Correspondents are personally responsible for the content of each item of correspondence they send through the USPS. Any violation of laws governing correspondence will be referred to postal authorities and to appropriate criminal authorities. The sender may be subject to civil or criminal penalties and/or federal prosecution for violation of postal laws.

**Prohibited Correspondence:** Correspondence containing malicious, false, inflammatory, or other types of statements or information, the purpose of which is reasonably intended to harm, or intimidate an employee, visitor, or guest may be prohibited. Correspondence that could reasonably jeopardize legitimate penological interests includes, but is not limited to:

- Plans to escape;
- Plans for criminal activities;
- Plans to introduce contraband into or out of the facility;
- Plans for activities in violation of facility rules;
- Threats to the safety and security of facility order, discipline or rehabilitation;
- Information which, if communicated, would create a clear and present danger of violence and physical harm to a human being (including racially inflammatory material);
- Letters or materials written in code or a foreign language when the inmate/resident understands English (unless the Warden/Administrator or designee determined that the recipient does not read and write fluently in English);
- Correspondence which attempts to forward unauthorized correspondence to a third party;
- Obscene material;
- Correspondence which encourages deviate sexual behavior which is criminal, in violation of facility rules, detrimental to the rehabilitation of inmates/residents, or determined by the Warden/Administrator or designee to be detrimental to the safety and security of the facility (these materials include, but are not limited to, pictures, drawings, or photographs which display or suggest vaginal, rectal, or oral penetration by a person or object, ejaculation, bestiality, sadistic or masochistic behaviors, child pornography, or the suggestion of child pornography);
- Correspondence which may enable one (1) or more inmates/residents to ascertain the time(s), date(s), and/or location(s) of upcoming off-site appointments or transports;
- Personal identifying information (e.g. birth certificate, social security number, driver's license number, etc.) of individuals other than the inmate/resident's and his/her immediate family; and
- Other general correspondence for which rejection is reasonably related to a legitimate penological interest.

**Prohibited Items:** Items normally contained in general correspondence that are considered to be prohibited include, but are not limited to:

- Maps of the city where the facility is located or surrounding communities;
- Polaroid photographs;
- Photo negatives/slides;
- Photo albums;
- Photos of current or former employees;
- Framed photos;
- Greeting cards larger than 8 X 10;

- Greeting cards containing electronic or other non-paper parts;
- Greeting cards constructed in such a way to permit concealment of contraband;
- Stick on labels or stamps that appear to contain contraband;
- Items that are glued, taped, stapled, or otherwise affixed to a page; and
- Any items prohibited by law, regulations, or contract.
- PER GDOC SOP 11B04-0001 INTERNET ARTICLES AND NEWSPAPER CLIPPINGS ARE PROHIBITED THAT PERTAIN TO ANY PORNOGRAPHIC MATERIAL.

## Procedures for Sending Money

1. Online at [www.JPay.com](http://www.JPay.com)
2. By phone 1-800-574-5729
3. At any MoneyGram (Including Walmart and CVS)

## Emergency Notifications

In case of emergency, please contact the Chaplain's office at (912) 568-1731, ext. 25276.

## Visitation Frequently Asked Questions

### Who can visit?

Visitors must be on the inmate's approved visitation list. Inmates may receive visits from immediate family (parents, brothers, sisters, spouse, grandparents, children and stepchildren). Inmates may also receive visits from significant others (member of an inmate's extended family, a friend, or some other person having a meaningful relationship with the inmate).

### How do I get approved for visitation?

Visitors may be requested to complete a GCIC/NCIC consent form for GDC facilities authorizing release of driver and criminal history information to the Georgia Department of Corrections and this facility. Information received will determine approval/disapproval to visit the facility.

Individuals considered as "significant others" must complete the "significant other" application process for visitation privilege.

## How do minors get approved to visit?

Visitors under the age of sixteen (16) must be accompanied by an adult on the visiting list. Any searches of children sixteen (16) years and younger must be performed in the presence of the accompanied adult.

## How long does the application process take?

Approximately 4-6 weeks

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

The inmate you are requesting to visit will receive a notice advising of the approval/denial of your visitation application.

## What are the days and times of visitation?

Regular visiting is held on Saturdays and Sundays between the hours of 8:30 a.m. through 1:30 p.m. and then again at 2:30 p.m. through 7:30 p.m., Eastern Standard Time. The visitation schedule is rotated between housing units every quarter.

<u>SATURDAY</u>		<u>SUNDAY</u>	
100 Unit	2:30 PM – 7: 30 PM	8:30 AM – 1:30 PM	
200 Unit	2:30 PM – 7: 30 PM	8:30 AM – 1:30 PM	
400 Unit	2:30 PM – 7: 30 PM	8:30 AM – 1:30 PM	
900 Unit	2:30 PM – 7: 30 PM	8:30 AM – 1:30 PM	

  

<u>SATURDAY</u>		<u>SUNDAY</u>	
500 Unit	8:30 AM – 1:30 PM	2:30 PM – 7: 30 PM	
600 Unit	8:30 AM – 1:30 PM	2:30 PM – 7: 30 PM	
700 Unit	8:30 AM – 1:30 PM	2:30 PM – 7: 30 PM	
800 Unit	8:30 AM – 1:30 PM	2:30 PM – 7: 30 PM	

## Georgia Department of Corrections observes the following holidays:

- New Year's Day
- Martin Luther King, Jr's Birthday
- Confederate Memorial Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Robert E. Lee's Birthday
- Washington's Birthday
- Christmas Day

## HOLIDAY SCHEDULE

100 Unit	2:30 PM – 7: 30 PM	500 Unit	8:30 AM – 1:30 PM
200 Unit	2:30 PM – 7: 30 PM	600 Unit	8:30 AM – 1:30 PM
400 Unit	2:30 PM – 7: 30 PM	700 Unit	8:30 AM – 1:30 PM
900 Unit	2:30 PM – 7: 30 PM	800 Unit	8:30 AM – 1:30 PM

### How long can I visit?

Visitors will be allowed to visit with an inmate during the scheduled time allotted for his housing unit. Normally, there will be no restrictions placed on length of visits during facility's established visitation periods. However, the Shift Supervisor has the authority to adjust the length of visitation times allotted to individual inmates, or to terminate visits, during time of overcrowding. If overcrowding requires of termination of visits, inmates who had their visits begun first will normally be first to have their visits terminated. However, such factors as relationships, frequency of visits, distance traveled, etc, will be taken into consideration. The Shift Supervisor may also terminate individual visits because of improper conduct or failure to abide by regulations.

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

Visitors are required to park in the designated visitor parking lot. Visitors must ensure that vehicle windows are closed and doors are locked. Visitors are not authorized to park in any of the restricted areas. Persons or pets are not allowed to be left in parked vehicles during visitation. All visitors will be required to sign in and out for all visiting sessions on the Inmate Visitor Register. Any small child incapable of signing in is required to be signed in by the adult visitor who is responsible for the child.

### Will I be searched?

Visitors are required to pass through a metal detector before being allowed into visitation. In the event that a visitor is unable to pass through the metal detector or there is reasonable suspicion that the visitor is in possession of contraband, a pat and/or frisk search may be conducted. Prior to the pat and/or frisk search, the visitor must complete a Voluntary Search Consent. Any visitor who refuses to complete the consent form to be searched will not be allowed to visit until approved in writing by the Chief of Security or Administrative Duty Officer.

### What is the dress code for visitation?

Visitors are required to wear appropriate attire. Shoes are required for all visitors, including children, at all times. Male visitors are required to wear shirts and full length trousers.

Inappropriate clothing shall include, but not limited to:

- Dresses or tops with thin straps which expose shoulders or chest area in many manner
- Tube tops or halter tops of any type

- Any type of clothing which reveals the stomach or midriff area
- Any type of clothing that is made of sheer or transparent material
- Shorts of any kind or any kind of slacks that are above the knee (children aged twelve and under may wear shorts)
- Dresses, skirts, or similar garments that are more than two (2) inches above the knees
- Females are required to wear foundation type garments such as bras, panties, and slip
- Male visitors are not permitted to wear tank tops or short tops of any kind, nor see through tops made of net or mesh webbing. Shorts are not permitted (children twelve (12) and under may wear shorts)

Visitors are not allowed to wear inmate clothing or jewelry at any time during the visit.

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

Visitor must possess a current photo ID. The visitor's identification and car keys must be submitted to the visitation officer prior to entering the visitation area and will be returned at the completion of the visit.

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

Visitors may only bring in authorized items identified by the facility (I.E. ID card, car keys, currency not to exceed \$25.00, currency allowed consists of change and/or \$1.00 bills). Visitors are not allowed to bring food or drink into the facility. Visitors are not allowed to bring food or drink into the facility. Visitors are not allowed to bring money for inmates when visiting. Musical instruments, radios, pets, cameras, or tape recorders will not be allowed in the visiting area.

Visitors that appear to be under the influence of drug and/or alcohol will not be permitted to visit. The introduction, or attempted introduction, of any form of contraband into the visiting area or within the facility property will result in appropriate action taken by both the visiting room officer and administrative staff.