



## **New Mexico Women's Correctional Facility Grants, New Mexico**

### **Inmate Mail Information**

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

Always use the inmates committed name, DOC#, and institutional address when addressing your letters. Address the envelope as follows:

Inmates last name, first name, DOC#  
New Mexico Women's Correctional Facility  
1700 East Old Highway 66; Mailing: P.O. Box 800  
Grants, NM 87020

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 an inmate is opened, examined, and read by designated department staff.

#### **Incoming mail will be rejected for the following reasons:**

- a. There is a clear and present danger that the mail will endanger the internal security of the institution, contains escape plans or other plans involving the prisoner in the commission of a crime or the violation of institutional rules and regulations, or would constitute a crime in and of itself.
- b. The mail contains codes or other attempts to circumvent correspondence regulations.
- c. The material is obscene in that it appeals primarily to the prurient interests or is patently offensive.

#### **Incoming Mail Enclosures:**

Money in the form of a cashier's check or money order may be sent to an inmate in accordance with policy

Photographs will be rejected only pursuant to the same standards and procedures as publications. Photos must be sent without frames so they can be properly inspected without damage. An inmate may not have a picture of him/herself alone for security reasons.

Stamps, stickers, oil, lipstick, perfumed paper, blank/personal stationery or writing paper, self-addressed stamped envelopes, pre-stamped or self-stamped blank envelopes are not permitted.

## Procedures for Sending Money

In order to receive money orders, the sender must be on the inmate's visiting list. Money orders must be signed by the sender and must be legible. All temporary visiting lists expire when inmates leave RDC. Before leaving RDC, inmates are required to send visiting forms to those they wish to have on their permanent visiting list.

The following info is needed in order to process:

**Via Money Order:**

First and Last Name and Commissary Number (e.g. Jane Doe #111111)  
NMWCF  
P.O. Box 933488  
Atlanta, GA 31193-3488

**Via Western Union:**

First and Last Name and Commissary Number (e.g. Jane Doe #111111)  
Code City: TRUSTCCA  
State: TN

Note: When sending money through Western Union's website, select "Corrections Corporation of America" (**NOT** New Mexico Women's Correctional Facility).

## Emergency Notifications

In case of an emergency please contact the Chaplain's office at (505) 287-2941.

# Visitation Frequently Asked Questions

## Who can visit?

Only those 15 that have an approved Visiting Questionnaire on file and are on the inmates visiting list.

## How do I get approved for visitation?

Inmates are responsible for sending out Visiting Questionnaires to all those you wish to have on your visiting list – including “correspondence only”.

## How do minors get approved to visit?

All inmate visitors must submit a **Visitor Application for Visiting Privileges** in advance for processing and to be added to an inmate's visiting list before visitation is permitted.

## How long does the application process take?

It takes approximately 30 days to process an application from the date it is received.

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

The applicant will be notified of acceptance or rejection.

## What are the days and times of visitation?

Visiting Hours are 8:30 a.m. to 3:30 p.m. Monday and Tuesday (non-contact) for RDC and D & E. General population Visiting Hours are 8:30 a.m. to 3:30 p.m. Wednesday through Sunday, except when there are designated holidays. Visiting for Levels V, and IV is from Wednesday through Sunday (non-contact) and hours are based upon current status. Inmates classified level IV will be non-contact.

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

Parking is available in front of the building.

## Will I be searched?

Visitors may be subjected to metal detectors, drug dogs or other drug detection instruments prior to being cleared for visiting. A visitor who refuses to cooperate or attempts to circumvent these detection procedures will not be allowed to visit that day and may be suspended from future visiting privileges.

## What is the dress code for visitation?

### General:

All visitors must be appropriately attired in accordance with this policy before entering any New Mexico Correctional Facility or Privately Operated Facility.

When attire is deemed not in accordance with this policy by the Front Reception Officer, the matter shall be brought to the attention of the Shift Supervisor.

Visitors may not be allowed into the institution if their clothing would make it difficult to distinguish the visitor from an inmate.

Visitors are subject to denial of visiting privilege for that day if their attire is not in accordance with this policy.

Male Visitors:

- a. Trousers and a shirt with sleeves must be worn at all times. Plain white undershirts or muscle, "A" shirts are not allowed when used as an outer garment.
- b. Restricted clothing colors will depend on the facility inmate uniform code.
- c. Shorts, beach-type shorts or cut-offs will not be worn.
- d. Tank-tops are not allowed.
- e. Undergarments shall be worn, but not visible through outer clothing.
- f. Footwear must be worn at all times. Beach-type thongs, flip-flops, slippers, and steel-toed boots or shoes are not permitted. Open-toed shoes are allowed.
- g. No hats, scarves, bandanas, or other types of headbands will be brought into the institution or worn in the Visiting Room.
- h. Sweat clothes or athletic (warm-up) clothes may be worn, with the exception of shorts.
- i. Skintight clothing or spandex is not permitted.

Female Visitors:

- a. Dresses, skirts or pants must be worn.
- b. Skirts or dresses that are more than three inches above the knee are not acceptable.
- c. Shorts, cut-offs, or beach-type shorts are not acceptable.
- d. Seat clothes or athletic (warm-up) clothes may be worn, with the exception of shorts.
- e. Skintight clothing or spandex is not permitted.
- f. Undergarments must be worn, including brassieres, but must now be visible through outer clothing.
- g. Tank top blouses, spaghetti straps, tube tops, halter-tops, or spandex or spandex-like pants are not acceptable, nor is any type of see-through clothing.
- h. Clothing must not be see-through, expose cleavage, the midriff, shoulders or any part of the breast or upper thigh.

- i. No hats, scarves, bandanas or other types of headbands will be brought into the institution or permitted in the visiting room.
- j. No bathing suits will be worn as an outer garment.
- k. Footwear must be worn at all times. Beach-type thongs, flip-flops, slippers, or steel-toed boots or shoes are not permitted. Open-toed shoes are allowed.

Children:

All children the age of 8 or above will be required to adhere to the adult dress code, according to gender.

Children that are 7 and younger will be required to adhere to the adult dress code according to gender with the following exceptions:

- a. They may wear short pants that are not shorter than three inches above the knee.
- b. All children, including infants, will be fully clothed at all times. Infants may wear a diaper but will not be permitted to wear only a diaper.

Miscellaneous: (Regardless of Age)

- a. Clothing expressing profanity, derogatory statements or remarks is not allowed.
  - b. Clothing which promotes drugs, alcohol or sex is not allowed.
  - c. Clothing that, in the opinion of facility staff, is promoting gangs or that has gang symbols, is not allowed.
  - d. Clothing worn in a baggy or sagging fashion, normally identified with gang dress, is not allowed.
  - e. Headwear of any sort (including head bands) is not allowed.
  - f. No sunglasses unless they are prescription.
1. Any attire not covered in the procedure, that is deemed inappropriate by the front reception officer, will be brought to the attention of the Shift Supervisor. The Shift Supervisor may deny visiting privileges based on inappropriate attire and shall document any such denial to the Deputy Warden.
  2. Children must be kept under control at all times while in the visiting room and waiting area. Nuisance created by children and/or adults will be sufficient reason to suspend a visit.
  3. All special visits (e. g., visitors traveling a long distance, prospective employers, law enforcement officers, etc.) may be requested using the Special Visit Request form (CD-100201.3). Visitors

must have prior initial approval by the Unit Manager, Programs Director or Classification Supervisor and final approval from the Deputy Warden.

4. No visitor under the age of 18 will be allowed to visit without first having been properly identified and accompanied by a responsible adult relative, a parent or legal guardian, or has been verified as the inmate's legal spouse.
5. Visitors under the age of (18) eighteen will also be required to submit to drug detection device testing procedures. However, at no time will a minor be subject to a strip search. A positive result on a minor will result in Face-to-Face Non-Contact visiting or denial of visitation for that day if Face-to-Face Non-Contact visiting is not available.

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

Photo ID, for minors school ID, State ID, social security card or birth certificate.

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

Ten dollars in quarters. Diaper bags are not permitted, however, visitors with infant children will be permitted to enter with or have access to a small/ light blanket and bib/burp cloth, two plastic bottles, baby food, plastic spoon, pacifier, two extra diapers and a baby carrier.