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## **INFORMATION SUBJECT TO CHANGE WITHOUT NOTICE**

### **BOOKING PROCESS**

- Officers will gather your personal information at Intake.
- The Officer will assign you a Booking Number and PIN. (Never give your PIN to another inmate.)
- You will be charged a onetime Processing Fee.
- Any cash you have with you at commitment will be added to your account through the Kiosk.
- You will be unclothed, searched, and you will take a shower.
- You will be given your bundle of blankets, hygiene items, and a handbook, along with your prison clothes and shoes.
- You will be seen by the Nurse and answer medical questions.
- You will be allowed a free commitment phone call.
- Once committed, you will be allocated a cell and given orientation.
- You are then held in 48-hour lock in until you are medically cleared and classified by your counselor.

### **COUNSELING**

- Everyone is assigned to and meets with their counselor.
- This is the time you should ask any questions you may have.
- If at any other time you feel the need to talk to your counselor, you may place a request to see him / her.

### **MEDICINE**

- Once you are committed, the medical department will contact your doctor to receive an order for your medicine.
- Not all medicines are approved.
- For more information on approved medicines, please contact the Medical Department at the Correctional Facility before your commitment day.

### **PROPERTY / CLOTHING**

- All clothing will be supplied by the jail or can be purchased from commissary.
- You are not permitted to bring in or have sent in any items. (Excluding books-see below.)

### **BOOKS / MAGAZINES / NEWSPAPERS**

- You will be permitted to have in your possession 2 books, 2 magazines, and 1 bible at a time.
- You are permitted to have newspapers that are Facility dated no older than 48-hours.
- All publications MUST be NEW and be sent from the Publisher or Book Store.

### **JEWELRY**

- You are permitted to wear one wedding band, without stones.
- A religious necklace is permitted, no stones.

**MAIL**

- All mail must be delivered through the US Postal Service.
- Incoming and outgoing mail must be addressed properly or it will be refused.
- All mail containing contraband will be refused.

**PHONE**

- Phones will be available for use throughout the day.
- All calls are outgoing; you will not receive any incoming calls.
- The Staff will NOT deliver messages to anyone.
- To place a call, you will submit a call list for approval.
- You must also have funds on your commissary account to call pre-paid, or the person you are calling has to make billing arrangements with GTL so you are able to call them collect.
- THIRD PARTY CALLS WILL BE DISCONNECTED.
- ALL CALLS ARE RECORDED AND MONITORED.

**VISITS**

- You will submit a visitors list to be approved.
- Once approved, you can sign up for a visit.
- You will receive one 1-hour visit per week.
- You can also request an additional visit once a month.
- You must schedule each visit 24-hours in advance.
- You will sign up for the visit in your housing unit.
- You are responsible for contacting your visitor with the date/time of the visit.
- If your visitor is late or misses the visit, you will not be able to reschedule. You will miss your visit for the week.
- Make your visitor aware that this is a tobacco free facility. Tobacco and tobacco products are contraband. No smoking on Facility property.
- All visitors must show a valid State/Fed id at each visit or they will be denied entry.
- Your visitors should lock all items in their vehicle; only bring in their photo id and keys.
- Let your visitor know they cannot bring their cell phone or any other electronic device in the building.

**COMMISSARY**

- Commissary can be ordered once a week with the funds you have on your account.

**ACCOUNTS**

- Family/friends may add money to your account in the lobby Kiosk of the Facility or online.
- We do not accept checks, or money orders. (We only take cash/credit in the lobby Kiosk.)
- No money will be accepted through the mail.

**HANDBOOK**

- Make certain you read and become familiar with all the rules in the handbook.
- If you are uncertain of anything, please ask an Officer or your Counselor.

**PROGRAMS**

- CCCF offers numerous classes / programs. Check with your housing Officer to sign up.
- Speak to your Counselor about the different classes / programs.