



## Graceville Correctional Facility Graceville, Florida

### 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, DC number, and institutional address when addressing your letters.

Address the envelope as follows:

	<b>Example:</b>
Inmate's last name, first name, DC#	Doe, John DC# 012456
Institution name	Graceville Correctional Facility
Mailing address	5168 Ezell Road
City, State Zip Code	Graceville, FL 32440

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.

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

- i. Written correspondence (no limit as to number of pages). Correspondence may be written on greeting cards, but 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.
- ii. Up to 15 pages of additional written materials, unless prior approval is obtained from the warden to send in an enclosure of greater than 15 pages

Each page can be no larger than 8 1/2 x 14 inches in size; material can be on both sides of a page.

This does not include bound publications which will be handled pursuant to rule 33-501.401, F.A.C. Individual newspaper or magazine articles or clippings or clippings from other publications are permissible, up to the 15 page limit.

No item can be glued, taped, stapled or otherwise affixed to a page.

Requests to send enclosures of greater than 15 pages shall be made to the warden or his designee prior to sending the material.

Exceptions to the 15 page limitation are intended for enclosures concerning legal, medical, or other significant issues, and not for material for general reading or entertainment purposes.

The warden shall advise the sender and the mail room of his approval or disapproval of the request.

iii. Photographs. Photographs will be counted toward the 15 page additional materials limitation.

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

Polaroid photographs will not be permitted.

Photographs will not exceed 8"x10".

iv. Self-addressed stamped envelopes. These items do not count toward the 15 page limitation for additional materials, but cannot exceed the equivalent of 20 (1 ounce) first class stamps.

v. Blank greeting cards (no larger than 8"x10"), stationery or other blank paper or envelopes. These items do not count toward the 15 page limitation for additional materials, but cannot exceed 10 in number, with a total possession limit of 15 of each item. Stationery and blank paper must be white, off-white, or yellow. Card stock, sketch paper, and other types of craft paper may not be included

vi. U.S. postage stamps. The value of the stamps cannot exceed the equivalent of 20 (1 oz.) First class stamps. These items do not count toward the 15 page limitation for additional materials.

The following items are not permissible for inclusion in or attachment to routine mail addressed to an inmate:

i. Non-paper items;

ii. Items of a non-communicative nature such as lottery tickets or matchbooks;

- iii. Stickers or stamps (other than postage stamps, postal service attachments, and address labels affixed to the outside of the envelope);
- iv. Address labels (other than those affixed to the outside of the mailing envelope);
- v. Laminated cards or other laminated materials.

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

- i. Depicts or describes procedures for the construction of or use of weapons, ammunitions, bombs, chemical agents, or incendiary devices;
- ii. 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;
- iii. Depicts or describes procedures for the brewing of alcoholic beverages, or the manufacture of drugs or other intoxicants;
- iv. Is written in code;
- v. Depicts, describes or encourages activities which may lead to the use of physical violence or group disruption;
- vi. Encourages or instructs in the commission of criminal activity;
- vii. 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;
- viii. Threatens physical harm, blackmail or extortion;
- ix. 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.
- x. 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.

- xi. 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;
- xii. It contains an advertisement promoting any of the following where the advertisement is the focus of, rather than being incidental to, the publication or the advertising is prominent or prevalent throughout the publication.

Three-way calling services;

Pen-pal services;

The purchase of products or services with postage stamps; or

Conducting a business or profession while incarcerated

- xiii. Is not in compliance with incoming mail regulations set forth in subsections (2) and (3) of Administrative Rule 33-210.101;
- xiv. Contains or appears to contain unknown or unidentifiable substances; or
- xv. 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.

- i. The Unauthorized Mail Return Receipt, Form DC2-521, will be placed in the original envelope with the correspondence and returned to the sender.
- ii. 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 with the Unauthorized Mail Return Receipt included.

When an inmate is transferred or released, routine mail addressed to the inmate at his old institution shall be treated as follows:

- i. For 1 month after the transfer or release, all first-class and second-class mail will be returned to the post office within 10 working days of receipt with a forwarding address, if available, and a request will be made to postal authorities to forward.

- ii. All postage due is the responsibility of the inmate and must be paid in accordance with postage regulations.
- iii. At the end of the 1-month period, all first-class and second-class routine mail will be returned to the U.S. Postal Service with no attempt to have mail forwarded.
- iv. From the date of transfer or release, all routine mail other than first-class and second-class will be returned to the U.S. Postal Service for its disposition.

Inmates may not send mail to any person who has advised the warden that he does not wish to receive mail from the inmate.

- i. 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.
- ii. Upon receipt of such advisement, 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.
- iii. After the inmate is notified of the correspondence restriction, any further attempt to correspond will be considered a violation of Administrative Rule 33-210.102 and of Section 9-14 of the Rules of Prohibited Conduct, (Administrative Rule 33-601.314, F.A.C.) and will subject the inmate to disciplinary action.
- iv. This restriction does not apply to civil pleadings or other legal documents pertaining to a civil

## **Procedures for Sending Money**

There are only two ways to send money to our facility and they are as follows:

- 1) Money order: The money order should be made payable to the inmate with his DC# and there is a place for the name and complete return address of the person sending the money order. The envelope should have the inmates name with his DC# and bunk location, Graceville Correctional Facility, P O Box 617, Graceville, FL 32440
- 2) Western Union Quick Collect: Should be Graceville Correctional Facility, the city code: Grace C F and the account number would be the inmates DC# and his last name.

## **Emergency Notifications**

In case of emergency, please contact the Chaplain's office at (850) 263-5500 extension 116.

## **Visitation Frequently Asked Questions**

### **Who can visit?**

Only five approved visitors, 12 years of age or older, at any time may visit an inmate in the visiting area. Children 11 years old and younger, are not count towards the number of approved visitors.

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

Inmates are responsible for sending visitor applications to those family and friends they wish to be considered for placement on their visiting list, and can provide with you with a current visitation application. The completed visitor application(s) are to be sent to the Classification Department at the facility.

An application must be completed by all visitors 12 years of age or older. The application form consists of two parts: Form numbers DC6-111A and DC6-111B. You complete and submit the DC6-111A. The DC6-111B is a visitor information summary which should be reviewed and retained by the visitor.

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

Any minor 17 years of age or younger who cannot furnish proof of emancipation must be accompanied by an approved adult on the inmate's visiting list. Further, if you are not the parent, you must present a notarized document from the parent or legal guardian, not an inmate, giving you permission to bring the minor/child in to visit, regardless if the minor is approved. The visitor bringing the minor to visit cannot notarize the document. Minors 12 years of age and older must also undergo a background check and have an approved application on file.

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

It takes approximately 30 days from the time your application if received at the facility, for visitation status to be approved or denied.

### **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, but you are also welcome to call the facility to check the status of your application. .

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

Regular visiting is held on Saturdays and Sundays from 9:00 a.m. through 3:00 p.m. Eastern Standard Time (8:00 a.m. through 2:00 p.m. Central Standard Time). Registration begins at 8:15 a.m. (7:15 a.m.

CST) on both days. Visitors will not be processed after 2:00 p.m. (1:00 p.m. CST) unless authorized by the duty warden. Visitors will be allowed to park in designated spaces no earlier than 7:30 a.m. EST and 6:30 a.m. CST on visiting days.

Regular visiting is permitted on the following holidays:

- New Year's Day
- Birthday of Martin Luther King, Jr. (third Monday in January)
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day (November 11th)
- Thanksgiving Day
- Friday after Thanksgiving; and
- Christmas Day

If any of the holidays listed above falls on Saturday, the preceding Friday will be observed as a holiday. If any of these holidays fall on Sunday, then the following Monday will be observed as the holiday.

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

Visitors are allowed to visit between the hours of 8:00a.m. CST and 2:00p.m. CST. However, when the inside visiting park has reached its maximum capacity, the warden is authorized to utilize any of the following remedies to alleviate overcrowding:

- (a) Other temporary visiting areas or structures;
- (b) Asking earlier arrival visitors to voluntarily leave so that others may enter;
- (c) Mandating early departures of visitors when voluntary departures are insufficient.

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

The north parking lot of the facility is the designated visitors parking area (signs are posted).

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

**We follow Florida Department of Corrections procedure when searching visitors.**

#### **33-601.726 Visitor Searches.**

- (1) Visitors shall be subject to search upon entering and exiting the institution. Refusal of a visitor to be searched upon entering the institution shall result in denial of the current visit. Refusal of a visitor to be searched after entry to the visiting park or upon exiting the institution shall result in the denial of future visits.
- (2) Authorized visitor searches include:

- (a) Search of the interior and exterior of any hand carried item.
    - 1. Staff shall accomplish this search in a manner that does not damage or destroy the item or impair its use.
    - 2. If the item would be damaged, destroyed or impaired by the search, the visitor shall not be allowed to bring the item into the institution.
  - (b) Careful search by touching of the visitor's hair and scalp;
  - (c) Visual inspections of the ears, nose, and mouth without the insertion of any instruments or the officer's fingers;
  - (d) Removal of and searching inside the visitor's shoes and gloves;
  - (e) Removal of any clothing such as scarves, overcoats, or sweaters worn over a visitor's first layer of exterior clothing, and a search by visual inspection and touching of the interior and exterior and pockets of such clothing;
  - (f) After removal of outer clothing, careful search by visual inspection and by touching of the visitor's first layer of clothing generally worn over one's underwear;
  - (g) Searches with metal detection devices;
  - (h) K-9 searches;
  - (i) Drug ion scanner searches; and
  - (j) Careful search by touching of clothing worn next to the body such as stockings, socks, and diapers, using sufficient pressure to detect contraband items. If it is necessary to remove the diaper of an infant or toddler, written consent from the parent, legal guardian, or authorized adult shall be obtained as provided in subsection (3), and it shall be done in the privacy of a search room with the parent, legal guardian, or authorized adult present and by an officer of the same sex.
- (3) The visitor shall be instructed to sign Form DC1-803, Unclothed Body Search Consent, if specific factual reasons support the suspicion that contraband is concealed on a visitor's person and this suspicion is not resolved by a less intrusive search. The parent, legal guardian, or authorized adult shall sign the consent form and will be present if a minor is to be searched. Form DC1-803 is hereby incorporated by reference. A copy of this form is available from the Forms Control Administrator, 501 South Calhoun Street, Tallahassee, Florida 32399-2500. The effective date is 11-18-11. <http://www.flrules.org/Gateway/reference.asp?No=Ref-00793>.
- (a) The warden or duty warden must approve strip searches. Approval shall be given only after careful evaluation of the asserted factual grounds that justify the search. The visit shall be denied if the visitor refuses to give written consent to the strip search.
  - (b) The visitor shall also be asked to sign Form DC1-804 Consent to or Notification of Search, if reasons exist to search the visitor's vehicle. Form DC1-804 is hereby incorporated by reference. A copy of this form is available from the Forms Control Administrator, 501 South Calhoun Street, Tallahassee, Florida 32399-2500. The effective date is 11-18-11. <http://www.flrules.org/Gateway/reference.asp?No=Ref-00794>. Visiting shall be denied if the visitor refuses to give written consent to search the vehicle.

(4) Security staff of the same sex as the visitor must conduct strip searches.



(5) Visitor body cavity searches are not authorized. If less intrusive searches do not resolve the suspicions, visiting will be denied.

*Rulemaking Authority 944.09 FS. Law Implemented 20.315, 944.09, 944.23, 944.47, 944.8031 FS. History—New 11-18-01, Amended 5-27-02, 1-25-05, 1-4-12, 6-28-12.*

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

### **33-601.724 Visitor Attire.**

(1) Persons desiring to visit shall be fully clothed including shoes. Only religious head coverings are permissible. Visitors shall not be admitted to the visiting area if they are dressed in inappropriate attire. The warden, assistant warden or duty warden shall be the final decision authority and shall assist in resolving inappropriate attire situations. Inappropriate attire includes:

- (a) Halter tops or other bra-less attire,
- (b) Underwear type tee shirts,
- (c) Tank tops,
- (d) Fish net shirts,
- (e) Skin tight clothing or spandex clothing,
- (f) Shoes known as Heelys or any footwear with removable parts,
- (g) Clothes made with see-through fabric unless a non-see-through garment is worn underneath,
- (h) Dresses, skirts, or Bermuda-length shorts more than three inches above the knee,
- (i) Any article of clothing with a picture or language which presents a potential threat to the security or order of the institution, or
- (k) Military style camouflage clothing to include jungle (green), urban (grey or black), and desert (tan or brown).
- (j) A visitor shall be subject to suspension of visiting privileges and the visit shall be terminated if, after admission to the visiting area, the visitor changes, removes or alters his or her attire so that it is in violation of the provisions of this rule.

*Rulemaking Authority 944.09 FS. Law Implemented 944.09, 944.23, 944.8031 FS. History—New 11-18-01, Amended 1-28-07, 10-8-07, 7-12-11.*

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

All visitors sixteen years of age or older must present a valid form of picture identification for visiting registration. Acceptable forms of identification are identification cards that contain a photograph, current address, and date of birth and physical characteristics of the individual. Signatures are not required if the identification otherwise complies with all other standards of proper identification.

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

**33-601.725 Permissible Items for Visitors.**

- (1) Visitors shall be allowed to bring only authorized items listed into any department facility. Entry shall be denied if the visitor attempts to enter the institution or facility while possessing any unauthorized item or any authorized item in more than the approved amounts. Authorized items shall be removed by the visitor at the end of the visit. Authorized items include:
  - (a) Vehicle keys necessary to operate a motor vehicle. However, keyless entry devices are not permitted unless the duty warden or designee visually inspects the keyless entry device and determines that the device is the only means for the visitor to access a motor vehicle and does not pose a threat to institutional security.
  - (b) Up to \$50.00, in \$1.00, \$5.00, \$10.00 and \$20.00 denominations only or silver change, per visitor, regardless of age, to purchase snacks and beverages from visiting park canteens or vending machines. All snacks and beverages shall be purchased and consumed in the visiting area. A small wallet or pouch may be used for containing the bills and any change received from the canteen or vending purchases.
  - (c) One (1) photographic identification card.
  - (d) Prescription medications. The department reserves the right to prohibit individuals from bringing any medication into the facility that may pose a threat to the inmate population or institutional security. Visitor requiring medical injections must leave such items secured in their vehicles and will be allowed to depart the visiting area if an injection is required. Reentry into the visiting area shall be allowed in accordance with Rule 33-601.723, F.A.C. The visitor shall not be allowed to bring needles or syringes into any department facility or dispose of them on the grounds of any department institution or facility under any circumstances.
    1. Visitors taking prescription medications are allowed only the dosage necessary for the visiting period.
    2. Each prescription medication brought into any institution or facility must be in its original prescribed container. The use of one container for different types of medication will not be allowed.
    3. Each container must have a clearly readable prescription label that shows:
      - a. The type of medication,
      - b. The dosage requirements, and
      - c. The individual's name for whom the medication was prescribed.
  - (e) Feminine hygiene items enclosed in the original individual wrapping may be carried into the visiting park in a small pouch or bag.
  - (f) Hairbrush and comb.
  - (g) If the visitor is an authorized adult as defined in Rule 33-601.713, F.A.C., one (1) copy of a

notarized authorization to supervise a minor.

(h) Visitors with authorized infants and small children shall be allowed to bring in

1. Five diapers, three clear plastic baby bottles or two sipper cups for toddlers, one clear plastic baby pacifier and three clear plastic jars of baby food with the original seal intact;
2. Baby wipes or towelettes, provided they are in a clear plastic bag;
3. An infant or baby carrier for each infant. Baby carriers are subject to search before entry into the institution and visitors shall be required to remove the infant from each carrier during the search.
4. One set of infant clothing and a non-quilted blanket for each infant and toddler.

(i) Sunglasses.

(j) Small unopened package of facial tissues in clear plastic.

A visitor who brings any item not listed above that is not considered contraband or illegal, or who brings more than the permissible amounts of authorized items, shall be required to find a secure location to store the items for the duration of their visit.

*Rulemaking Authority 944.09, 944.23 FS. Law Implemented 944.09, 944.23, 944.47, 944.8031 FS. History—New 11-18-01, Amended 5-27-02, 7-1-03, 12-30-03, 11-25-04, 3-29-07, 10-8-07, 3-29-12.*