

MAIL PROCEDURES



All inmates are allowed to send and receive mail through the U.S. Postal Service. Inmates cannot receive mail

or packages sent by UPS, Federal Express, or other commercial mail services. All mail and packages will be opened for security reasons.

Items you cannot mail to an inmate:

- Do not send cash or checks directly to inmates. Money should be deposited into the Inmate's Account.
- Do not send stamps to inmates. Inmates must purchase stamps through the Commissary.
- Do not send books or magazines to inmates. Per policy, inmates must submit a request slip and order these directly from the publisher using money from their Inmate Accounts.

When sending mail to your friend or family member, include the following information to ensure that your mail reaches the appropriate person:

Inmate's Name (First and Last)
Inmate's ID Number
Inmate's Wing and Building
PO Box 8312
Cranston, RI 02920

INMATE ACCOUNTS



Each inmate is given an Inmate Account, and any money that she has when she comes to prison is put into this account.

Money earned through in-prison work is also deposited into this account. Inmates must use this account to pay for items through the Commissary, including hygiene and health items as well as comfort items like food and books.

If you would like to deposit money into someone's Inmate Account and the person has been in prison more than 30 days, you must be on the person's visitor list. Prior to 30 days of incarceration, anyone can make deposits into an inmate's account. You can make deposits to Inmate Accounts in person, by mail, or online.

Be sure to include the inmate's ID number on the check or money order. When depositing more than \$100 in person, a photo ID is required as well as a completed deposit slip.

In Person: Inmate Accounts is open for deposits Monday through Friday from 9-11 a.m. and 1-3 p.m. Cash, checks, or money orders may be deposited.

Inmate Accounts Office
West Road, Building #138
Cranston, RI 02920

By Mail: Send check or money orders (no cash) to:

RI Department of Corrections
Inmate Accounts
51 West Road
Cranston, RI 02920

Online: www.JPAY.com or
www.westernunion.com

A Guide for Family and Friends of Incarcerated Women



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Whether this is your first experience having a loved one or friend incarcerated or whether you've been through this process before, it can be a difficult period. As stressful as this situation may be, it is important that you maintain contact with and support your friend or family member during her incarceration. This brochure provides some basic information about visits, telephone calls, mail, and inmate accounts that you might find helpful. For more information, please visit our website at www.doc.ri.gov.



RHODE ISLAND DEPARTMENT OF CORRECTIONS
Cranston, Rhode Island

VISITING INFORMATION



To ensure that your visit goes smoothly, please familiarize yourself with the facility's visiting regulations.

Additional information about visits is available online at <http://www.doc.ri.gov/fac/visits>. The Reception Officer can also provide a copy of the building-specific visiting procedure upon request. Below is a summary of responses to the most common questions people have about visits.

- You will be subject to a background check prior to your visit. It is the inmate's responsibility to fill out a BCI form to have visitors cleared and added to her visiting list. Inmates are allowed to have up to nine adults on their visiting lists.
- Only two adults and two children can visit a woman at any one time (except in cases where a woman has more than two children.)
- You must bring a valid photo ID with you to the visit (driver's license, current passport, military ID, or ID card issued by the DMV). The information on the ID must match the Visiting Room records. Birth certificates must be presented for minor children for each visit to the facility. A permission form, signed by the child's parent or legal guardian, must be presented when someone other than the parent/guardian brings a child to visit.
- Clothing cannot resemble that worn by inmates or by Officers. Clothing should not be tight, sheer, low cut or otherwise revealing. Tank tops, halter tops, shorts/skirts that are more than two inches above the knee are not allowed. Please avoid under-wire bras, as well as metal buttons or buckles. If

| Gloria McDonald and Dix Buildings Visiting Schedule | | | | | | | |
|---|------------|-------------|-------------|-------------|-------------|-------------|------------|
| GM Building | | | | | | | |
| | SUN | MON | TUES | WED | THUR | FRI | SAT |
| 12:15 to 2:15 | A&B | 1-2 p.m. PC | | 1-2 p.m. PC | | 1-2 p.m. PC | C,D |
| 6 to 8 PM | C,D | A&B | | C,D | A&B | C/D | A&B |
| Dix Building | | | | | | | |
| | SUN | MON | TUES | WED | THUR | FRI | SAT |
| 12:15 to 2:15PM | E&F | | | | | | |
| 6 to 8 PM | G | G | | F | G | E | E&F |

GM = Gloria McDonald Women's Awaiting Trial & Medium Security Facility

DIX = Dorothea Dix Women's Minimum Security Facility

Letters represent housing Wings.

It is always recommended that you call the facility Main Control Center to verify an inmate's location and/or visiting schedule before making the trip:

GM (401) 462-2361; Dix (401) 462-3134.

you are unable to clear the metal detector after three attempts, you will be denied a visit for the day.

- Cigarettes or tobacco products cannot be brought into the facilities.
- You can bring change (up to \$10) in a clear plastic bag to purchase snacks from the vending machine.
- You are allowed to wear a wedding band/engagement ring, and/or a medical alert bracelet/necklace. No other jewelry is allowed.
- If you need to carry life saving medication during your visit, you must notify the Reception Officer upon your arrival. The medication will be left with the Visiting Room Officer while you visit.
- Inmates serving disciplinary confinement sanctions are not eligible for visits. Please check with the facility to be sure your friend/family member is able to have a visit before you travel.
- Persons who travel more than 75 miles to visit the Women's prisons are eligible to visit 4 times per year even if they are not on the inmate's visiting list. Such visits may take place outside of the normal visiting schedule.

If you have any questions or concerns regarding the visiting process, please ask to speak with a Superior Officer.

TELEPHONE USAGE



Inmates cannot receive calls. They can either make collect calls or can charge the calls to their own pre-paid telephone account.

Inmates have scheduled times when they can use the phone and there is a 20-minute limit on all calls except for those with attorneys. Inmates are required to submit a list of the names of individuals to whom they wish to make personal calls while they are imprisoned. Only people on the approved list can be called. An inmate must submit a new form any time a change is made to the phone list. All calls, except those with attorneys, will be monitored and recorded for security reasons.

Useful Telephone Numbers:

RIDOC General Info: (401) 462-1000

Bail Info: (401) 462-2261,

TDD: (401) 462-5180

Inmate Accounts: (401) 462-2670

GM Building Control Center:

(401) 462-2362

DIX Building Control Center:

(401) 462-3134

VINE (Victim Information &

Notification Everyday):

(877) 744-8463

Unwanted Calls: If you should receive an unwanted call from an inmate, do not accept the collect call. Just hang up. If it continues to happen, please notify our Special Investigations Unit at **(401) 462-2282**.