

### INMATE PROPERTY

Effective immediately, in accordance with ACA-4-4294 (Ref. 3-4281), NMAC-SC-30 the Gallup McKinley Adult Detention Center will no longer release inmate property this property will include Wallets, Money, Debit Cards, Credit Cards, Personal information cards/documents, Cell Phones, Jewelry, and all items that were found on the inmate at the time of intake.

### RELEASE PROCEDURES

Time-served inmates are normally released on the last day of their sentence. Inmates released by court will be released Monday through Friday. Bail inmates will be released as soon as possible.

### CHARGES & BOND INFORMATION

The best way to obtain information about an inmate's charges and bond is to telephone the facility at (505) 726-8474. If you are unable to call, proceed to the front desk in the lobby of the GMADC.

### FIRST APPEARANCE IN COURT

All inmates who do not bond out of jail will routinely appear before a judge within the first 24-hours of arrest (Monday through Friday). Inmates who are arrested on Friday, Saturday, or Sunday will appear before a judge on Monday morning. Magistrate Court will start between 10:00 am and 1:00 pm; Municipal Court will start at 9:00 am; and inmates who are arrested on a District Court warrant will have 15 to 30 working days to appear before a judge. The judge will inform each inmate of his or her charges and bond. If a judge releases the inmate on their own recognizance, the inmate will be released as described in the release procedures.

### SERVICES & PROGRAMS FOR INMATES

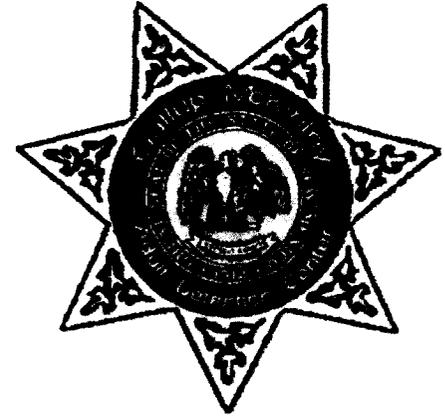
The commissary stocks snack & food, writing paper, socks, T-Shirts, toiletries, and playing cards. Commissary is offered once a week. **DO NOT BRING IN ITEMS TO GIVE TO INMATES, THEY WILL BE REFUSED.**

The Medical Unit provides 24-hour health care for inmates. Prescription medicines are provided as required. Family members who have prescription medications for inmates must see the on-duty nurse, prior to acceptance.

Religious services are offered by various denominations on a regular schedule. There is a Chaplain available for counseling on request.

Educational programs for inmates include AA and NA meetings. Library service is provided to each Housing Unit with a wide variety of books.

Each Housing Unit is equipped with a minimum of two (4) collect-only telephones, and one (1) television. Recreation is offered to all inmates each day, unless housed in the Segregation Unit.



## VISITOR INFORMATION

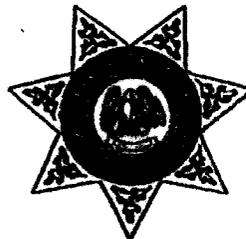
Someone you know is in jail

We would like to make your visit to the Gallup McKinley Adult Detention Center (GMADC) as pleasant as possible. Please take a few minutes to read this pamphlet, and you will find the answers to most of your questions.

### GETTING MESSAGES TO AN INMATE

You may communicate with an inmate at any time via the U.S. Mail. We receive daily deliveries from the U.S. Postal Service. All incoming mail is opened and searched for contraband. Legal and other privileged mail may be opened only in the presence of the inmate addressed. Inmates may only receive CARDS and LETTERS. The mailing address is:

(Inmate's Full Name)  
255 South Boardman  
Gallup, NM 87301



### **SERVICES & PROGRAMS FOR INMATES**

Visitation hours are Monday through Friday, from 9:00-11:00 am and 1:00 pm to 3:30 pm. For visitation information call (505) 726-8474, between the hours of 8:00 am and 5:00 pm. Female visitation will be conducted on Wednesday's only from 9:00 am-11:00 am and 1:00 pm- 3:30 pm. Walk-ins will be on a first come, first served basis. No personal property is allowed past the metal detector. All personal property should be secured in the lobby lockers or in your vehicle. The lockers are \$0.25 each. Each inmate is allowed a ONE-HOUR visit per WEEK. Only three (3) visitors at one time, including children. An adult must accompany children under the age of 18. Children under the age of 3 are not allowed. Inmates have the right to refuse any visit. Inmates cannot have visitors until they have been held for 72-hours. No visitation during inmate's lunch.

**ALL VISITORS MUST HAVE A VALID STATE PICTURE I.D. OR DRIVERS LICENSE, TRIBAL I.D. WILL NOT BE ACCEPTED CHILDREN NEED SSCARD AND BIRTH CERTIFICATE READY FOR PRESENTATION TO THE FRONT DESK**

All visitors shall sign-in and present a valid picture ID to the front desk expired DL or school ID will not be accepted. Once the inmate has been taken to the visitation area, visitors will have to pass through the metal detector. Possession of illegal substances will result in arrest. Attempting to pass any type of contraband to an inmate will result in arrest.

**ALL PERSONS ENTERING THE FACILITY ARE SUBJECT TO SEARCH!**

Visitors will be properly attired shoes, shirt or blouse covering all parts of upper torso to meet top of trousers or skirt. (No tank tops, shorts or Short skirt)  
Permission to visit an inmate may be revoked at any time if the visitor does not conform to the posted rules.

**NO PERSONAL POSSESSIONS ARE ALLOWED IN THE VISITATION AREA**

### **PACKAGES FOR INMATES**

Anything you send an inmate, other than a letter or card will be returned. **DO NOT ATTEMPT TO BRING OR SEND FOOD, BOOKS, MAGAZINES, OR CLOTHING.**

**INMATES CANNOT RECEIVE TELEPHONE CALLS.** We are unable to deliver personal messages. Each Housing Unit has a collect call telephone for inmate use. You must be willing to accept the charges. There is no phone access after lockdown. You will need to contact PayTel at 1-800-729-8355 to set up an account. When setting up an account you need to specify McKinley County. We do not accept calling cards.

### **MONEY FOR INMATES**

If you are paying BAIL we do not take cash we only except money orders, Bonds are accepted 24-hours a day. Do not fill in the "Pay to the Order of" until advised by the front desk officer for bonds. Money orders are no longer accepted at the front desk for inmates. Cash or credit cards

can be use to deposit for commissary in the front lobby of the facility using the Jail ATM machine and you can also go to [www.jailatm.com](http://www.jailatm.com).

### **HOW LONG WILL IT TAKE FOR RELEASE?**

Each arrest delivered to the Gallup McKinley Adult Detention Center must complete the following steps before release:

1. Booking Process
2. Medical Screening
3. Photographing
4. Fingerprinting
5. There is a required 8 hour hold for DUI

The staff is dedicated to ensuring the prompt processing and release of individuals who have been arrested. However, the number of people in Booking at any particular time or the location of the inmate at the time of release may affect the amount of time required.

Inmates who are in a housing unit must complete the following steps before release.

1-Housing Placement, 2-Release, 3-Laundry Issued, 4-Returned Property Release, 5-Warrant Check, 6-Discharge Medical Assessment, 7-Money Returned

Please refer to the Release Procedures Section.

