

**THIS FORM CANNOT
BE FAXED OR
ACCEPTED AT
VISITS. MUST BE
SUBMITTED BY
INMATE, MAIL, OR
DURING OFFICE HOURS!**

Caldwell County Detention Center
Mailing Address: (to mail letters and money to inmates)

Inmate's Name
Caldwell County Detention Center
PO Box 38
Kingston, MO 64650

Address for Visits: (this is only used for directions to visit)
280 W. Main Street
Kingston, MO 64650
816-586-5245

Acceptable Incoming Mail

- Hand written or typed letters.
- Two Paperback books- (nothing violent, gang related, or sexually explicit)
- Greeting cards to detainee (No bigger than 5 X 7,
No handmade cards)
- Soft Cover Bible
- Money orders
- Single Snapshot Pictures (no computer printouts or anything sexually explicit; MUST BE ON GLOSSY PHOTO PAPER AND NO BIGGER THAN 5X7)

General Correspondence and Mail

Incoming and outgoing mail, will be sorted, opened, inspected for contraband, skimmed for security reasons, and distributed to the appropriate inmates on the day it arrives. Hardback books will not be accepted to this facility, regardless if mailed from the publisher. We will destroy any mail that contains contraband. Items we consider contraband include but are not limited to the following: plain or stamped envelopes, stamps, plastic cards/ID, plain sheets of paper, copies of articles from internet, children's coloring book pages, children's schoolwork, magazines or propaganda, any item with glue, tape or body fluids, pornographic photos, magazine pictures or letters. Stickers and drawings are not allowed on the envelopes or letters. All mail must have full legal name and address in the return and delivered to addresses, or it will not be accepted at our facility.

Visitations

Family visits – Inmates are responsible for getting all of the visitor information needed on the Visitor Application Form. Visits must be made by appointment 24-hours in advance, after the office has received a signed copy of completed Visitation Application Form. Background checks will be done on all adult visitors. You are allowed two adults and two minors under age 17 per visit. You are allowed one 30-minute non-contact visit per day. Dress Codes and Rules are posted in lobby, and will be enforced.

Tuesday and Friday	7:30 p.m. (Women's Visits) 8:00 p.m.- 10:00 p.m. (Men's Visits)
Saturday and Sunday	1:00 p.m. (Women's Visits) 1:30 p.m. - 3:00 p.m. (Men's Visits)
Holidays	7:30 p.m. (Women's Visits) 8:00 p.m. – 10:00 p.m. (Men's Visits) 1:00 p.m. (Women's Visits) 1:30 p.m. - 3:00 p.m. (Men's Visits)

Dress Code – Female's skirts or shorts are to be no higher than the knee. Sheer, low-cut, or bare midriff shirts are prohibited. Shoes will be worn by all visitors, and at all times. Males are not allowed to wear Muscle shirts, bare midriff shirts, or sleeveless shirts. Gang "colors" and other gang displays are prohibited.

There are no contact visits in our facility.

Detainee Telephone Service is provided by Encartele, Inc. Families can call 866-476-6723 to set up an account.

Immigration Phone is 816-880-5000.

USMS phone is 816-512-2000