America's Leader in Partnership Corrections

CCA.com

Inmate Handbook For

Visitation

Hardeman County Correctional Facility

2016

MESSAGE FROM THE WARDEN

During your visit to the Hardeman County Correctional Facility, it is my commitment to ensure that you and your friends or relatives are provided an atmosphere that encourages a positive and enjoyable visit. This Visitation Handbook has been designed to help you during your visit. Please read it carefully and adhere to all of the rules and regulations so that your visit will go smoothly for both you and your relative or friend.

The value of outside contact with family and friends is important to both visitor and inmate. By complying with the guidelines contained in this handbook, the privilege of visitation will be maintained in an environment that is satisfactory to all. If my staff or I may assist you as you visit, please let us know.

Respectfully,

Grady Perry, Warden
Hardeman County Correctional Facility

1/29/16
Date

Revised: 01/29/2016
TDOC Approved:

CCA/Hardeman County Correctional Facility

Visitation Handbook

Table of Contents

Visitation Rules 3

Visitor Dress Code 7

Items Allowed by Visitors 8

Inmate Dress 8

Items Allowed by Inmates 9

Special Visits 9

Property 10

Title VI – Civil Rights Act 10

Directions to Hardeman County 11

Key Staff 11

Physical/Mailing Address 11

Transportation and Lodging Information 12

Schedule for Visitation 12

General Information 13

Prison Rape Elimination Act (PREA) 13

VISITATION RULES

Visitation for general population inmates is on Saturday, Sunday, Monday evening and state holidays. Scheduled visitation hours will be posted and provided to each inmate. If the schedule changes, advanced notice will be given to the inmates and will be posted at the pedestrian checkpoint and inmate housing units. It is the responsibility of the inmates to notify their visitors of schedule changes. Only four (4) adults are allowed to visit at one time. However, there is no limit on children. Visitors must be considerate and aware of space available. Visitors and inmates will depart visitation in an organized manner at the conclusion of the visit as directed by the visitation staff. Visitors are required to leave the facility property immediately at the conclusion of visitation. Visitors who receive a visit on the weekend or holiday shall not be permitted a visit on the special week day visitation (Monday evenings).

Visitation for protective custody inmates is on Saturday, Sunday, Monday evening and state holidays, however, will be non-contact in accordance with TDOC Policy 507.01.1 Non-Contact Visitation.

All vehicles must be fully locked and secured. In the event a visitor vehicle is found to be unsecured, that visitor will be instructed to leave the visiting area and the visit will be terminated for the remainder of the day.

From time to time the institution shall perform a search of all vehicles entering the property. In such cases, K-9 drug dogs may be used during the vehicle searches. All persons shall be responsible for any contraband items found in their vehicles. In the event contraband is found, local and state law enforcement officials may issue written citations, make arrests or confiscate visitor's vehicles and belongings. It is illegal to possess the following on prison property: alcoholic beverages and any type of medication that cannot be readily identified by being in original containers or producing a prescription. Any person legally authorized to possess a firearm may transport and safely store a firearm or ammunition in a locked motor vehicle or locked container securely attached to the vehicle while on or utilizing the designated facility parking area. The firearm/ammunition shall be kept from ordinary observation. The introduction of contraband or failure to secure your authorized weapon(s)/ammunition could cause your privileges to be suspended. Visitors who are suspected of introducing contraband into the facility may be required to visit in a non-contact booth. In this situation, there will be no physical contact between inmates and visitors.

The visitor process is as follows:

****All applicants may be subject to NCIC background checks.**

1. Inmates may have eight (8) adults and all immediate family members on their visiting list, subject to the Warden's approval. To add people to a visiting list, inmates should request a visitation application from the unit staff. The visitation application should be sent to the visitor who must complete it in its entirety and return it to the Visitation Supervisor. The Warden/designee will approve or disapprove the application. When a visitor is either approved or disapproved, written notice shall be given to the inmate. Visitation information

will only be released to the affected inmate. Facility staff will not disclose status of a visitor application over the telephone. It is the inmate's responsibility to notify the visitor that he/she has been approved/disapproved. Each adult visitor must provide a bonafide picture identification on each visit. Children age six and older shall have a photograph (not a photocopy) attached to their visitor application CR-2152. These photographs will be updated at ages of 10, 14 and 18. Every visitor regardless of age shall have an approved visitation application on file.

2. Any omissions or falsifications of the visitation application and failure to notarize applications for minors will result in denial of the application form. If any falsification of the CR-2152 occurs by a visitor applicant, the visitor applicant shall not be allowed to resubmit a visitor application for a minimum of six months.

3. All visitors under 18 years of age must be accompanied by an approved visitor who is either the child's parent, legal guardian or guardian. The custodial parent or legal guardian must provide a complete and notarized Parental consent/Release for Minor's Visitation Form (CR-2152, page 2) which designates permission for the assigned visitor (as guardians) to accompany the child to visit and consent for the child to be searched. The requirements do not apply if a visitor is under the age of 18 and legally married to the inmate they are visiting. Proof of marriage must be provided.

4. Members of the clergy, as recognized by the Chaplain or Warden, need not be placed on the Approved Visitor's List.

5. Attorneys of record need not be placed on the Approved Visitor's List.

6. Visitors may not be placed on more than one (1) inmate visitation list unless both the inmates are an immediate family member of the visitor and the relationship can be verified.

7. The institutional Warden shall impose a waiting period of one (1) year to review the application of visitors who have been removed from an offenders approved visitation list, either by visitor or inmate request, before placing them on the list of another offender, or placing them back on the original offenders list.

8. The length of the visit will depend upon the current schedules and space availability. Should overcrowding occur, visitors who are first that day may be asked to leave to allow for others to visit. When overcrowding occurs, visitors shall be required to remain in the lobby until space is available in the visiting area.

9. Visitors found with contraband which is in violation of the law are subject to being detained for local law enforcement officials for possible arrest as per TCA 39-16-201 and visitation privileges may be suspended. This includes all tobacco products and paraphernalia. **(TDOC Policy 507.01)**

10. Any visitor refusing to submit to any search shall be denied admittance and ordered to leave the property.

11. A visitor, who is arrested, shall be suspended pending disposition of the case which may include any conviction, disposition, e.g., incarceration, probation, or parole. Reinstatement of privileges will require submission of a new application.

12. In all instances where inmates test positive for and/or are in possession of illegal drugs, or refuse to comply with a request for drug screen, in addition to appropriate disciplinary actions, the Warden shall suspend the inmates visitation privileges with the exception of ministries and attorneys, according to the following: first offense – suspension for three (3) months; subsequent offenses – visits shall be suspended for additional three-month periods.

13. No one under the influence of drugs or alcohol will be allowed to visit.

14. Inappropriate or socially unacceptable physical contact will not be allowed between inmates and visitors. Examples include, but are not limited to: a) inflammatory comments; b) profanity/cursing; c) threatening others; d) petting or fondling.

15. Visitors are not allowed to deliver correspondence, money, printed materials, packages or any other item to inmates. Inmates will not take any items back to the housing units unless written approval has been granted by the Warden/designee.

16. Upon arriving into the visitation gallery all visitors will be required to approach the supervisor's podium and present the staff member with their perspective passes. Staff members will retrieve the pass and log all visitors in. Each visitor will be directed as to where they will be required to sit during their visitation time.

17. Visitors are responsible for controlling their children. Children are not allowed to run and play in the main visiting area or on the yard. Disciplining children is strictly up to the VISITOR and not the inmate. Any child under the age of twelve (12) must be accompanied by an adult when using restroom facilities.

18. Visitors may not sit on the inmates lap or vice versa.

19. Visitors will not be allowed to bring jackets or coats into the visitation area. Jackets or coats must stay in a secured vehicle or in the lockers provided at the checkpoint area.

20. Visitors and inmates may not sit with their legs crossed over each other and couples will not be hugged up while leaning against the walls. Feet are not to be propped in chairs.

21. The visitors and the inmates hands must be in view at all times and may not be underneath the table and/or clothing.

22. Visitors may not leave the visiting area for any reason and return to checkpoint or the parking lot and expect to re-enter the visitation gallery. Once you leave, the visit is considered over for the day.

23. No baby strollers are allowed, except for strollers and wheelchairs used by disabled children.

24. At no time may a visitor access the inmate restroom and at no time may inmates access the visitor restroom.

25. Visitors and inmates will not be allowed to pass or exchange any items during a visit, including jewelry, clothing, mail or pictures.

26. Institutional property is to be respected. Properly dispose of trash and keep hands off walls and paintings and keep feet off the walls. Children must be controlled while passing through gates and doors. Tables inside the visiting gallery are not to be moved. While visiting at the outside yard area, visitors and inmates are not allowed to sit and/or lie on the ground, nor are they allowed to sit on top of the tables, or lean against the chain-link fence.

27. Inmates who bring personal property to visitation will be sent back to their housing location to leave it there or it will be confiscated.

28. Inmates shall be frisk searched before entering restrooms. Inmates may be strip searched if the visitation supervisor/shift supervisors approves prior to entering the restroom.

29. Inmates and visitors shall remain seated during visits at all times except for the purpose of using the restroom. However, visitors are allowed to make purchases from vending machines for the inmate. Children shall not be allowed to use the vending machines unless accompanied by a parent or legal guardian.

30. Visitors must remain a minimum of ten (10) feet from inmate restroom and strip room.

31. Visitors and inmates may briefly engage in a kiss and embrace with their visitors as they meet at the beginning of the visitation session and again at the conclusion of the session. No excessive, inappropriate kissing or rubbing/touching will be allowed.

32. Non-contact visiting of inmate may be authorized by the Warden/designee in accordance with TDOC Policy 507.01.1.

33. Inmates who accompany their visitor to the vending machine must remain behind the red line from each machine.

34. Handcuff keys are not allowed.

35. CCA/Hardeman County Correctional Facility is a tobacco free facility. The possession/use of tobacco products is strictly prohibited.

VISITOR DRESS CODE

a. Clothing shall fit in an appropriate manner, clothing appearing to be too large or too small for the wearer which creates obvious gaps or exposure, or would present a hazard to the wearer will be rejected.
b. Visitors may not wear excessive clothing such as two pairs of pants or an extra shirt under their top layer of clothing.

c. Visitors must wear appropriate undergarments at all times.

d. No outer garments manufactured from spandex or spandex-type material allowed.

e. No transparent or translucent clothing allowed.

f. Shoes must be worn at all times to provide basic foot protection. Open toed shoes and/or sandals with a back strap may be allowed. Steel-toed shoes, shower shoes and flip-flops are prohibited.

g. No tight/body clinging/revealing clothing allowed.

h. No worn or tattered clothing with holes allowed.

i. Shorts or skirts/dresses are permitted provided the leg is covered to within three (3) inches above the knee in a standing position with the garment worn in the position in which it is intended to be worn. No excessive or revealing splits, buttons or zippers in dresses will be authorized. No wrap-around skirts/dresses. Sundresses, backless, and low cut clothing will not be allowed. Midriff must be covered at all times. No sleeveless shirts or blouses. Cut off shorts are not permitted.

j. Clothing with logos that contain pictures, slogans or vulgarity, or contain signs or symbols of security threat groups (such as gang-related) or any clothing determined by the officer to be associated with security threat groups is not allowed. The association may be made by color combination, designs or logos affixed to the clothing or how the clothing is being worn. No beer advertisements. No camouflage attire allowed.

k. No halters, tube or tank tops, all apparel must have sleeves.

l. No sweat pants, stirrup pants or leggings allowed.

m. No bandannas or hat/caps. During winter months visitors will be allowed to dress appropriately, however, an excessive amount of clothing will not be permitted. For example, a person would be allowed to wear an undershirt, a long sleeve shirt, and a sweater, but more than one sweater or more than one pair of pants would be considered unacceptable.

n. Prosthesis, artificial limbs (plastic or other substances), and cardiac pacemakers and defibrillators shall be allowed and the visitor may be required to present a doctor's note.

Revised: 01/29/2016
TDOC Approved:

o. Visitors are expected to conduct themselves in such a manner that their behavior is not offensive to other visitors, inmates or employees. Visits may be terminated or denied by the on-duty shift supervisor for reasons including, but not limited to, the following:

   a. Visitor is not on approved visitation list.
   b. Visitor refuses to show appropriate and bonafide ID.
   c. Visitor refused to submit to a frisk search or vehicle search.
   d. Visitor is under the influence of drugs or alcohol.
   e. Insufficient space for visiting or is not the inmates designated visiting period.
   f. Improper dress.
   g. Inflammatory comments, profanity, cursing or threatening other inmates, visitors or employees.
   h. Pushing or attempting to strike others.
   i. Horse-playing.
   j. Harassment of inmates, visitors or employees.
   k. Attempting to bring in items which are not permitted or leaving items which are not permitted.
   l. Necking, petting or fondling.
   m. Failure to control children.
   n. The inability to clear the metal detector. Exceptions will be made for visitors whom have a medical reason to indicate that they are unable to clear the metal detector. The visitor may be required to provide proof from the doctor indicating foreign metal in the body.

ITEMS ALLOWED BY VISITORS

1. **Neither wallet nor purse is permitted in the facility. All money must be applied to debit card in the lobby area before clearing checkpoint.** All food and beverage purchases from vending machines will be purchased by the use of a debiteck debit card. Visitors can purchase a debit card for $2 (first time purchases require a $5 bill), inside the facility lobby.

2. Visitor(s) may also bring baby items to include two (2) diapers, baby wipes in plastic container, one (1) clear plastic baby feeding bottle, powder baby formula or approved baby food in clear plastic bag, not to exceed amount for two (2) feedings.

3. Identification with photograph issued by a local state or federal agency is required.

4. Car keys; preferably door key and/or locking mechanism, glasses, wedding ring(s), one (1) other ring and ear ring(s).

INMATE DRESS

TDOC uniform will be the only clothing inmates will be allowed to wear to access visitation. Only one plain white T-shirt may be worn under the TDOC shirt, which must be worn and cannot be removed in the visitation area. No excessive clothing will be allowed such as wearing

sweat pants under the TDOC pants. Inmates are not permitted to wear long underwear during visits. No head coverings will be allowed during visitation other than approved religious items. The white TDOC stripe must be clearly visible and no bleached or cut pants will be allowed. All clothing must be in good repair with no holes, patches or alterations. Pants must be worn around the waist and the shirt buttoned and tucked in. Coats will not be allowed to be worn to visitation. CCA/HCCF staff is not responsible for loss of property.

ITEMS ALLOWED BY INMATES

1. Identification card and facility pass.
2. Wedding band only.

SPECIAL VISITS

A special visit may not be approved if the intended visitor is on another inmate's visitation list unless the inmate is an immediate family member, as defined in TDOC Policy 507.01 Visitation.

The following may be approved for a special visit:

a. Children, as part of a special program to promote family bonding
b. Prospective employers, sponsors, or parole advisors
c. Physicians, psychiatrists, or other health professionals (See Policy #113.30)
d. Persons significant to the inmate for purposes of crisis intervention
e. Official visitors

The intended visitor's status cannot be suspended, denied, or terminated from an inmate's visitation list.

The request may be denied by the Warden/designee, depending on the visitors' criminal record, recent criminal activity, or if the visitor is a current or former CCA or TDOC employee as defined in TDOC Policy 507.01 Visitation.

Requests for special visits must be completed by the inmate and received by the Assistant Warden of Operations at least seven (7) days prior to the intended visit date. Notification of the inmate regarding the approval/disapproval will be made by the Assistant Warden of Operations.

Attorney visits may occur during normal business hours (8:00 am – 5:00 pm, Monday – Friday) to include attorneys and their representatives (i.e. investigators, paralegal, law students, etc.) in reasonable numbers. The Warden/designee must be notified 24 hours in advance of an intended visit, unless it can be shown that such notice was not possible.

Each attorney must present bonafide evidence of his/her license to practice law, to include a state bar membership card and matching identification, such as driver's license. All attorney briefcases, etc...., must be searched in order to prevent possible introduction of contraband.

PROPERTY

Inmates may not send out property through visitation.

TITLE VI – CIVIL RIGHTS ACT

Hardeman County Correctional Facility will not discriminate on the basis of race, color, or national origin in any aspect of its provision of services. You may have access to all institutional programs and services for which you are entitled or eligible regardless of race, color, or national origin.

An inmate alleging discrimination based on race, color, or national origin in the delivery of any services or program may file a complaint. All such complaints must be filed within one hundred eighty (180) days of the occurrence of the alleged discriminatory act. Inmates should utilize the Inmate Grievance Procedures, 501.01, to resolve a complaint alleging a violation under Title VI; however, complaints may be filed with other appropriate agencies such as the Tennessee Human Rights Commission, U.S. Department of Justice, etc....

The Title VI Coordinator for Hardeman County Correctional Facility is the Assistant Warden of Operations.

Tennessee Human Rights Commission
Office of Title VI Compliance
312 Rosa L. Parks Avenue, 23rd Floor
Nashville, TN 37243-1102
Phone: 615.741.5825 Fax: 615.253.1886
Email: titlevicompliance@tn.gov

U.S. Department of Justice
Civil Rights Division
Federal Coordination and Compliance Section, NWB
950 Pennsylvania Avenue, N.W.
Washington, DC 20530
Phone: 1.888.848.5306
(Toll free voice & TTY)

DIRECTIONS TO HARDEMAN COUNTY CORRECTIONAL FACILITY

If coming from Nashville, TN, travel Interstate 40 (I-40) west to Exit #52 toward TN-76/Whiteville, TN. Turn right onto Highway 76 South. After approximately ¼ mile, turn left on to Highway 179. Travel 14 miles to the city of Whiteville. Turn left onto Main Street. Travel approximately 4-5 miles to Bass Street. Turn right and travel straight until you come to the four lane highway. Cross over the four lane to Union Springs Road. The Whiteville Elementary School will be on the right as you cross over. Travel 2.2 miles down the road. Hardeman county Correctional Facility is the second facility on the right.

If coming from Jackson, TN, take highway 45 south to Highway 18. Take Highway 18 south to Highway 100. Take Highway 100 west to Whiteville, Tennessee. Turn right on Highway 64 (this will be a four lane). Turn left on the first black topped road, which will be Union Springs Road. The Whiteville Elementary School will be on the right as you cross over. Travel 2.2 miles down the road. Hardeman county Correctional Facility is the second facility on the right.

If you are coming from Memphis, take exit #18 (Somerville – Bolivar) off I-40. Travel 36 miles to Whiteville. Continue on the four lanes until you come to the Whiteville Elementary School on the right. Turn right at the school which will be Union Springs Road. Travel 2.2 miles down the road. Hardeman county Correctional Facility is the second facility on the right.

KEY STAFF

Grady Perry, Warden
John Rychen Assistant Warden of Operations
Charlotte Burns, Assistant Warden of Programs
Bryon Ponds, Chief of Security
Nichol Owens, Chief of Unit Management
Donnell Peterson, TDOC Contract Monitor

PHYSICAL ADDRESS

Hardeman County Correctional Facility
2520 Union Springs Road
Whiteville, TN 38075

MAILING ADDRESS

Hardeman County Correctional Facility
P.O. Box 549
Whiteville, TN 38075

TRANSPORTATION AND LODGING INFORMATION

GREYHOUND BUS LINES
407 East Main Street
Jackson, Tennessee
1-800-231-2222
(731) 427-1573

SUPER 8 MOTEL
2040 Hwy 64
Whiteville, Tennessee
731-254-8884
(731) 254-8884

Call the 800 number for scheduling times and fares from Jackson, Memphis and Nashville.

CCA/Hardeman County Correctional Facility

VISITATION SCHEDULE

All visitation schedules are subject to change. Our letters rotate every three months. Schedule hours will be provided to the inmates and posted at the pedestrian checkpoint. Inmates shall be responsible for notifying their visitors of schedule changes.

No visitor will be permitted on the premises for visitation until twenty (20) minutes prior to the start of visitation. No visitor shall be admitted during the last thirty (30) minutes of a visiting period.

Monday evening visitation in all areas are only allowed if the visitor has not already visited on the weekend. This visiting period is provided for those whose work schedules preclude weekend visits, not as an additional visiting period.

Visitation to all inmates in segregation (pending hearing, pending investigation, administrative segregation, protective custody and punitive segregation) shall be non-contact. Punitively segregated inmates will not be allowed to visit.

****Our days are split by alphabet of the inmates' last name****

January – March
A – L on Saturday
M – Z on Sunday

April – June
M – Z on Saturday
A – L on Sunday

July - September
A – L on Saturday
M – Z on Sunday

October – December
M – Z on Saturday
A – L on Sunday

Revised: 01/29/2016
TDOC Approved:

SATURDAY, SUNDAYS AND DESIGNATED STATE HOLIDAYS

General Population:	**7:00 am – 2:00 pm**
Protective Custody:	**8:00 am – 10:00 am**

MONDAY EVENING

General Population:	**4:30 pm – 6:30 pm**
Protective Custody:	**4:30 pm – 6:30 pm**

Times are subject to change based on facility counts

ABOUT HCCF VISITING GALLERY

Each visitor is processed through our checkpoint area. Once each visitor has properly cleared the metal detector, they are thoroughly pat searched and hand stamped. Visitors may be directed by visitation staff members as to where they will be required to sit during their visitation time.

Restroom

Both men's and women's visitor restrooms are located at the back of our large visitation gallery.

TDOC Facility Handbooks will be available at:

http://state.tn.us/correction/institutions/visitation.html

Prison Rape Elimination Act (PREA)

Hardeman County Correctional Facility will provide a safe, humane and appropriately secure environment, free from threat of sexual assault for all inmates, by maintaining a program of prevention, detection, response, investigation, and tracking of all alleged sexual assaults. HCCF has a zero tolerance for incidents of sexual assault within the facility.

If an inmate reports to a family member or friend that he has been sexually assaulted or harassed, you may contact the following via phone or letter:

1. The Warden or any staff member of the facility.
2. CCA Facility Support Center.
3. The Tennessee Department of Correction.