



in partnership with the
TENNESSEE DEPARTMENT OF CORRECTION

Visitation Handbook

Revised
April 2011

WHITEVILLE CORRECTIONAL FACILITY
Whiteville, Tennessee

MESSAGE FROM THE WARDEN

During your visit at Whiteville Correctional Facility, it is my commitment to ensure that you and your friend or relative is 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 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. Every visitor should understand that the introduction of any item into the facility without approval is grounds for the suspension of visiting privileges. This includes any type of property such as the exchange of jewelry or shoes. In some cases such as the introduction of drugs, weapons or other dangerous contraband the loss of visiting privileges will be permanent. We want you to retain ties to your loved ones, so I ask that you not jeopardize those privileges by violating facility/TDOC rules and policies.

We also ask that you abide by the rules pertaining to physical contact and respect other visitors and those with children.

If my staff or I may assist you as you visit, please let us know.

Thank you.

Tammy Ford, Acting Warden

VISITATION RULES

1. Visitation for general population inmates is on Saturday, Sunday, Monday evenings, and designated State Holidays. Scheduled visitation hours will be posted and provided to the inmate population through the in-house TV channel. If the schedule changes, advance notice will be given to the inmates and will be posted at the pedestrian checkpoint. It is the responsibility of the inmates to notify their visitors of schedule changes. Visitors will not be permitted on property until 15 minutes prior to visiting hour. Upon arrival at the checkpoint area, visitors are required to sign in the visitors log book. The visitors will be called by the order they signed in. During the checkpoint process visitors will be required to remain behind the red line. Only one person will be allowed to process/clear through the metal detector at a time. At no time shall any individual enter the metal detector unless otherwise directed by the checkpoint staff. However, children under the age of nine (9) will be directly accompanied by their approved escort. Visitors are required to leave facility property immediately at the conclusion of visitation. When individuals are denied entrance into the facility, they will be required to leave the facility immediately. No loitering on facility grounds. Inmates who receive a visit on the weekend or holiday shall not be permitted to visit on Monday evening.
 - Visitors may be required to park vehicles in designated parking areas on the institutional lot. All vehicles must be fully locked and secured (windows rolled up, etc.). 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. Drug K-9 dogs may be used during these 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 visitors' vehicles and belongings. It is illegal to possess the following on prison property: alcoholic beverages, drugs, any type of medication that cannot be readily identified by being in original containers or producing a prescription, and weapons of any type (firearms, ammunition, knives, etc.). Visitors with hand gun permits will not be allowed to carry or possess a firearm on facility grounds. Possession of any of these items is a violation of TCA 39-16-201, introduction of contraband in to a penal facility, and could lead to an arrest. The Warden may limit visits to non-contact status based upon good cause to believe that the visitor is involved in plans to introduce contraband into the facility.
2. **Pre-approved visitors only:**
 - a) A valid driver's license or state issued ID is required for all persons 16 years of age or above. School ID, work ID, social security cards, etc. will not be accepted as proper identification.
 - b) All immediate family members and eight (8) additional adults will be allowed on the inmate's visitation list. Immediate family is defined by Dept. of Correction policy as: Mother, father, husband, wife, children, grandchildren, brother, sister, grandmother, grandfather, half-siblings, son-in-law, daughter-in-law, sister-in-law, brother-in-law, mother-in-law, father-in-law. Stepparents may be considered within this definition. Stepchildren may also be considered immediate family if the offender and his/her spouse were married prior to the current incarceration and the spouse's children were minors who resided in the home, shared by the inmate and spouse, on a regular basis at the time of incarceration. All others, (ie, aunt, uncle, cousin, niece, nephew, fiancée), will be considered as counting towards the 8 additional visitors.
 - c) Every visitor, regardless of age, shall have an approved visitation application on file. Children age 6 and older shall have a photograph attached to their application. These photos must be updated at ages 10, 14, and 18. Updated photographs may be requested more frequently if there have been significant changes in the child's appearance.
 - d) All visitors under 18 years of age must be accompanied by an approved visitor who is the child's parent, legal guardian or guardian. (The custodial parent or legal guardian must provide notarized permission for the minor child to visit, be searched, and on occasion be brought in by another approved adult visitor).
 - e) The requirements of (d) above do not apply if the visitor is under the age of 18 and is legally married to the inmate she is visiting. Proof of marriage must be provided.
 - f) Members of the clergy, as recognized by the chaplain or Warden, need not be placed on the Approved Visitor's List.
 - g) Attorneys of record need not be placed on the Approved Visitor's List.
 - h) Visitors may not be placed on more than one (1) inmate visiting list unless both the inmates are an immediate family member of the visitor and the relationship can be verified.
 - i) The institutional Warden shall impose a waiting period of one (1) year to review the application of visitors who have been removed from an offender's 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 offender's list unless they are an immediate family member.
 - j) An inmate with a current or previous conviction for a crime involving a sexual offense against a minor is restricted from having contact visits with children under the age of eighteen (18) except under the guidelines set forth in a duly signed and witnessed CR-3619, Contact Visitation with Minors Agreement
 - k) All applications for visitors 18 years and above are subject to a NCIC background check.
 - l) The inmate is responsible for advising the visitors of the status (approval/disapproval) of all applications. This information is confidential and will not be given out to pre-approved visitors over the telephone by the visitation department.
3. 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.
4. Visitors found with contraband which is in violation of the law, may be arrested by local law enforcement officials as per TCA 39-16-201 and visitation privileges may be suspended.
5. Any visitor refusing a search of any type will be suspended, up to permanent restriction, from visiting at any TDOC facility.
6. If a visitor is arrested, his/her visitation privileges shall be suspended pending disposition of the case and may be suspended for:
 - a. From one (1) month to permanent suspension;
 - b. The duration of any court sentence including terms of probation, incarceration and parole.
7. Any visitor who is found to have either drugs or firearms while on facility property will be permanently prohibited from visiting at any institution which houses TDOC inmates.
8. In all instances where inmates test positive for or are in possession of illegal drugs, or refuse to comply with a request for a drug screen, in addition to appropriate disciplinary actions, the Warden shall suspend the inmate's visitation privileges as follows: first offense - suspension for six (6) months; second offense with in 18 months of first offense visitation shall be suspended for one (1) year; a second offense more than 18 months from the first offense shall result in suspension of visitation for six (6) months; third and subsequent offenses within 24 months of the first offense, visitation shall be suspended for one year.
9. No one under the influence of drugs or alcohol will be allowed to visit.
10. Inappropriate language and 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. necking, petting or fondling.
11. Visitors are not allowed to deliver correspondence, money, printed materials, packages, jewelry, shoes or any other items to inmates. All such items shall be mailed. Nor will inmates be authorized to take any items back to the housing assignments unless written approval has been granted by the Warden/Designee.
12. Visitors are responsible for controlling their children. Children are not allowed to run and play in the main visiting area or the checkpoint area. 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 (not an inmate) when using restroom facilities, vending machines, microwaves, and game/book shelves.
13. Visitors may not sit on the inmate's lap or vice versa.
14. Inmates will not wear visitor's jackets/coats for any reason. Visitors' coats shall be placed in a locker provided by the facility, or left in their vehicle.
15. Visitors and inmates may not sit with their legs crossed over each other. Visitors and inmates may hug at the onset and end of each visit. Feet are not to be propped in chairs.
16. The visitor's and the inmate's hands must be in view at all times and may not be underneath the table and/or clothing.

17. Visitors may not leave the visiting area for any reason except at the end of the visit or as instructed by staff. Re entry into the visitation gallery is not permitted. Once you leave, your visit is considered over for the day.
18. No baby strollers or infant carriers are allowed, except for strollers and wheelchairs used by disabled children.
19. At no time may a visitor access the inmates' restroom and at no time may inmates access the visitors' restroom.
20. Visitors and inmates will not be allowed to pass or exchange any items during a visit, including jewelry or clothing.
21. Institutional property is to be respected. Properly dispose of trash and keep hands and feet off of walls and paintings. Children must be controlled while passing through gates and doors. Chairs and tables inside the visiting gallery are not to be moved.
22. Inmates who bring personal property to visitation will be sent back to their housing location to leave it there or it will be confiscated.
23. Inmates will be frisk searched before entering restrooms. Inmates may be strip searched if the visitation supervisor/shift supervisor approves prior to entering the restroom.
24. Inmates and visitors shall remain seated during visits except for the purpose of using the restroom or making purchases from vending machines. Children shall not be allowed to use vending machines unless accompanied by parent or legal guardian. Visitors shall make purchases for inmates. Food/drinks purchased must be consumed during visitation or properly disposed of prior to exiting.
25. Visitors must remain a minimum of ten (10) feet from inmate restrooms and strip room.
26. **The Whiteville Correctional Facility is a tobacco free facility.** No use of any tobacco product is allowed on facility grounds.
27. 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 not on approved list
 - b. visitor's refusal to show appropriate valid ID or state issued ID
 - c. visitor's refusal to submit to a frisk search or vehicle search.
 - d. visitor's inability to clear a metal detector.
 - e. visitor is believed to be under the influence of drugs or alcohol
 - f. insufficient space for visiting or is not the inmate's designated visiting period
 - g. improper dress
 - h. inflammatory comments, profanity, cursing or threatening other inmates, visitors or employees
 - i. pushing or attempting to strike others
 - j. horse-playing
 - k. harassment of inmates, visitors or employees
 - l. attempting to bring in items which are not permitted or leaving items which are not permitted
 - m. excessive petting or fondling
 - n. failure to control children

VISITOR DRESS CODE

1. Visitors **must** wear underwear at all times; for females this includes bras. No thongs or water bras. **Also, most underwire bras may not clear the metal detector used at this facility. All visitors must be able to clear the metal detector while fully clothed.**
2. No outer garments manufactured from spandex or spandex-type material.
3. Shoes must be worn at all times. Open-toed shoes and/or sandals; flip-flops or shower shoes may not be worn. No steel toed shoes are allowed.
4. No tight clothing - body clinging/revealing. Any clothing that is transparent or translucent in nature is not allowed.
5. No halter, tube or tank tops. All apparel must have sleeves, split sleeves are not allowed.
6. No hats or bandannas are allowed except for religious headgear (yarmulke/kufi).
7. Shorts or skirts/dresses are permitted provided the leg is covered to within three (3) inches of the center of the knee in a standing position with the garment worn in the position in which it is intended to be worn. No sundresses, backless, low cut; chest and midriff must be covered at all times, shirts must be long enough to cover entire upper body.
8. 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/alcohol advertisements. No camouflage attire is allowed.
9. Prostheses, 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. Any visitor who has had replacement surgery, etc., that would interfere with clearing a metal detector must present a doctor's note before being allowed to enter the facility.
10. Any other item deemed inappropriate by the Shift Supervisor may not be worn.
 - 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. Lockers are located near the entrance of the visitation gallery. Visitors are required to leave coats in these lockers or leave them in their automobile. The institution will not be responsible for loss of property.
11. All males visitors are to wear their pants, jeans or shorts around their waist. No sagging will be allowed.
12. No denim blue jean pants and denim blue shirt will be worn at the same time. Also no denim blue jeans will be worn with a white T-shirt as the top layer.
13. No blue jeans with holes that show bare skin allowed.

Note: If time permits, visitors not in compliance with appropriate dress may be permitted to exit for the purpose of purchasing appropriate clothing at a local business and returning. Extensions will not be made, however, to the visiting schedule.

ITEMS ALLOWED BY VISITORS

- a. Debittek vending machine card (no money/coins allowed past checkpoint area).
- b. Baby items - diapers, diaper wipes (no Vaseline or lotions), plastic bottles, sealed jars of baby food (plastic spoon/fork only), no glass or metal items allowed.
- c. Identification
- d. Car keys
- e. Electronic Communication devices are prohibited. Should there be an urgent need for a device to be kept on the person of a visitor, i.e.: physicians, emergency personnel, etc., a detailed written request shall be prepared and submitted to the Warden. If such a request is approved by the Warden, the device is subject to search by opening compartments upon entry and departure of the visitor. Staff is not responsible for damages or loss of the device during visitation.

INMATE DRESS

TDOC uniform will be the only clothing inmates will be allowed to wear to access visitation. Only one plain white T-shirt or one long sleeve thermal shirt may be worn under the TDOC shirt, which must be worn and can't be removed in the visitation area. No excessive clothing will be allowed such as sweat pants under the TDOC pants. No head coverings will be allowed during visitation other than approved religious items. The white TDOC stripe must be clearly visible and no bleached out 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. No heavily starched clothing is allowed. Coats will not be allowed to be worn to visitation. Inmates will be sent to their housing unit to return any unapproved item. No items will be left in strip search area. CCA/WCF staff is not responsible for loss of property.

ITEMS ALLOWED BY INMATES

- a. Identification card
- b. Wedding band
- c. No jewelry, such as necklaces, bracelets, or watches allowed

SPECIAL VISITS

The Warden or designee may approve the following types of special visits for persons on or not on the inmate’s approved visitation list. If absolutely necessary, they may be approved for hours other than those regularly scheduled for visitation. All special visit applications must be submitted to the visitation department by the inmate. Approved/disapproved special visiting requests will be placed in the inmate’s visitation file.

- a. Visitors who have traveled 200 miles or more and/or do not visit on a regular basis (at the Warden’s discretion)
- b. Children, as part of a special program to promote family bonding
- c. Prospective employers, sponsors or parole advisors
- d. Physicians, psychiatrists, or other health professionals
- e. Person significant to the inmates for purpose of crisis intervention
- f. Official visitors
- g. Immediate family members who are under visitation suspension when the inmate is terminally /critically ill
- h. All visitors under 18 years of age must be accompanied by an approved visitor who is the child's parent, legal guardian or guardian; and must have a notarized parental consent so that the minor can be searched and visit.

TCA Code 39-16-201. Introduction or possession of weapons, explosives, intoxicants or drugs into a penal institution where prisoners are quartered.

- A. As used in this section, unless the context otherwise requires, “telecommunication device” means any type of instrument, device, machine, or equipment that is capable of transmitting telephonic, electronic, digital, cellular or radio communications, or any part of such instrument, device, machine or equipment that is capable of facilitating the transmission of telephonic, electronic, digital, cellular or radio communications. “Telecommunication device” shall include, but not be limited to, cellular phones, digital phones and modem equipment devices.
- B. It is unlawful for any person to:
 - 1. Knowingly and with unlawful intent take, send or otherwise cause to be taken into any penal institution where prisoners are quartered or under custodial supervision any weapons, ammunition, explosives, intoxicants, legend drugs, or any controlled substances found in Chapter 17, part 4 of this title;
 - 2. Knowingly possess any of the materials prohibited in subdivision (b)(1) while present in any penal institution where prisoners are quartered or under custodial supervision without the express written consent of the chief administrator of the institution; or
 - 3. Knowingly and with unlawful intent take, send or otherwise cause to be taken into any penal institution where prisoners are quartered or under custodial supervision any telecommunication device.
- C. A violation of subdivision (b)(1) or (b)(2) is a Class C felony. A violation of subdivision (b)(3) is a Class E felony.

Attorney Visits

Attorney visits may occur during normal business hours (8:00 am - 5:00 p.m., Monday through Friday) to include attorneys and their representatives (i.e. investigators, paralegals, 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

No property will be authorized to be sent out or received by inmates during visitation.

TITLE VI - CIVIL RIGHTS ACT

- Title VI of the Civil Rights Act of 1964 requires federally assisted programs be free of discrimination and the TDOC/Whiteville Correctional Facility **Title VI of the Civil Rights Act of 1964** requires that federally assisted programs be free of discrimination. The Tennessee Department of Correction also requires that its services be offered to all eligible persons regardless of race, religion, national origin, sex, age, creed, color, disabilities, or political views.
- Any visitor who feels they have encountered a Title VI violation may register their complaint with any and/or all of the following in writing:

Assistant Wardens (Facility Title VI Coordinator)
 Or Warden
 Whiteville Correctional Facility
 P.O. Box 679
 Whiteville, TN 38075
 (731) 254-9400

Tennessee Human Rights Commission
 Central Office
 Andrew Johnson Building
 710 James Robertson Parkway, Suite 100
 Nashville, TN 37243-1219
 615-741-5825

U.S. Department of Justice
 Office of Justice Program
 Office for Civil Rights (OCR)
 810 7th Street, NW
 Washington, D.C. 20531
 888-848-5306 toll-free & TDD

DIRECTIONS TO WHITEVILLE CORRECTIONAL FACILITY

- Travel Interstate 40 (I-40) west from Nashville or east from Memphis to Exit #52. Turn right onto Highway 76. After approximately 1/4 mile, turn left onto 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 1 ½ miles down the road. Whiteville Correctional Facility is the 1st facility on the right.

- Travel Interstate 40 (I-40) west from Nashville to Jackson, Tennessee to 45 by-pass. Follow 45 by-pass to highway 45. 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 corner as you turn. Travel 1 ½ miles down the road. Whiteville Correctional Facility is the 1st 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 lane until you come to the Whiteville Elementary School on the right. Turn right at the school which will be Union Springs Road. Travel 1 ½ miles down the road. Whiteville Correctional Facility is the 1st facility on the right.

MAILING ADDRESS

Whiteville Correctional Facility
P. O. Box 679
Whiteville, Tennessee 38075

TRANSPORTATION INFORMATION

GREYHOUND BUS LINES

407 East Main Street
Jackson, Tennessee
1-800-231-2222
(731) 427-1573
Call the 800 number for scheduling times and fares from Jackson, Memphis and Nashville.

PEOPLE'S CAB COMPANY

539 East Chester
Jackson, Tennessee
(731) 422-1661

- Open 24 hours per day
- Will provide transportation to and from Whiteville Correctional Facility at the passenger's expense

Lodging accommodations in area

Super 8 Motel

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

SCHEDULE FOR VISITATION

- Visitation schedules are subject to change. Scheduled hours will be provided to inmates and posted at the pedestrian checkpoint. Inmates shall be responsible for notifying their visitors of schedule changes.
- Visitors are permitted to enter the facility fifteen (15) minutes prior to the beginning of visitation. No visitor shall be admitted during the last thirty (30) minutes of a visiting period.
- Monday evening visitation in all areas is only allowed if 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, and protective custody) shall be non-contact. Punitive segregated inmates will not be allowed to visit.
- Visitation Hours are as follows:
 - Saturday 8:00am-5:00pm Pursuant to the posted Alphabetical Listing.
 - Sunday 8:00am-5:00pm
 - Monday 5:30pm until 8:20pm
- During facility count procedures, entry into the visitation gallery will be allowed however, the inmate will not be able to enter until count is cleared. The length of the visit is contingent upon the current schedules and available space. Should overcrowding occur, visitors who enter first may be asked to exit to allow for others to visit.
- During institutional emergencies, visitation may be canceled as deemed appropriate by the Warden.

If you have any questions, or need additional information, please contact the WCFA Visitation department at (731) 254-9400 ext. 40821.

Office Hours:

Monday-1:00pm - 9: 00 pm
Tuesday-7: 00am -5: 00pm
Wednesday- 7: 00am - 5: 00pm
Thursday- 7: 00am -5: 00pm
Friday- 7: 00am - 5: 00pm
Saturday-8: 00am -5: 00pm
Sunday-8: 00am -5: 00pm