

TURNNEY CENTER INDUSTRIAL COMPLEX

VISITATION HANDBOOK



Reuben Hodge, Assistant Commissioner

James Fortner, Warden

Effective April 1, 2010



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INTRODUCTION

Dear Turney Center Visitor:

This handbook has been prepared to provide needed information to visitors of Turney Center Industrial Complex (TCIX). The enclosed information will prove to be extremely helpful by clarifying some basic details about the institution and its various rules and regulations.

Although not every question or concern can be addressed, this handbook should cover most areas of concern to visitors, and the rules and regulations that apply to visitation. All visitors will be expected to comply with all rules and regulations governing visitation so that each visit may be beneficial for everyone.

Visitation is an important part of the life of all inmates at TCIX. We hope that our visitation program will encourage and preserve family interaction.

Sincerely,

A handwritten signature in cursive script that reads "James Fortner".

James Fortner, Warden

OVERVIEW OF TURNEY CENTER INDUSTRIAL COMPLEX

Turney Center was originally constructed in 1970 to house 572 youthful offenders from the ages of 18 to 21 years of age. During the 1980's - with the implementation of the Prison Plan of the 80's - Turney Center began to house inmates from all different age groups with longer prison sentences and more serious felony charges. The institution went through a period of reconstruction in 1988, and new housing units were completed in February, 1990.

Inmates were moved into the new units in March of 1990. The population capacity at Turney Center then went to 1272 inmates, with custody levels ranging from close custody to minimum trustee.

In August of 2008, Turney Center Industrial Prison (TCIP) became Turney Center Industrial Complex (TCIX) when we were consolidated with Wayne County Boot Camp (WCBC) located in Clifton, Tennessee. The new TCIX is comprised of the original facility (TCIP) which is now designated TCIX-Main and the formerly WCBC, which is now designated WC-TCIX-Annex. The WC-TCIX Annex now houses 300 minimum custody inmates, 75% of whom are assigned to a Therapeutic Community (TC) treatment program with the remaining 25% being cadre inmates. 150 of the TC inmates are Parole Technical Violator Diversion Program (PTVDP) inmates assigned to the A-Pod of the Technical Violator housing unit. These inmates are short term incarceration (up to 7 months) who have a parole grant contingent upon their successful completion of the PTVDP. The other component of the TC is 76 inmates assigned to a longer term (9 to 12 months) program located in B-Pod. The combined population capacity of the Main and Annex site is 1572 inmates. TCIX-Main Unit 6 has a population of 152 inmates with a custody level ranging from minimum direct to minimum trustee. These inmates are the support staff for the facility. The complex is designated as a medium custody facility.

TCIX-Main is located approximately 65 miles from Nashville going west on Interstate 40 and 148 miles from Memphis traveling east. Exit off Interstate 40 at exit 148, turn onto Highway 50 going towards Centerville, turn right onto Highway 229 and follow the signs for Turney Center.

WC-TCIX Annex is located in Clifton, Tennessee, approximately 100 miles southwest of Nashville, Tennessee, and 125 miles east of Memphis, Tennessee. The best major route is interstate 40 to exit 126, highway 69 south, which is approximately 40 miles from the facility. It is five and a half miles north of highway 64, on highway 114, between Savannah and Waynesboro, Tennessee.

LODGING AND RESTAURANTS (TCIX Main)

Holiday Inn

I-40 & Hwy. 13 Exit 143
931-296-2999

Best Western Motel

I-40 & Hwy. 13 Exit 143
931-296-1202

Super 8 I-40

I-40 & Hwy. 13 Exit 143
931-296-2432

Days Inn

I-40 & Hwy. 13 Exit 143

Budget Host Inn

Bucksport - I-40 Exit 152
931-729-5450

Log Cabin Restaurant

I-40 & Hwy. 13 Exit 143
931-296-5311

McDonalds

I-40 & Hwy. 13 Exit 143
931-296-7580

Arby's

I-40 & Hwy. 13 Exit 143

LODGING AND RESTAURANTS (WC-TCIX Annex)

Bear Inn

2250 Billy Nance Blvd.
931-676-5552
Clifton, Tennessee

Clifton Motel

200 Stockade Street
931-676-3515
Clifton, Tennessee

Smokey's (Café)

West Pillow Street
931-676-5486
Clifton, Tennessee

City Cafe

Main Street
Clifton, Tennessee

Country Girl's Restaurant

276 Forrest Avenue
931-676-3175
Clifton, Tennessee

VISITATION SCHEDULE

The warden shall establish a routine schedule of visiting which shall include Saturdays, Sundays, and the following holidays that are recognized as being state holidays:

New Years Day
Martin Luther King's Birthday
President's Day
Good Friday
Memorial Day
Independence Day (July 4th)
Labor Day
Thanksgiving Day
Christmas Day

Visitation on additional days accompanying Thanksgiving / Christmas Day will be determined by the commissioner.

There will be no cooking out on holidays unless those holidays fall on a regularly scheduled cook out day of Saturday or Sunday. At WC-TCIX Annex, outside visitation (cook-outs) are on Saturdays only and only time building inmates are permitted to participate.

The normal visiting hours for general population at this institution are as follows:

	Saturday	8:30 am until 3:15 pm
	Sunday	8:30 am until 3:15 pm
**	Monday evening	5:30 pm until 7:30 pm
	WC-TCIX Annex	6:30 pm until 8:30 pm
	Legal state holidays	8:30 am until 3:15 pm

Inmates rotate for visitation. (For example)

Zone 1 on Saturday
Zone 2 on Sunday

The next week it rotates.

Zone 1 on Sunday.
Zone 2 on Saturday.

** Visitation for Monday evening is to ensure visiting privileges for those inmates that have visitors unable to visit on the weekends. Evening visitation will not occur on state holidays that fall on Monday.

Inmates in the following category visit the same days as zone 2:

Maximum, close and protective custody

Inmates in the following category visit the same days as zone 1:

Those on punitive segregation
Those awaiting a disciplinary hearing

Parole Technical Violator Diversion Program (PTVDP) inmates at WC-TCIX Annex are permitted to visit every other Sunday from 11:30 am to 3:15 pm.

Upon arrival, visitors shall sign the logbook provided for that purpose in the tunnel checkpoint area. Visitors may begin signing up at 8:00 am on weekends and state holidays, and at 5:00 pm on Monday evenings at the Main site and 6:00 pm at the WC-TCIX Annex.

Visitors shall be allowed to visit as long as the visiting gallery is open, provided space is available. If the visiting area becomes overcrowded, those inmates who entered first will be required to leave first.

During an institutional emergency, visitation may be cancelled as deemed appropriate by the warden/designee. Visitors arriving during count will not be processed and allowed to visit until after the count has cleared. Visitors arriving thirty (30) minutes before the cease of visitation will not be permitted to visit.

Turney Center Industrial Complex is located approximately 65 miles from Nashville going west and 148 miles from Memphis traveling east on Interstate 40. Exit off Interstate 40 at exit 148, turn onto Highway 50 going towards Centerville, turn right onto Highway 229 and follow the signs for Turney Center.

WC-TCIX Annex is located in Clifton, Tennessee, approximately 100 miles southwest of Nashville, Tennessee, and 125 miles east of Memphis, Tennessee. The best major route is interstate 40 to exit 126, highway 69 south, which is approximately 40 miles from the facility. It is five and a half miles north of highway 64, on highway 114, between Savannah and Waynesboro, Tennessee.

Since both TCIX sites are located in remote areas, no bus service is provided for either site. Transportation to and from either TCIX location is the responsibility of the visitor.

(TDOC/Facility Handbooks will be available at <http://state.tn.us/correction/institutions/visitations.html>)

APPROVAL AND LIST

- A. A list of approved visitors shall be recorded during each inmate's initial classification.
- B. Blank copies of visitation application forms, CR-2152 visitation application shall be furnished to all inmates with written instructions that prospective visitors shall complete and mail, together with a current photograph, to the warden/deputy warden. Applications should be approved or denied within thirty (30) days of receipt.

- C. No visitor shall be admitted for visitation until the application is approved, except for immediate family visitors of newly committed inmates. In such instances, the warden shall cause the names of the inmate's immediate family to be added to the approved list until receipt of the approval of the visitation application (No more than sixty [60] days from the inmate's intake date should the inmate be allowed to visit [without an application on file]).
- D. All applications submitted may be subject to an NCIC background check.
- E. No more than ten (10) visitors may visit an inmate at one given time due to space and availability.
- F. Valid identification (ID): Any original method of identification with photograph issued by a local, state, or federal agency by which to identify a particular individual. Valid identification must be shown prior to entry into the institution.
- G. The warden shall make the final decision when an applicant is initially disapproved by a designated reviewer. The inmate shall receive notification within 30 days of receipt of the application as to whether or not his/her visitor is approved. If disapproved, a reason(s) shall be noted. It shall then be the inmate's responsibility to advise the visitation applicant of the approval or denial. The inmate may appeal disapproval through the grievance procedure (TDOC Policy #501.01).

WHO MAY VISIT

- A. Approval of visitors shall be at the warden's discretion, in accordance with the following guidelines:
 - 1. All immediate family members who apply and eight (8) additional adults may be approved to visit an inmate upon receipt of CR-2152.
 - 2. Every visitor, regardless of age, shall have an approved visitation application on file. All visitors who are currently on approved lists but do not have visitor applications on file, shall submit an updated application within 6 months of the effective date of 8-1-2007 Visitation Policy 507.01.
 - 3. Children under 18 years of age may visit provided they are accompanied by their parent, legal guardian, or guardian who is also on the inmate's approved visiting list. Identification is not required for children under the age of 16 years; however, a CR-2152 with a recent picture must be on file. The custodial parent or legal guardian must provide a completed and notarized Parental Consent / Release for Minor's Visitation Form (CR-2152, page 2), which designates permission for the assigned visitors (as guardians) to accompany the child to visit and consent for the child to be searched.

4. The requirements of (3) above 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.
5. Children age 6 and older shall have a photograph (not a photocopy) attached to their visitor application. These photographs will 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.
6. Members of the clergy, as recognized by the chaplain or warden, need not be placed on the approved visitors list.
7. Attorneys of record need not be placed on the approved visitors list.
8. Persons that the warden determines could have a harmful influence on the inmate and/or who may constitute a threat to the security of the institution, shall not be approved for visitation. This information shall be entered on e-TOMIS screen L IMM under Visitor Concerns.
9. The following will apply for persons with past criminal felony convictions:
 - a. Only immediate family members with active felony conviction records may submit a visitor application for approval six months following release from incarceration or placement on probation / community corrections or parole supervisor (written consent of supervising officer/counselor is required).
 - b. The warden may disapprove visitation applications of immediate family members with felony convictions if it is believed that the security of the institution or safety of individuals could be jeopardized. This information shall be entered on E-TOMIS screen L IMM under Visitor Concerns.
10. The following will apply to former employees:
 - a. Current or former employees of TDOC, TRICOR, or contract agencies (in Tennessee), interns, and practicum students shall not be approved unless they are immediate family members of inmate.
 - b. If the person's separation from TDOC service was due to violation of state law, e.g., trafficking in contraband whether or not prosecution occurred, visitation requests will not be considered, even if the employee has become an immediate family member.
 - c. If the person's separation from TDOC service was the result of a violation of TDOC Policy #305.03, Employee/Offender Relationships, visitation requests will not be considered, even if that individual has become an immediate family member.

- d. If the person's separation from TDOC service was voluntary and not due to the events as described in (1) and (2) above, the individual may submit an application for consideration after 48 months from the date of TDOC separation.
 - e. If a person's separation from TDOC service was completely voluntary with no policy violation and the person is currently married to the inmate, visitation requests shall also not be considered for a period of 12 months from the date of the marriage to the inmate, nor for a period of 48 months from the date of TDOC separation. If the former employee worked at the facility where visitation would occur, visitation will not be allowed.
 - f. Former TDOC employees, on visitation list as of October 1, 1998, shall be allowed to remain on the list.
 - g. After inmates are released from TDOC custody or released to probation/parole, their currently approved visitors will be required to wait one year before being considered for placement on another inmate's visitation list.
11. All sections of the CR-2152 shall be completed. 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. This information shall be entered on E-TOMIS screen L IMM under Visitor Concerns.
 12. Persons participating, or those who have participated, as volunteers may be considered for visitation approval following a period of 24 months from the conclusion of the volunteer effort.
 13. Visitors may not be placed on more than one (1) inmate visitation list unless both inmates are immediate family members and relationship can be substantiated.
 14. Additions or substitutions to the approved list shall be made on a regular basis but at least quarterly by the same application and approval system cited above. Applications received seeking approval to visit an inmate, who is not yet eligible for a change to his/her list, shall be placed in the inmate's visitation file with an explanation note regarding the eligibility date for re-submission. A copy of the explanation note shall be given to the inmate who then should notify the applicant.
 15. When a visitor has been removed from a non-immediate family inmate's visiting list due to a request from the inmate or the visitor, there shall be a one year waiting period before that visitor may be placed on another non-immediate family inmate's visiting list.

GUIDELINES FOR INMATES UNDER CONVICTION FOR SEX-RELATED OFFENSES AGAINST CHILDREN

- A. An offender 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 18, except under the guidelines set forth in a duly signed and witnessed Contact Visitation with Minors Agreement, CR-3619.
- B. The warden/designee will ensure that this form is executed for all inmates with these types of convictions, regardless of the date they entered TDOC custody. The form will be completed as a part of the classification process.
- C. Inmates who refuse to sign CR-3619 shall be restricted to non-contact visits with children.
- D. Any observed or reported contact of a sexual nature with a child by an inmate shall be immediately reported by the warden/designee to the local Department of Children's Services and Child Protective Services Division.
- E. A victim of an inmate convicted of a sex offense will not be permitted to visit the inmate unless specifically approved by the warden, and then only non-contact visits shall be allowed.

SPECIAL VISITS

- A. The warden or his 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. Approved/disapproved special visiting requests will be placed in the inmate's visitation file.
 - 1. Visitors who have traveled 200 miles or more and/or do not visit on a regular basis (at the warden's discretion)
 - 2. Children, as part of a special program to promote family bonding
 - 3. Prospective employers, sponsors, or parole advisors
 - 4. Physicians, psychiatrists, or other health professionals (See TDOC Policy #113.30)
 - 5. Persons significant to the inmate for purposes of crisis intervention
 - 6. Official visitors

7. Immediate family members who are under visitation suspension when the inmate is terminally/critically ill.

PERSONAL PROPERTY ALLOWED DURING VISITATION

- A. Except for privileged official visitors or as specified in TDOC Policy #507.02, visitors shall not be allowed to deliver any items to inmates.
- B. Facilities utilizing the debit card system for vending machines will not permit any monies into the visitation area.
- C. Electronic communication devices are prohibited. Should there be an urgent need for a device to be kept on the person of a visitor; for example, a physician, 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 visitor entry and departure.
- D. Visitor's shall not be allowed to bring any items into visitation areas except:
 1. Baby items (e.g. diapers, formula, unopened sealed baby food, etc.)
 2. Car keys (with remote keyless entry are allowed)
 3. Debit card
 4. Valid identification
 5. All other items shall be placed by the visitor in their private car.

VISITATION AREA

- A. All institution visits shall take place in areas designated by the warden. The area should allow reasonable ease of communication between inmates and their visitors.
 1. Minimum custody designated inmates shall be given the most flexibility and choices about areas for visitation.
 2. Attorneys and their inmate clients shall, upon request, be afforded privacy for their visits.
 3. Outside visitation areas may be operated from April 1 through October 31 for inmates designated as minimum or medium custody. At WC-TCIX Annex, outside visitation shall be for time building inmates only, PTVDP inmates are not permitted outside visitation privileges. The warden shall develop local procedures governing the use of this area as it pertains to food items if this area is also designated for use as a picnic area. Inmates convicted of Class A disciplinary infractions shall not be allowed to visit in these areas for a minimum of two (2) months subsequent to the conviction.

- a. Visitors arriving to visit with inmates, who are eligible for outside visitation privileges, may choose to conduct visits at either the outside visitation area, or the regular inside designated area.
 - b. Once a visitation area has been chosen by the visitor in the inside main compound, the entire visit must be spent in that area. Inside main compound visitors may not move from one visitation area to another.
 - c. Unit 6 visitors may move inside from the Unit 6 picnic area after they have finished cooking and eating to permit room for other visitors.
4. Cooking will be restricted to the first weekend of each month on the inside main compound picnic area. **Unit 6 will be allowed to cookout one (1) day each weekend. Cookout days will rotate.** At WC-TCIX Annex, cook-outs will be on Saturdays only. The warden shall develop local procedures which will specify those food items allowed and the amount allowed on the days cooking is permitted. The amount of food permitted must be in proportion to the number of visitors visiting the inmate. **Only approved food items will be allowed. No cold cuts will be allowed on any visit**

B. All TCIX visitation areas are handicapped accessible.

OUTSIDE VISITATION-INCLEMENT WEATHER

In the event of inclement weather, the outside visitation area may be closed by staff, due to safety concerns. In the event the outside area is closed, visitors in that area must conclude their visits at that time and leave the institution. They may not move into the inside visitation area. If the outside visitation area closes due to weather, it will remain closed for the day.

At WC-TCIX Annex if inmates and family are cooking outside and in the process of eating their food and inclement weather moves in which will disrupt the normal setting, they will be allowed to carry one plate of food per person into the visitation gallery.

SECURITY

- A. Firearms, weapons, drugs, tobacco products and alcohol are prohibited. Violators may be prosecuted or suspended.
- B. Persons with valid handgun permits are hereby advised that the possession of weapon(s) while on facility grounds is a violation of TCA 39-16-201, Introduction of Contraband into a Penal Facility, and if these items are found in your vehicle you will be subject to arrest.
- C. Visitors shall not enter any areas of the institution except approved visitation areas and approved routes to and from these areas. Visitors may not enter institutional grounds earlier than 30 minutes prior to any scheduled visitation period. Visitors may wait at the

checkpoint area but not in their personal vehicles. Visitors may not loiter in the parking area.

- D. A frisk search shall be conducted on all visitors entering the secure confines of any adult institution. Metal detectors and transfriskers shall be used in addition to the frisk search. K-9 units may be used periodically to search for drugs.
- E. All visitors shall be searched as specified in TDOC Policy #506.06.
- F. Searches of visitors shall be conducted only by security staff of the same gender as the subject. Visitors may be required to replace their feminine products in the presence of prison personnel if there exists individualized reasonable suspicion to prove that contraband is being brought in.
- G. Any items in the immediate possession of a visitor at the time they are subjected to a search of any type shall also be searched.
- H. Vehicles owned or driven by visitors may be searched as authorized by the warden or ranking security staff person in charge of the institution.
- I. Refusal of search shall result in suspension of visitation privileges.

DENIAL, TERMINATION, AND SUSPENSION OF VISITS

- A. The intended visit may be denied by the ranking officer assigned to the visitation area for the following reasons:
 - 1. If the visitor refuses to show appropriate and bona-fide identification.
 - 2. If the visitor refuses to submit to a search.
 - 3. Appearing to be under the influence of drugs or alcohol.
 - 4. If there is insufficient space for visiting.
 - 5. Possession of contraband.
 - 6. Inappropriate dress.
 - 7. Displaying of security threat group (STG) symbols or affiliation.
 - 8. If the visitor(s) comes on a day that is not the inmates visiting day.
- B. Visits may only be terminated by the shift supervisor upon recommendation by the officer in charge of the visiting area; however, less restrictive measures are encouraged, such as warning the inmate and/or visitor(s). Examples of reasons for warnings of termination include, but are not limited to:

1. Inmates or visitors who violate visitation conduct rules
 2. Failure by visitors to control their children
 3. Visitors and inmates engage in publicly unacceptable physical contact.
 4. Whenever a visit is denied or terminated, a detailed written report, including the name of the employee who witnessed the violation, shall be prepared by the official taking the action. A copy of the report shall be forwarded to the warden, who will determine whether the action is warranted.
- C. Other than as specified in TDOC Policy #502.01, only the warden can suspend visitation privileges. In addition to suspending a visitor involved in misconduct, the warden may have cause to suspend all visitors from an inmate's list if it is believed there may be risk to the institution's security or to the safety of individuals. When such action is taken, the warden shall provide written justification for the record and provide notice to the individuals suspended. Such notice may be limited to protect the security of the institution or safety of individuals. An action of total suspension shall be reviewed within six months to determine when and who among the visitors may be reinstated. Visiting privileges may be suspended in accordance within the time frames listed below for any reason, including, but not limited to, the following:
1. Visitor(s) and/or inmate that have become intoxicated during the visit - 12 months and up to termination (strong justification is required for termination.)
 2. Visitor repeatedly violated visiting rules - six months.
 3. Visitor continually failed to control children - six months.
 4. Inappropriate sexual contact - 12 months.
- D. In the following cases, a visitor may be suspended for a period of 12 months up to and including permanent restriction:
1. Attempting to introduce controlled substances or firearms into the institution, including concealment of weapons or controlled substances, in such a manner in the visitor's vehicle that gives an indication of a possible attempt to introduce the contraband into the facility. Mitigating circumstances, such as traces of a controlled substance found in a vehicle in such a manner not appearing to be concealed, may warrant a lesser visitation suspension penalty.
 2. In all instances where inmates test positive for and/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 modify the inmate's visits, with the exception of ministers and attorneys, according to the following:
 - a. First Offense - Visits shall be suspended for six months.

- b. Subsequent Offenses - Visits shall be suspended for addition six-month periods.
 - c. Follow a period of visitation restriction of 12 months, inmates who continue to violate rules regarding substance abuse and risk lengthy visitation restrictions shall be given consideration by the warden for limited and restricted visits by one or two members of the immediate family (or significant friend in the absence of immediate family) who may be instrumental in convincing the inmate to seek help and to comply with substance abuse regulations.
 - d. The penalty may also be considered for reduction if the inmate successfully completes substance abuse programming.
3. 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.
 4. Visitor(s) who exhibit behaviors and actions, which, in the warden's opinion, could jeopardize the security of the institution.
 5. In all instances where an inmate's visits are suspended for any reason, such as drug conviction, sexual misconduct, etc., Visitation (LIMM) shall be modified to reflect this action. The reason for the suspension will be properly coded on the Visitation (LIMM) "Offender Concerns" screen and the beginning and ending dates will also be entered. This will be completed for each approved visitor on the list. Should the suspension reason be associated with a specific incident, the incident number will also be entered.

PUNITIVE, PROTECTIVE CUSTODY, PENDING HEARING PROTECTIVE CUSTODY & PENDING INVESTIGATION INMATES

- A. Punitive segregation inmates shall be allowed to visit a minimum of one (1) hour, provided space is available. No more than two (2) visitors shall be allowed to visit an inmate at any given time. Visitors under the age of eighteen (18) must be accompanied by an adult who is an approved visitor. A system of non-contact visitation shall be used.
- B. Should visitors arrive at the institution to visit, and all visiting cubicles are utilized, they must remain at the checkpoint until a visitor departs.

MAXIMUM SECURITY INMATES

- A. Administrative segregation inmates shall be allowed to visit for a minimum of one (1) hour.
- B. Visitation is authorized once every two (2) weeks.
- C. A system of non-contact visitation shall be used.

- D. No more than one (1) adult and one (1) child under the age of eighteen (18) shall be allowed to visit an inmate at any one time.
- E. Only two (2) inmates may have visitors at any given time, since only two (2) non-contact rooms are available.
- F. In the event a visitor arrives at the institution to visit and both cubicles are being utilized, they must remain at the checkpoint until a minimum of one (1) hour has been used by the first visitor and inmate that have already received a visit. Then those visitors will be escorted back to check point and the new arrivals will be escorted to HSA to begin their visit.

TRANSIENT INMATES

Inmates, who are in transient status, shall not be allowed any visitation for two weeks. (attorneys and clergy are exempt) The warden may allow special visits at the end of the two weeks but only for immediate family members.

INFIRMARY PATIENTS

- A. Inmates who are patients in the institution's infirmary shall be allowed visits during approved visiting hours provided the attending physician allows it.
- B. Visitation shall be restricted to a maximum of thirty (30) minutes per day per approved visitor.
- C. Visits shall be subject to termination and/or suspension under the same criteria as normal visitation.
- D. Visits shall take place in the inmate's assigned room in the infirmary. The door shall remain open in order to be properly supervised by the officer stationed outside the door.

DRESS CODE FOR VISITORS, OFFICIAL VISITORS AND VOLUNTEERS

- A. Persons entering TDOC facilities should be encouraged to dress comfortably and in casual attire: however, they shall be expected to comply with the following basic dress requirements. Wardens may further define these requirements in local policy.
 - 1. 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 by the visitation supervisor.
 - 2. Visitors may not wear excessive clothing such as two (2) pairs of pants or an extra shirt under their top layer of clothing. This is necessary to prohibit the exchange of clothing between inmates and visitors.

3. Visitors must wear undergarments. Examples of undergarments deemed inappropriate are thongs and water brassieres.
4. Special consideration may be warranted by the visitation supervisor for those visitors who may have traveled great distances but are dressed inappropriately (i.e., non-contact visitation).
5. No dresses or skirts with buttons, zippers or splits up the front or back of the garment from hemline to waistline will be allowed.
6. Appropriate foot wear to provide basic foot protection shall be required while on institutional grounds. Open toed shoes or sandals are permitted. However, steel-toed shoes, shower shoes, flip-flops, etc. are not permitted.
7. Shorts or skirts 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. Skirts or dresses with splits are not allowed if the split extends beyond three (3) inches above the knee while standing.

TYPES OF CLOTHING SPECIFICALLY PROHIBITED

A. The below listed types of clothing are specifically prohibited throughout the year:

1. Garments manufactured from spandex or spandex-type fabrics
2. Any clothing that is transparent or translucent in nature
3. Sleeveless shirts and blouses
4. Dresses or clothing exposing a bare chest or midriff
5. Camouflage attire
6. Worn or tattered clothing with holes
7. Clothing with logos that contain pictures, slogans, or vulgarity, or contain signs or symbols of security threat groups (STG), or any clothing determined by the processing officer to be associated with any STG. The association may be made by color combinations, designs, or logos affixed to the clothing, or the manner in which the clothing is worn.
8. Splits in dresses or skirts that extend three inches above the knee, or slits which cause the entire dress or skirt to be above the three inches above the knee, will not be permitted.
9. Bandannas

- B. 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.

GENERAL VISITING RULES

- A. Inmates may only take their personal TDOC I.D. card and cell key to visitation. In the event of inclement weather, the visitation supervisor will notify the housing units if inmates will be permitted to wear a coat to visitation.
- B. Inmates may not wear jewelry to visitation, with the exception of their wedding ring.
- C. Clothing must be appropriately worn by inmates and visitors. For example, no sagging pants will be allowed.
- D. Only TDOC approved footwear and state issued shirts and pants shall be worn to visitation.
- E. **Under no circumstances will anything approaching "necking" or "petting" be allowed between a visitor and an inmate. Consistent with accepted social behavior, embracing and a kiss will be allowed as visitor and inmate meet for a visit and again as the visitor leaves. Except for this brief physical embrace and a kiss, there will be no further displays of affection during the visiting period.**
- F. Visitors' and inmates' hands shall remain visible at all times and may not be underneath any clothing.
- G. Visitors may not sit on the inmate's lap or vice versa.
- H. Inmates and visitors will remain seated during contact visits. Chairs and tables will remain as positioned. There will be no walking around except to go to the vending machines and restrooms.
- I. Inmates shall visit with their approved visitors only. Visitors may not visit with other inmates' visitors.
- J. Visitors are expected to maintain constant control of children under their supervision. Visiting parents or legal guardians shall supervise children while they are playing; failure to do so may result in termination of the visit. Inmates are not allowed to discipline or accompany the minor children under this provision. Children under twelve years of age must be accompanied by their visiting parent or legal guardian when going to or returning from the restroom facilities. Children twelve years of age and under must be accompanied by their visiting parent or legal guardian at all times. Visitors under the age of 18 must be accompanied by an approved adult with notarized permission from the parent or legal guardian. All visitors, regardless of age, must have an application with a picture on file.
- K. **Verbal or physical abuse directed toward staff members shall be sufficient cause for termination of a visit.**

- L. Any visitor attempting to pass any type of contraband during visiting shall have their visit terminated.
- M. Visitors shall utilize the rest rooms designated for visitors only. Inmates shall utilize the rest rooms designated for inmates only. Should assistance be needed in locating these rest rooms, contact the officer or supervisor assigned to this visiting area for directions.
- N. Sitting on the tables inside the visiting gallery shall not be allowed. Inmates and visitors must utilize the chairs provided in this area. Tables may not be moved or scooted together.
- O. Visitors who are denied admittance to the institution must leave state property immediately; no one is allowed to sit in automobiles on institution grounds or in reception/checkpoint areas. All visitors must leave state property after visitation hours are over.
- P. During an institutional emergency, visitation may be cancelled as deemed appropriate by the warden or his designee.
- Q. Should overcrowding occur, the inmates who entered first will be instructed to leave first in order to give others the opportunity to visit.
- R. Property placed in weekend storage will not be given out after 3:00 pm.
- S. Inmates and visitors should complete goodbye wishes and exit by the 3:15pm closing time so an area search and removal of trash may begin. Inmates / visitors who refuse to depart promptly at the 3:15pm closing time may be subject to disciplinary action and/or visitation suspension.
- T. Inmates at outside visitation must remain on the picnic area until visitors have cleared the trap gate. Inmates and visitors are not to move between these locations together.
- U. Inmates from the picnic area entering B-Building to be searched must proceed directly to the search area. Failure to comply shall result in disciplinary action. Loitering or congregating around the officer's desk at sign-in or sign-out is also forbidden.
- V. Should a situation occur that is not covered by these rules and regulations, it shall be rectified by the ranking officer in charge of visitation.
- W. Female visitors who chose to breastfeed their baby will need to contact the visitation supervisor who will arrange the use of a visitor's side non-contact visitation room at TCIX-Main. At WC-TCIX-Annex a privacy cubicle will be made available upon request to the visitation supervisor.

If there are any questions regarding these rules and regulations, the ranking officer assigned to this area should be contacted.

KID'S AREA

This area shall be for children only. Adults, however, must supervise their children in this area. Adults will insure that chairs in this area stay there and are not dragged across the floors in the main visitation area. Inmates are not allowed inside the Kid's Area at any time.

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

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 activities be conducted without regard to race, color, or national origin.

Visitors and other individuals should contact the local Title VI site coordinator by letter or telephone, as listed below. No special forms are required to file a Title VI complaint.

At TCIX Main in Only, Tennessee contact:

Name: Steve Gatlin Title: Deputy Warden

Address: Turney Center, 1499 R.W. Moore Memorial Hwy., Only TN 37140

Phone Number: (931) 729-5161 ext. 2000 Fax: (931) 729-9275

At WC-TCIX Annex in Clifton, Tennessee contact:

Name: Bruce Westbrooks Title: Deputy Warden

Address: WC-TCIX Annex, 245 Carroll Road, P.O. Box 182, Clifton TN 38425

Phone Number: (931) 676-3345 ext. 1129 Fax: (931) 676-3350

Any individual may file a Title VI complaint with the below listed entities. It is preferable that complaints be registered at the local level first.

*TN. TITLE VI COMPLIANCE COMMISSION OR
TN. DEPT OF PERSONNEL
FIRST FLOOR, JAMES K. POLK BLDG.
505 DEADERICK STREET
NASHVILLE, TN 37243-0635
(615) 253-6717*

*U.S. DEPARTMENT OF JUSTICE
COORDINATION & REVIEW SECTION-NYA
CIVIL RIGHTS DIVISION
950 PENNSYLVANIA AVENUE, N.W.
WASHINGTON, D.C. 20530
(888)848-5306 (toll free voice and TDD)*

DISCRIMINATION STATEMENT: TENNESSEE DEPARTMENT OF CORRECTIONS

“No person shall on the grounds of race, color, national origin, sex, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity operated by the Tennessee Department of Correction, it being the intention of the department to bind all agencies, disbursing units, or organizations operating under its jurisdiction and control to fully comply with and abide by the spirit and intent of the Civil Rights Act of 1964, the Americans with Disabilities Act, and other statutory requirements.”

TRANSPORTATION

Since both TCIX sites are located in remote areas, no bus service is provided for either site. Transportation to and from either TCIX location is the responsibility of the visitor.

Visitation Contact Person: Visitation Supervisor

Phone Numbers : TCIX-Main (931) 729-5161 Ext. 3570 or 3260
WC-TCIX-Annex (931) 676-3345

Hours of Contact: Saturday and Sunday 7:30 am to 3:30 pm
Monday 12:00 pm to 8:00 pm
Tuesday and Wednesday 8:00 am to 4:00 pm

Approved: James Fortner
James Fortner, Warden

Approved: _____
Reuben Hodge, Assistant Commissioner of Operations



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