



STATE OF TENNESSEE  
**DEPARTMENT OF CORRECTION**  
WAYNE COUNTY BOOT CAMP  
P.O. BOX 182  
CLIFTON, TENNESSEE 38425  
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# **WAYNE COUNTY BOOT CAMP**

## **VISITOR'S HANDBOOK**

**Time Building**  
**Special Alternative Incarceration Unit**  
**Technical Violators Program**

*February 1, 2008*

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## **INTRODUCTION**

Dear Wayne County Boot Camp (WCBC) Visitor:

This handbook has been prepared to provide needed information to visitors of WCBC. 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 WCBC. We hope that our visitation program will encourage and preserve family interaction.

Sincerely,

---

Wayne H. Brandon, Warden

## **OVERVIEW : Wayne County Boot Camp**

In 1989, the Wayne County Boot Camp (WCBC) was reorganized as a Special Alternative Incarceration Unit Program, or "Boot Camp." It is a highly disciplined, military-style training program combined with various treatment programs. Eligible offenders are under 35 years of age and convicted of non-violent crimes with sentences of six years or less.

Military training consists of drill and ceremony, physical training, and respect for authority. Inmates are involved in support jobs at the facility and also provide labor for many community service projects. Inmates participate in the boot camp program for 90 to 120 days.

In February 1993, the mission of the boot camp was modified to include 50 beds for geriatric inmates, thereby reducing the boot camp program space to 100. Geriatric inmates must be 55 years of age or older and able to participate in a work program, within 10 years of their release eligibility date, and must be minimum direct or minimum trusty custody level. They will generally be provided with access to the same programs as other TDOC inmates and may also provide labor for community service projects. WCBC also houses a number of technical violators. In 1997, a 300 bed minimum-security annex was opened to house technical probation and parole violators who were temporarily housed at Tennessee Correctional Work Center and other minimum-security inmates. Total occupant capacity is currently 450 inmates. In June 2007, the annex was revamped to a Parole Technical Violator Diversion Program (PTVDP). Offenders in this program are issued a parole grant with a determinate release date conditional upon successful completion.

Wayne County Boot Camp is located in Clifton, Tennessee, approximately 100 miles southwest of Nashville and 125 miles southeast of Memphis. The best major route to Clifton 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**

### **Bear Inn**

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

### **Clifton Motel**

200 Stockade Street  
931-676-3515  
Clifton, Tn.

### **Smokey's (Café)**

West Pillow Street  
Clifton, Tn.

### **City Cafe**

Main Street  
Clifton, Tn.

## **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.

The normal visiting hours at this institution are as follows:

### **Time Building Inmates:**

Saturday	8:30 a.m. to 3:30 p.m.
Sunday	8:30 a.m. to 3:30 p.m.
Wednesday	6:30 p.m. to 8:30 p.m.
Holidays	8:30 a.m. to 3:30 p.m.

### **Special Alternative Incarcerated Unit Inmates:**

Sunday	8:30 a.m. to 3:30 p.m.
Holidays	8:30 a.m. to 3:30 p.m.

### **Technical Violators Program Inmates:**

Every other Sunday (As designated by pod assignment)	11:30 a.m. to 3:30 p.m.
Holidays	11:30 a.m. to 3:30 p.m.

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

Visitors will not loiter outside gate before visitation starts. Upon arrival, visitors shall sign the logbook provided for that purpose in the administration building for visitors of Geriatric and SAIU inmates and in the TVU unit for Technical Violators and time builders housed

there. Visitors may begin signing in five minutes prior to posted visitation hours. All vehicles parked on state property must be locked and windows rolled completely up (motorcycles, open vehicles such as jeep etc. secured). Visitors who are not visiting may not wait in vehicles in parking lot. They must leave state property.

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 visitors who entered first will be required to leave first.

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

Since WCBC is located in a remote area, no bus service is provided for this area. Transportation to and from WCBC is the responsibility of the visitor.

(TDOC/Facility Handbooks will be available at <http://state.tn.us/correction/institutions/visitation.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 inmates' immediate family to be added to the approved list until receipt of the approval of the visitation application (No more than sixty [60] days **(thirty [30] days for SAIU inmates)** 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. 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.
- F. 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 inmates' responsibility to advise the visitation applicant of the approval or denial. The inmate may appeal disapproval through the grievance procedure (TCOC Policy 501.01).

## WHO MAY VISIT

- A. Approval of visitors shall be at the warden's discretion, in accord with the following guidelines:
  1. For all inmates **excluding Special Alternative Incarceration Unit (SAIU) inmates**, immediate family members who apply and eight (8) additional adults may be approved to visit an inmate upon receipt of CR-2152. SAIU inmates may have all immediate family members and one (1) additional friend.
  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 August 1, 2007 Visitation Policy 507.01. All Technical Violators and Special Alternative Incarcerated Unit Inmates (SAIU) must have this completed within the first 30 days after arrival, and SAIU inmates may not receive visits until after 7 days from the date of their arrival at WCBC.
  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 inmates 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 Minors 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.
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.
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 persons' 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 persons' separation from TDOC service was the result of a violation of 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 persons' 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 persons' separation from TDOC service was completely voluntary, with no policy violation, and the person is currently married to the inmate, visitation requests shall 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 a 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 inmates' visitation list.
- 11. Any falsification of the CR-2152 visitation application form by a visitor may be cause to deny approval or to withdraw approval of the visitors.
- 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 (**every 30 days for SAIU inmates**) 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 inmates' visitation file with an explanation note regarding the eligibility date for resubmission. 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 inmates' 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 inmates 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 inmates visitation file. These should be requested seven days prior to the requested visit date.
  - 1. Visitors who have traveled 200 miles or more and/or do not visit on a regular basis (at the Wardens 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 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 Policy 507.02, visitors shall not be allowed to deliver any items to inmates.
- B. WCBC uses electronic debit cards for purchasing refreshments from the visitation vending machines. For this reason, no monies will be allowed into the facility except to the entrance of the administration building where cash in the increments of one, five, ten and twenty dollar bills may be used to purchase the debit cards and subsequent credit on the electronic debit cards for the vending machines.
- 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 entry and departure of the visitor.

- D. Visitors 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. All Time Builder inmates assigned to the Technical Violator's Unit (TVU) will conduct their visitation in the TVU Visitation Gallery or on the TVU Picnic Area located outside adjacent to the TVU Visitation Gallery.
  2. All Time Builder inmates (Geriatrics) assigned to the main compound will conduct their visits in the B Building Visitation Gallery or the B Building Picnic Area located outside adjacent to the visiting gallery.
  3. Outside visitation areas may be operated from April 1 through October 31 for all time building inmates. SAIU and Technical Violators are not permitted outside visitation
    - a. Visitors may move inside from the picnic area after they have finished cooking and eating to permit room for other visitors.
- B. All visitation areas are handicap accessible.

#### **OUTSIDE / PICNIC AREA VISITATION: (Time Builders Only)**

An outside picnic area is available April 1 through October 31 when climate permits. Cooking will be restricted to Saturdays only. The amount of food permitted must be in proportion to the number of visitors visiting the inmate. Only approved food items will

be allowed.

The following items will be allowed entrance onto the picnic area:

1. Meats, such as hamburger patties, steaks, pork chops, ribs, summer/polish sausage, hot dogs, fish, chicken(must be cut up), turkey, etc., will be allowed however, it must be in the original package and must be uncooked. A total of 1 lb. of meat per person is allowed
2. No frozen food allowed.
3. Deli/butcher wrapped sandwich meats and cheese pre-sliced in original packages allowed. A total of 1 lb. per person is allowed.
4. Tomatoes, onions, shredded lettuce, and pickles must be pre-sliced and sealed in zip lock bags.
5. Bread, rolls, buns (aluminum containers will not be allowed).
6. Chips, factory sealed.
7. Cookies, factory sealed.
8. Canned dips, factory sealed.
9. Cakes and pastries must be store bought and factory sealed, individual servings only.
10. Canned beverages (non-alcoholic), no plastic bottles (limit twenty-four (24) cans).
11. Self starting charcoal (no lighter fluid needed).
12. Table cloth, not to exceed the edge of the table (60" x 36").
13. Ice, two (2) bags must remain bagged until arrival at picnic area.
14. Condiments, salt, pepper, barbecue sauce, spices in individual packages only.
15. Fresh fruits, no juices will be allowed, melons must be peeled, cut up, and in zip lock bags only.
16. Coolers, limit one (1) per group, styrofoam – white only – no logos.
17. No fast food items from fast food chains will be allowed.
18. No cooking pans or cooking containers of any type will be allowed.
19. No canned vegetables will be allowed. Fresh vegetables, corn, squash, etc., must be sliced and placed in ziplock bags, ready to cook (note-**no potatoes**).
20. No deep frying, frying or boiling will be allowed.
21. No breakfast food will be allowed.
22. Food will be cooked by grill method only.
23. Aluminum foil, saran wrap, or any other packaging material will be permitted in partial rolls.
24. Butter, one (1) container of squeezable/soft butter, size not to exceed sixteen (16) ounces, must be in manufacture bottle. Factory sealed.
25. Paper towels, napkins will be permitted in partial packages. Paper plates only (no plastic or styrofoam).
26. Eating utensils shall be disposable plastic (no metal utensils). Cooking utensils (plastic spatula only). No drinking cups are allowed.
27. Food items will be limited to the amount required for the preparation of the meal.
28. No inmate is allowed to share his food with other inmates on the picnic area.
29. No bakery items.

## **OUTSIDE / PICNIC AREA VISITATION - INCLEMENT WEATHER**

If inmates and family are cooking outside and 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 inside the visitation gallery.

No food shall be taken to the squad bays/units from the picnic area. All the above items will be enforced. Failure to obey all rules set forth could result in disciplinary action and/or termination of the visit.

## **SECURITY**

- A. Firearms, weapons, drugs, tobacco products and alcohol are prohibited. Violators may be prosecuted or suspended.
  - 1. "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 on your person or in your vehicle you will be subject to arrest".
- B. 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 not enter the checkpoint area until five (5) minutes prior to the scheduled visitation period for the inmate they wish to visit.
- C. 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.
- D. All visitors shall be searched as specified in Policy 506.06.
- E. 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.
- F. 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.
- G. Vehicles owned or driven by visitors may be searched as authorized by the warden or ranking security staff person in charge of the institution.
- H. 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.
- C. Other than as specified in 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 inmates list if it is believed there may be risk to the institutions security or to the safety of individuals. When such action is taken, the Warden shall 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. 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.
  3. Visitor(s) who exhibit behaviors and actions, which, in the Wardens opinion, could jeopardize the security of the institution.

#### **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. No dresses or skirts with buttons, zippers or splits up the front or back of the garment from hemline to waistline will be allowed.
5. 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.
6. 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. Bandanas
- 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 doctors 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. Only TDOC approved footwear and state issued shirts and pants shall be worn to visitation. No inmates will be allowed to wear shower shoes, house shoes or sandals to visitation.
- D. **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.**
- E. SAIU inmates will only be allowed to embrace and kiss at the beginning and ending of their visit, time builders and technical violators may hold hands during visitation.
- F. Visitors are expected to maintain constant control of children under their supervision. Children under 12 must be escorted by their visiting parent or legal guardian when going to or returning from the restroom facilities. Inmates are not allowed to discipline or escort the minor children under this article. Children 12 years of age and under must be accompanied by the visiting parent or legal guardian at all time.
- G. **Verbal or physical abuse directed toward staff members shall be sufficient cause for termination of a visit.**
- H. Any visitor attempting to pass any type of contraband during visiting shall have their visit terminated.
- I. 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.
- J. 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 either inside or outside. In outside visitation, sitting on the picnic tables or straddling the benches shall not be allowed.
- K. Inmates and visitors should complete goodbye wishes and exit by the 3:30pm closing time (8:30 pm for evening visitation) so an area search and removal of trash

may begin. Inmates / visitors who refuse to depart promptly at the designated closing time may be subject to disciplinary action and/or visitation suspension.

- L. 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.

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

### **KIDS AREA ( TVU Sand Box )**

This area shall be for children only. Adults, however, must supervise their children in this area. No inmates shall be allowed in the sandbox.

### **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.

Name: Bruce Westbrook Title: Deputy Warden

Address: 245 Carroll Road, P.O. Box 182, Clifton, Tennessee, 38425

Phone Number: (931) 676-3345 ext. 1128 Fax: (931) 676-3350

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

TN Title VI Compliance Commission	<b>OR</b>	U.S. Department of Justice
TN Department of Personnel		Coordination & Review Section - NYA
First Floor, James K. Polk Bldg.		Civil Rights Division
505 Deadrick Street		950 Pennsylvania Ave., N.W.
Nashville TN 37243-0635		Washington, D.C. 20530
(615) 253-6717		(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 Wayne County is located in a remote area, no bus service is provided for this area. Transportation to and from WCBC is the responsibility of the visitor.

Visitation Contact Person: Visitation Supervisor / Staff

Phone Number: 931-676-3345 Ext. 1136 or 1171

Hours of Contact: Seven Days a Week 8:00 am to 4:00 pm  
Wednesday 8:00 am to 9:00 pm

Approved: \_\_\_\_\_  
Wayne H. Brandon, Warden

Approved: \_\_\_\_\_  
Reuben Hodge, Assistant Commissioner of Operations



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