



ADMINISTRATIVE POLICIES
AND PROCEDURES
State of Tennessee
Department of Correction

Index #: 507.01

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Effective Date: August 1, 2010

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Approved by: Gayle Ray

Subject: VISITATION

- I. AUTHORITY: TCA 4-3-603, TCA 4-3-606, and TCA 39-16-201.
- II. PURPOSE: To establish Departmental guidelines governing the visiting of inmates.
- III. APPLICATION: To the Assistant Commissioner of Operations, institutional employees, employees of privately managed facilities, Tennessee Rehabilitative Initiative in Correction (TRICOR) employees, interns, practicum students, and inmates, excluding any offender assigned to and actively participating in a Special Alternative Incarceration Unit (SAIU) program or the parole/probation violator program.
- IV. DEFINITIONS:
 - A. Child: Anyone under the age of 18 years.
 - B. Contraband: Any item that is not permitted by law or is expressly prohibited by Tennessee Department of Correction (TDOC) or institutional policy.
 - C. Guardian: A person authorized by a child's custodial parent or legal guardian to be responsible for a child while visiting a correctional institution. This authorization shall be evidenced by a notarized statement from the custodial parent or legal guardian submitted to the institution for file.
 - D. Immediate Family: 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.
 - E. Legal Guardian: A person appointed by the court to provide partial or full supervision, protection, and assistance of the person of a minor, as evidenced by a certified copy of a court order.
 - F. Official Visitor: Employees of the TDOC, other governmental agencies, or private sector who are conducting business at the institution.
 - G. Prostheses: Any artificial limbs, cardiac pacemakers or defibrillators, or any other related artificial devices intended to replace or augment a missing or impaired part of the body.
 - H. Toddler/Infant: Any child age five or below.
 - I. Transient Inmates: Inmates who are temporarily (not exceeding 60 days) in the in-house count of a receiving institution and in the assigned count of a sending institution.

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- J. 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.
- K. Visitor: Person who has completed application/approval process for permission to visit an offender.
- V. POLICY: The TDOC shall allow eligible inmates visitation privileges within the following guidelines. Inmates in SAIU, Technical Violator, and STG programs are permitted visitation privileges under more restrictive arrangements as specified in the institutional policy as sanctioned by TDOC.
- VI. PROCEDURES:
- A. Guidelines
1. Local rules pertaining to visiting shall be available to all staff, inmates, and visitors.
 - a. In addition to continual posting in an area accessed by visitors, a visitor's handbook shall be produced and made available for new applicants who provide a self-addressed stamped envelope with their application. Additional copies will be available at checkpoint.
 - (1) The visitor's handbook shall include the following statement:

"Title VI of the Civil Rights Act of 1964 requires federally assisted programs be free of discrimination and the TDOC also requires that all its services be offered equally to eligible persons regardless of race, color, national origin, sex, age, creed, disability or political views."
 - (2) The visitors' handbook shall contain information detailing available avenues of complaint regarding alleged Title VI violations, including methods for contacting the local Title VI coordinator, the Tennessee Title VI Compliance Commission, and the U.S. Department of Justice.
 - (3) A poster regarding Title VI compliance and complaint information shall be posted on bulletin boards in visitation areas at each institution.
 - b. Whenever possible, visitation policies or procedural changes should be posted on bulletin boards, announced to inmate council, and published in inmate newspapers 30 days in advance.
 2. Visitation areas should have facilities accessible to handicapped visitors, including restrooms and entrance ramps to the visitation area.
 3. Each institution shall be responsible for providing information to visitors about possible transportation to the institution and directions on how to reach the facility.

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B. Approval and List

1. A list of approved visitors shall be recorded during each inmate's initial classification.
2. Blank copies of Visitation Application Form CR-2152 shall be furnished to all inmates, with written instructions that prospective visitors shall complete and return the forms with a current photograph to the Deputy/Associate Warden in charge of visitation within 30 days. Applications should be approved or denied within 30 days of receipt.
3. 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 have the names of the inmate's immediate family members added to the approved visitor's list, until receipt and approval of the visitation application. (No more than 60 days from inmate intake date shall be allowed for this purpose.)
4. Inmates housed at the reception centers awaiting classification and/or transfer to their assigned institution shall only receive visits from their immediate family members.
5. If the Warden's designee approves the applicant visitor, the name shall be entered into Visitor (LIML). 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. (See Policy #501.01)
6. Approval of visitors shall be at the Warden's discretion, in accordance with the following guidelines:
 - a. All immediate family members who apply and eight additional adults may be approved to visit an inmate upon receipt of Visitor Application, CR-2152.
 - b. 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 this policy.
 - c. Children age six 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

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- d. 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.
- e. The requirements of (d) 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.
- f. Members of the clergy, as recognized by the chaplain or Warden, need not be placed on the Approved Visitors List.
- g. Attorneys of record need not be placed on the Approved Visitors List.
- h. Persons the Warden determines could have a harmful influence on the inmate and/or 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.
- i. The following will apply for persons with past criminal felony convictions:
 - (1) 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 supervision (written consent of supervising officer/counselor is required).
 - (2) 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.
- j. The following will apply to former employees:
 - (1) 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.
 - (a) If the person's separation from TDOC service was due to a 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.

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- (b) If the person's 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.
 - (c) If the person's separation from TDOC service was voluntary and not due to the events as described in (a) and (b) above, the individual may submit an application for consideration after 48 months from the date of TDOC separation.
 - (d) 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.
- (2) Former TDOC employees, on visitation list as of October 1, 1998, shall be allowed to remain on the list.
- k. 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.
- l. 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.
- m. Visitors may be approved for placement on only one inmate's visiting list unless there are additional incarcerated inmates who are immediate family members of the visitor and the relationships can be substantiated.
- n. 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.
- o. 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.

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- p. 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.

C. Guidelines for inmates under conviction for sex-related offenses against children:

1. 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.
2. 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.
3. Inmates who refuse to sign CR-3619 shall be restricted to non-contact visits with children.
4. 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.
5. 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.

D. File

1. All application files received from visitor applicants shall be maintained in the visitation file, clearly marked approved or disapproved with the signatures of the Warden/designee.
2. All visitation files shall subsequently be transferred as a part of the inmate's institutional record whenever the inmate is assigned to a different institution. (See Policy #403.01.1) The receiving Warden shall contact the sending Warden if visitation files have not been received within 15 days. If these files have not been received within 30 days, the receiving Warden shall notify the Assistant Commissioner of Operations via GroupWise.
3. Each institution shall maintain a record of the names of all visitors admitted to the institution to visit inmates. This record will be maintained in a bound logbook separate from the inmate's visitation file and shall remain at the institution where visit occurred. The logbook will be maintained for a period of three years. Visitor arrivals and departures shall be entered into Visitor History (LIMM).

E. Schedule

1. 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:

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- a. New Year's Day
- b. Martin Luther King Jr. Day
- c. President's Day
- d. Good Friday
- e. Memorial Day
- f. Independence Day
- g. Labor Day
- h. Thanksgiving Day *
- i. Christmas Day *

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

2. A schedule of state holidays shall be posted on a bulletin board that is accessible to visitors.
3. The visitation schedule shall also include one evening per week to allow visiting privileges for those inmates unable to visit on weekends. This should not be construed as allowing a visitor to visit both on the regularly scheduled weekend/holiday schedule and the evening visitation. Institutional space and personnel resources and schedule should be the only reasons to limit the number of visitors or length of visits. The Warden, or designee, may approve other times for visitation due to unusual circumstances. Hours of visits should not interfere with the inmate's work, education, or vocational training schedules.
4. The Warden or designee may approve the following types of special visits for persons on or not on the inmate's approved 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.
 - 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. Attorneys (See Policy #105.09). Privately managed facilities shall refer to their corporate policy regarding attorneys.
 - d. Prospective employers, sponsors, or parole advisors
 - e. Physicians, psychiatrists, or other health professionals (See Policy #113.30)
 - f. Persons significant to the inmate for purposes of crisis intervention
 - g. Official visitors
 - h. Immediate family members who are under visitation suspension when the inmate is terminally/critically ill

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5. The visitation schedule for segregated inmates should accommodate the number of visitors, length, and frequency of visits mandated by Policy #506.16
6. Punitive segregated inmates may be allowed visits at the Warden's discretion. These inmates may visit in an area within the unit or may visit as scheduled with the general population. Institutional policy or procedures shall also establish visitation guidelines for protective custody inmates.
7. During an institutional emergency, visitation may be canceled as deemed appropriate by the Warden.

F. Security

1. Inmates in the regular visiting gallery shall be allowed brief physical contact (i.e., holding hands, kissing, and embracing at the beginning and end of visitation).
2. The TDOC recognizes the value of family bonding in regards to the development of children (especially toddlers and infants). Visitation rules of each facility should therefore make reasonable allowances for some physical contact between parents and toddlers and infants. This allowance would apply to the natural or adoptive parent who has legal rights as a parent of a visiting infant or toddler. All visitors should expect that consideration for security may at times require that physical contact between parents and child be limited.
3. Visitors shall not enter any areas of the institution except for approved visitation areas and approved routes to and from those areas.
4. All visitors shall be searched as specified in Policy #506.06.
5. If contraband is found in the possession of a visitor, the contraband shall be confiscated and the visitor may be detained for law enforcement officials. These visitors shall be subject to possible felony prosecution as per TCA 39-16-201. If the visitor refuses to be detained, force should not be used to accomplish this. Vital information such as name, address, phone number, automobile make and model, description, license plate number and state of issue should be documented and provided to law enforcement officials. An incident report shall be submitted. (See Policy #103.02)

G. Denial, Termination, and Suspension of Visits

1. Any visitor may be denied entrance to the visiting area for any reason including, but not limited to:
 - a. Refusing to show proper identification
 - b. Refusing to submit to a search
 - c. Appearing to be under the influence of drugs or alcohol
 - d. Insufficient space for visiting
 - e. Possession of contraband
 - f. Inappropriate dress
 - g. Displaying of security threat group (STG) symbols or affiliation

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2. 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 the visitor(s). Examples of reasons for warnings or termination include, but are not limited to:
 - a. Inmates or visitors who violate visitation conduct rules
 - b. Failure by visitors to control their children
3. 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.
4. 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 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 timeframes listed below for any reason, including, but not limited to, the following:
 - a. Visitor(s) and/or inmate have become intoxicated during the visit - 12 months and up to termination (strong justification is required for termination.)
 - b. Visitor repeatedly violated visiting rules - six months
 - c. Visitor continually failed to control children - six months
 - e. Inappropriate sexual contact - 12 months
5. In the following cases, a visitor may be suspended for a period from 12 months up to and including permanent restriction:
 - a. 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.
 - b. 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.

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- c. Visitor(s) who exhibit behaviors and actions, which, in the Warden's opinion, could jeopardize the security of the institution
 6. 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 additional six-month periods.
 - c. Following 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. These procedures shall be incorporated into the facility's visitation policy.
 - d. The penalty may also be considered for reduction if the inmate successfully completes substance abuse programming.
 7. 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.
 8. Copies of written notices to inmates and visitors, in all cases of visitation suspension, shall be placed in the inmates' visitation files
- H. Institutional Clinic: Inmates who are patients in the institutional infirmary shall be allowed visits in a time, place, and manner as scheduled by the Warden or his/her designee on a regular basis, provided that the attending physician/health provider allows it.
- I. Outside Hospital
 1. Inmates who are patients in community hospitals shall not be allowed visits, unless:
 - a. The hospitalization exceeds two weeks continuous duration, or
 - b. The inmate is in critical condition or terminally ill
 - c. The Warden/designee approves the visit

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2. In accordance with hospital policy, children may be allowed to visit if accompanied by an adult who has been approved by the facility and it is in accordance with hospital policy.
 3. Visitation shall be restricted to two visitations per week unless the inmate is critical and a maximum of one-half hour per day per approved visitor during established hospital visitation hours, unless further restricted by the attending physician.
 4. Hospital visiting rules as well as TDOC rules are to be obeyed.
 5. No gifts, food, or packages shall be allowed for inmate patients.
 6. Visits shall be subject to termination and/or suspension under the same criteria as with institutional visits.
 7. The officer(s) in charge shall maintain a log of names of each visitor, time of arrival, and time of departure. That log shall become part of the record referenced in Section VI.(D)(3) above.
- J. 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.
- K. Visitation Areas
1. All institution visits (to include persons with disabilities) shall take place in areas designated by the Warden. The area should allow reasonable ease of communication between inmates and their visitors.
 - a. Minimum custody inmates should be given the most flexibility and choices about areas for visitation.
 - b. Maximum and close custody inmates at Level 4 custody facilities shall be restricted to more secure areas for visiting due to supervision requirements.
 - c. Attorneys and inmate clients shall, upon request, be afforded privacy for their visits.
 - d. Any Warden who wishes to occasionally conduct outside visitation areas within the secure perimeter must receive formal, written approval from the Assistant Commissioner of Operations. For purposes of this policy, outside visitation areas within the secure perimeter may allow outside food to be introduced into this area with the Warden's approval. The Warden shall develop procedures that will specify food items and allowable amounts when cooking is permitted. Outside visitation areas may be operated from April 1 through October 31 for inmates classified as minimum or medium custody.

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- e. Cooking at minimum-security annexes may be permitted once a week (Saturday or Sunday) during these months. The Warden shall develop procedures that will specify food items and allowable amounts when cooking is permitted. These procedures must be approved by the Assistant Commissioner of Operations prior to implementation. The amount of food permitted must be in proportion to the number of persons visiting the inmate. Inmates convicted of Class A disciplinary infractions shall not be allowed to visit in these areas for a minimum of two months subsequent to the conviction.
- f. At the Warden's discretion, the outside visitation areas for minimum custody inmates may be operated from November 1 through March 31. No food items, except institutional vending machine food, are approved for consumption on the outside visiting area during this time period, except during weekends where cooking is permitted.

2. Vending machines may be furnished in visitation areas.

L. Property of Visitors

- 1. Except for privileged official visitors or as specified in Policy #507.02, visitors shall not be allowed to deliver any items to inmates.
- 2. Facilities utilizing the debit card system for vending machines will not permit any monies into the visitation area.
- 2. 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.
- 3. Visitors shall not be allowed to bring any items into visitation areas except:
 - a. \$10.00 in coins for the first person, and \$3.00 in coins for each additional person at facilities not utilizing the debit card system
 - b. Baby items (i.e. diapers, formula, unopened sealed baby food, etc.)
 - c. Car keys
- 5. All other items shall be placed by the visitor either in institution lockers, where provided, or in their private cars.

M. Dress Code for Visitors, Official Visitors, and Volunteers

- 1. 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.

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- a. Clothing shall fit in an appropriate manner. Clothing appearing to be too large or too small for the wearer, which creates obvious gaps or exposure, or would present a hazard to the wearer will be rejected by the shift supervisor.
 - b. Visitors must wear undergarments. (Samples of undergarments deemed inappropriate are thongs and water brassieres.)
 - c. Appropriate footwear to provide basic foot protection shall be required while on institutional grounds. Open toe shoes or sandals are permitted. Steel-toed shoes, shower shoes, and flip-flops, are prohibited.
 - d. Shorts or skirts are permitted provided the leg is covered to within three inches above the knee in a standing position with the garment worn in the position in which it is intended to be worn.
2. The below listed types of clothing are specifically prohibited throughout the year:
- a. Garments manufactured from spandex or spandex-type fabrics
 - b. Any clothing that is transparent or translucent in nature
 - c. Sleeveless shirts and blouses
 - d. Dresses or clothing exposing a bare chest or midriff
 - e. Camouflage attire
 - f. Worn or tattered clothing with holes
 - g. 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 combination, designs, or logos affixed to the clothing, or the manner in which the clothing is worn.
 - h. Splits in dresses or skirts that extend three inches above the knee, or slits which cause the entire dress or skirt to be above three inches above the knee, will not be permitted.
 - i. Bandannas
3. Visitors may not wear excessive clothing such as two 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.
4. 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.

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- N. Institutions with closed circuit television, with recording capabilities, shall operate the recorders continuously during visitation hours. All recordings will be retained at least one week. If the recordings reveal criminal activities, disciplinary offenses, or activities resulting in inmate grievances, those recordings will be maintained until the resolution of the disciplinary, criminal proceeding, lawsuit, or grievance. Recordings, along with Chain of Custody, CR-3255, shall be maintained in the office of the Deputy Warden or Associate Warden where applicable.
- O. TDOC visitation supervisors shall attend a special training program once a year at the Tennessee Correction Academy.
- P. Each institutional visitation handbook shall be submitted to the Assistant Commissioner of Operations for approval on or before April 1 of each year. The handbook shall contain at a minimum the following information:
1. Visitation days and hours
 2. Number of visitors allowed
 3. Duration of visits
 4. Facility directions
 5. Lodging accommodations in the area
 6. Children's area and rules
 7. Picnic area
 8. Restrooms
 9. Dress code
 10. Access to visitation area
 11. NCIC background check information
 12. Visitation rules
 13. Transportation services
 14. Complaint referrals
 15. Title VI
 16. Searches and contraband
- Q. Any visitor, volunteer, or invited guest participating in an event at the institution shall also adhere to all dress code expectations as mandated by this policy and institutional guidelines.
- VII. ACA STANDARDS: 4-4156, 4-4169, 4-4267, 4-4498, 4-4499, 4-4500, 4-4503, and 4-4504.
- VIII. EXPIRATION DATE: August 1, 2013.

New Application _____
 Update Application _____



TENNESSEE DEPARTMENT OF CORRECTION
VISITATION APPLICATION

_____ **Inmate Name** _____ **TDOC #** _____ **Institution**

READ CAREFULLY: All questions must be answered. Any omissions or falsifications, including relationship and prior convictions, will be considered sufficient reason to deny approval or to withdraw approval of the visitor. Please attach recent photograph in lower left-hand corner or application will not be processed. Return this form to the warden of the above noted institution. This application will become part of the inmate's institutional record under the provision of T.C.A. 4-3-606 and 4-6-140. It will be considered a public record available for review by the general public, subject to the procedures established in the above cited statutes. All visitor applicants are subject to a NCIC background check.

_____ **Last Name** _____ **First Name** _____ **Middle Name**

_____ **Address** _____ **City** _____ **State & Zip**

_____ **Telephone Number** _____ **Male or Female** (circle one) _____ **Married Single Divorced**
Marital Status (circle one)

_____ **Height** _____ **Weight** _____ **Date of Birth** _____ **Driver's License # and State of Issue**

Race (circle one)	Hair Color (circle one)		Eye Color (circle one)		Complexion (circle one)	
A (Asian or Pacific Islander)	BLN (Blonde/Strawberry)	BAL (Bald)	BLK (Black)	BLU (Blue)	ALB (Albino)	FAR (Fair)
B (Black)	GRY (Gray/Partially Gray)	BLK (Black)	BRO (Brown)	GRN (Green)	BLK (Black)	LBR (Light Brown)
H (Hispanic)	RED (Red/Auburn)	BRO (Brown)	GRY (Gray)	HAZ (Hazel)	DRB (Dark Brown)	LGT (Light)
I (American Indian/Alaskan Native)	SDY (Sandy)	WHI (White)	MUL (Multicolored)		MBR (Medium Brown)	DRK (Dark)
W (White)						

Relationship to Inmate (circle one)

AP (Adoptive Parent)	DA (Daughter)	FR (Friend)	HS (Half Sister)	NI (Niece)	SM (Step Mother)	WI (Wife)
AU (Aunt)	DI (Daughter-in-Law)	GD (Granddaughter)	HU (Husband)	SB (Step Brother)	SN (Son)	
BL (Brother-in-Law)	FA (Father)	GF (Grandfather)	LG (Legal Guardian)	SD (Step Daughter)	SO (Son-in-Law)	
BR (Brother)	FC (Foster Child)	GM (Grandmother)	ML (Mother-in-Law)	SF (Step Father)	SR (Step Sister)	
CL (Clergy)	FL (Father-in-Law)	GS (Grandson)	MO (Mother)	SI (Sister)	SS (Step Son)	
CO (Cousin)	FP (Foster Parent)	HB (Half Brother)	NE (Nephew)	SL (Sister-in-Law)	UN (Uncle)	

Are you currently on the visiting list of an inmate confined in the Tennessee Department of Correction? _____ **Yes** _____ **No**

If yes, what is his/her name: _____ **TDOC #:** _____ **Relationship:** _____

Are you now, or have you ever been an employee or contract employee of the TDOC? _____ **Yes** _____ **No.** If yes, when? _____

Have you ever been suspended from visitation? _____ **Yes** _____ **No** If yes, list reason below: _____

Have you ever been convicted of a felony? _____ **Yes** _____ **No.** If yes, please list offense(s), date, location disposition/sentence and TDOC number if applicable: _____

Are you required to carry a pager? _____ **Yes** _____ **No** If yes please state why: _____

If you have a prosthetic device, pacemaker or defibrillator, you may be required to submit a copy of a physician statement.

Attach a recent photo of yourself only here.
Photo must be of quality that can be used for identification purposes. No black & white photographs or pictures copied from copy machine.

YOUR SIGNATURE: _____ **DATE:** _____

If you are under 18 years of age, your parent or legal guardian's approval must be indicated by notarized signature. If signed by legal guardian, a copy of certified court order granting guardianship must be attached.

Visitors' handbooks are available upon receipt of a self-addressed stamped envelope with this application.

____ Approved _____ **DATE:** _____

____ Disapproved _____ **DATE:** _____

Warden's Designee

____ Approved _____ **DATE:** _____

____ Disapproved _____ **DATE:** _____

Warden's Signature
(required only if disapproved by designee)



TENNESSEE DEPARTMENT OF CORRECTION
VISITATION APPLICATION

PARENTAL CONSENT/RELEASE FOR MINOR'S VISITATION (For children under 18 years of age, please fill out completely, have notarized by a notary public, lawyer, or local postal official)

_____ **Inmate Name** _____ **TDOC #** _____ **Institution**

This form must be completed by the custodial parent/legal guardian and properly notarized for minor children (under 18 years of age) to visit an inmate when the custodial parent/legal guardian is unable, or unwilling to visit and accompany the minor child. The child may visit only with the authorized person named below, who is over 18 years of age and who must also be on the approved visitation list of the inmate they wish to visit. Permission is granted for the child to be searched.

<u>Minor's Name</u>	<u>Date of Birth</u>	<u>Relationship of Child to Inmate</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

<u>Approved Escort/Guardian</u>	<u>Guardian's Date of Birth</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

_____ Signature of Custodial Parent/Legal Guardian

_____ Date

STATEMENT OF NOTARY PUBLIC

Subscribed to, and sworn before me on this _____ day of _____ 20 _____.

My commission expires on _____.

Notary Public

xc: Visitation File
Inmate



TENNESSEE DEPARTMENT OF CORRECTIONS
CONTACT VISITATION WITH MINORS AGREEMENT

 INSTITUTION

I, _____ TDOC # _____ agree to the
 Offender Name

following rules of conduct during visits with children under the age of 18:

- (1) Absolutely no visitation with the victim(s) or alleged victim(s) of my crimes of conviction without documented approval by the institution's mental health authority, and Warden.
- (2) Physical contact with a child is limited to an appropriate initial greeting and parting goodbye gesture. For example, an appropriate hug or kiss on the cheek.
- (3) No prolonged handling or touching of the child is allowed.
- (4) No kissing of the child on the mouth.
- (5) No sitting of the child on the lap.
- (6) No contact with a child of other visitors.
- (7) No whispering, passing notes, swearing, spanking, hitting, threatening, or use of foreign language or other words unfamiliar to visitation security staff.
- (8) All child visitors must be in direct sight of visitation security staff at all times.
- (9) No changing diapers or other assistance in personal hygiene or intimate dressing activity.
- (10) The parent/guardian is responsible for managing the behavior of the child.
- (11) All directions given by visitation security staff, and the rules of this agreement, must be followed by inmate visitor without disagreement at the time of visitation or in the presence of the child.
- (12) Any specific visit, as well as my privilege to have contact visits with a child under the age of 18, may be terminated if any of the above guidelines are violated; or if the visiting child, or caretaker is unduly distressed from the visit.

 Offender Signature

 Custodial Parent or Legal Guardian
 of Visitor Under 18 Years of Age

 Witness & Job Title

 Date