



ADMINISTRATIVE POLICIES
AND PROCEDURES
State of Tennessee
Department of Correction

Index #: 507.01.1

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Effective Date: July 15, 2011

Distribution: B

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Approved by: Derrick D. Schofield

Subject: NON-CONTACT VISITATION

- I. AUTHORITY: TCA 4-3-603, TCA 4-3-606, and TCA 39-16-201.
- II. PURPOSE: To establish departmental guidelines governing non-contact visitation of inmates.
- III. APPLICATION: To the Assistant Commissioner of Operations, institutional employees, contract employees, inmates of facilities with a minimum restricted custody or higher security housing component, and privately managed institutions.
- IV. DEFINITIONS:
 - A. Non-Contact Visitation: The placement of an inmate and his/her visitor(s) in separate locations where no physical contact can be made but visual and auditory communication can occur.
 - B. Non-Contact Visitation Booth: A booth that, while permitting verbal interaction between the inmate and a visitor, prohibits any physical contact.
- V. POLICY: Wardens who have a minimum restricted custody or higher security housing component at their facility shall develop a local policy that governs non-contact visiting.
- VI. PROCEDURES:
 - A. Institutional policy shall define the reasons for use of a non-contact visitation area and may include, but not be limited to, the following:
 1. An alternative to suspension of visitation privileges
 2. Full reinstatement of visitation privileges following a suspension
 3. When an offender is in maximum custody
 4. When there is a reasonable suspicion that contraband will be exchanged
 5. When mandated by the institutional disciplinary committee
 6. Unacceptable social behavior
 7. When the offender is in segregation, pending disciplinary hearing, or protective custody

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8. At the request of the visitor
 9. Media interviews
- B. Institutional policy shall address the following issues related to non-contact visitation:
1. Identify the location of non-contact visitation areas and what segment of the population is to use each.
 2. Identify the duration of non-contact visitation restrictions and the review process to reinstate routine visitation privileges.
 3. Identification of inmates required to visit in non-contact visitation area.
 - a. Maximum custody
 - b. Segregation (including those pending a hearing)
 - c. Protective custody:

Protective custody inmates who are involved in special programs and who are recommended by the Warden may be granted contact visits upon written approval of the Assistant Commissioner of Operations upon receipt of a written program request from the Warden. The recommendation must contain a detailed explanation of the program and a visitation schedule.
 - d. Others who fit the criteria established in Section VI.(A) of this policy.
- C. Inmate and visitor searches shall be conducted in accordance with Policy #506.06.
- D. The requirements of Policy #507.01 shall apply to all visitors accessing non-contact visitation facilities.
- E. The local policy shall detail the security procedures regarding non-contact visitation, including:
1. How doors are to be secured
 2. The availability of restroom facilities for the inmate and the visitor
 3. Placement of inmate in non-contact visitation area prior to the visitor being admitted into the visitation area
 4. Release of inmate from non-contact visitation area after the visitor has vacated the area

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- F. The inmate will be permitted no physical contact with the visitor(s) at any time for any reason. Any attempts to affect physical contact between the visitor and the inmate shall be cause to terminate the visitation and the initiation of appropriate disciplinary action.
- G. Non-contact visits shall not exceed two hours.
- H. Non-contact visitation shall be consistently monitored by institutional staff.
- I. The inmate shall be notified in writing of the circumstances requiring non-contact visitation. A copy shall be provided to the visitation supervisor to be noted in the visitation file.
- J. Visitors will be notified of the non-contact visitation requirement prior to being processed.
- K. Warden (or designee in the Warden's absence) shall approve all non-contact visits.

VII. ACA STANDARDS: 4-4267.

VIII. EXPIRATION DATE: July 15, 2014.