



STATE OF TENNESSEE  
DEPARTMENT OF CORRECTION  
6<sup>TH</sup> FLOOR RACHEL JACKSON BUILDING  
320 SIXTH AVENUE NORTH  
NASHVILLE, TENNESSEE 37243-0465

**Date:** May 31, 2012

**Subject:** Items Permitted Through Checkpoint

The following are authorized or routine items that can be processed through checkpoint. All items (including food) are subject to search.

**VOLUNTEERS:**

- Visitor Badge/ID
- Personal Keys
- Glasses
- Vending Machine Card (**No wallet(s) or money**)
- Watch (1)
- Wedding ring(s) and other ring (1)
- Ear rings(s)
- Pre-approved items (by the Warden/Deputy Warden) for use in the program.  
The check point officer must have written notification of all pre-approved items.

**ITEMS REQUIRING WRITTEN PERMISSION OF THE WARDEN/DEPUTY WARDEN**

- Pagers (**state issued excluded**)
- Cell Phones (**state issued excluded**)
- Personal Digital Assistants i.e. iPad (**state issued excluded**)
- Medical Diagnosis self-check items, i.e. glucose meter
- Any appliance
- Decorations
- Gifts
- Sunglasses
- Food for special occasions
- Briefcase

## **MEDICATION**

- All medication (including over the counter) must be approved by the warden/deputy warden utilizing the TDOC Institutional Employee Authorization Form (CR-3662).
- Controlled drugs (Schedule drugs II – V) shall be in the original prescription container and stored outside the compound. The employee will be required to return to the designated area to take the controlled medication.

## **FOOD ITEMS**

- Only the amount of food that can be consumed at one meal during one shift is permitted.
- All food items will be in clear see-through wrap, plastic bags, container or factory sealed. Items must be packaged in such a manner that will allow the Officer to view each item individually, i.e. items for sandwiches are to be packed to where each item can be viewed. Employees should be prepared to open the containers to provide the Check Point Officer with a complete view of all items.
- Fruit (any type) limited to 2 total and must be sliced, with exception of bananas, grapes and berries. Grapes and berries are limited to 2 cups.
- Snacks (Must be in clear packaging not to exceed the amount that can be consumed during one shift. Factory sealed snacks in unclear containers must be opened and placed in a clear bag unless purchased from the vending machine at Check Point.)
- Coffee (dry) in clear plastic bag not to exceed 1 lb. per week.
- Beverages (factory sealed) maximum limit (3) no larger than 24 oz. plastic bottles/cans.