

*Northeast Correctional Complex
P.O. Box 5000
Mountain City, Tennessee 37683*

VISITATION

Rules & Regulations Handbook

Revised March 2014

NECX

VISITOR RULES AND REGULATIONS

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VISITOR HANDBOOK

This handbook contains a list of regulations designed to maintain order and control and to help ensure visitors and inmates the most enjoyable visit possible in a pleasant atmosphere. TDOC Policy 507.01 (Visitation) and TDOC Policy 507.01.1 (Non-Contact Visitation) establish guidelines governing visitation for inmates. For convenience, TDOC Facility Handbooks are also available at <http://state.tn.us/correction/institutions/visitation.html>.

These rules are not designed to harass visitors or inmates; rather they are based upon policy and procedures to help ensure the security of the institution and the safety of staff, visitors, and inmates alike. Visitors and inmates are expected to comply with these rules. Failure to do so could result in the termination of a visit and restriction of visitation privileges. The administration and staff of this institution realize the importance of maintaining strong family ties and a support group for an inmate in his community. We hope your visits here help maintain that goal.

VISITATION RULES

1. Routine visitation is on Saturday, Sunday, and state holidays as designated by the Commissioner from 8:00 a.m. to 3:00 p.m., and Monday from 5:00 p.m. to 8:00 p.m. The Main Visitation Gallery will begin to close at 2:45 p.m. and Program B at 2:45 p.m. to ensure all visitors are out of the VG by 3:00 p.m. Visitors are asked not to access the parking lot before 7:30 a.m. and should not enter the Administration Building until 7:30 a.m. on weekends and 4:30 p.m. on Mondays. **Any visitor who arrives on state property before 7:30 a.m. will not be allowed to visit.**
2. Questions or comments relating to visitation may be directed to the NECX Visitation Sergeant by calling (423) 727-7387 ext. 1068 on Saturdays and Sundays from 8:00 a.m. to 3:30 p.m., Mondays from 12:00 p.m. to 8:00 p.m. and Fridays from 8:00 a.m. to 4:00 p.m.
3. Only four adult visitors will be permitted per inmate. All visitors entering on one pass must leave together at the same time.
4. Visits occur in the visitation gallery and/or picnic area of the compound or annex. Inmates in punitive segregation will have restricted visitation access as approved by the Warden. Inmates housed at the Carter County Annex will visit in the visitation building or picnic area when open. Monday night visits will occur in the administrative part of the building.
5. Inmates assigned to the security management units will visit in Program Building B as follows:
Phase I: one (1) visit per week, non-contact, immediate family only
Phase II: one (1) visit per week, non-contact, anyone on approved list
Phase III: Contact visit in Program Building A with anyone on approved list per policy
6. Inmates 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 for immediate family members only.
7. Visitors under the age of 18 must be accompanied by an adult with notarized permission from a parent/ legal guardian. All visitors must have an application with picture ID on file.

8. 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 visitation department. Applications will be approved or denied within 30 days of receipt.
9. All applicants are subject to a NCIC (National Criminal Information Center) background check.
10. The length of the visit will depend upon space available. Should overcrowding occur, visitors who arrive first may be asked to leave to allow for others to visit.
11. Visitors found with contraband in violation of the law are subject to possible arrest by local law enforcement and visitation privileges may be suspended for up to 12 months.
12. No one under the influence of drugs or alcohol will be allowed to visit.
13. Any visitor found with drugs or firearms while on State property may be subject to loss of visitation privileges for a period of 12 months up to and including permanent restriction.
14. Inappropriate or socially unacceptable physical contact as deemed by staff will not be permitted between inmates and visitors.
15. Visitors may not sit on the inmate's lap or vice versa.
16. Visitors will not wear an inmate's jacket and inmates will not wear a visitor's jacket for any reason. Inmates must dress per TDOC Policy and in an appropriate manner.
17. Visitors and inmates may not sit with their legs crossed over each other. Couples will not be permitted to be hugged up while leaning against the walls or laying on each other while seated.
18. Visitor and inmate hands must be in view at all times and may not be underneath any clothing.
19. Visitors may not deliver correspondence, money, printed material, packages, etc. to inmates.
20. Visitors are responsible for controlling their children. Children are not allowed to run and play in the main visiting area. Discipline of children is strictly up to the visitor, not the inmate.
21. A playground area (weather permitting) is provided for children under 12 years of age. Visitors and inmates are not to access the playground area unless they have children playing in that area.
22. Visitors may not leave the visiting area for any reason except to go to checkpoint to take prescribed medications.
23. No baby strollers are allowed except when used by disabled children.
24. Restrooms are located in each visitation area. At no time may a visitor access the inmate's restroom, and at no time may an inmate access a visitor's restroom. When a child must use the restroom, the visitor with whom they came must accompany them, not the inmate or another inmate's visitor.
25. Visitors shall not accept any correspondence, package, printed material or personal property from an inmate. All items must be processed through the property room during regular business hours.

26. If visiting on the weekend, a visit on the following Monday night will not be permitted unless it is an official holiday of which the hours are 8:00 a.m. to 3:00 p.m.
27. Visits may be denied or terminated at any time for violation of any visiting rule.
28. Breastfeeding is not allowed in the visiting gallery but can be done in the ladies' restroom.
29. Excessive amounts of jewelry will not be allowed in. Only one ring per hand and one necklace.
30. Prosthesis, artificial limbs (plastic or other substances), and cardiac pacemakers and defibrillators shall be allowed. The visitor may be required to present a doctor's note.
31. Visitors are subject to random frisk searches throughout the day at the discretion of the officer in charge of the VG.
32. Prescription medications must be in the original prescription bottle and left in a locked locker at checkpoint. The medication must be logged in and out by staff. Visitors will be escorted to checkpoint to take the medication.

ARTS & CRAFTS

Arts and crafts items will not be routinely carried out through visitation. If an inmate has an item that needs to be sent out through visitation for some reason, written permission must be obtained through the Unit Manager's office. Upon approval, the items must be brought to the property room, Monday through Thursday, to be processed. Property Room staff will provide a list to visitation staff consisting of inmate name, TDOC #, and item(s) approved to be carried out through visitation. The visitor may sign for and pick up the item(s) **after** the visit is over. The NECX staff will not be held responsible for the loss or damage of any item sent out through visitation.

CHECKPOINT PROCEDURES

All visitors must be on the inmate's approved visiting list or have a pre-approved special visit. Identification will be verified. Before proceeding to any of the visitation areas, all visitors must pass through checkpoint. At times this area becomes crowded and waiting may occur. Please be patient as the officer's process visits as soon as possible. When accessing the NECX Main Compound, visitors must pass through the metal detector and will be frisk-searched by an officer with all items emptied from pockets. After the visitor has been searched, the left hand will be stamped in ultra violet ink. The visitor must show his/her hand under the ultra-violet light to the officer in Central Control or at the checkpoints at each annex before entering the visiting gallery and after exiting at the end of the visit.

NOTE: At checkpoint at Main Compound, visitors will be given a visitor's pass. This pass must be presented to an officer at the front desk in the visiting gallery. Visitors will be seated and wait for the inmate to arrive. When the visit is over, the pass is to be given to the checkpoint officer before leaving.

COUNTS

During count time, approximately 10:45 a.m., or anytime that a count may be called, visitors shall remain seated. Inmates in the inside visitation area must stand by the wall until count is complete. Inmates in the picnic area must stand on the sidewalk until the officers have completed the count. No movement of inmates or visitors is allowed. There should be no attempt to access the restrooms or move to or from the picnic area. Cooperation will aid in the least amount of interruption to visits.

DRESS CODE/ INMATES

TDOC uniforms (blue shirts and striped pants) only may be worn to the visitation area. All clothing must be in good repair with no holes, patches, or alterations. Only plain white or gray T-shirts (short or long sleeved) may be worn under the TDOC blue shirt. The t-shirt must be worn and cannot be removed in the visitation area. No stacking of clothing or excessive clothing will be allowed (i.e.: sweatpants under the TDOC blue pants or more than one pair of boxers/ briefs undergarment). Regular long-johns (thermals) will not be allowed in the visitation gallery. The white TDOC stripe on pants must be clearly visible and no bleached out pants will be allowed. Pants must be worn around the waist, no "sagging". Shirt must be buttoned and tucked in the waist of the pants. Sweatshirts are not allowed. One pair of socks may be worn with boots or shoes. No open toed shoes are allowed.

Coats may be worn October through April and must be in good repair with proper stamping and color, no faded areas, rips, holes, homemade sewn areas. Coats will be inspected by staff when entering the VG.

DRESS CODE/ VISITORS

FEMALES: female visitor's visit may be denied for the absence of proper clothing such as shoes, bra, underclothing, and slip (when wearing a dress). All apparel must have sleeves. The visit may be denied for wearing improper clothing such as halter tops, miniskirts, long split skirts, tank tops, strapless sundresses, bare midriff, wind suits, spandex pants, shorts (no shorter than 3 inches above the knee in a standing position while being worn around the waist in the manner intended) and inappropriately torn garments or garments with offensive logos or any revealing attire. The following clothing items are **prohibited:** sweatpants, stirrup pants, camouflage attire of any pattern or color, body suits, skirts or dresses that button up the front, service or security uniforms, pants or jackets with stripes, water bras, thongs, and hoodies. Children age 6 and under, male or female, will be allowed to wear shorts but they must not be any shorter than the middle of the thigh. Only one shirt can be worn. Flip flops are not permitted and all sandals must have a back or heel strap.

MALES: A male visitor's visit may be denied for the absence of proper clothing such as shoes, shirt or underclothing. The visit may be denied for wearing improper clothing such as tank tops, shorts (no shorter than three inches above the knee in a standing position while being worn around the waist in the manner intended) and sweat suits. No camouflage attire of any kind, military or security uniforms, or shirts with offensive logos may be worn. Visitors may be required to remove clothing if found to have on excessive clothing such as two pairs of pants, a sweat suit, or an extra shirt on under the top clothing. No sleeveless shirts or pullover hoodies are permitted.

Once visitors have entered the visiting gallery, they are not allowed to modify their attire, i.e. unbutton a shirt or blouse to be more revealing, pull a skirt up to make it shorter or remove bra or any undergarment.

FOOD ITEMS

The items listed below may be brought in by visitors. Food items will not be allowed outside in the picnic area. This list is subject to change at the Warden's discretion. If the item is not on the approved list, it will not be allowed into the institution. No exceptions. Food items not allowed into the institution will be taken back to the vehicle. Food will not be stored at checkpoint.

- Sealed Lunch Meat (No Deli Meat)
- Sliced Sandwich Bread (White, Rye, Wheat, etc.) – No Buns or Rolls
- Mayonnaise, Mustard, Ketchup (Factory sealed/Individual packets enough for one day only)
- Tomatoes, Lettuce, Pickles, Onions – pre-sliced and placed in a Ziplock baggie
- Cheese – Factory Sealed, pre-sliced and placed in a Ziplock baggie
- Salt/Pepper (Sealed /Individual packets)
- Items may be placed in a clear plastic baggie or container
- Disposable paper plates only, No reusable plastic dinnerware/silverware
- Drinks: From VG Vending Machine Only

PARKING

At NECX Main Compound, visitors are asked not to access the parking lot before 7:30 a.m. Visitors must park in the regular designated parking spaces. Parking in any reserved spaces is prohibited. The parking spaces directly in front of the Administration Building are for temporary parking only of fifteen minutes or less. Windows must be rolled up and doors must be locked on all vehicles.

Visitors going to the Mountain City Annex must park in the main parking area. Visitors are not to engage in conversations and visit with inmates in the annex yard. Please observe these parking rules. Visits will be terminated for the day if vehicles are parked where they must be moved. Once you leave the visiting gallery, you may not return.

Visitors for Carter County Annex will park in front of the visitation area located at the main entrance to the institution. On Monday nights, visitors will park in the upper main parking lot near the Administration Building since visitation is held outside the program center.

PERSONAL PROPERTY PERMITTED FOR INMATES

The following items only will be allowed on the inmate's person in the visiting area:

- Identification card
- Room key
- Wedding ring – 1 (if married)
- One religious necklace
- Institutional Pass
- White or gray cap/or religious headgear purchased through Union Supply

Anything not listed is considered contraband and will be dealt with accordingly.

PERSONAL PROPERTY PERMITTED FOR VISITORS:

- Car keys
- Diapers – 6 disposable per child
- Baby food – 4 in plastic see-through original manufacturer’s container with unbroken seal
- Plastic baby bottles with milk/ juice – 4
- Identification cards
- Vending debit cards (NECX & Carter County Annex)

PERSONAL PROPERTY PROHIBITED FOR VISITORS (NOT LIMITED TO)

- No Tobacco/ tobacco products
- No Billfolds or purses
- No Steel-toed shoes
- No Cell phones or media devices (iPods, MP3 Players, etc.)
- No excessive jewelry as it will set off the metal detector.
- **No chewing gum.** Termination of visit may occur.
- No Clothing with logos that contain pictures, slogans, profanity, or vulgarity. This includes any item associated with any Security Threat Group.
- No Camouflage clothing or accessories of any pattern or color
- No stripes of any kind on pants or jeans.

PICNIC PRIVILEGES

Picnic privileges are only allowed if approved by the Commissioner of Correction. If approved, the Warden/designee will issue a memo regarding guidelines and approved items for picnic visits.

SEARCHES / VEHICLE SEARCHES

All visitors entering NECX property shall be subject to search. Visitors entering the secure perimeter of the institution shall be frisk-searched. Other searches may be authorized as deemed necessary by the Warden/designee. All items carried by the visitor shall also be searched before entering the institution, i.e. picnic items, etc.

Unannounced searches will be conducted of all vehicles entering state property. K-9 Drug Detection Units may be used during these searches. All persons shall be responsible for any contraband items found in their vehicles. Local or State Law Enforcement may issue written citations, make arrests, or confiscate visitor's vehicles and belongings in the event contraband is found. It is illegal to possess alcoholic beverages on State property, weapons, drugs, any type medication that cannot be readily identified by being in original containers or producing a prescription. Visitors who are suspected of introducing contraband into the facility may be required to visit in a non-contact area as to prohibit any physical contact among inmates and visitors.

T.C.A § 39-17-1313: handgun-carry permit holders may lawfully store firearms and ammunition in their personal vehicles parked on public or private property, including while parked at work, so long as the firearms are “kept from ordinary observation and locked within the trunk, glove box, or interior of the person’s vehicle or a container securely affixed to the vehicle if the person is not in the vehicle.” This law applies to permit holders only.

SPECIAL VISITATION

Special visits may be granted subject to approval of the Warden, Associate Warden of Security, or Associate Warden of Treatment. All requests for special visits must be made at least seven days prior to the requested visit unless exceptional circumstances exist.

Special visit requests must provide a detailed written explanation as to why the visit is necessary and provide full identifying information on the visitor. Special visits are normally reserved for those visitors who have traveled in excess of 200 miles. However, at the discretion of the Warden, Associate Warden of Security, or Associate Warden of Treatment exceptions may be made.

TITLE VI

Title VI of the Civil Rights Act of 1964 states that "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

- ◆ Offenders in TDOC custody should use the established inmate grievance process (Policy #501.01). All Title VI complaints must be filed within 180 days of the occurrence of an alleged discriminatory act. Only one subject or incident will be addressed in a grievance. All copies of the form must be legible and intact. Use of the TDOC grievance procedure is not a prerequisite to the pursuit of other remedies.
- ◆ Visitors and other individuals shall submit details of alleged violations via letter or direct communication to the respective Title VI Site Coordinator. No special forms are required to file a Title VI complaint.
- ◆ Any individual may file a Title VI complaint with the below listed entities. It is preferable, but not required, that complaints be registered at the local level first to expedite complaint investigation and resolution.

Tennessee Human Rights Commission
Title VI Compliance Program
Andrew Johnson Building, Suite 100
710 James Robertson Parkway
Nashville, Tennessee 37243-1219
615-741-5825 or 800-251-3589

U.S. Department of Justice
Civil Rights Division
Federal Coordination and Compliance
Section, NWB
950 Pennsylvania Avenue, N.W.
Washington, D.C. 20530
888-848-5306 (toll free voice & TDD)

DIRECTIONS

NECX Main – Mountain City: I-40 East to I-81 North. Take the Johnson City Exit #57 to I-26. Take I-26 to the Elizabethton exit. Go through Elizabethton to the 19E Bypass, turn right. Go approximately 7 to 10 miles; turn left on Highway 67 to Mountain City. Go approximately 30 miles; the institution is on the right.

Carter County Annex – Roan Mountain: I-40 East to I-81 North. Take the Johnson City exit #57 to I-26. Take I-26 to the Elizabethton exit. Go through Elizabethton to the 19E Bypass, turn right. Go approximately 12 miles on U.S. 19E, turn left on Old Railroad Grade Road. There will be a green sign with the name of the institution. The institution is .5 miles from this point.

BUS/TAXI SERVICES

TAXI CABS

Mom's Taxi, 222 E. Maple St., Johnson City (423)975-0698

W W Cab Co., 128 N. Commerce St., Johnson City (423)929-8316
or 928-8316

BUS SERVICE

Greyhound Bus Lines, 137 W. Market St., Johnson City (423)926-6181
Fare and schedule information 1-800-231-2222

LODGING

Americourt, 450 Dotson Lane, Mountain City (423)727-7311

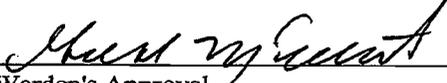
Mountain Empire Motel, 1537 S. Shady St., Mountain City (423)727-7777

Americourt, 1515 19E Bypass, Elizabethton (423)542-4466

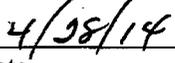
Travelers Inn, 505 W. Elk Ave., Elizabethton (423)543-3344
Toll Free 1-800-799-9119

SERVICE STATIONS

Mountain View Service Station, 214 W. Main St., Mountain City (423) 727-6801
(Nights, Sundays, Holidays) (423) 727-9920
24-hour towing & recovery



Warden's Approval



Date



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