



STATE OF TENNESSEE
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STATE OF TENNESSEE
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TURNEY CENTER INDUSTRIAL COMPLEX
Main and Annex

INMATE VISITATION HANDBOOK



Jason Woodall, Deputy Commissioner of Operations

Debra Johnson, Warden
Effective February 1, 2015

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OVERVIEW OF TURNEY CENTER INDUSTRIAL COMPLEX

Turney Center was originally constructed in 1970 to house 572 youthful offenders from the ages of 18 to 21 years of age. During the 1980's - with the implementation of the Prison Plan of the 80's - Turney Center began to house inmates from all different age groups with longer prison sentences and more serious felony charges. The institution went through a period of reconstruction in 1988, and new housing units were completed in February, 1990.

Inmates were moved into the new units in March of 1990. The population capacity at Turney Center then went to 1272 inmates, with custody levels ranging from close custody to minimum trustee.

In August of 2008, Turney Center Industrial Prison (TCIP) became Turney Center Industrial Complex (TCIX) when we consolidated with Wayne County Boot Camp (WCBC) located in Clifton, Tennessee. The new TCIX is comprised of the original facility (TCIP) which is now designated TCIX-Main and the former WCBC, which is now designated WC-TCIX-Annex. The WC-TCIX-Annex now houses 300 minimum custody inmates, 75% of whom are assigned to a Therapeutic Community (TC) treatment program with the remaining 25% being cadre inmates. 150 of the TC inmates are Parole Technical Violator Diversion Program (PTVDP) inmates assigned to the A-Pod of the Technical Violator housing unit. These inmates are short term incarceration (up to 7 months) who has a parole grant contingent upon their successful completion of the PTVDP. The other component of the TC is 76 inmates assigned to a longer term (9 to 12 months) program located in B-Pod. The combined population capacity of the Main and Annex site is 1572 inmates. TCIX-Main Unit 6 has a population of 152 inmates with a custody level ranging from minimum direct to minimum trustee. These inmates are the support staff for the facility. The complex is designated as a medium custody facility.

TCIX-Main is located approximately 65 miles from Nashville going west on Interstate 40 and 148 miles from Memphis traveling east. Exit off Interstate 40 at exit 148, turn onto Highway 50 going toward Centerville, turn right onto Highway 229 and follow the signs for Turney Center.

WC-TCIX-Annex is located in Clifton, Tennessee, approximately 100 miles southwest of Nashville, Tennessee, and 125 miles east of Memphis, Tennessee. The best major route 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 (TCIX Main)

Holiday Inn

I-40 & Hwy. 13 Exit 143
931-296-2999

Best Western Motel

I-40 & Hwy. 13 Exit 143
931-296-1202

Super 8 I-40

I-40 & Hwy. 13 Exit 143
931-296-2432

Days Inn

I-40 & Hwy. 13 Exit 143
931-296-7647

Budget Host Inn

Bucksport - I-40 Exit 152
931-729-5450

Log Cabin Restaurant

I-40 & Hwy. 13 Exit 143
931-296-5311

McDonalds

I-40 & Hwy. 13 Exit 143
931-296-7580

Arby's

I-40 & Hwy. 13 Exit 143

LODGING AND RESTAURANTS (WC-TCIX-Annex)

Bear Inn

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

Clifton Motel

200 Stockade Street
931-676-3515
Clifton, Tennessee

Smokey's (Café)

West Pillow Street
931-676-5486
Clifton, Tennessee

City Cafe

Main Street
Clifton, Tennessee

Country Girl's Restaurant

276 Forrest Avenue
931-676-3175
Clifton, Tennessee

VISITATION SCHEDULE

The warden has established a routine schedule of visiting which includes Saturdays, Sundays, and the following holidays that are recognized as being state holidays:

New Years Day	Good Friday	Labor Day
Martin Luther King's Birthday	Memorial Day	Thanksgiving Day
Presidents Day	Independence Day (July 4 th)	Christmas Day

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

The normal visiting hours at both sites are as follows:

Technical Violators and PTVDP Inmates housed at WC-TCIX-Annex:

	<i>Every other Sunday</i>	<i>11:30 am until 3:15 pm</i>
	<i>Approved holidays</i>	<i>11:30 am until 3:15 pm</i>
	**Monday Evening WC-TCIX-Annex	<i>6:30 pm until 8:30 pm</i>
Zone 1	Saturday, 8:30am-3:15 pm (one unit on a rotating schedule) including holidays	
Main Site	Units 1 and 3 will visit as Zone 1.	
Zone 2	Sunday, 8:30am-3:15pm (one unit on a rotating schedule) including holidays	
	Units 2 and 4 will visit as Zone 2.	

Zone 1 (which is Units 1 and 2) and Zone 2 (which is Units 3 and 4) will be on a rotating basis with a **schedule posted at the checkpoint or contact the visitation staff for an updated visitation schedule. (Contact numbers on next page)**

Units 5 & 6	(Unit 5-Protective Custody will rotate alternating weekend days with Close, and Max)	
Main Site	(Unit 5 only one visit per weekend) (Unit 6 both weekend days)	
	Saturday	8:30am until 3:15pm
	Sunday	8:30am until 3:15pm
	Legal State Holidays	8:30am until 3:15pm
	**Monday Evening	5:30pm until 7:30pm

Punitive segregation and pending investigation inmates; at the discretion of the warden, may be allowed to visit a minimum of one (1) hour, provided space is available. No more than two (2) visitors shall be allowed to visit an inmate at any given time. Visitors under the age of eighteen (18) must be accompanied by an adult who is an approved visitor. A system of non-contact visitation shall be used in the HSA housing area.

Should visitors arrive at the institution to visit, and all visiting cubicles are utilized, they must remain at the checkpoint until a visitor departs.

Administrative segregation inmates shall be allowed to visit for a minimum of one (1) hour. Visitation is authorized once every two (2) weeks. A system of non-contact visitation shall be used in the HSA unit area. Only immediate family, attorneys and ministers will be allowed to visit.

No more than one (1) adult and one (1) child under the age of eighteen (18) shall be allowed to visit an inmate at any one time.

Only two (2) inmates may have visitors at any given time, since only two (2) non-contact rooms are available.

In the event a visitor arrives at the institution to visit and both cubicles are being utilized, they must remain at the checkpoint until a minimum of one (1) hour has been used by the first visitor and inmate that have already received a visit. Then those visitors will be escorted back to check point and the new arrivals will be escorted to HSA to begin their visit.

Visitation Contact Person: Visitation Supervisor

Phones Number: TCIX-Main (931)729-5161 Ext. 3570 or 3260
WC-TCIX-Annex (931) 676-3345

Hours of Contact:	Saturday and Sunday	8:00 am to 3:30 pm
	Monday	12:00 pm to 8:00 pm
	Tuesday and Wednesday	8:00 am to 4:00 pm

Upon arrival, visitors shall sign the logbook provided for that purpose in the tunnel checkpoint area. Visitation arrivals should be no earlier than 8:00 am or later than 10:30am (due to count); afternoon visitation should be no earlier than 11:30 pm or later than 3:00 pm (due to count) and no earlier than 5:00pm on Monday evenings.

Monday visitation is to ensure visiting privileges for those inmates unable to visit on the weekends. Evening visitation will not occur on state holidays that fall on Monday.

Visitation may be cancelled as deemed appropriate by the warden/designee. Visitors arriving during count will not be processed and allowed to visit until after the count has cleared. Visitors arriving thirty (30) minutes before the cease of visitation will not be permitted to visit.

Turney Center Industrial Complex-Main Site is located approximately 65 miles from Nashville going west and 148 miles from Memphis traveling east on Interstate 40. Exit off Interstate 40 at exit 148, turn onto Highway 50 going toward Centerville, turn right onto Highway 229 and follow the signs for Turney Center.

WC-TCIX-Annex is located in Clifton, Tennessee, approximately 100 miles southwest of Nashville, Tennessee, and 125 miles east of Memphis, Tennessee. The best major route 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.

Since both TCIX sites are located in remote areas, no bus service is provided for either site. Transportation to and from either TCIX location is the responsibility of the visitor.

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 inmate's immediate family to be added to the approved list until receipt of the approval of the visitation application (No more than sixty [60] days 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 a National Crime Information center (NCIC) background check.
- E. No more than ten (10) visitors may visit an inmate at one given time due to space and availability.
- F. 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.
- G. 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 (TDOC Policy #501.01).

WHO MAY VISIT

- A. Approval of visitors shall be at the warden's discretion, in accordance with the following guidelines:
 - 1. All verified immediate family members who are eligible and eight (8) additional adults may be approved to visit an inmate upon receipt of CR-2152. 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 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.

2. Every visitor, regardless of age, shall have an approved visitation application (CR-2152, page 1) on file. All visitors who are currently on approved lists but do not have visitor applications on file, shall submit an application within 60 days of the inmate's initial intake date. This is according to TDOC Policy 507.01 "Visitation".
3. Children under 18 years of age may visit provided they are accompanied by their parent, legal guardian, or approved escort 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 page 1 with a recent picture must be on file. The custodial parent or legal guardian must provide a copy of the child's birth certificate or court custody document and 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.
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. This information shall be entered on e-TOMIS screen LMM under Visitor Concerns.
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. This information

shall be entered on E-TOMIS screen LIMM under Visitor Concerns.

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 person's 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 person's separation from TDOC service was the result of a violation of TDOC 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 person's 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 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, or 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 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 inmate's visitation list unless an immediate family member.
11. 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 LIMM under Visitor Concerns.
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 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.
15. 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.

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

The warden/designee may approve the following types of special visits for persons on or not on the inmate's 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 inmate's visitation file.

1. Visitors who have traveled 200 miles or more and/or do not visit on a regular

basis (at the warden's discretion). Visitors must still be on the inmate's visitation list.

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 TDOC 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 approved official visitors or as specified in TDOC Policy #507.02, visitors shall not be allowed to deliver any items to inmates.
- B. Facilities utilizing the debit card system for vending machines will not permit any monies into the visitation area.
- 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 visitor entry and departure.
- D. Visitors shall only be allowed to bring the below listed items into visitation areas:
 1. ID
 2. Personal keys (with remote keyless entry are allowed)
 3. Glasses
 4. Vending Machine Card (No wallet(s) or money)
 5. Watch (1)
 6. Wedding ring(s) and other ring (1)
 7. Ear ring(s)

8. Baby Items (2 diapers, baby wipes in clear plastic container, 1 clear plastic baby feeding bottle, powdered baby formula or approved baby food in clear plastic bag, not to exceed amount for 2 feedings)

All other items shall be placed by the visitor in their private vehicle.

VISITATION AREA GENERAL POPULATION INSIDE COMPOUND-Main/UNIT 6-Main/WC-TCIX-Annex

1. 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.
2. The visitation gallery in B-Building will be used by the inmates in general population on the inside compound at the main site.
3. Unit 6-Main Site inmates will utilize the visitation gallery located in the Administration Building at Unit 6.
4. Inmates at the WC-TCIX-Annex site will utilize the visitation area located in H-Building.
5. Attorneys and their inmate clients shall, upon request, be afforded privacy for their visits.
6. All Turney Center visitation areas are handicap accessible.

SECURITY

- A. Firearms, weapons, drugs, tobacco products and alcohol are prohibited. Violators may be prosecuted or suspended if the visitor is found to be attempting to introduce the items into the facility.
- B. TCA 39-16-201 provides that it is unlawful for any person to: take, send, or cause to be taken into a correctional facility any: weapons, ammunition, explosives, intoxicants, illegal drugs/controlled substances, telecommunications device (including but not limited to cellphones.) A person legally authorized to possess a firearm may transport and safely store a firearm or ammunition in a locked motor vehicle or locked container securely attached to the vehicle while on or utilizing the designated facility parking area. The firearm/ammunition shall be kept out of ordinary observation. Introduction of contraband or failure to secure their weapon(s)/ammunition is grounds for disciplinary action up to, and including, termination. The introduction of contraband into a facility by any individual will result in criminal prosecution.
- C. 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 wait at the

- checkpoint area but not in their personal vehicles. Visitors may not loiter in the parking area.
- D. A frisk search shall be conducted on all visitors entering the secure confines of any 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 in vehicles / property.
 - E. All visitors shall be searched as specified in TDOC Policy #506.06. Authorization must be obtained by the warden.
 - F. 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 individualized reasonable suspicion exists to prove that contraband is being brought in. Authorization must be obtained from the Warden.
 - G. 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.
 - H. Vehicles owned or driven by visitors may be searched as authorized by the warden or ranking security staff person in charge of the institution.
 - I. Refusal of search shall result in suspension of visitation privileges.
 - J. Anyone providing transportation to a visitor must leave state property and return at an appointed time to pick the visitor up.

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
 4. 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. Terminations shall be entered in TOMIS LIBJ using visitor problem.
- C. Other than as specified in TDOC 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 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. 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 three months.
 - b. Subsequent Offenses - Visits shall be suspended for addition three-month periods.
 - c. Follow 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.
 - d. The penalty may also be considered for reduction if the inmate successfully completes substance abuse programming.
3. 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.
4. Visitor(s) who exhibit behaviors and actions, which, in the warden's opinion, could jeopardize the security of the institution.
5. 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.

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.

INFIRMARY PATIENTS

- A. Inmates who are patients in the institution's infirmary shall be allowed visits during approved visiting hours provided the attending physician allows it.

- B. Visitation shall be restricted to a maximum of thirty (30) minutes per day per approved visitor.
- C. Visits shall be subject to termination and/or suspension under the same criteria as normal visitation.
- D. Visits shall take place in the inmate's assigned room in the infirmary. The door shall remain open in order to be properly supervised by the officer stationed outside the door.

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 otherwise be inappropriate, 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. Special consideration may be warranted by the visitation supervisor for those visitors who may have traveled great distances but are dressed inappropriately (i.e., non-contact visitation).
 - 5. No dresses or skirts with buttons, zippers or splits up the front or back of the garment from hemline to waistline will be allowed.
 - 6. 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, high heel shoes, etc. are not permitted.
 - 7. 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, blouses and dresses
 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. Bandannas
- B. Prosthesis, artificial limbs (plastic or other substance), cardiac pacemakers and defibrillators shall be allowed, the visitor may be required to present a statement from their doctor regarding the need for such a device.

GENERAL VISITING RULES

- A. Inmates may only take their personal TDOC I.D. card to visitation. Coats, hats, gloves, and sunglasses may be worn to the back desk and stored on the provided coat hangers.
- B. Inmates may not wear jewelry to visitation, with the exception of their wedding ring.
- C. Clothing must be appropriately worn by inmates and visitors. For example, no sagging pants will be allowed.
- D. Only TDOC approved footwear, state issued shirts and pants, white or gray baseball caps or religious headgear, plain black/brown leather belts or state issue belts shall be worn to visitation and must be worn in the appropriate manner (Shirts tucked in, pants not sagging and hats straight).

- E. 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 during the visiting period. (Necking = the act or practice of kissing and caressing amorously; petting = to engage in amorous embracing, caressing, and kissing).
- F. Visitors' and inmates' hands shall remain visible at all times and may not be underneath any clothing.
- G. Visitors may not sit on the inmate's lap or vice versa.
- H. Inmates will remain seated during contact visits except to go to the restroom and will be escorted by visitation staff. Chairs and tables will not be moved without permission.
- I. Inmates shall visit with their approved visitors only. Visitors may not visit with other inmates' visitors.
- J. Visitors are expected to maintain constant control of children under their supervision. Visiting parents or legal guardians shall supervise children while they are playing; failure to do so may result in termination of the visit. Inmates are not allowed to discipline or accompany the minor children under this provision. Children under twelve years of age must be accompanied by their visiting parent or legal guardian when going to or returning from the restroom facilities. Children twelve years of age and under must be accompanied by their visiting parent or legal guardian at all times. Visitors under the age of 18 must be accompanied by an approved adult with notarized permission from the parent or legal guardian. All visitors, regardless of age, must have an application with a picture on file.
- K. Verbal or physical abuse directed toward staff members shall be sufficient cause for termination of a visit.
- L. Any visitor attempting to pass any type of contraband during visiting shall have their visit terminated.
- M. 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.
- N. Sitting on the tables inside the visiting gallery will not be allowed. Inmates and visitors must utilize the chairs provided in this area. Tables may not be moved without authorization from security staff.
- O. Visitors who are denied admittance to the institution must leave state property immediately; no one is allowed to sit in automobiles on institution grounds or in reception/checkpoint areas. All visitors must leave state property after visitation hours are over.

- P. During an institutional emergency, visitation may be cancelled as deemed appropriate by the warden or his designee.
- Q. Should overcrowding occur, the inmate's visitors who entered first will be instructed to leave first in order to give others the opportunity to visit.
- R. Property placed in weekend storage will be given out as needed, but will be given out before 3:15 p.m. for security purposes.
- S. Inmates and visitors should complete their goodbye wishes and exit by 3:30 p.m. Inmates/visitors who refuse to depart promptly at this time may be subject to disciplinary action and/or visitation suspension.
- T. 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.
- U. Female visitors who chose to breastfeed their baby will need to contact the visitation supervisor who will arrange the use of a visitor's side non-contact visitation room at TCIX-Main. At WC-TCIX-Annex a privacy cubicle will be made available upon request to the visitation supervisor.

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

KID'S AREA

This area shall be for children only. Adults, however, must supervise their children in this area. Adults will insure that chairs in this area stay there and are not dragged across the floors in the main visitation area. Inmates are not allowed inside the Kid's Area at any time.

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

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."

It is the policy of the TDOC to provide a safe, humane, and appropriately secure environment, free from threat of sexual abuse and sexual harassment for all inmates, by maintaining a program of prevention, detection, response, investigation, and tracking of all alleged and substantiated sexual assaults. TDOC has zero tolerance for incidents of sexual abuse and sexual harassment within the facilities.

Inmates who have information involving PREA activity of any type may report this information

by contacting “Sexual Assault Center” through the Rape Crisis Hotline (Dial 1-*9555#) using the Inmate Telephone System (ITS).

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.

At TCIX Main in Only, Tennessee and WC-TCIX-Annex in Clifton, Tennessee contact:

Name: Jeff Butler **Title:** Associate Warden of Treatment
Address: Turney Center Industrial Complex-Main, 1499 R.W. Moore Memorial Hwy.,
Only TN 37140

Phone Number: (931) 729-5161 ext. 2400 **Fax:** (931) 729-9275

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

*TENNESSEE DEPARTMENT OF CORRECTION
 TITLE VI COORDINATOR
 RACHEL JACKSON BUILDING, 6th FLOOR
 320 SIXTH AVENUE NORTH
 NASHVILLE, TENNESSEE 37243-0465
 615-253-8155*

<i>TENNESSEE HUMAN RIGHTS COMMISSION</i>	OR	<i>U.S. DEPARTMENT OF JUSTICE</i>
<i>OFFICE OF TITLE VI</i>		<i>CIVIL RIGHTS DIVISION</i>
<i>312 ROSA L. PARKS 3RD. FLOOR</i>		<i>FEDERAL COORDINATION AND COMPLIANCE</i>
<i>NASHVILLE, TN 37243-1102</i>		<i>SECTION NWB</i>
<i>505 DEADERICK STREET</i>		<i>950 PENNSYLVANIA AVENUE, N.W.</i>
<i>PHONE: 615-741-5825 FAX: 615-253-1886</i>		<i>WASHINGTON, D.C. 20530</i>
		<i>(888)848-5306 (toll free and TTY)</i>

TRANSPORTATION

Since both TCIX sites are located in remote areas, no bus service is available for either site. At this time several church ministries are providing transportation from the Nashville area to TCIX-Main, please check with the facility for current arrangements. Nearest taxi's services for:

Main Site:

Michael's Taxi 24 – 903 West 4th Street, Dickson, TN. Phone: 615-441-6122
 T & G Cab – 130 Hogin Road, Dickson, TN. Phone: 615-441-1435

Annex Site:

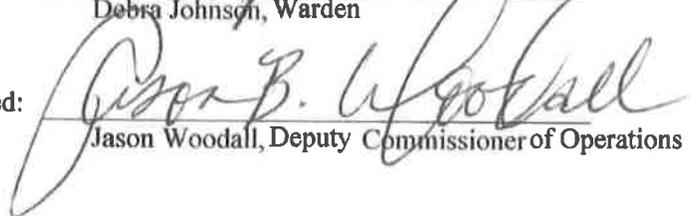
River City Taxi – 364 Horse Creek Road, Savannah, TN. Phone: 731-925-0366
 Nolen Courtesy Cab Co. – 103 East Church Street, Lexington, TN. Phone: 731-968-3781
 Liberty Cabs Taxi Services – 303 Taylor Street, Corinth, MS. Phone: 662-228-2121

Visitation Contact Person: Visitation Supervisor

Phone Numbers: TCIX-Main (931) 729-5161 Ext. 3570 or 3260
WC-TCIX-Annex (931) 676-3345

Hours of Contact: Saturday and Sunday 8:00 am to 6:30 pm
Monday 12:00 pm to 8:00 pm
Tuesday and Wednesday 9:00 am to 4:00 pm

Approved: 
Debra Johnson, Warden

Approved: 
Jason Woodall, Deputy Commissioner of Operations

