



South Central
Correctional Center
P.O. Box 279
555 Forrest Avenue
Clifton, TN. 38425-0279

2014

*VISITATION
HANDBOOK*

South Central
Correctional Center

"Reaching out for the future..."

CCA / South Central Correctional Center
Visitor Handbook
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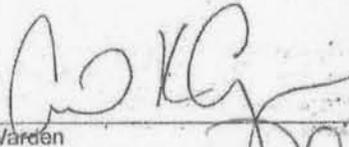
MESSAGE FROM THE WARDEN

During your visit at South Central Correctional Center, it is my commitment to ensure that you and your relative or friend are provided an atmosphere that encourages a positive and enjoyable visit. This visitation handbook has been designed to help you during your visit. Please read it carefully and adhere to all rules and regulations so that your visit will go smoothly for both you and your relative or friend.

The value of outside contact with family and friends is important to both visitor and inmate. By complying with the guidelines contained in this handbook, the privilege of visitation will be maintained in an environment that is satisfactory to all. If I or my staff may assist you as you visit, please let us know.

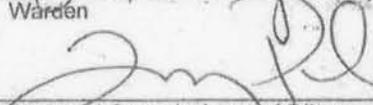
Thank you,
Arvil Chapman, Warden

Reviewed:



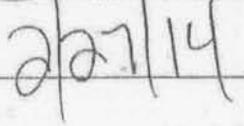
Warden

Approved:



Assistant Commissioner of Prisons

Date:



2/27/14

VISITATION RULES

1. Visitation for general population inmates is on Saturday, Sunday and state holidays designated by the commissioner from 8:00 a.m. to 3:15 p.m. and Monday 6:00 p.m. to 8:15 p.m. All TDOC/facility handbooks will be available at <http://state.tn.us/correction/institutions/visitation.html>. Visitors will not be permitted on property until thirty (30) minutes prior to visiting hours and within one hour prior to the end of visitation. Inmates who receive a visit on the weekend or holiday shall not be permitted a visit on the special week visitation (Monday evening). This shall apply to the Compound, Annex and Skylab.

Visitors are required to park vehicles in designated parking areas on the institutional lot (between yellow lines). All vehicles must be fully locked and secured. If any vehicle is found to be unsecured, the respective visitor(s) will be instructed to leave the visiting area and the visit will be terminated for the remainder of the day. The warden/designee may impose a suspension of visitation privileges for this violation.

When visiting be advised that from time to time vehicles will routinely be searched at the facility and drug K9s may be used during these searches. In the event contraband is discovered in your possession or inside your personal vehicle or belongings, the contraband will be confiscated and you will be referred to the law enforcement agency for felony prosecution, which is in accordance with TCA-39-16-201. In addition, your visitation privileges will be suspended for six months up to permanent restriction.

You must also be aware that all occupants of the vehicle will be held accountable for any contraband found in the vehicle and/or in the possession of any of the vehicle's occupants. Therefore, the occupants of the vehicles must be aware of the contents of the vehicles they are passengers in; because in these instances, the visitation of all occupants may be suspended.

Finally should you refuse to consent to the search of your personal vehicle or attempt to evade/flee without being searched, your visitation privileges may be permanently suspended from any CCA/TDOC Facility. The occupants of your vehicle must also be aware of this violation because all occupants may also be permanently suspended.

It is illegal to possess the following on state property; alcoholic beverages, weapons such as knives, etc, drugs, any type of 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 booth. In this situation, there will be no physical contact between inmates and visitors.

2. Pre-approved visitors only:
 - a. All immediate family members who apply and eight (8) additional adults may be approved to visit an inmate upon receipt and approval of CR-2152, visitation application.
 - b. All visitors, regardless of age, must have an approved application, CR-2152, with photo on file. These photographs will be updated with every application. Any falsification of the CR-2152 by the visitor may be cause to deny approval or to withdraw approval of the visitor. All sections of the CR-2152 shall be completed. If any falsification of the CR-2152 occurs by a visitor, the visitor applicant shall not be allowed to resubmit a visitor application for a minimum of six (6) months. No other identification is required for children under sixteen (16) years of age. All visitors who are currently on approved lists but do not have visitor applications on file, shall submit an updated application within six (6) months to the effective date of this policy.
 - c. Members of the clergy, as recognized by the chaplain or warden, need not be placed in the approved visitor's list.
 - d. Attorneys of record need not be placed on the approved visitor's list.
 - e. Visitors may not be placed on more than one inmate visiting list unless the inmate(s) is an immediate family member of the visitor and the relationship can be substantiated.
 - f. When a visitor is removed from a non-immediate family inmate's visiting list, there shall be a one year waiting period before that visitor may be placed on another non-immediate family inmate's visiting list.

- g. Only immediate family members with past felony convictions may apply for visitation status six (6) months after release from confinement. If the immediate family member is still on parole/probation, written permission must be submitted by the parole/probation officer prior to the approval of the application. The warden may disapprove visitation applications of immediate family members with felony convictions if it is believed that the security of the institution or the safety of individuals could be jeopardized.
- h. 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 the inmate. See TDOC Policy 507.01.
- i. All visitors under eighteen (18) years of age must be accompanied by an approved visitor who is either the child's parent or legal guardian. 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.

The above requirements do not apply if a visitor is under the age of eighteen (18) and legally married to the inmate they are visiting. Proof of marriage must be provided.

- j. 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.
3. The length of the visit will depend upon space available. Should overcrowding occur, visitors who are first that day may be asked to leave to allow for others to visit. When overcrowding occurs, visitors shall be required to remain at checkpoint until space is available in the visiting area. Only four (4) adult visitors will be allowed to visit an individual inmate simultaneously. Visitors and inmates may be assigned specific seating by visitation staff. Distance and frequency of previous visits may be used to determine early visit termination. Visitors and inmates shall sit across from one another as determined by visitation staff.
 4. Visitors found with contraband that is in violation of the law are subject to being detained for local law enforcement officials for possible arrest as per TCA 39-16-201 and visitation privileges suspended.
 5. Any visitor refusing a search of any type may be permanently restricted from visiting at any TDOC facility.
 6. A visitor who is arrested, shall be suspended pending disposition of the case which may include conviction, disposition, e.g. incarceration, probation or parole. Reinstatement of privileges will require submission of a new application.
 7. Any visitor who is found to have either drugs or firearms (without a valid handgun carry permit) while on state property may be permanently prohibited from visiting at any TDOC location.
 8. No one appearing to be under the influence of drugs or alcohol will be allowed to visit.
 9. Inappropriate or socially unacceptable physical contact will not be allowed between inmates and visitors. Examples are, but not limited to: a) inflammatory comments; b) profanity / cursing; c) threatening others; d) necking, petting or fondling.
 10. Visitors and inmates may briefly engage in a kiss and embrace only as they meet at the beginning of the visitation session and again at the conclusion of the visitation session.
 11. Visitors are not allowed to deliver correspondence, money, printed materials, packages or any other items to inmates. All such items shall be mailed.
 12. Visitors are responsible for controlling their children. Children are not allowed to run and play in the main visiting area or on the yard. Disciplining children is strictly up to the visitor and not the inmate. Any child under the age of twelve (12) must be accompanied by an adult visitor at all times.
 13. There will be reasonable allowances for some physical contact between parents and toddlers/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. With the exception of inmates required to sign CR3619 Contact Visitation with Minors Agreement.
 14. Feet are not to be propped in chairs. Visitors are not to be laid over on the inmate or vice versa.
 15. The visitor's and the inmate's hands must be in view at all times and may not be underneath the table and/or clothing.
 16. Visitors may not leave the visiting area for any reason and return to checkpoint or the parking lot and expect to re-enter the visitation gallery. Once you leave, your visit is considered over for the day.

17. No baby strollers are allowed except when used by disabled children.
18. At no time may a visitor access the inmate restroom and at no time may inmates access the visitor restroom.
19. Institutional property is to be respected. Properly dispose of trash and keep hands off walls and paintings. Children must be controlled when passing through gates and doors. Chairs and tables inside the annex visitation gallery are not to be moved. Children are not permitted to sit on the tables. While visiting on the outside yard area, visitors and inmates are not allowed to sit and/or lie on the ground, nor are they allowed to sit on top of tables.
20. Inmates are to remain seated at all times except for the purpose of using the restroom and at the conclusion of their visit to go to the strip room. Visitors are to remain seated except for when making purchases from vending machines, using the microwave and going to the restroom. Children shall not be allowed to use the vending machines or microwave unless accompanied by parent or legal guardian.
21. Visitors must remain at least a minimum of ten (10) feet from inmate restroom and strip room.
22. Visitors are prohibited from bringing in tobacco products of any kind. South Central Correctional Center is a tobacco free facility. Any tobacco items must be stored in the vehicle out of plain view in accordance with TDO Policy 112.11.
23. Visitors and inmates may be assigned specific seating by visitation staff. Tables and chairs may not be moved/re-arranged by visitors or inmates.
24. Continual visitation rule violations by visitors and/or inmates may result in permanent visitation suspension of his/her visitation privileges.
25. Non-contact visiting of general population inmates may be authorized by the warden/designee in accordance with TDOC Policy 507.01.1 and CCA Policy 16-103A.
26. Visitors are expected to comply with all visitation rules and conduct themselves in such a manner that their behavior is not offensive to other visitors, inmates or employees. Visits may be terminated or denied for reasons including, but not limited to the following:
 - a. visitor refusal to show appropriate and bona fide identification
 - b. visitor refusal to submit to a frisk search or vehicle search
 - c. visitor appear to be under the influence of drugs or alcohol
 - d. insufficient space for visiting
 - e. improper dress
 - f. inflammatory comments, profanity, cursing or threatening other inmates, visitors or employees
 - g. pushing or attempting to strike others
 - h. horse-play
 - i. harassment/disrespect of inmates, visitors or employees
 - j. attempting to bring items which are not permitted or leaving items which are not permitted
 - k. inappropriate physical contact; necking, petting or fondling
 - l. failure to control children
 - m. sleeping
 - n. sharing food items among inmates and their visitors with other inmates and visitors
 - o. parking in unauthorized areas
 - p. unsecured vehicles
27. Outside visitation areas will only be open as scheduled by the warden and if staff is available.
28. Parking in staff parking will result in visit being terminated for the day.

VISITOR DRESS CODE

- A. Must wear under garments at all times; for females this includes bras and slips if appropriate. Samples of inappropriate under garments are thongs and water brassieres.
- B. No garments manufactured from spandex or spandex like material. Scrub pants and shirts cannot be worn.
- C. No clothing transparent or translucent in nature.
- D. Shoes must be worn at all times. Open toe shoes or sandals are permitted, however, shower shoes, flip flops, steel toes shoes are not permitted.

- E. No tight, clinging or revealing clothing. Clothing shall be worn in the manner as intended; pants shall not be lowered or sagging; dresses/skirts shall not be raised to shorter lengths; clothing with buttons, zippers, etc. shall remain fastened.
- F. No cut off shorts.
- G. Shorts or dresses/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. No dresses/skirts with splits, buttons or zippers which are more than three (3) inches above the knee in a standing position. No wrap around skirts. No sundresses, backless, low cut, chest and midriff must be covered at all times.
- H. Clothing with logos that contain pictures, slogans or vulgarity or contain signs or symbols or security threat groups (gang related) or any clothing determined by the officer to be associated with security threat groups in not allowed. The association may be made by color combination, designs or logos affixed to the clothing or how the clothing is being worn. No beer or tobacco advertisements. No camouflage attire allowed.
- I. No halters, tube or tank tops; all apparel must have sleeves.
- J. Visitors over the age of sixteen (16) shall not be permitted to wear fleece sweat pants stirrup pants or jogging attire.
- K. Any other item deemed inappropriate by the visitation supervisor may not be worn.
- L. No bandannas permitted.
- M. Visitors are permitted to wear watches.
- N. Sweaters and jackets are to be hung up using coat hooks upon entering the visitation gallery.

ITEMS ALLOWED BY VISITORS

- A. South Central Correctional Center uses the debit card system. Debit cards may be purchased using a \$5.00 bill. Money may not be taken through checkpoint. Debit cards from other facilities will not work at South Central. South Central debit cards will not work at other facilities.
- B. Baby items, diapers, baby powder, baby wipes, (no vaseline or lotions) plastic bottles for formula/pedialyte, sealed jars of baby food, (plastic spoon/fork only) no glass or metal items allowed. Formula and baby food must be opened in front of an officer, one plastic rattle toy that is searchable and one clear/transparent baby bag/pack. One baby blanket will be permitted for an infant child.
- C. Photo identification
- D. Car key/locker key
- E. Three (3) decks of playing cards
- F. Pagers
- G. Prosthesis, artificial limbs, plastic or other substance, and cardiac pacemakers and defibrillators shall be allowed and the visitor may be required to present a doctor's note.
- H. Cell phones are prohibited.

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."

- ◆ 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.

*****If any other protected classes are listed (i.e., sex, age, physical handicap) they should be removed. The only protected classes that should be listed are the above highlighted (race, color, or national origin).******

Additionally, these following addresses must also be included:

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

**U.S. Department of Justice
Civil Rights Division
Federal Coordination and Compliance
Section, NWB
950 Pennsylvania Avenue, N.W.
Washington, DC 20530
1-800-848-5306 (Toll free voice & TTY)**

DIRECTIONS TO SOUTH CENTRAL CORRECTIONAL CENTER

South Central Correctional Center is located approximately two (2) miles south of Highway 128 and one mile west of Highway 114. Signs are posted to aid visitors. If coming from the Nashville area, you should exit I-40 west onto exit number 126, traveling south approximately thirty-five (35) miles on highway 69, highway 69 and highway 114 merge. You will continue straight ahead on highway 114 and follow the signs to South Central. If traveling from the Memphis or Chattanooga areas, highway 64 can be used to access highway 114 located between Savannah and Waynesboro. Highway 114 north will bring visitors to the facility by following road signs near Clifton.

MAILING ADDRESS

South Central Correctional Center
Post Office Box 279
555 Forrest Avenue
Clifton, TN 38425-0279

TAXI SERVICE

River City Taxi Service
Savannah, Tennessee
(731)925-0366

Yellow Cab
Columbia, Tennessee (931)486-9000

LODGING ACCOMODATIONS

The Bear Inn
2250 Billy Nance Blvd.
Clifton, TN 38425
(931)676-5552

Clifton Motel and Efficiency Apartments
200 Stockade Street
Clifton, TN 38425

(931)676-3515

Ren-Cass Motel
605 64 West
Waynesboro, TN 38485

Comfort Inn
1314 Pickwick Road South
Savannah, TN 38372
(731)925-5505

VISITATION COMPLAINT REFERRALS

Assistant Chief of Security
(931)676-5346

VISITATION SCHEDULE

No visitor shall be admitted through pedestrian checkpoint during the last sixty (60) minutes of a visiting period, regardless of where the visit occurs.

GENERAL POPULATION	
Saturday	8:00 a.m. – 3:15 p.m.
Sunday	8:00 a.m. – 3:15 p.m.
Monday Evenings*	6:00 p.m. – 8:15 p.m.
State Legal Holidays	8:00 a.m. – 3:15 p.m.
ANNEX	
Saturday	8:00 a.m. – 3:15 p.m.
Sunday	8:00 a.m. – 3:15 p.m.
Monday Evenings*	6:00 p.m. – 8:15 p.m.
State Legal Holidays	8:00 a.m. – 3:15 p.m.
SCHEDULE FOR SEGREGATED INMATES - SKYLAB	
ADMINISTRATION SEGREGATION / PROTECTIVE CUSTODY	
Saturday	12:00 p.m. – 3:15 p.m.
Sunday	8:00 a.m. – 11:30 a.m.
Monday Evenings*	6:00 p.m. – 8:15 p.m.
State Legal Holidays	12:00 p.m. – 3:15 p.m.
Visits in all segregation categories listed above are non-contact and for a period of not more than two (2) hours. Inmates on administrative segregation are allowed visits once every two (2) weeks with up to two (2) persons. All administrative segregation visits must be approved by the unit manager. Inmates on punitive segregation are not allowed visits.	

Segregation visitation are has a total capacity of ten (10) total, inmates and visitors, during contact visitation.

No visitors will be processed through checkpoint from 9:45 a.m. to 11:30 a.m.

*Monday evening visitation in all areas is only allowed if inmate did not receive a visit on the weekend. No outside visitation on evening visitation sessions.

March 2014