



# VISITATION HANDBOOK

Riverbend Maximum Security Institution

*Bruce Westbrook*

Bruce Westbrook, Warden

January 2016

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## MESSAGE FROM THE WARDEN

This handbook has been designed to help you during your visit to Riverbend Maximum Security Institution.

The employees of Riverbend recognize the value and need for an inmate to maintain their family and community ties. In fact, inmates are encouraged to maintain close communication with members of their families and friends through visiting. An efficient correctional agency cannot be maintained if disruptive behavior from persons in the visiting areas is permitted. Any guest of this facility has the right to be treated respectfully and fairly by all personnel. The guest also has the responsibility to treat others, including inmates, employees, and other visitors, in the same manner.

Regulations pertaining to visiting are available to all staff, inmates and visitors. The supervision of visits shall be sufficient to ensure good public relations, to develop the public's understanding of Institutional programs, and to assist in the positive development of inmate program planning.

"Let me assure you that you are welcome and that I, as well as any staff member, will assist you during you visit with your loved ones and friends."

Thank you,

A handwritten signature in cursive script that reads "Bruce Westbrook".

Bruce Westbrook, Warden

The following is a list of Riverbend rules and regulations for the visitation area. These regulations are designed to assist in maintaining order and control to ensure that visitors and inmates can enjoy spending time together in a pleasant atmosphere. Visitors and inmates are expected to comply with the rules and regulations set forth. Suspension of visitation privileges could be the result of noncompliance.

**(THESE RULES ARE SUBJECT TO CHANGE WITHOUT NOTICE)**

**PROCESSING OF VISITATION APPLICATIONS:**

Prospective visitors shall complete and return a visitation application with a current photograph to the institution via mail to:

Associate Warden of Security  
Riverbend Maximum Security Institution  
7475 Cockrill Bend Boulevard  
Nashville, Tennessee 37243-0471

Applications shall be approved or denied within thirty (30) days of receipt. Visitation staff will notify the offender of the decision. It is the inmate's responsibility to notify their prospective visitor of the decision regarding their visitation application.

The Warden/designee at his or her discretion shall approve or deny applications based on the following criteria:

- A. All immediate family members who apply and (8) additional adults which includes applicants 16 years of age and older, may be approved to visit an inmate upon receipt of CR-2152, Visitation Application. Immediate family is defined as mother, father, husband, wife, children, grandchildren, brother, sister, grandmother, grandfather, half-siblings, son-in-law, daughter-in-law, mother-in-law, and father-in-law. Stepparents may also be considered within this definition. Stepchildren may also be considered immediate family if the offender and his/her spouse were married prior to the current incarceration and the spouse's children were minors who resided in the home, shared by the inmate and spouse, on a regular basis at the time of incarceration.
- B. All visitors regardless of age; are required to have a completed, and approved application on file. Children age 6 and older shall have a photograph (not a photocopy) attached to their visitation application. These photographs will be updated at ages 10, 14, and 18. Updated photographs may be requested more frequently if significant changes occur in the child's appearance. Children under 18 years of age may visit provided they are accompanied by their parent legal guardian, or guardian who is also on the inmate's approved visiting list.
- C. Persons determined by the Warden/designee, who 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.

- D. The following will apply for persons with past criminal felony convictions:
1. Immediate family members with active felony conviction records may submit a visitation application for approval six (6) months following release from incarceration or placement on probation/community corrections or parole supervision (written consent of supervising personnel is required).
  2. 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.
- E. The following applies to former employees:
1. Current or former employees of TDOC, TRICOR, contract agencies (in Tennessee), interns, and practicum students shall not be approved unless they are immediate family members of the inmate.
  2. Former TDOC employees, on visitation lists as of October 1, 1998, shall be allowed to remain on the list.
    - a) If the person's separation from TDOC was due to a 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.
    - b) If the person's separation from TDOC was the result of a violation of TDOC Policy #305.03 "Employee/Offender Interaction", visitation will not be considered, even if that individual has become an immediate family member.
    - c) If the person's separation from TDOC was voluntary and not due to the events described in (a) and (b), the individual may submit an application for consideration after 48 months from the date of TDOC separation.
    - d) If a person's separation from TDOC 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.
  3. All sections of the CR-2152, visitation application shall be completed. If any falsification occurs, the applicant shall not be allowed to resubmit the form for a minimum of six (6) months.
  4. Person's participating, or those who have participated as a volunteer, may be considered for visitation approval following a period of twenty-four (24) months from the conclusion of the volunteer work.
  5. Visitors may not be placed on more than one (1) inmate's visitation list unless the inmates are immediate family members of the visitor and the relationship can be determined.
  6. The Warden shall impose a waiting period of (1) year to review the application of visitors who have been removed from an offender's approved visitation list either by personal or inmate request before placing them on the list of another offender.
  7. All visitation applications are subject to NCIC background checks.

**INMATES UNDER CONVICTION FOR SEX-RELATED OFFENSES AGAINST CHILDREN:**

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 eighteen (18) except under the guidelines set forth in a duly signed and witnessed CR-3819, Contact Visitation with Minors Agreement. Inmates who refuse to sign the document shall be restricted to non-contact visitation.

Any observed or reported contact of a sexual nature, with a child and inmate shall be immediately reported by the Warden/designee, to the local Department of Children's Services, and Child Protective Services Division.

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 special visits for persons on or not on the inmate's approved list. Special visits are only to be requested during that particular unit's scheduled visitation period where the inmate is requesting the visit. All special visits requests are to be submitted to the Associate Warden of Security at least seven (7) days prior to the requested visit.

Attorneys may be granted visitation privileges upon request as approved by the Warden/designee and are exempt from the seven (7) day notification requirement.

All requests for special visitations shall go through the Unit Manager of that particular unit.

Types of special visits which may be approved are as follows:

- A. Visitors who have traveled a great distance (200 miles or more) and/or do not visit on a regular basis
- B. Children as part of a special program to promote family bonding
- C. Attorneys and their representatives such as; investigators, paralegals and law students
- D. Prospective employers, sponsors or parole advisors
- E. Physicians, psychiatrist, or other health professionals
- F. Persons significant to the inmate for purposes of crisis intervention
- G. Official visitors

- H. Immediate family members who are under visitation suspension when the inmate is terminally/critically ill

**VOLUNTEER VISITATION:**

This program functions as a separate entity from the regular visitation program.

- A. Although locally coordinated and monitored by the institutional volunteer coordinator and more globally by the Director of Volunteer Services in Central Office, the Warden maintains control and responsibility for this program.
- B. Recruitment, orientation and assignment of volunteers are handled by the volunteer coordinator.
- C. The volunteer coordinator, following orientation and assignment, shall submit the names of volunteers who are to visit with the respective organization to the Associate Warden of Security.
- D. Persons participating in volunteer visitation shall not be placed on an inmate's visitation list.

**DRESS CODE:**

- A. Visitors are encouraged to dress casually and in comfortable attire that is not provocative or offensive to others. In accordance with TDOC policy 507.01, the following guidelines will apply.
  - 1. Clothing shall fit in an appropriate manner. Clothing that appears to be too large or too small for the wearer creates obvious gaps, exposure or would present a hazard to the wearer shall be rejected.
  - 2. Visitors must wear undergarments. For female visitors, undergarments include bras and panties. No articles of clothing can contain any metal/underwire; these items will not pass the metal detector. A slip is required under dresses or skirts, unless the garment is made of a dense, non-transparent fabric, (samples of inappropriate undergarments are thongs, an underwire bra and water bras to name a few).
  - 3. Appropriate footwear that provides basic foot protection shall be required. Open toe shoes or sandals are permitted; however, all shoes must have some sort of backing on them. Steel-toed shoes, shower shoes and flip flops are not to be worn.
  - 4. Shorts or skirts are permitted provided the leg is covered 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.
  - 5. Dresses or skirts- with slit – the slit must not exceed three (3) inches above the knee. No dress, skirt, shorts, etc. should have any slits in the front enclosure or seam of the garment.
- B. The following types of clothing are specifically prohibited. Jackets or other "coverings" will not be permitted in order to cover any of the listed items below or any other infractions.
  - 1. Spandex or spandex type garments.
  - 2. Any clothing that is transparent or translucent in nature.
  - 3. Sleeveless shirts or strapless dresses, or any clothing that exposes a bare chest, upper arms or midriff.
  - 4. Backless/wraparound dresses, skirts, blouses, Jackets or other "covering" will not be permitted in order to cover these above areas.
  - 5. Any camouflage type attire (even just a small amount, or as an accent color).
  - 6. Clothing with logos that contain pictures, slogans, vulgarity, tobacco/alcohol references or those that contain signs or symbols of any 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 even the manner in which it is worn.
  - 7. Cut off pants/shorts of any kind. No fraying is allowed.
  - 8. Any garment which has rips in them, manufactured that way or personalized, for example; holes in the knees or buttocks of pants, t-shirt with the neckline cut out.
  - 9. Bandannas of any kind.
- C. Prosthesis, artificial limbs (plastic or other substances), cardiac pacemakers and defibrillators shall be allowed, but a doctor's note may be required in order to show proof of the medical issue.
- D. During the winter months, visitors will be allowed to dress according to the weather; however, an excessive amount of clothing will not be tolerated. For example – a person would be allowed to wear an undershirt, a long-sleeved shirt and then a sweater – but more than one sweatshirt or more than one pair of pants is unacceptable.

**ALLOWABLE ITEMS:**

Visitors are not allowed to bring any item in his/her hands, pockets, person or clothing into the Institution except the following:

- A. Debit cards are not to be taken to units 1 and 3, food items are not permitted in these units.
- B. The following baby items needed for the care of the child:
  - 1. Standard sized baby blanket
  - 2. Three (3) diapers per baby
  - 3. Three (3) plastic baby bottles per baby with milk/juice

4. Two (2) unopened/sealed plastic baby food containers per child with a plastic spoon
  5. Five (5) sealed, individual packaged alcohol-free baby wipes
- C. 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.
- D. Keys
1. Vehicle key only – Sensor-type key(s) shall be permitted only when the sensor is an attached part of the key.

**SECURITY SEARCHES:**

- A. All persons and vehicles entering the prison grounds are subject to search at any time. Drug K-9s may be used during the vehicle searches. Drugs and alcohol are prohibited, violators will be prosecuted.
- B. Visitors shall not enter any area of the institution, except approved visitation areas and approved routes to and from those areas.
- C. All visitors shall be frisk searched routinely as approved by policy. Strip searches and visual body cavity searches shall be authorized by the Warden.
- D. SOTER-RS Body Scanner may be used for detection of contraband on ALL staff and visitors with the exception of the following groups:
  1. Woman who are or think they may be pregnant
  2. Persons with a pacemaker
  3. Persons under 16 years of age
- E. Any visitor that refuses to submit to any type of search shall be denied entrance and ordered to leave state property.
  1. The Warden could, thereafter, consider suspending visitation privileges
  2. A written Memorandum detailing the visitor's refusal shall be prepared by the staff member involved and forwarded to the Warden and Associate Warden of Security.
- F. Prior to each visit, the Correctional Officer at Checkpoint shall ensure that the visitor is registered as a guest, has signed his or her name and documented the name of the inmate they are visiting. Each visitor must provide bona fide identification on each and every visit.
- G. All visitors shall have the tops of their left hands stamped with the invisible ink upon entrance through checkpoint/institution and shall have their hands verified prior to exiting the institutional grounds.
- H. All frisk or body searches shall be conducted by employees of the same gender as the visitor. All visitors must pass through the walk through metal detector and the Cellsense tower unless they can present documentation from a physician that specifies a particular illness, presence of a prosthetic device or any other issue that would negate the detectors findings. Such documentation shall be placed in the inmates visitation file. Each visitor will be given three (3) attempts to clear the detectors before they will be denied entrance into the facility.
- I. All searches of persons under the age of 18 must be done in the presence of the parent or guardian.
- J. If any contraband items such as money, tobacco, tobacco products, gum, candy or toys are found in the visitor's possession after they pass through the metal detector, they will be denied entry and a report will be sent to the Warden documenting the incident.

**VISITATION RULES:**

- A. Visitation areas are provided for the inmates and their guests in such a way that there is reasonable ease and informality of communication in a natural environment, as free from security restraints as is safely possible. The areas shall allow for publicly accepted physical contact during the visitation such as holding hands, an arm across the shoulder with hands clearly visible. Upon entering or exiting the visitation area the inmate and their guest(s) are permitted to briefly embrace and kiss. For this purpose, briefly is defined as twenty (20) seconds or less. At no other instance shall this type of displays of affection be allowed.
- B. Vending machines may be furnished in the main visitation gallery. Inmates are not allowed to take food items back to the units with them. No money is permitted in the visitation area, Debitex cards are the only approved means available in order to purchase items from the machines.
- C. Debitex cards can be purchased at the checkpoint area and cost \$5.00 each – with a credit of \$3.00. After the initial purchase you can reload up to \$55.00 at one time. Inmates are not allowed to have possession of the Debitex card at all during the visit.
- D. Inmates and visitors will remain seated during contact visits, chairs will remain as positioned and the only allowed movement is to or from the vending machines or the restrooms.
- E. Children under the age of 18 must be accompanied by an approved visitor who is the child's parent, legal guardian or guardian.
- F. Any children, under the age of eighteen (18) must be escorted to the restrooms.
- G. Children may not be left alone/unattended in the RMSI parking lot/building or other institutional areas.
- H. The main visitation gallery and the contact visitation areas of Units 2 and 4 have toys available for the children. The toys must be returned to the designated area after the children are finished playing with them.
- I. During an institutional emergency, visitation may be cancelled as deemed appropriate by the Warden.
- J. Visitors found with contraband, which is a violation of the law, are subject to be detained until local law enforcement officers arrive. The violators visiting privileges are subject to suspension at the discretion of the Warden.

- K. Any individual who is or appears to be under the influence of alcohol and/or drugs will be denied visitation.
- L. Inappropriate or socially unacceptable physical contact and/or behavior will not be tolerated between inmates and visitors.
- M. There are separate bathrooms for inmates and visitors. Please use the correct one.
- N. Passing any items from visitor to inmate or vice versa is not allowed at any time, this may include but not limited to pictures, correspondence or articles of clothing.
- O. No visitor shall be admitted through pedestrian checkpoint during the last thirty (30) minutes of a visiting period, regardless of where the visit is to occur.
- P. ALL visitors/inmates must be cleared out of the visitation area by 3:30 p.m. on Saturday/Sunday and 8:00 p.m. on Mondays. No exceptions.

**CONDUCT OF VISITORS:**

Visitors are expected to 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 the following reasons:

- A. Provocative comments
- B. Profanity
- C. Cursing or threatening other individuals whether inmate, staff or visitor, etc.
- D. Pushing or attempting to strike another person
- E. Harassment of other persons such as inmates, staff or other visitors
- F. Attempting to bring in items which are not permitted or leaving items which are not permitted
- G. Excessive kissing, petting or fondling
- H. Failure to control children
- I. Displaying of security threat group (STG – gang related)

**DENIAL, TERMINATION, AND SUSPENSION OF VISITS:**

**A. DENIALS MAY OCCUR IF:**

1. The visitor refuses to show or cannot provide proper/approved identification
2. The visitor refuses to comply with a search
3. The visitor is under the influence of drugs and/or alcohol, or shows disruptive behavior
4. The visitor violates the visitation rules and regulations
5. The visitor is caught with contraband
6. Inappropriately dressed
7. The visitor displays security threat group STG (Gang related) symbols or affiliations
8. The visitor arrives for visitation at an unscheduled time regarding the inmates visitation hours
9. There is insufficient space for further visiting
10. The visitor is unable to successfully pass the metal detector or cellsense tower by their third try. Only three (3) attempts are allowed per person per visit.

**B. TERMINATIONS OF VISITS MAY OCCUR IF:**

1. The visitor violates visitation conduct rules
2. The visitor fails to control children
3. The visitor and inmate engage in publicly unacceptable physical contact and/or behavior



### **C. SUSPENSIONS MAY OCCUR IF:**

Other than being a part of the institutional disciplinary procedures, only the Warden can suspend visitation privileges. In addition to suspending the visitor involved in the incident, the Warden may have cause to suspend all visitors from an inmate's list; it is believed to be a risk to the safety and security of the institution or any persons. When such an action, if taken, the Warden shall provide written justification for the record and provides notice to any and all individuals suspended. Such notice may be limited in information in order to protect the Institution/persons. Total suspension will be reviewed in six (6) months to determine who may be removed from the suspension list, and reinstated. Visiting privileges may be suspended in accordance within the timeframes listed below for any reason for up to 12 months; including, but not limited to, the following reasons.

1. Visitor(s) and/or inmate have become intoxicated during the visit - 12-months and up to termination
2. Visitor repeatedly violates visitation rules – 6 months
3. Visitor(s) exhibit(s) behaviors and actions, which in the Warden's opinion, could jeopardize the security of the Institution – 12 months
4. Inappropriate sexual contact – 12 months

The following violations lead to suspensions of twelve (12) months or more and up to termination:

1. Attempting to introduce controlled substances or firearms into the institution, including concealment of weapons or controlled substances, this includes any mitigating circumstances - such as any traces of a controlled substance found in a vehicle in such a way, not appearing to be concealed, may warrant a lesser visitation suspension penalty.
  2. A visitor who is arrested shall be suspended pending disposition of the case which may include any conviction, disposition, incarceration, parole or probation. Reinstatement of privileges will require the submission of a new application.
- D. When a visit is denied or terminated, a detailed report will be prepared by the officer involved in or who witnessed the action. The report then is forwarded to the Warden.
- E. In all cases when inmates test positive for and/or are in possession of illegal drugs, or refuse to comply with a request for a drug screen, the Warden shall modify the inmate's visits. With the exception of ministers and attorneys, according to the following:
1. 1st Offense – Suspension of visits for six (6) months
  2. Subsequent Offenses – Visits shall be suspended for additional six (6) month periods.
  3. Exceptions – Following a period of restriction of 12 months or more – 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 (1) or two (2) members of the IMMEDIATE family (or a significant friend in absence of immediate family member) who might be instrumental in convincing the inmate to seek help and to comply with the substance abuse regulations.
  4. The penalty may also be considered for reduction if the inmate successfully completes the substance abuse program.

### **PROPERTY, MAIL, CORRESPONDENCE:**

- A. Visitors are not allowed to deliver packages, cards, letters, printed materials, etc. – all of these items will have to be mailed to the inmate.
- B. Visitors may pick up inmate property that is being sent out such as stereos, TV's, arts and crafts, etc. on weekdays between the hours of 8:00am and 4:00pm – excluding holidays.

### **TITLE VI AND THE CIVIL RIGHTS ACT OF 1964:**

Riverbend Maximum Security Institution will not discriminate on the basis of race, national origin, color, in any aspect of its provision of services. Anyone may have access to all institutional programs and services for which you are entitled or eligible, regardless of any of the above stated.

An inmate alleging discrimination based on race, national origin, color, in the delivery of any service or program may file a complaint. All such complaints must be filed within one-hundred eighty (180) days of the alleged events occurrence. Inmates should utilize the TDOC Grievance Procedures to resolve a complaint alleging a violation under Title VI; however complaints may be filed with appropriate agencies such as the Tennessee Human Rights Commission, U.S. Department of Justice, etc.

Title VI of the Civil Rights Act of requires that federally assisted programs be free of discrimination and the TDOC also requires that all of its services be offered equally to all eligible persons regardless of race, national origin, color.

The Title VI coordinator for Riverbend Maximum Security Institution is the Associate Warden of Treatment.

Tennessee Human Rights Commission

Office of Title VI Compliance

312 Rosa L. Parks Avenue, 23rd Floor

Nashville, Tennessee 37243-1102

Phone: 615-741-5825

Fax: 615-253-1886

U.S. Department of Justice

Civil Rights Division

Federal Coordination and Compliance

Section, NWB

950 Pennsylvania Avenue, N.W.

Washington, DC 20530

Toll free voice& TTY

1-800-848-5306



**PREA- PRISON RAPE ELIMINATION ACT:**

If you do not want to report an assault to an agency affiliated with the Department of Correction you may contact the following:

Sexual Assault Center of Middle Tennessee  
101 French Landing  
Nashville, Tennessee 37288  
(615) 259-9055  
1-800-879-1999  
(Calls to this number cannot be monitored)  
Break the Silence  
Report sexual abuse or assault to staff or call \*9222#  
It's free and confidential

**GENERAL INFORMATION:**

A. Address

Riverbend Maximum Security Institution  
7475 Cockrill Bend Blvd  
Nashville, TN 37243-0471  
(615) 350-3698

B. Directions

Exit 204 off Interstate 40 (White Bridge Road). If you are traveling west you will exit to the right, if you are traveling east you will exit to the left. The road becomes Briley Parkway. Take exit 26B (Centennial Blvd. West exit) off Briley Parkway, after exiting go through the stop light Riverbend is approximately 2 miles down the road on the left hand side.

C. Transportation

The visitation staff should maintain up-to-date information regarding public transportation routes; an area street map shall be used in which the transportation routes are marked as to their proximity to the institution. The map shall be posted in the Checkpoint area.

The following is a list of transportation options:

- All American Taxi 615-865-4100
- Allied Cab Company 615-883-2323
- American Rivergate Taxi 615-865-4100
- Checker Cab Transit Corp 615-256-7000
- Greater Metro Taxi 615-889-8300
- Music City Taxi 615-889-0038
- Nashville Cab 615-242-7070
- Yellow Cab 615-256-0101

D. Lodging

There are numerous commercial motels within 5 miles of the institution. In addition, RECONCILIATION operates a guest house for out-of-town visitors. Lodging there is free, but reservations are required.

- Reconciliation Guest House 615-292-6371 or 615-942-7946
- Holiday Inn Express 615-363-0700
- Super 8 Motel 615-356-0888

## SCHEDULE FOR VISITATION BY AREA/CLASSIFICATION

<b>General Population Units 5&amp;6</b>	
<b>Saturday and Sunday</b>	8:00 a.m.-3:30 p.m.
<b>Monday Evening</b> (Those that did not visit Saturday or Sunday)	5:30 p.m.-8:00 p.m.
<b>State Legal Holidays</b> (Determined by the Associate Warden of Security)	
<b>Administrative Segregation/Protective Custody/Safekeepers/ Close Custody Units 1, 3, &amp; 4</b>	
<b>Saturday (Week 1)</b>	
A pod*	8:00 a.m.-11:30 a.m.
B pod*	12:00 p.m.-3:30 p.m.
<b>Sunday (Week 1)</b>	
C pod*	8:00 a.m.-11:30 a.m.
D pod*	12:00 p.m.-3:30 p.m.
<b>Monday Evening</b> (Those that did not visit Saturday or Sunday)	5:30 p.m.-8:00 p.m.
<b>Saturday (Week 2)</b>	
D pod*	8:00 a.m.-11:30 a.m.
C pod*	12:00 p.m.-3:30 p.m.
<b>Sunday (Week 2)</b>	
B pod*	8:00 a.m.-11:30 a.m.
A pod*	12:00 p.m.-3:30 p.m.
<b>Monday Evening</b> (Those that did not visit Saturday or Sunday)	5:30 p.m.-8:00 p.m.
<b>State Legal Holidays</b> (Determined by the Associate Warden of Security)	
*Pods alternate every other week	
<b>Death Row Unit 2</b>	
<b>Saturday</b> (A pod and Lower Walk B pod)*	8:00 a.m.-3:30 p.m.
<b>Sunday</b> (D pod and Upper Walk B pod)*	8:00 a.m.-3:30 p.m.
<b>Monday Evening</b> (Those that did not visit Saturday or Sunday)	5:30 p.m.-8:00 p.m.
<b>State Legal Holidays</b> (Determined by the Associate Warden of Security)	
*Pods alternate every other week	

**Due to lack of space in visitation galleries it may be necessary to limit the duration of visits.**

**A. Segregation Units**

Visits in the segregation units 1 and 3 are **NON-CONTACT** and for a period of not more than two (2) hours. Inmates on Administrative Segregation are allowed visits once every two weeks with up to (2) immediate family members. All Administrative Segregation visits are by appointment only and must be approved by the Unit Manager. **Inmates on Punitive Segregation are not allowed visits.**

**B. Infirmary Inmates**

Inmates housed in Institutional Infirmary **may** visit at the above designated time according to their respective custody level with the approval of the Associate Warden of Security, Medical/Mental Health personnel.

**C. Transient Inmates**

Inmates, who are in transient status, shall NOT be allowed any visitation for two (2) weeks (Attorneys and clergy are exempt). The Warden may allow special visits at the end of the two (2) weeks but only for immediate family members.

**D. Outside Hospital**

Inmates that are patients in an outside hospital shall not be allowed visits unless the hospital and the Warden/designee approves the visit when the hospitalization exceeds two (2) weeks with a continuous duration or the inmate is in critical condition. The following rules shall apply to those visits:

**\*If more restrictive, hospital rules are paramount.**

1. Hospital visiting rules and regulations as well as TDOC and RMSI rules and regulations are to be followed. In accordance with hospital policy, children **may** be allowed to visit – if accompanied by an adult that has been approved by the facility.
2. Visitation shall be restricted to two (2) visits per week, unless the inmate is critical, and a maximum of thirty (30) minutes per day, per approved visitor, during established visitation hours, unless restricted by the attending physician.
3. No gifts, food or packages shall be given to any inmate patients.
4. Visits shall be subject to termination and/or suspension under the same criteria as the institutions visitation rules and regulations.
5. The officer(s) in charge shall maintain a log of names of each visitor, time of arrival and time of departure. That log shall become part of the inmates visitation file.



Department of Correction, Publication Authorization Number 329800, March 2016, 5000 copies. This public document was promulgated at a cost of \$0.14 per copy.