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TENNESSEE PRISON FOR WOMEN VISITATIONS

VISITATION HANDBOOK

*Approved  
2/3/14*



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## MESSAGE FROM THE WARDEN

This handbook has been designed to assist you by providing some basic information about Tennessee Prison for Women and its various regulations.

Our handbook is not all-inclusive, but should cover many areas that you, as a visitor, will be required to know.

It is our sincere hope that your visits are pleasant and rewarding as you maintain contact with family members and friends. We expect all visitors to comply with these regulations so that visitation can be meaningful for adults and children alike. All children entering the institution are to be supervised by an attending adult at all times.

Visitation is important in the life of all inmates at Tennessee Prison for Women and is a program that we wished to preserve and encourage. With your cooperation and support, we can all maintain a beneficial visitation program.

*Dicki Stearns*

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Vicki Freeman, Warden

INTRODUCTION

Vicki Freeman, Warden  
Patrick Ryan, Associate Warden of Security

The Tennessee Prison for Women is located approximately five miles north of downtown Nashville in the Bordeaux area. The mailing address is:

Tennessee Prison for Women  
3881 Stewarts Lane  
Nashville, Tennessee 37243-0468  
(615) 741-1255

This address is also used for the Tennessee Prison for Women Annex, which is located across from the main facility on Stewarts Lane.

The present Tennessee Prison for Women opened on July 1, 1965. In 1974, an additional wing was added to Unit II; in July 1981, the Minimum Security Annex was acquired; and in May 1990, the new Vocational/Education Building was completed. A new living unit (Unit 1) was opened in October 1997. The year 2001 saw the completion of TPFW's largest construction project yet, which involved substantial renovation and addition to the building housing the kitchen; this building also houses the Security Operations area, Property Room and Intake. Two new inmate housing units were opened-Unit 2, a 256 bed medium security unit which also includes the therapeutic community program and Unit 3, a 120 bed Maximum Security Unit which houses special needs, intake, close security, and maximum security. The old school building was renovated and now contains the Inmate Library, Mental Health Offices, New Start Pre-release Program, Chapel and several classrooms. The gym is also located in this building. Massive renovation was also made to the old treatment building, which now houses an expanded Health Services area, including a ten bed infirmary. The other end of the building houses an expanded visitation area and a 16 bed child visitation area.

The Tennessee Prison for Women houses inmates with custody levels ranging from maximum to minimum; however, the primary designation is that of a medium custody institution. The Tennessee Prison for Women is a classification and diagnostic center as well as a time-building institution.

The purpose of the Tennessee Prison for Women is to securely house females convicted of a felony in the State of Tennessee and sentenced to imprisonment in the penitentiary according to Tennessee Code Annotated 41-1-101 and 41-1-201.

TDOC/Facility Handbooks will be available at  
<http://state.tn.us/correction/institutions/visitation.html>

### VISITATION SCHEDULE

**FRIDAY:** Visitation will open at 5:00 p.m. The cut off time for a visitor to sign in is 8:00 p.m. (visitors must be here before 8:00 p.m.). Visitation is closed at 8:30 p.m. Only inmates that are unable to visit on Saturday or Sunday will be allowed to visit on Friday Evening.

**SATURDAY:** Visitation will open at 8:30 a.m. (Visitors are not admitted until 8:30 a.m.) Visitation will close at 3:30 p.m. The cutoff time for a visitor to sign in is at 3:00 p.m.

**SUNDAY:** Same as Saturday.

**NOTE: Checkpoint will open for the processing of visitors at the following times on Saturday and Sunday. Visitors are not allowed to be at checkpoint other than times listed below.**

8:30 a.m. thru 10:00 a.m.

11:30 a.m. thru 1:30 p.m.

2:30 p.m. thru 3:00 p.m.

Please keep in mind that a visitor must be here before the cut off time.

	<u>Main Compound</u>	<u>Annex Compound</u>	<u>Unit 3</u>
Friday Evenings	5:00 p.m.-8:30 p.m.	5:00 p.m.-8:30 p.m.	None
Saturday and Sunday	8:30 a.m.-3:30 p.m.	8:30 p.m.-3:30 p.m.	8:30 p.m. - 3:30 p.m.
Holidays designated by The Commissioner	8:30 p.m.-3:30 p.m.	8:30 a.m. - 3:30 p.m.	8:30 p.m.-3:30 p.m.

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 promptly after visitation hours are over.

There will be no movement by anyone between 1:45 p.m. -2:15 p.m. A courtesy "call- out" announcement will be made at 1:30 p.m. for those that wish to leave. At 1:45 p.m., everyone will be required to remain in their respective visitation area until 2:15 p.m.

During an institutional emergency, visitation may be canceled as deemed appropriate by the warden/designee.

### NUMBER OF VISITORS ALLOWED

No more than four adult visitors will be allowed per offender.

Children under eighteen years of age may visit if they are accompanied by their parent, legal guardian, or guardian who is also on the inmates approved visiting list.

There will be no limit on children under the age eighteen years of age provided that they are accompanied by their parent, legal guardian, or guardian who is also on the inmates approved visiting list. The escort must be on the notarized parental consent form. The only exception is if a visitor is under the age of eighteen (18) and legally married to the inmate they are visiting. Proof of marriage will be required.

Identification is not required for children under the age of 16 years of age: however, a visitation application CR-2152 with a recent picture must be on file. 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.

### ACCESS TO THE VISITATION AREA

All visitors will park in any available parking spot, except spots that are reserved for individuals. All automobiles parked on state property must be secured by rolling up all windows and locking all doors.

Neither the Tennessee Prison for Women nor the Tennessee Department of Correction will be responsible for visitor's automobiles or items/property left in a visitor's car. Parking is at the visitors own risk. TPFW is not and will not be responsible for any vandalism or theft to the personal property of the visitor's vehicle.

Handicapped parking spaces are available for disabled visitors. The spaces are identified with a handicapped placard.

All visitors will need to proceed to the checkpoint area to be processed for visitation. Please note the times the checkpoint is open for processing in the Visitation Section of this handbook.

Upon reporting to the checkpoint area for processing, be prepared to give the visitation officer/checkpoint officer the inmate's full name and the inmates TDOC number.

The visitor will need to sign in the visitation ledger and provide acceptable identification at checkpoint.

Upon completion of the identification/approval process, visitors will be issued a visitor identification tag. The tag is to be worn at all times on the outside of the visitors clothing. The visitor's left hand will be stamped with incandescent ink.

No items are allowed to be brought in for an inmate during visitation. Note: This does not include authorized picnic items.

All visitors for inmates housed at the Annex are to report to checkpoint at the main compound to be processed in before going to the Annex to visit.

Visitors shall not be allowed to bring any items into the visitation area except:

1. ID (Government issued photo)
2. One (1) car key (the one that opens the door). No electronic door controls are allowed unless it is part of the key.
3. Eyeglasses
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, powder baby formula or approved food in a clear plastic bag, not to exceed amount for two (2) feedings)

NOTE: Vending machine debit cards are required if you desire to purchase anything from the vending machines. You purchase the debit card for \$5.00, which credits \$3.00 to the card. After the card is purchased additional money can be added in increments of \$1.00 up to \$20.00 (bills only, no change). TPFW is not responsible for items or money lost in the vending machines. No inmate is permitted to have a vending machine debit card in her possession. This includes holding or using the card while in the visitation area.

The visitation officers are not allowed to accept or hold any unauthorized items. All items must be returned to the visitor's car. No items are allowed to be left at checkpoint by a visitor.

All visitors must clear the metal detector search. Anyone failing to clear a walk through metal detector will be subjected to a closer screening by a hand held metal detector. Failure to pass the localized search will require the individual to produce or otherwise identify the item causing the metal detector to react.

All visitors will be frisk searched. All searches will be in accordance to TDOC policy 506.06.

Upon leaving the visitation gallery, all visitors will sign out of the visitation ledger and return the visitor identification tag.

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

### VISITING IN MAIN VISITATION GALLERY AND AT THE ANNEX

**Visitors will be allowed a minimum of two (2) hours to visit within the scheduled visitation time. Once the visitation area is full, additional visitors will not be allowed access until those in the area have had at least two (2) hours to visit. At that point, if visitors have visited two (2) hours or more that visit will be terminated to allow someone else in to visit.**

### VISITING IN UNIT III

All inmates visiting in Unit III visitation area will have a Non-Contact visit that will be limited to one (1) hour. Only four (4) visitors total are allowed to visit. No more than three (3) inmates will be allowed to visit in this area per each officer available to monitor this visitation area.

### FACILITY DIRECTIONS

The Tennessee Prison for Women is located approximately five miles north of downtown Nashville in the Bordeaux area. The mailing address is:

Tennessee Prison for Women  
3881 Stewarts Lane

Nashville, Tennessee 37243-0468

The contact phone number regarding visitation is: (615) 741- 4784

This address is also used for the Tennessee Prison for Women Annex, which is located across from the main facility on Stewarts Lane.

### LODGING ACCOMMODATIONS IN THE AREA

The following are motels/hotels near Tennessee Prison for Women:

Comfort Inn (I-40, Exit 204) Phone: 615-356-0888  
412 White Bridge Place 1-888-443-8357  
Nashville, Tennessee 37209

Days Inn Phone: 615-356-9100  
269 White Bridge Road  
Nashville, Tennessee 37209

The Reconciliation Guest House serves the families and friends of inmates who travel to Nashville to visit their incarcerated loved ones. The Guest House provides hospitality with: Overnight lodging, a stocked kitchen, transportation when requested in advance, information about prison visitation, and accommodates up to sixteen (16) visitors at one time. Reservations are required to stay in the Reconciliation House is free but donations are welcome.

Reconciliation Guest House Phone: 615- 292-6371  
708 51<sup>st</sup> Avenue North  
Nashville, Tennessee 37209

Directions: From I-40 West take 46<sup>th</sup> Avenue Exit 205 in West Nashville. Go left two blocks to Charlotte Avenue. Turn right on Charlotte Avenue, go five blocks. Turn right on 51<sup>st</sup> Avenue, go 2.5 blocks; it is the house on the right.

### CHILDREN'S PLAY AREA AND RULES

A Children's play area is located in the main and annex compound visitation lobbies. Parents/guardians are expected to stay with their children at all times.

### RESTROOMS

#### **MAIN COMPOUND**

Visitors may utilize restrooms marked "VISITOR ONLY" in the visitation gallery. Offenders may, one at a time, utilize the restroom marked "INMATE ONLY" in the visitation gallery. Small children must be accompanied into the restroom by the visitor that brought them. At no time are any inmates allowed to accompany anyone to the restroom.

#### **ANNEX**

Visitors are to utilize the restroom located in the P-Building (bldg. 12). Small children are to be escorted to the restroom by the visitor bringing the child. When on the picnic area visitors/inmates will have access to port-o-johns marked.

Note: Only one person is allowed in the restroom at a time. At no time are any inmates allowed to accompany anyone to the restroom.

### DRESS CODE

#### Visitor Dress

Persons entering The Tennessee Prison for Women Facility should dress comfortably and in casual attire; however, they shall be expected to comply with the following basic dress requirements.



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 present a hazard to the wearer will not be allowed.

Visitors must wear undergarments. (Samples of undergarments deemed inappropriate are thongs and water brassieres.) Underwear must not be exposed.

Appropriate footwear to provide basic foot protection shall be required while on institutional grounds. Open toe shoes or sandals are permitted. Steel-toed shoes, shower shoes and flip-flops, are prohibited.

Shorts or skirts are permitted provided the leg is covered to within three inches above the knee in a standing position with the garment worn in the position in which it is intended to be worn. No wrap around skirts or swimwear.

No garments manufactured from spandex or spandex-type fabrics.

No clothing that is transparent or translucent in nature.

No sleeveless shirts and blouses.

No dresses or clothing exposing a bare chest or midriff.

No camouflage attire.

No worn or tattered clothing with holes.

No 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 combination, designs, or logos, affixed to the clothing, or the manner in which the clothing is worn.

Splits in dresses or skirts that extend three inches above the knee, or slits, which cause the entire dress or skirt to be above three inches above the knee, will not be permitted.

No bandanas.

Visitors may not wear excessive clothing such as two 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.

No unauthorized clothing item may be concealed beneath another item of clothing.

Prosthesis, artificial limbs (plastic or other substances), and cardiac pacemakers and defibrillators shall be allowed and the visitor may be required to present a current doctor's note.

Handicapped visitors may bring their wheelchairs, walkers, canes, etc. All items will be subject to search.

No medications will be permitted inside the institution, except nitroglycerin and asthma inhalers.

No hats are to be taken into the visitation gallery, unless it is a religious headgear. Hats can be worn on the picnic area only. Hats are to be worn with bill to the front.

No sunglasses or shades unless prescription.

No jogging or sweat pants that button above the knee are allowed.

Visitors are required to wear their identification cards at all times.

#### Inmate Dress

TDOC uniforms (blue shirts and pants) are the only clothing inmates will be allowed to wear to access the visitation area.

Only plain white T-shirts may be worn under the TDOC blue shirt. No gray t-shirts, thermal top or thermal bottoms are not to be worn to visitation.

No part of the TDOC uniform may be removed at any time during visitation.

Inmates will not be allowed to bring TDOC coats into the visitation or picnic area.

The white TDOC stripe must be clearly visible on the TDOC pants and no bleached out pants/shirts will be allowed.

All clothing must be in good repair with no holes, patches, or alterations.

All pants must be worn around the waist, and shirts buttoned.

Inmates must wear underwear at all times while in visitation (bra's, panties, and socks).

Inmates will not be allowed to wear any jewelry, except for a wedding band to visitation.

Inmates are required to declare any jewelry, shoes, and belts in their immediate possession while entering the visitation gallery. Upon exiting the visitation gallery all property shall again be inventoried.

Only prescription eyewear is allowed to be worn in the visitation area.

#### VISITATION APPLICATION PROCESS

A temporary visitation list will be completed with only immediate family members the inmate desires to visit when she arrives at The Tennessee Prison for Women, ID Intake. The list will only be good for the inmates first sixty days of incarceration in the TDOC. During this time, all newly committed offenders need to mail visitation applications to people they desire to visit.

The prospective visitor needs to completely fill out the visitation application and return it to the Deputy Warden or Visitation Supervisor for Women for processing.

It is imperative the inmate does not wait too long to start the process due to the fact it can take up to thirty days to process a visitation application.

Do not mail in completed visitation applications to the inmate. Visitation applications will not be accepted from the inmate.

All immediate family members who apply and eight additional adults may be approved to visit an inmate upon receipt of the Visitor Application form (CR-2152).

Every visitor regardless of age shall have an approved visitation application (CR-2152) on file.

Children age six and older shall have a photograph (not photocopy) attached to their visitor application.

The custodial parent or legal guardian must provide a completed and notarized Parental Consent/Release for Minor's Visitation Form (CR-2152, page 2). The form allows for the assigned visitor(s) (as guardians) to accompany the child to visit and consent for the child to be searched.

Visitors with minors who are visiting inmates with sex related offenses against children are to sign CR-3619 form – Contact Visitation with Minors Agreement.

Falsification of the visitation application (CR-2152) of any kind will result in the applicant being unable to submit another application for processing for six months.

Visitors may visit no more than one, nor be on no more than one, inmate's visitor list unless the visitor is an immediate family member of both inmates. Proof of relationship will be required.

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 regardless of relationship.

All visitors are subject to a NCIC background check at anytime during their visitation history.

#### VISITATION RULES

1. The visitation officers are not allowed to accept or hold onto any unauthorized items. All items not allowed in the institution must be returned to the visitor's car.
2. No one under the influence of drugs or alcohol will be allowed to visit.
3. Officers working in the visitation gallery will designate seating arrangements. Seating is limited and adjustments in seating may be necessary to accommodate additional visitors. Moving from one table to another is not permitted unless authorization is granted.
4. Visitors may stay for the duration of the posted visiting times unless the area(s) become too crowded. At this time, the first visitors to arrive may be asked to leave in order for everyone to have an opportunity to visit provided that it has lasted two hours.
5. Inmates are allowed one visit per day.
6. Upon receiving and concluding a visit, the inmate may briefly embrace and kiss her visitor(s) in a socially accepted manner. Visitors and inmates shall not indulge in amorous embracing, caressing, or personal hygiene acts (i.e. combing, brushing, braiding hair, etc.).
7. During visitation, no inmate or visitor shall engage in any inappropriate or socially unacceptable physical contact, examples include, but not limited to such as caressing, kissing, legs entwined, legs crossed over each other, sitting or leaning/lying in laps, leaning against each other, feet propped up in chairs, etc. Holding hands on TOP of the table is permitted.
8. Visitor and inmates hands must be in view at all times and may not be underneath the table and/or clothing. Hands are to remain above the table at all times.
9. Visitors and inmates are prohibited from using inflammatory comments, profanity/cursing,

threatening others.

10. Inmates may be frisk searched before entering restrooms. Inmates may be strip searched if the visitation supervisor/shift supervisor approves prior to entering the restroom.
11. Inmates and visitors shall remain seated during visits except for the purpose of using the restroom and making purchases from the vending machines. Children shall not be allowed to use the vending machine unless accompanied by parent or legal guardian (adult visitor). Visitors shall make purchases for inmates.
12. Inmates who accompany their visitor to the vending machine must remain at least three (3) feet from the machine.
13. Shaking, banging on, or tipping vending machines is not allowed.
14. Visitors must remain a minimum of ten feet from inmate restrooms and strip search room.
15. It is the responsibility of the visitor to keep children seated and under control at all times. All visits must be conducted in a quiet, orderly, and dignified manner. Children are not allowed to run and play in the main visiting area. 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 when using restroom facilities. The visitor whom the child came with must accompany the child, not the inmate or another inmate's visitor.
16. There will be no exchanging of jewelry, clothing, or other articles during visitation.
17. Inmates and visitors will be asked to exit the visiting area after being issued one (1) warning of rule violations. Visits can be terminated without previous warnings if the rule violation is severe enough.
18. Visitors and inmates will not be allowed to pass, wear or exchange any item during a visit. This includes jewelry, clothing, mail, and pictures etc.
19. All property sent out by an inmate must go through the property room. No item can be delivered to the inmate by a visitor.
20. Inmates will not be allowed to take any item to the units from visitation.
21. No baby strollers and baby carriers/car seats are allowed in the visiting area. The only exception is for strollers and wheelchairs used by disabled children.
22. At no time may a visitor access the inmate restroom nor may inmates access the visitor's restroom.
23. Visitors shall visit with the inmate they are approved to visit only, and inmates will visit with their approved visitors only.
24. Visitors may not leave the 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.
25. Institutional property is to be respected. Properly dispose of trash and keep hands off walls and keep feet off the walls. Tables inside the visiting gallery are not to be moved. Children must be

controlled while passing through gates and doors.

26. All visitation application forms (CR-2152) must be mailed to the institution. Checkpoint and visitation officers shall not accept any item from a visitor.
27. Inmates are allowed to bring their ID card, and inmate pass to the visitation area. No other items or personal property will be allowed. Inmates who bring personal property to visitation will be sent back to their housing location to leave it there or it will be confiscated. NO EXCEPTIONS.
28. During count time, approximately 11:00 am. or anytime that a count is called, all visitors shall remain seated. Inmates in the visitation gallery must stand by the wall until count is complete. Inmates in the picnic area must stand on the sidewalk until the officers have completed the count. No movement of inmates or visitors is allowed. No attempt to access the restroom or move to or from the picnic area while the officers are conducting the count. With cooperation, it will only take a few minutes to count and this will not pose an inconvenience to anyone.

### TRANSPORTATION SERVICES

There is no direct local bus service to Tennessee Prison for Women.

The nearest bus stop is on Clarksville Highway, which is just over a mile from Tennessee Prison for Women.

For more specific information or bus route, call:

Metro Transit Authority	615-862-5950
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The following taxi services are available:

Allied Cab Company	615-833-2323	615-244-7433
Checker Cab Company	615-256-7000	
Music City Taxi Company	615-742-3030	615-226-3006
Nashville Cab Company	615-242-7070	
Yellow Cab Company	615-256-0101	

### COMPLAINT REFERRALS

**Visitors:** If you have a concern, complaint, or question and are at The Tennessee Prison for Women, feel free to ask for the Visitation Supervisor at Checkpoint. The supervisor shall attempt to resolve your situation to the best of their ability.

The Visitation Supervisors phone number is 615-741-4784

If they are unable to help you or get you going in the right direction you can also contact the Associate Warden of Security at 615-741-4698

**Inmates:** If you have a concern, complaint, or question please feel free to write a unit referral to the Visitation Supervisor. Other avenues you can take are through your unit management team, shift commander, the Associate Warden of Security or Warden.

### TITLE VI

Title VI of the Civil Rights Act of 1964 requires that federally assisted programs be free of discrimination and the Tennessee Department of Corrections also requires that all its services be offered equally to eligible persons regardless of race, color, or national origin.

Should you feel that you have been discriminated against; the following avenues are available to address your concerns.

**Offenders in TDOC custody** should utilize the inmate grievance process. Grievance forms are available in all housing units and in other locations indicated in the offender handbook. TDOC Policy 501.01 is available in the inmate library. It outlines the time frame and appeal process for Title VI grievances. **Visitors and other individuals** should contact the local Title VI coordinator by letter or telephone. No special forms are required to lodge a Title VI complaint.

**Local Title VI Coordinator**

Patrick Ryan, Associate Warden of Security  
3881 Stewarts Lane, Nashville TN 37243  
Phone Number: 615-741-4698, Fax: 615-253-5387

Any individual may file a Title VI complaint with below listed entities. It is **preferable that complaints be registered at the local level first**, however to speed complaint investigations and resolution.

TN Title VI Compliance Commission  
TN. Dept, of Personnel  
First Floor, James K. Polk Bldg. Or  
505 Deaderick Street  
Nashville TN 37243-0635  
615-253-6717

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

**SEARCHES AND CONTRABAND**

All visitors entering TDFW property shall be subject to search. The Tennessee Prison for Women is tobacco-free facility. All persons and property are subject to search. Drugs, alcohol, firearms, ammunition, explosives, and weapons are prohibited. Drug K-9's may be used during vehicle searches. People with valid handgun permits are hereby advised that the possession of weapon(s) while on facility grounds is allowed. The handgun must be secured and out of sight in a locked vehicle.

From time to time, the institution shall perform a search of all vehicles entering state property. K-9 Drug Detection Units may be used during these searches. All persons shall be responsible for any contraband items found in their vehicles. Local or State Law Enforcement may issue written citations, make arrests, or confiscate visitors vehicles and belongings in the event contraband is found. It is illegal to possess alcoholic beverages on state property, weapons of any type, unless you have a valid handgun carry permit, (i.e. firearms, ammunition, knives, etc.), drugs, and any type medication that cannot be readily identified by being in container or producing a prescription. Visitors who are suspected of introducing contraband into the facility may be required to visit in a non contact visitation booth.

A frisk search shall be conducted on all inmate visitors entering the perimeter of a secure institution. Any visitor who refuses to submit to any search shall be denied admittance and ordered to leave state property and will not be allowed to visit any inmate in any facility in the state.

The Warden may thereafter consider suspension or termination of visitation privileges in accordance with Policy 507.01.

The staff shall prepare a written memorandum detailing the visitor's refusal, including staff members involved and forwarded to the Warden the following Monday morning.

If contraband items(i.e.: firearms, alcohol, illegal substances, money, tobacco, tobacco products, gum, candy, and toys) are found in the visitors possession after they pass through the metal detector, the visitor will be denied entrance to visit and a report sent to the warden of the incident.

### PICNIC AREA

The Tennessee Prison for Women provides a picnic visitation area for all offenders classified minimum direct or minimum trusty. Picnic areas will be operated as directed in a memorandum from the Warden's office.

### SPECIAL VISITATION

Inmates may request a special visit for unusual circumstances. The inmate must complete an Inmate Inquiry-Information Request CR-3818 including the reason(s) for the request, and submit it to their respective unit case manager/unit manager for processing. The case manager will forward it to the visitation supervisor.

Requests shall be restricted to:

- Visitors who have traveled in excess of two hundred (200) miles and/ or do not visit on a regular basis
- Children as part of a special program to promote family bonding.
- Prospective employers, sponsors, parole advisors, physicians, psychiatrists, or other health professionals (see TDOC Policy 112.30).
- Persons significant to the inmate for purposes of crisis intervention.
- Official visitors.

The intended visitor's status cannot be suspended, denied, or terminated from an inmate's visitation list.

### INFIRMARY (IN-HOUSE) VISITATION

Visitation for inmates housed in the infirmary is allowed on Saturday and Sunday, limited to two (2) hours per visit and only one visit per day. Entrance to the infirmary for visitation is determined on a case by case basis and must meet the following conditions:

- The doctor must consent to the inmate's ability to visit
- Visitors shall notify the Warden prior to the visit and supply a list of intended visitors and specific date and time.

### NON CONTACT VISITATION

Non-contact visitation is the placement of an inmate and her visitor(s) in separate rooms where no physical contact can be made between them but visual and auditory communication can occur.

Two (2) non-contact visitation rooms are located in unit 3. Two (2) non-contact visitation rooms are located in building 6 in the main compound visitation gallery.

There will be a limit of four (4) visitors allowed in a non-contact room at a time. Further limitations may be imposed due to space available.

Reasons for use of non-contact visitation area may include but not limited to the following:

- As an alternative to suspension of visitation privileges.

- Incremental reinstatement of visitation privileges following a suspension.
- An offender is in maximum custody.
- Reasonable suspicion exists that contraband will be exchanged.
- Mandated by the institutional disciplinary committee.
- Unacceptable social behavior.
- The offender is in segregation pending disciplinary or protective services hearing, pending investigation (once the investigation is complete but prior to being charged), or in protective custody. (See TDOC Policy 507.01.1 for exceptions to the protective custody requirement to visit in non-contact settings.)
- At the request of the visitor
- For media interviews.

### WEEKEND CHILD VISITATION

Weekend child visitation is a privilege that must be earned through good behavior.

In order for the visit to go smoothly and to insure the safety and well being of the child, the following rules must be observed:

1. All visits must be requested and approved in advance, through the inmate's unit management team. The request must be made at least fourteen (14) days in advance. The process is initiated by the inmate requesting the visit.
2. The mother or grandmother requesting the visit must be level medium or lower.
3. Any mother must complete parenting class prior to any approved weekend visitation.
4. The child must be between three (3) months and six (6) years of age. The child may visit until the week before their sixth (6) birthday.
5. Mother/grandmother must not have received a Class C disciplinary infraction within three (3) months, Class B disciplinary infraction within six (6) months, and a Class A disciplinary infraction within nine (9) months prior to application.
6. There must be legal documentation of mother/grandmother and child relationship.
7. An approved visitation application must be on file before weekend visitation can be approved. Birth certificate must be on file as well.
8. Parent/Legal guardian must be available to pick the child up day or night in case of emergency.
9. The person picking up the child from visitation must be listed on the request for Child Visitation Form for emergency notification. Children will not be released to anyone other than the person whose name is listed on the Child Visitation Form. These people are required to be on the inmate's regular approved visitation list. Their phone number must be provided. This person must present government photograph identification card to the Central Control/Visitation Officer/Checkpoint Officer.



10. Natural grandmothers are eligible for weekend visitation quarterly during the month of March, June, September, and December. All rooms in the child visitation suite shall be available to mothers first and then to grandmothers.
11. The child must be in good health at the time of the visit. The child must not be on any medication. No medication will be permitted with any child.
12. If the child is suspected to be ill or to have any communicable disease (including lice, scabies, impetigo or any type of rash) the shift supervisor will consult the medical staff to determine if the visit should be allowed to proceed.
13. Children may arrive Friday no earlier than 5:00 pm until 7:30 pm and must be picked up Sunday no later than 3:30 pm.
14. The child must remain with the mother/grandmother at all times. The child is never to be left alone with another inmate. The mother/grandmother must be able to make eye contact continuously.
15. Any mother/grandmother who fails to properly supervise her child may have her weekend visitation suspended a minimum of ninety (90) days.
16. Any offender who has been convicted of child abuse or neglect within the meaning of the law will not be permitted to participate in the child visitation program, unless recommended by the Department of Human Services. Inmates with sexual abuse charges against minors are not allowed weekend child visitation.
17. No inmate may have more than one (1) child per extended stay.
18. During the hours of regular visitation in the visitation gallery, the mother/grandmother shall remain in the weekend visitation suite with the child. No exceptions.
19. Upon approval of the Weekend Child Visitation Form CR-2974; the submitting inmate voids any opportunity to receive visits from others during the weekend child visitation period. You can only visit the day when the child is picked up.
20. Snacks are made available to the child with each meal.
21. Bath time will be made available for mother/grandmother. Inmates are not permitted to bathe with the child.
22. A log sheet will be maintained by the Child Visitation Officer making irregular interval checks to insure the child and mother are ok.
23. Shift Commanders shall visit the Child Visitation Suite a minimum of one (1) visit per eight (8) hour shift.
24. During count time all inmates and children shall be in their assigned rooms.
25. All room assignments shall be made by the count room. First child arriving will be assigned to room one (1) and upward to room sixteen (16).
26. Mother/grandmother will be responsible for keeping assigned room and kitchenette clean.

27. Kitchen workers will deliver trays to the child visitation area door. Inmates will gather trays and dispense of food items. Kitchen will be notified when the trays are ready to be picked up for returning to the dining room.
28. Mother/grandmother and child may be afforded yard time at the discretion of the shift commander. This will take place at the Pavilion.
29. Mother/grandmother may bring only two (2) changes of clothes. Personal hygiene items and commissary food to the child visitation area. Any commissary food items not consumed will be thrown away, no commissary food items will be taken back to the housing units.
30. No food items are to be taken from the institution by the child.
31. Inmates visiting for the weekend are responsible for cleaning the child visitation suite before exiting Sunday afternoon.

#### Allowable Items

The following is a list of allowable items to be brought in for the children participating in the weekend child visitation program.

##### All Children

1. Three (3) sets of clothes.
2. Two (2) sets of sleepwear.
3. One (1) small child toothbrush.
4. Clear tote bag
5. Small Child blanket. No quilts.
6. One Sippy cup.
7. One solid teething ring. No ring with fluids inside.
8. Diapers. 1 small unopened pack. Pack big enough to last the weekend, no more than 25.

##### Children One Year of Age and Under

1. Travel size, one each- baby soap, baby lotion, baby shampoo, and baby powder. No Baby oil.
2. Two (2) receiving blankets.
3. One (1) baby toboggan.
4. Formula, sealed/unopened.
5. Clear Tupperware style container. (To put powder formula in).
6. One Clear thirty two (32) ounce container. (To put mixed formula in).
7. Baby food, sealed/unopened. No glass jars.
8. Three (3) bottles.
9. One (1) pacifier.
10. One Set of baby eating utensils. No metal.

No carryall/car seats are allowed.

All items that are brought in with the child must leave with the child.