



In partnership with  
the  
TENNESSEE DEPARTMENT OF  
CORRECTIONS

# Visitation Handbook 2017

WHITEVILLE CORRECTIONAL FACILITY  
Whiteville, Tennessee

Tammy Ford, Warden

## **A MESSAGE FROM THE WARDEN**

During your visit at Whiteville Correctional Facility (WCFA), it is my commitment to ensure that you and your friend or relative are provided an atmosphere that encourages a positive and enjoyable visit.

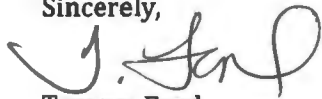
This Visitation Handbook has been designed to assist you with your visits. Please read it carefully and adhere to all the rules and regulations so that your visits will go smoothly.

The value of outside contact with family and friends is important to both visitors and inmates. However, every visitor must understand that the introduction of any item into the facility is grounds for the suspension of visitation privileges. In some cases, such as the introduction of drugs, weapons or other dangerous contraband, the loss of visitation privileges will be permanent.

By complying with the guidelines contained in this handbook, in accordance with TDOC Policy 507.01, the privilege of visitation will be maintained in an environment that is satisfactory to all. We want you to retain ties to your loved ones, so I ask that you not jeopardize those privileges by violating WCFA and TDOC rules and policies.

If my staff or I may assist you as you visit, please let us know.

Sincerely,

A handwritten signature in black ink, appearing to read 'T. Ford', written over the printed name.

Tamara Ford

## Table of Contents

INTRODUCTION .....	4
APPLICATION/APPROVAL FOR VISITORS .....	5
SPECIAL VISITS .....	6
ATTORNEY VISITS .....	6
INMATE DRESS REQUIREMENTS FOR VISITATION.....	7
ITEMS ALLOWED BY INMATES IN VISITATION .....	7
VISITATION SCHEDULE.....	7
VISTOR DRESS CODE .....	8
ITEMS ALLOWED BY VISITORS .....	9

## **INTRODUCTION**

The Tennessee Department of Corrections and Whiteville Correctional Facility supports visitation as a part of the overall rehabilitation process; and encourages positive involvement with the family.

In accordance with TDOC Policy 507.01:

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 denied or terminated by the on-duty Shift Supervisor for reasons including, but not limited to, the following:

1. Visitor is not on approved list.
2. Visitor's refusal to show proper identification.
3. Visitor's refusal to submit to a pat search or vehicle search.
4. Visitor's inability to clear the walk-through metal detector.
5. Visitor appears to be under the influence of drugs or alcohol.
6. Displaying of Security Threat Group (STG) symbols or affiliation.
7. Attempting to bring in items which are not permitted or leaving items which are not permitted.
8. Insufficient space for visiting or it is not the inmate's designated visitation time.
9. Inappropriate dress.
10. Inflammatory comments, profanity, cursing or threatening other inmates, visitors or employees
11. Pushing or attempting to strike others.
12. Horseplay.
13. Harassment of inmates, visitors or employees.
14. Excessive petting or fondling.
15. Failure to control children.
16. Other Visitation Rules and Guidelines as stated or determined by the Visitation Sergeant and/or Shift Supervisor.

If you have any questions, or need additional information, please contact the WCFA Visitation Department at 731-254-9400 ext. 40821.

## **VISITATION OFFICE HOURS**

Monday	8:00 a.m. to 7:30 p.m.
Tuesday	8:00 a.m. to 4:00 p.m.
Wednesday	8:00 a.m. to 4:00 p.m.
Thursday	8:00 a.m. to 4:00 p.m.
Friday	Closed
Saturday and Sunday	6:00 a.m. to 2:30 p.m.

## **TRAVEL INFORMATION**

Whiteville Correctional Facility is located approximately 45 miles from both Memphis and Jackson, Tennessee. From Memphis, travel Highway 64 East to Whiteville. Take Highway 100/64 to Union Springs Road. From Jackson, travel 1-40 West to Exit #52, and then travel Highway 179 south to Whiteville. Visitors are responsible for their own transportation to and from the facility.

Travel to Jackson, Tennessee may be obtained through Greyhound Bus Lines. Travel to the facility may be obtained from People's Cab Company in Jackson, Tennessee, at the visitor's expense.

#### **APPLICATION/APPROVAL OF VISITORS**

Every visitor, regardless of age, shall have an approved visitation application on file. Approval of visitors shall be at the Warden's discretion, in accordance with TDOC Policy 507.01 guidelines, to include:

All immediate family members and eight (8) additional adults will be allowed on the inmate's visitation list. Immediate family is defined by TDOC policy as: Mother, father, husband, wife, children, grandchildren, brother, sister, grandmother, grandfather, half-siblings, son-in-law, daughter-in-law, sister-in-law, brother-in-law, mother-in-law, father-in-law. Step-parents may 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. All others, (aunt, uncle, cousin, niece, nephew, Fiancée), will be considered as counting towards the eight (8) additional visitors.

Children age six (6) and older shall have a photograph attached to their application. These photos must be updated at ages 10, 14, and 18. Updated photographs may be requested more frequently if there have been significant changes in the child's appearance.

Children under 18 years of age must be accompanied by a visitor who is the child's parent, legal guardian or guardian and who is already on the inmate's approved visiting list. The custodial parent or legal guardian must provide a completed and notarized Parental Consent/Release for Minor's Visitation Form. (TDOC Form CR-2152) which gives permission for the minor child to visit, and be searched. (This requirement does not apply if the visitor is under the age of 18 and is legally married to the inmate she is visiting. Proof of marriage must be provided.)

Members of the clergy, as recognized by the chaplain or Warden, need not be placed on the Approved Visitor's List.

Attorneys of record need not be placed on the Approved Visitor's List.

Visitors may not be placed on more than one (1) inmate visiting list unless both the inmates are an immediate family member of the visitor and the relationship can be verified.

The institutional Warden shall impose a waiting period of one (1) year to re-view the application of visitors who have been removed from an offender's approved visitation list, either by visitor or inmate request, before placing them on the list of another offender, or placing them back on the original offender's list unless they are an immediate family member.

All applications for visitors 18 years and above are subject to a NCIC (Background Check).

An inmate 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-3619, Contact Visitation with Minors Agreement. Any observed or reported contact of a sexual nature with a child by an inmate shall be immediately reported by the Warden/designee to the local Department of Children's Services, and Child Protective Services Division.

Inmates are responsible for advising his visitors of the status (approval/ disapproval) of all applications. This information is confidential and will not be given out to pre-approved visitors over the telephone by the visitation department.

When visiting, a valid driver's license or state issued I.D. is required for all persons 16 years of age or above. School I.D., work I.D., social security cards, etc. will not be accepted as proper identification.

#### **SPECIAL VISITS**

The Warden or designee may approve the following types of special visits for persons on or not on the inmate's approved visitation list. If absolutely necessary, they may be approved for hours other than those regularly scheduled for visitation. All special visit applications must be submitted to the visitation department by the inmate. Approved/disapproved special visiting requests will be placed in the inmate's visitation file.

Special visits may include, but are not limited to, the following circumstances:

- Visitors who have traveled 200 miles or more and/or do not visit on a regular basis (at the Warden's discretion)
- Children, as part of a special program to promote family bonding
- Prospective employers, sponsors or parole advisors
- Physicians, psychiatrists, or other health professionals
- Persons significant to the inmates for purpose of crisis intervention
- Official visitors
- Immediate family members who are under visitation suspension when the inmate is terminally /critically ill

#### **ATTORNEY VISITS**

Attorney visits may occur during normal business hours (8:00am-5:00p.m., Monday through Friday) to include attorneys and their representatives (i.e. investigators, paralegals, law students, etc.) in reasonable numbers. The Warden/designee must be notified 24 hours in advance of an intended visit, unless it can be shown that such notice was not possible. Each attorney must present bona fide evidence of his/her license to practice law, to include a state bar membership card and matching identification, such as driver's license. All attorney briefcases, etc., must be searched in

order to prevent possible introduction of contraband.

#### **INMATE DRESS REQUIREMENTS FOR VISITATION**

- TDOC uniform will be the only clothing inmates will be allowed to wear to access visitation. The white TDOC stripe must be clearly visible and no bleached out pants will be allowed.
- Only one plain white T-shirt or one long sleeve thermal shirt may be worn under the TDOC shirt. This must be worn and cannot be removed in the visitation area.
- All clothing must be in good repair with no holes, patches or alterations.
- Pants must be worn around the waist and the shirt buttoned and tucked in. No heavily starched clothing is allowed.
- No excessive clothing will be allowed such as sweat pants under the TDOC pants.
- Coats cannot be worn to visitation.
- No head coverings will be allowed during visitation other than approved religious items.
- Inmates will be sent to their housing unit to return any unapproved items. No item will be left in the strip search area. Core Civic/WCFA staff is not responsible for loss of property.

#### **ITEMS ALLOWED BY INMATES IN VISITATION**

- Identification card
- Wedding band only. No other jewelry (watches, necklaces, bracelets, etc.) is 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.

#### **VISITATION SCHEDULE**

**\*\*Days are split by beginning letter of the inmate's last name. \*\***

- A-L, X, Y, Z on **Saturdays** 7:00a.m. - 3:00p.m. for the following months: January, March, May, July, September, and November
- A-L, X, Y, Z on **Sundays** 7:00a.m. - 3:00p.m. for the following months: February, April, June, August, October, and December
- M-W on **Saturdays** 7:00a.m. - 3:00p.m. for the following months: February, April, June, August, October, and December
- M-W on **Sundays** 7:00a.m. - 3:00p.m. for the following months: January, March, May, July, September, and November
- Pursuant to the Posted Alphabetical listing, Visitation hours are as follows:
  - Saturday 7:00a.m. - 3:00p.m.
  - Sunday 7:00a.m. - 3:00p.m.
  - Monday 5:00p.m. - 8:00p.m.
- Visitation schedules are subject to change. The hours will be provided to inmates and posted



at the pedestrian checkpoint. Inmates shall be responsible for notifying their visitors of schedule changes.

- Visitors are permitted to enter the facility fifteen (15) minutes prior to the beginning of visitation. No visitor shall be admitted during the last thirty (30) minutes of a visiting period.
- Monday evening visitation in all areas is only allowed if visitor has not already visited on the weekend. This visiting period is provided for those whose work schedules preclude weekend visits, not as an additional visiting period.
- Visitation to all inmates in segregation (pending hearing, pending investigation, administrative segregation, and protective custody) shall be non-contact. Punitive segregated inmates will not be allowed to visit.
- During facility count procedures, entry into the visitation gallery will be allowed; however, the inmate will not be allowed to enter visitation until count is cleared. The length of the visit is contingent upon the current schedules and available space. Should overcrowding occurs, visitors who enter first may be asked to exit to allow for others to visit.
- During institutional emergencies, visitation may be canceled, as deemed appropriate by the Warden.

#### **VISTOR DRESS CODE**

1. Visitors must wear underwear at all times; for females this includes a bra. No things or water bras. Also, most underwire bras may not clear the metal detector used at this facility. All visitors must be able to clear the metal detector while fully clothed.
2. No outer garments manufactured from spandex or spandex-type material.
3. Shoes must be worn at all times. Heels are not allowed. Opened toe shoes and/or sandals; flip flops or shower shoes may not be worn. No steel toed shoes are allowed. No crop or mule type shoes are allowed.
4. No tight clothing-body clinging/revealing. Any clothing that is transparent in nature is not allowed.
5. No halter, tube or tank tops. All apparel must have sleeves, split sleeves are not allowed.
6. No hats or bandannas are allowed except for religious headgear (yarmulke/kufi).
7. Shorts or skirts/dresses are permitted provided the leg is covered to within three (3) inches of the center of the knee in a standing position with the garment worn in the position in which it is intended to be worn. No sundresses, backless, low cut; chest and midriff must be covered at all times, shirts must be long enough to cover entire upper body.
8. Clothing with logos that contain pictures, slogans or vulgarity, or contains signs or symbols of security threat groups (such as gang-related) or any clothing determined by the officer to be associated with security threat groups is 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/alcohol advertisements. No camouflage attire, no leggings, jeggings or hoodies are allowed.
9. Prostheses, artificial limbs (plastic or other substances), and cardiac pacemakers and



defibrillators shall be allowed and the visitor may be required to present a doctor's statement. Any visitor who has had a replacement surgery, etc. that would interfere with clearing a metal detector must present a doctor's statement before being allowed to enter the facility.

10. Any other item deemed inappropriate by the Shift Supervisor may not be worn.
11. All male visitors are to wear their pants, jeans or shorts around their waist. No sagging will be allowed.
12. No denim blue jeans pants or denim blue shirts will be worn at the same time. No denim blue jeans will be worn with a white t-shirt as a top layer.
13. Blue jeans with holes that show bare skin will not be allowed.

During winter months visitors will be allowed to dress appropriately, however, an excessive amount of clothing will not be permitted. For example, a person would be allowed to wear an undershirt, a long sleeve shirt and a sweater, but more than one sweater or more than one pair of pants would be considered excessive/unacceptable. Lockers are located at the checkpoint area/front lobby. Visitors are required to leave coats in the lockers or in their automobile.

#### **ITEMS ALLOWED BY VISITORS**

- A. Debittek vending machine card (No money/coins are allowed past checkpoint area.
- B. Baby items- diapers, diaper wipes (No Vaseline or lotion) plastic bottle, sealed jars (plastic) of baby food. No glass or metal items.
- C. Identification
- D. Car Keys
- E. Electronic Communication devices are prohibited. Should there be an urgent need for a device to be kept on person of a visitor, i.e.: physicians, emergency personnel, etc. a detailed written request shall be prepared and submitted to the Warden. If such a request is approved by the Warden, device is subject to search by opening compartments upon entry and departure of the visitor. Staff is not responsible for damages or loss of the device during visitation.