MEMO

TO:         David Sexton, Assistant Commissioner of Prisons
FROM:      Shawn Phillips, Warden
DATE:      May 9, 2018
SUBJECT:  Northwest Correctional Complex Visitor’s Handbook

The English version of the 2018 Visitor’s Handbook for Northwest Correctional Complex has been approved. A copy will be submitted by attachment on Outlook for your review.

There were a few changes through the handbook, mostly minor changes. Please note we will need the document translated into Spanish as well, upon approval.

APPROVED  /  DISAPPROVED

[Signature]
Warden

APPROVED  /  DISAPPROVED

[Signature]
Assistant Commissioner of Prisons

SP/bls
Attachment: Visitor’s Handbook
Assistant Commissioner of Prisons

Date

David Sexton

Shawn Phillips, Warden

Date

S/018

We trust your visit will be a pleasant one.

Visitation staff, please ask one of the assistant commissioners for assistance if you have questions.

In an adult correctional facility, certain guidelines are necessary to assure the proper atmosphere for your visit and to assure the safety and security of the institution.

Welcome to Northwest Correctional Complex
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Assistant Commissioner of Prisons

David Sexton

Date

Shawn Phillips, Warden

Date

We trust your visit will be a pleasant one.

visitation staff.

about any part of the Visitors Handbook. Please ask one of the
handbook will outline those guidelines. If you have questions
assure the safety and security of the institution. The visitors
necessary to assure the proper atmosphere for your visit and to
in an adult correctional facility, certain guidelines are a

pleasant one.

families. We will make every effort to make your visit a
the inmates with whose care we are charged and to their
The administration recognizes the importance of visits to both

Welcome to Northwest Correctional Complex

Department of

T.N.
privileges of both. In disciplinary action, suspension or visitation (NWCC) failure to follow visitation rules may result and the institution, Northwest Correctional Complex (TDOC) by the Tennessee Department of Correction (TDOC) and the institution. Northwest Correctional Complex

3. Inmates shall be responsible for ensuring that their

TDOC/facility handbooks will be available at:

Tipp City, TN 3353 State Route 21 E
Cypress Point Resort 731-253-6654

Tipp City, TN 3330 Route 21 E
Reef Road Outdoors 731-253-3203

Tipp City, TN 1520 State Route 21 E
Reef Road 731-253-6845

Tipp City, TN 30 Boeing Rd
Boeotius Rd 731-253-6523

General Visitation Rules

1. Any visitor found to have in their possession drugs,

2. A person legally authorized to possess a firearm

3. Ammunition could cause your visiting privileges to

a. Ammunition is a tobacco-free facility.

b. Northwest Correctional Complex is a tobacco-free compound where

However, they may be seasonal. Call ahead for availability.

You can find lodging accommodations in the immediate area.
Close Custody 8:30 a.m. - 11:30 a.m. 1 hr. visit only.

Maximum Custody and Pretrial Custody visits 8:30 a.m.
Non-Contact 1 hr. visits 8:30 a.m. - 11:30 a.m.

Visitation Schedule

Visitation.

1. General Pop visits are 8:30 a.m. - 3:30 p.m. on Saturday, Sunday and designated state holidays.
2. Visitation hours are 8:30 a.m. - 11:30 a.m. for non-contact, every other week; 2 visitors allowed.
3. Maximum custody and pretrial custody visits 8:30 a.m.

Visitations are available in these cities:

- Dyersburg
- Jackson
- Union City

Taxi service is available.

Bus carriers have regularly scheduled runs arriving daily to Tripponville, TN. Commercial services are available in these cities:

- Dyersburg
- Union City

Taxi service is available.

You can log on to www.mapquest.com for further instructions.

Directions to Northwest Correctional Complex

From Nashville, TN

Take I-40 W to Hwy 412, exit 79. Turn right on Hollywood Drive.

From Memphis, TN


From Washington, DC 20530

950 Pennsylvania Ave. NW.
Federal Correctional Institution, Northwest

Civil Rights Division

U.S. Department of Justice

Nashville, TN 37243-1102
312 Rosa L. Parks Ave. 2nd Floor
Title VI Compliance Program
Tenn Human Rights Commission
Tenn. Code Ann. § 80A.02

Visitors are limited to a minimum of two hours on high

4. Visits are limited to a minimum of two hours on high

Visitors will be admitted after 1:30 p.m.

3. Visitation processing will stop from 1:15 p.m. - 1:45

Sunday, etc.

under a doctor's care, have to work both Saturday and

2. General Population - Friday Evening 6:30 p.m. - 8:30 p.m.

Additional days: Christmas Day, and Christmas Day (Visitation on

Memorial Day, Independence Day, Labor Day,

Thanksgiving Day, and President's Day, Good Friday,

**
Certificate will still be required.

1. Acceptable Identification includes:
   a. Government-issued photo ID and must be current.
   b. A current driver's license or state issued ID.
   c. Birth certificate and/or marriage license (for minors only, birth
     and/or proof of relationship only. Cannot be used
   d. School identification cards (minors only, birth
     in place of valid photo ID).
visit an inmate at one time.

b. Four (4) adults plus children are permitted to

Inmates may visit with immediate family only.

Application (CR-2112), Maximum Security
visit an inmate upon receipt of a Vision
этаж (8) additional adults may be approved to

4. All immediate family members who apply and

Guidelines:

1. Approval ofVisitors shall be at the Wardens

repetition a Visitation Application (CR-2112) for a minimum

Facilitation of the Visitation Form occurs by a Visitor

license number or state ID number is required. If any

1. Approval of Visitation Application (CR-2112) for a minimum

requirements. All sections of the CR-2112 shall be completed. A drivere's

As a result, it can take up to 30 days for an application to be

be dealt with. Sexual assault and sexual harassment will not be tolerated and

Social Security cards or an expired drivers license

are not considered acceptable identification.

Identification you by PIN number and you may remain anonymous.

Correction Department of

Inmates who reported the sexual abuse/sexual harassment for

Following a report of sexual abuse/sexual harassment the

Associate Warden of Treatment.

Warden or the designee, the Coordinator, the facility

seeks referred for criminal prosecution. Indicators of sexual assault

applicable, including use of the disciplinary process as well

a. Any member staff shall be reported to any staff member. If

any

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appropriate, including use of the disciplinary process as well

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any necessary

any necessary

any necessary

any necessary

any necessary

All applications must be updated every two years.

C. All applications must be updated every two years.

The ITW will not require a copy of the marriage certificate form, however, a copy of the completed Parent/Consent form is required for any minor child under the age of 18. If a minor child is under the age of 18, a copy of the completed Parent/Consent form must be on file for any minor child under the age of 18.

1. Parent/Consent


2. Parental Consent/Release

C. All applications must be updated every two years.

1. Parent/Consent

A Parental Consent/Release form (CR-1752) is required for children under 18 years of age.

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Checkpoints no later than 1:30 p.m.

Anyone wishing to cook our should arrive at the NRU take food back to their housing units.

Tablecloths are not allowed. Imnates will not be allowed to excess amounts of food or condiments will not be allowed. Excessive amounts of food or condiments may cause damage to when the visitors and inmates may cause damage to the facility. Restrooms will be monitored. Please limit the amount of food served in the cafeteria. You may not enter the vending machine provided in visitation area. You may not eat from vending machines if you are not allowed.

Note: Finger, potato salad, beans, and fruit are not allowed.

BONELESS.

Pier's only) ALL MEATS MUST BE BONELESS.

Hamburger, pork chops, chicken breast, pork chops, fish, all hams, (not to exceed 2 lbs.)

Only THREE (3) of the following meats areFactory sealed.

10. All meats have to be pre-packed and commercially frozen, napped or opened.

9. Plastic spoons (10) & plastic knife. Fork and/or spoon per inmate or member.

8. Mason's pickles (not to exceed 2 lbs.)

7. Pre-sliced sandwchi/burger toppings: lettuce, tomatoes, etc.

Inmates are permitted to visit 1 hour visits and will be non-contact. Due to the lack of space, only two persons will be 1 hour visits and will be non-contact. Due to

Inmates classified as maximum security will have a

Family members are permitted to visit family members are permitted to visit

Family members may make an exception only if the perimeter fence is not open. Any visitor who has visited inmates are immediate family unless they are immediate family. Any visitor who has visited inmates are immediate family unless they are immediate family.
Requests will not be considered, even if the employee/Offender Interactions result in a violation of TDOC Policy #305.03. If the persons separation from TDOC service was due to a violation of state law, the application for approval shall not be approved unless the applicant demonstrates that the separation from TDOC service was in the best interest of the inmate.

The following is a list of approved items visitors will be allowed.

- Beverages
- Tobacco products
- Food contained in any combination
- Personal belongings
- Personal items
- Purchase of the inmate
- Items that will not be allowed:
  - Liquor
  - Tobacco
  - Prescription drugs
  - Prohibited items

Schedule for cooking:

- Monday only
- Tuesday only
- Wednesday only
- Thursday only
- Friday only
- Saturday only
- Sunday only
Outside Visitation Picture Area For NRU Population

Outside Visitation Picture Area For NRU Population

Parents:
- Law, brother-in-law, mother-in-law, father-in-law, and step-
- Grandchildren, half-siblings, son-in-law, daughter-in-law, sister-in-
- law, daughter, grandson, daughter-in-law, sister, brother, brother-in-law, 
-Immediate family: Mother, father, husband, wife, son,

October 1999 shall be allowed to remain on the

e. Former TDOC employees on a visitation list as of
occurrence of visitation will not be allowed.

The outside area will not be available to any inmate convicted of a Class A disciplinary infraction; there will be a 2 month suspension from outside visits. Failure to follow the outside visitation rules will result in a loss of outside privileges. The outside visitation area has been established as a privilege only for inmates and visitors. Failure to follow the outside visitation rules will result in a loss of outside privileges.

Correction
Department of
T.N.
1. All visitors shall dress in an appropriate manner and be

Adequate Clothing for Visitation:

#506.06, Searches.

All searches shall be in compliance with DOC Policy

probable cause during their visit:

2. All persons in their possession shall also be searched.

3. Visitors may be randomly searched or searched for

being allowed admittance into the visiting area.

1. Visitors at this facility will be risk-searched before

during vehicle searches. Vehicles are locked and secured. Drug K-9s may be used

vehicles are responsible for making sure their

deny a visit and may result in suspension of visitation

any type of search shall be subject to search. Refusal to

(Visitation: Information Center) Check:

All visiting applicants may be subject to a NICC

minor child, as evidenced by a certified copy of a court order.

Electroshock Apparatus: A person appointed by the court to provide

escort, Legal Guardian, or the applicant appointed by the court to provide

escort. Legal Guardian or the applicant appointed by the court to provide

escort, and any other area outside the

recreation area. Visitation rules shall be sufficient grounds for

posture, disruptive behavior or failure to follow

i. No writing on walls, tables, chairs, or floors.

ii. No smoking or drinking

iii. No eating or drinking

iv. No toys, books, games, movies, or caramels will be

the children's property.

v. The children's bathroom, not in the Visitation Gallery, not in

the Visitation Gallery, not in the VisitationGallery.

(Left) Children shall be allowed to play with

children are not

on chairs, window sill, or tables. Children are not

or his personal visitors.

hold any child's belongings other than

the children shall not be allowed to play or interact with

unattended.

on the Parental Consent/Release Form.

parent, Legal Custodian, or the approved escort, legal

by the custodial

escort, Legal Guardian, or the approved escort, legal

escort, and any other area outside the

recreation area.
Children shall be accompanied to play areas.

1. Visitation may not exceed the number above the knee.
2. A dress/skirt/shirt, regardless of location, cannot exceed three inches above the knee. Any slits in the skirt/shirt, dress or shirt may be worn, but can be short as long as three inches above the knee. Any slits in the shorts, skirt, or dress may be worn, but can be short as long as three inches above the knee. Any slits in the shorts, skirt, or dress may be worn, but can be short as long as three inches above the knee.
3. Visitation privileges may be suspended for up to 6 months by the Warden.

Children in Visitation

4. No clothing that is transparent or translucent in nature is allowed.
5. Clothing exposed a bare chest or midriff is not allowed. Clothing exposing a bare chest or midriff is not allowed.
6. Clothing exposing a bare chest or midriff is not allowed.
7. Clothing exposing a bare chest or midriff is not allowed.
8. Clothing exposing a bare chest or midriff is not allowed.

Children are not permitted.

G. Children under the age of 10.

Children are not allowed (allowances may be made for

b. Haircuts and hair ties are not allowed.

a. Doctor's note may be required.)
Corrections Department of

Contact

a. Visitation and inmate engagement in unacceptable physical rules.
b. Failure by visitors to control their children.
c. Inmates or visitors who violate visitation conduct.

Visits include, but are not limited to the following:

In the inmate and/or visitor in assigned seats.

Yes, such as wearing the inmate/and/or the visitor(s)

Supervision, however, less restrictive measures may be.

Visits may be terminated by the visitation

Agency/relief symbols of affiliation.

• Displaying Security Three Group (STG) and/or
  • Inappropriate dress.
  • Possession of contraband.
  • Alcohol.
  • Appearing to be under the influence of drugs or
  • Refusing to submit to a search.
  • Refusing or unable to show proper identification.

Reason including but not limited to:

1. Any visitor may be denied entry into visiting and for any

be considered terminated for the day.

If a visitor leaves the visiting area for any reason, the visit will

Access to the visitation gallery is through checkpoint.

Dent/Suspension of Visits

Corrections Department of

TN
circumstances.

Visitors must not smoke or abuse vending machines under any
circumstances. 

**Debit card cannot be given to the inmate.**

People who visit the facility and are given a debit card must return it upon leaving the facility. The debit card cannot be used for food or drinks. **Visitors cannot purchase beverages or food items using the debit card.**

**Items Permitted Passed Checkpoint**

- 1. Empty syrup cup (must be clear)
- 7. Plastic spoon (1)
- 8. Plastic container (1 small)
- 1. Small plastic/crystal blanchers (plastic is required)
- 2. Baby food - 2 sealed containers (plastic is required)
- 3. Powdered baby formula in clear plastic bag, not to exceed amount for two feedings
- 4. One (1) clear plastic baby feeding bottle
- 5. Baby wipes in clear plastic container
- 6. Two (2) diapers
- 7. Two (2) Tampons
- 8. Visors with an inherent may bring the following into the prison: Ear-muffs, and snow pants are not allowed. Wipers, ear-muffs, and snow pants are not allowed.

7. Jackets may be worn. Gloves, mittens, scarves, leg

6. Curtains, window blanchers, and window shades will be allowed.

5. Prophylactic, artificial limbs (plastic or other substances),

4. No glasses will be permitted unless prescribed by a

3. **Debit card cannot be used at checkpoints and used to

2. One car key (to allow admittance back into the vehicle);

1. Entrance to

**Corrections Department**