




# MEMO

TO: Lee R. Dotson, Assistant Commissioner of Prisons  
FROM: Jason Clendenion, Warden   
DATE: March 20, 2023  
SUBJECT: TCIX Visitation Handbook

Enclosed is the final draft of the 2023 revision of the TCIX Visitation Handbook. Changes have been made to reflect any changes in TDOC Policies that are applicable.

Per TDOC Policy 507.01, please review and indicate your approval by signature below. Once we receive your approval, a publication request will be submitted, and a copy forwarded to the webmaster for the TDOC website.

Approve

Disapproved (return for changes)

  
\_\_\_\_\_  
Lee R. Dotson, Assistant Commissioner of Prisons

03/27/23  
\_\_\_\_\_  
DATE

Enclosure

xc: File



## **Turney Center Industrial Complex Main and Annex**

Main – 1499 R.W. Moore Memorial Highway  
Only, Tennessee 37140-4050  
Telephone: (931) 729-5161 – Fax: (931) 729-9275

Annex – P.O. Box 182, 245 Carroll Road  
Clifton, Tennessee 38425  
Telephone: (931) 676-3345 – Fax: (931) 676-3350

**VISITATION HANDBOOK  
April 2023**

## INTRODUCTION

### Welcome to Turney Center Industrial Complex

This handbook has been designed to be a guide to help the visitor by providing basic information and regulations. It is not exhaustive. You may find additional information concerning visitation by reviewing TDOC Policy 507.01 on the TDOC website. I highly recommend that every visitor read this policy.

It is the goal of TCIX staff to make visiting an incarcerated loved one as pleasant as possible, while maintaining a safe, secure environment.

The staff recognizes the rehabilitative value of inmates maintaining family ties through visits and we encourage them to do so. Any guest to this facility may and should expect to be treated in a kind and respectful manner. Should any situation arise where this is not the case, please feel free to let me know. That said, it is also expected that our guests will conduct themselves in a manner compliant with the regulations set forth in this handbook and TDOC Policy 507.01.

We welcome you to Turney Center Industrial Complex and truly hope your visit is a pleasant one. If you need any assistance, my staff or I will be happy to help you.

  
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**Jason Clendenion, Warden**

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**General Visitation Rules**

1. A person legally authorized to possess a firearm may transport and safely store a firearm or ammunition in a locked motor vehicle or locked container securely attached to the vehicle while on or utilizing the designated facility parking area. The firearm/ ammunition shall be kept out of ordinary observation. Introduction of contraband or failure to secure your authorized firearm(s)/ammunition could cause your visiting privileges to be suspended.
2. Inmates shall be responsible for ensuring that their visit is conducted in an orderly manner in compliance with the rules and regulations set forth by the Tennessee Department of Correction (TDOC) and the institution. Failure to follow visitation rules may result in disciplinary action, suspension of visiting privileges, or both.
3. Visitation hours will be at the minimum of two (2) hours. Visiting time may be shortened if the flow of incoming visitors is unusually heavy. This offers all inmates and visitors the same opportunity to visit.
4. Under no circumstances will anything approaching "necking" or "petting" be allowed between a visitor and an inmate. Consistent with accepted social behavior, embracing and a kiss will be allowed as visitor and inmate meet for a visit and again as the visitor leaves. Except for this **brief\*** physical embrace and a kiss, at no other instances shall this type of display(s) of affection be allowed during or after the visitation period. **\*For this purpose, brief is defined as five (5) seconds or less.**
5. Visitors' and inmates' hands shall always remain visible. This includes not being underneath any type of clothing.

6. Visitors must always remain in their chair during visitation except for going to the restroom and/or vending machine.
7. Inmates will remain seated during contact visits except to go to the restroom and will be escorted by visitation staff.
8. Inmates shall visit with their approved visitors only. Visitors may not visit with other inmates' visitors.
9. Visitors are expected to maintain constant control of children under their supervision. Visiting parents or legal guardians shall supervise children while they are playing; failure to do so may result in termination of the visit. Inmates are not allowed to discipline or accompany the minor children under this provision.
10. Verbal or physical abuse directed toward staff members shall be sufficient cause for termination of visit.
11. Any visitor attempting to pass any type of contraband while visiting shall have their visit terminated.
12. Sitting on the tables inside the visiting gallery will not be allowed. Inmates and visitors must utilize the chairs provided in this area. Tables and chairs are not to be moved without authorization from security.
13. Visitors shall utilize the restrooms designated for visitors only. Inmates shall utilize the restrooms designated for inmates only. Should assistance be needed in locating these restrooms, contact the officer or supervisor assigned to this visiting area for directions.
14. Visitors may not enter institutional grounds earlier than one-hour prior to any scheduled visitation period. Visitors may wait

at the checkpoint area but not in their personal vehicles. Visitors may not loiter in the parking area.

15. 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 after visitation hours are over.
16. During an institutional emergency, visitation may be cancelled as deemed appropriate by the warden or his designee.
17. Should overcrowding occur, the inmate's visitors who entered first will be instructed to leave first to give others the opportunity to visit.
18. Property placed in weekend storage will be given out as needed but will be given out before 3:00 pm for security purposes.
19. During weekend visitation, inmates and visitors should complete their goodbyes and exit by 3:35 pm. During Monday evening visitation, inmates and visitors should complete their goodbyes and exit by 7:10 pm. Inmates/visitors who refuse to depart promptly at this time may be subject to disciplinary action and/or visitation suspension.
20. Female visitors who choose to breast feed their baby will need to contact the visitation supervisor who will arrange the use of a visitor's side non-contact visitation room at TCIX – Main. At WC – TCIX – Annex a privacy cubicle will be made available upon request to the visitation supervisor.
21. Anyone providing transportation to a visitor must leave state property and return at an appointed time to pick the visitor up.

- 22. Visitation can and will be suspended in the event of circumstances, that will affect the safety, security, and operation of the facility.**

If there are any questions regarding these rules and regulations, the ranking officer assigned to this area should be contacted.

**VISITATION SCHEDULE**

The visiting schedule for Turney Center Industrial Complex Main and Annex is as follows:

Visitation is scheduled on a rotation basis. Monthly schedules are available for visitors to keep current on their appropriate visitation day. Cut off times for accepting visitors is 10:45 a.m. during the morning session and 2:15 p.m. in the evening on the weekends and 6:00 pm on Monday evenings.

Visitation is by appointment only. Visitors must call 931-729-7963 Monday through Thursday 9:00 am to 3:00 pm to schedule a time to visit.

**MAIN**

**SATURDAY**

**UNITS 1 & 2 or UNITS 3 & 4**

**8:00 am – 12:30 pm**

**1:00 pm – 3:30 pm**

**SUNDAY**

**UNITS 1 & 2 or UNITS 3 & 4**

**8:00 am – 12:30 pm**

**1:00 pm – 3:30 pm**

**Protective Custody/Non-Segregation Will Rotate Alternating Weekend Days with Close & Max (Only one visit per weekend)**

**8:00 am – 12:30 pm**



**1:00 pm - 3:30 pm**

**UNIT 6 (Saturday & Sunday)**

**8:00 am - 12:30 pm**

**1:00 pm - 3:30 pm**

**\*\*MONDAY\*\***

**(Only for those Visitors unable to visit on weekends)**

**5:00 p.m. to 7:00 p.m.**

**TCIX - ANNEX - WC**

**SATURDAY**

**H. Bldg. - TCOM - General Population**

**8:00 am to 12:30 pm**

**1:00 pm to 3:30 pm**

**SUNDAY**

**H. Bldg. - TCOM - General Population**

**8:00 am to 12:30 pm**

**1:00 pm to 3:30 pm**

**PTVDP TECHNICAL VIOLATOR INMATES**

**EVERY OTHER SUNDAY AND HOLIDAYS**

**11:30 am - 3:30 pm**

**SAIU AND PTVU INMATES**

**EVERY OTHER SUNDAY**

**9:15 am - 1:15 pm**

**\*\*MONDAY\*\***

**(Only for those visitors unable to visit on weekends)**

**5:00 pm - 7:00 pm**

**\*\*This should not be construed as allowing a visitor to visit both on the regularly scheduled weekend/holiday schedule and the evening visitation\*\***

**Holiday schedules will be announced prior to the specific holiday.**

### **NON-CONTACT VISITATION**

Punitive segregation and pending investigation inmates, at the discretion of the Warden, may be allowed to visit a minimum of one (1) hour, provided space is available. No more than two (2) visitors shall be allowed to visit an inmate at any given time. Visitors under the age of eighteen (18) must be accompanied by an adult who is an approved visitor. A system of non-contact visitation shall be used in the HSA housing area.

Should visitors arrive at the institution to visit, and all visiting cubicles are utilized, they must remain at the checkpoint until a visitor departs.

Administrative segregation inmates shall be allowed to visit for a minimum of one (1) hour.

Visitation is authorized once every two (2) weeks. A system of non-contact visitation shall be used in the HSA unit area. Only immediate family, attorneys, and ministers will be allowed to visit.

No more than two (2) visitors shall be allowed to visit an inmate at any one time.

Only two (2) inmates may have visitors at any given time, since only two (2) non-contact rooms are available. Segregation visits will be scheduled for weekends only. No visits will be allowed on Monday evening.

In the event a visitor arrives at the institution to visit and both cubicles are being utilized, they must remain at the checkpoint until a minimum of (1) hour has been used by the first visitor and inmate that have already received a visit. Then those visitors will be escorted back to checkpoint and the new arrivals will be escorted to HSA to begin their visit.

**VISITATION AREA – MAIN/UNIT 6/ WC – TCIX – ANNEX**

1. All institution visits shall take place in areas designated by the warden. The area should allow reasonable ease of communication between inmates and their visitors.
2. The visitation gallery in B-Building will be used by the inmates in general population on the inside compound at the main site.
3. Unit 6 – Inmates will utilize the visitation gallery located in Administration Building at Unit 6.
4. Inmates at the WC – TCIX – Annex site will utilize the visitation area located in H-Building.
5. Attorneys and their inmate clients shall, upon request, be afforded privacy for their visits.
6. All Turney Center visitation areas are handicap accessible.

**PROPER IDENTIFICATION**

Visitor must register upon entering the institution at checkpoint. Visitors must sign into the visitor logbook. (License plate number is required when signing logbook.) All visitors, regardless of age, must show current and valid identification before being allowed to visit. All identification for persons 16 and older must be a state or government-issued photo ID and must be current. Exceptions for no photo on a state ID will be made for senior citizens only.

1. Acceptable identification includes:
  - ❖ A current driver's license
  - ❖ A government or military ID
  - ❖ Birth certificate and/or marriage license (for minors and/or proof of relationship only. Cannot be used in place of valid photo id.)
  - ❖ School identification cards (minors only, birth certificate will still be required).

**Social security cards or expired driver's license are not considered acceptable identification.**

**Any visitor found to be guilty in accordance with TCA 39-14-114 Forgery A Class E Felony, TCA 39-16-301 Criminal Impersonation and TCA 39-16-303 Using a False Identification both Class C Misdemeanors shall be denied visitation and possibly arrested by the proper authorities.**

### **APPLICATION PROCESS**

1. Applications should be received through the institutional mail office and forwarded to the checkpoint officer(s). Any falsification of the CR-2152 by a visitor and/or inmate may be cause to deny the application or withdraw previous approval of the visitor.
2. Applications are screened for previous criminal history, approval on another inmate's list and/or appearance on the institution's volunteer list. All applications must have a photo attached. This includes minor children who must have a birth certificate attached to the application along with a parental consent form (CR-2152 page 2). Children's photographs must be updated every two (2) years. A CR-3619 must be completed by all escorting adults for the minor if the inmate is a sex offender.

3. Visitors may not be placed on more than one (1) inmate's visiting list unless the inmates are immediate family members of the visitor, and the relationship can be substantiated. Completed applications should be sent to the appropriate address listed on the front of the visitation handbook.
4. Only those individuals listed on the Parental Consent/Release for Minor's Visitation Form and are on the inmate's approved visitation list, will be allowed to escort the minor children for visitation.
5. All applications must be updated every two years with current photo and any necessary documentation. When a visitor comes to visit and it is discovered that his/her application is over two years old, they will be informed that they have 60 days to update their application, or their visits will be denied.

**ALL VISITING APPLICANTS MAY BE SUBJECT TO A NCIC (National Crime Information Center) CHECK.**

**SEARCHES**

1. All visitors and vehicles are subject to search. Refusal to submit to any type of search shall be sufficient grounds to deny a visit and may result in suspension of visitation privileges. Visitors are responsible for making sure their vehicles are locked and secured. Drug K-9's may be used during vehicle searches.
  - a. Any visitor found to have in their possession drugs; alcohol or non-legal weapons may be permanently prohibited from visiting at any TDOC facility. Visitors having prescription drugs on state property must have the drugs in the prescription bottle or have a copy of

the prescription with them. **THIS IS A TOBACCO-FREE FACILITY.**

2. All visitors over the age of 16 must pass the body scanner (Unless pregnant, have a pacemaker; or have mobility issues). Metal detectors, trans friskers and cell sense pole shall be used in addition to the body scanner.
3. A frisk search shall be conducted on all visitors who fail to pass the body scanner and are suspected of bringing in contraband within the secure confines of any institution.
4. All items in the visitor's possession shall also be searched.
5. Visitors may be randomly searched or searched for probable cause at any time during their visit.
6. Visitors may be required to replace their feminine products in the presence of correctional staff if individualized reasonable suspicion exists to prove that contraband is being brought in. Authorization must be obtained from the Warden.
7. Children are required to have a diaper change prior to entering a visiting area to prevent the introduction of contraband.

**All searches shall follow TDOC Policy #506.06.**

#### **APPROPRIATE CLOTHING**

Persons entering TDOC facilities should be encouraged to dress comfortably and in casual attire however, they shall be expected to comply with the following basic dress requirements. Wardens may further define these requirements in local policy.

1. 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 otherwise be inappropriate, will be rejected by the visitation supervisor.
2. Visitors may not wear excessive clothing such as two (2) pairs of pants, sweatshirts worn as a jacket or an extra shirt under their top layer of clothing. This is necessary to prohibit the exchange of clothing between inmates and visitors.
3. Visitors must wear undergarments. Examples of undergarments deemed inappropriate are thongs and water brassieres.
4. No dresses or skirts with buttons, zippers, or splits up the front, back or sides of the garment from hemline to waistline and cause the garment to be above three inches above the knee will be allowed.
5. Appropriate footwear to provide basic foot protection shall be required while on institutional grounds. Open toed shoes or sandals are permitted (must have a heel strap). However, steel-toed shoes, shower shoes, flip-flops, high heel shoes (thin heel over 3 inches in height), etc. are not permitted.
6. Shorts, dresses and skirts are permitted provided the leg is covered to within three (3) inches above the knee in a standing position with the garment worn in the position in which it is intended to be worn.

The below listed types of clothing are **specifically prohibited** throughout the year:

1. Garments manufactured from spandex or spandex-type fabrics

2. Any clothing that is transparent or translucent in nature
3. Sleeveless shirts, blouses, and dresses
4. Dresses or clothing exposing a bare chest or midriff
5. Camouflage attire
6. Worn or tattered clothing with holes
7. Clothing with logos that contain pictures, slogans, vulgarity, tobacco/alcohol references, 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 way the clothing is worn.
8. Hats and/or caps and Bandanas
9. Hooded Sweatshirts (to include zip up hooded jackets)
10. Leggings
11. Items which appear to be too loose or too tight.
14. Necklaces and bracelets

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

#### DRESS CODE FOR INMATES

1. Inmates must wear blue TDOC clothing with shirts tucked in, no sagging pants and with a black/brown leather belt or state issued belt.



2. Coats, hats, and gloves may be worn during inclement weather and stored on the designated hangers.
3. Sunglasses are not allowed.
4. Inmates may not wear jewelry to visitation, except for their wedding ring.

**ITEMS PERMITTED PAST CHECKPOINT:**

1. Personal property shall be restricted to the following:
  - a. ID
  - b. Vehicle key only (with remote keyless entry are allowed)
  - c. Prescription/Reading glasses (no sunglasses)
  - d. Vending machine card (no wallet(s) or money)
  - e. Watch (1) (No digital, cellphone, FITBIT watches)
  - f. Wedding ring (1) and other ring (1)
  - g. Earring(s)
  - h. Baby items (2 diapers, baby wipes in clear plastic container, 1 clear plastic baby feeding bottle, powdered baby formula or approved baby food in clear plastic bag, not to exceed amount for 2 feedings).
2. All other items shall be placed by the visitor in their private vehicle, or an institutional locker located at checkpoint.
3. Electronic communications devices are prohibited. Should there be an urgent need for a device to be kept on the person

of a visitor; for example, a physician, emergency personnel, etc., a detailed written request shall be prepared and submitted to the warden. If such a request is approved by the warden, the device is subject to search by opening compartments upon visitor entry and departure.

### **DENIAL/SUSPENSION OF VISITS**

The Tennessee Department of Correction and Turney Center Industrial Complex are committed to maintaining a policy of **zero tolerance** regarding drugs, alcohol use, sexual misconduct within State Correctional facilities.

1. Persons who appear to be intoxicated, under the influence of drugs, or disorderly shall not gain access to visit and will be asked to leave the premises. Any refusal shall be remanded to the custody of the local law enforcement agencies for possible prosecution.
2. Additional reasons for denial/suspension of visits can be found in TDOC Policy 507.01.

### **CHILDREN IN VISITATION**

1. Children shall be kept under the constant supervision and shall be accompanied to play areas, restrooms, and any other area outside the immediate area in which the visit is being conducted by the custodial parent, legal guardian or approved escort listed on the Parental Consent/Release form at all times.
  - a. Children shall be escorted from the checkpoint area to parking lot and vice versa by the custodial parent, legal guardian or approved escort listed on the Parental Consent/Release form.

- b. Children shall not be allowed to remain in vehicles unattended.
- c. Children shall not be allowed to play or interact with any inmate not being visited by said child/children and/or adults accompanying said child/children. No inmate shall be allowed to play with, carry or hold any child/children belonging to other inmates or visitors and not belonging to the particular inmate or his personal visitor(s).
- d. Children are not permitted to run, wrestle, crawl on floor, or climb on chairs, windows sills, bookshelves, or tables.
- e. No toys, books games, movies, or crayons will be permitted to leave the playroom area.
- f. No throwing or breaking toys.
- g. No writing on walls, tables, chairs, or floors,
- h. Boisterous, disruptive behavior or failure to follow visitation rules shall be sufficient grounds for termination of a visit.
- i. Diapers or soiled clothing must be changed in the visitation bathroom not in the visiting gallery or in the children's playroom.
- j. **ANY DISCIPLINE OF CHILD AND/OR CHILDREN SHALL BE VERBAL ONLY AND BE IMPOSED ONLY BY THE ACCOMPANYING ADULT VISITOR WHO IS CUSTODIAL PARENT/LEGAL GUARDIAN OR APPROVED ESCORT LISTED ON THE PARENTAL CONSENT/RELEASE FORM.**

This area shall be for children only. Children must be supervised by the adult visiting parent or legal guardian while in this area. The

visiting parent or legal guardian will ensure that chairs in this area stay there and are not dragged across the floors in the main visitation area. Inmates are not allowed inside the children's area at any time.

### **FACILITY DIRECTIONS**

Turney Center Industrial Complex-Main Site is located approximately 65 miles from Nashville, Tennessee going west and 148 miles from Memphis, Tennessee traveling east on Interstate 40. Exit off Interstate 40 at exit 148, turn onto Highway 50 going toward Centerville, turn right onto Highway 229 and follow the signs for Turney Center.

WC – TCIX – Annex is located in Clifton, Tennessee, approximately 100 miles southwest of Nashville, Tennessee, and 125 miles east of Memphis, Tennessee. The best major route is interstate 40 to exit 126, highway 69 south, which is approximately 40 miles from the facility. It is five and a half miles north of highway 64, on highway 114, between Savannah and Waynesboro, Tennessee.

### **TAXI PHONE NUMBERS**

Since both TCIX sites are located in remote areas, no bus service is available for either site. Nearest taxi services for:

#### **Main Site:**

Michael's Taxi 24 Hour – 903 West 4<sup>th</sup> Street Dickson, TN  
(615) 441-6122

T&G Cab Service – 130 Hogin Rd. Dickson, TN (615) 441-1435

#### **Annex Site:**

River City Taxi – 364 Horse Creek Rd. Savannah, TN (731) 925-0366

Nolen Courtesy Cab Co – 103 East Church Street Lexington, TN  
(731) 968-3781

Liberty Cabs Taxi Services – 303 Taylor Street Corinth, MS  
(662) 228-2121



TCIX

**LODGING AND RESTAURANTS (TCIX MAIN)**

Holiday Inn Express  
1-40 & Hwy 13 Exit 143  
(931) 296-2999

Best Western Motel  
I-40 & Hwy 13 Exit 143  
(931) 296-1202

Super 8 I-40  
I-40 & Hwy 13 Exit 143  
(931) 296-2432

Days Inn  
I-40 & Hwy 13 Exit 143  
(931) 296-7647

Log Cabin Restaurant  
I-40 & Hwy 13 Exit 143  
(931) 296-5311

Overholt's Farm Market  
14520 Hwy 13 Exit 143  
(615) 268-4375

McDonald's  
I-40 & Hwy 13 Exit 143  
(931) 296-7580

Arby's  
I-40 & Hwy 13 Exit 143  
(931) 296-7180

**LODGING AND RESTAURANTS (WC-TCIX-ANNEX)**

Bear Inn  
2250 Billy Nance Hwy  
Clifton, TN 38425  
(931) 676-5552

Clifton Motel  
200 Stockade St.  
Clifton, TN 38425  
(931) 676-3616

Country Girl's Restaurant  
276 Forrest Ave  
Clifton, TN 38425  
(931) 676-3175

**PRISON RAPE ELIMINATION ACT (PREA)****INMATE/STAFF MISCONDUCT**

It is the policy of the Tennessee Department of Corrections (TDOC) to provide a safe, humane, and appropriately secure environment, free from threat of sexual abuse and sexual harassment for all inmates, by maintain a program of prevention, detection, response, investigation, and tracking of all alleged and substantiated sexual assaults. TDOC has zero tolerance for incidences of sexual abuse and sexual harassment within the facilities.

Inmates who have information involving PREA activity of any type may report this information by leaving a voice message using the Inmate Telephone System (ITS). To leave a message using the ITS, dial "1" for English when prompted, then dial "\*9222" and record your message. The ITS system will not identify you by PIN number, and you may remain anonymous.

Sexual assault and sexual harassment will not be tolerated and those who engage in such conduct will be dealt with appropriately, including use of the disciplinary process as well as referral for criminal prosecution. Incidents of sexual assault shall be reported to any staff member up to and including the Warden or the designated Prison Rape Elimination Act (PREA) coordinator, the Associate Warden of Treatment.

Following a report of sexual abuse/sexual harassment the Department shall monitor the conduct and treatment of inmates who reported the sexual abuse/sexual harassment for any changes that might suggest possible retaliation.

Inmates who enter TDOC as sex offenders or inmates identified as sexual Aggressors will be advised of the sex offender treatment/programming eligibility requirements by the counseling or mental health staff.

**Staff/Inmate Misconduct:** No relationship is permitted between an offender and a staff member other than a strictly professional relationship. Fraternalization, business transactions, favors, contraband, social associations, romance, and friendships are prohibited. Inmates who have information involving criminal activity of any type may report this information by leaving a voice message using the Inmate Telephone System (ITS). To leave a message using the ITS, dial "1" for English when prompted, then dial "\*9111" and record your message. The ITS system will not identify you by PIN number, and you may remain anonymous.

Sexual contact of any nature between an offender and a staff member is prohibited and punishable by Tennessee law and TDOC policy. A sexual relationship between an offender and a TDOC employee is never consensual and is always unacceptable. TDOC has zero tolerance for incidences of sexual abuse/sexual harassment within its facilities.

**Sexual misconduct includes but is not limited to the following:**

- Sexual intercourse or oral sex
- Sexual abuse, harassment, or obscenity
- Contact of a sexual nature including kissing or touching
- Conversations or correspondence of a romantic or sexual nature
- Any behavior intended for the sexual gratification of the subject.

Individuals wishing to report criminal activity in writing may direct correspondence to Office of Investigations and Conduct, 100 Bomar Boulevard, Nashville, TN 37209.



TCIX

**COMPLAINT REFERRALS**

Visitation privileges are one of the most enjoyable benefits for our inmates. Our staff will continue to provide this meaningful privilege and we hope that visitors and inmates alike enjoy their time together and follow the guidelines set forth herein to make the experience more meaningful for all. If you feel the need to make suggestions or register any complaints, you may write to this office at any time:

Warden's Office  
TCIX  
1499 RW Moore Memorial Hwy  
Only, TN 37140



**DISCRIMINATION IS PROHIBITED**

**TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 REQUIRES THAT FEDERALLY ASSISTED PROGRAMS BE FREE OF DISCRIMINATION. THE TENNESSEE DEPARTMENT OF CORRECTION ALSO REQUIRES THAT ITS ACTIVITIES BE CONDUCTED WITHOUT REGARD TO RACE, COLOR, OR NATIONAL ORIGIN.**

Prohibited Practices Include:

- Denying or failing to provide services or providing inferior, separate, or different services to individuals based on race, color, or national origin.
- Segregating or restricting individuals in any way related to the receipt of services or benefits on the basis of race, color, or national origin.
- Requiring different standards or conditions for acceptance into programs based on race, color, or national origin.
- Permitting discriminatory activity in this facility on the basis of race, color, or national origin. Examples of practices which, if based on race, color, or national origin, would be discriminatory include.
  - Work, education, treatment, or other program assignments.
    - Drug testing of convicted felons.
  - Restricting cell/bed or institutional assignments.
    - Inmate job compensation levels.
    - Disciplinary actions or sanctions.

Should you feel 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, available in inmate libraries, outlines the time frames and appeal process for Title VI grievances.
- **Visitors and other individuals** should contact the local Title VI site coordinator by letter or telephone. No special forms are required to file a Title VI complaint.

Name:	<u>Associate Warden of Treatment</u>	Title:	<u>Title VI Coordinator</u>
Address:	<u>1499 RW Memorial Hwy</u>	City/St:	<u>Only, TN 37140</u>
Phone #:	<u>(931)729-6680</u>	Fax #:	<u>(931)729-9275</u>

- **Any individual may file a Title VI complaint with the below listed entities. It is preferable that complaints be registered at the local level first.**

**TN HUMAN RIGHTS COMMISSION**  
**Office TITLE VI COMPLIANCE PROGRAM**  
 312 Rosa L. Parks Ave. 23<sup>rd</sup> Floor  
 Nashville, Tennessee 37243-1102  
 Phone Number: 615-741-5825 or Fax 615253-1886

**U.S. DEPARTMENT OF JUSTICE**  
**CIVIL RIGHTS DIVISION**  
 Federal Coordination and Compliance  
 Section, NWB  
 950 Pennsylvania Avenue, N.W.  
 Washington, DC 20530  
 888-848-5306 (Toll-free voice)

