

**TROUSDALE TURNER CORRECTIONAL CENTER
DETENTION FACILITY**

**CORECIVIC
HARTSVILLE, TENNESSEE**



**2017-2018
INMATE HANDBOOK**

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**TROUSDALE TURNER CORRECTIONAL CENTER
HARTSVILLE, TENNESSEE**

Welcome to Corrections Corporation of America's Trousdale Turner Correctional Center in Hartsville, Tennessee. During your orientation at Trousdale Turner you will be provided with information to assist you in becoming familiar with our system. This orientation will include, but is not limited to, the following:

1. Institutional rules and regulations
2. Programs and activities
3. Health care
4. Classification
5. Mail
6. Visitation
7. Personal property
8. Grievance procedures
9. Disciplinary
10. Sexual Assault of Inmates

Key Staff at Trousdale Turner Correctional Center

Warden:	Blair Leibach
Assistant Warden/Operations:	Jerry Wardlow
Assistant Warden/Treatment:	Yolanda Pittman
Assistant Warden/Services:	Andrew Jones
Chief of Security:	Keith Huggins
Chief of Unit Management:	Johanna Veal
Assistant Chief of Security:	David Cleak
TDOC Contract Monitor:	Chris Brun
TDOC Commissioner's Designee:	Tony Howerton

Trousdale Turner Correctional Center (TTCC) is a correctional institution that is managed by Corrections Corporation of America through a contract with the Tennessee Department of Corrections.

We want you to take pride in keeping TTCC clean and assisting with taking care of the facility, as it is a place where you will live for a period of time. Good sanitation creates a healthful environment for all of us.

TTCC uses the unit management concept which is a method that divides the large institution into smaller operating units. The management units are as follows: five are called general population units, one is open bay general population, and one is the special management unit. Together, the unit manager and unit staff manage the inmate populations in their unit, including classification, communication, sanitation, safety and security, and all other aspects of unit operation.

A Unit Manager and a team of unit staff are responsible for the management of each unit. The unit team consists of the unit manager, case managers, senior-inmate relations, and correctional officers.

Other institutional staff, including those in medical and mental health services, education, recreation, religious services, maintenance, food service, commissary, property, laundry and administration, works with the Unit Manager and staff to provide activities, programs and other services to you.

You are responsible for discussing issues, requests and questions with the unit staff case managers, correctional counselors and the unit manager first. While you may address requests and questions to department heads, supervisors and members of the administration, your requests will be discussed with the case manager, senior-inmate relations and, in many cases, returned to your unit manager to handle.

Access to Foreign National/Diplomatic Representative

Foreign national (non-U.S. citizen) inmates/resident have a right to access the foreign consulate from his/her country of citizenship at any time.

In accordance with TDOC Policy 103.03, Diplomatic Access for Foreign National Inmates, a Diplomatic Representative Information Booklet is available in the Inmate law library for review upon request. This booklet lists information of each foreign embassy or consulate for foreign national inmates in order to locate their respective embassy or consulate. Inmates who are unable, due to their housing assignment, to physically access the main law library (protective custody and segregation) to obtain this information shall request such information from their Case Manager or Senior-Inmate Relations.

Foreign Consular Notification

If the contracting agency has not assumed responsibility of foreign consular notification or if inmates/residents invoke the right after initial arrest and detention, CoreCivic will ask Tennessee Department of Corrections permission to notify the consulate in accordance with the U.S. Department of State guidelines.

Inmate Rules and Regulations

Rules and regulations have been adopted for use at Trousdale Turner Correctional Center and will be enforced along with the Tennessee Department of Correction policies. Copies of unit policies approved for the inmates to view are available in the library and unit rules are posted on bulletin boards inside of the housing unit dormitory.

We hope your stay here is productive. We hope you will take advantage of the programs and services available. You have the opportunity to leave better prepared for your return to society. While incarcerated in this facility you are expected to obey all the rules and regulations listed within; therefore, if there are portions that you do not fully understand, ask a staff person for assistance in explaining them. Failure to understand the rules and regulations will not be accepted as an excuse for not following them.

MISSION STATEMENT

The primary mission of the CoreCivic/Trousdale Turner Correctional Center is in partnership with government, we will provide a meaningful public service by operating the highest quality adult corrections system in the United States.

We aim to protect the public safety through the incarceration of adults who have been adjudicated and sentenced to a term of imprisonment. An integral part of CoreCivic/TTCC's mission is to maintain an environment for both staff and inmates, which is safe, healthful, humane, productive and mutually respectful.

We continually strive to provide a variety of services and programs to the inmates to assist them in preparing for a lawful return to society. Inmates are required to work and/or required to participate in programs and services. Refusal to work or participate in programs may result in disciplinary actions that may include suspension of visits, no

credits, and additional segregation time. Inmates are encouraged to demonstrate self-control, personal responsibility, and constructive decision-making and positive behavior.

CHAPTER 1 ADMISSION AND ORIENTATION

Each inmate will receive a formal orientation within the first week at TTCC. During intake processing you will receive your copy of the inmate handbook and/or the supplement, listen to staff presentations about institutional operations, programs, services and rules, and participate in a question/answer session.

The intake/orientation process also provides specific information about AIDS; other communicable diseases and a brochure about PREA (Prison Rape Elimination Act). Should you need or wish to have more information regarding health matters, you should forward an inmate request form to health services.

For the safety and security of the facility CoreCivic-TTCC has established designated times to conduct facility counts. Facility counts are extremely important and adherence to facility procedures, policies, and directives are required by the inmate population. CoreCivic-TTCCs count times are:

Formal Count at Trousdale Turner Correctional Center is as follows:

0230	Formal Count
0530	Formal Count
1030	Formal Count
1530	Formal Count
2100	Standing Formal Count
2230	Formal Count FORMAL STANDING COUNT/Photo ID-Conduct Roster Count
0630	Formal Count

Note: Prep for count is 15 minutes prior to all Formal Counts

Red Zones

Red zones are conducted from five minutes before the hour until five minutes after the hour. This means that during this time period your cell door will be opened for you to retrieve items or use the restroom. This is the only time that you will be able to enter or exit your cell during your 'out' Tier Management time. You must be standing beside your door when the officer gets to your door in order for your door to be opened. The officer will not open your door after he/she has gone past your door.

Tier Management

Inmates must follow the approved and posted Tier Management Schedule. The Tier Management Schedule will be strictly enforced. It is the responsibility of the Inmate to secure their legal mail, personal property, commissary etc. when leaving their cell. During designated tier time, ALL cell doors must be secured. During Tier Management cell doors will only be opened during the "red zone" times which will allow the Inmates on tier time to go back into or come out of their cells. At no time will inmates scheduled out of their cells during tier management be allowed to talk to, pass notes, or any other items to other inmates through the cell doors when inmates are confined in their cells.

Suicide Prevention

Coming to jail can be a difficult and stressful adjustment. If at any time you feel that you might hurt yourself or you hear or see behaviors in others that might indicate they are suicidal please tell a staff member. We have staff available to assist our inmates while being incarcerated.

Personal Property

Items in the personal possession of an Inmate must be in compliance with applicable fire/safety regulations, and must not occupy more than six (6) cubic feet per Inmate. This size storage box may be used for cell or room searches, routine property inventories, and transportation requirements. Property that will not fit inside the authorized box will be deemed excess and stored in the property room pending disposition of said items in compliance with TDOC Policy 504.02. An item will be considered excess if it does not fit within the six- (6) cubic foot limit even though said item may appear on the approved property list. Exceptions to the six- (6) cubic foot requirement are:

1. Legal materials as defined by TDOC Policy 504.01
2. Prescribed medical equipment
3. Televisions and fan
4. Approval musical instrument (does not include radios)
5. Linen (State Issue)

This institution has an approved Inmate personal property list, which is available to all inmates. The list includes all items and quantities inmates are allowed to possess or receive in packages. Inmates may obtain this list from the institutional library. Any items that an Inmate receives in a package, which is not on the approved property list, will be put into storage for a period not to exceed thirty (30) days. It is the Inmate's responsibility to ensure that the stored items are mailed/sent out during this thirty- (30) day period. Items not mailed will be disposed of in accordance with TDOC Policy 504.02. Packages may be mailed out Tuesday and Thursday.

Appliances are subject to confiscation and disposal if evidence exists that they have been altered in any way or evidence of prior TDOC possession. Inmates may not receive or have in their possession, property that has a TDOC number marked off or otherwise altered.

All personal property (radios, TV, etc.) shall have the Inmate's TDOC number engraved on it. Inmates may not trade or sell property or leave items for other inmates upon transfer, parole, etc. However, an Inmate may transfer any of his personal property to an immediate family member within the system if approved by the Warden (the relationship must be verified prior to the transfer of the property).

If you have the maximum number of allowable items which have quantity limitations (i.e. radio, shoes/boots, watch, rings, necklace, etc.) you must turn in one of the items to the property room to be mailed out before another item of the same type can be sent in. If one of the limited items is lost or stolen, you must contact the unit manager. Broken or unserviceable items must be returned to the property room before they can be removed from your property list. Any time an Inmate leaves this institution temporarily for reasons such as court appearance, medical, etc., he will be allowed to take only the following property items:

1. Clothing
2. Jewelry
3. Personal hygiene items
4. Legal materials

All other items will be placed in temporary storage in the property room until for 30 days per TDOC 504.02.

When an Inmate is paroled or released, he will be required to take all personal property items with him. This Inmate will return all issued clothing and towels to the property room on the day of his departure.

All personal property and valuables brought with you will be inventoried and accounted for on a personal property form. Allowable Inmate property is listed in an approved memo from the office of the Warden, Inmate policy, and in the Inmate handbook. Items that have been altered or not issued to the specific Inmate will be considered contraband. Maintenance does not repair Inmate property. Personal property is maintained by the Inmate at his/her own risk. The sergeant-Inmate relations should be contacted to resolve issues with personal property. You are permitted to retain certain items of personal property in your possession. The Allowable Personal Property List is included pages 9-10 in the Inmate handbook. Items not listed as allowable property are considered contraband. These items will be confiscated and disposed of consistent with applicable policies. The facility will issue you clothing, shoes, bed and bath linens, and other items; you are responsible for these issued items. All institution-issued property is recorded on your property record. An inventory of your property is maintained to control amounts of property accumulated and to protect you against theft. The amount of property an Inmate has needs to be controlled for safety and sanitation reasons.

When you are released your property inventory will be reconciled; you must pay for missing and/or damaged institutional issue. You are responsible for returning the CoreCivic- issued

property that you received upon intake. It is your responsibility to know and comply with what property is allowed and in what amount.

If your allowable personal property is lost or stolen, you may complete a Lost Personal Property Claim (Form 14-6D) and submit this claim to the property coordinator. Proof of ownership and value must be attached to the claim in order for it to be processed. This form must be submitted within seven calendar days from the date of discovery of loss. If dissatisfied with the response to your lost property claim, you may submit a 14-6E Denied Claim Appeal to the warden/designee for final approval/disapproval. Lost property claim reimbursement has a maximum monetary value of \$50.

The sergeant-inmate relations should be contacted to resolve issues with personal property.

Articles of jewelry (i.e. necklaces, wristbands, headbands, decorative beads, earrings, thread, symbols, tongue/body piercing, eccentric religious medallions, etc.) or decorative clothing are NOT authorized for wear. For married inmates, wedding bands, without stones, are authorized.

TTCC GENERAL POPULATION ALLOWABLE PERSONAL PROPERTY INVENTORY LIST

ITEM and # ALLOWED		ITEM and # ALLOWED	
CLOTHING (no logos allowed on anything in this section)			
Shoes, shower	1 pair	MEDICAL	
Shoes, Segregation Crocs Instead of boots Segregation Only		Eyeglasses (reading or prescription)	1
Shoes, Athletic (i.e. sneakers) Solid Black, White, or Gray	1 pair	Eyeglass Case	1
Shoes, Other: black/brown house shoes or boots	1 pair	Contact Lenses (w/Storage Container to soak contacts)	2 pair
		Prostheses (as prescribed)	

Underwear (briefs / boxers) White or black	12	Equipment (canes, crutches, etc.) As Authorized by Health Services	
Socks: Solid White or Gray	12 pair	Hearing Aide As Authorized by Health Services	
T-Shirts/Undershirts (white - no pocket, no tank)	12	Medication As Authorized by Health Services	
Coat / Jacket (facility issued) Warden discretion the months can be worn	1		
Belt (less than 3" wide buckle not to exceed 3") state issued, manufactured only. No handmade, (hobby shop), lace, belts. Must be black leather	2	HYGIENE	
Sweat Pants and/or gym shorts solid white or gray	2	Toothbrush (non-electric)	2
Sweat Shirt (pullover - no hood) solid white or gray	2	Toothbrush Holder (plastic only)	2
Sunglasses (no mirror lens, must be worn outdoors only unless medically required)	1	Denture Cup (plastic cup with lid non insulated)	1
Du-rags black only (not to be worn outside housing unit)	2	Soap Dish (plastic only)	1
Cap (knit skull cap/toboggan) solid white or gray (orange at Warden's discretion according to job codes, segregation etc.)	2	Shower Cap	3
Handkerchief (white only)	8	Disposable Razors	10
Pajamas (pullover) not transparent	2	Tweezers, round or square (disposable)	1
Bathrobe (no hood) not transparent	1	Battery operated or electric razor/beard trimmer	1
Uniform Trousers (facility issue only)	4	Fingernail Clippers (3" maximum length no file)	1
Uniform Shirts (facility issue only)	4	Acrylic Mirror with magnet on back (plastic-no glass)	1
Thermal Underwear (Shirts) solid white or gray	2	Plastic cup w/lid-non insulated	1
Thermal Underwear (pants) solid white or gray	2	RECREATION	

Rain Coat/Poncho (transparent vinyl)	1	Table Games (non-electric i.e. chess, checkers, deck of cards, jigsaw puzzles etc.) no dice	2
Gloves (knit no leather)	1		
Extra Shoestrings / Laces - white or black	1		
LINENS			
Flat/Fitted Sheets (facility issued only)	2 sets		
Blankets (facility issued only)	2		
Towels	4		
Washcloths (sold by commissary no towel ripped washcloths)	4		
JEWELRY			
Pillow personal must be flame retardant (facility issued)	1	Rings (\$25 each max replacement value)	2
Pillow Case (facility issued only)	2	Watch & Band (\$10. max replacement value)	1
Mesh Laundry Bag - white	2	Necklace (1) religious / Chain not to exceed 24" (\$30, max replacement value) Medallion or plain	1
Mattress (facility issued only)	1		
HAIR CARE PRODUCTS			
Comb (maximum 5"), brush, hair picks (includes Afro combs plastic, and wood) no sharp pointed ends or metal	2		
Ponytail bands/holders black or brown	18		
ELECTRICAL / AUDIO			
Hair dryer 1500 watts or less	1	TV Clear housing 15" (15" applies to flat screen) no built-in VCR/DVD player, (max replacement value \$50)	1
		Remote Control	1
STATIONARY / EDUCATIONAL / READING MATERIALS			
Legal materials-The total amount of legal materials that an inmate may have in his		Radio AM/FM)/tape player/ CD Player/CD-Tape Payer Combo. Allowed 2 of these items with transparent clear housing not to exceed 18" x 24" in size must have Jack for earphone, non-detachable speakers. (max replacement value \$25 for each)	2
		Radio "Walkman" type only (must be clear housing with headphone or one piece unit--no cassette) You are allowed ONLY if you	1

possession will not exceed a space delineated by 1.5' x 1' x 1', Anything in excess the Warden will designate an area in the facility where it will be stored.		don't have Radio AM/FM)/tape player/ CD Player/CD-Tape Payer Combo. May not be taken to work site except certain Tricor programs approved by the Warden. (max replacement value \$25 for each)	
Reading material (includes books & magazine in compliance with policies 112.05 & 507.02)	Must be stored within the six (6) cubic feet allowed per Inmate	1 CD/Tape case with clear plastic cover	1
Typewriter (maximum replacement value \$25) No floppy disk, flash/zip drives, tapes, jump drives, drivers, modems, attachments or removable parts such as monitors	1	Headphones- no wireless	1
Pencils & ballpoint Ink pens (purchased from commissary only) Quantity at the Warden's discretion	20	Headphones Extension	1
Clear handheld Calculator (battery or solar only)	1	Stereo Ear buds	1 pair
Writing paper, stamps(maximum of 40, & envelopes	40	TV Splitter	1
Pencil Sharpener	1	Coaxial Cable up to 9 foot	1
MISCELLANEOUS HOUSEHOLD ITEMS			
Bowl, cereal with lid 24oz (plastic)	1	Surge Protector Clear Suppressor 6 outlets	1
Bowls with Lid 1.7 Qt (plastic)	1	Fan (maximum 15") blade and the housing must be plastic. The grill must be non-removable	1
Spoon 5-7/8"	1	Batteries, "AA" (each) no rechargeable	8
Drinking Cup/Mug (plastic) up to 22 oz	2	Batteries, "AAA" (each) no rechargeable	8
Floor Rug (3 x 5 max - fire retardant , slip resistant)	1	Compact Disc/ Cassette Tapes	20

Sewing needle 2" or less, and thread (as sold in commissary only)	3		
Ice Chest (2 gallon max - no Styrofoam)	1		
Clear reading Lamp & bulb (high intensity)	1		
MISCELLANEOUS ITEMS			
Shoe polish paste non-toxic, non-flammable (neutral, white, black)	1 ea.		
Musical Instruments must be approved by the Warden. Items must be stored as approved by the Warden	1		
Address Book	1		

Initial Property Issue, Uniform & Personal Hygiene

Property room staff upon arrival will complete an inventory of your state issued clothing. Refer to TDOC Policy 504.01, CoreCivic/TTCC Policy 17-101A, TDOC Policy 504.02, CoreCivic/TTCC Policy 17-102A and TDOC Policy 504.05.

Inmates are responsible for keeping all issued clothing in good repair and are not damaged, altered, or lost in any way. If an item of clothing is altered, the inmate may be issued a disciplinary report and may be responsible for reimbursement of clothing cost. Items lost or stolen may be replaced when authorized by the Warden or designee. The cost of replacement items may be incurred at the inmate's expense. Appropriate special clothing will be issued to a job requiring special apparel. This may include, but is not limited to, gloves and inclement weather gear. Inmates are subject to reimbursement by due process hearing.

Inmates will be afforded the opportunity to exchange issued clothing items as mandated by TDOC Policy 504.05 on a schedule as posted on unit bulletin boards. Clothing will be replaced only when the item has deteriorated to the extent it needs replacing. Items replaced must be returned or otherwise accounted for. All new clothing and linens will be distributed by exchange only.

You will be given the opportunity to have your uniforms washed weekly per the laundry schedule posted in your housing unit.

You will be issued a mattress, pillow, one hygiene kit, two sheets, one pillowcase, one blanket, one laundry bag, one towel, and two gray bus tubs upon entering the facility. You will be given

the opportunity to have your authorized items washed and bedding exchanged weekly per the laundry schedule posted in your housing unit. Blanket exchanges are done monthly.

All inmates must follow institutional requirements in reference to personal grooming essential to security, identification, safety, personal health and hygiene. Personal hygiene items such as razors, toothbrushes, toothpaste, soap, denture cleaner, and shampoo are available from the commissary and are issued at regular intervals to indigent inmates. The commissary procedures are explained in detail in this handbook.

Inmates must keep their bodies clean by regular showering and washing. Unacceptable hygiene may result in disciplinary action.

Inmates must wear shirt and pants when walking to and from the shower and bathroom areas. Inmates cannot be in the common access areas, such as the day rooms, shower and bathroom areas, laundry rooms, etc., attired in their undergarments. Inmates cannot wash clothes or sheets in bathroom sinks, showers, nor toilets.

Inmates must be properly clothed at all times and will keep institutional issued and personal clothing clean and in good repair. Inmates are required to be clothed in such a manner that their torso area, including genital and anal areas, is covered with appropriate attire for sleeping. Inmates may wear long johns underneath clothes inside the housing area. Inmates are required to wear their pants around their waist, not falling below a t-shirt tucked in at all times. Shoes will be worn properly and will be laced and tied. The kinds of shoes inmates are allowed to wear and the approved locations for wearing them will be controlled by housing unit policy, safety regulations, and the chief of security.

INTENTIONAL DAMAGE TO CoreCivic PROPERTY WILL RESULT IN DISCIPLINARY ACTION AND YOU WILL BE REQUIRED TO PAY FOR ANY DAMAGES.

You will be required to turn in all issued items when leaving the facility; you will be required to pay for any missing items.

I.D. Badge

All inmates will initially be issued a picture identification badge and a clip. On the name line, the committed name of the inmate shall appear first. **Your I.D. badge must be worn at all times.** You must present your I.D. upon request by any staff member. You are required to present your I.D. at medication call in order to receive medication.

All inmates will properly display his pictured I.D. badge upon his shirt pocket or front collar when the pocket is not applicable. Using an issued clip the I.D. badge with the information side displayed.

You are required to present your I.D. to staff in order to receive your mail, library visits, commissary, or food trays. The absence of an I.D. card is strictly prohibited and may result in

you receiving a disciplinary report. When inmates are outside of the housing units they are to have their CoreCivic Issued I.D. badges clipped to their right shirt pocket with their picture visible.

Lost, tampered, stolen identification cards must be reported immediately to your housing unit officer or your unit management team. You shall be assessed a fee of \$5.00 for the issuance of a new card. Inmates must report the loss, theft or damage of their I.D. badge immediately to a member of their unit team. There will be a twenty-five cent (.25) charge for the clip.

Housing Wristbands

Wristbands which identify the inmate's housing location will be issued to inmates. The wristbands will have the inmate's name, housing building, and housing pod location. Inmates will be determined to be out of place if they are found in an unauthorized housing building and/or housing pod and will face possible disciplinary action.

Lost, tampered, torn, and/or ripped wristbands must be reported immediately to your housing unit officer or your unit management team. You shall be assessed a fee of \$15.00 for the issuance of a new card. Inmates must report the loss, theft or damage of their I.D. badge immediately to a member of their unit team.

Inmates must have both an ID badge and a wristband. Any delay in reporting the loss, theft or damage of an I.D. badge and/or housing wristbands will result in disciplinary action. The same shall apply when inmates change identity by altering facial features or when inmates receive legal name changes. Any inmate in possession of an unauthorized badge and/or wristbands will face possible disciplinary action.

Smoking Policy

CoreCivic -TTCC and its grounds are tobacco-free. Tobacco products and lighting materials are considered contraband for all inmates, staff, and visitors. Anyone found in possession of these items is subject to disciplinary action.

CHAPTER 2 CLASSIFICATION

Classification is the process by which each inmate is given a security designation. An Inmate's security level is determined by a scoring instrument that scores criminal history, present offense and sentence, amount of time served, and institutional behavior.

Some factors include age, nature of crime, total bond or no bond amount, and current or past escape charges/convictions. Your classification score will determine the unit in which you will be housed.

Classification is also the process by which every inmate housing and job/program placement is made. All work assignments, education assignments, self-help activities, and other program participation require classification team action.

Classification

Classification is an ongoing process of managing an individual inmate's progress through the criminal justice system. It is the policy of TDOC and CoreCivic to place an inmate in the least restricted custody appropriate.

1. Elements of Classification

- a. Investigation of all factors affecting the inmate (past records, institutional record, etc.)
- b. Evaluation of the ability of the inmate to deal with present circumstances.
- c. Assigning the inmate to the environment best suited to meet his needs, insure the security of the institution and safety for inmates and staff.
- d. Monitoring the inmate's behavior in his assigned environment.
- e. Control of inappropriate behavior.

2. Reclassification Scheduling

- a. Reclassification review may be scheduled in the following instances:
- b. The receipt of new information or circumstances which may warrant a change in custody level or facility assignment (such as new convictions or detainers, or pre-release eligibility.
- c. An inmate has completed a recommended program and requires updated recommendations.
- d. The warden or CD directs review of an inmate's status for administrative purposes.
- e. An inmate's current disciplinary conviction record suggests the need for increased supervision.
- f. Reclassification shall occur as often as necessary, but no less frequently than once every (12) twelve months.

3. Classification Hearing

- a. An inmate must receive a forty-eight (48) hour notice before being classified/reclassified. Notice will be given to the inmate by the inmate's case manager.
- b. If necessary, an inmate may request or be requested to waive his forty-eight (48) hour notice by initialing the appropriate section on the summary sheet.
- c. The classification panel, as a rule, consists of the Chief of Unit Management, Classification Coordinator, Case Manager, Mental Health Coordinator and Senior Correctional Officer.

- d. The classification panel will review an Inmate's Institutional record, discuss questions pertinent to placement/custody, consider an Inmate's input, and make custody/institutional placement recommendations upon the factors considered. Inmates may appeal their classification per TDOC 401.05. A copy of the approved re-class is required to appeal.

4. Institutional Transfer

Regular transfer shall be undertaken only for essential Inmate movement to effect appropriate programmatic, population management, and security assignment. Transfer to another institution based solely on Inmate preference, convenience in visitation, or proximity to home is considered non-essential and should not occur.

Each Inmate has a designated case manager and sergeant-inmate relations, who are members of the housing unit management team. There is also a unit manager that supervises the unit officer, sergeant-inmate relations, and case manager. You can speak to any member of the unit management team daily during his/her rounds.

Case managers and/or sergeant-inmate relations interview and work with their assigned inmates regarding all assignments and security changes. Case managers and/or sergeant-inmate relations monitor inmate progress, legal status, program participation and institutional adjustment.

The classification process begins at intake and continues throughout your incarceration at CoreCivic -TTC. You will be evaluated within 30 days by medical staff, mental health, and educational staff to develop your institutional program.

Privileges, work assignments, treatment opportunities, housing, and vocational training depend on your continuing classification, behavior and motivation toward self-improvement.

Case managers and/or sergeant-inmate relations are in the housing units daily. You may also submit an inmate request form stating information that you may need from your case manager or sergeant-inmate relations. Do not hinder sergeant-inmate relations and case managers not assigned to your housing units; you must address needs, wants, and concerns with your assigned unit management team members.

Classification Appeals

Should the inmate/resident disagree with any factual information used in any factor score, a request for justification may be made (utilizing the facility's inmate request form) to the classification supervisor/coordinator or designee for review. The request must be submitted

Within seven days of the classification/re-classification date. The classification supervisor may deny the request when proper justification for the denial exists. This will be documented in the inmate/resident's classification record.

Any Inmate needing to contact the foreign consultant needs to contact the unit case manager. This information may also be obtained in the facility library.

Reclassification reviews are done annually unless approved for a reassessment by the classification coordinator. Inmates are given 48 hours' notice prior to the review by the Unit Team but may be waived by the Inmate if desired. If an Inmate wants a review of the assigned custody level, the Inmate will put in an Inmate request to the classification coordinator requesting for a review and/or appeal of the assigned custody level.

Unit Management

TTC operates under the Unit Management concept. This concept is designed to ensure that as many of your needs and issues as possible can be addressed by staff in the unit where you are assigned. Included in the unit team are a unit manager, case managers, sergeant-inmate relations and correctional officers. Inmate request forms are available in all housing units. These information forms are used to request to discuss any issues that an inmate feels needs to be addressed.

If you feel you cannot live with your cellmate you should speak with a member from your unit management team. This initiates the documentation necessary to begin intervention. If it is during hours when the unit management team members are unavailable, notify the shift captain on duty to assist in a resolution.

You must report maintenance problems within your cell or any issues you may have with you unit toilets, sinks, electrical plugs, lights, etc., to the officer or member of the unit management team.

Unit Manager-The unit manager supervises his/her assigned staff and all activities inside or related to the unit. She/he must evaluate the unit team on the performance of their duties, communication of responsibilities, their ability to provide leadership, and their efforts to ensure accountability.

- She/he must maintain daily contact with staff as this is essential for the safety, security, and sanitation of the unit.
- Offenders are assigned to a unit according to classification, job assignment, or other program needs.
- The unit management team members are responsible for the continuous monitoring of an offender's progress.
- Correctional counselors and case managers report directly to the unit manager and assist in the unit programs, assessment of offender needs, and provision of recommendations.
- Perform liaison functions throughout the facility

- The unit manager must make recommendations concerning personnel matters to include post assignments, promotions, and staff discipline.
- Delegate problem solving to correctional counselor and case manager.
- Makes daily rounds through the unit evaluating operations, talks with staff and inmates, and makes rounds through other areas in the facility where unit inmates may be temporarily housed, programmed or work.

Case Manager-The case manager's responsibilities in a functional unit include all of the traditional duties required to move an offender through a correctional institution.

- The case manager must maintain an awareness of corporate/facility policy, possess the technical expertise to assess correctness of reports, have a working knowledge of the parole board procedures as well as the legalities involved, and take an active role in direct treatment intervention.
- The case manager is the first contact for issues such as time computation, property coordination and is the liaison between the offender and the public regarding legal issues.
- Develop treatment plans.
- Functions as the assistant to the unit manager.
- She/he will not only function as a member of the unit team in all aspects of the programming process as it relates to offenders and their caseload, but will also conduct counseling sessions or other treatment modalities which make up the unit therapeutic approach.
- Fills in for other unit staff members when necessary commensurate with their training.
- Relieves other members of the unit team for meals and rest room breaks.
- Will help ensure that the sanitation of the unit is upheld.

Sergeant-Inmate Relations-The Sergeant-Inmate Relations is responsible for addressing daily living issues of inmates before they expand into incidents and ensures that services and programs are delivered to inmates assigned to the unit at the time and manner as designed.

- The first line supervisor is the correctional officer assigned to the unit team.
- Has the primary role in maintaining security controls in accordance with established policies, post orders and unit rules, and enforces handbook rules.
- Supervises both staff and offenders and assists the unit manager in the daily operations of the unit.
- In the absence of the unit manager, the Sergeant-Inmate Relations may serve as acting unit manager.
- Is the primary contact between the offenders and the rest of the unit and the institution?
- The role includes being a direct implementer of the agreed-upon treatment modalities, a fully functioning member of the unit team, a liaison between outside-the-unit activities and their implication for the unit team is the organizer and monitor of recreation and leisure-time activities and so on.

- In general, the Sergeant-Inmate Relations will have the most immediate, prolonged and intensive relationship with many of the unit's offender, and any member on the unit staff.
- The Sergeant-Inmate Relations supports and promotes compliance with the inmate's program plan.

Shares supervision of caseload of inmates with the case manager

Correctional Officer-

- Has the primary role in maintaining security controls in accordance with established policies and consistent with the therapeutic nature of the functional unit's program, and enforces handbook rules.
- Is among the most influential in setting the "tone" present in the functional unit because of their day-to-day interaction with the unit's offenders. The correctional officer is a central figure in the establishment and efficient functioning of the therapeutic community.
- The correctional officer should be viewed as a valuable contributor to the unit team for information about the offender.
- The correctional officer answers inmate inquiries or directs the inmate to the appropriate staff for resolution.
- The correctional officer must be oriented to the mission and goals of the unit and should be viewed as a valuable contributor to the unit team of information about an offender's level of progress.
- The correctional officer must exercise care to ensure that shift rotation is conducted in such a manner that it is not disruptive to the program's integrity. That is, an orderly, consistent pattern should be established, (e.g. relief, morning, day, evening).

The correctional officer must comply with all policies, procedures, and post orders.

Inmate Council

On an annual basis each unit manager will conduct an election to select an inmate representative and an alternate from each pod in their unit. These representatives will comprise a unit council, which will meet with their unit manager each month. Within seven (7) days of the pod representative election, an election for inmate council representatives will be held. An inmate council representative for each wing will be selected from the pod representatives in each unit. The inmate council representatives will present issues of an institutional nature which could not be resolved at the unit council meeting. A prepared agenda from each housing wing shall be forwarded to the Warden through the unit manager prior to the council meeting.

Protective Services

Inmates believing they are in need of protection should notify the unit manager and/or shift supervisor immediately. Be prepared to share with them why you feel you need protection and be prepared to fill out the required written documentation. You will be given specific instructions on what to do and what forms to complete. Requests will be forwarded to the unit manager or shift supervisor. Any staff person who believes an inmate may be in need of protective services may also initiate such a request without the inmate's request.

Should the unit manager or shift supervisor determine the request is warranted, the inmate will be placed in segregation Pending Protective Custody Investigation (PCI). An investigation by designated staff should be completed within seven (7) working days following the inmate's placement in PCI whenever possible. When the investigation is completed, the inmate shall meet with the Protective Custody Review board. The board member shall recommend if Protective Custody is necessary or if the inmate should be returned to the general population. This recommendation is then forwarded to the Warden and TDOC Commissioner Designee for approval/denial. The Unit Manager shall then be responsible for ensuring the final decision by the Warden and Commissioner Designee is implemented. Once Protective Custody placement is approved the inmate's behavior and adjustment will be reviewed every seven (7) days during the first sixty days of placement and then monthly thereafter for the duration of the placement or until the inmate is transferred.

CHAPTER 3 INFORMATION AND GUIDANCE FOR INMATES

General Rules of Conduct

Rules of acceptable conduct are a normal part of life, whether you are an inmate or are in society. This facility is no exception. These rules are important to the necessary management and control of a correctional facility. There are general rules of conduct that apply at CoreCivic-TTCC in addition to policies. Violation of these general rules of conduct may result in disciplinary action taken against you.

There are **GENERAL RULES OF CONDUCT** that applies at TTCC in addition to the policies and/or previously documented. These general rules include:

1. Inmates cannot loiter/linger/delay in any part of the institution.
2. Inmates cannot body punch, horse play, or wrestle with any inmates at any time.
3. Inmates cannot create or participate in any disorderly conduct in the institution.
4. Inmates cannot use abusive nor vulgar language.
5. When talking to employees, volunteers, or attorneys, inmates will address them as Mr., Ms., Officer (Last name or use their title). Inmates will not call staff by their first names or by nick names. Inmates will show respect when talking with employees, volunteers and attorneys.
6. During all movement all inmates will walk single file down the right side of the hall/walkway.

7. Inmates will be properly dressed at all times. Outside the housing units: Shirts should be tucked in. ID badges must be clipped to the left side of shirt. No long john sleeves/thermals should be visible or no pants should be rolled up. Pants should be pulled up to the waist, no shower shoes should be worn. In the dayroom: Uniform pants, shirts, and shoes should be worn.
8. Inmates will be in possession of their I.D. card at all times and must show their I.D., upon request, to any staff member.
9. You are responsible for your I.D. card (and will be charged a \$5.00 replacement fee), and your housing wristband (you will be charged a \$15.00 replacement fee). Replacement fees will be charged to you should either the ID card or the housing wristband become lost, broken, intentionally damaged and need to be reissued the appropriate replacement cost will be charged to you.
10. No jewelry items other than one watch and one wedding ring are permitted. The value of each allowable jewelry item cannot exceed \$50.00.
11. Running is not allowed in the institution or on the outside walk.
12. No radios are allowed at work or on the outside walk. Walkman radios and earbuds are allowed going to and from the large gymnasium/recreation yard. Radios must be in the off position until you reach the large gymnasium/recreation yard. Radios are only allowed out of the housing units by written directive from the warden or assistant warden; this does not include housing unit recreation yards if the housing unit rules allow.
13. There will be no personal property transaction between inmates, including, but not limited to, selling, loaning, trading or giving as a gift.
14. No food or drink, including coffee, is allowed outside of the housing units.
15. Smoking and/or the possession of tobacco products is strictly prohibited.
16. Inmates must place trash only in trash cans.
17. Inmates cannot spit in shower areas, sinks, and water fountains, on floors, sidewalks, trashcans, furnishings or people.
18. Inmates cannot alter, disfigure, damage or destroy any facility property.
19. Inmates cannot gamble.
20. Inmates must obey the directives and orders of staff and officers at all times.
21. Inmates cannot interfere with staff and officers in the performance of their job/duties.
22. Inmates cannot remove, alter or damage information posted on the bulletin boards throughout the institution.
23. Inmates cannot enter unauthorized areas.
24. Inmates are not allowed in work or school areas except during normal hours as assigned, unless they have been specifically authorized by the shift captain or higher authority due to special circumstances.
25. Inmates are expected to be dressed and ready when called for work, school or appointments such as medical, classification, and so forth. Tardiness can result in the loss of the appointment, etc.
26. Inmates must present themselves and their property to be searched by any staff member at any time when requested or ordered to do so.

27. Inmates cannot store cleaning supplies, plastic trash bags (empty nor filled with water) and/or sanitation equipment in their cells or dormitories
28. Inmates cannot have cardboard boxes in their cells or dormitories.
29. Inmates cannot circumvent the administrative regulations of the Institution, to include but not limited to personal property, visiting, telephone use, mail, recreation, food service, classification, commissary and laundry.
30. Inmates will be held responsible for learning and following the written policies, procedures, rules and posted signs in the Institution.
31. Inmates cannot tuck their pant legs inside of socks
32. Inmates cannot roll pant legs into a cuff around their ankles or lower leg.
33. No walking on the grass and no spitting on the concrete.
34. Noise must be kept at a reasonable level outside of the housing units. Yelling and screaming across the yard at inmates or staff is prohibited. Horseplay and wrestling are not permitted on facility grounds. Running on facility grounds, with exception of the gymnasiums and outside recreation cages, is prohibited.
35. Security Threat Groups (STG) activity is unauthorized and prohibited. Engaging in STG activities may result in disciplinary actions.

INMATES ARE NOT AUTHORIZED TO HAVE CONTROL OVER OTHERS INMATES

The responsibility for the supervision of inmates belongs solely to the staff of TTCC and cannot, nor will be delegated to inmates. No inmate or group of inmates will be given control or authority over any inmate. Staff will not designate an inmate supervisor nor assign an inmate work/program detail, give preferential treatment to another inmate, or show favoritism toward an inmate at any time. (Inmates participating in the RDAP treatment program will at some point during the program will be afforded an opportunity to assume a leadership role.)

During court and/or any outside transports:

1. Inmates should have one pair of socks, one pair of underwear, one t-shirt (no long-john shirt or pants), one pair of pants, and one shirt only. All inmates are required to wear the orange CoreCivic - issued tennis shoes to visit. Your CoreCivic - issued I.D. badge is a part of your uniform and you must have that to go on an outside transport.
2. No KOP medicine except an Inhaler or Nitroglycerine.
3. No paperwork other than that which is necessary for their court case. No pictures, personal phone numbers, personal mail, or religious materials of any kind will be kept by the transportation officer; we will not take responsibility for unauthorized items.
4. No hair combs or hygiene items of any kind.
5. Inmates are not allowed to return to housing units to retrieve any documents from their units once they are released from the housing unit.

Cell/Dorm Expectations

Each inmate is assigned to a specific housing unit and bed assignment. Inmates cannot change bunks without permission, including bunk moves within individual cells. Once assigned to a unit you are not allowed to visit another housing building and/or pod. **IF IT IS DISCOVERED THAT YOU ARE NOT MOVED WITHOUT PERMISSION, DISCIPLINARY ACTIONS WILL FOLLOW.** Only a Shift Commander/Unit Manager or above can authorize bunk or cell moves.

1. Inmate Housing Cells/bunks and dayroom areas are expected to be ready for inspection/our ready Monday through Friday during the hours of 8:00a.m. to 4:30p.m.
2. Inmate housing cells/bunks and dayroom areas may be inspected daily by Administrative Duty Officers, Unit Team members, various TTCC supervisory staff members and TDOC officials.
3. Inmates will greet the Inspectors as they enter the units. "Good morning ma'am, good morning sir. Unit ___ is ready for inspection" An announcement will be made to prepare for inspection and inmates will have five (5) minutes to prepare for their unit inspection. After the inspection, the inmate will be given an order to resume normal activity.
4. Inmates are to be outside of the cells, standing at attention, hands down to their sides and not in pockets, no beverages or food in hands during inspection, also no leaning or feet propped on the walls.
5. Inmates are not allowed to talk to each other during inspection.
6. Posted in each housing unit dormitory will be a clear diagram of how cells are to be organized, beds made, property storage, where appliances are to be placed, how clothes are to be folded and placed on shelves and where shoes are to be. Cell furniture shall be kept clean at all times.
7. Inmates shall place all dirty laundry in their laundry bag and will place it in such a manner so as not to interfere with visibility.
8. Inmates shall not cover air vents so as to interfere with the free circulation of air.
9. Inmates shall not hang items from sprinkler systems, walls, lights, and ceilings in their cells. Items shall not be placed over any windows, etc. as to obscure vision or impede security.
10. Pictures displayed (not hung) in rooms shall be no larger than 8" X 10". Obscene or offensive pictures will not be allowed. No pictures, etc. shall be attached to cell walls, or doors and will be only in approved area to post family pictures.
11. All lights, televisions, and radios will be turned off by the inmate prior to leaving his cell. Failure to comply may result in disciplinary action.
12. All inmates are responsible for cleaning up after themselves when using common areas such as day room, tables, etc.
13. When moving out, an inmate is responsible for cleaning his cell. All cells will be checked by an officer for damage and sanitation. Damage to a room caused by an inmate is grounds for disciplinary action and may result in reimbursement for repair costs by the offender.
14. Inmates must use their radios, televisions, tape players, etc. with earphones. Makeshift radio or television antennas are not allowed (no wires.)

15. Light fixtures/bulbs will not be shaded under any circumstances. You cannot put homemade covers, shades or other items on lights in living areas
16. Items cannot be placed, stored or hung on the windows, on walls or in front of vents.
17. Do not attach pictures, photos, washcloths, towels, paper, or toilet paper to any air vents or light fixtures.
18. You cannot hang towels, blankets, clothing or other items in living areas anywhere (no door knobs, doors, windows, nor lights, no stair case, no rails, no tier rails) other than the designated hooks. Clotheslines are unauthorized and strictly prohibited.
19. Homemade extension cords and hangers are prohibited. Only authorized surge suppressers may be used.
20. Inmates are not allowed to loan, sell, buy, or barter property or inmate goods with other inmates. This includes passing of any products, such as commissary items, clothing and/or any meals provided by the food service department.
21. Inmates must be in their unit at least fifteen (15) minutes prior to any count. Inmates must be in their cells with doors locked and shut during each count. Prior to the morning and evening count inmates must stand up or sit on their bed during count.
22. Inmates are responsible for the cleanliness of their cells. Books, magazines, and newspapers must be neatly arranged. Only personal property, excluding legal materials, equaling a total of six (6) cubic feet is allowed. Exceptions to the six cubic feet personal property requirement are the following: legal materials, prescribed medical equipment, fan, television, approved musical instruments, and state-issued linen. All personal property must be kept neat and orderly. All property must be folded and stored neatly in the issued storage containers under the lower bed.
23. You cannot use a bunk or tote that is not assigned to you.
24. Beds must be made when not being used for sleeping.
25. Trash is to be removed from cell daily. Cells are to be swept and mopped daily. Beds must be made prior to the inmate leaving the cell.
26. Inmates will not alter the decor of their rooms. There will be no unauthorized marking/painting, writing, drawing, hanging, or taping anything on the walls, ceilings, floors, doors, fixtures, shelves, vents, or sprinkler heads. Inmates who damage or destroy CoreCivic property are subject to disciplinary action, and/or reimbursement or repair costs. (Family pictures will be the only items taped to cell wall in approved area)
27. Inmates will not flush anything other than toilet paper down the toilets.
28. You cannot throw trash or other items on the floor in or outside your living area. Trash will be put into trash cans.
29. You cannot urinate in the showers. Shower times vary by unit. Kitchen workers will be authorized a shower before and after reporting to work. Cardboard is not allowed in the cells.
30. All arts and craft projects must be mailed home upon completion. These items are not allowed to remain in the inmate cells. Violations of this rule are grounds for disciplinary action. (only allowed to work on one craft at a time)

31. All cleaning supplies will be kept in a locked area of the unit. Inmates wanting to obtain cleaning supplies must check them out. Disciplinary action may be taken if cleaning supplies are found in an inmate's cell.
32. Inmates are responsible for any and all items in their cell. Any item found in their cell, which is not allowed by institutional and/or departmental policy, and procedure will be considered as contraband. It will be confiscated and disciplinary action will be taken. If two (2) inmates occupy the cell, both shall be charged.
33. Noise must be kept to a minimum in the housing units. Loud talking, horseplay, and wrestling are not permitted.
34. Inmates are to respond promptly to authorize call-outs.
35. Inmates are not allowed to visit other inmates in the cells, work assignments, programs building, medical waiting room, commissary, laundry, property rooms, intake area, nor other housing units.
36. Inmates are not allowed to be in a complete state of undress unless they are in the shower. Inmates are not permitted to be undressed while going to and from the shower. Inmates must have on at least a T-shirt, shorts (not underwear) and shoes while in the day room. Inmates must have their IDs visible on their person at all times.
37. Inmates will not be allowed out of their cells after 9:00 p.m. with the exception of assigned third shift workers unless approved by the Unit Manager or above.
38. Inmates are not allowed to take commissary or personal items out of the unit without permission from the unit manager/designee (i.e. personal drinking cups/mugs cannot be taken out of the unit).
39. Showers will be allowed at designated times. Inmates cannot urinate in the shower. Inmate food service workers will be allowed to shower when they return to the unit after work.
40. All inmates leaving the unit will be dressed in State issued blue clothing and hands will be visible at all times. Inmates in route to an authorized recreational activity may wear leisure clothing as defined by policy. Shirts will be tucked in at all times. Pants will be worn on the waistline. Pants will not be worn sagging at any time. Caps, toboggans, are prohibited on the walkways at any times. Religious headgear may be worn per TDOC policy 118.01, Religious Programs. Religious items shall be carried to and from religious services only. Necklaces will be worn under clothing and shall not be visible except during scheduled religious services. Coats may only be worn to and from recreation and dining facility when weather permits, otherwise, there will be no coats worn outside the housing unit. No coats, toboggans, nor gloves are to be worn during the months of April 1 through October 1.
41. Tobacco products are prohibited throughout the entire facility.
42. Inmates will not be allowed to bring kitchen food or supplies into the unit unless authorized by the medical department.
43. Radios are not permitted outside the cells. Walkman-type radios with earphones are allowed outside the cell, to recreation activities only.
44. Horse playing or excessively loud noises are prohibited.
45. Wagering or the use of wagering devices is not allowed.

45. Inmates must follow the approved and posted Tier Management Schedule. The Tier Management Schedule will be strictly enforced. It is the responsibility of the inmate to secure their legal mail, personal property, commissary etc. when leaving their cell. During designated tier time, ALL cell doors must be secured. During Tier Management cell doors will only be opened during the "red zone" times which will allow the inmates on tier time to go back into or come out of their cells. At no time will inmates scheduled out of their cells during tier management be allowed to talk to, pass notes, or any other items to other inmates through the cell doors when inmates are confined in their cells.
46. Only approved fire retardant rugs may be used as religious rugs (applicable religions) per fire and safety requirements. All rugs must have a non-skid backing and factory labels must be attached. The rug will be considered contraband and it will be confiscated if the rug does not contain a non-skid backing and/or a factory label.
47. Intercoms located in inmate cells are for communication purposes only. Any inmate(s) found tampering with, covering or causing damage to an intercom will be subject to disciplinary action.
48. When exiting the housing area, inmates will walk to the right hand side behind to the right of the hall inside of buildings which includes the rotunda and hallways. This will help avoid congestion and encourages inmates to maintain a low level of noise at all times. When outside inmates will walk single file to the right of the red painted line on the sidewalk/walkways. Inmates will walk in a single file line with their hands to their sides not in pockets. Inmates will not be allowed to walk in the grass.
49. Inmates are not permitted to congregate (grouped or clustered together) on or underneath stairways, catwalks, or rotunda areas in the housing units. These areas must remain clear at all times.
50. You are not allowed to visit other housing units, cells or dorms that you are not assigned. You cannot loiter or congregate in the hallways. If you are assigned to work in the hallways you are expected to work and not sit nor congregate in the hallways. Inmate workers delivering meal trays must not go past the sally port. The inmate worker is to push the trays into the sally port and leave.
51. Inmates are not permitted to sit on top of any tables or stairs anywhere at TTCC.
52. Inmates entering the chow hall will be dressed in State issued TDOC uniforms. Inmates will not carry coats or any other items into the chow hall. Inmates will not be allowed to carry condiments to or from the chow hall.
53. No items will be left outside of the cell at any time. You must keep your living areas clean, neat and free of contraband.
54. Inmates will follow verbal or written orders from all CoreCivic staff and/or authorized facility contract employees. Violation of this may result in disciplinary action.
55. Inmates will not lean or sit on the hand rails in the housing units, chow halls, pill call, nor back dock.
56. You are not permitted to leave your housing unit without the permission of your unit officer.

Multiple -inmate Cells

If you are assigned to a multiple-inmate cell, all inmates living in the cell will be held accountable for an infraction that occurs within the confines of such cell unless you can establish a lack of involvement in the infraction.

Dayrooms are provided in each housing unit area for leisure-time activities. Televisions are provided in each day room, except segregation. Choice of program is based on majority rule and all inmates are expected to be cooperative in this regard. If problems develop with program selection, the television may be turned off and the persons involved will be subject to disciplinary action.

Other leisure activities including games such as checkers, chess, dominoes, and cards will be provided by the recreation department and these games may be played in the dayroom area.

Each unit has published "House Rules;" these unit rules are different from one unit to another. You are responsible for knowing your unit rules and complying with them.

Sanitation

You are responsible for ensuring that your personal living area is kept clean and orderly at all times and that your personal property is secured in your tote. You are expected to make your bed upon waking and to help keep the common areas of your dormitory/cellblock clean.

Your unit may have to undergo daily and/or weekly inspections. Failure to participate in housing inspection may lead to disciplinary action. Failure to comply with these rules will result in disciplinary action.

Laundry Procedures

Trousdale Turner Correctional Center will operate a central laundry service for the cleaning of all inmate clothing, bedding, and linen. Inmates will place their dirty clothing/bedding into their laundry bag (tagged with their TDOC number) and tie the bag securely. Laundry will be picked up and returned to each unit in accordance with the posted schedule and procedures. Clothing, bedding, and linen exchange will be accomplished in accordance with the posted schedule. The schedule denotes the time, weekday, and particular item (clothing or bedding). For the best washing results fill your laundry bag with 15 items or less. You are responsible for putting your name and TDOC # on your laundry bag.

Unit staff members need to verify that the inmate actually needs the items on the list at which time the unit staff member should sign off on the request. Inmates can then place laundry request/exchange forms in the BLUE mailboxes which are located next to the chow hall.

Blankets are not to be included in the laundry bag. If blankets are placed in a bag with other laundry, the entire bag will be returned unwashed.

If clothing has been altered by an inmate they will need to receive a DR and also be charged for the replacement of the altered clothing which should be documented on the request form that the inmates fill out.

Inmates will not go to laundry to have their orders filled or to pick up their laundry. Any inmate sent to laundry to request clothing will be sent back to their housing unit without the order being filled.

The Sergeant – Inmate Relation is the primary unit team member to resolve issues involving inmate laundry. The inmate should be specific with any issues they have and document any items lost or not returned from the laundry.

Rules Governing Inmate Movement

Movement within the institution is monitored and controlled for safety, security, accountability, and orderliness. Mass movement is the movement of all inmates, or a large number of inmates, at the same time from a housing unit to another location such as programs. Individual movement is one inmate travelling from one location to another. All inmates will walk in a single file line on the right side of hallways/walkways/sidewalks during either individual or mass movements.

1. Inmate movement inside the facility will be controlled through a building schedule: such as meals, recreation, facility programs, work call, and religious services.
 - Appointment passes will be issued by medical services, disciplinary, and grievance boards.
 - For other appointments (job coordinator, etc.) the appropriate staff will notify the unit officer or work supervisors so that the inmate can be granted authorization to travel to his appointment during scheduled movements.
 - During visitation hours, the Unit Officer will issue the inmate a visitation pass when notification is received. The inmate will be allowed to travel to the visitation area at that time. The pass will be reissued to the inmate upon completion of his visit to return to his assigned housing unit.
2. Any inmate found in violation of these rules will be considered, "Out of Place" and will be subject to disciplinary action.

During all movement inmates will must be fully dressed, shirts tucked in, have their pants pulled up (no sagging), and no socks tucked into pants. All inmates will avoid loud talking and placing their hands in their pants. Inmates will avoid stopping by unscheduled and/or unauthorized areas.

Telephones

Trousdale Turner Correctional Center provides telephones for inmate use. Telephones are available in each housing unit for you to make personal calls. Upon your arrival to the facility

you were issued a telephone pin number. Your pin number is your CoreCivic identification number plus the last four of your social security number. Inmates without a social security number will be issued a random pin number

The phones can be used between the times of 6:00 a.m. and 8:00 p.m. and should be followed according to the posted schedule within the housing pod. You may not use telephones during lock down, count time, nor cell inspections. Inmate phones are located in each pod. All telephone calls shall be limited to thirty (30) minutes. Toll free 800/900 numbers are not permitted.

You are expected to conduct your telephone conversations in an acceptable manner. Obscene, loud or threatening language will not be permitted and can result in the termination of the call and suspension of telephone privileges. Three-way calls are not permitted. You may face disciplinary action if you engage in three way phone calls. Telephone calls are monitored and recorded by the facility personnel.

Telephones are programmed to cut off automatically after a specific amount of time. Each inmate may make only one call and then must allow the next inmate to use the telephone in a timely matter. Prolonged telephone use will not be permitted.

Each inmate will make his own calls. No inmate will make calls for another inmate. Inmates cannot use another inmate's pin number to make a telephone card. Only one inmate at a time may use a telephone; no interchanging of the phone or group call is allowed. Abuse can result in disciplinary action and loss of telephone privileges.

Any abuse of the telephones by an inmate shall be cause for disciplinary action. This includes but not limited to pulling phone cords past their limitations or slamming phone against hard surfaces. If the system detects a three-way call in progress, the number will automatically be disabled.

CONVERSATIONS ON INMATE TELEPHONES ARE SUBJECT TO MONITORING AND RECORDING WITH THE EXCEPTION OF APPROVED ATTORNEY CALLS.

THE INMATE PHONE SYSTEM WILL BE SHUT OFF AT 2000 (8:00 p.m.) EACH NIGHT AND WILL BE TURNED ON AT 0800 (6:00 am) EVERY MORNING

CoreCivic -TTCC will not be responsible for any unpaid telephone bills. Blocked telephone numbers will not be accessed by CoreCivic staff. If you feel that one of your phone numbers is blocked these are automated systems and CoreCivic -TTCC does not place blocks on inmate phones unless the phone customer has called here and requested one. Any blocked number can be sent to the facility investigator by inmate request form. Also advise friends and family members to contact their phone company to have any unwanted blocks removed from their end.

Telephone access is a privilege, not a right. If the rules for use are abused, the privilege will be lost. Inmates housed in Special Management Housing Units telephone calls are based on your custody status. No inmate is allowed to use the telephone during any headcount procedure.

Special phone calls will be permitted by request only in the case of death or serious injury. Requests to use the phone in the case of an emergency will be sent to the Chaplain. Any inmate needing to contact the foreign consultant needs to contact the unit manager. This information may also be obtained from the facility library.

Inmates with hearing and/or speech disabilities, and inmates who wish to communicate with parties who have such disabilities, are afforded access to a Telecommunications Device for the Deaf (TDD), or comparable equipment. A Telecommunication Device for the Deaf (TDD) is available for those inmates who are hearing impaired. Inmates shall submit a written request to a member of their unit team for such assistance.

CoreCivc - TTCC Policy 16-100, entitled Inmate Access to Telephones, is available for you to read in the inmate library.

Inmate's Allowed Telephone Number (ATN) list

During the orientation period inmates must complete an Allowed Telephone Number List form and submit it to a member of their unit team. The ATN list allows each inmate to list 10 telephone numbers of friends and family they want to contact by telephone. The ten numbers cannot be a business, 800, or 900 telephone number with remote call forwarding services. Attorney and Clergy numbers are not recorded or monitored, they are considered private.

Inmates will be given an opportunity to make changes to the ATN list 4 times a year as determined by the quarterly schedule determined by the Warden and/or designee.

Inmate's Allowed Attorney Telephone Number list

During the orientation period inmates must complete an Attorney Telephone Number List form and submit it to a member of their unit team. This list allows each inmate to list 10 telephone numbers of licensed attorneys, to call. The inmate must actually be a client of the attorney. The Unit Management staff will call and verify the attorney license and that the inmate is actually a client. Attorney numbers are not recorded or monitored, they are considered private.

Inmates will be given an opportunity to make changes to the Attorney Telephone list when applicable.

Recreation

Recreation programs at Trowsdale Turner Correctional Center are offered on the recreation yards, in the gym, and in housing unit day rooms (table games only). The following organized activities are offered to the inmates at Trowsdale Turner Correctional Center, as well as times when inmates are not in school, programs, work, etc.: basketball, hobby crafts (in cell only), weight lifting, and other activities as deemed appropriate.

Recreation may be restricted for disciplinary reasons. A schedule is posted in each housing unit listing these opportunities. A recreation program exists for your use with planned activities year round. A sports program includes, but is not necessarily limited to, basketball, volleyball and weightlifting. Additional recreational/leisure-time activities will periodically be provided.

Monthly schedules of recreation activities are posted in the housing units and in the gym.

While additional rules governing the recreation program and use of the gym and equipment are posted in the gym, the following general rules apply to the gymnasium and outside recreation yard:

- a. The gymnasium and outside recreation yard is a multi-purpose area for recreation and special activities. During gym periods, appropriate gym clothing and athletic shoes must be worn.
- b. For activities other than regular gym, the standard dress code will be in effect.
- c. There will be no glass containers in the gymnasium and outside recreation yard.
- d. No extra clothing or blankets will be taken to the gymnasium and outside recreation yard.
- e. Entering and leaving the gymnasium and outside recreation yard will be as directed and in an orderly fashion.
- f. During regular gym periods all inmates who go to the gymnasium and outside recreation yard will remain in the gym and recreation cage until the conclusion of that period.
- g. Inmates in general population may take their radios to the gymnasium and outside recreation yard. Consistent with established policy inmates are not to borrow, trade, swap or steal another inmate's radios. Radios (in the off position) may be taken from your housing unit directly to the recreation yard. Radios (in the off position) should be returned directly to your unit (in the off position). Radios are not allowed anywhere else; they cannot be taken to the visiting room or health services should you be called in from the yard. You must return to your unit with your radio before you will be allowed to go to another area of the institution.
- h. Legal papers, religious literature, etc. are not allowed in the gymnasium and outside recreation yard.
- i. Equipment will be issued to an inmate by taking his I.D. card. Inmates are responsible for the equipment checked out to them.
- j. All inmates entering or leaving the gymnasium and outside recreation yard are subject to I.D. check and shakedown.
- k. Movement to and from the gymnasium and outside recreation yard will be in an orderly manner.

- l. There will be no formation of groups larger than four inmates permitted in the gymnasium and outside recreation yard, other than those groups engaging in an authorized sporting event. There will be no military drills, martial arts, wrestling or horseplay in the gymnasium and outside recreation yard.
- m. There will be no hand wraps or anything that could be used to conceal items of contraband in the gymnasium and outside recreation yard.

Upon completion of recreation you are to line up in a single file line with shirt(s) tucked in, hands behind your back, quiet and remaining on the right side of any hallway entered.

Inmate Grievances Procedures

The facility has a system where inmates can air a complaint. Inmates are required to attempt to resolve all issues at the lowest level unless an emergency exists (immediate threat to your health and/or personal safety).

It is encouraged that prior to utilizing the written procedure you should attempt to resolve the complaint through discussion with the individual responsible for the action causing the grievance. If this attempt fails, you should discuss the matter with your unit management team. They may be able to quickly resolve your concern. If the concern remains unresolved you should begin the steps listed below.

Each inmate at Trousdale Turner Correctional Center has the right to utilize the grievance procedure without fear of reprisal. The grievance procedure provides a forum in which inmates may formally raise their concerns over incidents or conditions that personally affect them and allows these complaints to be considered and addressed at both the institutional and TDOC central office level.

Grievance forms are available in the housing units and in the library. Grievances should be deposited in any locked grievance deposit box located in front of the dining facility. The grievance box is emptied daily, Monday - Friday. Emergency grievances should be forwarded to the unit manager who will ensure the grievance chairperson receives it by the end of the business day. Whenever the chairperson is not available for immediate attention, it should be forwarded to the Shift Supervisor for immediate attention. If the matter is deemed a non-emergency, then it will then be processed through normal procedures.

All grievances must be filed within seven (7) days of the occurrence or most recent in a series of occurrences giving rise to the grievance, with the exception of a Title VI complaint. All Title VI complaints must be filed within 180 days of the occurrence of an alleged discriminatory act. The grievance committee is made up of staff and inmate members that are elected yearly. Results will be posted in all housing units and the grievance office.

TDOC Policy 501.01, the grievance handbook, and TTCC procedures regarding hearings, election, and emergency grievances are located in the legal library for additional information concerning inmate grievances. The review of these materials by inmates is encouraged due to the fact that some complaints are inappropriate to the grievance procedure and have other

means of appeal. If you have any questions concerning the grievance process, you may contact the grievance chairperson via information request.

An emergency grievance pertains to situations involving personal injury or irreparable harm. When the grievance is of an emergency nature please immediately contact the next available staff member. In the event it is necessary to file the emergency grievance on weekends or holidays, the sealed envelope will be given to the shift supervisor. The shift supervisor will ensure the administrative duty officer (ADO) is notified upon receipt of the emergency grievance.

Unit Management Team

Verbal meeting to address concern



Grievance level one

Must be completed with 7 days of event



Grievance level two: Hearing

Hearing held and board recommendation given to Warden
Appeal must be completed by offender within 5 days of notification of Warden decision.



Grievance level three: Commissioner

The Commissioner has 25 days upon receipt of grievance to render a decision.
All level three decisions are final and not subject to appeal.

CHAPTER 4 FOOD SERVICE

Meals

Three meals are served daily. Unit procedures regarding meals are available in the housing units. Each meal will be prepared in accordance with established health standards and meet daily nutritional requirements.

All meal items provided by Trinity Food Services must be consumed during meal times. These meal items may not be hoarded or saved for consumption later. If found these items will be discarded.

Special Diets

Special diets are provided with written approval by the health care staff. A written verification must be presented to the food service supervisor in the forms of a special medical diet. If an inmate's religious faith precludes his eating any meat items on the menu, the inmate may choose the alternate entree for each meal. The chaplain is available to assist in religious diet/menu selection counseling. If you are receiving a special diet you will be required to sign for the receipt of your diet during meal time.

West Chow Hall/Dining Room Procedures

- Inmates from Education (Building M) A, B and E Buildings will enter the west dining hall on the left side.
- Inmates will receive a food tray from tray window. Inmates will not be allowed to exchange food from trays at any time.
- Inmates will be seated on the table being seated at the time of dining. Inmates will not skip a table.
- After eating, inmates will be released to return their tray according to their seating row.
- Inmates will then be released back to housing or Education.

All inmates must wear TDOC uniform before being allowed to enter the chow hall/dining room. Shirts will be buttoned and tucked into pants. Inmates must also wear socks and shoes (no shower shoes/flip flops). Shoes will be laced and tied. No hats, bandannas, sweatbands, sunglasses etc., will be allowed in the chow hall/dining room.

East Chow Hall/Dining Hall/Procedures

- Inmates from C, D, F and W Building will enter the east dining hall on the left side.
- Inmates will receive food tray from tray window. Inmates will not be allowed to exchange food from trays at any time.

- Inmates will be seated on the table being seated at the time of dining. Inmates will not skip a table.
- After eating, inmates will be released to return their tray according to their seating row.
- Inmates will then be released back to housing.

CHOW HALL RULES

- All inmates must wear TDOC uniform before being allowed to enter the chow hall
- Shirts will be buttoned and tucked in pants. Inmates must also wear socks and shoes (no shower shoes/flip flops).
- Shoes will be laced and tied.
- No hats, bandannas, sweatbands, sunglasses, laundry bags etc.... will be allowed in the dining room
- No radios are allowed in the chow hall
- No skipping/cutting the line
- No skipping/changing seats or tables
- No loud talking, yelling, or screaming across the chow hall
- 1 meal tray ONLY per inmate
- 1 drinking cup ONLY per inmate
- Must follow staff's directives where to sit
- Must stay seated until you are released by staff
- Must return trays and cups to the tray return window
- Must enter chow hall thru the entrance door ONLY
- Must exit chow hall thru the exit doors ONLY
- Don't remove trays, cups, or spoons from the chow hall

Failure to follow chow hall rules will result in removal from the chow hall and disciplinary action may be taken.

CHAPTER 5

RIGHTS AND PRIVILEGES

Rights

As inmates of the Department of Correction, you have certain rights and privileges. You also have certain responsibilities. Listed below are those rights, privileges, and responsibilities:

1. You have the right to expect that as a human being, you will be treated respectfully, impartially, and fairly by all departmental personnel.
2. You have the right to be informed of the rules, procedures, programs, and schedules concerning the operation of the institution. You will have access to all institutional programs and services without regard to your race, religion, national origin, political views or physical handicap.
3. You have the right to freedom of religious affiliation and voluntary religious worship.
4. You have the right to health care which includes nutritious meals, proper bedding, and clothing; a laundry schedule for cleanliness of the same; an opportunity to shower regularly; proper ventilation for warmth and fresh air; a regular exercise period; toilet articles; medical and dental treatment.
5. You have the privilege to visit and correspond with family members and friends and correspond with members of the news media in keeping with the facility rules and schedules. You have the right to uncensored and un-inspected outgoing correspondence with members of the news media through the prisoner's mailbox system.
6. You have the right to unrestricted and confidential access to the courts by correspondence on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment.
7. You have the right to legal counsel from an attorney of your choice by interview and direct correspondence.
8. You have the right to participate in the use of law library reference materials, paper, and typewriter, to assist you in resolving legal problems.
9. You also have the right to receive help when it is available through a legal assistance program (i.e., law library aides, Lexis Nexis).
10. Failure to abide by facility of Departmental rules and regulations, abuse of resources, and misuse of privileges may result in disciplinary action and/or loss of privileges.
11. You have the right to protection from personal abuse, corporal punishment, personal injury, disease, property damage, or harassment.

Privileges

Privileges are defined as a special advantage enjoyed by a person. There are many privileges granted and earned by inmates.

The privileges include:

- a. Visitation;
- b. Commissary;
- c. Some recreational activities; and
- d. Regular use of the telephone.

You have the privilege, if qualified, to participate in education programs and work opportunities as resources are available and in keeping with your interests, needs, custody status and abilities.

Abuse of these privileges or facility misbehavior will result in the loss of these privileges.

Your Responsibility

With these rights and privileges come certain responsibilities of the inmates.

NO CONTRABAND

NO DISORDER

NO ESCAPES

NO GANG / THREAT GROUP ACTIVITY

Any of the above will result in facility and/or criminal charges.

Employee/Offender Relationships

Social relationships between staff and inmates are prohibited, including but not limited to emotional, sexual or romantic attachments. Sexual misconduct, sexual harassment or sexual abuse by any person will not be tolerated and should be reported immediately to any staff member.

Title VI of the Civil Rights Act of 1964

Trousdale Turner Correctional Center will not discriminate on the basis of race, color, or national origin in any aspect of its provision of services. You may have access to all institutional programs and services for which you are entitled or eligible regardless of race, color, or national origin.

Title VI of the Civil Rights Act of 1964 states that "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

- Offenders in TDOC custody should use the established inmate grievance process (Policy #501.01). All Title VI complaints must be filed within 180 days of the occurrence of an alleged discriminatory act. Only one subject or incident will be addressed in a grievance. All copies of the form must be legible and intact. Use of the TDOC grievance procedure is not a prerequisite to the pursuit of other remedies.
- Visitors and other individuals shall submit details of alleged violations via letter or direct communication to the respective Title VI Site Coordinator. No special forms are required to file a Title VI complaint.
- Any individual may file a Title VI complaint with the below listed entities. It is preferable, but not required, that complaints be registered at the local level first to expedite complaint investigation and resolution.

***If any other protected classes are listed (i.e., sex, age, physical handicap) they should be removed. The only protected classes that should be listed are the above highlighted (race, color, or national origin) ***

Additionally, these following addresses must also be included:

Tennessee Human Rights Commission
Office of Title VI Compliance
312 Rosa L. Parks, Avenue, 23rd Floor
Nashville, TN 37243-1102
Phone: 615.741.5825 Fax: 615.253.1886
E-mail: titlevi@tn.gov

U.S. Department of Justice
Civil Rights Commission
Federal Coordination and Compliance
Section, NWB
950 Pennsylvania Avenue, N.W.
Washington, DC 20530
1-800-848-5306 (Toll free voice & TTY)

P.R.E.A

Prison Rape Elimination Act of 2003 42 U.S.C. § 15601

In 2003, Congress passed the Prison Rape Elimination Act requiring all prisons and jails to communicate certain information to its inmates regarding sexual abuse/misconduct/harassment. Specifically, inmates engaging in consensual or non-consensual sexual conduct with other inmates will be subject to disciplinary sanctions within the realm of the facility disciplinary system in addition to any criminal charges that exist. Additionally, employees and civilians are prohibited from engaging in sexual conduct with inmates regardless of consensual status. Any employee/volunteer/contract staff in violation will be subject to administrative and criminal charges.

This facility also prohibits staff and inmates making verbal statements or comments of a sexual nature as well as profane or obscene language or gestures. This includes all completed, attempted, threatened or requested sexual acts including indecent exposure.

Inmates can immediately report incidents of sexual abuse/misconduct/harassment to any employee even if you are not involved. If you witness incidents of this nature, immediately report it to any staff member. All reports or alleged reports of sexual abuse/misconduct/harassment will be taken seriously and immediately reported to the Warden and investigated. Results of the investigation shall be documented and remain confidential. Appropriate medical evaluation and/or treatment protocols will be followed including counseling. As an inmate you have the right to be protected from any unwanted sexual act or threat of a sexual act. If you are ever approached, threatened, or physically assaulted sexually you must report this. You may do this by reporting the incident to any staff member or you may call the P.R.E.A. incident reporting number, by dialing 91 on any inmate phone. If you wish to report anonymously to an outside agency, dialing 453 on the inmate phones will connect you with the Sexual Assault Center.

You are also encouraged to report alleged or actual incidents, of P.R.E.A. immediately to the Unit Manager and/or the Shift Supervisor, be prepared to verbally discuss and write down the events on an incident statement. If you are unable to read or write be prepared to verbally discuss the events of the incident so that it may be documented in your words in a written format.

For the inmate population: Calling 453 from the inmate phone system will direct them to, the outside agency, Sexual Assault Center. Inmates can call 91 from the PREA hotline from the inmate phone system, verbally inform any staff member, send a confidential letter to the Warden, and/or mail a letter to the Managing Director at the Facility Support Center.

TTCC will then initiate procedures to protect you from further harm or from any retaliation. TTCC will also provide medical and mental health services. If possible it is important not to eat, drink, brush your teeth, and bathe as to preserve evidence. Our mental health staff will also provide or establish for your support services.

Sexual Abuse Prevention & Response

It is Troupdale Turner Correctional Center's mission to provide a safe, humane and appropriately secure environment, free from threat of sexual assault for all inmates, by maintaining a program of prevention, detection, response, investigation, and tracking of all alleged sexual assaults. TTCC has a zero tolerance for incidents of sexual assault within the facility.

Sex in correctional settings such as prisons, jails, and detention facilities is prohibited. There is no consent to sexual activity. Any act makes you either a perpetrator or a victim. You can help

prevent sexual misconduct in this facility. If it happens you can help prevent it from happening again.

What do I do if I am a victim or know of someone that is a victim of a sexual assault, abuse, or misconduct?

- Do not shower or otherwise clean yourself, or if the assault was oral, do not drink or brush teeth, or otherwise take any action that could damage or destroy evidence.
- Report the incident immediately to any employee or
- Call the PREA Hotline Number by dialing 91 on the Inmate's phone for an immediate method to report. Leave your name, housing unit location, and situation which you have determined to be of a sexual nature by verbally telling any employee or by forwarding a letter to the warden sealed and marked "confidential."
- If you wish to report anonymously to an outside agency, dialing 453 on the Inmate phones will connect you with the Sexual Assault Center Hotline.

A Victim Support Coordinator will provide counseling and assistance to any inmate reported to be a victim of a sexual assault. The "on duty" mental health provider and/or the Chaplain are designated as the Victim Support Coordinators at TTCC.

Any inmate who displays behavior for potential victimization may be referred to a member of the mental health staff for screening and identification for consideration of protective custody

Any inmate who displays behavior for potential victimization may be referred to a member of the mental health staff for screening and identification for consideration of protective custody by any staff member. Counseling staff shall meet with each inmate identified and offer counseling if desired.

Any inmate who displays predatory behavior may be referred to a member of the mental health staff for screening and identification as a high risk sexual predator by any staff member. Counseling staff shall meet with each inmate identified as high risk for the purpose of reviewing, monitoring behavior and offer counseling if desired. Mental health referrals may also be made in accordance with TDOC Policy 113.82.

INMATE PREA Reporting Method(s):

- Inmates can call 91 from the PREA hotline from the Inmate phone system
- Verbally inform any staff member
- Send a letter marked "confidential" to the Warden at the facility
- Mail a letter to the Managing Director at the Facility Support Center.
- To report anonymously to an outside agency dial 453 from the Inmate phone system will direct them to the Sexual Assault Center.

The Sexual Assault Center (S.A.C)

The Sexual Assault Center (S.A.C) is an outside agency that extent of services provided to the Inmate population are as follows:

1. Disclosures of sexual assault made to S.A.C. will not be reported to CoreCivic or to law enforcement
2. S.A.C. cannot provide callers with updates on sexual assaults previously reported to CoreCivic or to law enforcement
3. S.A.C.'s Crisis and Support line counselors provide immediate crisis intervention, referrals and education for (1) individuals who have recently experienced rape or sexual abuse, (2) individuals who are currently in crisis from past abuse and (3) non-offending parents/caregivers/significant others

The Sexual Assault Center

101 French Landing Drive
Nashville, TN 37228
615-259-9055
453 (from Inmate phone system-free call)

Third Party PREA Reporting Method(s):

- External parties (such as Inmate family members or other outside contacts) can report a PREA allegation directly by calling Trousdale Turner Correctional Center at 615-808-0410.
- External parties can report a PREA allegation by calling CoreCivic's Ethics Hotline at 1-888-757-4448
- CoreCivic Headquarters (Facility Support Center) , 10 Burton Hills Blvd, Nashville, TN 37215 | Phone: 1-800-824-2831
- The Sexual Assault Center: 101 French Landing Drive Nashville, TN 37228 | Phone: 1-800-273-8712
- TDOC PREA Tip Line, 320 56th Ave North, Nashville, TN 37243-0465 | Phone: 615-253-8178
- National Sexual Assault Hotline at 1-800-658-4673

CHAPTER 6

VISITATION

Searches

You are subject to search at any time. Searches of inmates, Inmate housing units, and other areas of the facility shall be conducted in a manner which will avoid unnecessary force, embarrassment or indignity to those whose person and/or belongings are being searched.

Searches of your person, property and assigned living space are required to control contraband. Searches are made randomly and for cause. When directed, you are required to submit your person and/or your property for search. You are permitted, although not required, to be present during a living area search as long as you conduct yourself in an orderly manner. Care will be taken to prevent any damage, abuse or loss of your property. If necessary you may submit a loss of property claim for investigation. The maximum allowable reimbursement for a loss of property claim is \$50.00.

Times and patterns of searches shall vary as dictated by institutional needs. Strip searches are authorized by the Warden/designee and conducted for the purposes specified by institutional policy such as, but not limited to, returning from transportation runs, visitation contact, and work details.

An inmate who refuses to be searched will be charged with a disciplinary infraction. He may be forcibly searched upon prior approval of the Warden or ranking security staff. Inmates who refuse a search may be temporarily housed in a dry cell with prior approval of the warden/duty officer and commissioner's designee.

All inmates will be searched prior to contact visits. Upon completion of a contact visit you will be unclothed, searched, and placed back into uniform.

All visitors and vehicles on the facility grounds are subject to search.

Visitation Rules

Visits from your family, friends and others are conducted in the visitation area. Because visits are an important part of an inmate's life, we try to conduct visits in an informal and relaxed atmosphere, while at the same time maintaining order.

Inmates and visitors should remember that visiting is a privilege, not a right. Inmates can lose their privilege to receive visits, and visitors can lose their privileges to visit.

Falsification of identification by impersonating an authorized visitor may disqualify the approved visitor from future visits and may be considered an attempt by the inmate to

circumvent visiting privileges. You will be subject to disciplinary action if an investigation reveals you knowingly conspired with a visitor to circumvent regulations.

VISITOR CLOTHING RESTRICTIONS

1. ALL shirts must be tucked in during the entire visit
2. NO skin tight nor sagging shirts or pants
3. NO patches or holes in pants
4. NO leggings or jeggings
5. NO X sleeve tops or sleeveless shirts. Sleeves must reach mid-bicep. No low cut, revealing tops or see-through shirts
6. NO open toe or open back shoes. Shoes must be tied or strapped during the entire visit
7. NO hats, wallets, purses, coats, shorts, hooded shirts, jackets, hoops/dangling earrings (posts or studs only)
8. NO entry devices or key rings, gum, candy and paper
9. Children 1 year of age and older must have shoes on

The rules of the visiting area are included in your handbook. You and your visitors are expected to behave in a responsible and mature manner, respecting not only yourselves, but also other visitors and staff. You and your visitors are required to follow the directives of the visitation area officer at all times.

You and your visitors are expected to follow the rules posted in the lobby area and in the inmate handbook. Violation of these rules will result in termination of the visit with the possibility that visiting privileges will be suspended or revoked.

Visits by clergy are cleared through the Chaplain and Chief of Security. Your lawyer may come and confer with you here at any time, excluding count and meal times.

Each attorney must present bona fide evidence of his/her license to practice law, to include a state bar membership card and matching identification, e.g. driver's license. These visits are in addition to regular visits and are not counted against your regular visits.

Each inmate has the responsibility to be properly clothed while visiting. You must wear CoreCivic-issued clothing for visits. You are not allowed to wear hats, bandannas, headbands or religious head gear during visits. Inmates who are improperly dressed will not visit.

Inmates cannot wear jewelry, except for a wedding ring to the visiting area. It is your responsibility to leave your jewelry secured in your housing area. Jewelry, other than the wedding band, will be considered as contraband and will not be returned to you prior to your release from TTCC.

Visitation policies, are available in the inmate library. The visitation schedule is posted in the housing units.

Trousdale Turner Correctional Center visiting days are on Saturday, Sunday, Monday, Wednesday and designated holidays. Scheduled visiting hours are subject to change. The current visiting schedule will be posted at the pedestrian checkpoint and on institutional bulletin boards. It will be the inmate's responsibility to provide his visitor with the designated visiting hours.

Inmates must remain seated at all times during visiting. Failure to do so will result in the visit being terminated.

Special visits will be strictly limited and will require strong supporting justification. Requests for special visits must be submitted to the Assistant Warden of Operations for consideration. Visitors may not bring any property items to an inmate during visitation.

The visitor approval process is as follows:

- Upon approval of applications, all members of the inmate's immediate family (as defined in TDOC policy) and up to eight (8) additional adults may be listed on the inmate's visitation list at one time.
- To add people to a visiting list, inmates should request a visitation application from the unit staff. The visitation application should be sent to the visitor who must complete it in its entirety and return it to the Visitation Supervisor. The Warden/designee will make the decision to approve or disapprove the application. When a visitor is either approved or disapproved, written notice shall be given to the inmate. It is the inmate's responsibility to notify the visitor that he/she has been approved/disapproved. If an inmate has the maximum allowable number of visitors on his list, he must request one (1) to be deleted before one (1) can be added.
- Facility staff will not disclose the status of a visitor application over the telephone. Visitation information will only be released to the affected inmate.
- Any omissions or falsifications of the visitation application and failure to notarize applications for minors will result in denial of the application form.

Inmate's visitors are not permitted to bring wallets nor purses in the facility. All money must be applied to a debit card in the lobby area before clearing checkpoint. Debit cards may be purchased in the front lobby of the facility prior to entering the visitation gallery. All food and beverage purchases from vending machines inside the authorized visitation gallery will be purchased by the use of a debiteck debit card.

Visitor(s) will be permitted to bring in the following baby items: two (2) plastic baby feeding bottles, factory sealed powder baby formula not to exceed for two (2) feedings. Diapers (3) three (3) maximum, Baby wipes (adequate number of wipes to accommodate three diaper changes, plastic spoon and a pacifier. Visitor(s) must bring identification and are allowed car key, glasses, wedding ring, (1) other ring and ear ring(s).

Visitors must wear appropriate undergarments at all times. No spandex material, transparent or tight fitting clothing is allowed. Shoes must be worn at all times. Cut off shorts are not permitted. Shorts or skirts/dresses are permitted provided that the leg is covered to within three (3) inches above the knee in the standing position. No splits, buttons, slits, or zippers from the hem line are allowed. No wrap-around skirts are allowed. No sundresses, backless or low cut clothing is allowed. The chest and midriff must be covered at all times. Clothing with logos that contain pictures, slogans or vulgarity, or sign/symbols of security threat groups is not permitted. No halters, tube or tank tops are allowed; all apparel must have sleeves. No sweat pants, stirrup pants and/or leggings are allowed.

Protective Custody inmates will receive non-contact visitation, behind glass, in accordance with TDOC policy 507.01.1, Non-Contact Visitation.

All visitation schedules are subject to change. Visitors will not be allowed to visit between the hours of 9:15 a.m. and 11:30a.m. due to mandatory count procedures.

Trousdale Turner Correctional Center VISITATION SCHEDULE

Scheduled hours will be provided to the inmates and posted at the pedestrian checkpoint. Inmates shall be responsible for notifying their visitors of schedule changes.

No visitor will be permitted on the premises for visitation until twenty (20) minutes prior to the start of visitation. No visitor shall be admitted during the last thirty (30) minutes of a visiting period.

Monday evening visitation for all inmates is only allowed if the 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 restrictive housing (pending hearing, pending investigation, administrative segregation, protective custody, and punitive segregation) shall be non-contact. Punitively segregated inmates will not be allowed to visit.

**SATURDAYS, SUNDAYS, AND DESIGNATED
STATE HOLIDAYS**

Saturday	Sunday
Bravo Unit 08:00AM-1:30PM	2:00PM-7:00PM
Charlie Unit 08:00AM-1:30PM	2:00PM-7:00PM
Echo Unit 08:00AM-1:30PM	2:00PM-7:00PM

Saturday	Sunday
Alpha Unit 2:00PM-7:00PM	08:00AM-1:30PM
Delta Unit 2:00PM-7:00PM	08:00AM-1:30PM
Foxtrot Unit 2:00PM-7:00PM	08:00AM-1:30PM
Whiskey Unit 2:00PM-7:00PM	08:00AM-1:30PM

MONDAY EVENING

Make up visits from the weekend 3:00PM-5:00PM (cannot visit any other day)

(Segregation/PC-Non-Contact-By Appointment)

To make an appointment call 7 days in advance on Tuesdays from 8am-5pm
call (615) 808-0400 EXT 80432

Segregation-N/C:	8:00AM-10:00AM
Protective Custody:	9:30AM-10:30AM

WEDNESDAY EVENING

5:00PM-9:00PM All general population units

(Visitors may come visit on Saturday & Wednesday or Sunday and Wednesday but cannot come both days on the weekend and Wednesday nor can they come on Monday)

*Cut off time for visitors to enter the institution is 2:15 p.m. for visits on Saturday or Sunday and 7:30 p.m. for visits on Monday evenings

**Times are subject to change based on facility counts and facility needs.

GENERAL VISITATION RULES

1. Present and former CoreCivic employees are not allowed to visit. Tennessee Department of Corrections employees must have the written authorization of the chief deputy to request approval to visit. If a visitor is a former federal, state or local inmate, he/she must have been released from incarceration for at least one year prior to requesting approval to visit unless authorized by the warden. Visitors on parole or probation must be an immediate family member and must present a letter from their parole/probation officer.
2. All inmates will be searched prior to entry and before leaving the visitation area.

3. Visitation cannot be cancelled by a correctional officer; only a supervisor can terminate a visit. Also, a correctional officer cannot add or remove a name from the inmate's visitation list.

GENERAL RULES OF CONDUCT

The following Rules of Conduct have been designed to provide a high level of safety and security and to restrict behavior that is offensive to visitors and their children. Regardless of the rules, you are always required to follow the instructions of the visitation officer.

1. Persons who are under the influence of alcohol, drugs, or controlled substances, or who are unruly in any manner will not be allowed to visit and will be requested to leave the premises. Abuse may result in the permanent removal from the visitation list and may result in prosecution.
2. This is a tobacco-free facility. All tobacco products must remain in the visitor's parking lot and must be secured in your vehicle or a locker. Tobacco and lighting materials are considered contraband and will be subject to confiscation.
3. Physical contact between inmates and visitors is restricted to a brief kiss and embracing at the beginning and the end of the visit. Such displays of affection will be kept within the bounds of acceptable social behavior. During the course of the visit all other contact is prohibited.
4. Small children must be kept orderly and under control by the inmate and/or visitors at all times. Failure to do so may result in termination of the visit. Small children may be held in the laps of visitors or inmates. Inmates may not hold other inmates' children.
5. Inmates' hands will be kept on top of the table at all times. Failure to do so will result in the cancellation of the visit.
6. At no time will anything be passed between the visitor and the inmate. If visitors or inmates are found passing items the visit will be terminated and the visitation privilege may be suspended. This includes chips, candy and soda not purchased in the visiting area.
7. The visitation room officer will assign seating for the inmate and visitors. Once seated, there will be no changing seats without the permission of the visitation officer.
8. Neither inmates nor visitors will be loud, boisterous, unruly, or disruptive during visits.
9. The inmate will remain seated at all times, unless approved by the visitation officer.
10. Inmates and visitors are required to follow the directives of the visitation officer at all times.
11. Violation of visitation rules may result in the termination of the visit, with the possibility of visiting privileges being suspended or revoked.
12. The shift captain will interview any visitor who is found in possession of contraband. The visitor's visitation privileges may be suspended indefinitely and a determination will be made concerning whether or not to file criminal charges. Any re-instatement of visitation privileges must be granted by the warden or his/her designee.
13. Visitors may have in their possession a small amount of one-dollar bills and coins to purchase items from the vending machines. Denominations larger than a one dollar bill are not permitted in the visiting room area. Inmates may not handle money or operate

the vending machines. All food and beverages purchased in the visiting room must be consumed inside the visiting area.

14. Any inmate found with contraband from visitation or if it is determined that contraband was brought in to him/her through visitation, can have his/her visitation privileges suspended for a period of six months and up to indefinitely with whomever the visitor(s) was at the time of the visit.
15. Inmates shall be strip-searched before returning to the unit whether the visitor shows up or not.
16. Visitors may bring \$15 in \$1.00 bills and/or coins only.
17. Selected food items must be eaten in the visiting room only.
18. Inmates' and visitors' hands must be visible at all times.
19. Plastic bands are prohibited and cannot be worn on facility grounds.

During visitation, inmates should have one pair of socks, one pair of underwear, one t-shirt and/or bra (no long john shirt or pants), one pair of pants, and one shirt only. All inmates are required to wear the orange CoreCivic issued tennis shoes to visit. Your state-issued I.D. badge is a part of your uniform and you must be in your possession during visitation. Your CoreCivic wristband is also a part of your uniform. If it has been altered, cut, or has been removed from your wrist without staff authorization you will be charged a fine of \$20.

SPECIAL VISITS

A special visit is a visit which requires the visitors travel 150 miles out of town. An inmate must submit an inmate request form/special visit form to the unit management team at least one (1) week in advance, requesting date, time and name of visitor(s). This visit will count as the inmate's weekly visit. The request for a special visit/extended visit will be returned either approved or denied by the Chief of Security/Designee. If the time requested is already reserved another time must be requested. If the inmate is submitting for the weekends he must have the inmate request form/special visit form in by Thursday of the previous week. **ALL SPECIAL AND EXTENDED VISIT REQUESTS MUST BE MADE IN WRITING BY THE INMATE TO HIS/HER UNIT MANAGEMENT TEAM AT LEAST ONE (1) WEEK IN ADVANCE. THIS VISIT WILL COUNT AS THE INMATE'S WEEKLY VISIT.**

CLERGY & ATTORNEY VISITS

Visits by Clergy are cleared through the chaplain and chief of security. Your lawyer may confer with you here at any time, excluding count and meal times. Each attorney must present bona fide evidence of his/her license to practice law, to include a state bar membership card and matching identification, e.g. driver's license. These visits are in addition to regular visits and are not counted against your regular visits.

VISITATION RESTRICTIONS

In addition to any sanctions imposed by the disciplinary hearing officer, all incidents involving contraband or violence will result in the suspension of all visitation for six months, followed by six months of non-contact visitation. Additionally any violation of visitation rules will result in

the suspension of visitation privileges as determined by the Warden or his designee. Visitation privileges are solely determined by the Warden or his designee.

CHAPTER 7 MEDICAL AND MENTAL HEALTH SERVICES

Full-time contracted health care professionals are employed by the institution to provide a full range of comprehensive medical, dental and mental health services. A clinic is operated for sick call, scheduled appointments and emergencies. Should it be assessed that you require service at a hospital, you will be transferred to an offsite hospital.

All newly admitted inmates will be assessed by the appropriate health care professionals as part of the intake/reception process. Inmates who refuse to allow the intake physical will not be classified into general population for health and safety reasons. Sick call is conducted five days per week. (However, the sick call requests are picked up from the medical mailboxes located in the units and triaged on a daily basis). If an inmate's segregation or medical observation custody status precludes his attendance at sick call, arrangements will be made to provide sick call services in the inmate's housing unit. The cost of sick calls, prescriptions, dental and mental health appointments is three dollars (\$3.00) each. Three (\$3.00) will be charged to you for EACH medication prescribed at that sick call.

An inmate who becomes ill after reporting for work/school must report his illness to the supervisor/teacher. He/she will then be sent back to the housing unit by the supervisor/teacher. The unit officer will then call the lieutenant who will in turn contact health services. Inmates who are not scheduled, nor authorized, and "drop in" to the medical department and/or pill call lines and circumvent the procedures in place are subject to the disciplinary process.

Health services separate daily sick calls from scheduled medical appointments. This allows inmates who need appointments to be scheduled in a timely manner with the appropriate provider. The procedure also allows for appropriate emergency care.

Inmates who have requested medical, dental or mental health services and for whom services have been scheduled may refuse such services by appearing before health services at the appointed time and sign the necessary refusal form.

* For security reasons, you will not be informed of the date and time of outside appointments* The Licensed Independent Practitioner (LIP) determines medical care not the offender. If the LIP determines a specialist needs to be consulted approval must come from the corporate Medical Doctor (MD). Once approved by the corporate MD the facility medical department must wait for the outside specialist to schedule an opening for an appointment once they have one in their office.

- a. Sick call and medication schedules are posted in each housing unit. Medical request forms are available in the housing units.
- b. The housing unit officers will verbally notify their unit's population that "pill call" time is approaching. It is the inmate's responsibility to present himself at the housing unit doorway and to be prepared to enter the hallway when directed.
- c. The inmates will be fully dressed with shoes and will have their I.D. card in their possession.
- d. The inmates will be released to the pill call window when called.
- e. A visual search of mouth and hands will be conducted after you have swallowed the medicine.
- f. Upon instruction from the officer you will return to your housing unit.
- g. The exact times may vary slightly. It is the inmate's responsibility to be alert for instructions from the housing unit officer concerning the "pill call" line.
- h. If you miss your scheduled pill call time due to a court appearance or other staff mandated reasons, have staff notify medical upon your return to the facility. However, inmates may not substitute one scheduled pill call time for another.

Medication that you receive on a routine basis (both kept on person [kop] and dose by dose) will be dispensed during pill call. All prn or pain medication will be dispensed during regular pill call. If, in an emergency, you need a prn or pain medication that has been ordered by the physician for you, contact the unit officer, who will, in turn, notify his/her supervisor.

TTCC wants to assure a safe and humane environment for all inmates. TTCC has a ZERO tolerance for sexual assault and abuse.

There are many ways for inmates to protect themselves from getting into a situation that will make them susceptible to rape: **REMEMBER: Accept No Favors, Never gamble, and Never accept loans. If a sexual assault occurs immediately report it to the unit officer, counselor, other staff member or dial phone number 91 from the inmate phone located in the housing unit, and a medical and psychological assessment with appropriate referrals will be made.**

Respect yourself, Report the rape, and Reclaim your power.

In case of a medical emergency, notify the nearest staff member for assistance and they will arrange for a medical evaluation.

GENERAL RULES OF THE HEALTH CARE SERVICES DEPARTMENT

1. Sick call and medication will be conducted during posted hours. All other non-emergency visits will be by appointment. Co-payment charges will be applied in accordance with TDOC Policy 113.15.
2. Headgear will not be worn in the medical clinic.
3. No food or drink will be permitted in the medical area.
4. No loud or unruly behavior is allowed in the infirmary.
5. Passes and ID cards are required
6. All inmates will be properly clothed in TDOC uniform.

7. All posted rules will apply.

A. Special Conditions

1. If a special medical appliance (such as crutches) is ordered, the inmate will be given a copy of the order to show authorization to security, as necessary. The inmate is expected to return the item by the expiration date or ask at a sick call appointment for an extension of the time to use the item.
2. Only the physician can order or approve a medical diet. The initial request should go through sick call procedure.

B. Patient Satisfaction

The inmate may correspond to the health administrator concerning a medical diagnosis or any other medical concern. A diagnosis by medical professionals is a matter considered inappropriate to the grievance procedure.

C. Refusal of Medical Care or Scheduled Appointment

Inmates who have requested sick call or have an appointment and refuse to be seen will be given a refusal form to sign, which will be placed in their medical records. Refusals will not be rescheduled unless requested again through sick call or by the determination of the practitioner.

D. Emergency Care

Health services personnel are available on-site 24 hours per day to handle emergencies should they occur. However, medical and dental conditions which could be handled through sick call will not be dealt with as an emergency situation outside of sick call hours. Advise the unit officer of the medical emergency. The unit officer will then call the medical staff. If deemed necessary, the inmate will be escorted to the medical department for further examination and treatment. Inmates are to immediately report any injuries they may incur to their supervising staff.

Non-Emergency Medical Care

Inmates requesting non-emergency medical, dental and mental health services must complete a medical sick call request form to determine if an appointment is needed. The request should be specific about why an appointment is needed, as it will assist health services in scheduling the appointment with the correct health service provider. Health services is not a walk-in clinic. Place the request in the health services drop box. The health services staff will process them daily, making referrals to the appropriate provider. Just like in society, you must follow procedures in order to be seen. Request for medical services forms are available in the housing units and may be obtained from the health services staff.

Pill Call

Medication schedules are posted in each of the housing units. The housing unit officer will verbally notify his/her unit's population that 'medication call' is approaching. It is the Inmate's responsibility to present themselves in an organized manner in a single file line three feet in front of the pill call window and/or medical cart and only approach the cart/pill call window once called for. Inmates must be fully dressed including shoes, and must have their facility identification badge. A visual search of your mouth and hands will be conducted after you have swallowed the medicine. Exact times for medication call will vary slightly. It is the inmate's responsibility to be alert for instructions from the housing unit officer concerning medication calls. Once medications are ordered by medical staff it may take up to 3 days before arrival at the facility for formulary. Non formulary medication must be approved by the corporate medical doctor (MD). The timeframe from approval may vary. Once approval is granted the facility must wait for arrival of medication. Narcotics are considered non-formulary and must be approved by the facility doctor and by corporate MD.

Prescribed Medication Keep on Person (KOP) Medication

Medications prescribed from the physician may be kept on person (KOP) at the discretion of the doctor. Medications issued KOP must be secured in your housing unit. An Inmate is allowed to possess one prescription container of each medication at any one time, and all such containers will be clearly marked KOP. Medications must be maintained in their original container.

When the physician has ordered a medication for you, it will be ordered. When it arrives, medical staff will ensure that it is dispensed as authorized.

If you are allowed KOP medication, you will be informed of what the medication is and the directions for taking the medication.

1. You will be subject to random checks for compliance, administration, and any problems you may be experiencing.
2. If you are found to be non-compliant, abusing KOP, or fail to keep the medication secure, you may lose KOP privileges and disciplinary action may be initiated.
3. No KOP will be re-issued to any Inmate unless the previous card is returned. All KOP cards will be returned upon completion or if requested.

If you must come to the medication line, you are expected to be there at the designated times. Failure to pick-up prescribed medication may result in discontinuation of that medication and a request that you be evaluated at sick call will be initiated.

An Inmate who is found (a) with more than one prescription container of a single medication in their possession or (b) medications not kept in their original container will have KOP privileges

suspended. The chart within the medical system will identify the packet, how many pills are in the pack, date, and the nurses' initials. To obtain a re-supply of KOP medication, the Inmate must inform the nurse, at AM pill call by bringing the blister pack at least 4 days before completion. The health services department will then verify the prescription, and the re-supply will be issued with the exchange of the empty container.

Over the Counter (OTC) Medication

If you need any of these medications, you should request to be seen at sick call. Health services personnel staff may refuse to provide an OTC for clinical reasons which will be explained to you. If you dispute this, you may discuss it with the physician by going to sick call. Many over-the-counter medications (i.e. Tylenol, Advil, cough drops, cough medicine, Pepto Bismol, and Maalox) will be available for purchase from the commissary.

CO-PAYMENTS

In accordance with TDOC Policy 113.15, Inmate Co-Payment for Health Services, there will be a \$3.00 charge for all self-initiated visits to medical. The procedure will be as follows:

A. Sick Call Procedures

The sick call slips will be picked up from the Mail boxes located in front of the Dining Facility at 9:00 AM.

Diabetic insulin will be given in the morning and evening when Inmates are called out to meals.

Passes are sent to the units on a daily basis for Inmates who have a sick call appointment.

A sick call request slip will be necessary; a slip must be fully completed and placed in the mail box. Passes will be received from the pod officers for nurse sick call; Inmates are to report to medical at the times listed above according to the clinic schedule or when called out and accompanied with a pass. Inmates requesting to be seen will be charged a \$3.00 co-payment charge.

Nurses will schedule Inmates to see the doctor in accordance with the doctor's schedule.

****Medication will not be administered without identification card****

1. A TDOC CR-2727 (Personal Withdrawal Request) will be completed upon inmate sick call request prior to being seen by medical staff with the exception of mental health referrals. This includes sick call at the segregation and protective custody units. If an Inmate refuses to sign the slip, but wishes to be seen by medical staff, he will not be refused medical care but a \$3.00 charge will be deducted from his account for this visit.
2. Work related injuries or injuries during school participation would have no charge.
3. After sick call hours and all emergencies will be charged a \$5.00 co-payment charge to be seen in medical.

4. There will be no charge for initial medical checks regarding placement in segregation. After placement in segregation, if the inmate signs up for sick call, there will be a \$3.00 charge.
5. If inmates are brought to medical as a result of an assault, no fee will be assessed.
6. There is no charge for nursing or physician visits to inmates in the infirmary or on suicide watch.

B. Chronic Clinic

1. There will be no charge for 30-day chronic clinic evaluations.
2. If an inmate is seen for chronic clinic and presents to the nurse an additional problem, the nurse can either have the inmate sign up on nurse sick call or charge the inmate the \$3.00 fee and treat him at that time.
3. All medication cards must be brought with you to chronic clinic.

C. Mental Health Service

Psychiatric services are available daily Monday through Friday. The mental health coordinator evaluates all inmates soon after their admission to TTCC and makes referrals to the psychiatrist as needed. Inmates access psychiatric care in the same manner as medical care. The requests are evaluated daily by the medical staff and appropriate referrals are made. Only the psychiatrist can order psychiatric medications.

Mental health services will be provided upon request of the inmate by signing up on the nurse's sick call roster or requesting security staff to submit TDOC form CR-3431 (Mental Health Referral Form). Only emergency and after hour care will be provided by having security staff notify the medical department of the situation. There will be no charge for mental health services.

D. Laboratory

There will be no charge for lab services as this is a continuation of a clinical assessment.

E. TDOC Required Medical Visits

There will be no charge for TDOC required bi-annual visits, TB skin test, or medical testing as mandated by TDOC policies.

F. Optometry

Inmates requesting to see the optometrist will be charged the \$3.00 co-payment fee. Optometry services are available. If, in the event it is deemed necessary, through sick call and evaluation by the physician, glasses will be ordered. We will provide basic glasses only once. Plain lenses only will be provided. Tints and photo gray lenses will not be available. Replacement or repair of glasses will be done at the inmate's expense. Sunglasses are not provided through the medical department unless it is prescribed in conjunction with medical treatment. Contact lenses are not normally provided. There is a \$5.00 charge for glasses.

G. Dental Care/Sick Call

Dental care is available at TTCC. You may fill out a sick call request to see the dentist. Dental services are limited to restorative care of teeth or extraction's. Recommencing, relining or adjustment of dentures is available, but dentures or other cosmetic devices to enhance appearance are not provided. In the event the dentist deems it medically necessary for dentures, they will be provided upon justification of such services. There is a \$5.00 charge for dentures.

1. Dental complaints shall be presented at the regularly scheduled sick call.
2. Dental examinations bi-annually are no charge unless they are TREATED during this bi-annual visit.

Infectious Disease Control

We are all concerned about Infectious disease control in an institutional setting. Trousdale Turner Correctional Center has an Infectious disease control program. In order to assist be sure to report any and all incidents that result in body fluid spills to your unit housing officer or nearest staff member. There are special clean-up kits available throughout the facility for use in cleaning up body fluid spills.

Clinic Schedule Monday-Friday:

Clinic hours: 6:00 a.m.-3:30p.m.

Chronic Care Clinic: 8:00 a.m. - 3:30p.m.

Dental Clinic: 8:00a.m.-3:30p.m.

Mental Health Clinic: 8:00a.m.-3:30p.m.

Sick Call: 6:30a.m.-3:30pm.

Lab clinic: 4:00a.m.

Diabetic call out should be 30 minutes prior to scheduled meal times.

(All Diabetics from ALL UNITS will be called at 0500 am, 11:30-1200 pm and 1700 pm)

After Diabetics are seen, they will be escorted immediately to the Chow Hall or when meals are delivered to the housing units inmates will sign for their tray

Wednesday: X-RAYS

Thursday: Ultrasounds

Fridays: Will be the day the providers will visit the Segregation Units.

MEDICATION PASS:

MORNING MEDICATIONS BEGIN 6:15 A.M. & ENDS AT 8:15 AM

EVENING MEDICATIONS BEGIN 5:00 P.M. & ENDS AT 7:30PM

KOP MEDICATION:

Monday- Friday (According to the posted unit schedule)
11:00-2:00 PM

Clinic schedules are subject to change based on facility count and facility needs. Any changes to schedules will be posted in the housing units and will be revised in the next inmate handbook revision.

WHAT IS AIDS?

AIDS stands for Acquired Immune Deficiency Syndrome. A virus called HIV causes AIDS. A person with AIDS can get sick with many illnesses that healthy people do not usually get. Some of these diseases can be fatal. There is no cure for AIDS. A milder form of AIDS is called AIDS Related Complex (ARC).

AIDS has afflicted people mostly from these groups:

1. People who shoot up or skin-pop drugs.
2. People who receive blood or blood products, which had the virus.
3. Gay and bi-sexual men.
4. People who had sex with any of the above people.
5. Babies born to parents with the virus.

How do I know if I have the virus?

There is a test. The nurse or doctor takes one tube of blood from your arm and sends it to the lab to be checked for the virus. Talk to a nurse or doctor in the medical unit or infirmary to find out more about the test.

How does AIDS spread?

The HIV virus is carried in blood, semen, and vaginal fluid. The blood, semen, or vaginal fluid from an infected person must go directly into another person. Infected semen can spread the virus during vaginal, anal, or oral sex. Sharing needles during drug use also spreads the virus because there is always a tiny amount of blood left on or in the needle.

You cannot get AIDS from:

1. Using plates, glasses, or forks after a person infected with the virus.
2. Breathing the same air as someone infected.
3. Doing the laundry of an infected person.
4. Hugging or shaking the hands of an infected person.
5. Delivering mail to or from an infected person.
6. Cleaning the cell or the bathroom after a person infected with the virus has been there or from toilet seats or water fountains.
7. Being beside or near an infected person when he coughs, sneezes, or spits.
8. Sharing a cell with an infected person.
9. Swimming pools.

10. Mosquito bites.

11. Food.

HIV IS NOT IN THE AIR. HIV IS SPREAD THROUGH BLOOD, SHARING NEEDLES, SEXUAL CONTACT, AND INFECTION OF UNBORN BABIES DURING PREGNANCY.

Kissing does not spread HIV. In fact, some studies show that saliva actually kills the virus. However, if someone who is infected has a sore or cut in the mouth and blood mixes with saliva, the blood could possibly spread the virus.

High Risk Behavior

1. Having sex (anal, vaginal, or oral) with someone infected with HIV
2. Sharing needles used to shoot drugs (including steroids).
3. An infected pregnant woman can pass HIV on to her unborn baby.
4. Through injection of infected blood or blood products
5. Sharing tattoo needles.

Early Symptoms of AIDS

1. Tiredness, lightheadedness, continuous headaches.
2. Severe weight loss.
3. Prolonged unexplained diarrhea.
4. Unexplained fever, chills, or night sweats.
5. Swollen glands in the armpits, neck, or groin.
6. Discolored bruises which may be flat or raised.
7. White spots in mouth or on tongue.
8. Heavy persistent cough.

Remember, other illnesses can have the same symptoms. However, if symptoms continue to get worse, contact a doctor.

How do I avoid HIV?

1. Say "NO" to sex.
2. Do not share razors or other instruments that could become contaminated with blood.

Inmate Information on AIDS/HIV

Brochures are available upon admission to TTCC and during sick call, and are located in the entrance to the clinic. Inmates have access to all educational material on an "as requested" basis.

Formal AIDS education classes will be held annually in the education classroom and will be conducted by a health professional or mental health employee. The time and date of this class will be posted one (1) week prior to the class on the housing unit bulletin boards. This class will be rotated on an annual basis to include all inmates in the segregation and protective custody units.

If you have questions or concerns related to AIDS put in a request for sick call. As your reason, you may write, "health education information," or any reason you choose. You will be scheduled for sick call. All sick call visits are held in private. Tell the nurse you want information on AIDS. Discuss your concerns. If the nurse cannot give you enough information, you will be referred to the mid-level or the doctor. You may be referred to mental health services or you may choose to go there yourself. Regular AIDS education updates will be offered to enable you to receive information no less than once a year.

CHAPTER 8 LEGAL, SENTENCE AND RELEASE INFORMATION

Legal Services

Notary services are available through the chaplain and unit management. If you have a legal deadline and need to go to the library or if you need a notary for your legal work there are approved notaries and library schedules located on the bulletin boards inside of the sally port and/or housing areas. You need to best manage your legal research according to these schedules.

To ensure access to the courts, CoreCivic provides Lexis Nexis to the entire population. All appointments will be completed according to the library pass system.

Inmate legal assistants are also available to assist you in filing legal request forms and questions. The names of these assistants are also posted in the housing units and in the library.

You may submit a confidential request for attorney conference form, or you may fill out an inmate request form addressed to the facility attorney/lawyer and place it in the mailbox. The forms and envelopes are available in the library or from the unit management team. Access to legal reference materials can be made through the Librarian.

Sentence Information

Sentence Credits are awarded according to adherence to the specific job descriptions. Each inmate who is assigned has the opportunity to earn up to six (6) program credits per month. This does not include any "behavior credits" or "bonus credits" which are awarded by TDOC.

Program credits for the current month are entered on TOMIS no later than the 5th workday of the following month. The program and behavior credits post at midnight on the fifth (5th) workday of each month. If convicted of a class "A" disciplinary offense, no program and behavior, including bonus behavior credits, will be awarded for that month. Additional information can be found in TDOC Policy 505.01.

Any questions regarding your sentence and/or release should be referred to your case manager.

Release Procedures

After TTCC receives release authorization from Tennessee Department of Corrections, you will be called to the intake & discharge area. You will be allowed to make a phone call to arrange for pick up.

The Tennessee Parole Board has an institutional parole officer (IPO) assigned to TTCC. She/he is on-site at the institution on a weekly basis and meets with inmates regarding parole and/or determinate probation on an individual basis as needed. The IPO is employed by the state of Tennessee, not CoreCivic. Parole hearings will be conducted at TTCC for eligible inmates. Address any questions you have to your unit manager, case manager or directly to the IPO.

CHAPTER 9 SECURITY PROCEDURES

Counts

For the safety and security of the facility TTCC has established designated times to conduct facility counts. Facility counts are extremely important and adherence to facility procedures, policies, and directives are required by the inmate population.

Standards for count: television off, headphones off, no microwave usage, proper uniform, and all inmates will go to their bunk/cell and remain until the facility count is clear. Inmates are prohibited from moving from place to place during any count unless directed to do so by a staff member. Any act which intentionally disrupts the facility count will be treated as a threat to the safety and security of the facility.

Formal Counts at Trousdale Turner Correctional Center is as follows:

0230	Formal Count
0530	Formal Count
1030	Formal Count
1530	Standing Formal
2100	Standing Formal Count
2230	Formal Count FORMAL STANDING COUNT/Photo ID-Conduct Roster Count

0030 Formal Count

Note: Prep for count is 15 minutes prior to all Formal Counts

Searches

All persons, places and property are subject to search at any time, by any staff member in the performance of their duties. All property may be searched for contraband. Each inmate is responsible for all items within their assigned bunk, work area, or on their person. All suspicious items will be confiscated for evaluation as evidence and the shift supervisor will determine final disposition of confiscated property. When a search is conducted of any area inside or outside the facility, Inmate(s) will not observe, view, stand or pass by the search area.

Contraband

Introducing or possessing contraband into the facility is a serious offense which will result in disciplinary action. Additionally you may be charged with CONTRABAND IN A PENAL INSTITUTION is a Class C Felony, which carries a maximum sentence of six years and a fine of \$100,000.00.

Drug Testing

The Tennessee Department of Correction and Trousdale Turner Correctional Center are committed to a policy of zero tolerance of inmate drug/alcohol use within the facilities. All adult inmates incarcerated in a State funded correctional facility shall be subject to urinalysis testing at any time during their incarceration.

Inmates will be subject to disciplinary action for the following:

1. Failure to submit to testing or provide a urine sample within two (2) hours of the request.
2. Tampering or attempting to tamper with the specimen or test results.
3. Receiving a positive test result for which there is no satisfactory explanation.

In all instances where an inmate is convicted of the charges of "Drug-Possession," "Drug-Selling," "Intoxicated Drugs," "Positive Drug Screen," "Refusal of Drug/Alcohol Screen," "Intoxicants-Possession," "Intoxicated-Alcohol," "Intoxicants-Use," or "Inhalants," or the inmate is in possession of or has ingested any controlled drug not specifically prescribed, or the inmate is found attempting to alter, contaminate, or adulterate the test sample in any way, in addition to the appropriate disciplinary sanctions, the warden shall modify the inmate's visitation according to the following:

- a. First Offense: * Visitation shall be suspended for three (3) months.

- b. Subsequent Offenses: * Visitation shall be suspended for three (3) months.
- c. Attorney and minister visitation are not affected by this section.

*Inmates are notified by the disciplinary board chairman, informing them of the suspension and dates effective.

Inmates convicted of a positive drug test, after the positive confirmation test, shall be required to incur the cost of the confirmation test in addition to any other sanction imposed by the disciplinary committee.

Drug/Intoxicant testing of inmates may be conducted as follows:

1. When facility staff has a reasonable suspicion that an inmate has used Drugs/Intoxicants.
2. When the inmate is found to be in possession of suspected drugs/ intoxicants, or when suspected drugs/ intoxicants are detected or found in an area controlled, occupied or inhabited by the inmate.
3. When the inmate is observed to be in possession of or using drugs/ intoxicants, but facility staff is unable to obtain a sample of the substance.
4. On a routine basis when inmates return from:
 - a. A furlough (including before),
 - b. A work-release program or other temporary release program,
 - c. An outside work detail.
5. On a random basis, utilizing an appropriate random testing procedure that is approved by the warden, the entire inmate population of the facility, any identifiable program area, or any identifiable classification of inmates may be tested. A random testing program will not be used for the purpose or have the effect of harassing or intimidating any inmate or group of inmates.

Lockdown Status

There are times your housing unit or the facility may be placed on lockdown status. During this time inmates must remain on their bunk or in their cell. Lockdown status is used to regain control after a disturbance, assist in an investigation, or to restore the unit to normal working procedures. Lockdown status is a temporary situation and is not to be used as punishment. During lockdown status the facility's normal operations are stopped. Inmates should be aware that procedures and/or time schedules for pill call, medical appointments, chow hall, showers etc. may be altered/revise, to fit the needs of the facility.

The housing unit or facility will resume normal operations once the Warden of Trousdale Turner Correctional Center authorizes the end of the lockdown.

Security Threat Groups

It is the practice of TTCC to manage security threat groups (Gangs) through zero-tolerance and suppression of all STG related activity. Inmates are prohibited from participating in gang related activity and will not be allowed to intimidate and control other inmates, staff or the public while

be participating in gang activity, displaying gang hand related and/or gang suggestive material, that inmate will be positions or concerns regarding STG's/gangs should be office.

for fire, power outages and other emergencies. Generally, area or will be directed as to what action to take. You posted evacuation routes so you will know them if an

cally to help you familiarize yourself with CoreCivic- your responsibility to participate in these drills as directed.

are not allowed to store flammable materials in your aisles that may become a safety hazard. You may not use trashcans available in the dayrooms.

materials is a violation of safety rules and rules of inmate disciplinary action and may result in restitution for damages, or the privilege of having paper materials in your personal

and quietly following the instructions given by staff

environment for each inmate throughout the facility.

and equipment to remain safe as they carry out their daily responsibility of each inmate to use the safety equipment them in the performance of his work to prevent injury and/or

necessary items, and other trash will be disposed of daily.

ing a fire of any kind is a violation of safety rules and rules disciplinary action and can result in criminal prosecution.

equipment such as fire extinguishers, evacuation routes, alarm devices, alarm panels, door closers, and/or blocking will result in loss of employment disciplinary action and can

any safety hazards to their work supervisors. Also, inmates asked questions or issues with their work supervisors, case and unit managers.

CHAPTER 10 DISCIPLINE AND OFFENSES

Disciplinary Policy and Procedures

It is the policy of Corrections Corporation of America to enforce and that the due process of disciplinary process. This handbook contains regulations of TCC. Read the handbook the disciplinary process and to bring charges

Disciplinary procedures are governed by disciplinary panel at Trowsdale Turner Center comprised of at least one (1) ranking correctional departments other than security. This offenses and class "A" and "B" offenses. The hearing officer may hear all other charges disciplinary in the inmate institutional file an inmate is found guilty of an infraction

Class A and B disciplinary may be referred to the Designee's approval, to the local district court guilty of a Class A or B infraction may be referred to meet the reclassification board

If an inmate receives a disciplinary while in case preparation and hearing on his behalf who have been trained in disciplinary procedure chairperson can provide you with a list

Depending upon the seriousness of the offense punitive segregation per charge, if convicted of a disciplinary infraction, the inmate is trained and available to assist all inmates

In all cases in which an inmate is found guilty, he will be assessed a fee in accordance with TDO

Prohibited Acts and Range of Penalties

The disciplinary offenses defined in TDO are classified as either Class A (most serious) or Class B (less serious) disciplinary offense shall be uniform in the application through the handbook, limited to, any of the following:

1. Dismissal of charges or probation/suspended sentence
2. Verbal warning
3. Written warning
4. Restriction of privileges
5. Punitive segregation
6. Referral to the district attorney for criminal prosecution
7. Recommendation for reclassification to higher custody level
8. Recommend change in job/program assignment or removal from job/program
9. Loss of sentence credits
10. Reduction in pay scale
11. Assignment of extra duties
12. Fee assessed
13. Any combination of the above.

VISITATION RESTRICTIONS

In addition to any sanctions imposed by the disciplinary hearing officer, all incidents involving contraband or violence will result in the suspension of all visitation for six months, followed by six months of non-contact visitation. Additionally any violation of visitation rules will result in the suspension of visitation privileges as determined by the Warden or his designee. Visitation privileges are solely determined by the Warden or his designee.

CHAPTER 11 INMATE SERVICES

A variety of programs and services exists at CoreCivic-TTCC for your welfare and convenience. Feel free to ask your unit manager and unit management staff any questions you may have about programs and services. Also, you are welcome to ask specific department heads or supervisors about the programs and services for which they are responsible. During your incarceration you may also communicate with department heads and supervisors through inmate request forms.

Hair Care Services

There are barber shops located in designated areas of each of the housing unit buildings and operated by the institution with inmate barbers to meet your hair care need.

The barber shops are open Monday-Friday for regular haircuts. Inmates have been approved to wear certain hairstyles that do not conflict with the institution's safety, security and hygiene. Refer to posted barber shop procedures and schedules located in the housing buildings. No more than two (2) inmates are allowed in the barber shop at a time, including the barber. No more than one (1) barber is allowed in the barber shop at a time. The barber shop will be closed during count and chow time, 15 minutes prior to shift change and during shift change.

The following procedures outline the barber shop operation:

1. Inmates are assigned through the inmate job selection process as barbers on an "as needed" basis.
2. Inmates may receive hair care weekly.
3. Inmates who are not designated as barbers and/or stylists will not handle any hair care equipment nor perform hair care services on any inmate.
4. Inmates must sign up with officer to be placed on hair care list. Inmates may not loiter in designated hair care areas. Inmates who are waiting for hair care services, but leave the housing unit before they receive services, will lose their turn for that day. If you are not receiving hair care services you are not authorized to be in the designated barber shop areas.
5. All inmates will adhere to the established rules of designated hair care area or will not receive hair care service.
6. Items such as commissary, Walkman radios, personal grooming equipment/supplies, etc. are not permitted in the designated hair care area.

Chaplain Services

It is the intention of Trousdale Turner Correctional Center to meet the religious needs of the inmate population. The institution and chaplaincy staff will provide worship, religious instruction, and spiritual guidance/counseling for inmates on a voluntary basis. Free literature, if available, will be provided upon request including various religious materials, bibles, devotional material, Bible studies, etc. Regular and special worship services and religious study activity schedules will be posted in each housing unit.

Through the use of religious service volunteers, every effort will be made to meet the needs of all recognized religions.

Inmates may receive visits from the clergy. Names of the approved clergy and the inmates they are allowed to visit shall be provided by the chaplain and remain at the visitor entrance. Approved clergy may schedule appointments to visit with inmates no less than 24 hours in advance of the intended visit.

Any individual has the right to complete form CR3118 and submit to the Chaplain for request of religious property or preference items. Religious headgear representing the inmate's faith group in compliance with the TDOC Religious Property List may be worn throughout the facility. Inmates may submit form CR3118 for approval from the Chaplain/Warden to wear additional religious items during their worship service. Inmates are allowed to wear religious pendants representing their religious preference as long as it doesn't pose a security threat or STG affiliation. When in the hallways and other areas of the facility excluding the designated religious area, pendants, beads, rosary, crucifix and crosses must be worn inside of uniform shirts. Inmate pins of religious symbols may be worn in the hallways. They must be pinned on an undershirt and not on the state issued uniform blue shirt.

The approved religious property/material vendor for this facility is Union Supply. Religious property is not exempt from all space requirements. A listing of all approved religious property can be retrieved from the chaplain.

Religious programs shall be open to all inmates unless such participation is limited to maintain the order and security of the institution. Inmate attendance is voluntary.

There are weekly services and a variety of religious activities available. Schedules are posted throughout the institution. Inmates are encouraged to declare a religious preference during the classification process.

Death Notification/Funeral home visits- If you find out there has been a death in your family, notify a TTCC unit management staff member to inform the chaplain of your family member's death. The chaplain will verify the required information and initiate the documentation to submit to the warden and/or designee a request for funeral home visit. If the unit management team is unavailable notify the Shift Supervisor of the information.

Commissary

The commissary is available for the purchase of different types of food items, personal hygiene items, pens/paper, etc. Commissary order guides/order forms are available in housing units listing the items available and the cost to you plus tax on taxable items. Commissary items will be delivered to you in your assigned housing unit. It is your responsibility to submit a properly filled out commissary order form using either black ink pen or a #2 pencil.

Inmates will be allowed to order commissary one time per week and may order up to \$75.00 per order (with the exception of special orders). Commissary will be held twice a day and no one will be allowed to leave work or school assignment to receive commissary. The commissary schedule is posted in the housing units. Inmates that move from one unit to another unit will receive commissary with their newly assigned housing unit.

You will only receive commissary per posted schedule. Inmates will be notified of changes per memo.

Items that may be purchased from the commissary may not be purchased from any other source.

All purchases must be for you. Inmates are not permitted to make purchases for other inmates. Failure to abide by this rule can result in disciplinary action and loss of commissary privileges. All commissary sales are final. You are responsible for checking your merchandise before you sign the receipt.

It is recommended that if you know you are going to be released prior to your delivery day that you NOT order commissary for that week. If you do submit an order and are released prior to your commissary day your funds will be refunded the following Sunday.

Problems with the commissary should be referred to the correctional counselor who will contact the commissary staff and attempt to work out the issues.

Inmate Trust Fund

All Inmate funds will be deposited in an Inmate's trust fund account per TDOC Policy 208.01. All funds will be deposited daily. No personal checks or 3rd party checks will be received at the facility. It is important that you advise your family and friends that all money for inmates which arrives through the mail must either be U.S. Postal Service money orders or cashier checks from local banks. Cash and personal checks are not allowed and will not be accepted through the mail and will be returned using the sender's address. Cash is considered contraband for the Inmate population and if found on your person or among your possessions will result in disciplinary actions.

Money orders along with a Money Order Deposit Slip (JPAY) can be mailed to JPAY, P. O. Box 279010, Miramar, FL 33027. Funds can also be sent three easy ways:

- Online at www.JPay.com
- By phone 1(800)574-5729
- At any MoneyGram – Including Walmart and CVS

For withdrawals other than those mandated by statute or policy, the inmate shall submit a request in writing by using a personal withdrawal request or commissary order form. After the personal withdrawal request has been completed and approved, it will be forwarded to the trust fund office where it will be entered into TOMIS for processing. TDOC central trust fund will then issue a check in the self-addressed stamped envelope, which is provided by the inmate. This process will take up to fourteen (14) days. Credit is not available; you must have the funds available in your account at time of purchase.

If you wish to know your current account balance, ask your case manager.

RECEIVING FUNDS FOR YOUR INMATE TRUST ACCOUNT

Money orders and cashier checks (United States postal money orders or Federal Deposit Insurance Corporation cashier checks) from a local bank must be sent in the mail and contain the inmates OCA number and name; they should also contain the name of the sender. The return address of the sender should be on the envelope. The inmate will receive a receipt in the mail when the mailroom received a money order.

The Inmate handbook contains additional information on mail and money order issues. If an inmate receives a money order or cash by accident in the mail system, a member of the unit management team will take it to the mailroom during normal business hours. After hours the shift supervisor will ensure it gets transferred to the mailroom.

Indigent Services

If you do not have money on your account you may be eligible for indigent services. Indigent inmates are those who have an account balance of \$5.00 or less for the 30 days preceding their requests. Upon Intake CoreCivic provides the basic hygiene indigent supplies. If you have been incarcerated here for 30 days after your intake date fill out an Inmate request forms and forward to commissary to address your hygiene indigent needs. Per your request an indigent inmate will receive eight stamped envelopes, twelve sheets of paper, four razors, one pen, two shampoos, one deodorant, one tube of toothpaste, and three bars of soap monthly.

To get an envelope mailed out of the institution, the envelope must include the indigent inmate's name, Tom's number, and housing assignment and return address.

MAILING ADDRESS

Address and Travel Information

Physical Address (ONLY)	Mailing Address (ONLY)
Trousdale Turner Correctional Center 140 Macon Way Hartsville, Tennessee 37047 (615) 808-0400	Inmates Name: TDMIS Number Trousdale Turner Correctional Center 140 Macon Way Hartsville, Tennessee 37047

Mail not addressed as indicated above may result in the mail being returned to sender.

Directions to Trousdale Turner Correctional Center

Trousdale Turner Correctional Center is located approximately 17 miles from both Gallatin and Lebanon, Tennessee.

From Gallatin, Tennessee - travel East Main Street / TN 25 East to Hartsville, Tennessee. Take East Main Street/ TN 25 to Jim Goins Ln, take first right to Trousdale Way turn slight right to Macon Way. 140 Macon Way is on the right.

From Lebanon, Tennessee - travel North Cumberland St. / TN 10 / TN 25, turn right onto TN 10 / TN 25 East to Hartsville, Tennessee. Take TN 25 to Jim Goins Ln, take first right to Trousdale Way turn slight right to Macon Way. 140 Macon Way is on the right.

Mail not addressed as indicated above may result in the mail being returned to sender.

Money orders and cashier checks (United States postal money orders or Federal Deposit Insurance Corporation cashier checks) from a local bank must be sent in the mail and contain the inmates OCA number and name; they should also contain the name of the sender. The

return address of the sender should be on the envelope. The inmate will receive a receipt in the mail when the mailroom received a money order.

The inmate handbook contains additional information on mail and money order issues. If an inmate receives a money order or cash by accident in the mail system, a member of the unit management team will be take it to the mailroom during normal business hours. After hours the shift supervisor will ensure it gets transferred to the mailroom.

Library

Trousdale Turner Correctional Center maintains a library for inmate use. The library is operated as part of the education program and is under the direction of a full-time professional librarian. Certain policies and procedures for TYCC are available to you and are located in the inmate library. It is important that you take the opportunity to read them because it is your responsibility to comply with the institution's rules and regulations.

A wide variety of services are available through the library program. They include:

1. Leisure reading book loaner program
2. A wide selection of weekly/monthly magazines
3. Typewriter availability
4. Legal research publications and references
5. TDOC and institutional policies for review
6. Grievance and disciplinary appeal forms
7. Legal aids to assist inmates with legal research
8. Notary services

A library schedule is posted in the housing units. Scheduling changes will also be posted. In order for an inmate to receive library services, he must have an inmate ID card to check out library materials. All inmates are expected to comply with designated rules and procedures of the library. Failure to do so can result in suspension of library privileges, disciplinary action, and compelled repayment for lost/stolen materials.

Books and magazines must be requested in advance.

The librarian will collect request forms from inmates in segregation on a weekly basis. The requested materials will be delivered within 48 hours. Punitive segregation inmates shall only be permitted to access legal or religious study library materials.

TYCC Library operates on a pass system. In order to obtain a pass to visit the library, inmates must complete a Library Attendance Form that requires the following:

- > Date
- > Work/Class Assignment
- > Name
- > TDOC #
- > Housing Assignment

- Work/Class Supervisor
 - Services Needed: i.e.: Book Checkout/Check – In, Notary, Magazine, Newspaper, typewriter, access to Law books, Citations, Consult with an assigned legal Aide, Photo Copies
- Upon completion, the library Attendance will be dropped in the institutional mailbox. Upon receipt in the library, a pass will be forwarded to the Inmate with the Inmate's scheduled time listed.

Inmates will be afforded access to equipment (tables, chairs, and typewriters), office supplies, and photocopy services to enable them to prepare legal documents. Inmates on punitive segregation, mental health seclusion, and certain medical status are prohibited from possessing personal typewriters.

Copies may be made of the law books and certain legal documents contained in the library. The charge for copies will be posted in accordance with CoreCivic Policy 14-8, Access to Courts. If an Inmate qualifies as indigent, a maximum amount of ten pages may be copied from law books and documents. Case law will not be copied for indigent Inmates, as it is only necessary to provide the citation to the court.

Procedures for photocopying at Trousdale Turner Correctional Center are as follows:

- A. Photocopying request form must be filled out.
- B. The request form, the legal material to be copied, and a completed withdrawal form must be left at the circulation desk.
- C. The staff person will have the photocopying completed within a reasonable time frame.
- D. The cost will be charged to the Inmate's account.

Appointments are required for access to the legal research collection and typewriters. The typewriters are provided for "legal purposes" only (correspondence with your attorney, motions to be filed in court, etc.). Also, a photocopy service is available for "legal paperwork" at 25 cents per page.

Reference materials (including legal research collection), newspapers, and designated magazines are available for use in the library only.

Fiction and non-fiction books are available. In order to check out library books an Inmate must present his/her I.D. card. Each Inmate is responsible for the books he/she checks out. Also, the Inmate can be subject to disciplinary action and loss of library privileges for violating library rules. The Inmate will reimburse the library for damaged or lost books.

Inmates may have access to the media. A copy of the facility policy and procedures is located in the facility library or information may be obtained from your unit management team.

Inmates are welcome to visit the library as scheduled and learn about the materials and services available.

Mailroom

We will make every effort to process your mail in a timely manner. For this to occur, all mail sent to or from you must include your commitment name, your TOMIS number and the mailing address for CoreCivic/TTCC. Your commitment name is the name that Tennessee Department of Corrections has you incarcerated with. This is the name in the computer and needs to be the name on your mail or it will be returned to sender.

Incoming mail will be opened and inspected for contraband and enclosures such as money orders. Personal checks, cash and stamps are not permitted and will be returned to sender if received. Cash will be processed as contraband.

Only U.S. Postal money orders and cashier's checks from local banks are allowed to be sent to Inmates. They are to be addressed to CoreCivic for (Inmate's name). Your Inmate TOMIS number must be included on the U.S. Postal money order and/or local bank cashier's checks. This will assist in processing the money order or cashier's check and depositing it in the addressed Inmate's account. The above prescribed money orders and/or cashier's checks that do not have your commitment name and number will be returned to the sender.

General correspondence mail will be distributed to the Inmate population by unit staff on a daily basis Monday through Friday, excluding state holidays. A mailbox is located in front of each chow hall for you to drop your letters in. Inmates in restrictive housing areas have access to mailboxes in their housing units.

Inmates are prohibited from receiving and or having in their possession any type subscriptions, books and/or magazines containing any type of nudity or sexually explicit material. Below are the definitions outlined in TDOC Policy 507.02:

- ◆ **Features:** Containing depictions of nudity or sexually explicit conduct on a routine or regular basis or promotes itself based upon such depictions in the case of individual one-time issues. Publications containing nudity illustrative of medical, educational, or anthropological content may be excluded from this definition.
- ◆ **Nudity:** A pictorial depiction where genitalia or female breast are exposed. Publications containing nudity illustrative of medical, educational, or anthropological content may be excluded from this definition.
- ◆ **Sexually Explicit:** A pictorial depiction of actual or simulated sexual acts including sexual intercourse, and or oral sex, or masturbation or material which promotes itself based upon such descriptions on a routine or regular basis or in individual one-time issues.

Mail is defined as correspondence, printed material, or packages sent to and from an Inmate by the postal service.

The mailroom is open five (5) days per week, Monday through Friday, excluding State holidays. Mail will be collected Monday through Friday by 12:00 p.m. from the Inmate mailboxes and processed for the postal carrier. Inmates are not to bring any general mail to the mailroom window once mail has been collected from the boxes each morning. All Inmates will be

responsible for the contents and control of their outgoing mail. All outgoing mail will be stamped indicating that it is from an inmate in the TDOC. Inmates must pay all postage costs.

In accordance with TDOC Policy 507.02, all incoming mail (including packages) must bear the inmate's full committed name, TDOC number, and correct institutional address.

Government and retirement checks shall be made out to the inmate and not to Trousdale Turner Correctional Center. The inmate's TDOC number should also be indicated on the check. Checks made out to Trousdale Turner Correctional Center cannot be processed and will be returned to the sender. Cash and personal checks may not be received and will be returned to the sender.

Per TDOC Policy 507.02, "inmates not personally known by staff who receive mail or who sign receipts for mail shall be required to present an institutional ID card".

Legal/Privileged Mail

Legal/privileged mail will be opened and searched in the presence of the inmate in the designated housing unit area. Each inmate must produce his ID card prior to receiving any legal/privileged mail.

All incoming mail must have your commitment name and TOMIS number in order to be processed properly. Mail without your commitment name and TOMIS number will be returned to the sender at your expense. Incoming mail postage will be removed prior to distribution.

Incoming mail from lawyers/attorneys and judges will be opened only in your presence. This mail is considered "privileged correspondence" and comes from courts, judges, court clerks, attorneys, elected officials, correctional and law enforcement administrators and parole authorities. You are required to sign for privileged correspondence.

Outgoing legal privileged correspondence will not be opened unless there exists a reason to warrant inspection for safety and/or security reasons. If legal privileged correspondence is suspected of containing unauthorized items the mail will be opened and searched in the inmate's presence. Any misuse or criminal activity involving mail will result in disciplinary action. Additionally any criminal activity involving mail is a federal offense and appropriate authorities will be notified.

If this event occurs the reasons and the inspection of legal privileged correspondence will be documented.

Publications such as books and periodicals must come from a facility-approved publisher. No hard back books will be accepted in the restrictive housing units. You may feel that it takes a long time to receive mail compared to people who live on the outside. The mail time is only a day or so longer than if they were on the streets, but usually it takes the same amount of time. We do not hold mail unless you are under investigation for some reason. Excluding weekends

and holidays or emergency situations, incoming and outgoing letters are held for no more than 48 hours and packages (if allowed) are held no more than 72 hours.

Trousdale Turner Correctional Center Policy 16-1, entitled Resident Mail, is available for you to read in the inmate library. Any unauthorized use of mail will be confiscated and you may receive disciplinary actions.

Packages

Only items on the approved property list will be allowed. Any item sold in the institutional commissary will not be allowed to be received in packages. The number of items must conform to property inventory limits. All packages are inspected for contraband. All items listed on the property list must be mailed to the inmate and received during his respective package month.

Inmates are afforded the opportunity to order from mail order catalogs. Packages may only be received from facility approved vendors. The Warden has approved the following vendors:

Amazon Vendors

Last Page Books
Select Entertainment
Graham Books
Thrift Books
Better World Books
Heritage Books & Music
Wholesaler's Remainers
Book Monster
Corner Book Store
Discover Books

Rainbow Books
Recovery Now
Half Price Books
Crazy About Books
Green Earth Books
Wordery
Galaxy Books & Media
Darul Hikmah Bookstore
Al-Huda Bookstore

Other Vendors

Barnes & Nobles
Bargain Books
DC Books to Prisons
Prisoner Express

Edward R Hamilton Bookseller
Appalachian Prison Book Project
Bookrak
Union Supply

Music Vendors

American Musical Supply

Musician's Friend

Magic Card Vendors

MTG Deals

Noble Knight Games

Art Vendors

Dick Blick

The content of all packages received shall be subject to the following limitations:

• Per TDOC Policy 507.02, "Packages may only be received by an Inmate directly from a retailer or manufacturer. Individuals on the Inmates approved visitors list may also purchase items or packages from a retailer or manufacturer, according to the guidelines in section VI. (G) (3) (a-e), and according to TDOC Policy 504.01. All items ordered must meet the specifications listed on the Inmate personal property list, i.e., clear plastic t.v., etc..."

Inmates will only order from the approved vendor catalogs, located in the library, and unit team's offices.

Minimum and Medium custody inmates are permitted to order one (1) package every three (3) months. Close custody and maximum custody inmates are permitted to order one (1) package every six- (6) months.

Inmates convicted of a disciplinary offense, excluding verbal warnings, will not receive packages, except for clothing which are listed on the personal property memorandum. (Items # 1-10), according to the below schedule:

- Class A disciplinary – twelve (12) months restriction from conviction date
- Class B disciplinary – nine (9) months restriction from conviction date
- Class C disciplinary – six (6) months from conviction date

The procedure for ordering from a vendor is located in the housing units. You **MUST** complete a withdrawal form, and attach a stamped addresses envelope, then forward the form to your Case Manager to complete for processing. The case manager will verify your disciplinary and eligibility status to receive a package. If you are not eligible, the form will be denied and returned. If it is your scheduled month to receive a package, you may order the package during the last week of the month prior to your receiving month. For example, if your package month is June, you may give your order to your case manager the last week of May.

Individuals on your approved visitors list may also purchase items or packages from the approved vendors list. The package must be shipped directly from the vendor. You must be eligible to receive a package, i.e. disciplinary status and eligible month (only one package per eligibility period may be received)

The property room and mailroom schedule:

PACKAGE MAIL OUT

Tuesday

Alpha, Bravo, Echo Units	11:00 am-1:00 pm
Charlie, Delta, Foxtrot, Whiskey Units	1:00 pm-3:00 pm

Thursday

Charlie, Delta, Foxtrot, Whiskey Units	11:00 pm-1:00 pm
Alpha, Bravo, Echo Units	1:00 am-3:00 pm

All inmates will give packages to be mailed out to the Unit Manager the day prior to packages being delivered to the mailroom for inspection

All packages will be delivered to the mailroom by unit staff

PC & SEG UNITS: Packages will be picked up by mailroom staff on Tuesdays and Thursdays.

LEGAL/CERTIFIED MAIL PICK UP

Monday - Friday

10:30 a.m. - 3:00 p.m.

All legal and certified mail will be picked up from the mailroom opened and delivered to inmates in their presence

LEGAL/CERTIFIED MAIL OUT

Monday - Friday

10:30 a.m. - 11:00 a.m.

PACKAGE DELIVERY

Monday - Friday (times may vary)

***No packages will be distributed during chain processing.

Only inmates called for packages should come to the Unit Manager's office. Packages to restrictive housing and protective custody inmates will be delivered to the respective unit.

*Note: Changes to the above schedules may be made as deemed necessary by the property/mail room supervisor (i.e. holidays, etc.) must be approved by the Warden designee.

ALL INCOMING AND OUTGOING MAIL IS SUBJECT TO BE OPENED, SEARCHED, READ/REVIEWED AND/OR CONFISCATED FOR SAFETY AND/OR SECURITY REASONS

Chapter 12
JOBS AND EDUCATION

Work and Job Procedures

Upon arrival, inmates assigned to TTCC go through orientation where TDOC form CR-3051 (Request for Placement on Job Register) is completed by an inmate and he is then placed on a job waiting list. Job assignments will not be made on the basis of race, color, creed or national origin. Inmates will be assigned job as they become available and according to their classification status. Job selection based on inmate history, facility need, and facility safety will be determined by members of the classification committee and unit management teams.

All able-bodied inmates are expected to work or participate in an academic or vocational program. Inmates do not have the right to refuse any job/class assignment with the exception of mental health programs.

There are three (3) different job skill levels at TTCC:

Level 1 unskilled	\$0.17/.25/.34	per hour
Level 2 semiskilled	\$0.25/.34/.42	per hour
Level 3 skilled	\$0.34/.42/.50	per hour
Level 4 highly skilled	\$.42/.50/.59	per hour

Medical restrictions do affect job placement and limit the number of jobs available to an inmate.

If an inmate wants to request a different job, he must fill out TDOC form CR-3051 and forward it to the job coordinator. Qualified applicants are placed on registers according to the date the request is received. If an inmate has any problems complying with his job descriptions, he should see his supervisor who then can relay that information to the job coordinator. Questions can be addressed directly to the job coordinator by completing an Inmate Information Request Form.

When an inmate is assigned a job, he must remain in the position for ninety (90) days before being granted a voluntary job change. Job change is reviewed by utilizing the job register.

There are two (2) types of job dismissals: disciplinary and non-disciplinary. A disciplinary dismissal is recommended by the disciplinary board when an inmate receives a conviction for a disciplinary infraction committed while the inmate is scheduled to be at his assigned work area. Inmates who become unassigned due to a disciplinary dismissal shall begin at pay step one (1) of the appropriate skill/pay level for their next assignment. Any time accrued at the previous assignment at the same step shall be lost in determining time eligibility for pay raises. A non-disciplinary dismissal may be made by the job coordinator with the approval of the

Warden/designee. Reasons for any non-disciplinary dismissals may be found in TDOC Policy 505.07.

Job Terminations

Inmates may be removed from a job for several reasons. If one or more of the following events occur, the inmate may be dropped or transferred to a different position.

- Change in housing unit/pod
- Absence from the facility for thirty (30) days or longer
- Placement in Segregation for thirty (30) days or longer
- D-Board sanction affecting the inmate's eligibility or suitability for an area.
- Request of supervisor based on poor performance, behavior problem, etc.
- Re-assignment to a different job based on the needs of the facility and the availability of job positions.

During your incarceration you are required to work when assigned to a job. You are required to participate in assigned programs. Refusal to work/program is a violation of facility rules and you will be subject to disciplinary action as well as sentence recalculation.

Educational Programs

Educational Programs

Trousdale Turner Correctional Center offers a comprehensive educational program to include: HISET prep, CMS, correspondence courses, and vocational training. Staff consists of a principal, instructor supervisor, educational counselor, academic and vocational instructors, CMS instructor and a life skills instructor. An inmate can obtain a HISET and/or vocational certifications, by completing the appropriate program. Academic programs are structured to accommodate any level of learning from kindergarten through passing the HISET. Adult Basic Education (ABE) classes on all levels are available for inmates to prepare them for the HISET test. To enroll in an educational/vocational program you may do so by forwarding an Inmate Request Form to the Educational Counselor or Jobs Coordinator. The educational counselor will check your eTomis records to determine if you qualify for a class.

Vocational programs available to inmates include the following: Masonry, CORE, Electrical Maintenance, Computer and Career Management for Success.

A complete and detailed description of all aspects of the education department is available. To get one forward an inmate request form to the education department.

Inmates may be placed in academic/vocational programs based on their treatment needs along with institutional needs, and will be required to remain in the program until completion. Inmates enrolled in educational programs must adhere to program rules or be subject to disciplinary action. Instructors may request dismissal of inmates through the inmate job coordinator from any program when behavior warrants such action. Inmates may apply for readmittance six (6) months after such dismissal occurs.

Upon completion of programs, students will be awarded the appropriate certificates. Official HSET tests are given and diplomas issued by the State Department of Education.

Testing is a mandatory prerequisite for admittance to the education program. A limited number of positions are available in these programs, therefore, the final decision regarding placement rests with the education department through the inmate job coordinator. The Job Coordinator will assign eligible inmates according to the test scores and skill level.

The education department has some general guidelines you need to know before getting into one of these classes.

- Students will be in class except when excused for such reasons as a visit to Medical with a lawyer. Proper attendance includes arriving in class on time.
- Students will bring whatever tools are necessary for each scheduled classroom attendance
- When a student has been absent from class it is the student's responsibility to provide a written excuse and to present it to the teacher whose class you were absent.
- When a student has been absent from work it is the student's responsibility to find out what work was missed and what needs to be completed.
- If a student accumulates a total of five excused absences or three unexcused absences in any one module the student will be liable to expulsion from the class. Any exceptions to this rule will be decided by the teacher involved and the department head.

CLASS WORK

- Students will turn in assigned work on the day it is due unless he/she has an excuse which the teacher accepts for delay in the due date. The teacher has the right to lower a grade on any assignment for lateness.
- Students must be quiet and attentive in class and defer conversations or outside reading or writing to a later time.
- Students will accept the teacher's assessment of his/her work. If the student has a question about the grade his work receives, he will speak to the teacher about it privately, before or after class, rather than during class time.
- Students must limit his language to that appropriate to a classroom.
- Students cannot eat, sleep or rest their heads on the desk/table during class.

CONDUCT

- Eating and drinking are not allowed in the education area/classrooms.
- Disruptive or loud behavior is not permitted.

- No headgear (i.e., bandannas, caps or sunglasses) will be worn in the education area/classrooms.
- Inmates may not leave any function in the education area/classroom once the function has begun.
- Inmates will remain in class except for authorized break time.
- Education rules are available in each classroom.

Residential Drug Abuse Programs

At Trousdale Turner Correctional Center, addiction treatment for substance use as well as for behavior modification is conducted in the Residential Drug Abuse Program (RDAP) and provided at no charge upon request of the Inmate.

The program addresses alcohol/drug abuse or dependency issues as well as actions of clinical behavior. The RDAP program is based on completing treatment objectives and is a minimum of nine months. Any Inmate may enter RDAP but admission priority placement is given to Inmates who are court ordered or required to complete the program by the Board of Probation/Parole.

RDAP is a nine to twelve month program, which deals with substance use and substance dependence in a holistic manner. An Inmate may contact either his Case Manager or the addiction treatment department for more information.

The criteria to enter the RDAP program are as follows:

- History of substance use dependency
- History of criminal behavior
- Medium or Minimum custody
- Random drug screens for entire stay in the program
- Mandate by the Parole Board or recommendation of the disciplinary board

Self-Help Activities

Self-help activities such as Alcoholics/Narcotics Anonymous are offered on a weekly basis to all inmates not housed in the segregation unit.

Programs

There are a variety of programs offered at Trousdale Turner Correctional Center. You may contact a member of your Unit Team, Chief of Unit Management or the Assistant Warden of Treatment to obtain information concerning the programs available.

Halfway Houses

A comprehensive list of halfway houses throughout the state of Tennessee is available from your Unit Team.

Inmate Organizations

Trousdale Turner Correctional Center will permit inmate organizations. Requests for inmate organizations will be reviewed and approved/disapproved by the Chief of Unit Management in coordination with the Associate Warden of Programs. Inmate organizations will not be allowed to establish a trust fund account, conduct financial business or transactions, or have banquets or other social events. To be approved, an organization must have both an outside volunteer leader/sponsor and a Trousdale Turner Correctional Center staff member who serves as the institutional coordinator. All organization meetings require the attendance of the outside sponsor and the institutional coordinator.

CONCLUSION

The intent of this inmate handbook is to provide you with information about the institution and to explain our general expectations of you. It is not possible to cover every issue or answer every question. You are encouraged to ask staff questions and to make recommendations about additions to the inmate handbook.

Glossary

Administrative Segregation - A form of separation from the general population administered by the classification committee when the continued presence of the inmate in general population would pose a serious threat to life, property, self, staff, or other inmates or to the security or orderly running of the facility.

Contraband-Any item possessed by confined inmates or found within the facility that is illegal or expressly prohibited by those legally charged with the administration and operation of the facility.

Indigent-An inmate whose account balance is less than \$5.00 for a period of 30 days.

Protective Custody-A type of care to protect a person from harm, either from outside sources or other offenders.

Re-entry Specialist-The reception & orientation unit is set up to receive all new intakes and provide them with programmatic information within the facility as well as a thorough screening and assessment. The inmates will receive a copy of the institution's rules and regulations and services and how to access all programs and services. The daily program in the reception & orientation unit (R & O) will include interviews, tests, and other admissions-related activities.

Sallyport-An enclosure situated in the perimeter wall or fence containing gates and doors at both ends, only one of which opens at one time.

Special Needs Inmates- Inmates with mental and/or physical conditions that may limit or require special housing accommodations. These may include but are not limited to the chronically ill, pregnant, frail or elderly, terminally ill, developmentally disabled or those with serious communicable diseases who are physically disabled, or who have some serious mental health needs.

Unit Manager-The unit manager supervises his/her assigned staff and all activities inside or related to the unit. She/he must evaluate the unit team on the performance of their duties, communication of responsibilities, their ability to provide leadership, and their efforts to ensure accountability.

- She/he must maintain daily contact with staff as this is essential for the safety, security, and sanitation of the unit.
- Offenders are assigned to a unit according to classification, job assignment, or other program needs.
- The unit management team members are responsible for the continuous monitoring of an offender's progress.
- Correctional counselors and case managers report directly to the unit manager and assist in the unit programs, assessment of offender needs, and provision of recommendations.
- Perform liaison functions throughout the facility
- The unit manager must make recommendations concerning personnel matters to include post assignments, promotions, and staff discipline.
- Delegate problem solving to correctional counselor and case manager.
- Makes daily rounds through the unit evaluating operations, talks with staff and inmates, and makes rounds through other areas in the facility where unit inmates may be temporarily housed, programmed or work.

GENERAL RULES

1. Inmates may not buy, borrow, loan, sell, or trade any items or personal property to another inmate. Violation of this rule will result in disciplinary action against those inmates involved and the items will be confiscated.
2. Inmates are not permitted in any utility area or staff office within the unit unless accompanied and supervised by unit staff.
3. Any new rules or concerns will be posted on the bulletin board in each pod. You will be held accountable for knowing the changes, so read the bulletin board daily. Interior walls are not to be used as a foot prop.
4. No food items or utensils are allowed to be taken from the kitchen and dining hall.
5. No furniture other than that issued or authorized by the institution shall be allowed in any cell.
6. Mattresses and pillows shall not be removed from the cell or unit without authorization of unit staff. No bedding shall be placed on the floor, or linens to be used as rugs.

8. Only an authorized number of issued mattresses (unless authorization by medical), blankets, and linens shall be present in each cell.
9. Loud and unruly conduct may result in the termination of a game.

Refer to the unit's bulletin board for the schedules of classes, religious services, mail, laundry, recreation, phone calls, medical services, barber shop hours, commissary schedule, and the disciplinary process.

UNIT DESCRIPTION

SEGREGATION

Restrictive Housing/Segregation

- The segregation unit is designated for the offenders who have behavior problems in general population unit. The unit is designated to house admin max, youthful offenders, protective custody and special needs offenders who can't be housed in general population units. Offenders may be released back into general population after they have completed their disciplinary time, or when the segregation review committee meets.
- The special management team has the following responsibilities for admin max, youthful offenders, protective custody and special need offenders that are housed in segregation:
 - o provide programs
 - o conduct weekly meetings by the segregation review committee
 - o Conduct monthly meetings with the special management team.
 - o Keep the unit clean and neat by doing sanitation and security checks.
 - o Keep the line of communication open. The unit manager, case manager and other supervisory staff will make rounds daily.

Segregation unit is designed in a tri-pod setting. Each cell has a tray slot available on the door for access to the cell in a secured manner. The unit contains three separate pods with each pod holding up to 45 inmates. Pod (3) contains a handicap shower. The unit is staffed with one control booth officer and one floor officer in each pod. The segregation unit also has two recreation officers who control the recreation in all three pods. The unit has a disciplinary officer who conducts all disciplinary hearings for the facility.

The inmates will receive a copy of the institution's rules and regulations and services and how to access all programs and services. The daily program in the reception & orientation unit (R & O) will include interviews, tests, and other admissions related activities.

SAFETY & SANITATION

Common Living Area

All inmates assigned to a unit are responsible for maintaining the common living area in a clean and sanitary manner. The officer assigned to that unit will see that all materials needed to

carry out this cleaning assignment are provided. If additional materials are needed, the officer will contact the correctional counselor.

- Trash will not be thrown anywhere except in the trash containers provided in each unit.
- Inmate workers will be assigned to each area on a permanent basis to perform the daily cleaning routine of the common area.
- Sufficient workers will be allowed for each shift to provide coverage 7 days a week, 24 hours a day.
- Work details necessary for the sanitation of the unit will be assigned to the worker(s).
- Duties to be performed by inmate workers:
 - All trash will be removed daily.
 - All floors will be swept and wet mopped daily, and as required during the day. Offices closed on weekends and holidays are not included.
 - All toilet bowls, sinks, and showers will be thoroughly cleaned and scrubbed daily.
 - Furniture is to be wiped off daily.
 - Any other condition that the unit officer feels needs to be corrected in order to maintain good sanitary conditions can be assigned.
- The pod officer will be responsible for inspecting twice daily and logging in the time of his or her inspection in the unit logbook which will be reviewed by the correctional counselor and sanitation officer. The unit manager may get approval from the administrative duty officer (ADO) to place your unit on institutional lockdown if your unit does not pass inspection.
- The correctional officer for each unit is responsible for all evaluations of the unit orderlies and yard crew.

Private Living Areas

All inmates are responsible for maintaining their assigned living area in a clean and sanitary manner

- No trash will be allowed to accumulate in cells.
- Hazardous and combustible materials such as boxes, newspapers and magazines will not be allowed to accumulate within the cells.
- All personal belongings must be kept in a neat and orderly manner and must fit in the storage space provided.
- Windows in each cell will remain completely free of any material.
- There will be no writing on the walls.
- Cell inspections will be done daily M-F 8:00 a.m. to ensure inmates are following all rules. These are done by the unit team and additional staff as necessary.

Inspection Guidelines for Other Areas

The following should be used as guidelines in assuring that good housekeeping practices are met.

- All areas will be clean and orderly.

- Lighting, heating and ventilation equipment will function properly.
- No fire or health hazards will be allowed to exist.
- All plumbing equipment including toilet, bathing, washing and laundry facilities should operate properly.
- The floors will be clean, dry and free of hazardous substance.

Vermis and Pest Control

- Inmates will not be allowed to store any perishable foods or other items which entice vermin or produce unsanitary conditions in their living units unless stored in approved sealed containers.
- A service contract with a licensed pest control organization provides for regularly scheduled spraying of the facility. In event of an infestation, the service will be called immediately.
- Monthly reports by the professional pest control contractor are submitted to the safety supervisor who submits copies to the warden and assistant warden.

ANY REVISIONS TO THE INMATE HANDBOOK WILL BE IN THE INMATE HANDBOOK BINDER IN THE HOUSING UNIT AND/O