America's Leader in Partnership Corrections

Memorandum

To: **Jason Woodall, TDOC Deputy Commissioner**

From: **Blair Leibach, Warden**

Date: **February 17, 2017**

Re: **Visitation Handbook Approval**

Be advised Trousdale Turner Correctional Center is requesting **approval** of the attached **Visitation Handbook** amendments.

CCA Staff Representative: _____ Approve ✓ Disapprove_____
TDOC Staff Representative: _____ Approve ✓ Disapprove_____

MESSAGE FROM THE WARDEN

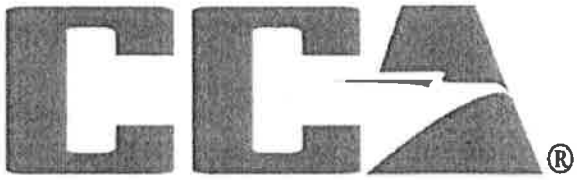
During your visit to the Trousdale Turner Correctional Center, it is my commitment to ensure that you and your friends or relatives are provided an atmosphere that encourages a positive and enjoyable visit. This Visitation Handbook has been designed to help you during your visit. Please read it carefully and adhere to all of the rules and regulations so that your visit will go smoothly for both you and your relative or friend.

The value of outside contact with family and friends is important to both visitor and inmate. By complying with the guidelines contained in this handbook, the privilege of visitation will be maintained in an environment that is satisfactory to all. If my staff or I may assist you as you visit, please let us know.

Respectfully,

Warden
Trousdale Turner Correctional Center

2/21/17
Date



America's Leader in Partnership Corrections

CCA.com

Inmate Handbook For

Visitation

Trousdale Turner Correctional Center

2017-18

CCA/Trousdale Turner Correctional Center

Visitation Handbook

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VISITATION RULES

Visitation for general population inmates is on Saturday, Sunday, and state holidays. Scheduled visitation hours will be posted and provided to each inmate. Mondays are designated for inmates that miss their appointments and must be by appointment.

You must make an appointment 7 days in advance by calling 615-808-0432 from 8 am- 5 pm on Tuesdays.

If the schedule changes, advanced notice will be given to the inmates and will be posted at the pedestrian checkpoint. It is the responsibility of the inmates to notify their visitors of schedule changes. Only four (4) adults are allowed to visit at one time. However, there is no limit on children. Visitors must be considerate and aware of space available. Visitors and inmates will depart visitation in an organized manner at the conclusion of the visit as directed by the visitation staff.
Visitors are required to leave the facility property immediately at the conclusion of visitation. Visitors who receive a visit on the weekend or holiday shall not be permitted a visit on the special week day visitation on Monday evenings.

Visitors may be required to park vehicles in designated parking areas on the institutional lot. All vehicles must be fully locked and secured. In the event a visitor vehicle is found to be unsecured, that visitor will be instructed to leave the visiting area and the visit will be terminated for the remainder of the day.

From time to time the institution shall perform a search of all vehicles entering the property. In such cases, K-9 drug dogs may be used during the vehicle searches. All persons shall be responsible for any contraband items found in their vehicles. In the event contraband is found, local and state law enforcement officials may issue written citations, make arrests or confiscate visitor's vehicles and belongings. It is illegal to possess the following on prison property: alcoholic beverages and any type of medication that cannot be readily identified by being in original containers or producing a prescription. Any visitor found to have either drugs or firearms **(without a valid handgun carry permit)** while on state property may be permanently prohibited from visiting any TDOC facilities. Visitors who are suspected of introducing contraband into the facility may be required to visit in a non-contact booth. In this situation, there will be no physical contact between inmates and visitors.

The visitor process is as follows:

****All applicants may be subject to NCIC background checks.**

1. Inmates may have eight (8) adults and all immediate family members on their visiting list, subject to the Warden's approval. 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 Assistant Warden of Operations. The Warden/designee will approve or disapprove the application. When a visitor is either approved or disapproved, written notice shall be given to the inmate. Visitation

information will only be released to the affected inmate. Facility staff will not disclose status of a visitor application over the telephone. It is the inmate's responsibility to notify the visitor that he/she has been approved/disapproved. Each adult visitor must provide a bonafide picture identification on each visit. Children age six and older shall have a photograph (not a photocopy) attached to their visitor application CR-2152. These photographs will be updated at ages of 10, 14 and 18. Every visitor regardless of age shall have an approved visitation application on file.

2. Any omissions or falsifications of the visitation application and failure to notarize applications for minors will result in denial of the application form. If any falsification of the CR-2152 occurs by a visitor applicant, the visitor applicant shall not be allowed to resubmit a visitor application for a minimum of six months.

3. All visitors under 18 years of age must be accompanied by an approved visitor who is either the child's parent, legal guardian or guardian. The custodial parent or legal guardian must provide a complete and notarized Parental consent/Release for Minor's Visitation Form (CR2152, page 2) which designates permission for the assigned visitor (as guardians) to accompany the child to visit and consent for the child to be searched. The requirements do not apply if a visitor is under the age of 18 and legally married to the inmate they are visiting. Proof of marriage must be provided.

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

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

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

7. The institutional Warden shall impose a waiting period of one (1) year to review the application of visitors who have been removed from an offenders approved visitation list, either by visitor or inmate request, before placing them on the list of another offender, or placing them back on the original offenders list.

8. The length of the visit will depend upon the current schedules and space availability. Should overcrowding occur, visitors who are first that day may be asked to leave to allow for others to visit. When overcrowding occurs, visitors shall be required to remain in the lobby until space is available in the visiting area.

9. Visitors found with contraband which is in violation of the law are subject to being detained for local law enforcement officials for possible arrest as per TCA 39-16-201 and visitation privileges may be suspended. This includes all tobacco products and paraphernalia. **(TDOC Policy 507.01)**

10. Any visitor refusing to submit to any search shall be denied admittance and ordered to leave the property.

11. A visitor, who is arrested, shall be suspended pending disposition of the case which may include any conviction, disposition, e.g., incarceration, probation, or parole. Reinstatement of privileges will require submission of a new application.
12. In all instances where inmates test positive for and/or are in possession of illegal drugs, or refuse to comply with a request for drug screen, in addition to appropriate disciplinary actions, the Warden shall suspend the inmates visitation privileges with the exception of ministries and attorneys, according to the following: first offense – suspension for three (3) months; subsequent offenses – visits shall be suspended for additional three-month periods.

13. No one under the influence of drugs or alcohol will be allowed to visit.

14. Inappropriate or socially unacceptable physical contact will not be allowed between inmates and visitors. Examples include, but are not limited to: a) inflammatory comments; b) profanity/cursing; c) threatening others; d) petting or fondling.

15. Visitors are not allowed to deliver correspondence, money, printed materials, packages or any other item to inmates. Inmates will not take any items back to the housing units unless written approval has been granted by the Warden/designee.

16. Upon arriving into the visitation gallery all visitors will be required to approach the supervisor's podium and present the staff member with their perspective passes. Staff members will retrieve the pass and log all visitors in. Each visitor will be directed as to where they will be required to sit during their visitation time.

17. Visitors are responsible for controlling their children. Children are not allowed to run and play in the main visiting area or on the yard. Disciplining children is strictly up to the VISITOR and not the inmate. Any child under the age of twelve (12) must be accompanied by an adult when using restroom facilities.

18. Visitors may not sit on the inmates lap or vice versa.

19. Inmates will not wear visitor's jackets/coats for any reason.

20. Visitors and inmates may not sit with their legs crossed over each other and couples will not be hugged up while leaning against the walls. Feet are not to be propped in chairs.

21. The visitors and the inmates hands must be in view at all times and may not be underneath the table and/or clothing.

22. Visitors may not leave the visiting area for any reason and return to checkpoint or the parking lot and expect to re-enter the visitation gallery. Once you leave, the visit is considered over for the day.

23. No baby strollers are allowed, except for strollers and wheelchairs used by disabled children.

24. **Inmates are not allowed to wear any jewelry**

25. Visitors and inmates will not be allowed to pass or exchange any items during a visit, including jewelry, clothing, mail or pictures.

26. Institutional property is to be respected. Properly dispose of trash and keep hands off walls and paintings and keep feet off the walls. Children must be controlled while passing through gates and doors. Tables inside the visiting gallery are not to be moved. While visiting at the outside yard area, visitors and inmates are not allowed to sit and/or lie on the ground, nor are they allowed to sit on top of the tables, or lean against the chain-link fence.

27. Inmates who bring personal property to visitation will be sent back to their housing location to leave it there or it will be confiscated.

28. **At any times an inmate may be frisk searched before entering or exiting any room in the visitation gallery. Inmates will be strip searched upon leaving the visitation gallery.**

29. Inmates and visitors shall remain seated during visits at all times except for the purpose of using the restroom. However, visitors are allowed to make purchases from vending machines for the inmate. Children shall not be allowed to use the vending machines unless accompanied by a parent or legal guardian.

30. Visitors must remain a minimum of ten (10) feet from inmate restroom and strip room.

31. Visitors and inmates may briefly engage in a kiss and embrace with their visitors as they meet at the beginning of the visitation session and again at the conclusion of the session. No excessive, inappropriate kissing or rubbing/touching will be allowed.

32. Non-contact visiting of inmate may be authorized by the Warden/designee in accordance with TDOC Policy 507.01.1.

33. Inmates who accompany their visitor to the vending machine must remain behind the red line from each machine.

34. Handcuff keys are not allowed.

35. CCA/Trousdale Turner Correctional Center is a tobacco free facility. The possession/use of tobacco products is strictly prohibited.

VISITOR DRESS CODE

1. Clothing shall fit in an appropriate manner, clothing appearing to be too large or too small for the wearer which creates obvious gaps or exposure, or would present a hazard to the wearer will be rejected.

2. Visitors must wear appropriate undergarments at all times.

3. No outer garments manufactured from spandex or spandex-type material allowed.

4. No transparent or translucent clothing allowed.

5. Shoes must be worn at all times to provide basic foot protection. Open toed shoes and/or sandals with a back strap must be worn. Steel-toed shoes, shower shoes and flip-flops are prohibited.

6. No tight/body clinging/revealing clothing allowed.

7. No worn or tattered clothing with holes allowed.

8. Shorts or skirts/dresses are permitted provided the leg is covered to within three (3) inches above the knee in a standing position with the garment worn in the position in which it is intended to be worn. No excessive or revealing splits, buttons or zippers in dresses will be authorized. No wrap-around skirts/dresses. Sundresses, backless, and low cut clothing will not be allowed. Midriff must be covered at all times. No sleeveless shirts or blouses. Cut off shorts are not permitted.

9. Clothing with logos that contain pictures, slogans or vulgarity, or contain signs or symbols of security threat groups (such as gang-related) or any clothing determined by the officer to be associated with security threat groups is not allowed. The association may be made by color combination, designs or logos affixed to the clothing or how the clothing is being worn. No beer advertisements. No camouflage attire allowed.

10. No halters, tube or tank tops, all apparel must have sleeves.

11. No sweat pants, stirrup pants or leggings allowed.

12. No bandannas or hat/caps. During winter months visitors will be allowed to dress appropriately, however, an excessive amount of clothing will not be permitted. For example, a person would be allowed to wear an undershirt, a long sleeve shirt, and a sweater, but more than one sweater or more than one pair of pants would be considered unacceptable.

13. **Any items/materials that may cause a visitor not to clear the metal detector, including but not limited to, prosthesis, artificial limbs (plastic or other substances), and cardiac pacemakers and defibrillators shall be allowed. However, the visitor must present a doctor's verification on letterhead to the check point officer before be allowed to visit. You will not be allowed entry into the visitation gallery without a doctor's verification.**

14. Visitors are expected to conduct themselves in such a manner that their behavior is not offensive to other visitors, inmates or employees. Visits may be terminated or denied by the on-duty shift supervisor for reasons including, but not limited to, the following:

    a. Visitor is not on approved visitation list.
    b. **Visitor refuses to show appropriate and approved form of ID.**
    c. Visitor refused to submit to a frisk search or vehicle search.
    d. Visitor is under the influence of drugs or alcohol.
    e. Insufficient space for visiting or is not the inmates designated visiting period. f. Improper dress.
    g. Inflammatory comments, profanity, cursing or threatening other inmates, visitors or employees.
    h. Pushing or attempting to strike others.
    i. Horse-playing.
    j. Harassment of inmates, visitors or employees.
    k. Attempting to bring in items which are not permitted or leaving items which are not permitted.
    l. Excessive necking, petting or fondling.
    m. Failure to control children.
    n. The inability to clear the metal detector. Exceptions will be made for visitors whom have a medical reason to indicate that they are unable to clear the metal detector. The visitor may be required to provide proof from the doctor indicating foreign metal in the body.
    o. **Visitors are not allowed to wear any jewelry other than wedding bands**

If visitors are unable to clear the metal detector they will not be allowed in the visitation gallery. If undergarments (i.e. underwire bras) set off the metal detector you will not be allowed to visit. It is recommended that bras without wire (sports bra) are worn.

Additionally, if clothing with rivets or buttons (i.e. jeans) set off the metal detector visitors will not be allowed in the visitation gallery.

ITEMS ALLOWED BY VISITORS

1. **Neither wallet nor purse is permitted in the facility. All money must be applied to debit card in the lobby area before clearing checkpoint.** All food and beverage purchases from vending machines will be purchased by the use of a debit/check card. Visitors can purchase a debit card for $2 (first time purchases require a $5 bill), inside the facility lobby.

2. Visitor(s) may also bring baby items to include diapers (three) maximum, baby wipes (only an adequate number of wipes to accommodate three diaper changes), plastic baby bottles (two maximum), factory sealed baby food (plastic container only) not to exceed feedings, plastic spoon and one pacifier.

3. Identification with photograph issued by a local state or federal agency is required. **An original or copy of a birth certificate is required for all children to visit.**

4. Car keys; preferably door key and/or locking mechanism, glasses, one (1) watch, wedding ring(s), one (1) other ring and ear ring(s).

INMATE DRESS

TDOC uniform will be the only clothing inmates will be allowed to wear to access visitation. Only one plain white T-shirt may be worn under the TDOC shirt, which must be worn and cannot be removed in the visitation area. No excessive clothing will be allowed such as wearing sweat pants under the TDOC pants. Inmates are not permitted to wear long underwear during visits. No head coverings will be allowed during visitation other than approved religious items. The white TDOC stripe must be clearly visible and no bleached or cut pants will be allowed. All clothing must be in good repair with no holes, patches or alterations. Pants must be worn around the waist and the shirt buttoned and tucked in. Coats will not be allowed to be worn to visitation. CCA/TTCC staff is not responsible for loss of property. **Inmates must wear state issued boots to the visitation gallery. If you are out of compliance with the dress code for the visitation gallery your visit will be canceled and you will receive a disciplinary report.**

ITEMS ALLOWED BY INMATES

1. Identification card/housing wristband and facility pass if applicable.
2. Wedding band only. **No other jewelry nor watches are approved**

SPECIAL VISITS

A special visit may not be approved if the intended visitor is on another inmate's visitation list unless the inmate is an immediate family member, as defined in TDO Policy 507.01 Visitation.

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

The request may be denied by the Warden/designee, depending on the visitors' criminal record, recent criminal activity, or if the visitor is a current or former CCA or TDOC employee as defined in TDOC Policy 507.01 Visitation.

Requests for special visits must be completed by the inmate and received by the Assistant Warden of Operations at least seven (7) days prior to the intended visit date. Notification of the inmate regarding the approval/disapproval will be made by the Assistant Warden of Operations.

Attorney visits may occur during normal business hours (8:00 am – 5:00 pm, Monday – Friday) to include attorneys and their representatives (i.e. investigators, paralegal, law students, etc.) in reasonable numbers. The Warden/designee must be notified 24 hours in advance of an intended visit, unless it can be shown that such notice was not possible.

Each attorney must present **attorney number** as evidence of his/her license to practice law, to include a state bar membership card and matching identification, such as driver's license. All attorney briefcases, etc…, must be searched in order to prevent possible introduction of contraband.

PROPERTY

Inmates may not send out property through visitation.

TITLE VI – CIVIL RIGHTS ACT

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.

An inmate alleging discrimination based on race, color, or national origin in the delivery of any services or program may file a complaint. All such complaints must be filed within one hundred eighty (180) days of the occurrence of the alleged discriminatory act. Inmates should utilize the Inmate Grievance Procedures, 501.01, to resolve a complaint alleging a violation under Title VI; however, complaints may be filed with other appropriate agencies such as the Tennessee Human Rights Commission, U.S. Department of Justice, etc.

The Title VI Coordinator for Trousdale Turner Correctional Center is the Assistant Warden of Programs, Yolanda Pittman.

Tennessee Human Rights Commission
Central Office
Andrew Jackson Building
710 James Robertson Parkway, Suite 100
Nashville, Tennessee 37243-1219
1-800-251-3589

U.S. Department of Justice
Office of Justice Program
Office for Civil Rights (OCR)
810 7th Street NW
Washington, DC 20531

DIRECTIONS TO TROUSDALE TURNER CORRECTIONAL CENTER

If coming from Nashville, TN, travel Interstate 40 (I-40) East to Exit #239B to merge onto Sparta Pike toward Lebanon, TN. Merge onto US-70 W/Sparta Pike. Turn right onto TN-141

W/Hartsville Pike. Turn Right onto East Main Street. Slight Right onto TN-25 E/E McMurry Blvd. Turn Right onto Starlight Rd. Turn Left onto Four Lake Regional Blvd. Turn Right onto Trousdale Way. Turn Right onto Sumner Way. Slight Left onto Wilson Way. Trousdale Turner Correctional Center is straight ahead.

If coming from Knoxville, TN, travel Interstate 40 (I-40) West to Exit #258 for TN-53 N/Gordonsville Hwy. Continue onto TN-25 E/TN-25 Bypass. Turn Left onto Starlight Rd. Turn Left onto Four Lake Regional Blvd. Turn Right onto Trousdale Way. Turn Right onto Sumner Way. Slight Left onto Wilson Way. Trousdale Turner Correctional Center is straight ahead.

If coming from Memphis, travel Interstate 40 (I-40) East to Exit #239B to merge onto Sparta Pike toward Lebanon, TN. Merge onto US-70 W/Sparta Pike. Turn right onto TN-141 W/Hartsville Pike. Turn Right onto East Main Street. Slight Right onto TN-25 E/E McMurry Blvd. Turn Right onto Starlight Rd. Turn Left onto Four Lake Regional Blvd. Turn Right onto Trousdale Way. Turn Right onto Sumner Way. Slight Left onto Wilson Way. Trousdale Turner Correctional Center is straight ahead.

PHYSICAL ADDRESS

Trousdale Turner Correctional Center
140 Macon Way
Hartsville, TN 37074

MAILING ADDRESS

Trousdale Turner Correctional Center
140 Macon Way
Hartsville, TN 37074

CCA/Trousdale Turner Correctional Center

VISITATION SCHEDULE

All visitation schedules are subject to change. Our letters rotate every three months. Schedule 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 in all areas are 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 segregation (pending hearing, pending investigation, administrative segregation, protective custody and punitive segregation) shall be non-contact. Punitively segregated inmates will not be allowed to visit.

SATURDAY AND SUNDAYS

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.**

ANY DISRESPECT OR RULE VIOLATIONYOU WILL BE WRITTEN UP AND YOUR VISIT WILL BE CANCELLED AND/OR SUSPENDED

ABOUT TTCC VISITING GALLERY

Each visitor is processed through our checkpoint area. Once each visitor has properly cleared out metal detector, they are thoroughly pat searched and hand stamped. Visitors are then escorted to our visitation gallery where they will be directed by visitation staff members as to where they will be required to sit during their visitation time.

Restroom

It is recommended you use the restrooms located at the checkpoint area. Both men's and women's visitor restrooms are located at the back of our large visitation gallery.

America's Leader in Partnership Corrections

Memorandum

To: Inmate population

From: Warden Leibach

Date: May 10, 2016

Re: Inmates administrative sanction

Effective May 23, 2016 – Inmates found guilty of the following disciplinary offenses will be reviewed by the warden for assignment to non-contact visitation. The mandatory non-contact visitation will take place after 90 days no visit per TDOC policy.

- Possession of a Weapon
- Possession of Drugs
- Possession of a cell phone and/or cell phone accessories (battery, Bluetooth, and/or charger)
- Possession of cash money
- Exposure
- Positive UA
- Assault with a weapon (staff and inmate)
- Assault without a weapon (staff and inmate)
- Threatening staff
- Inmates found out of place/unauthorized area

The warden's review and assignment of non-contact visitation is not a disciplinary sanction, it is an administrative sanction based on inmates behavior that creates a risk to the public and the safety and security of the facility in the visitation gallery. Non-contact visitation may be imposed up to one year, the inmate can request to be reviewed again after six months if the inmate has remained disciplinary free.

KEY STAFF

Blair Leibach, Warden
Jerry Wardlow, Assistant Warden of Operations
Yolanda Pittman, Assistant Warden of Treatment/ Programs
Andrew Jones, Assistant Warden of institutional Services
Johanna Veal, Chief of Unit Management
David Cleek, Assistant Chief of Security

PHYSICAL ADDRESS

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