



MEMO

TO: David Sexton, Assistant Commissioner of Prisons

FROM: Shawn Phillips, Warden

DATE: May 9, 2018

SUBJECT: Northwest Correctional Complex Visitor's Handbook

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

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

APPROVED DISAPPROVED


 Shawn Phillips
 Warden


 Date

APPROVED DISAPPROVED


 David Sexton
 Assistant Commissioner of Prisons


 Date

SP/bls

Attachment: Visitor's Handbook



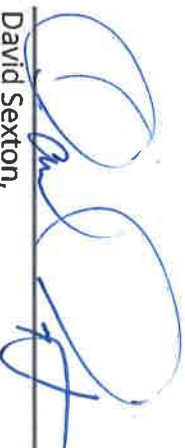
Welcome to Northwest Correctional Complex

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

In an adult correctional facility certain guidelines are a necessity to assure the proper atmosphere for your visit and to assure the safety and security of the institution. The Visitor's Handbook will outline those guidelines. If you have questions about any part of the Visitor's Handbook, please ask one of the visitation staff.

We trust your visit will be a pleasant one.


Shawn Phillips, Warden
Date 5/10/18


David Sexton,
Assistant Commissioner of Prisons
Date 5/11/18



Northwest Correctional Complex

April 2018

Visitor's Handbook

Shawn Phillips, Warden

Northwest Correctional Complex
960 State Route 212
Tiptonville, TN 38079

Telephone: (731) 253-5000

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General Visitation Rules

1. Any visitor found to have in their possession drugs, alcohol, or weapons may be permanently prohibited from visiting at any TDOC facility. Visitors having prescription drugs on state property must have the drugs in the prescription bottle or have a copy of the prescription with them, and must be left in secured vehicle. **NORTHWEST CORRECTIONAL COMPLEX IS A TOBACCO-FREE FACILITY.**

2. A person legally authorized to possess a firearm may transport and safely store a firearm or ammunition in a locked motor vehicle or locked container securely attached to the vehicle while on or utilizing the designated facility parking area. The firearm/ammunition shall be kept out of ordinary observation. Introduction of contraband or failure to secure your authorized firearm(s) and/or ammunition could cause your visiting privileges to be suspended.

3. Inmates shall be responsible for ensuring that their visit is conducted in an orderly manner in compliance with the rules and regulations set forth by the Tennessee Department of Correction (TDOC) and the institution, Northwest Correctional Complex (NWCX). Failure to follow visitation rules may result in disciplinary action, suspension of visitation privileges, or both.

You can find lodging accommodations in the immediate area however, they may be seasonal; call ahead for availability.

Boyette's Motel 731-253-6523
30 Boyette Road
Tiptonville, TN

Reelfoot Inn 731-253-6845
1520 State Route 21E
Tiptonville, TN

Reelfoot Outdoors 731-253-3203
3330 Route 21 E
Tiptonville, TN

Cypress Point Resort 731-253-6654
3535 State Route 21 E
Tiptonville, TN

TDOC/Facility handbooks will be available at:
<http://tn.gov/correction>



312 Rosa L. Parks Ave. 23rd Floor
Nashville, TN 37243-1102

U.S. Department of Justice
Civil Rights Division

Federal Coordination and Compliance Section, NWB
950 Pennsylvania Ave., N.W.
Washington, DC 20530

Directions to Northwest Correctional Complex

From Memphis, Tn

From Hwy-51N to Hwy 78 turn left on Hwy 78

Slight left onto State Route 212 – ends at NWCX

From Nashville, TN

Take I-40W to Hwy 412, exit 79

Keep left onto us 412, turn right on Hollywood Drive

Keep left for 155, take exit 13 onto HWY 78

Slight left onto State Route 212 – ends at NWCX

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

Taxi Services

There is no taxi or bus service in Tiptonville, TN. Commercial bus carriers have regularly scheduled runs arriving daily to Dyersburg and Union City. Taxi service and car rental agencies are available in these cities.

Lodging Accommodations



4. Trash cans are provided throughout the visitation gallery. It is the responsibility of the visitor and/or inmates to clean up their own trash.

5. Visitors shall not be allowed to deliver packages, correspondence, pictures, or printed materials to inmates. All such items must be mailed.

6. Inmates will not be allowed to send anything out of the visiting area with visitors unless it has been preapproved. Written permission must be presented to the checkpoint officer when leaving visitation.

Visitation Schedule

The visiting schedule for Northwest Correctional Complex is as follows:

1. *General Population* visiting hours are 8:30 a.m. – 3:30 p.m. on Saturday, Sunday and designated state holidays (**see below)
Non-Contact 1 hr. visits 8:30 a.m. – 11:30 a.m.

Maximum Custody and Protective Custody visits 8:30 a.m. – 11:30 a.m. 1 hr. visit only, non-contact, every other week, 2 visitors allowed.

Close Custody 8:30 a.m. – 11:30 a.m. 1 hr. visit only

**State Holidays visitation days: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. (Visitation on additional days accompanying Thanksgiving Day and Christmas Day will be determined by the Commissioner.)

2. General Population - Friday evening 6:30 p.m. - 8:30 p.m. by appointment only. Friday visits can be scheduled through the AWS's office 731-253-5130. Friday evening visitation is limited to visitors who are unable to come on the weekend and must be scheduled no later than 12:00 p.m. on Wednesday. Verification must be provided as to why you cannot visit on weekends, i.e. under a doctor's care, have to work both Saturday and Sunday, etc.

3. Visitation processing will stop from 11:15 a.m. - 12:45 p.m. or until formal count has been cleared. Visitors arriving at the institution during count time will be required to leave institutional grounds, but may return after 12:45 p.m. to be processed for their visit. No visitors will be admitted after 1:30 p.m.

4. Visits are limited to a minimum of two hours on high volume visitation days, where space becomes an issue, visits may be terminated on a first-come, first-to-leave basis; exceptions will be made for visitors who have

W.R.A.P can be reached by using the ITS system and dialing *9555 or by calling 1-800-848-0298 from outside the prison.

Title VI of the Civil Rights Act of 1964

Title VI of the Civil Rights Act of 1964 states that "No person in the United States shall, on the grounds 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." It requires federally assisted programs to be free of discrimination and the TDOC requires that all its services be offered equally to eligible persons regardless of race, color, or national origin.

A person alleging discrimination based on race, color, or national origin, in the delivery of any service or program, may file a complaint with TDOC. All such complaints must be filed within one hundred eighty (180) days of the occurrence of the alleged discriminatory act via letter to the Associate Warden of Treatment at Northwest Correctional Complex, or to other appropriate agencies, such as the Tennessee Human Rights Commission, U.S. Department of Justice, etc. Addresses are listed below:

Steve Jones, AWT
Northwest Correctional Complex
960 State Route 212
Tiptonville, TN 38079

TN Human Rights Commission
Title VI Compliance Program

sexual abuse/sexual harassment within its facilities.

Sexual misconduct includes but is not limited to the following:

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

Individuals wishing to report criminal activity in writing may direct correspondence to:

Tennessee Department of Correction
Director of Investigations and Compliance
Rachel Jackson Building, Sixth Floor
Nashville, TN 32743-0465

The Wo/Men's Resources and Rape Assistance Program Center (WRAP) of Jackson has a Memorandum of Understanding with Northwest Correctional Complex to provide confidential crisis counseling to victims suffering from sexual assault. Their mailing address is:
W.R.A.P- Wo/Men's Resource and Rape Assistance
512 Roland Avenue
Jackson, TN 38301

traveled over 200 miles and who visit infrequently.

5. There will be no visitation for inmates on Punitive Segregation and inmates on Pending Protective Custody.
6. Juveniles Visitation 9:00 a.m. - 11:00a.m.
All juvenile visits must be scheduled through the AWT's Office 731-253-5212. All visitors arriving after 9:30 a.m. to visit with a juvenile will not be admitted.

Proper Identification

All visitors must register upon entering the institution at checkpoint. Visitors must sign into the visitor logbook. (License plate number will be required when signing logbook.) All visitors, regardless of age, must show current and valid identification before they will be permitted to visit. All identifications, for persons 16 and older, must be a state government-issued photo ID and must be current.

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

2. Social Security cards or an expired driver's license are not considered acceptable identification.

Visitation Application Process

All visitors, regardless of age, must have an approved Visitation Application (CR-2152) with current photo and any necessary documentation (notary form, birth certificate, marriage license, etc.) on file before they can be admitted into the visitation area. It can take up to 30 days for an application to be processed.

All sections of the CR-2152 shall be completed. A driver's license number or state ID number is required. **If any falsification of the visitation form occurs by a visitor applicant, the visitor applicant shall not be allowed to resubmit a Visitation Application (CR-2152) for a minimum of six months.**

1. Approval of visitors shall be at the Warden's discretion, in accordance with the following guidelines:
 - a. All immediate family members who apply and eight (8) additional adults may be approved to visit an inmate upon receipt of a Visitation Application (CR-2152). Maximum Security inmates may visit with immediate family only.
 - b. Four (4) adults plus children are permitted to visit an inmate at one time.

identify you by PIN number and you may remain anonymous.

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

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

Staff/Inmate Misconduct: No relationship is permitted between and offender and a staff member other than a strictly professional relationship. Fraternization, business transactions, favors, contraband, social associations, romance, and friendships are prohibited. Inmates who have information involving criminal activity of any type may report this information by using the ITS system and dialing *9111. The ITS system will not identify you by PIN number and you may remain anonymous.

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

In the event of inclement weather, outside visitation may be canceled. When inclement weather occurs after outside visitation has begun, inmates and visitors using the outside area will be allowed to move to the inside visitation area. All food must remain outside on the picnic tables. There will be no food allowed inside. Once you decide to continue the visit inside you cannot return back outside, regardless of the rain stopping. You will be allowed to collect your items upon your departure.

Failure to follow rules can result in the loss of outside privileges. This area has been established as a privilege for inmates and visitors. Northwest Correctional Complex asks that everyone cooperate and comply with these rules and procedures.

Prison Rape Elimination Act (PREA)

It is the policy of the TDOC and NWCX to provide a safe, humane, and secure environment, free from threat of sexual abuse and sexual harassment for all inmates, by maintaining a program of prevention, detection, response, investigation, and tracking of all alleged and substantiated sexual assaults and sexual harassment. TDOC and NCCX have zero tolerance for incidences of sexual abuse and sexual harassment within its facilities.

Inmates who have information involving PREA activity of any type may report this information by using the Inmates Telephone System (ITS), and dialing *9222. The ITS will not

c. All applications must be updated every two years with current photo and any necessary documentation.

d. Children under 18 years of age may visit; however, a CR-2152 with recent photograph must be on file along with a **completed and notarized** Parental Consent/Release form (CR-2152 page 2). A Parental Consent/Release form gives permission from the custodial parent or legal guardian to have the child brought in by an escort who may bring the minor child in to visit as long as they themselves are on the inmate's approved visitation list. A Parental Consent/Release form also gives visitation staff permission to search the minor child. Although identification is not required for children under the age of 16 years, a copy of the minor's birth certificate and/or legal documentation showing proof of custody **MUST** be on file for any minor child under the age of 18. If a minor under the age of 18 is married to the inmate, they do not need to have a completed Parental/Consent form; however, a copy of the marriage certificate will be required.



- e. Visitors may not be placed on more than one (1) inmate's visiting list unless they are immediate family.
- f. Any visitor who has visited and who has been taken off the visiting list of an inmate at any institution shall be required to wait one (1) year before being processed to visit another inmate. The Warden may make an exception only if the inmate is immediate family.
- g. Inmates who are punitive, pending investigation (PI), or protective services investigation (PSI) will not be allowed to visit.
- h. Inmates placed on transit status will only be allowed visitation after two (2) weeks and may only be visited by immediate family; these visits will be non-contact visits.
- i. Inmates classified as close security will have a 1 hour visit only.
- j. Inmates classified as maximum security will have a 1 hour visit, and will be non-contact. Due to the lack of space, only two persons will be permitted to visit at one time. Only immediate family members are permitted to visit.



- 7. Pre-sliced sandwich/burger toppings: lettuce, tomatoes, onions, pickles (must be in zip lock bags)
- 8. Styrofoam cooler (36 quart or smaller) and 1 plastic bag (18 inches or smaller)
No other coolers, bags or containers will be allowed.
- 9. Plastic spatula (1); 1 plastic knife, fork and/or spoon per individual. Paper or plastic plates and plastic or Styrofoam cups (1 cup per person), 1 package of napkins **or** 1 roll of paper towels (unopened).
- 10. All meats have to be pre-packaged and commercially factory sealed. Only THREE (3) of the following meats are allowed: (not to exceed 2 lbs.)
Pre-patted hamburger meat, hotdogs, polish sausage, Italian sausage, steaks, chicken breasts, pork chops, fish (filets only) **ALL MEATS MUST BE BONELESS.**

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

Sodas chips and sweets must be purchased from vending machine provided in visitation area. You may not enter the restrooms with food or drink. Please limit the amount of food to what the visitors and inmate may consume during the visit. Excessive amounts of food or condiments will not be allowed. Tablecloths are not allowed. Inmates will not be allowed to take food back to their housing units.

Anyone wishing to cook out should arrive at the NRU Checkpoint no later than 1:30 p.m.

available from the checkpoint officer and listed below.

Schedule for cooking:

April	Saturday only
May	Sunday only
June	Saturday only
July	Sunday only
August	Saturday only
September	Sunday only
October	Saturday only

The following is a list of approved items visitors will be allowed to bring for use in the picnic/visitation area at NRU. No glass containers are allowed. Items that aren't on this list: will not be allowed.

1. Hamburger buns, hotdog buns and sandwich bread (limit two (2) 8 count packs in any combination).
2. Condiments: ketchup, mustard mayonnaise, hot sauce, steak sauce, barbecue sauce, etc. (factory sealed, unopened plastic clear container 20 oz. or smaller). You may choose three (3) different condiments only.
3. Salt and pepper packets (similar to those served in fast food/carryout restaurants).
4. Cheese: 1 factory sealed package of individually sealed slices. (Limit 24 oz.)
5. Charcoal: 1 factory sealed, unopened 8 lb. bag ("Match Light" or other self-igniting charcoal.) Visitation staff will light the charcoal.
6. Ice – 1 bag / Aluminum foil – 1 roll (25 feet or smaller and

2. Any person the Warden determines could have a harmful influence on the inmate and/or may constitute a threat to the security of the institution shall not be approved for visitation.

Visitors with prior felony convictions- Only immediate family members may submit a visitation application for approval six (6) months following release from incarceration or placement on probation/community corrections or parole supervision. A written consent of supervising officer/counselor is required.

3. Current or former employees of TDOC, TRICOR, or contract agencies (in Tennessee), interns, and practicum students shall not be approved unless they are immediate family members of the inmate.
 - a. If the person's separation from TDOC service was due to a violation of state law, e.g., trafficking in contraband whether or not prosecution occurred, visitation requests will not be considered, even if the employee has become an immediate family member.
 - b. If the person's separation from TDOC service was the result of a violation of TDOC Policy #305.03, Employee/Offender Interaction, visitation requests will not be considered, even if the



employee has become an immediate family member.

c. If a person's separation from TDOC service was voluntary and not due to the events as described above, the individual may submit an application for consideration after forty-eight (48) months from the date of TDOC separation.

d. If a person's separation from TDOC service was completely voluntary with no policy violation and the person is currently married to the inmate, visitation requests shall not be considered for a period of 12 months from the date of marriage to the inmate, or for a period of 48 months from the date of TDOC separation. If the employee worked at the facility where visitation would occur, visitation will not be allowed.

e. Former TDOC employees on a visitation list as of October 1998 shall be allowed to remain on the list.

Immediate family: Mother, father, husband, wife, son, daughter, grandchild, brother, sister, grandmother, grandfather, half-siblings, son-in-law, daughter-in-law, sister-in-law, brother-in-law, mother-in-law, father-in-law, and step-parents.



termination of a visit.

k. ANY DISCIPLINE OF A CHILD AND/OR CHILDREN SHALL BE VERBAL ONLY AND MAY BE IMPOSED ONLY BY THE ACCOMPANYING ADULT VISITOR WHO IS CUSTODIAL PARENT/LEGAL GUARDIAN OR APPROVED ESCORT LISTED ON THE PARENTAL CONSENT/RELEASE FORM.

Outside Visitation NRU Picnic Area for NRU population only!

The outside visitation area has been established as a privilege for inmates and visitors. Failure to follow the outside visitation rules will result in a loss of outside privileges.

The outside area will not be available to any inmate convicted of a Class A disciplinary infraction; there will be a 2 month suspension from outside visits.

On non-cookout day: You may choose to have an outside visit day (without cooking out), based on space availability and if we have ample staff to open the area.

The outside visitation picnic area will be open to the NRU population only, weather permitting during the approved outside visitation schedule listed below. Approved food items for the picnic area will be announced annually by memorandum from the Warden prior to the opening of outside visitation. Only those items specified by the warden will be allowed. A Current list of the approved items is



- restrooms, and any other area outside the immediate area in which the visit is being conducted by the custodial parent, legal guardian, or approved escort listed on the Parental Consent/Release form, not the inmate.
- b. Children shall be escorted from the checkpoint area to the parking lot and vice versa, by the custodial parent, legal guardian, or the approved escort listed on the Parental Consent/Release form.
- c. Children shall not be allowed to remain in vehicles unattended.
- d. Children shall not be allowed to play or interact with any inmates not being visited by such child/children. No inmate shall be allowed to play with, carry, or hold any child/children belonging to other inmates or visitors and not belonging to that particular inmate or his personal visitor(s).
- e. Children are not permitted to run, wrestle, or climb on chairs, window sills, or tables. Children are not allowed to crawl on the floor of the visitation gallery.
- f. Diapers or soiled clothing must be changed in the visitation bathroom, not in the visitation gallery or in the children's playroom.
- g. No toys, books, games, movies, or crayons will be permitted to leave the playroom area.
- h. No throwing or breaking toys.
- i. No writing on walls, tables, chairs, or floors.
- j. Boisterous, disruptive behavior or failure to follow visitation rules shall be sufficient grounds for



Legal Guardian: A person appointed by the court to provide partial or full supervision, protection, and assistance of the minor child, as evidenced by a certified copy of a court order.

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

Searches

All visitors and vehicles are subject to search. Refusal to submit to any type of search shall be sufficient grounds to deny a visit and may result in suspension of visitation privileges. Visitors are responsible for making sure their vehicles are locked and secured. Drug K-9s may be used during vehicle searches.

1. Visitors at this facility will be frisk-searched before being allowed admittance into the visiting area.
2. All items in their possession shall also be searched.
3. Visitors may be randomly searched or searched for probable cause anytime during their visit.

All searches shall be in compliance with TDOC Policy #506.06, Searches.

Appropriate Clothing for Visitation

1. All visitors shall dress in an appropriate manner and be

- worn in the position the garment is intended to be worn. No sagging pants of any kind will be allowed.
- a. Shoes are required for entrance and shall be worn throughout visiting period by all visitors. Flip flops of any style, shower shoes, house slippers, sock shoes, moccasins, high heel stiletto's and steel-toed shoes are not permitted. (Allowances can be made for infants and those with valid medical conditions; a doctor's note may be required.)
 - b. Halter tops and tank tops are not allowed.
 - c. Sleeveless shirts (sleeve must be 4") and sundresses are not allowed (allowances may be made for children under the age of 10).
 - d. Split, Zip-up, button-up, snap-up wrap around, backless or low cut skirts or dresses and/or shirts are not permitted.
 - e. Clothing exposing a bare chest or midriff is not allowed.
 - f. Clothing that is transparent or translucent in nature is not allowed.
 - g. No camouflage attire. (Fabric or a garment dyed in splotches of green, brown, tan, and/or black, so as to make the wearer indistinguishable from the surrounding environment.)
 - h. Shorts, skirts, and dresses may be worn, but can be no shorter than 3 inches above the knee. Any slits in a dress and/or skirt, regardless of location, cannot exceed three inches above the knee.
 - i. Visitors may not wear excessive clothes, such as two

3. Visiting privileges may be suspended for up to (6) months by the Warden if:
 - a. Upon reviewing a denial/termination, he/she feels it is warranted.
 - b. During the visit, it becomes apparent that the visitor and/or the inmate have become intoxicated.
 - c. Visitor and/or inmate repeatedly violate visiting rules.
 - d. Visitor continually fails to control children.
 - e. Visitor will not, after a verbal warning, refrain from unacceptable physical contact.
 - f. Visitor refuses a frisk-search (or strip search if with good cause.
4. Physical contact shall be restricted to a brief embrace and kiss at the beginning and the end of each visit. Inmates and visitors shall not engage in undue physical contact, i.e., caressing, kissing, lap-sitting, entwining of the legs, etc. Open-mouth kissing is not allowed.
5. **Children In Visitation**
 - a. Children shall be kept under the constant supervision of the custodial parent, legal guardian, or approved escort listed on the Parental Consent/Release form at all times.
 - a. Children shall be accompanied to play areas,



Denial/Suspension of Visits

A visitor's access to the Visitation Gallery is through checkpoint. If a visitor leaves the visiting area for any reason, the visit will be considered terminated for the day.

1. Any visitor may be denied entry into visiting and for any reason including but not limited to:
 - a. Refusing or unable to show proper identification.
 - b. Refusing to submit to a search.
 - c. Appearing to be under the influence of drugs or alcohol.
 - d. Possession of contraband.
 - e. Inappropriate dress.
 - f. Displaying of Security Threat Group (STG and/or gang-related) symbols or affiliation.
2. Visits may be terminated by the visitation supervisor; however, less restrictive measures may be used, such as warning the inmate and/or the visitor(s) or placing the inmate and/or visitor in assigned seat(s). Examples of reasons for warnings or termination of visits include, but are not limited to the following:
 - a. Inmates or visitors who violate visitation conduct rules.
 - b. Failure by visitors to control their children.
 - c. Visitor and inmate engage in unacceptable physical contact.



pairs of pants or an extra shirt under their top layer of clothes.

- j. No spandex or clothing made of spandex material. No yoga pants, no knit pants. No hip huggers or low riders will be allowed. No coveralls will be allowed. No long Johns or insulated underwear.
- k. Clothing must fit properly. No skin-tight clothing or clothing that is worn too small in size. No overly baggy clothing or clothing that is too large in size.
- l. No sweatshirts with hoods.
- m. Visitors MUST wear undergarments. Slips are required when dresses or skirts are worn. No thongs or water bras will be allowed. White undershirts may only be worn as an undergarment.
- n. Worn or tattered clothes with holes will not be allowed.
- o. No bandanas, do-rags, or stocking caps will be permitted.
- p. Arts and craft items will not be allowed (this includes jewelry).
- q. Clothes with logos that contain pictures, slogans, vulgarity, or contain signs or symbols of a Security Threat Group (STG) or any clothing determined by the processing officer to be associated with any STG will not be allowed. The association may be made by color combination, designs, or logos affixed to the clothing, or the manner in which the clothing is worn.
- r. Clothing must be worn appropriately throughout



- s. If a visitor is wearing an adult diaper or feminine hygiene product, it must be changed in the presence of visitation staff. (Allowances can be made for those with valid medical conditions; a doctor's note may be required.)
- t. No excessive jewelry - only 1 ring and 1 watch allowed.
- u. No electronic devices of any type including cell phone watches of any kind. No Fitbits. No Bluetooth capable devices of any kind.
- v. **A clothing item that was denied cannot be altered to gain entrance into the institution.**

Items Permitted Passed Checkpoint

1. Entrance ID
2. One car key (to allow admittance back into your vehicle).
3. ****Debitek card** (purchased at checkpoint and used to purchase items from vending machines)
4. No sunglasses will be permitted *unless* prescribed by a doctor. (Must have valid doctor's note with you)
5. Prosthesis, artificial limbs (plastic or other substances), and cardiac pacemakers/defibrillators shall be allowed. (Visitor may be required to present doctor's note and are subject to search/inspection.)
6. Crutches, wheelchairs, and walkers shall be allowed. (Visitor may be required to present doctor's note and are subject to search/inspection.)
7. Jackets may be worn. Gloves, mittens, scarves, leg



- warmers, ear-muffs, and snow pants are not allowed past checkpoint and must be left in the vehicle.
- 8. Visitors with an infant may bring the following into the visitation area:
 - a. Two (2) diapers
 - b. Baby wipes in clear plastic container
 - c. One (1) clear plastic baby feeding bottle
 - d. Powder baby formula in clear plastic bag, not to exceed amount for two feedings
 - e. Baby food - 2 sealed containers (plastic is required)
 - f. Infant blanket: 1 small (padded/quilted blankets not allowed)
 - g. Plastic spoon (1)
 - h. 1 empty sippy cup (must be clear)

****Debitek cards** can be purchased at checkpoint. The first time you purchase the Debitek card, you must use a \$5 bill (\$2.00 for the cost of the card and the remaining \$3.00 will be placed on the card's balance). Once you have purchased the card, you can place up to a \$50.00 balance on it; for this the machine will take \$1, \$5, \$10, or \$20 bills. TDOC is not responsible for any lost or stolen Debitek Cards. Any reimbursement of money must be requested through the vendor. Forms are available through Visitation staff. Inmates who visit non-contact will not be permitted to have food or drinks form the vending machines. **Debitek cards cannot be given to the inmate.**

Visitors: do not shake or abuse vending machines under any circumstances.