



Department of
Correction

Lois M. DeBerry
Special Needs Facility

7575 Cockrill Bend Blvd.
Nashville, TN 37209

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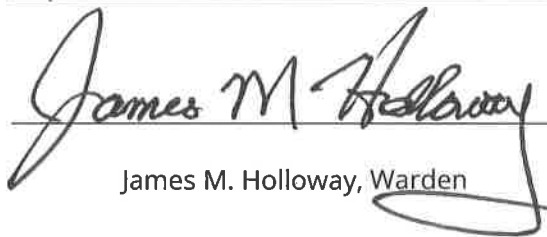
VISITATION HANDBOOK
2018-2019

INTRODUCTION

This handbook contains a list of rules and regulations governing the DeBerry Special Needs Facility visitation areas. These regulations have been established to maintain an orderly environment and to ensure the inmates and their visitors enjoy time together in a pleasant atmosphere. Visitors and inmates are expected to comply with these rules. Failure to do so could result in termination/suspension of visiting privileges. Any subsequent revisions to this handbook shall be posted.

TDOC/facility handbooks are available at the following website:

<http://state.tn.us/correction/institutions/visitation.html>.

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04/10/2018

James M. Holloway, Warden

Date

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Definitions

(Policy #507.01)

- a. Child: Anyone under the age of eighteen (18) years, "unless married to the inmate being visited."
- b. Contraband: Any item that is not permitted by law or is expressly prohibited by Tennessee Department of Correction (TDOC) or institutional policy(s).
- c. Guardian: A person authorized by a child's custodial parent or legal guardian to be responsible for a child while visiting a correctional institution. This authorization shall be evidenced by a notarized statement from the custodial parent or legal guardian submitted to the institution for file.
- d. Immediate Family: Mother, Father, Husband, Wife, Children, Grandchildren, brother, sister, grandmother, grandfather, half-siblings, son-in law, daughter-in-law, sister-in-law, brother-in-law, mother-in-law, father-in-law. Stepparents may be considered within this definition. Stepchildren may also be considered immediate family if the offender and his/her spouse were married prior to the current incarceration and the spouse's children

were minors who resided in the home, shared by the inmate and spouse, on a regular basis at the time of incarceration.

- e. Legal Guardian: A person appointed by the court to provide partial or full supervision, protection, and assistance of the person of a minor, as evidenced by a certified copy of a court order (may be asked for copy for proof of relationship or proof of guardianship).
- f. Official Visitor: Employees of the TDOC, other governmental agencies, or private sector who are conducting business at the institution.
- g. Visitor: Person who has completed application/approval process for permission to visit an offender.
- h. Prostheses: Any artificial limbs, cardiac pacemakers or defibrillators, or any other related artificial devices intended to replace or augment a missing or impaired part of the body.
- i. Transient Inmates: Inmates who are temporarily (not exceeding 60 days) in the in-house count of a receiving institution and in the assigned count of a sending institution.
- j. Valid Identification (ID): Any original method of identification with photograph issued by a local,

state, or federal agency by which to identify a particular individual.

Approval of Visitors

1. Every visitor, regardless of age, shall have an approved visitation application on file. All visitors who are currently on approved lists but do not have visitor applications on file, shall submit an updated application every two years.
2. Children age 6 and older shall have a photograph (not a photocopy) attached to their visitor application. These photographs will be updated at ages 10, 14, and 18. Updated photographs may be requested more frequently if there have been significant changes in the child's appearance. Additional documentation may be requested to verify proof of relationship to the inmate (i.e., copy of birth certificates or proof of guardianship).
3. Visitors under 18 years of age ("unless married to the inmate being visited - **note:** proof of marriage must be provided") may visit if they are accompanied by their parent, legal guardian, or guardian who is also on the inmate's approved visiting list. Identification is not required for children under the age of 16 years; however, a CR-2152, with a recent picture must be on file. The custodial parent or legal guardian must provide a completed and notarized Parental Consent/Release for Minor's Visitation form (CR-2152, page 2), which

designates permission for the assigned visitors (as guardians) to accompany the child to visit and consent for the child to be searched.

4. All persons requesting to be added to an inmate's approved visiting list must submit a visitor's application form (CR-2152) with a **recent**, clear color photograph attached. A new application must be submitted anytime a visitor's personal information changes, (i.e., name change, address change, telephone number change, picture, etc.). At DSNF, this application must be mailed directly to the Warden's designee who is the Visitation Supervisor. All applications submitted may be subject to an NCIC background check.
5. All sections of the CR-2152 shall be completed. If any falsification of the CR-2152 occurs by a applicant, the applicant shall not be allowed to resubmit a application for a minimum of six (6) months.
6. The inmate's approved visitor's list can contain all immediate family members plus eight (8) additional non-immediate adult family members.
7. Approval of applicants is based on TDOC Policy 507.01 and shall be the responsibility of the Warden/designee and only the Warden can disapprove an application. The inmate can appeal the decision via the grievance procedure.
8. Special visit(s) may be approved by the

Warden/designee. A special visit is to be requested during the scheduled visitation period of the inmate requesting the visit. Any exceptions must be justified. Special visit requests are to be submitted to the Visitation Supervisor at least seven (7) days prior to the requested date. The special visit granted is a one-time approval.

9. Types of special visits, which may be approved, are the following:
 - a. Visitors who have traveled 200 miles or more and do not visit frequently;
 - b. Children, as part of a special program to promote family bonding;
 - c. Attorneys (see Policy 105.09);
 - d. Prospective employers, sponsors, or parole advisors;
 - e. Physicians, psychiatrists, or other health professionals (see Policy 113.30);
 - f. Persons significant to the inmate for purposes of crisis intervention;
 - g. Official visitors;
 - h. Immediate family members who are under visitation suspension when the inmate is terminally/critically ill.

10. Inmates who are in the Health Center/Transient Unit and outside hospital shall not routinely be allowed visits during the first fourteen (**14**) days of confinement (attorneys and clergy are exempt).

11. Outside Hospital visitation (Vanderbilt, CMC, Skyline, or St. Thomas (Mid-town, or Summit) shall be restricted to two visits per week unless the inmate is critical. Visits are limited to a maximum of one-half hour per day, per approved visit, per established hospital visitation hours, and/or further restrictions by the attending physician. Visits must be approved by Warden/designee.
 - a. Hospital visiting rules as well as TDOC rules are to be obeyed.
 - b. No gifts, food, or packages shall be allowed for inmate patients.
 - c. Visits shall be subject to termination and/or suspension under the same criteria as institutional visits.
 - d. Only immediate family may visit while the inmate is in critical care unit (Limited to two (2) visitors at a time).
 - e. Prospective employers, sponsors or parole advisors, or therapists (recognized mental health professionals).
 - f. Persons significant to the inmate for purposes of crisis intervention.
 - g. Official visitors and/or attorneys.
12. When a visitor is removed from a non-immediate family inmate's visiting list, there shall be a one (1) year waiting period before that visitor may be placed on another non-immediate family inmate's visiting list.

13. After inmates are released from TDOC custody or released to probation/parole, their currently approved visitors will be required to wait one (1) year before being considered for placement on another inmate's visiting list.

Local Visiting Rules

1. Each inmate may receive only four **(4)** visitors at one time. Children up to the age of 12 years will not be counted if prior approval was given by the Visitation Supervisor. Inmates should report to the Visitation Gallery in a timely manner.
2. Visitors may stay for the duration of posted visiting times unless the area(s) become(s) too crowded. At this time, the first visitors to arrive may be asked to leave in order for everyone to have an opportunity to visit provided that it has lasted at least two hours.
3. Inmate Clothing During Visits:
 - a. Inmates must wear blue TDOC clothing that is clean and in good condition and tucked in. Clothing shall fit in an appropriate manner (i.e., pants shall be worn above the buttocks and belted (with a black, brown, or blue belt). The Visitation Supervisor will reject clothing appearing to be too large or too small for the wearer, which creates obvious gaps or exposure. The shirt may

not be opened past the second button from the collar. Only plain white T-shirts may be worn under the blue TDOC shirt. During summer months, inmates visiting on the picnic area may not remove the blue TDOC shirt. The blue shirt must be worn when entering and exiting the Visiting Gallery. Additionally, the wearing of sunglasses and any long sleeved clothing (i.e., long johns) are prohibited to wear during visitation unless medically ordered, hats, scarves, bandanas, stocking caps and any other non-religious head garment will not be permitted during visitation. All buttoned shirts must be worn tucked in during visits. Scrub tops may be left untucked. The inmate TDOC jacket is prohibited to be worn and brought in the visiting galleries. Inmates will check their jackets in with the search area Visitation Officer.

- b. Inmates may wear the following: jewelry will be limited to two (2) rings, one (1) necklace, one (1) watch, and one (1) religious medallion. Inmates are required to declare any jewelry in their immediate possession prior to entering the Visitation Gallery. Upon exiting the Visitation Gallery, the property shall be reconciled. Any violation shall result in disciplinary action.
- c. Inmates will arrive properly groomed and maintain proper hygiene. The Visitation

Supervisor will reject those inmates whom are not presentable nor maintain proper hygiene, so as not to offend other visitors.

4. Visitors and inmates are expected to conduct themselves in such a manner that their behavior is not offensive to other visitors, inmates, or employees. Visits may be interrupted or denied for the following:
 - a. Inflammatory comments;
 - b. Profanity;
 - c. Cursing or threatening other inmates, visitors, or employees;
 - d. Pushing or harassing others or horseplay;
 - e. Attempting to bring in items, which are not permitted;
 - f. Engaging in publicly unacceptable physical contact, such as necking, excessive kissing, petting, or fondling;
 - g. Failure to control children. No running. No jumping. Children should not be on tabletops and they must be sitting properly in their chairs. All children will be escorted by their approved escort/guardian (the visitor that brought them in) when going to the vending machines, etc. Inmates shall not be allowed to escort children without the approved guardian present. No child is allowed to be with other visitors without their guardian. Guardians must stay with their children at all times and children age

twelve (12) and under must be accompanied by a guardian when going to the restroom;

- h. Violation of visiting rules;
- i. Intoxication;
- j. Creating a disturbance/causing a commotion;
- k. No swearing, spanking, hitting, threatening, or use of foreign language or other words unfamiliar to visitation security staff.

5. It is acceptable to:

- a. Kiss when entering and when leaving only.

6. It is unacceptable to:

- a. Interlock or intertwine any part of the anatomy.
- b. Place hands inside clothing.
- c. Remove clothing including shoes (this includes children).
- d. Lean on or place foot on fencing or furniture (note: feet must be kept on floor).
- e. Place arms around visitor waist or (vice versa).
- f. Place head on visitor's chest or (vice versa).
- g. Place hand under the table (Inmates/Visitors).
- h. Standing for a prolonged period of time or being in a crouched position.

- i. Visit other visitor(s) for prolonged amount of time.
 - j. Place hands in each other's hair; braiding each other's hair.
 - k. No sleeping.
 - l. No sharing food with other inmates or visitors.
7. Inmates shall not be allowed to bring bibles to the visitation area. Bibles are available from the Visitation Officers.
8. Wallets, letters, cards, or any items that have not received prior approval by the Warden/designee will not be allowed.
9. Visitors shall not be allowed to bring food, or drinks, to the visitation area, other than those purchased in the vending machines. Visitors may take unopened vending machine food/drinks when departing. Open food/drink will be consumed in the visiting area, and will not be permitted to be taken out by any visitors.
10. Outside Visitation shall be allowed only for inmates in Units 3, 4, 5B and 15. The procedure for outside visitation shall be as follows:
- a. The outside visitation area shall be the designated enclosed area outside of and adjacent to Building 2. (Open April 1 through October 31).

- b. When utilizing the tables, the visitor/inmate must sit facing the same direction unless sitting on opposite sides of the table. Sitting in the crotch area is prohibited.
- c. Outside visitation shall be canceled in the event of inclement weather. Temperature shall be at least 41 degrees to remain open. Should the outside visitation be closed due to rain, it will remain closed until the rain has stopped for at least thirty (30) minutes.
- d. If overcrowding occurs, visitors and inmates may be asked to share tables to ensure everyone gets an opportunity to visit.
- e. Visitors and inmates will not be permitted to sit on top of tables, lie on the ground, lie on tables, or straddle benches.
- f. Inmates/visitors that have signed the CR-3619, "Contact with Minors Agreement," may go outside provided that they ask permission from the Visitation Officer. If security staff is unavailable to be present outside, and there are minors present outside or in the inmate's group, the inmate/visitor will not be permitted on the recreation yard until security staff is available. The "Contact with Minors Agreement" requires those inmates/visitors to be in direct supervision of security staff at all times when minors (under 18 years of age) are present.

11. Restrooms are located adjacent to Visiting Gallery One (VG1), and at no time will the inmates access the visitor's restroom and vice versa.

12. Inside Visitation procedures shall be as follows:

NOTE: Table rules for Inside Visitation are the same as for Outside.

- a. Inmates and visitors are responsible for the cleanliness of the area in which they sit. Violation will result in disciplinary action.
- b. Furniture repositioning is not permitted.
- c. Standing for long periods of time is not permitted.
- d. A parent or guardian must accompany minor children to the restroom area.
- e. Adults, babies, and children are not permitted to lay or sit on tables or lay or sit on the floor.

13. The children's playroom shall be for children only. Guardians must supervise their children in this area but may not sit in this area to visit.

Security Issues

Pursuant to TCA 39-17-1313, the holder of a valid handgun carry permit recognized in Tennessee may transport and store a firearm or firearm ammunition in the permit holder's privately owned motor vehicle, while on or utilizing any public or private parking area if:

1. The permit holder's secured vehicle is parked in a location where it is permitted to be; and
2. The firearm or ammunition being transported or stored in the vehicle:
 - a. Is kept from ordinary observation if the permit holder is in the motor vehicle; or
 - b. Is kept from ordinary observation and located within the trunk, glove box, or interior of the person's privately owned motor vehicle or a container securely affixed to such vehicle if the permit holder is not in the vehicle.
3. Weapons/ammunition found to be unsecured in vehicles shall subject the permit holder to have his/her visiting privileges suspended.

In addition to the above, TCA 39-17-1313, Pursuant to TCA 39-17-1359, the Tennessee Department of Correction has banned weapons within buildings. Failure to comply with the prohibition is punishable

as a criminal act under the law and may subject the violator to a fine of not more than \$500.

NOTICE: Signs are posted at the entrance of the institution advising all visitors of these restrictions. Vehicle searches are conducted on a regular schedule (and K-9 dogs may be utilized) to control the flow of contraband entering the institution.

4. All visitors shall be searched. Any visitor refusing to submit to a search will be denied admittance and may be permanently restricted from visiting at any TDOC institution. If contraband is found in the possession of a visitor, the contraband shall be confiscated and the visitor may be detained for law enforcement officials.

5. Visitors are prohibited from the possession, use, selling, trading, or bartering of tobacco products or tobacco substitutes on state property. All tobacco products, tobacco-related products, and tobacco substitutes are contraband and as such, are not allowed on state property or in the institution and shall be locked in the visitor's personal vehicle. Visitors shall have their tobacco products securely locked within their personal vehicles and out of view within the personal vehicles while parked on state property. Visitors are prohibited from smoking in the DSNF/TDOC parking lot and in front of the Administration Building. Any visitor visually observed smoking in the parking lot or in front of the Administration Building shall be denied

entrance with possible visitation suspension.

6. Visitors shall not enter any areas of the institution except for approved visitation areas, and utilize approved routes to and from those areas.
7. Upon a visitor's arrival at DSNF, the correctional officer at the Pedestrian Checkpoint shall ensure that the visitor is on the approved visitor's list, registers, and signs his/her name, and the name of the inmate who is being visited. Each visitor must provide bona fide picture identification obtained from an approved state or federal agency on each visit.
8. All visitors shall have their left forehand stamped with invisible ink upon entering the institution and shall have their hand checked prior to leaving the designated area. Hands will again be checked prior to visitors departing the Checkpoint area. Visitors entering Building 7 and Health Center are required to wear a yellow "Inmate Visitor" Identification Badge.
9. Any visitor who enters state property in personal vehicles shall be required to raise the windows, lock the vehicle, and remove the keys prior to leaving the vehicle.
10. Drugs, alcohol, explosives, and edged weapons are prohibited. This applies to everyone.

11. A visitor shall not be allowed to bring any item in his/her hands or pockets into the institution except the following:
 - a. In order for visitors to make purchases from vending machines located in the visiting areas, a DEBIT CARD must be purchased from the machines located in Building 1.
 - b. Baby Items (2 diapers, baby wipes in clear plastic container, 1 clear plastic baby feeding bottle, powder baby formula or approved baby food in clear plastic bag, not to exceed amount for 2 feedings).
 - c. Identification: Driver's license or I.D. Card with a picture, that was issued through a state approved agency.
 - d. One (1) Car Key on a small O-ring (remote control door openers vehicles shall not be allowed unless it is part of the key).
 - e. All other items in the possession of a visitor must be returned to the visitor's vehicle.
 - f. Electronic communication devices are prohibited. Should there be an urgent need for a device to be kept on the person of a visitor, a detailed written request shall be prepared and submitted to the Warden. The device is subject to search upon entry and departure of the visitor. If an inmate handles the device, the visit shall be terminated.
 - g. Prosthesis, artificial limbs (plastic or other

substances), and cardiac pacemakers and defibrillators shall be allowed and the visitor may be required to present a doctor's note.

- h. Glasses.
 - i. Watch (1).
 - j. Wedding ring(s) and other ring (1).
 - k. Earring(s).
12. Except for privileged official visitors, visitors shall not be permitted to deliver packages, visitation applications, correspondence, money orders, or printed material. These items must be mailed (TDOC Policy 507.02). Visitors may pick up packages from inmates on the first Saturday and third Sunday of each month. The inmate will bring the package to the Intake/Property Office prior to the pick-up date and the Visitation Officer will transport the package to Checkpoint on the pick-up date for the inmate's visitor.
13. Any item, property, or merchandise left with an inmate by a visitor shall be grounds for suspension of visitation privileges.
14. Inmates may be strip-searched at random prior to entering a visitation area, but shall be strip-searched immediately at the conclusion of any visiting period to detect any contraband.
15. In all instances where inmates test positive for illegal drugs or found guilty of tobacco possession

or use, in addition to appropriate disciplinary actions, the Warden shall modify the inmate's visits according to the following:

- a. First Offense - Visits shall be suspended for three (3) months.
 - b. Subsequent Offenses - Visits shall be suspended for additional three (3) month periods, however, additional restrictions may apply.
 - c. Attorney and minister visits are not affected by this section.
16. Individuals that have been denied visitation must leave state property immediately.
17. All visitors must pass through and clear the metal detector in order to visit.

Dress Requirements for Visitors

1. Clothing should fit in an appropriate manner, i.e., (pants shall be worn above the buttocks). Clothing appearing to be too large or too small/tight (body clinging/revealing) for the wearer, which creates obvious gaps or exposure, or would present a hazard to the wearer will be rejected by the Shift Commander.

2. Visitors are not allowed to wear cut, frayed, or patched jeans, tank tops or other sleeveless shirts. Shirts or sweaters and pants or loose fitting knee length shorts (no more than three (3) inches above the knee) are acceptable. (All sleeves must be at least covering underarm area).
3. Visitors must wear undergarments. (Examples of undergarments deemed inappropriate are thongs and water brassieres). Open toed shoes and sandals (with ankle strap) are permitted. Steel-toed shoes, shower shoes, and flip-flops, are prohibited. Shorts or skirts are permitted provided the leg is covered to within three inches above the knee in a standing position with the garment worn in the position in which it is intended to be worn. The following types of clothing are specifically prohibited throughout the year: Skinny jeans, Sports attire (this is due to some sports attire being STG affiliated), garments manufactured from spandex or spandex-type fabrics, any clothing that is transparent or translucent in nature, sleeveless shirts and blouses, V-neck or scoop neck blouses/dresses, or clothing exposing a bare chest, midriff or back, cut-off jeans, leggings, tank tops, camouflage attire, bandannas, worn or tattered clothing with holes, no clothing with logos or clothing that contains signs or symbols of Security

Threat Groups (STG), or any clothing determined by the Visitation Supervisor to be associated with any STG; the association may be made by color combination, designs, or the manner in which the clothing is worn. The following items are also prohibited: wrap-around dresses/skirts, splits in dresses or skirts that extend three inches above the knee, or slits which cause the entire dress or skirt to be above three inches above the knee, will not be permitted. Due to the high volume of Nursing Staff at this facility, no nursing uniforms or scrub tops/bottoms of any color are allowed.

4. Appropriate footwear is mandatory for everyone while on institutional grounds. Open toe shoes or sandals are permitted but must have a heel strap or enclosed back. Steel-toed shoes, shower shoes, flip-flops, and thong (in-between the toe) shoes are prohibited. All heels worn by female visitors will be under 3" and either a wedge or thick heel (no stilettos).
5. Visitors may not wear excessive clothing such as two pairs of pants or an extra shirt under their top layer of clothing.
6. Warmer clothing (i.e., layered, toboggan, scarves, and gloves), are acceptable in winter months. However, if the Shift Commander feels the clothing

is excessive, for example, more than one pair of pants, you will have to adjust, or you will be denied entrance to the institution.

7. Clothing shall not contain offensive pictures/logos, language or promote drugs or alcohol, violence, etc. Sleeveless tops are not allowed (even under jackets/sweaters). Camouflage clothing of any kind is not allowed.
8. Visitor's jewelry should be limited to two (2) rings (wedding set counts as one ring), one (1) watch, and one (1) pair of stud earrings, (no bracelets unless the bracelet is a medical alert bracelet).
9. Only ball caps and toboggans/knit caps are acceptable forms of headgear. No headbands, durags, or large wide brim hats are allowed. Approved headgear (hats) will be worn in the intended manner or the visitor will be asked to remove the hat.
10. Full body jumpsuits and overalls are not allowed.
11. Visitors are not permitted to wear TDOC clothing.
12. The wearing of sunglasses is not permitted (unless medically ordered).

Visiting Schedules

The implementation of the weekday evening (Monday) visitation shall not be construed as allowing a visitor to visit both the regularly scheduled weekend/holiday schedule and the special weekday visitation. The weekday evening (Monday) is reserved for those visitors who are unable to visit on Saturdays, Sundays, and Holidays.

Visitation shall occur in the Visiting Gallery Building 2 for Buildings, 3, 4, 5, 6, 7B, 15, and (Transient Unit after fourteen (14) days) on Saturdays, Sundays, Mondays, and Holidays.

All inmates housed in Buildings 9, 10, and the remaining units in Building 7A, 7C, 7D, 7F, who are unable to come to the Visiting Gallery, will visit on the unit according to the individual unit schedule.

On regular visiting days, visitors will not be allowed on the grounds until thirty (30) minutes prior to the start of visitation. Visitors may enter the visitation area ten (10) minutes prior to the beginning of the scheduled visitation period. No visitor shall be admitted during the last thirty (30) minutes of a visiting period.

Processing of visitors will cutoff promptly at 10:00 a.m. (visitors must have signed the book, with pass in hand, and waiting prior to the 10:15 cutoff) due to the facility's

counting procedures and will resume when the count clears (**approximately 11:45 a.m.**). Additionally, there will be no admittance into or exiting the visiting areas during shift change which will be between 1:45 p.m. and 2:30 p.m.

List of Holidays – Approved Visiting Days

New Year's Day

Martin Luther King, Jr. Day

President's Day

Good Friday

Memorial Day

Independence Day

Labor Day

Thanksgiving Day*

Christmas Day*

*The Commissioner may, at his discretion, add additional days to Thanksgiving and Christmas.

Buildings 3, 4, 5, 6, 7B, 15, and (Transient Unit after fourteen (14) days):

Mondays	5:00 p.m. - 7:30 p.m.
Saturdays	8:00 a.m. - 3:30 p.m.
Sundays	8:00 a.m. - 3:30 p.m.
Holidays	8:00 a.m. - 3:30 p.m.

Inmates housed in Transient
Will be allowed to have immediate family members
ONLY.

Buildings 7A 7C, 7D, 7F:

Mondays	5:00 p.m. - 7:30 p.m.
Saturday/Sunday/Holidays	8:00 a.m. - 10:00 a.m.
	12:00 p.m. - 2:00 p.m.
	2:30 p.m. - 3:30 p.m.

In order to take full advantage of the selected block of time, visitors should arrive prior to the beginning of the

selected block of time in order to be registered and escorted to Buildings 7A, 7C, 7D, 7F, 9, and 10.

Building 8 (Transient Unit):

This unit will visit in VG2, or Health Center (depending on restrictions).

Mondays	5:00 p.m. - 7:30 p.m.
Saturdays, Sundays, Holidays	8:00 a.m. - 3:30 p.m.

Buildings 9, 10 (Health Center):

Monday Friday	6:30 p.m. - 7:30 p.m.
Saturday, Sundays, Holidays	8:00 a.m. - 10:30 a.m.
	1:00 p.m. - 3:00 p.m.
	6:30 p.m. - 7:30 p.m.

Bedside visitation will be daily from 10:30 a.m. until 11:30 a.m. or 3:45 p.m. until 4:45 p.m. Saturday and Sunday 10:30 a.m. until 11:30 a.m. or 3:45 until 4:45 p.m. Only two visitors at a time. If approved by the Warden, Associate Warden of Security, and Medical Director.

**Protective Custody (Non-Contact*) Pending
Disciplinary Board and/or Protective Custody:**

Mondays 5:00 p.m. - 7:00 p.m.
Saturdays, Sundays, Holidays 8:00 a.m. - 10:00 a.m.
12:00 p.m. - 2:00 p.m.
2:00 p.m. - 3:00 p.m.

**Punitive and Administrative Segregation (Max
Custody):**

For one (1) hour duration with immediate family only (once a week).

Mondays 5:00 p.m. - 7:00 p.m.
Saturdays, Sundays, Holidays 8:00 a.m. - 10:00 a.m.
12:00 p.m. - 2:00 p.m.
2:00 p.m. - 3:00 p.m.

One (1) visit per week based on the aforementioned schedule. Inmate families shall be allowed a non-contact visit with up to four (4) persons. No contact visits.

Inmates assigned to Buildings 5 and 6 will visit in the visitation non-contact area in Building 2.

Inmates assigned to Buildings 8, 9, and 10 will visit in the Health Center non-contact area in Building 9.

Inmates assigned to Building 7 will visit in the non-contact areas of Building 7.

Visitation must occur during the scheduled hours of the designated visiting areas unless approved via special visit request(s).

Inmates assigned to Building 15 will visit in the Non-Contact area in Building 2.

Inmates are prohibited from receiving vending machine food during all non-contact visits.

Outside Hospital-Visiting Procedures

Outside Hospital (OH) visitation shall be governed by TDOC Policy 507.01. Inmates who are patients in community hospitals shall not be allowed visits, unless:

1. The hospitalization exceeds two weeks (14 days) continuous duration or;
 2. The inmate is in critical condition or terminally ill.
 3. The Warden/Designee approves the visit.
- NOTE: It is the responsibility of any person

approving visits to ensure the Visitation

Department receives notice.

4. In accordance with hospital policy, children may be allowed to visit if accompanied by an adult who has been approved by the facility and it is in accordance with hospital policy.
5. Visitation shall be restricted to 2 visits per week unless the inmate is critical and a maximum of one-half hour per day per approved visitor during established hospital visitation hours, unless further restricted by the attending physician.
6. Hospital visiting rules supersede any TDOC rules. Both Hospital and Department rules are to be followed.
7. No gifts, food, or packages shall be allowed for inmates patients.
8. Visits shall be subject to termination and/or suspension under the same criteria as with institutional visits.
9. The officer in charge will maintain a log of each visitor, along with arrival and departure time.

Hours for Nashville General Hospital 7th floor:

Monday – Friday	6:30 p.m. - 7:30 p.m.
Saturday, Sunday, Holidays	8:00 a.m. - 10:00 a.m.
	12:00 p.m. - 2:15 p.m.
	2:15 p.m. - 3:30 p.m.

**Nashville General Hospital Intensive Care Unit (ICU)
visiting hours**

Monday – Sunday	10:00 a.m. - 10:30 a.m.
	4:00 p.m. - 4:30 p.m.
	6:00 p.m. - 6:30 p.m.
	8:00 p.m. - 8:30 p.m.

These hours are set by the hospital

Grievance Title VI of the Civil Rights Act of 1964

"Title VI of the Civil Rights Act of 1964" requires federally assisted programs be free of discrimination and the TDOC also required that all its services be offered equally to eligible persons regardless of race, color, national origin.

"Title VI of the Civil Rights Act of 1964" states, "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."

The Tennessee Department of Correction (TDOC) grievance procedure shall be utilized to resolve such a grievance. The complainant shall have one hundred eighty days (180) from the alleged triggering event to file a grievance regarding Title VI.

The Title VI Coordinator for the DeBerry Special Needs Facility (DSNF) is the Associate Warden of Treatment. The alternate Title VI Coordinator is the Chief Counselor.

Other avenues of complaint regarding alleged Title VI violations include contacting the TDOC Title VI Coordinator, 6th Floor Rachel Jackson Building, 320 Sixth Avenue North, Nashville, TN 37243-0465, (615) 253-8155, the Tennessee

Human Rights Commission, Office of Title VI Compliance, 312 Rosa L. Parks Avenue, 23rd Floor, Nashville, TN 37243-1101, (615) - 741-5825 (Fax (615) 253-1886 or email titlevicompliance@tn.gov , or U. S. Department of Justice, Civil Rights Division, Federal Coordination and Compliance Section, NWB, 950 Pennsylvania Avenue, N.W., Washington, DC 20530, (1-800-848-5306 – Toll Free voice & TTY).

Note: All (non-Title VI related complaints) should be reported to the Chief of Security at 615-350-2700 extension 350-3787

PREA **(Prison Rape Elimination Act)** (Policy #502.06)

It is the policy of this facility 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 and substantiated sexual assaults. This facility will have **zero** tolerance for incidences of sexual assault.

If you are sexually assaulted, **immediately report** it to any DeBerry Special Needs Facility staff member. Victims of a sexual assault should not shower or otherwise clean themselves, if the assault was oral they should not drink or

brush their teeth, or otherwise take action that could damage or destroy the evidence. All allegations of sexual assault shall be investigated in accordance with referenced policy.

Victims of sexual assault may also contact the following public help lines:

Sexual Assault Center of Middle Tennessee

101 French Landing
Nashville, TN 37228
615-256-8526

National Sexual Assault Hotline

800-656-HOPE (4673)

**Directions to DeBerry Special
Needs Facility**

Driving into Nashville, Tennessee from I-65 North and I-65 South: Proceed to I-40 West (Memphis) and continue to Exit 204A (Robertson Road/White Bridge Road). Turn right at the traffic light and proceed to Exit 26-B (Centennial Boulevard West). Follow this road (Cockrill Bend Boulevard) approximately (2.8) miles until the road dead-ends. Turn left and follow the road to the large parking lot.

An alternate route from I-65 North, take Exit 90-A to 155-West and continue to Exit 26. Follow this road (Cockrill Bend Boulevard) approximately (2.8) miles until the road

dead-ends. Turn left and follow the road to the large parking lot.

Driving into Nashville, Tennessee, from I-24 West: Proceed to I-440 West which will merge into I-40 West. Continue to Exit 204A (Robertson Road/White Bridge Road). Turn right and continue to Exit 26B (Centennial Boulevard West). Follow this road (Cockrill Bend Boulevard) approximately (2.8) miles until the road dead-ends. Turn left and follow the road to the large parking lot.

Driving into Nashville, Tennessee from I-40 East: Proceed to Exit 204 (Robertson Road/White Bridge Road). Turn left and continue to Exit 26B (Centennial Boulevard West). Follow this road (Cockrill Bend Boulevard) approximately (2.8) miles until the road dead-ends. Turn left and follow the road to the large parking lot.

Directions for I-24 East Bound - Exit 43 to I-55 West to Exit 26, Right at bottom of ramp. Go (2.8) miles to end of Cockrill Bend Boulevard. Turn left and follow the road to the large parking lot.

**DeBerry Special Needs Facility
7575 Cockrill Bend Boulevard
Nashville, Tennessee 37209
Telephone: (615)-350-2700**

Public Transportation

Allied Cab Company	615-885-7661
Bill's Cab	615-320-9083
Checker Cab Transit Corporation	615-256-7000
Green Cab, Inc.	615-424-6000
Madison Rivergate Cab Company	615-244-4886
Music City Taxi Incorporated	615-373-4950
Music City Taxi Incorporated	615-790-9903
Nashville Cab Company	615-242-7070
On Cabs Nashville	615-724-9801
Yellow Cab Metro Incorporated	615-256-0101

Information concerning Metro Transit Authority or Greyhound Bus Schedules and fares is posted on the bulletin board in the visitation lobby.

Local Motel Numbers

Baymont Inn	(888) 942-5690
Comfort Inn	(615) 356-0888
Days Inn	(615) 228-5977