



Trousdale Turner Correctional Center

Visitation Handbook

2021-2022

Visitation Handbook

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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 the rules and regulations so that your visit will go smoothly for both you and your relative/friend.

The Value of outside contact with family and friends is important to both the visitor and the 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,



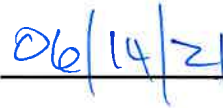
Martin Frink, Warden



Date



Lee Dotson, TDOC Assistant Commissioner



Date

COVID-19 PRECAUTIONS

**** All persons requesting entry into the facility are required to answer truthfully the standard COVID-19 related questions, any person answering positive (yes) to the COVID questions will be denied entry into the facility.*****

VISITATION DAYS & HOURS

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 segregation, non-contact, and protective custody inmates. Monday and Wednesday 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. For non-contact visits, you must make an appointment seven (7) days in advance by calling 615-808-0400 ext. 80432 from 8 am - 5 pm on Tuesdays.

All visitation schedules are subject to change. 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 1 hour prior to the start of visitation. No visitor shall be admitted during the last thirty (30) minutes of a visiting period.

DURATION OF VISIT

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.

General Population – Contact Visitation

SATURDAY	7:00 AM – 12:00 PM	Bravo, Charlie, and Echo Units
	1:00 PM – 6:00 PM	Delta, Fox, and Whiskey Units
SUNDAY	7:00 AM - 12:00 PM	Delta, Fox, and Whiskey Units
	1:00 PM – 6:00 PM	Bravo, Charlie, and Echo Units
MONDAY	4:30 PM – 6:30 PM	All GP Units (For visitors that work on weekends) (Inmate cannot have already had a visit on the weekend)
WEDNESDAY	4:30 PM – 6:30 PM	All GP Units (For visitors that work on weekends) (Inmate cannot have already had a visit on the weekend)

Segregation/PC/Close Custody/Max – Non-Contact Visitation – By Appointment
(To make an appointment call 7 days in advance from 8 am - 5 pm at (615) 808-0400 EXT 80432)

MONDAY	9:00 AM – 11:00 AM	Alpha Units
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****Times are subject to change based on facility counts and facility needs.**

ALLOWED VISITORS

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.

APPLICATION PROCESS / NCIC BACKGROUND CHECK INFORMATION

* *All applicants are subject to NCIC background checks.

Inmates may have eight (8) adults and all immediate family members on their visiting list, subject to the Warden's approval. TDOC defines immediate family members as 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.

To add people to a visiting list, inmates should request a visitation application from the unit staff. The visitation application should be sent to the visitor who must complete it in its entirety and return it to the Visitation Staff for processing. All sections of the CR-2152 shall be completed, the use of P.O. Boxes as an address is not allowed. 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 another visitor application for a minimum of six (6) months.

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 (any original method of identification with photograph issued by a local, state, or federal agency) on each visit.

Applications must be updated every two (2) years (24 months).

CHILDREN

Every visitor regardless of age shall have an approved visitation application on file.

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 who is also on the inmate's approved visitation list. Identification is not required

for children under the age of 16 years: however a copy of the birth certificate, CR-2152, and a recent picture must be on file.

Children age six (6) 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, 16, and 18. Updated photographs may be requested more frequently if there have been significant changes in the child's appearance.

The custodial parent or legal guardian must provide a complete and notarized Parental consent/Release for Minor's Visitation Form (CR-2152, 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.

CLERGY/ATTORNEYS

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

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

ADDITIONAL INFORMATION

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.

The 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.

The following will apply for persons with past criminal felony convictions:

1. Only immediate family members with active felony conviction records may submit a visitor application for approval six (6) months following release from incarceration or placement on probation/community corrections or parole supervision (written consent of supervising officer/counselor is required).
2. The Warden/Superintendent may disapprove visitation applications of immediate family members with felony convictions if it is believed that the security of the institution or safety of individuals could be jeopardized.

Persons the Warden/Superintendent 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.

SEARCHES AND CONTRABAND

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

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.

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.

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.

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)

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.

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.
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.
9. Sundresses, backless, and low cut clothing will not be allowed.
10. Cut off shorts are not permitted.
11. 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.
12. No camouflage attire allowed.
13. No halters, tube or tank tops, all apparel must have sleeves. Midriff must be covered at all times.
14. No stirrup pants or leggings allowed.
15. 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.
16. Visitors are not allowed to wear any jewelry other than wedding bands

ITEMS ALLOWED BY VISITORS

The following items are allowed to be brought into the facility:

1. Current 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. (No expired identification will be accepted.)
2. Visitor(s) may also bring baby items to include plastic baby bottles (two (2) maximum), factory sealed baby food (plastic container only) not to exceed feedings, plastic spoon and one pacifier. All diapers and wipes are provided.
3. Car keys; preferably door key and/or locking mechanism
4. Glasses
5. Facility Debit Card

Wallets and purses are not permitted in the facility.

Cash/Debit Cards are not allowed in the facility. All money must be applied to a facility 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 facility debit/check card. Visitors can purchase a debit card for \$2 (first time purchases require a \$5 bill), inside the facility lobby.

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

VISITATION GALLERY

ACCESS TO THE VISITATION AREA

Each visitor is processed through our checkpoint area. Once each visitor has properly cleared the 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.

CHILDRENS AREA / RULES

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.

OUTSIDE VISITATION / PICNIC AREA

There is an outside visitation area. When it is opened, you may be assigned to sit there. 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.

RESTROOM LOCATIONS

Restrooms are located in the lobby at the checkpoint area and in the visitation gallery. It is recommended you use the restrooms located at the checkpoint area. Visitors may not leave the visiting area for any reason to return to checkpoint and expect to re-enter the visitation gallery. Once you leave, the visit is over for the day.

Both men's and women's visitor restrooms are located at the back of our visitation gallery.

Any child under the age of twelve (12) must be accompanied by an adult when using restroom facilities.

VISITATION RULES

1. 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.
2. 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:
 - Visitor is not on approved visitation list.
 - Visitor refuses to show appropriate and approved form of ID.
 - Visitor refused to submit to a frisk search or vehicle search.
 - Visitor is under the influence of drugs or alcohol.
 - Insufficient space for visiting or is not the inmates designated visiting period.
 - Improper dress.
 - Inflammatory comments, profanity, cursing or threatening other inmates, visitors or employees.
 - Pushing or attempting to strike others.

- Horse-playing.
 - Harassment of inmates, visitors or employees.
 - Attempting to bring in items which are not permitted or leaving items which are not permitted.
 - Excessive necking, petting or fondling.
 - Failure to control children.
 - Other visitation rules and guidelines as stated or determined by the Visitation Senior Correctional Officer or Shift Supervisor.
 - 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.
2. No one under the influence or appearing to be under the influence of drugs or alcohol will be allowed to visit.
 3. Inappropriate or socially unacceptable physical contact is not 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.
 4. 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.
 5. 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.
 6. Visitors may not sit on the inmates lap or vice versa.
 7. Inmates will not wear visitor's jackets/coats for any reason.
 8. 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.
 9. The visitors and the inmates hands must be in view at all times and may not be underneath the table and/or clothing.
 10. Visitors may not leave the visiting area for any reason to return to checkpoint or the parking lot and expect to re-enter the visitation gallery. Once you leave, the visit is over for the day.
 11. Visitors and inmates will not be allowed to pass or exchange any items during a visit, including jewelry, clothing, mail, or pictures.
 12. Inmates may not send out property through visitation.
 13. Institutional property is to be respected. Properly dispose of trash, 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.
 14. 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.
 15. 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 longer than three (3) seconds. No excessive, inappropriate kissing or rubbing/touching will be allowed.

16. Non-contact visiting of inmate may be authorized by the Warden/designee in accordance with TDOC Policy 507.01.1.
17. Trousdale Turner Correctional Center is a tobacco free facility. The possession/use of tobacco products is strictly prohibited.

COMPLIANT REFERRALS

Any complaint regarding visitation may be directed to the Facility Family Advocate at 615-808-0407.

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 TDOC 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 Core Civic 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 Warden's office at least seven (7) days prior to the intended visit date. Notification of the inmate regarding the approval/disapproval will be made by the Warden's Office.

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.

TITLE VI - CIVIL RIGHTS ACT

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

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.

<p><u>Trousdale Turner Correctional Center</u> Title VI Coordinator 140 Macon Way Hartsville TN 37074 615-808-0400</p>	<p><u>Tennessee Department of Correction</u> Title VI Coordinator 320 Sixth Avenue North Nashville, TN 37243-0465 615-253-8155</p>	<p><u>Tennessee Human Rights Commission</u> Office of Title VI Compliance 312 Rosa L. Parks Avenue 23rd Floor Nashville, TN 37243 615-741-5825</p>	<p><u>U.S. Department of Justice Civil Rights Division</u> Federal Coordinator and Compliance Section, NWB 900 Pennsylvania Avenue NW Washington, DC 20530 1-800-848-5306</p>
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FACILITY DIRECTIONS

The physical address to the facility is:

Trousdale Turner Correctional Center
 140 Macon Way
 Hartsville, TN 37074

If coming from Nashville, TN, travel Interstate 40 (1-40) 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 (1-40) 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 (1-40) 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.

LOCAL LODGING ACCOMODATIONS

Local lodging accommodations will be in Lebanon Tennessee.

Days Inn
 822 S Cumberland St, Lebanon, TN 37087
 (615) 257-0202

704 S Cumberland St, Lebanon, TN 37087
 (615) 444-7400

Ramada by Wyndham

Quality Inn

641 South Cumberland St, Lebanon, TN 37087
(615) 444-7020

Fairfield Inn & Suites by Marriott
1145 Franklin Rd, Lebanon, TN 37090
(615) 470-2224

WoodSpring Suites
205 S Eastgate Ct, Lebanon, TN 37090 ·
(615) 453-9087

My Place Hotel
1004 S Cumberland Center Blvd, Lebanon, TN
37087
(615) 784-4760

Knights Inn
903 Murfreesboro Rd, Lebanon, TN 37090
615-449-2900

TRANSPORTATION SERVICES

The City of Hartsville does not offer a taxi service.

Uber / Lyft are available options for drop off / pick up. You can schedule these online or via cell phone app.

PRISON RAPE ELIMINATION ACT (P.R.E.A)

The Prison Rape Elimination Act (PREA), a federal law enacted in 2003, was created to eliminate sexual abuse in confinement. Sexual abuse encompasses (1) inmate-on-inmate sexual abuse, (2) inmate-on-inmate sexual harassment, (3) staff-on-inmate sexual abuse, and (4) staff-on-inmate sexual harassment.

CoreCivic has a zero tolerance policy for incidences of sexual abuse and sexual harassment for all inmates by maintaining a program of prevention, detection, response, investigation and tracking of all alleged sexual abuse.

Anyone can report an allegation or suspected incident of sexual abuse or sexual harassment; including inmates, staff, or third parties. This can include allegations that may have occurred at another correctional facility. At a CoreCivic facility, there are multiple options to file a report; including, but not limited to:

- Send a letter to the Warden
- Inmates may notify any staff member either verbally or in writing or they may call the PREA hotline numbers posted
- Staff and third parties may contact the CoreCivic's Ethics and Compliance Hotline: 1-800-461-9330 or e-mail www.corecivic.com/ethicsline