



## Hardeman County Correctional Center Whiteville, Tennessee

### Inmate Mail Information

The mailroom is open five (5) days per week, Monday through Friday, excluding State holidays. All mail is delivered through the postal service. All incoming mail (including packages) must bear the inmate's full committed name, TDOC number, and correct institutional address.

### Procedures for Sending Money

All money must be sent via J-Pay.

#### **Send Money** the way you want to



#### Three easy ways to send money

1. Online at [www.JPay.com](http://www.JPay.com)
2. By phone **1 (800) 574-5729**
3. At any **MoneyGram**.   
including Walmart and CVS

**Jpay.com**  
Corrections Services  
You Can Count On

#### **Envíe Dinero** de la manera que usted quiera



#### Tres maneras fáciles de enviar dinero

1. En línea en [www.JPay.com](http://www.JPay.com)
2. Por teléfono al **1 (800) 574-5729**
3. En cualquier **MoneyGram**.   
Incluyendo Walmart y CVS

**Jpay.com**  
Servicios Correccionales  
En Los Que Usted Puede Contar

# **Jpay.com** Money Order Deposit Form

## Instructions

Notice: All money orders must be issued in US Funds.

To avoid delay of funding visit [www.JPay.com](http://www.JPay.com) and make a money transfer online.

- Type or write in black or blue ink only.
- Write clearly to avoid delays in processing your transaction.
- Verify that the inmate name and ID are entered correctly on the money order deposit slip.
- Do not include any letters or notes with your payment because these will be discarded.
- Detach the deposit slip, the lower portion, at the the dotted line and mail with your money order.
- PLEASE MAKE SURE MONEY ORDER IS PAYABLE TO "JPAY".
- Mail deposit slip and money order to:  
JPay, P.O. Box 279010, Miramar, FL 33027.
- For additional information call 1 (866) 333-5729.
- Money Orders may not exceed \$999.99 in value.
- Please do not photocopy deposit slip as copies may not be legible (or accepted)

**Put down your pen!**  
**Put away your car keys!**

There's a faster way  
to send money,  
go to [JPay.com](http://JPay.com) and  
sign up now!

**Jpay.com**  
Stay Connected

Notice: For full Terms and Conditions please visit [www.JPay.com](http://www.JPay.com) for full disclosure. It is not necessary for you to set up an account with [www.JPay.com](http://www.JPay.com) before sending a money order to your inmate.

**Money order deposit slip MUST BE INCLUDED with money order to process funds and avoid delay.**

*Type your information into the form below, then print and send in with your money order*

## **Jpay.com** Money Order Deposit Slip

**ALL FIELDS MANDATORY**

**Mail to:** JPay, P.O. Box 279010, Miramar, FL 33027

**Sender's Address**

**Amount of Money** (do not exceed \$999.99)

\$

\_\_\_\_\_

**Inmate's ID**

**Inmate's State**

City \_\_\_\_\_

**Inmate's Full Name**

State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

**Sender's First Name**

**Sender's phone number**

-   -

**Sender's Last Name**

# Emergency Notifications

In case of emergency, please contact the Chaplain's office at (731) 254-6000 ext. 26820

## Visitation Frequently Asked Questions

### Who can visit?

Upon approval of applications, all members of the inmate's immediate family to include children (as defined in TDOC policy) and up to eight (8) additional adults may be listed on the inmate's visitation list at one time.

### How do I get approved for visitation?

The Warden/designee will decide upon approval of the application.

### How do minors get approved to visit?

Every visitor, regardless of age, shall have an approved visitation application on file. Children age six and older shall have a photograph (not a photocopy) attached to their visitor application CR 2152. These photographs will be updated at ages of 10, 14 and 18.

### How long does the application process take?

The visitation application should be sent to the visitor who must complete it in its entirety and return it to the Assistant Warden of Operations.

### How will I know if I've been approved?

It is the inmate's responsibility to notify the visitor that he/she has been approved/disapproved.

### What are the days and times of visitation?

Our days are split by alphabet of the inmates' last name. All visitation schedules are subject to change. Our letters rotate every three months.

#### **January – March**

A – L on Saturday

M – Z on Sunday

#### **April – June**

M – Z on Saturday

A – L on Sunday

#### **July – September**

A – L on Saturday

M – Z on Sunday

#### **October – December**

M – Z on Saturday

A – L on Sunday

\*\* This alphabet change occurs on the first weekend of the new month. \*\*

## SATURDAYS, SUNDAYS, AND DESIGNATED STATE HOLIDAYS

General Population:	7:00 AM – 2:00 PM
Protective Custody:	8:00 AM – 10:00 AM

## MONDAY EVENING (Makeup)

General Population:	4:30 PM – 6:30 PM
Protective Custody:	4:30 PM – 6:30 PM

**\*\*Visitors will not gain entrance 45 minutes prior to closing\*\***

**\*\*Times are subject to change based on facility counts\*\***

### How long can I visit?

See above schedule.

### Where do I park when I arrive at the facility?

All visitors are required to park in the parking lot, left of facility entrance.

### Will I be searched?

All visitors are required to "clear" checkpoint. All visitors will be pat searched before approval to visit. 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. Vehicles are subject to search upon entry onto facility grounds.

### What is the dress code for visitation?

- 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.
- Visitors may not wear excessive clothing such as two pairs of pants or an extra shirt under their top layer of clothing.
- Visitors must wear appropriate undergarments at all times.
- No outer garments manufactured from spandex or spandex-type material allowed.
- No transparent or translucent clothing allowed.
- Shoes must be worn at all times to provide basic foot protection. Open toed shoes and/or sandals with a back strap may be allowed. Steel-toed shoes, shower shoes and flip-flops are prohibited.
- No tight/body clinging/revealing clothing allowed.
- No worn or tattered clothing with holes allowed.
- Shorts or skirts/dresses are permitted provided the leg is covered to within three (3) inches above the knee in a standing position with the garment worn in the position in which it is intended to be worn. No excessive or revealing splits, buttons or zippers in dresses will be authorized. No wrap-around skirts/dresses. Sundresses, backless, and low cut clothing will not be allowed. Midriff must be covered at all times. No sleeveless shirts or blouses. Cut off shorts are not permitted.

- Clothing with logos that contain pictures, slogans or vulgarity, or contain signs or symbols of security threat groups (such as gang-related) or any clothing determined by the officer to be associated with security threat groups is not allowed. The association may be made by color combination, designs or logos affixed to the clothing or how the clothing is being worn. No beer advertisements. No camouflage attire allowed.
- No halters, tube or tank tops, all apparel must have sleeves.
- No sweat pants, stirrup pants or leggings allowed.
- 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.
- 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.
- 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 bonafide 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.
  - Necking, petting or fondling.
  - Failure to control children.
  - 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.

## **What type of identification do I need to be allowed into the facility?**

Valid photo ID

## **What items am I allowed to bring to visitation?**

- Neither wallet nor purse is permitted in the facility. All money must be applied to debit card in the lobby area before clearing checkpoint. All food and beverage purchases from vending machines will be purchased by the use of a debiteck debit card. Visitors can purchase a debit card for \$2 (first time purchase requires a \$5 bill), inside the facility lobby.
- Visitor(s) may also bring baby items to include (2) diapers, baby wipes in 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.
- Identification with photograph issued by a local state or federal agency is required.

- Car Keys; preferably door key and/or locking mechanism, glasses, (1) watch, wedding ring(s), (1) other ring and ear rings(s).