



Trousdale Turner Correctional Center Hartsville, Tennessee

Inmate Mail Information

TDOC Policy 507.02 Inmate Mail

All correspondence addressed to inmates must be sent by U.S. Postal Service mail. Correspondence sent by other courier or delivery services **will be refused**.

Incoming correspondence may include only photographs (no Polaroid-type pictures allowed), clippings from printed materials. No personal checks or cash will be accepted. Always use the inmate's committed name, TDOC number and institutional address when addressing your letters.

Address the envelope as follows:

Inmate's Last Name, First Name, TDOC#
Institution Name
Mailing Address
City, State Zip Code

Example:

Doe, John TDOC# 012345
Trousdale Turner Correctional Center
140 Macon Way
Hartsville, TN 37074

Emergency Notifications

Please contact the Chaplain for emergency notifications at (615) 808-0573.

Visitation Frequently Asked Questions

Please refer to the TTCC Visitation Handbook and TDOC Policy 507.01 Visitation.

Who can visit?

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 within 6 months of the effective date of this policy.

How do I get approved for visitation?

All immediate family members who apply and eight additional adults may be approved to visit an inmate upon receipt of Visitor Application, CR-2152. The inmate is responsible for advising the visitors of the status (approval/disapproval) of all applications. This information is confidential and will not be given out to pre-approved visitors over the telephone by the visitation department.

How do minors get approved to visit?

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 within 6 months of the effective date of this policy.

Children age six 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.

Children under 18 years of age may visit provided 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.

How long does the application process take?

It takes approximately 30 days to process an application from the date it is received.

How will I know if I've been approved?

The inmate is responsible for advising the visitors of the status (approval/disapproval) of all applications. This information is confidential and will not be given out to pre-approved visitors over the telephone by the visitation department.

What are the days and times of visitation?

Visitation for general population inmates is on Saturday, Sunday, designated holidays and Monday evenings. Scheduled visitation hours will be posted and provided to the inmate population and posted at

pedestrian checkpoint. It will be the inmate's responsibility to provide his visitor with the designated visiting hours.

Effective October 17, 2016 the visitation schedule will be as follows for this quarter in order to alleviate the overcrowding during visitation and to avoid the early termination of visit. During these times, it will be broken down into 2 hour blocks.

Saturday

Charlie Unit 8:00AM - 1:30PM
Bravo Unit 8:00AM - 1:30PM
Echo Unit 8:00AM - 1:30PM

Sunday

2:00PM - 7:00PM
2:00PM - 7:00PM
2:00PM - 7:00PM

Saturday

Alpha Unit 2:00PM - 7:00PM
Delta Unit 2:00PM - 7:00PM
Foxtrot Unit 2:00PM - 7:00PM
Whiskey Unit 2:00PM - 7:00PM

8:00AM - 1:30PM
8:00AM - 1:30PM
8:00AM - 1:30PM
8:00AM - 1:30PM

Wednesday 5:00PM - 8:00PM all general population units

(can come Saturday and Wednesday or Sunday and Wednesday but cannot come both days on the Weekend and Wednesday neither can they come on Monday)

Monday make up visits from the weekend 3:00PM - 5:00pm (cannot visit any other day)

Monday

(Segregation/PC-Non-Contact-By Appointment)

(To make an appointment call 7 days in advance on Tuesdays from 8-5 (615) 808-0400 EXT 80432

Segregation -N/C 8:00AM -10:00AM

Protective Custody 9:30AM -10:30AM

Holiday Schedule

Charlie Unit 8:00AM - 1:30PM
Bravo Unit 8:00AM - 1:30PM
Echo Unit 8:00AM - 1:30PM

Alpha Unit 2:00PM - 7:00PM
Delta Unit 2:00PM - 7:00PM
Foxtrot Unit 2:00PM - 7:00PM
Whiskey Unit 2:00PM - 7:00PM

How long can I 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.

Where do I park when I arrive at the facility?

Visitors may be required to park vehicles in designated parking areas on the institutional lot. All vehicles must be fully locked and secured (windows rolled up, etc.). 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.

Will I be searched?

All visitors will clear a metal detector.

From time to time the institution shall perform a search of all vehicles entering the property. Drug K-9 dogs may be used during these 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 visitors' vehicles and belongings. It is illegal to possess the following on prison property: alcoholic beverages, drugs, any type of medication that cannot be readily identified by being in original containers or producing a prescription, and weapons of any type (firearms, ammunition, knives, etc.). Visitors with handgun permits will not be allowed to carry or possess a firearm on facility grounds. Possession of any of these items is a violation of TCA 39-16-201, introduction of contraband in to a penal facility, and could lead to an arrest. The Warden may limit visits to non-contact status based upon good cause to believe that the visitor is involved in plans to introduce contraband into the facility.

What is the dress code for 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. Debit cards may be purchased in the front lobby of the facility prior to entering the visitation gallery. All food and beverage purchases from vending machines will be purchased by the use of a Debitek debit card. Visitor(s) will be permitted to bring in the following baby items one clear baby bottle, baby food to include formula in the clear bottle and a clear pacifier. Visitor(s) will not be permitted to bring in the following baby items to include diapers, baby wipes in plastic container, these items will be provided by the facility in the visitation room upon request. Visitor(s) must bring identification and are allowed one car key, glasses, wedding ring, (1) other ring and ear ring(s). Visitors must wear appropriate undergarments at all times. No spandex material, transparent clothing, or tight fitting clothing is allowed. Shoes must be worn at all times. Cut off shorts are not permitted. Shorts or skirts/dresses are permitted provided that the leg is covered to within three (3) inches above the knee in the standing position. No splits, buttons, or zippers from the hemline are allowed. No wrap-around skirts are allowed. No sundresses, backless or low cut clothing is allowed. The chest and midriff must be covered at all times. Clothing with logos that contain pictures, slogans or vulgarity, or sign/symbols of security threat groups is not permitted. No halters, tube or tank tops are allowed; all apparel must have sleeves. No sweat pants, stirrup pants and/or leggings are allowed.

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

A valid driver's license or state issued ID is required for all persons 16 years of age or above. School ID, work ID, social security cards, etc. will not be accepted as proper identification.

What items am I allowed to bring to visitation?

- Debitek vending machine card (no money/coins allowed past checkpoint area).
- Baby items – 1 clear plastic baby bottle, sealed jars of baby food (plastic spoon/fork only), no glass or metal items allowed and a clear pacifier.
- Identification
- Car key

Electronic Communication devices are prohibited. Should there be an urgent need for a device to be kept on the person of a visitor (i.e. physicians, emergency personnel, etc.), a detailed written request shall be prepared and submitted to the Warden. If such a request is approved by the Warden, the device is subject to search by opening compartments upon entry and departure of the visitor. Staff is not responsible for damages or loss of the device during visitation