



## Whiteville Correctional Facility Whiteville, 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, or certified checks/money orders. 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  
Whiteville Correctional Facility  
P.O. Box 679  
Whiteville, TN 38075

### Emergency Notifications

Please contact the Chaplain for emergency notifications at 731.254.9400 extension 40789

# Visitation Frequently Asked Questions

Please refer to WCF 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?**

Each month the last names beginning with letters: A-L, X, Y, Z, and M-W will alternate.

Visitation for general population inmates is on Saturday, Sunday, Monday evenings, and designated State Holidays. Scheduled visitation hours will be posted and provided to the inmate population through the in-house TV channel.

## **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 hand gun 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?**

### **VISITOR DRESS CODE**

- Visitors must wear underwear at all times; for females this includes bras. No thongs or water bras. Also, most underwire bras may not clear the metal detector used at this facility. All visitors must be able to clear the metal detector while fully clothed.
- No outer garments manufactured from spandex or spandex-type material.

- Shoes must be worn at all times. Open-toed shoes and/or sandals; flip-flops or shower shoes may not be worn. No steel toed shoes are allowed.
- No tight clothing - body clinging/revealing. Any clothing that is transparent or translucent in nature is not allowed.
- No halter, tube or tank tops. All apparel must have sleeves, split sleeves are not allowed.
- No hats or bandannas are allowed except for religious headgear (yarmulke/kufi).
- Shorts or skirts/dresses are permitted provided the leg is covered to within three (3) inches of the center of the knee in a standing position with the garment worn in the position in which it is intended to be worn. No sundresses, backless, low cut; chest and midriff must be covered at all times, shirts must be long enough to cover entire upper body.
- 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/alcohol advertisements.
- No camouflage attire is allowed.
- Prostheses, 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.
- Any visitor who has had replacement surgery, etc., that would interfere with clearing a metal detector must present a doctor's note before being allowed to enter the facility.
- Any other item deemed inappropriate by the Shift Supervisor may not be worn.
- 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. Lockers are located near the entrance of the visitation gallery. Visitors are required to leave coats in these lockers or leave them in their automobile. The institution will not be responsible for loss of property.
- All male visitors are to wear their pants, jeans or shorts around their waist. No sagging will be allowed.
- No denim blue jean pants and denim blue shirt will be worn at the same time. Also no denim blue jeans will be worn with a white T-shirt as the top layer.
- No blue jeans with holes that show bare skin 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?**

- Debittek vending machine card (no money/coins allowed past checkpoint area).
- Baby items - diapers, diaper wipes (no Vaseline or lotions), plastic bottles, sealed jars of baby food (plastic spoon/fork only), no glass or metal items allowed.
- Identification
- Car keys

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