



# Morgan County Correctional Complex

April 2018

Visitor's Handbook

Mike Parris, Warden

Morgan County Correctional Complex  
P.O. Box 2000  
Wartburg, TN 37887

Telephone: (423) 346-1300



## Table of Contents

General Visitation Rules.....	4
Visitation Schedule.....	5
Proper Identification.....	6
Visitation Application Process.....	7
Searches.....	12
Appropriate Clothing for Visitation.....	13
Items Permitted passed Checkpoint.....	15
Denial/Suspension of Visits.....	17
Children in Visitation.....	19
Outside Visitation.....	20
Prison Rape Elimination Act (PREA).....	21
Title VI of the Civil Rights Act of 1964.....	24
Directions to MCCX.....	25
Taxi Services.....	26
Lodging Accommodations.....	27



### Welcome to Morgan County Correctional Complex

The Administration recognizes the importance of visits to both the inmates with whose care we are charged and to their families. We will make every effort to make your visit a pleasant one.

In an adult correctional facility certain guidelines are a necessity to assure the proper atmosphere for your visit and to assure the safety and security of the institution. The Visitor's Handbook will outline those guidelines. If you have questions about any part of the Visitor's Handbook, please ask one of the visitation staff.

We trust your visit will be a pleasant one.

Mike Parris                      4-10-18  
Mike Parris, Warden                      Date

David Sexton                      6/13/18  
David Sexton,                      Date  
Assistant Commissioner of Prisons



### General Visitation Rules

1. Any visitor found to have in their possession drugs, alcohol, or weapons may be permanently prohibited from visiting at any TDOC facility. Visitors having prescription drugs on state property must have the drugs in the prescription bottle or have a copy of the prescription with them. **MORGAN COUNTY CORRECTIONAL COMPLEX IS A TOBACCO-FREE FACILITY.**
2. A person legally authorized to possess a firearm may transport and safely store a firearm or ammunition in a locked motor vehicle or locked container securely attached to the vehicle while on or utilizing the designated facility parking area. The firearm/ammunition shall be kept out of ordinary observation. Introduction of contraband or failure to secure your authorized firearm(s) and/or ammunition could cause your visiting privileges to be suspended.
3. Inmates shall be responsible for ensuring that their visit is conducted in an orderly manner in compliance with the rules and regulations set forth by the Tennessee Department of Correction (TDOC) and the institution, Morgan County Correctional Complex (MCCX). Failure to follow visitation rules may result in disciplinary action, suspension of



visitation privileges, or both.

- 4. Trash cans are provided throughout the visitation gallery. It is the responsibility of the visitor and/or inmates to clean up their own trash.
- 5. Visitors shall not be allowed to deliver packages, correspondence, pictures, or printed materials to inmates. All such items must be mailed.
- 6. Inmates will not be allowed to send anything out of the visiting area with visitors unless it has been preapproved. Written permission must be presented to the checkpoint officer when leaving visitation.

**Visitation Schedule**

The visiting schedule for Morgan County Correctional Complex is as follows:

- 1. Visiting hours are 8:00 a.m. – 3:00 p.m. on Saturday, Sunday and designated state holidays (\*\*see below)
- 2. Thursday evening 6:30 p.m. – 8:30 p.m.
- 3. Visitation processing will stop from 10:00 a.m. - 11:00a.m. for institutional count, and processing will stop at 2:00 p.m. for end of day.



\*\*State Holidays visitation days: New Years' Day, Martin Luther King Jr. Day, Presidents' Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. (Visitation on additional days accompanying Thanksgiving Day and Christmas Day will be determined by the Commissioner.)

- 4. Visits are limited to a minimum of two hours. On high volume visitation days, where space becomes an issue, visits may be terminated on a first-come, first-to-leave basis; exceptions will be made for visitors who have traveled over 200 miles and who visit infrequently.
- 5. Thursday evening visitation is limited to visitors who are unable to come on the weekend and must be scheduled no later than 12:00 p.m. on Wednesday. Verification must be provided as to why you cannot visit on weekends, i.e. under a doctor's care, have to work both Saturday and Sunday, etc.

**Proper Identification**

All visitors must register upon entering the institution at checkpoint. Visitors must sign into the visitor logbook. (License plate number will be required when signing logbook.) All visitors, regardless of age, must show current and valid identification before they will be permitted to visit. All



identifications, for persons 16 and older, must be a state government-issued photo ID and must be current. Exceptions for no photo on a state ID will be made for senior citizens only.

1. Acceptable identification includes:
  - a. A current driver's license or state issued ID
  - b. A government or military ID
  - c. Birth certificate and/or marriage license (for minors and/or proof of relationship only. Cannot be used in place of valid photo ID.)
  - d. School identification cards (minors only, birth certificate will still be required)
2. **Social Security cards or an expired driver's license are not considered acceptable identification.**

### Visitation Application Process

All visitors, regardless of age, must have an approved Visitation Application (CR-2152) with current photo and any necessary documentation (notary form, birth certificate, marriage license, etc.) on file before they can be admitted into the visitation area. It can take up to 30 days for an application to be processed.

All sections of the CR-2152 shall be completed. A driver's license number or state ID number is required. If any falsification of the visitation form occurs by a visitor applicant,



the visitor applicant shall not be allowed to resubmit a Visitation Application (CR-2152) for a minimum of six months.

1. Approval of visitors shall be at the Warden's discretion, in accordance with the following guidelines:
  - a. All immediate family members who apply and eight (8) additional adults may be approved to visit an inmate upon receipt of a Visitation Application (CR-2152). Classification inmates and Maximum Security inmates may visit with immediate family only.
  - b. Four adults plus children are permitted to visit an inmate at one time.
  - c. All applications must be updated every two years with current photo and any necessary documentation. When a visitor comes to visit and it is discovered that his/her application is over two years old, they will be informed that they have 30 days to update their application or their visits will be denied.
  - d. Children under 18 years of age may visit; however, a CR-2152 with recent photograph must be on file along with a completed and notarized Parental Consent/Release form (CR-2152 page 2). A Parental Consent/Release form

gives permission from the custodial parent or legal guardian to have the child brought in by an escort who may bring the minor child in to visit as long as they themselves are on the inmate's approved visitation list. A Parental Consent/Release form also gives visitation staff permission to search the minor child. Although identification is not required for children under the age of 16 years, a copy of the minor's birth certificate and/or legal documentation showing proof of custody MUST be on file for any minor child under the age of 18. If a minor under the age of 18 is married to the inmate, they do not need to have a completed Parental/Consent form; however, a copy of the marriage certificate will be required.

- e. Visitors may not be placed on more than one (1) inmate's visiting list unless they are immediate family.
- f. Any visitor who has visited and who has been taken off the visiting list of an inmate at any institution shall be required to wait one (1) year before being processed to visit another inmate. The Warden may make an exception only if the inmate is immediate family.

- g. Inmates who are punitive, pending investigation (PI), or protective services investigation (PSI) will not be allowed to visit.
  - h. Inmates placed on transit status will only be allowed visitation after two (2) weeks and may only be visited by immediate family; these visits will be non-contact visitation.
  - i. Inmates classified as close security and are housed in the segregation unit will have non-contact visits.
  - j. Inmates classified as maximum security will visit via video visitation for one hour. Snacks and drinks are not permitted in the video visitation room. Due to the lack of space, only two adults plus children will be permitted to visit at one time. Only immediate family members are permitted to visit.
2. Any person the Warden 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.

Visitors with prior felony convictions- Only immediate family members may submit a visitation application for approval six (6) months following release from incarceration or placement on

probation/community corrections or parole supervision. A written consent of supervising officer/counselor is required.

3. Current or former employees of TDOC, TRICOR, or contract agencies (in Tennessee), interns, and practicum students shall not be approved unless they are immediate family members of the inmate.
  - a. If the person's separation from TDOC service was due to a violation of state law, e.g., trafficking in contraband whether or not prosecution occurred, visitation requests will not be considered, even if the employee has become an immediate family member.
  - b. If the person's separation from TDOC service was the result of a violation of TDOC Policy #305.03, Employee/Offender Interaction, visitation requests will not be considered, even if the employee has become an immediate family member.
  - c. If a person's separation from TDOC service was voluntary and not due to the events as described above, the individual may submit an application for consideration after forty-eight (48) months from the date of TDOC separation.
  - d. If a person's separation from TDOC service was completely voluntary with no policy violation and

the person is currently married to the inmate, visitation requests shall not be considered for a period of 12 months form the date of marriage to the inmate, or for a period of 48 months form the date of TDOC separation. If the employee worked at the facility where visitation would occur, visitation will not be allowed.

- e. Former TDOC employees on a visitation list as of October 1998 shall be allowed to remain on the list.

Immediate family: Mother, father, husband, wife, son, daughter, 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, and step-parents.

Legal Guardian: A person appointed by the court to provide partial or full supervision, protection, and assistance of the minor child, as evidenced by a certified copy of a court order.

**ALL VISITING APPLICANTS MAY BE SUBJECT TO A NCIC (National Crime Information Center) CHECK.**

Searches

All visitors and vehicles are subject to search. Refusal to submit to any type of search shall be sufficient grounds to

deny a visit and may result in suspension of visitation privileges. Visitors are responsible for making sure their vehicles are locked and secured. Drug K-9's may be used during vehicle searches.

1. Visitors at this facility will be frisk-searched before being allowed admittance into the visiting area.
2. All items in their possession shall also be searched.
3. Visitors may be randomly searched or searched for probable cause anytime during their visit.

**All searches shall be in compliance with TDOC Policy #506.06, Searches.**

**Appropriate Clothing for Visitation**

1. All visitors shall dress in an appropriate manner.
  - a. Shoes are required for entrance and shall be worn throughout visiting period by all visitors. Flip flops of any style, shower shoes, house slippers, sock shoes, moccasins, and steel-toed shoes are not permitted. (Allowances can be made for infants and those with valid medical conditions; a doctor's note may be required.)
  - b. Halter tops and tank tops are not allowed.
  - c. Sleeveless shirts (sleeve must be 4") and sundresses

are not allowed (allowances may be made for children under the age of 10).

- d. Zip-down shirts, zip-down skirts, or wrap-around skirts are not permitted.
- e. Clothing exposing a bare chest or midriff is not allowed.
- f. Clothing that is transparent or translucent in nature is not allowed.
- g. No camouflage attire. (Fabric or a garment dyed in splotches of green, brown, tan, and/or black, so as to make the wearer indistinguishable from the surrounding environment.)
- h. Shorts, skirts, and dresses may be worn, but can be no shorter than 3 inches above the knee. Any slits in a dress and/or skirt, regardless of location, cannot exceed three inches above the knee.
- i. Visitors may not wear excessive clothes, such as two pairs of pants or an extra shirt under their top layer of clothes.
- j. No spandex or clothing made of spandex material. No hip huggers or low riders will be allowed. No coveralls will be allowed.
- k. Clothing must fit properly. No skin-tight clothing or clothing that is worn too small in size. No overly baggy clothing or clothing that is too large in size.
- l. Visitors MUST wear undergarments. Slips are required when dresses or skirts are worn. No thongs or water bras will be allowed. White undershirts may only be worn as an undergarment.

- m. Worn or tattered clothes with holes will not be allowed.
- n. No bandanas, do-rags, or stocking caps will be permitted.
- o. Arts and craft items will not be allowed (this includes jewelry).
- p. Clothes with logos that contain pictures, slogans, vulgarity, or contain signs or symbols of a Security Threat Group (STG) or any clothing determined by the processing officer to be associated with any STG will not be allowed. The association may be made by color combination, designs, or logos affixed to the clothing, or the manner in which the clothing is worn.
- q. No uniforms or medical scrubs are permitted.
- r. Clothing must be worn appropriately throughout visit or the visit may be terminated.
- s. If a visitor is wearing an adult diaper or feminine hygiene product, it must be changed in the presence of visitation staff. (Allowances can be made for those with valid medical conditions; a doctor's note may be required.)

**Items Permitted Passed Checkpoint**

- 1. Entrance ID
- 2. One car key (to allow admittance back into your vehicle).
- 3. \*\*Debit card (purchased at checkpoint and used to purchase items from vending machines)

- 4. No sunglasses will be permitted unless prescribed by a doctor.
- 5. Prosthesis, artificial limbs (plastic or other substances), and cardiac pacemakers/defibrillators shall be allowed. (Visitor may be required to present doctor's note and are subject to search/inspection.)
- 6. Crutches, wheelchairs, and walkers shall be allowed. (Visitor may be required to present doctor's note and are subject to search/inspection.)
- 7. Electronic communication devices are prohibited, unless otherwise approved by the Warden.
- 8. Jackets may be worn. Gloves, mittens, scarves, leg warmers, ear-muffs, and snow pants are not allowed past checkpoint and must be left in the vehicle.
- 9. Visitors with an infant may bring the following into the visitation area:
  - a. Two (2) diapers
  - b. Baby wipes in clear plastic container
  - c. One (1) clear plastic baby feeding bottle
  - d. Powder baby formula in clear plastic bag, not to exceed amount for two feedings

\*\*Debit cards can be purchased at checkpoint. The first time you purchase the Debit card, you must use a \$5 bill (\$2.00 for the cost of the card and the remaining \$3.00 will be placed on the card's balance). Once you have purchased the card, you can place up to a \$50.00 balance on it; for this the machine will take \$1, \$5, \$10, or \$20 bills. TDOC is not responsible for any lost or stolen Debit Cards. Any reimbursement of money



must be requested through the vendor. Forms are available through Visitation staff. Inmates who visit non-contact will not be permitted to have food or drinks from the vending machines. Debit cards cannot be given to the inmate.

### **Denial/Suspension of Visits**

A visitor's access to the Visitation Gallery is through checkpoint. If a visitor leaves the visiting area for any reason, the visit will be considered terminated for the day.

1. Any visitor may be denied entry into visiting and for any reason including but not limited to:
  - a. Refusing or unable to show proper identification.
  - b. Refusing to submit to a search.
  - c. Appearing to be under the influence of drugs or alcohol.
  - d. Possession of contraband.
  - e. Inappropriate dress.
  - f. Displaying of Security Threat Group (STG and/or gang-related) symbols or affiliation.
2. Visits may be terminated by the visitation supervisor; however, less restrictive measures may be used, such as warning the inmate and/or the visitor(s) or placing the inmate and/or visitor in assigned seat(s). Examples of reasons for warnings or termination of visits include, but are not limited to the following:

- a. Inmates or visitors who violate visitation conduct rules.
  - b. Failure by visitors to control their children.
  - c. Visitor and inmate engage in unacceptable physical contact.
3. Visiting privileges may be suspended for up to six (6) months by the Warden if:
    - a. Upon reviewing a denial/termination, he/she feels it is warranted.
    - b. During the visit, it becomes apparent that the visitor and/or the inmate have become intoxicated.
    - c. Visitor and/or inmate repeatedly violate visiting rules.
    - d. Visitor continually fails to control children.
    - e. Visitor will not, after a verbal warning, refrain from unacceptable physical contact.
    - f. Visitor refuses a frisk-search (or strip search if with good cause).
  4. Physical contact shall be restricted to a brief embrace and kiss at the beginning and the end of each visit. Inmates and visitors shall not engage in undue physical contact, i.e., caressing, kissing, lap-sitting, entwining of the legs, etc. Open-mouth kissing is not allowed. Holding hands during a visit is permissible.

### Children In Visitation

5. Children shall be kept under the constant supervision of the custodial parent, legal guardian, or approved escort listed on the Parental Consent/Release form at all times.
  - a. Children shall be accompanied to play areas, restrooms, and any other area outside the immediate area in which the visit is being conducted by the custodial parent, legal guardian, or approved escort listed on the Parental Consent/Release form, not the inmate.
  - b. Children shall be escorted from the checkpoint area to the parking lot and vice versa, by the custodial parent, legal guardian, or the approved escort listed on the Parental Consent/Release form.
  - c. Children shall not be allowed to remain in vehicles unattended.
  - d. Children shall not be allowed to play or interact with any inmates not being visited by such child/children. No inmate shall be allowed to play with, carry, or hold any child/children belonging to other inmates or visitors and not belonging to that particular inmate or his personal visitor(s).
  - e. Children are not permitted to run, wrestle, or climb on chairs, window sills, bookshelves, or tables. Children are not allowed to crawl on the floor of the visitation gallery.

- f. Diapers or soiled clothing must be changed in the visitation bathroom, not in the visitation gallery or in the children's playroom.
- g. No toys, books, games, movies, or crayons will be permitted to leave the playroom area.
- h. No throwing or breaking toys.
- i. No writing on walls, tables, chairs, or floors.
- j. Boisterous, disruptive behavior or failure to follow visitation rules shall be sufficient grounds for termination of a visit.
- k. ANY DISCIPLINE OF A CHILD AND/OR CHILDREN SHALL BE VERBAL ONLY AND MAY BE IMPOSED ONLY BY THE ACCOMPANYING ADULT VISITOR WHO IS CUSTODIAL PARENT/LEGAL GUARDIAN OR APPROVED ESCORT LISTED ON THE PARENTAL CONSENT/RELEASE FORM.

### Outside Visitation

The outside visitation area has been established as a privilege for inmates and visitors. Failure to follow the outside visitation rules will result in a loss of outside privileges.

1. The outside visitation gallery is open to population inmates only. Close, Maximum Security, or inmates on non-contact or restricted visitation will not be allowed in the outside visiting area.
2. The outside visiting area will only be available to inmates who have not received a Class A or B disciplinary

conviction for a period of ninety (90) days or a Class C conviction for a period of thirty (30) days.

3. Inmates may visit in the outside visiting area both Saturday and Sunday during April 1<sup>st</sup> through October 1<sup>st</sup>, as long as space is available. Outside visitation is not open for Thursday night visitation. Drinks and snacks can be purchased from the visitation vending machines and may not be brought in by visitors.
4. Inmates and visitors are not allowed to be close (touch/linger) to the fence.
5. The institution retains the right to close the outside visitation area as deemed appropriate by the Shift Supervisor due to weather, staff shortages, emergencies, etc.

Failure to follow rules can result in the loss of outside privileges. This area has been established as a privilege for inmates and visitors. Morgan County Correctional Complex asks that everyone cooperate and comply with these rules and procedures.

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

It is the policy of the TDOC and MCCX to provide a safe, humane, and secure environment, free from threat of sexual abuse and sexual harassment for all inmates, by maintaining a program of prevention, detection, response, investigation, and tracking of all alleged and substantiated sexual assaults and sexual harassment. TDOC and MCCX have zero tolerance for

incidences of sexual abuse and sexual harassment within its facilities.

Inmates who have information involving PREA activity of any type may report this information by using the Inmates Telephone System (ITS), and dialing \*9222. The ITS will not identify you by PIN number and you may remain anonymous.

Sexual assault and sexual harassment will not be tolerated and those who engage in such conduct will be dealt with appropriately, including use of the disciplinary process as well as referral for criminal prosecution. Incidents of sexual assault shall be reported to any staff member up to and including the Warden or the designated PREA Coordinator, the facility Associate Warden of Treatment.

Following a report of sexual abuse/sexual harassment, the Department shall monitor the conduct and treatment of inmates who reported the sexual abuse/sexual harassment for any changes that might suggest possible retaliation.

**Staff/Inmate Misconduct:** No relationship is permitted between an offender and a staff member other than a strictly professional relationship. Fraternalization, business transactions, favors, contraband, social associations, romance, and friendships are prohibited. Inmates who have information involving criminal activity of any type may report this information by using the ITS system and dialing \*9111. The ITS system will not identify you by PIN number and you may remain anonymous.



Sexual contact of any nature between an offender and a staff member is prohibited and punishable by Tennessee law and TDOC Policy. A sexual relationship between an offender and a TDOC employee is never consensual and is always unacceptable. TDOC has a zero tolerance for incidences of sexual abuse/sexual harassment within its facilities.

Sexual misconduct includes but is not limited to the following:

- Sexual intercourse or oral sex
- Sexual abuse, harassment, or obscenity
- Contact of a sexual nature, including kissing or touching
- Conversations or correspondence of a romantic or sexual nature
- Any behavior intended for the sexual gratification of the subject

Individuals wishing to report criminal activity in writing may direct correspondence to:

Tennessee Department of Correction  
Director of Investigations and Compliance  
100 Bomar Blvd.  
Nashville, TN 32743-0465

The Avalon Center of Crossville has a Memorandum of Understanding with the Morgan County Correctional Complex to provide confidential crisis counseling to victims suffering from sexual assault. Their mailing address is:



The Avalon Center  
P.O. Box 3063  
Crossville, TN 38557

The Avalon Center can be reached by using the ITS system and dialing \*9555 or by calling 1-800-641-3434 from outside the prison.

#### **Title VI of the Civil Rights Act of 1964**

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

A person alleging discrimination based on race, color, or national origin, in the delivery of any service or program, may file a complaint with TDOC. All such complaints must be filed within one hundred eighty (180) days of the occurrence of the alleged discriminatory act via letter to the Associate Warden of Treatment at Morgan County Correctional Complex, or to other appropriate agencies, such as the Tennessee Human Rights Commission, U.S. Department of Justice, etc. Addresses are



listed below:

Ken Hutchison, AWT  
Morgan County Correctional Complex  
P.O. Box 2000  
Wartburg, TN 37887

TN Human Rights Commission  
Title VI Compliance Program  
312 Rosa L. Parks Ave. 23<sup>rd</sup> Floor  
Nashville, TN 37243-1102

U.S. Department of Justice  
Civil Rights Division  
Federal Coordination and Compliance Section, NWB  
950 Pennsylvania Ave., N.W.  
Washington, DC 20530

### Directions to Morgan County Correctional Complex

From Harriman, TN (in Roane County)-

From I-40, Exit 347, take U.S. Hwy 27 North from Harriman to Wartburg and turn right at the first stoplight (junction Hwy. 62 East); follow Hwy. 62 East approximately two miles to Flat Fork Road; turn left onto Flat Fork Road and follow road approximately 1.5 miles until you reach Wayne Cotton Morgan Drive on the right; turn right on Wayne Cotton Morgan Drive.

From Knoxville, TN (in Knox County)-



Take I-40 to Exit 347 (Harriman); take U.S. Hwy 27 North from Harriman to Wartburg and turn right at the first stoplight (junction Hwy. 62 East); follow Hwy. 62 East approximately two miles to Flat Fork Road; turn left onto Flat Fork Road and follow road approximately 1.5 miles until you reach Wayne Cotton Morgan Drive on the right; turn right on Wayne Cotton Morgan Drive.

You can log on to [www.mapquest.com](http://www.mapquest.com) and type in Frozen Head State Park to get directions also. Frozen Head State Park is approximately 3.5 miles passed Morgan County Correctional Complex on Flat Fork Road.

### Taxi Services

Morgan County doesn't have a local taxi service, but you may contact any of the following for services.

All calls are long distance from Wartburg, TN.

Yellow Cab Company  
5316 Harriman Hwy  
Oliver Springs, TN 37840  
865-483-4343

Paradise Taxi  
519 Williams St.  
Knoxville, TN 37917



865-525-9580  
Bodine S Cab Company  
517 Morgan Avenue  
Harriman, TN  
865-882-1000

A Plus Taxi  
2821 Johnston Rd.  
Louisville, TN 37777  
865-970-0016

#### **Lodging Accommodations**

You can find the lodging accommodations that you may need in the Oak Ridge, TN or the Harriman, TN areas.

TDOC/Facility handbooks will be available at:  
<http://tn.gov/correction>