



# **NECX** **VISITATION**

## **Rules & Regulations Handbook**

**Northeast Correctional Complex  
P.O. Box 5000  
Mountain City, Tennessee 37683**

**Revised September 2018**

**Visitor Rules and Regulations**  
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This handbook contains a list of regulations designed to maintain order and control and to help ensure visitors and inmates the most enjoyable visit possible in a pleasant atmosphere. TDOC Policy 507.01 (Visitation) and TDOC Policy 507.01.1 (Non-Contact Visitation) establish guidelines governing visitation for inmates. For your convenience, TDOC Facility Visitation information is also available at <https://www.tn.gov/correction/sp/visitation.html>.

These rules are not designed to harass visitors or inmates; rather they are based upon policy and procedures to help ensure the security of the institution and the safety of staff, visitors, and inmates alike. Visitors and inmates are expected to comply with these rules. Failure to do so could result in the termination of a visit and restriction of visitation privileges. The administration and staff of this institution realize the importance of maintaining strong family ties and a support group for an inmate in his community. We hope your visits here help maintain that goal.

## **GENERAL RULES**

1. Routine visitation is on Saturday, Sunday, and state holidays as designated by the Commissioner from 8:00 a.m. to 3:00 p.m. and Monday from 5:00 p.m. to 8:00 p.m. Visitors are asked not to access the parking lot before 7:30 a.m. and should not enter the Administration Building until 7:30 a.m. on weekends and 4:30 p.m. on Mondays. **Any visitor who arrives on state property before 7:30 a.m. will not be allowed to visit.**
2. Questions or comments relating to visitation may be directed to the NECX Visitation department at (423) 727-7387 ext. 7273391. Friday: 8:00 a.m. – 4:00 p.m., Saturday and Sunday 8:00 a.m. to 3:30 p.m., Monday: 12:00 p.m. to 8:00 p.m.
3. Visits occur in the visitation gallery and/or picnic area of the compound or annex. Inmates in punitive segregation will have restricted visitation access as approved by the Warden. Inmates housed at the Carter County Annex will visit in the visitation building or picnic area when open. Monday night visits will occur in the administrative building of the facility.
4. Inmates assigned to the security management units will visit in Program Building B as follows:  
Phase I: one (1) visit per week, non-contact, immediate family only  
Phase II: one (1) visit per week, non-contact, anyone on approved list  
Phase III: Contact visit in Program Building A, anyone on approved list per policy

5. Inmates in transient status shall not be allowed any visitation for two weeks (attorneys and clergy are exempt). The Warden may grant special visits at the end of the two week period for immediate family members only.
6. All immediately family and an additional eight adult visitors will be permitted per inmate. All visitors entering on one pass must leave together at the same time.
7. Blank copies of Visitation Applications (CR-2152) shall be furnished to all inmates with written instructions. The forms shall be completed, to include a current photo, and returned by the applicant to the visitation department. All visitors must have an application with picture ID on file.
8. Visitors under the age of 18 must be accompanied by an adult with notarized permission from a parent/ legal guardian. Exception: If a visitor under the age of 18 is married to the inmate, a completed parental/consent form is not required; however, a copy of the marriage certificate is required.
9. All applicants are subject to a NCIC (National Criminal Information Center) background check.
10. The length of the visit will depend upon space available. Should overcrowding occur, visitors who arrive first may be asked to leave to allow for others to visit.
11. Visitors found with contraband in violation of the law are subject to possible arrest by local law enforcement and visitation privileges may be suspended.
12. No one under the influence of drugs or alcohol will be allowed to visit.
13. Any visitor found with drugs while on state property may be subject to loss of visitation privileges for a period of 12 months up to permanent restriction.
14. 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.
15. Inappropriate or socially unacceptable physical contact as deemed by staff will not be permitted between inmates and visitors.

16. Visitors may not sit on the inmate's lap or vice versa.
17. Visitors will not wear an inmate's jacket and inmates will not wear a visitor's jacket for any reason. Inmates must dress per TDOC Policy in an appropriate manner.
18. Visitors and inmates may not sit with their legs crossed over each other. Couples will not be permitted to be hugged up while leaning against the walls or laying on each other while seated.
19. Visitor and inmate hands must be in view at all times and may not be underneath any clothing or tables.
20. Visitors are responsible for controlling their children. Children are not allowed to run and play in the main visiting area. Discipline of children is strictly up to the visitor, not the inmate.
21. A playground area (weather permitting) is provided for children less than 12 years of age. Visitors and inmates are not to access the playground area unless they have children playing in that area.
22. Visitors may not leave the visiting area for any reason except to go to checkpoint to take prescribed medications.
23. No baby strollers are allowed except when used by disabled children.
24. Restrooms are located in each visitation area. Visitors may not access the inmate's restroom, nor may inmates access the visitor's restroom. When a child must use the restroom, the visitor with whom they came must accompany them.
25. Visitors shall not accept or deliver any correspondence, packages, printed material or personal property. All items must be processed through the property room during regular business hours.
26. If visiting on the weekend, a visit on the following Monday night will not be permitted except for official holidays which the hours are 8:00 a.m. to 3:00 p.m.
27. Visits may be denied or terminated at any time for violation of any visiting rule.
28. Breastfeeding is not allowed in the visiting gallery but may be done in the ladies restroom.

29. Excessive amount of jewelry is not permitted (one ring per hand; one necklace per visitor). Inmates must comply with TDOC policy.
30. Prosthesis, artificial limbs (plastic or other substances), cardiac pacemakers and defibrillators shall be allowed. A doctor's note may be required.
31. Visitors are subject to random frisk searches throughout the day at the discretion of the officer in charge of the VG.
32. Prescription medications must be in the original prescription bottle and left in a locked locker at checkpoint. The medication must be logged in and out by staff. Visitors will be escorted to checkpoint to take the medication.

### **ARTS & CRAFTS**

Arts and crafts items will not be routinely carried out through visitation without permission from the unit manager or higher authority. The visitor may sign for and pick up the item(s) **after** the visit is over. The NECX staff will not be held responsible for the loss or damage of any item sent out through visitation.

### **CHECKPOINT PROCEDURES**

All visitors must be on the inmate's approved visiting list or have a pre-approved special visit. Identification will be verified. Before proceeding to any of the visitation areas, all visitors must pass through checkpoint. At times this area becomes crowded and waiting may occur. Please be patient as the officers process visits as quickly as possible. When accessing the NECX Main Compound, visitors must pass through the metal detector and will be frisk-searched by an officer with all items emptied from pockets. After the visitor has been searched, the left hand will be stamped in ultra violet ink. The visitor must show his/her hand under the ultra-violet light to the officer in Central Control or at the checkpoints at each annex before entering the visiting gallery and when exiting at the end of the visit. NOTE: At checkpoint at main compound, visitors will be given a visitor's pass. This pass must be presented to an officer at the front desk in the visiting gallery. Visitors will be seated and wait for the inmate to arrive. When the visit is over, the pass is to be given to the checkpoint officer before leaving.

### **COUNT PROCEDURES**

During any count time, visitors shall remain seated. Inmates in the inside visitation area must stand by the wall until count is complete. Inmates in the picnic area must stand on the sidewalk until the officers have completed the count. No movement of inmates or visitors is allowed. There should be no attempt to access the restrooms. Cooperation will aid in the least amount of interruption to visits.

## **DRESS CODE**

Any visitor may be denied visitation privileges for the absence of proper attire. All shirts must have sleeves. Women must wear appropriate undergarments to include a slip when wearing a dress. Visitors may be required to remove clothing if found to have on excessive clothing (i.e. two pairs of pants, two shirts, etc.). Visits may be denied for wearing prohibited items including, but not limited to, the following:

- Bandannas
- Thongs
- Water Brassieres
- Sweatpants
- Stirrup pants
- Body Suits
- Shoes with a heel over 4 inches
- Flip Flops
- Hooded Sweatshirts/ Hoodies
- Camouflage attire of any pattern or color
- Skirts or dresses that button up the front
- Sleeveless shirts and blouses
- Service or security uniforms
- Pants or jackets with stripes
- Garments manufactured from spandex/ spandex-type fabrics
- Any clothing that is transparent or translucent in nature
- Clothing exposing a bare chest or midriff
- Worn or tattered clothing with holes
- Clothing with logos/ pictures/ slogans determined offensive or vulgar
- Clothing with tobacco or alcohol references
- Clothing with signs or symbols of security threat groups (STG)
- Clothing determined by the processing officer to be associated with any STG (association may be made by color combination, designs, or logos affixed to the clothing, or the manner in which the clothing is worn)
- Slits in dresses or skirts that extend three inches above the knee, or slits which cause the entire dress or skirt to be above three inches above the knee
- Children age 6 and under, male or female, will be allowed to wear shorts but they must not be any shorter than the middle of the thigh. Sandals must have a back or heel strap.
- Once visitors have entered the visiting gallery, they are not allowed to modify their attire, i.e. unbutton a shirt or blouse, remove undergarments, etc.

## **PARKING**

At NECX Main visitors are asked not to access the parking lot before 7:30 a.m. Visitors must park in the regular designated parking spaces. Parking in any reserved spaces is prohibited. The parking spaces directly in front of the Administration Building are for temporary parking only of fifteen minutes or less. Windows must be rolled up and doors must be locked on all vehicles. AT NO TIME shall pets be left in an unattended vehicle during visitation.

Visitors are not to engage in conversations and visit with inmates in the annex yard. Visits will be terminated for the day if vehicles are parked where they must be moved. Once you leave the visiting gallery, you may not return.

Visitors for Carter County Annex will park in front of the visitation area located at the main entrance to the institution. On Monday nights, visitors will park in the upper main parking lot near the Administration Building since visitation is held outside the program center.

## **PERSONAL PROPERTY FOR VISITORS:**

- Car keys
- Diapers – 6 disposable per child
- Baby food – 4 plastic see-through original manufacturer’s container, unbroken seal
- Plastic baby bottles with milk/ juice – 4
- Identification cards
- Vending debit cards (NECX & Carter County Annex)

### **PROHIBITED (NOT LIMITED TO)**

- No Tobacco/ tobacco products
- No billfolds or purses
- No Steel-toed shoes
- No Cell phones or media devices
- No excessive jewelry as it will set off the metal detector
- **No chewing gum.** Termination of visit may occur.
- No watches of any type

Please refer to the dress code for prohibited attire



## **SEARCHES / VEHICLE SEARCHES**

All visitors entering NECX property shall be subject to search. Visitors entering the secure perimeter of the institution shall be frisk-searched. Frisk searches will also occur in the restroom areas of the visitation areas. Other searches may be authorized as deemed necessary by the Warden/designee. All items carried by the visitor shall also be searched before entering the institution, i.e. picnic items, etc.

Unannounced searches will be conducted of all vehicles entering state property. K-9 Drug Detection Units may be used during these searches. All persons shall be responsible for any contraband items found in their vehicles. Local or State Law Enforcement may issue written citations, make arrests, or confiscate visitor's vehicles and belongings in the event contraband is found. It is illegal to possess alcoholic beverages on State property, weapons, drugs, any type medication that cannot be readily identified by being in original containers or producing a prescription. Visitors who are suspected of introducing contraband into the facility may be required to visit in a non-contact area as to prohibit any physical contact among inmates and visitors.

## **SPECIAL VISITATION**

Special visits may be granted upon approval of the Warden or Associate Wardens. All requests for special visits should be made at least seven days prior to the requested visit unless exceptional circumstances exist. Special visit requests must provide a detailed written explanation as to why the visit is necessary and provide full identifying information on the visitor. Special visits are normally reserved for those visitors who have traveled in excess of 200 miles. However, at the discretion of the Warden or Associate Wardens, exceptions may be made.

**TITLE VI**

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.

- ◆ Offenders in TDOC custody should use the established inmate grievance process (Policy #501.01). All Title VI complaints must be filed within 180 days of the occurrence of an alleged discriminatory act. Only one subject or incident will be addressed in a grievance. All copies of the form must be legible and intact. Use of the TDOC grievance procedure is not a prerequisite to the pursuit of other remedies.
- ◆ Visitors and other individuals shall submit details of alleged violations via letter or direct communication to the respective Title VI Site Coordinator. No special forms are required to file a Title VI complaint.
- ◆ Any individual may file a Title VI complaint with the below listed entities. It is preferable, but not required, that complaints be registered at the local level first to expedite complaint investigation and resolution.

Tennessee Human Rights Commission  
 Title VI Compliance Program  
 312 Rosa Parks Avenue, 23rd Floor  
 Nashville, TN 37243  
 (615) 741-5825

U.S. Department of Justice  
 Civil Rights Division  
 Federal Coordination and  
 Compliance Section, NWB  
 950 Pennsylvania Avenue, NW  
 Washington, D.C. 20530  
 888-848-5306 (toll free voice & TDD)

**DIRECTIONS**

NECX Main – Mountain City: I-40 East to I-81 North. Take the Johnson City Exit #57 to I-26. Take I-26 to the Elizabethton exit. Go through Elizabethton to the 19E Bypass, turn right. Go approximately 7 to 10 miles; turn left on Highway 67 to Mountain City. Go approximately 30 miles; the institution is on the right.

Carter County Annex – Roan Mountain: I-40 East to I-81 North. Take the Johnson City exit #57 to I-26. Take I-26 to the Elizabethton exit. Go through Elizabethton to the 19E Bypass, turn right. Go approximately 12 miles on U.S. 19E, turn left on Old Railroad Grade Road. There will be a green sign with the name of the institution. The institution is .5 miles from this point.

**BUS/TAXI SERVICES**

**TAXI CABS**

Mom’s Taxi, 222 E. Maple St., Johnson City ..... (423)975-0698  
W W Cab Co., 128 N. Commerce St., Johnson City ..... (423)929-8316

**BUS SERVICE**

Greyhound Bus Lines, 137 W. Market St., Johnson City ..... (423)926-6181  
Fare and schedule information 1-800-231-2222

**LODGING**

Americourt, 450 Dotson Lane, Mountain City ..... (423)727-7311  
Mountain Empire Motel, 1537 S. Shady St., Mountain City ..... (423)727-7777  
Americourt, 1515 19E Bypass, Elizabethton ..... (423)542-4466  
Travelers Inn, 505 W. Elk Ave., Elizabethton ..... (423)543-3344

**SERVICE STATIONS**

Mountain View Service Station, 214 W. Main St., Mountain City .. (423) 727-6801  
(Nights, Sundays, Holidays) ..... (423) 727-9920  
24-hour towing & recovery

Georgia Crowell  
Warden's Approval

9/17/18  
Date