

**CCA METRO DAVIDSON COUNTY DETENTION FACILITY VISITING RULES,  
REGULATIONS, AND DRESS CODE.**

NOTE: All visitors must be on the inmate's approved visitation list.

**VISITATION HOURS:**

- 1. General Population:**  
One contact Visits (1 hour) per week. The time limit may be shortened in situations that impact the institution.

**Visiting Days-General Population**

**Saturday and Sunday**

8:00am / 9:15am / 10:30am / 11:45am / 1:00pm / 2:30pm / 3:45pm / 5:00pm /  
6:15pm / 7:30pm

**Monday and Tuesday**

3:30pm / 4:45pm / 6:00pm / 7:15pm

- 2. Disciplinary Segregation: & Pre-Hearing**  
One Non-Contact Visit 1 hour per month  
(No reserved appointment required)\*  
One Non-Contact Visit 1 hour per month  
Thursday Only - 9:00am

- 3. Administrative Segregation & Protective Custody:**  
(No reserved appointment required)\*  
One contact Visit 1 hour per week  
Wednesday – 3:00pm  
Thursday - 9:00am

\*Visitors of Segregated Inmates are not required to have a reservation; however, visitors must arrive 30 minutes prior to visit times. Segregation visits are on a first come first serve basis.

**THE METHOD FOR SCHEDULING A VISIT IS AS FOLLOWS:**

- The visitor must **call** the facility visitation reservation desk requesting a date and time for a visit. Visits may be scheduled 14 days in advance. The telephone number for requesting a visit is **615-835-0146, Monday through Friday.**
  - The visitor must state the inmate's name, OCA number, and who will be visiting. Visitation Reservations may be made daily between the hours of 8:00am-12:00pm, then 1:00pm-3:30pm, **excluding weekends and holidays.**

**SPECIAL VISITS**

- The inmate submits an Inmate Request Form/Special Visit Form to the Unit Management Team at least one week in advance, requesting date, time and name of Visitor(s). The request will be returned either approved or denied. If the time requested is already reserved, another time must be requested. If the

**inmate is submitting for the weekends he must have the Inmate Request Form/Special Visit Form in by Thursday of the previous week.**

**ALL VISITORS MUST HAVE AN APPOINTMENT IN ORDER TO VISIT.**

**REGISTERING FOR A VISIT**

1. Visitors must register upon arrival, present valid state photo identification and be subject to search prior to visiting. All visitors need to arrive at least twenty minutes prior to the scheduled visiting time in order to allow for processing into the visitation room. It is very important that the visitor arrive as scheduled. Restrooms are located in the front lobby and in the visitation room. If at any time you have to leave the visitation room for any reason your visit will be canceled.
  - A. **NO SHOWS:** If the visitor does not show up for a scheduled visit twice within the same month, visitation privileges may be suspended for up to 30 days.
  - B. **CANCELLATION:** Visitors found to be involved in excessive cancellations may have privileges suspended.
  - C. **SUSPENSION:** Suspended visitation reinstatement privileges will be at the discretion of the Warden.

**GENERAL VISITATION RULES**

1. General Population inmates are allowed one (1) contact visit per week. A limit of four (4) visitors are allowed to visit at one time. An adult must accompany anyone under 18 years of age. All inmates are subject to having non-contact visits as ordered by the Warden for cause. Any person under 18 years of age will be considered a child. Children under 12 years of age do not have to be on the inmate's visitation list.
2. Fifteen (15) persons are allowed on each inmate's visiting list. Additions or changes will only be made twice a year – the first week in March and September, except in cases of emergency as determined by the Warden or Assistant Warden. All additions to the visiting list will be made through each inmate's assigned Case Manager. All inmates, regardless of classification status, must submit a visitation list in order to receive visitation privileges
3. Present and former CCA employees are not allowed to visit. Metro-Davidson County Sheriff's Office employees must have the written authorization of the Chief Deputy to request approval to visit. **If a visitor is a former federal, state or local inmate, he/she must have been released from incarceration for at least one year prior to requesting approval to visit unless authorized by the Warden. Visitors on parole or Probation must be an immediate family member and must present a letter from their Parole/Probation Officer.**
4. All inmates will be searched prior to entry and before leaving the visitation area.
5. All scheduled visitors will not be permitted into the Visitation room any longer than 15 minutes past the scheduled visit time.
6. Visitation cannot be cancelled by a Correctional Officer; only a supervisor can terminate a visit. Also, a Correctional Officer cannot add or remove a name from the inmate's Visitation List.

**GENERAL RULES OF CONDUCT**

**The following Rules of Conduct have been designed to provide a high level of safety and security and to restrict behavior that is offensive to visitors and their children. Regardless of the rules, you are always required to follow the instructions of the Visitation Officer.**

1. Persons who are under the influence of alcohol, drugs, controlled substance or who are unruly in any manner will not be allowed to visit and will be requested to leave the premises. Abuse may result in the permanent removal from the visiting list and may result in prosecution.
2. This is a tobacco free facility. All tobacco products must remain in the visitor's parking lot and must be secured in your vehicle or a locker. Tobacco and lighting materials are considered contraband and will be subject to confiscation.

3. Physical contact between inmates and visitors is restricted to a brief kiss and embracing at the beginning and the end of the visits. Such displays of affection will be kept within the bounds of acceptable social behavior. During the course of the visits, **all other contact is limited to hand holding.**
4. Small children must be kept orderly and under control by the inmate and/or visitors at all times. Failure to do so may result in termination of the visit. Small children may be held in the laps of visitors or inmates. Inmates may not hold other inmate's children.
5. Inmate's hands will be kept on top of the table at all times. Failure to do so will result in the cancellation of the visit.
6. At no time will anything be passed between the visitor and the inmate. If visitors or inmates are found passing items the visit will be terminated and the visitation privilege may be suspended. This includes chips, candy and soda not purchased in the Visiting Room.
7. The visiting room officer will assign seating for the inmate and visitors. Once seated, there will be no changing seats without the permission of the Visiting Room Officer.
8. Neither inmates nor visitors will be loud, boisterous, unruly, or disruptive during visits.
9. The inmate will remain seated at all times, unless approved by the Visitation Officer.
10. Inmates and visitors are required to follow the directives of the Visiting Room Officer at all times.
11. Violation of visitation rules may result in the termination of the visit, with the possibility of visiting privileges being suspended or revoked.
12. The Shift Captain will interview any visitor who is found in possession of contraband. The visitor's visitation privileges may be suspended up to 180 days and a determination will be made concerning whether or not to file criminal charges. Once the 180 day suspension has been completed, full contact visitation may be granted by the Warden. If the visitor and/or inmate again violate the visitation rules, their visitation will be permanently suspended.
13. Visitors may have in their possession a small amount of one (1) dollar bills and coins to purchase items from the vending machines. Denominations larger than a one dollar bill are not permitted in the visiting room area. Inmates may not handle money or operate the vending machines. All food and beverages purchased in the visiting room must be consumed inside the visiting area.
14. Any inmate found with contraband from visitation or, if it is determined that contraband was brought in to him through visitation, will have his visitation privileges suspended for a period of six months and up to indefinitely with whomever the visitor(s) was at the time of the visit.
15. Inmates shall be strip-searched before returning to the unit, whether the visitor shows up or not.

#### **PICTURE, POPCORN, AND NACHO TOKENS**

1. Visitors may purchase tokens at the reception desk prior to the visit, and tokens must be used either that day or upon a following visit. No tokens are to be in the possession of inmates.
2. Pictures will be taken in the visiting room at the time of the visit.
3. Popcorn and nachos and other food or drinks must be eaten in the visiting room only.
4. All funds generated will be placed in the Life-Line ATU Special Projects Funds for the purchase of items that benefit Inmates.
5. Inmate and visitors' hands must be visible at all times during the taking of pictures. **Any picture deemed inappropriate by staff will not be issued, nor will a refund be given.**

#### **DRESS CODE**

1. No shorts, sleeveless clothing, halters, tank tops, hooded clothing, plunging necklines, coats or jacket, mini-skirts, mesh and/or see-through clothing, bandanas, hats, walkman radios, cell phones or pagers. Visitors may only wear one shirt. Inmates will not wear watches or jewelry except a wedding ring and/or religious medallion.
2. Correctional Institutions are places of business; therefore, all visitors will dress accordingly. Any clothing that may pose a security threat or that may, in the opinion of the Shift Captain, cause a disruption will not be permitted.
3. All male visitors will dress in male attire and female visitors will dress in female attire.
4. All visitors must wear shoes at all times. For safety reasons, open-toed shoes and shoes with no back (slides) are not permitted.