

# **INMATE HANDBOOK**

**WHITFIELD COUNTY SHERIFF'S OFFICE  
DALTON, GEORGIA**

January 2008

This Inmate Handbook is provided to you, the inmate, to inform you of what is expected of you while in our facility, and provide you of information about the operations of our facility. The rules and regulations herein contained are intended to provide the standard of behavior at this facility and will apply to all inmates. Following the rules will help ensure your safety, sanitary living conditions, fair treatment and protection of your constitutional rights. Failure to obey the rules is cause for disciplinary action. It is your responsibility to ask a jail officer for assistance if you do not understand any rules. The rules and regulations contained in this handbook are hereby adopted by the administration of the Whitfield County Sheriff's Office.

## **INMATE RIGHTS AND PRIVILEGES**

A right is something to which you are entitled. Rights are generally determined by law.

### Rights include:

- Safe, clean, and sanitary living conditions.
- Balanced, nutritional diet.
- Access to Courts, Attorneys and Legal Materials.
- Right to Religion.
- Contact with family and friends via mail.
- Disciplinary due process.
- Adequate Medical Services.
- Time outside cell

A privilege is a benefit granted by the Detention Facility that can be lost due to poor discipline, failure to obey rules and regulations, being a security risk, or in emergency situations.

### Privileges include:

- Attendance in programs.
- Access to and use of the inmate telephone system.
- Visit with family and friends.
- Purchase of commissary items.
- Television.

## **INMATE RESPONSIBILITIES**

### You are expected to:

- Follow staff orders or request.
- Respect Detention Facility property and the property of others.
- Maintain your cell and dayroom in a clean, orderly, and sanitary manner.
- Maintain daily personal hygiene.
- Conduct yourself in a responsible manner.
- Treat all staff and other inmates with respect.
- Comply with all rules and regulations of this Detention Facility.
- Refrain from any type of sexual Harassment. Sexual harassment includes but is not limited to: unwanted sexual advances, request for sexual favors and other verbal or physical contact of a sexual nature. Indecent exposure, placing or showing sexually explicit pictures, cartoons or drawings where they may be visible to any person.

### **PERSONAL PROPERTY/MONEY**

At the time of the booking/ intake process, your personal property will be inventoried, examined for contraband, and secured in the property storage area for safe keeping. Any money on you at the time of your arrest will be deposited into your inmate account. Any outstanding debt owed to this facility from any previous incarceration(s) in our facility will be deducted from your account. After you are booked into this facility only money orders will be accepted for deposit into your commissary account. The money order may be mailed or brought to the facility. Personal checks or cash will not be accepted or deposited. Funds in your commissary account may be used for the posting of your bond, your commissary purchases, your medical cost, and the cost of any items you may have lost or destroyed. When you are released from our custody, the balance of your account will be refunded to you. If you lose or do not cash this check and need a replacement check, you will be charged a fee for placing a stop payment order on the original check, if you do not have the original. Funds less than \$50.00 not claimed within 90 days will be forfeited to the inmate commissary. Funds in excess of \$50.00 will be forfeited to the State if not claimed within five years. Inmate funds may not be transferred to another inmate's account. You may request a release of funds for persons or services outside this facility. Any request of this nature must be made in writing to the Commissary Clerk. There will be a \$2.00 handling fee for the first check written for persons or services outside the facility and a \$5.00 handling fee for each check thereafter.

### **PERSONAL PROPERTY**

Personal property and personal clothing will be stored by this facility until your release, or you may release all of your personal property to someone of your choice, leaving one set of personal clothing to wear upon release. No personal property is allowed in the Housing units with the exception of prescription eyeglasses or reading glasses. You may only possess issued clothing and items purchased from the commissary. No items in personal storage can be retrieved from storage and forwarded to an inmate. Except for legal material, items brought from another facility will not be allowed. Clothing for trial purposes may be brought to the facility and stored until your release. Clothing other than for Court is not exchanged; however, if there is a definite reason (such as torn, bloody, or extremely soiled clothing) an exchange may be approved one time only on an item for item basis. All clothing and personal items will be released with you or destroyed after fifteen (15) days. It is your responsibility to make arrangements for someone to pick-up your personal effects within this time frame should you be sentenced or transferred to another facility. The Whitfield County Sheriff's Office is not responsible for the loss or theft of your personal property; this includes your failure to gather your property when instructed to do so by staff, or your failure to contact someone to obtain your property after your release.

### **WAKE UP**

Wake up will be at 5:30am each morning. All cell lights in the pod will be turned on and the door to your individual cell will be unlocked at that time (unless you are in special management segregation).

### **LOCKDOWN AND LIGHTS OUT**

All inmates must be in their assigned cells at 12:00 midnight. Inmates are not allowed out of their assigned cells after midnight until the next morning.

### **ROLL CALL**

Roll call may be conducted at various times. When roll call is announced all inmates are to stand in front of their assigned individual cell, completely dressed, until dismissed by a Detention Officer.

### **CONTRABAND**

Any item(s) not issued by the facility or available for purchase from the facility commissary is considered contraband and will not be allowed. Contraband also includes issued item(s) that have been altered or issued item(s) possessed in quantities greater than authorized. Personal papers, (3) pictures, legal, religious and issued/authorized medical materials are not considered contraband if properly stored. Gang related material, pornographic material, tattoo art, and items of an inflammatory nature may be considered contraband. All contraband will be confiscated and disposed of. Possession of contraband may result in disciplinary action and/or criminal charges.

### **COMMISSARY**

The Whitfield County Jail subcontracts an inmate commissary for the benefit of the inmates. Items may be ordered using funds credited to the inmate's account. Food items are limited to \$15.00 each week. There is no limit on clothing or hygiene type items purchased. Once submitted, commissary orders cannot be changed; all sales are final. Sales tax is added to the prices on the order form. Each Housing unit will have an opportunity to order items from the commissary once per week. Commissary order request are be passed out each Tuesday afternoon. A staff member will collect the order forms the following day. You must have your commissary order filled out completely and correctly or your order will not be filled. Inmates must have funds in their account by Thursday morning to purchase items ordered. Commissary items are received on Friday and distributed within twenty-four (24) hours. Inmates who do not have their facility issued identification will not receive any commissary order they may have placed. You must be present and respond when your name is called; otherwise, your order will not be delivered. Inmates must sign a receipt acknowledging they have received their order. Damages or shortages must be identified upon delivery. If you are released before receiving your order, you will have five days to claim your order. Orders left beyond that time will be donated to charity or destroyed.

Indigent packs are provided to inmates without money for sanitation and hygiene products. The cost of the indigent packs will be recovered if money is placed in your account. Inmates will not be allowed to purchase items from the commissary if they owe the jail money for medical visits or medication, or when ordered to make restitution for damaging county property.

### **UNIFORMS**

Inmates housed in a cellblock housing area must be fully dressed in their county issued uniform when outside their individual cell; this includes wearing a shirt. Inmates are not allowed to wear clothing that is not appropriately sized, an example, too big. Inmates are not allowed to wear any clothing in a manner that exposes any part of their undergarments.

### **FACILITY ISSUED INMATE IDENTIFICATION**

Facility issued inmate identification must be on your arm at all times and shown to Detention personnel upon request. Losing or destroying the identification will result in disciplinary action and a monetary charge. Swapping the identification with another inmate will also result in disciplinary action.

### **RELIGIOUS SERVICES**

Church services are available to inmates each week. Religious services and inmate Pastoral visits regardless of religious affiliation are arranged by the Jail Chaplain. The Chaplain's Office is responsible in assisting inmates with their spiritual and religious needs. Chaplain Staff will be available to assist inmates and their families with spiritual and emotional needs. Our Chaplain Staff will provide pencils, paper, envelopes, Bibles, and other religious material to all inmates regardless of religious affiliation, free of charge. Any spiritual material for inmates must be submitted to the Chaplain's Office. Inmates may not receive any religious material from the mail or directly from family members, all religious materials must be submitted to the Chaplain's Office and cleared before an inmate may possess it. Chaplain Staff may assist in notifying inmates of the death of an immediate family member after independently confirming the death. Transportation to the funeral home or funeral services will be arranged by Detention Supervisors if the inmate is eligible to attend. The Chaplain's Office or Chaplain Staff will not become involved with the legal process related to the inmate's criminal charges.

### **CARE OF LIVING AREAS**

Each inmate is responsible for cleaning their assigned cell and the commons area of the cellblock. Each afternoon a cleaning cart containing cleaning supplies will be provided to each cellblock. The television in the cellblock will be turned off until the cleaning cart is removed. All inmates in the cellblock are expected to participate in cleaning their individual cell and their commons area. This includes sweeping and mopping floors, ensuring trash is in proper container, cleaning sinks, showers, and toilets. The commons area is to include the stairs and the area on the upper level outside the rooms. The tables on the lower level are to be cleaned and kept neat; games, cards, and puzzles must be properly stored when not in use. Nothing is to be posted or hung on the walls, vents, windows, light fixtures, or sprinkler heads. Anything posted on the walls, vents, windows, light fixtures, or sprinkler heads will be considered contraband and will be confiscated and destroyed. Cell searches or inspections may be conducted at any time. Any inmate not participating in the clean up will be subject to disciplinary action.

### **CLEANING the ACTIVITY AREA and SHOWER.**

The shower and activity area are common areas used by all inmates. Cleaning supplies will be furnished to each cellblock on a daily basis. Inmates assigned to the cellblock are to sweep and mop the activity area each day. This includes the stairs and the area on the upper level outside the rooms. The tables are to be kept clean and neat; any games, cards, and puzzles must be appropriately stored when not in use. The floor and walls in the shower are to be scrubbed daily. Any inmate not participating in the cleanup will be subject to disciplinary action.

### **Tobacco Products**

All tobacco products and items associated with tobacco use are prohibited.

### **Telephone Use**

Telephones are provided in each cell block. They will be turned on each morning and turned off at lock down each night. The calls from these telephones are collect calls only; request to use a toll-free telephone will not be honored. The use of three way calling, transferring a call, putting a call on hold, use of a cellular or cordless phone, depressing any additional numbers on the touch-tone key pad, or moments of no conversation may disconnect the call. Inmates are not allowed to make unauthorized calls to any criminal justice employees. Any abuse of the telephone system may result in your loss of privilege as well as disciplinary sanctions being imposed. The use of three way calling, transferring a call, call forwarding, calling a criminal justice employee, calling witnesses, or calling any other person who does not wish to talk to an inmate is considered abuse. Inmate calls may be monitored and recorded.

### **Emergency Evacuation**

In the event of an inmate evacuation due to fire, smoke, or other emergency, inmates are to follow the instructions and evacuation route announced by a Detention Officer.

### **Stairs and Rails**

Sitting, leaning, standing, or loitering on stairs or behind stairs, or on upper level behind rails is prohibited. No objects of any type may be hung from rails or placed on stairs. The stairwell will not be blocked.

### **Early or Temporary Release (Reprieve)**

If you are held in custody in lieu of bond, the Sheriff's Office or any employee of this office cannot release you unless ordered to do so by a Judge. If you are serving a sentence, the Sheriff's Office or any employee cannot release you prior to the expiration of that sentence unless ordered by the sentencing Judge. Also, neither the Sheriff's Office, nor any employee of this office may temporarily release you (a reprieve) because of any emergency situation unless ordered to do so by a Judge.

### **Funeral Home Visits**

The Sheriff's Department may grant you a visit to a funeral home in Whitfield County if a death occurs in your immediate family, while in our custody. You will not be permitted to attend the funeral. Your security classification, the availability of Deputies to escort you to the funeral home, and other factors may prevent you from a visit to the funeral home. If you request to visit the funeral home of an immediate family member while in our custody, the request should be submitted in writing to a Detention Sergeant. The request will be reviewed by departmental personnel. You must be to prove your relationship with the deceased. Inmates visiting a funeral home will be restrained in waist chains and leg irons. If funeral arrangements are handled by another funeral home in another county within the state of Georgia, the Sheriff's Office from that county must pick you up from our facility and return you after the funeral home visit. Visits to funeral homes outside the state of Georgia are prohibited. Your security classification and other factors may prevent you from visiting a funeral home in, or outside of Whitfield County.

### **Law Library**

A Law Library will be maintained by the Whitfield County Sheriff's Office for inmates who do not have an attorney. This library is not for personal use, such as writing letters to friends, etc. Inmates ordered by the Court to proceed Pro-Se will be given first priority in scheduling attendance. Copies of books, material contained in the library, and personal papers will not be made. Inmates qualified to visit the library must submit a written request to the Division Lieutenant in order to be scheduled.

### **Inmate-To-Inmate Communications and Visits**

Detention Officers are not allowed to pass notes, letters, commissary items, or anything else from one inmate to another. Any correspondence between inmates must be made through the U.S. Postal System. Inmates are not allowed to visit other inmates. All inmate-to-inmate communication via the mail must be approved by the Detention Captain, or his designee, including mailings between other federal, state, and local institutions.

### **Inmate Movement Inside The Facility**

When outside the confines of your cellblock, all inmates will walk in an orderly, single-file fashion along the wall to your right. There will be no talking whatsoever except to staff members.

### **Showers and Haircuts**

Showers are permitted during dayroom (cell) access hours. Inmates must be fully dressed while walking to and from the showers. Inmates will have access to get a haircut once a month. Exceptions may be made if the inmate is scheduled for Court appearance for a jury trial. Fingernail clippers will be distributed once a week.

### **Outdoor Exercise**

Exercise periods will be provided on weekdays (excluding holidays, weather permitting). The exercise period includes travel to and from the exercise yard. Each cellblock or dormitory will have equal access to the exercise yard when weather permits; missed time will not be made up. Once exercise yard is announced and inmates have been transferred to the exercise yard, other inmates left in the cellblock cannot then request access to the exercise yard. Inmates who choose to go to the exercise yard must remain there for the allotted time unless weather conditions, an emergency, or an unusual situation dictates otherwise. The inmates who participate in outdoor exercise will abide by the exercise yard rules.

### **Exercise Yard Rules**

- 1- Inmates will wear full uniform, including shoes during exercise yard use. Socks may not be worn over the footwear.
- 2- No personal items are allowed on the exercise yard.
- 3- No climbing or hanging on the fence or walls of the exercise yard.
- 4- Littering on the exercise yard is not allowed.
- 5- Any inmate vandalizing the yard will be subject to temporary or permanent disciplinary sanctions and/or criminal prosecution as provided by law.

- 6- No confrontations, regardless of severity, will be tolerated. This includes physical or verbal disputes. In the event of a confrontation, regardless of the severity, inmates will move immediately to a designated area and remain there until further advised by a Detention Officer.
- 7- In the event of a medical emergency all inmates will move to an area designated by a Detention Officer and remain there until further advised by an Officer. Notification of an emergency should be made immediately to a Detention Officer.
- 8- Transfer to and from the exercise yard will be in a quiet and orderly fashion.
- 9- When an Officer advises inmates that the exercise period is over, all inmates will immediately line up to return to their cellblock.

### **Indoor Exercise**

Indoor exercise such as sit-ups and pushups are allowed indoors provided they are done on the lower level. The tables in the day room, the stairs, bunks or other items or fixtures in the cellblock are not to be used to assist in any exercise. Under no circumstance will issued items be altered to produce homemade weights; No homemade exercise equipment will be allowed.

### **Meals**

The serving of meals is at various times throughout the facility, on a rotating schedule. When a meal is announced you will proceed in an orderly fashion, forming a single line at the door behind the red square. One inmate at a time will step into the red square and receive his/her meal. Upon receiving your tray, you will move to a table for consumption of the meal. If there is an issue with the tray provided, report it before you leave the line. When the meal is completed, you are to empty your tray of excess food and trash in the garbage can and neatly stack the trays next to the door for collection. It is your responsibility to line up when meal service is announced. The Detention Officers or Kitchen Staff will not wake you for meals, and will not come back to the cellblock once they have completed serving the inmates who were in line. The meal served is to be eaten the day it is served. Inmates are not to take parts of their meal back to their cell area and store food. Detention Officers will destroy any food served from our kitchen found stored in the cell.

### **Inmate Grievance**

Grievances may be filed by writing your concern on a Grievance Form provided upon request. You must include your full name and housing assignment on your grievance. All grievances will be distributed and collected each weekday by the Grievance Officer. The Grievance Officer will review/investigate the complaint and return a written response of what action was taken to the complaining inmate. A copy of the written response will be forwarded to the Detention Lieutenant for review. Group grievances will not be reviewed or responded to; only individual grievances will be answered. Multiple grievances filed on the same subject will not be answered. Grievances can only be answered on topics directly controlled by the Whitfield County Jail. If you wish to appeal the findings, you must fill-out and submit a Grievance Appeal Form within 48 hours. These forms will be collected in the same manner as the Grievance Forms.

### **Cell Doors**

In the cellblock housing areas, the cell doors are to remain open during cell access hours. The sliding doors are controlled by the Control Tower. Items may not be hung in doorways, this includes anything that blocks vision into individual cells.

### **Dayroom/Activity Room**

The dayroom/activity room area is defined as that area between the cellblock door and the first step of the stairwell. There will be no loitering behind the stairwell nor on the second floor cellblock area. Pillows, blankets, or bed linens are not allowed outside of your assigned sleeping area.

### **Laundry**

At the time inmates are transferred to a Housing Unit, they will receive a mattress and a bedroll. Each bedroll will contain 1-net bag, 1-mattress cover, 1-blanket, 1-pillow, 1-pillow case, 1-wash cloth, 1-towel, and 1-hygiene kit. It is the inmates responsibility to inspect each item to insure each item is present and in good condition. If an item is missing or is damaged, the inmate must notify a Detention Officer immediately. Inmates are responsible for all the items they have been issued, and may be charged for issued items found to be damaged, stolen, or lost.

Inmate uniforms will be changed twice per week. Inmates will line up in single file at the door of their cell block. Male inmates will step to the door with uniform in hand and exchange uniforms. Female inmates will receive uniforms and change in their individual cell. Inmates will receive uniforms that are the correct size. Detention Officers will determine the correct size, not the inmate. Inmates must take the uniform they are issued and may not pick/choose a uniform to their liking. Inmates absent from their cell block at the time of uniform exchange will be given the opportunity to exchange uniforms as soon as practical upon their return.

Sheets and mattress covers will be exchanged once per week. Upon being notified of a sheet and mattress cover exchange, inmates should immediately obtain these items and line up in single file at their cell block door. The items should be separated and will be exchanged on an item for item basis. Inmates absent from the cell block at the time of this exchange will be given the opportunity to exchange as soon as practical upon their return.

Net bags will be picked up twice per week, after uniforms are exchanged. The net bags will contain personal items, pillow cases, towels, and wash cloths. Inmates will be informed the date their cell block is scheduled to have their net bags picked up and the location they are to be placed for pick-up. It is the inmate's responsibility to insure the net bag's opening is secured. The Sheriff's Department will not be responsible for items being lost due to bags coming open during the washing process. Net bags will normally be picked up during the morning and returned in the afternoon.

Inmate hygiene kits will be sold once each week during uniform exchange. Inmates found to be indigent will be issued a hygiene kit if they request one and currently don't have funds to purchase the kit. Inmates must present their issued ID bracelet to receive a hygiene kit. Blankets issued to inmates will be obtained and exchanged once a month. They will be exchanged on an item per item basis. Toilet paper will be passed out twice per week for male inmates and daily for female inmates. Inmates will receive one roll per cell.

Upon being released, inmates must present all issued items, such as sheets, blankets, pillow, towels, mattress, etc., to the Detention Officer when exiting the cell block. Inmates unable to provide issued items or provide issued items that have been damaged may be charged the cost to replace the item(s) and may face criminal charges.

### **Inmate Mail**

All incoming mail must be delivered via the U.S. Postal System. Mail will be distributed to inmates six days a week. Inmates who do not have their facility issued identification will not receive any incoming mail addressed to them. Incoming mail with no return address will not be delivered and will be destroyed. All incoming mail shall be opened and inspected for contraband, money orders, cash, or checks. Incoming mail will be scanned, but will not normally be read unless circumstances present a compelling reason to do so. The exception to this policy is legal or official mail. Mail from an attorney, court, and court official or identifiable legal entity may only be opened in the inmate's presence and then only to be inspected for contraband, money orders, cash, or checks and to verify it is in fact legal mail. The inspection is strictly for the purpose of insuring that contraband is not being sent into the facility and shall be done in such a manner so as not to violate the confidentiality of the communication. Legal and official mail must be enclosed in an envelope that is readily identified as having originated from an official source before it can be treated as such, and must be clearly marked legal mail. Any mail containing contraband will not be delivered or returned. Unauthorized items include, but are not limited to; stamps, stationery, writing instruments, items containing glue, drawings, computer generated print-outs, oversized greeting cards, credit cards, blank checks, plastic items, jewelry, candy, food, Polaroid/instant print pictures, sexually explicit photographs, and anything used to conduct a business. Mail containing unauthorized items will be destroyed. Incoming mail not addressed like the following example may be returned to the Post Office as undeliverable or its delivery to the inmate may be delayed considerably:

Your Full Name (the name you were booked in under)  
Your Assigned Inmate Number  
Your Block (example A-Block)  
Whitfield County Jail  
805 Professional Blvd. Dalton, Ga. 30721

Outgoing mail must also have the address above shown as the return address. Mail without the correct return address will not be mailed even if it has proper postage affixed, it will be destroyed. All inmate-to-inmate communication via the mail must be approved, including mailings between other federal and state institutions. Only mail between immediate family members in custody will be approved, if the relationship is documented. Outgoing mail with cartoons, drawings, statements, and any other markings on the face of an envelope will not be mailed even if it has proper postage affixed, it will be destroyed. Outgoing mail containing any type of contraband or anything that compromises facility security will not be mailed; it will be destroyed or held for evidence. Outgoing mail will not normally be opened and read unless circumstances present a compelling state interest to do so. A Sheriff's Office staff member will stamp all outgoing mail identifying it as mailed from an inmate at the Whitfield County Jail.

## RAZORS

The Detention Division will schedule razors to be issued to the inmates once a week. Inmates scheduled for a Superior Court appearance may also request a razor while preparing for Court. These are the only times razors will be issued. Razors will only be issued to inmates who personally appear with their facility issued identification. Inmates issued a razor must personally return the razor when they are collected and show their facility issued identification during the collection process. Razors are for shaving only; they may not be used for cutting hair. Taking apart a razor for any purpose is a serious disciplinary offense and will be dealt with accordingly. In addition, any inmate taking apart a razor will no longer be allowed the use of a razor.

## **Illness and Sick Call**

Inmates must report any illness or injury to a Detention Officer as soon as possible. All emergencies must be reported at once. In the event of a medical emergency, all inmates will follow the directions given by a Detention Officer. A Medical Request Form will be provided upon request. Inmates with medical complaints must complete the form and state their complaint or the Medical Staff will not see them. Illiterate inmates can notify a Detention Officer who will assist them in completing the form. Sick call is generally conducted five days a week. Filling out multiple requests for the same illness is not necessary and will not expedite the waiting period. Inmates must be available for sick call when their name is announced. Detention Officers will not wake you for sick call, and will not come back to your cellblock once they have completed sick call for other inmates in your cellblock. Dental services are available for urgent care and pain management only. Examples include, but are not limited to; cracked tooth, swelling, abscesses, and infections. Dental cleaning, cosmetic, or preventative dental care is not provided.

Medication is dispensed three times a day (morning, noon, and evening). All prescription medication will be dispensed as prescribed by the Facility Physician. When pill call is announced, it is the inmate's responsibility to respond to the cell door and stand in line. A Detention Officer will not personally wake inmates to receive his or her medication or wait for an inmate after the last inmate in line receives his or her medication. Inmates must be properly dressed to receive their medication and be wearing their facility issued identification. Inmates may purchase some non-prescription medications (such as Tylenol) from the commissary or complete a Request for Medical Services form and receive non-prescription medication during pill call. Should you elect to complete the Request for Medical Services form and receive non-prescription medication, you will be charged for purchasing the medication from the facility.

Under Georgia Law you will be charged a fee each time you request or receive medical services. You will be charged for each medical service you request. These charges include, but are not limited to, examination by a Nurse or Facility Physician, psychological counseling, HIV testing, and dental services. Additionally, you may be charged for ALL expenses incurred as a result of you being in any altercation or causing injury to yourself or someone else. These charges may include all hospital expenses and costs associated with further care or treatment by a specialist. If you have medical insurance, your insurance carrier may be charged for the actual cost of the medical care you receive. You cannot and will not be denied medical care because you have no insurance or money with which to pay for such care.

If acquitted of your charges, you may receive a refund of your medical charges. It is your responsibility to provide the Whitfield County Sheriff's Office with the official certification as to the fact that you were acquitted of all charges or otherwise exonerated in order to receive a refund of medical charges. A refund cannot be obtained for a plea of nolo contender or when you are placed under the "first offender program."

Medical deductions will be maintained for a period of time after release. If there is a balance owed, it may be assessed at any subsequent incarceration.

### **VISITATION**

Inmates will be allowed to have visits from family and friends unless privileges have been restricted for disciplinary reasons. Inmates are assigned a visitation schedule based on their housing assignment. Inmates who are moved from one housing assignment to another for any reason will immediately assume the visitation schedule of his or her new housing assignment. A Detention Officer will notify the inmate when he or she has a visitor. Once the inmate is notified he should immediately get prepared for the visitation. Inmates must be properly dressed in their jail uniform. Facility issued identification must be worn or visitation will be denied. Each inmate is allowed only one (1) visiting session each scheduled visitation day. Each visit will be limited to twenty minutes. There will be only three visitors per inmate allowed in the visiting session, including infants or children. Everyone visiting an inmate must do so at the same time. Visitors should arrive one hour before the scheduled visitation time in order to complete the registration process, and allow Detention Officers time to identify and process the inmates going to the visitation session. Visitors under the age of seventeen (17) must be accompanied by a parent or legal guardian. Visitors sixteen years or older must present a government issued picture identification card. All children must be kept under control at all times: children will not be left unattended in the lobby or anywhere in or around the facility. Visitors will not be allowed to pass anything to the inmates. Intoxicated visitors will not be allowed to visit and may be subject to arrest. Food, drink, or the use of tobacco products are prohibited in the visitation area. Visitors are prohibited from displaying themselves to inmates in a lewd manner. Visitors are also prohibited from communicating in any manner with inmates except in the visitation area. This includes any form of communication from the facility parking lot. Individuals attempting to do so may be barred from the premises and his or her visitation privileges suspended or revoked. Visitors who have criminal records or who have been previously incarcerated may not be allowed to visit. Visitors must be appropriately dressed in order to visit an inmate. Halter-tops, tank tops, strapless dresses, and clothing which exposes the bare midriff are not allowed. Form fitting, stretch clothing of any type worn in a suggestive manner is not allowed. The Detention Supervisor's decision is final regarding the appropriateness of clothing worn by a visitor. Failure to comply with any visitation rule or verbal order of a Detention Officer will result in immediate termination of the visit and the temporary or permanent barring of the visitor from further visitation. A special visitation time may be allowed for the family of an inmate living greater than 90 miles from the jail or to family members in the event of very special circumstances. Any special visitation must be approved by a Detention Lieutenant or higher ranking officer.

## **GENERAL RULES OF CONDUCT**

While confined you have certain responsibilities to yourself, fellow inmates, and staff members. You are expected to maintain your housing area in a neat, clean, and orderly manner and retain in your possession only items authorized by facility policy. Inmates are expected to conduct themselves in an orderly manner at all times. Inmates are not to run in the building, climb up any railings, jump from levels, or to participate in any act or manner that poses risk of bodily injury to themselves, other inmates, or staff members. Inmates are not to participate in any act or manner that disrupts or threatens the safety, security, and/or general good order of the jail facility or operations. You are expected to maintain an acceptable personal appearance and practice personal hygiene habits. You should keep your body clean and free of odors and shower on a regular basis. You should keep your clothing and issued linens clean and exchange clothing and linens each week as scheduled. As an inmate you are subject to the laws of the United States, the State of Georgia, and rules of inmate conduct for the Whitfield County Sheriff's Office Detention Facility. Infractions of these rules and violations of law will result in disciplinary sanctions and criminal prosecution.

## **DISCIPLINARY PROCEDURES**

**OFFENSES/PENALTIES.** Inmate rules and regulations are divided into two degrees of severity- MINOR and MAJOR offenses. The two categories will include, but not limited to the following:

### **MINOR OFFENSES**

- 1- Beating on walls/windows, rattling food trays, slamming doors, shouting, whistling, producing any noise, or participating in any activity which disrupts the facility or disturbs the staff or other inmates.
- 2- Failure to perform routine daily duties such as, but not limited to, mopping floors, making beds, rising from or retiring to bed at prescribed times.
- 3- Possession of any property not issued or approved by the Detention Facility.
- 4- Possession of or use of any tobacco products or any items associated with the use of tobacco products.
- 5- Wearing clothing in a manner for which it is not intended.
- 6- Altering or possessing an altered authorized item.
- 7- Possession of any authorized item over and above standard issue.
- 8- Being in an unauthorized area.
- 9- Failure to cooperate with Roll Call Procedures.
- 10- Participating in any unauthorized legal proceeding (Kangaroo Court).
- 11- Permitting oneself to be tattooed.
- 12- Blocking or obstructing windows, doors, or established lines of vision physically or with other items.
- 13- Simulating an illness.
- 14- Making false statements to any staff member.
- 15- Displaying oneself to others in an unclothed or socially unacceptable manner.
- 16- Making harassing or intimidating telephone calls.
- 17- Sitting, leaning, or standing on stairs, behind stairs, stair rails, or upper level rails.
- 18- Placing or hanging objects on stairs, rails, walls, windows, vents, lights, sprinkler heads, or blocking stairwell.

- 19- Disrupting or interfering with religious, medical, food services, exercise activities, or any other facility program or function.
- 20- Failure to obey any posted rule, regulation, or established procedure.
- 21- Loss, alteration, removal, or destruction of facility issued inmate identification.
- 22- Failure to produce or show one's facility issued identification upon request by any Staff Member.
- 23- Passing letters, commissary items, or anything else to other inmates.
- 24- Possession of or use of any homemade exercise equipment or device.
- 25- Sleeping in a cell or bunk not assigned by staff.

### MAJOR OFFENSES

- 1- Three or more offenses which have required disciplinary action.
- 2- Refusal to obey any order from any staff member.
- 3- Possessing another inmate's facility issued identification.
- 4- Any attempt to conceal one's identity or to assume the identity of another person.
- 5- Gambling or any other game of chance.
- 6- Violation of any local ordinance, Georgia or Federal Law or Statute.
- 7- Stoppage of or placement of foreign matter into the toilets, showers, sinks, drains, or locking devices.
- 8- Tampering with or impeding any facility locking device or fire control equipment.
- 9- Interference with or introduction of any foreign matter into another's property, belongings, or food.
- 10- Possession, introduction, or manufacture of narcotics, alcohol, medications, or paraphernalia.
- 11- Profanity, derogatory remarks or gestures, teasing, harassing or threatening staff, visitors, or other inmates.
- 12- Possession of any law enforcement uniform, emblems, badges, or other paraphernalia.
- 13- Extortion, blackmail, intimidation, coercion, or bribery of staff, inmates, or other persons in an attempt to gain privileges, protection, contraband, sex, or anything of value.
- 14- Possession of any pornographic pictures or drawings or possession of any pictures or drawings that display male or female genitalia. Also, possession of any pictures or drawings that display or suggest sexual or physical abuse.
- 15- Possession, introduction, or manufacture of any firearms, ammunition, knives, sharpened instruments, clubs, or any instrument that may be used as a weapon, explosives, or dangerous chemicals. This includes disassembling a razor for any reason.
- 16- Participation in, conspiracy to commit, or inciting to mutiny or riot.
- 17- Any sexual activity of any nature.
- 18- Making any sexual advances, proposals, propositions, or threats.
- 19- Taking a hostage.
- 20- Fighting, attacking, physically resisting staff, or causing or participating in any confrontation between inmates, or making or participating in any plans thereof.
- 21- Setting of fires or using electric outlets or appliances to make sparks or to ignite combustible material.

- 22- Any assault including but not limited to physical or sexual.
- 23- Escape from escort, control, custody, or making or participating in any plans thereof.
- 24- Administering a tattoo on another or possessing tattoo paraphernalia.

### **SANCTIONS**

Minor acts of non-conformance or minor violations may be disposed of informally by a staff member as a verbal or written warning. In all cases where the loss of privileges, loss of good time, or isolated confinement is imposed, a rules violation report must be filed. The following composes a complete list of all sanctions that can be imposed and is categorized by minor or major offenses. Although more than one sanction can be imposed, the penalty will be in accordance with the severity of the offense. All Rules Violation Reports and the sanctions imposed will be forwarded to the Division Lieutenant for review and a copy of the same will be provided to the inmate. Loss of commissary and visitation for up to five days may be imposed without requiring an Inmate Disciplinary Hearing.

### **MINOR OFFENSES**

- 1- Loss of one or more privileges or isolated confinement for a maximum of five (5) days per offense.
- 2- Restitution
- 3- Loss of good time.
- 4- Transfer to a greater level of institutional custody.
- 5- Prosecution.

### **MAJOR OFFENSES**

- 1- Loss of one or more privileges or isolated confinement for a maximum of thirty (30) days per offense.
- 2- Restitution.
- 3- Loss of good time.
- 4- Transfer to a greater level of institutional custody.
- 5- Prosecution.

Privileges that may be limited include, but are not limited to:

- 1- Visitation
- 2- Telephone communications.
- 3- Recreation.
- 4- Commissary.
- 5- Inmate programs.

Disciplinary Actions are not matters which may be grieved, but may be appealed to the Disciplinary Hearing Officer if the sanctions imposed result in loss of good time or isolated confinement, or the loss of visitation and commissary for more than five days.

## **DISCIPLINARY HEARING PROCEDURES**

A copy of the Rule Violation Report will be provided to the inmate accused of facility rule violations. The inmate may waive the hearing if he elects to do so. The Hearing Officer will ensure that the inmate has had at least 24 hours to prepare for his or her defense in a disciplinary hearing. If it is determined that the inmate's behavior would be a problem or the inmate could be harmful to staff, a hearing will be conducted without the inmate's presence and a written report generated. The inmate will be allowed to specify no more than two inmates who may be witnesses for the inmate. The Hearing Officer may allow the witness to attend the hearing or elect to interview the witness before the hearing. The inmate is solely responsible for his or her defense and is not entitled to an attorney. The Hearing Officer determines if the inmate was guilty of the rules infraction and the sanctions given were appropriate. The Hearing Officer has total discretion in changing the sanctions imposed, based on the evidence and circumstances. The inmate will receive a written copy of the results of the hearing. The inmate may appeal the Hearing Officer's decision, in writing, to the Detention Lieutenant within two business days. The Detention Lieutenant will review the Hearing Officer's report and may question the inmate and/or others before giving a finding. The decision of the Detention Lieutenant on an appeal is final.