

**HARRISON COUNTY  
MISSISSIPPI**

**INMATE HANDBOOK  
ADULT DETENTION CENTER**



**GEORGE PAYNE, JR. - SHERIFF**

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## **INTRODUCTION**

This handbook is provided to you so that you will know the rules you are to comply with while housed in the Harrison County Jail. These rules describe the operation of this facility and the services that are provided. **READ IT CAREFULLY.**

While you are in jail you will not be treated differently because of your race, religion, national origin, sex or disability. You will receive equal access to programs based on your classification and behavior while incarcerated. Religious, education, vocational training and other work programs are available for inmates to take advantage of while housed at this facility. After sentencing, an inmate may apply to serve as an inmate worker and have the opportunity to be recommended for meritorious earned time (MET) credit. Inmates found guilty of RVRs will lose the opportunity to earn additional MET.

While you are in jail you are expected to keep yourself and your living area clean at all times. You are to respect the rights of your fellow inmates and the rights of Harrison County employee's charged with your supervision. Your responsibility is simple:

- \*Obey the Rules**
- \* Show respect**
- \*Notify your family and friends of new rules that affect them**
- \*Have good behavior at all times**

If you have questions that this handbook does not answer the staff must be asked in the following order:

- 1. OFFICER assigned to your tower or floor**
- 2. FIELD TRAINING OFFICER**
- 3. SHIFT SUPERVISOR**
- 4. SECURITY CAPTAIN**
- 5. DIRECTOR**

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## **GENERAL INFORMATION**

### **Incoming Inmates**

Incoming inmates will submit to a complete search, be deloused & take a shower and dress in a clean uniform. During booking, staff members will ask you questions to assist with assessing your health needs, custody level, and the appropriate housing area. This is for your health and safety, you are expected to tell the truth and cooperate.

### **Issued Items**

When you are transferred from the booking area to a housing unit you will be issued a mattress w/cover, sheets, blanket, and a uniform , hygiene items, shower shoes, cup and spoon, ID Band. Any other necessary items must be requested at time of classification or from an officer.

When you are released you must return everything received in booking & at classification except the hygiene items. Items to be returned include: 1 pair of shoes; 1 mattress w/cover; 1 inmate ID armband; 2 sheets; 1 towel; 1 gray box; 1 inmate handbook; 2 jail uniforms; 1 cup; 1 blanket. These items should be returned in the same condition as you received them. The other items may be thrown away.

### **Personal Property**

Your personal property will be inventoried and stored until your release unless you choose to release it to someone of your choice for pick up. We encourage you to have someone pick up your valuable items Monday, Wednesday, Friday and Saturday between 8:00am-2:00pm to eliminate the chance of them being misplaced. Personal property allowed in the housing units are limited to issued clothing items, purchases from the canteen, white underwear, white socks. A reasonable amount of personal mail and legal papers are allowed as long as they are kept neat and do not pose a sanitation, safety or security hazard.

All items maintained in your cell must fit into your gray box. If you are transferred to MDOC or to some other detention facility your personal

property must go with you. Items not accepted by the agency picking you up will not be held at this facility. This facility will only keep property for inmates housed here.

## **MDOC ALLOWABLE ITEMS FOR TRANSPORTING STATE OFFENDERS TO MDOC/CMCF**

1. Soft back Bible (1)
2. Legal Material
3. Money (To be placed in Inmate Account)
4. Address Book
5. Watch (no more than \$50 in value)
6. Necklace (must be religious nature)
7. Wedding band (males) wedding set (females)
8. Deodorant (1)
9. Medication (turned over to MDOC staff)
10. Eyeglasses (prescribed by doctor) or contacts (case if inmates has one)
11. Undergarments, walking cane, crutches or prosthesis prescribed by doctor

**Note:** Court-Order returnees can have only the property that they arrived with when they entered your facility. Anything not on the list is considered contraband, subject to be destroyed or thrown away. No cigarettes and no free world clothes, shoes or electronics (TV, Radios, etc.) are allowed. All other non-allowed items must be disposed of before going to Central Mississippi Correctional Facility or it **WILL BE DESTROYED**.

## **FACILITY RULES**

### **Behavior Standards**

The staff at the Harrison County Detention Facility, expect that you will

be responsible, display good behavior and comply with staff directions at all times. If you choose not to obey the rules, you will be disciplined and housed in an area where you will get few, if any privileges.

While you are in jail, it is important that you act in a way which promotes the safe, orderly, and efficient operation of the facility. You are required to show respect to follow the rules, to keep yourself and your sleeping area clean, and to use common sense. Violations of acceptable behavior will result in disciplinary action and loss of privileges.

## **Cell Doors**

Cell doors are to remain open during waking hours unless instructed otherwise (Exception B-Block cell doors will be secured at all times). At lockdown the doors will be closed and secured. It is your responsibility to assure nothing blocks the windows. Tampering with the locks or the ability of the doors to be secured could be considered an attempt at escape, and will cause the cell occupant to be placed in lockdown. Damage to door locks could result in fees being assessed against the inmates account.

## **Classification**

Your first housing assignment will be determined by booking staff. Within several days Classification staff will evaluate you based on your criminal charges and special needs identified during the booking process. Your permanent custody level will be determined at this time. While incarcerated, your behavior will be closely monitored. You may request reclassification once every six months.

## **Searches**

Cell searches and or shakedowns will be conducted periodically, and may be conducted at any time during the day or night. If officers enter your section to conduct a search you are to

immediately report to the yellow line in the day room and remain there until you receive further instructions.

## **Cleaning**

You are required to clean your assigned cell or bunk and dayroom daily prior to receiving any privileges. Television, microwaves, and telephones will not be turned on until all cells and dayrooms are thoroughly cleaned. Visitation and canteen privileges will not be granted until all cells are cleaned. This includes making your bed and eliminating all clutter. All personal items are to fit in your issued gray box. If it will not fit in the gray box, you should consider throwing away some unnecessary items to assure you have enough space to keep all items inside the box.

Nothing will be hung in the windows or on homemade clotheslines. The dayroom and shower are common areas. They are to be cleaned and clutter free. All trash is to be thrown away, do not allow trash to pile up. The dayroom is to be swept and wet mopped daily. The shower will be wet mopped daily and the walls wiped down. Shower doors are to be left open after showers and at lockdown to allow them to dry. When not in use all games and cards are to be neatly stored away. Failure to follow this rule may result in games and cards being taken away. You should take pride in your living area. Inspections will be conducted routinely by the staff, and if your area is not clean you may lose certain privileges.

## **Dress Code**

When you leave your cell or bunk you will be in your issued uniform. Before and after a shower you must wear shorts and a shirt, as a sign of respect for officers of the opposite sex. Wearing a towel or boxers to the shower is not allowed by male nor female inmates.

Haircuts will be provided FREE once per month unless an attorney makes a special request for court appearance. All male haircuts will be military style.

## **Emergency Buttons**

There is an emergency button located in each cell near the door. The intended use is to notify the Officer if there is a serious problem in the cell. Misuse of this button will result in immediate disciplinary actions. This button is there for your safety. **DO NOT ABUSE OR DESTROY IT.**

## **Escape**

Any inmate who escapes, attempts to escape, or aids or attempts to aid any other inmate in escaping will be prosecuted according to the laws of the State of MS.

Inmates with prior escape charges will be housed in administrative segregation. The following conditions of confinement will apply:

1. Shower at least 3 times per week
2. Access to basic hygiene items
3. Prescribed medication
4. Scheduled laundry & exchange services (clothing, & linen)
5. Limited telephone privileges (Shift Supervisor must verify all calls)
6. Facility scheduled meals
7. One hour outside of cell 5 days per week
8. Opportunity to submit inmate requests

**NOTE:** Because this inmate has proven to be a security risk, he/she must never be outside of the cell without restraints.

Be advised these confinement conditions may be overridden if safety & security is a concern.

## **Exercise**

Inmates will be afforded one hour daily of physical exercise outside the cell, efforts will be made to offer the exercise yard weather permitting. The faster you line up to go to the yard the



more time you will have outside.

### **EXERCISE YARD RULES:**

While going to the exercise yard, talking to other inmates in other sections is not allowed. One rule to keep in mind while on the exercise yard is to **RESPECT EACH OTHER.**

1. No food or liquid is allowed on the exercise yard.
2. Inmates will wear a full uniform, including shoes during exercise yard use.
3. No personal items are allowed on the exercise yard.
4. No climbing or hanging on the walls of the exercise yard.
5. Littering on the exercise yard is not allowed.
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 Corrections Officer.
7. In the event of a medical emergency all inmates will move to an area designated by an Officer and remain there until further advised by a Corrections Officer. Notification of an emergency will be made immediately to an Officer.
8. When a Detention Officer advises inmates that the exercise period is over, all inmates will immediately return to their cellblock.

### **Evacuation Procedure**

If evacuation of the area becomes necessary, line up in single file, stop talking and follow the instructions being given by staff. Failure to follow instructions may jeopardize everyone's safety. The evacuation routes are posted in each section near the section door. From time to time drills will be conducted.

## **Grievances**

The inmate grievance procedure may be used to address violations of inmate rights. If you feel that you have a serious complaint regarding your treatment or other conditions, first speak with your Tower or Floor Officer. If that doesn't provide satisfactory results, you must write the grievance down and put it in the grievance box when the daily cart comes around. A supervisor will address your grievance within 10 days.

Grievances and dispositions will be forwarded to the Security Captain for review. Petitions will not be accepted. Multiple grievances filed on the same subject are not necessary. Grievances can only be answered on topics directly controlled by the Harrison County Sheriff's Department.

**Note:** Inmates sentenced to the Department of Corrections may seek relief through the Administrative Remedy process offered by the State if you are not satisfied your grievance has been adequately addressed in-house.

## **Headcounts**

Headcount will be conducted at least twice daily, and may be conducted anytime the staff deems it is necessary. Inmates will go to their ASSIGNED cell or bunk 30-minutes before headcount starts. When headcount begins a Officer will ask you your name, you must give the name you were booked under. For verification purposes you will be asked to show your ID wrist band. Therefore, have ID band on and be fully dressed when headcount starts. No telephone calls, no heating of food, no taking showers and no talking is permitted at this time. This is not the time to talk to the staff, there will be time to do that later in the shift. Your cooperation makes headcount go faster which allows you to return to chosen activities sooner.

## **ID Wristband**

Once you are issued your ID wristband you are required to keep it on your wrist at all times. You will need this wristband whenever you leave your assigned section, receive meals, canteen, mail, sick call, and for ID when you are released. If your ID band is lost or destroyed you may be assessed a fee for replacement and your release delayed because of a lack of positive identification.

## **Inmate Accounts**

Inmates are not allowed to have cash money on their person or in the living area. Money taken during booking will be placed in an inmate account and a receipt will be given to you. **MONEY ORDERS** only will be taken at the front desk, added to your inmate account and a receipt will be given to you. The maximum face value of one money order is \$50. No more than (1) \$50 money order will be accepted each week. Any money left on the account upon release will be returned to the inmate by check. Checks will be available after 10:00 a.m. Tuesday thru Friday. There will be no checks issued on Saturday or Sunday. Those check will be available after 3:00p.m. on Monday. You must indicate at the time of release whether you will pick up check or want it mailed. No personal checks will be accepted for the inmate account. You should advise your family and friends not to send cash in the mail. Any cash received will be returned to sender.

## **Laundry**

A laundry schedule is posted in your dayroom. Inmates will turn in dirty laundry and it will be washed and returned as soon as possible that same day.

Hand-washed laundry will be kept in the cells and hung from the hooks provided. Nothing will be hung on windows, rails, grates, or on homemade clotheslines.

## Laundry Schedule

Mon	Tue	Wed	Thurs	Fri	Sat	Sun
A & C Block	B & D Block; Inmate Workers	A & C Block	BD Blocks	A & C Block	B & D Block	Booking
Inmate Workers	Clothing Only; No Sheets nor Blankets	Sheets/Blankets	Clothing Only; No Sheets nor Blankets	Clothing Only	Sheets/Blankets Inmate workers	Inmate Workers
Clothing Only; No Sheets nor Blankets	Female Inmates after 1700 hours	Inmate Workers	Inmate Workers		Female Inmates After 1700 hours	

### Legal Access

Inmates needing information from the law library or Legal Resource Center should complete a request form and drop it in the law library box when the cart comes to your section. Requests will not be received by the Floor Officer or through any other method. Urgent requests should be directed to a supervisor for evaluation. The cart comes around daily. The request forms will be answered by the Legal staff as soon as possible.

The Legal Resource Center does not practice law or give legal advice. As an inmate you must direct your legal questions to your attorney.

**All state inmates need to write:**

South MS Corr. Institute of Legal Assistance  
P.O. Box 1419, Leakesville, MS 39451

The Legal Resource Center is here to assist you based on available resources. Requested research is pulled, letters mailed to your attorney or to the courts (should you represent yourself) in order to assure access to the court system. Do your part in helping the system flow smoothly by not sending multiple requests for the same thing. If you will cooperate the system will work for you smoothly and quickly.

**Notaries are done upon request according to deadlines. Cases are pulled in the order in which they are received, as well as the processing of all other requests. You must allow at least seven days for a reply to your request.**

**Please note: If you are newly incarcerated for a felony and have not applied for an attorney, then you need to request a Petition for Attorney. If you have already Petitioned the court for an attorney, then your temporarily assigned court appointed attorney is as follows at the Justice Court level until you are formally indicted, and then you will be reassigned by Circuit Court a new appointed attorney.**

**1<sup>st</sup> Judicial District-Gulfport  
Attorney: Kay Wilkerson  
P.O. Box 4105  
Gulfport, MS 39502  
(228) 863-5827**

**2<sup>nd</sup> Judicial District- Biloxi  
Attorney: Bill Dreher  
P.O. Box 1344  
Biloxi, MS 39533  
(228) 432-5588**

**Once you are indicted and you have already Petitioned the Circuit Court for an attorney, and for whatever reason you are not satisfied with the time it is taking for you to receive your new attorney assignment, then you are at liberty to write the court handling your case as follows:**

**Circuit Court-1<sup>st</sup> Judicial District  
P.O. Box 998  
Gulfport, MS 39502  
(228) 865-1635**

**Circuit Court-2<sup>nd</sup> Judicial District  
P.O. Box 235  
Biloxi, MS 39533  
(228) 435-8250**

## **Library**

**The Adult Detention Center operates a mobile library for inmate usage. To request a book, you simply complete a book request form and place it on the request cart when it comes around. The library cart will deliver books to your block. You may only check out one book at a time. If you have a book checked out to you already, that book must be returned**

before you will be allowed to check out another book.

## **Mail**

Communication with the outside world is important. The staff will pick-up letters each day. Personal letters without postage or return addresses will not be mailed. You should limit information on the envelop to the name, address & your return address. Any out going mail with obscene or vulgar words or pictures or gang related symbols will not be mailed. Outgoing mail will not contain any foreign items. Only letters are

acceptable. The envelope along with the contents will be destroyed and you will not be reimbursed for postage. All out going mail will be stamped with the following.

Harrison County Sheriff's Department. Adult Detention Center

This letter is being mailed by an inmate of this facility.

The Administration has not reviewed the contents.

Incoming mail must have a return address or it will not be accepted. All incoming mail except legal will be opened & searched for contraband. Legal mail will only be opened in the presence of the inmate. The inmate may keep the contents of legal mail but the envelope must be returned to the officer delivering mail. Any packages or unauthorized mail will be returned to the post office. The HCADC is not responsible for lost items mailed to this institution unauthorized. To insure fastest delivery of all incoming mail it must be addressed as follows:

Harrison County Adult Detention Center

Your full Name (name you were booked under)

Cell Block, Section and Cell Number

10451 Larkin Smith Drive

Gulfport, MS 39503

Mail will be picked up and delivered every day except Saturday, Sundays and Holidays. You must show your ID band to receive mail.

## **Meals**

The facility serves three meals per day. Meals will be delivered to your section. To assure orderly distribution of meals, the Officer's instructions must be followed. The approximate serving times for each meal is listed below.

<b>Breakfast</b>	<b>5:30 a.m.</b>
<b>Lunch</b>	<b>11:00 a.m.</b>
<b>Dinner</b>	<b>4:00 p.m.</b>

When a meal is announced you will form a line at the service area. You must bring your cup and inmate ID wristband. Meals will be eaten in the dayroom only unless an inmate or the entire section is on lockdown. Eating meals in the cells and storing meals to eat later is not allowed.

## **Movement**

When you leave the cell block you will be handcuffed and/or wear other forms of restraints. Walk in single file to the right of the hall. There will be no talking to other inmates or staff. You must have your ID wristband on.

## **Telephone Access**

Each inmate will be given an opportunity to make a reasonable number of telephone calls to assist with release at the time of booking. Once placed in a section inmates will not be taken back to booking to make calls.

Telephones are located in each section. They are to be used during the dayroom hours. Calls to your court-appointed attorneys can be made direct by dialing 1 + Area Code + the telephone number. All other calls made are collect calls. The telephones are property of the telephone company, if they are intentionally damaged the section may be without telephone services until the company can be contacted for repair.

## **HEALTHCARE**

As an inmate, you are eligible for medical, dental and mental health services as needed to maintain your health. There is a five (\$5) fee for each physician, dentist and mental health visit. You **WILL NOT** be denied medical services because of your inability to pay. Additionally, you will not be charged for follow-up visits or chronic care visits scheduled by the medical department. However, if money is deposited in your Canteen Account while you are incarcerated, your outstanding medical bill will be deducted first.

It is your responsibility to fill out a request slip stating the health service needed. (i.e., medical, mental or dental). You may also verbally ask for medical services from an officer or medical personnel. Drop your request slip in the locked box provided for requests in your housing area.

Request will be collected daily by medical personnel. Do not expect officers to hand carry routine requests. Non-emergency request will be reviewed by medical staff within 24 hours. You will be scheduled to see a health care professional within the next 24 hours (72 hours on weekends).

Emergency or acute health service request are reviewed and the inmate will be seen by a medical professional within 24 hours.

If your medical problem is an emergency, tell a staff member immediately so you may be treated.

Health Evaluations will normally be performed by the medical personnel within 14 days of incarceration, **FREE OF CHARGE**.

If a requested medical procedure is not deemed a necessity by the doctor it will not be provided. Dental procedures will consist of **PAIN CONTROL & INFECTION CONTROL**. No elective or cosmetic dental services will be provided.



Diseases may be spread in a jail setting if precautions are not used. To prevent yourself from getting diseases, do not share needles for drugs or tattooing nor share body fluids.

If you are feeling anxious, depressed, or you feel like harming yourself, complete a request to see the Mental Health Staff. The Medical Staff are always available for emergencies.

## **PRIVILEGES**

### **Canteen**

The Canteen is a convenience store operated by the Detention Center, making retail sales to inmates in the Blocks. If you have money in your inmate account, you may order items from the Canteen (i.e., snacks, postage, writing materials, personal hygiene items, etc.) one time per week. Items are purchased using the Canteen request form filled out by the inmate. The cost of the purchases is deducted from the inmate's account and the items are delivered by Canteen Staff.

You may purchase up to \$45.00 each delivery day provided you have money and are not restricted due to disciplinary actions. If an order was placed prior to lockdown, upon delivery, the inmate will only be allowed hygiene items. The remainder of the Canteen items will be returned and your account credited.

### **RULES FOR DELIVERY**

Inmates will be called out of the section, one at a time to pick up their order;

The items will be removed from the bag and compared to the order form;

The inmate will sign a receipt verifying that he/she has received the order;

Any mistakes must be noted on the receipt by Canteen Personnel at the time of verification and corrections made as soon as possible.

If an inmate forgets to order or misses the order date he/she must wait until the next date for ordering. There will be no back orders, additions or exchanges.

### Barbershop Schedule

Mon	Tue	Wed	Thurs	Fri	Sat	Sun
C Block	C Block	A Block	D Block	A Block	B Block	C Block
B Section	E Section	A Section	A Section	D Section	C section	A Section
C Section	F Section	B Section	B Section	E Section	D Section	
D Section		C Section	C Section	F Section	E Section	
	D Block	B Block	Females Only			
	D Section	A Section	0800-1000 hours			
	E Section	B Section	1600-2100 hours			
	F Section		B Block Juveniles 1300-1400			

### Inmate Workers

Inmate worker positions are available in various location throughout the jail. Inmates must make request for work by completing an inmate request form and placing it on the daily request cart. You may be denied if you have a history of behavior problem while in jail or a violent criminal history. You must be currently serving some time (either misdemeanor or felony). Understand as an inmate worker you must follow all handbook rules and some additional inmate worker rules. Privileges for inmate workers include: longer visitations, MET toward sentence or 2 for 1 time for misdemeanor convictions increased meal portions, opportunity to sharpen or develop a skill, etc.

Convicted misdemeanor inmates will be classified as skilled or unskilled inmate workers. The classification level will determine whether work assignments are permanent or on an as needed basis.

## **Programs**

**Time for Religious Services, Educational Services, Alcoholics/Narcotics Anonymous will be announced as scheduled. These services are conducted by volunteers who are here to help you. Do not show them disrespect. If you are not really interested in the program provided do not attend. Due to the number of inmates incarcerated space is already limited.**

**REMEMBER this is a privilege that will be taken if rules are violated.**

## **Visitation**

**Visitation is a privilege that may be prohibited if rules are not followed. You have the RIGHT to a professional visit with your Attorney, Bonding agent or approved members of the clergy. All personal visitation is non-contact and non-conjugal. Special visits for people living over 150 miles away must be pre-approved. Visitors are not allowed to leave anything in the visitation room for you. Violators caught will be banned from visiting and may be subject to arrest. All visits are limited to three people once per week. All children are counted as visitors. Anyone under the age of 18 must be accompanied by a parent. Visits will last no more than 30-minutes per week.**

**Visits will be scheduled at least 24-hours in advance by the inmate. It is the responsibility of the inmate to advise friends, family or loved one a visit has been scheduled.**

**A visitation form will be provided during the classification process. If the form is not provided you must request one at time of classification. On the form you will list the persons you want to visit you and all information you have available. The form must be returned to the Classification Officer or placed on the mobile cart when it comes around. The person on the form must bring a picture ID in order to visit.**

## Visitation Schedule

<b>Tuesday</b>	<b>Thursday</b>	<b>Saturday</b>	<b>Sunday</b>
5:00pm-10:00pm A-Block Last names A-L	5:00pm-10:00pm B-Block General Population B-Block Admin. Segregation (BD)	8:00am-1200 pm C-Block General Popuiation B-Block Protective Custody (BD) D-Block Juvenile (BF)	8:30am- 10:15am Church Services
		5 00pm-10:00pm C-Block Inmate Workers D-Block Female Population	5:00pm-10pm D-Block Male Population A-Block Last names M-Z

### General Housing Unit Rules and Regulations

You are expected to follow all detention center rules and regulations. Failure to do so will result in disciplinary action. If you have any questions regarding rules and regulations, ask the Officer. All questions and comments are to be addressed to the control room or the floor officer. You may request to speak to a supervisor. You should allow seven days for reply to your written request. If you have an emergency notify the Control Room Officer immediately.

1. When asked to go to your assigned cell, you will do so immediately no question asked.
2. Do not talk to other inmates through closed cell doors, fire exit doors, or pass notes of any kind.
3. Keep I.D. bracelets on at all times. You will not be afforded any privileges without your I.D. bracelet. Destruction of I.D. bracelet will constitute a charge of ten dollars to the inmate's canteen account, or payment at time of release.

4. Inmates will be fully dressed in their issued uniform when not in their assigned cell. They will also be fully dressed during any count. Pant legs will be rolled down at all times.
5. No tobacco products are allowed. This is a non-smoking / tobacco free facility. Any inmate found with any tobacco products will be disciplined for contraband.
6. Razors will be signed in and out on Sunday. Two hours after issuance the razors will be returned to the Officer.
7. Under no circumstances will uniforms, sheets, pillowcases, walls, or furniture be damaged or defaced in any manner. If you are found with damaged articles in your possession you will be charged and/or disciplined. Failure to pay will result in disciplinary actions.
8. No items will be attached to walls, furniture, or windows in any manner.
9. Inmates' cells will be inspected routinely. Each inmate is responsible for cleaning his/her cell daily.
10. Beds will be made neatly with blanket and sheets tucked under the mattress when the bed is not in use.
11. All personal property must fit in the property bin attached to the bunk or in the gray storage box.
12. All inmates' shoes will be placed on the floor underneath the bunks.
13. No food other than canteen items will be permitted inside the cell.
14. No jewelry of any kind will be permitted.
15. No headband or wraps will be worn except while sleeping.
16. Population Inmates are not authorized use of shoelaces. Inmate

workers must only wear issued facility tennis shoes.

17. Do not sit on tables. Any authorized chairs are to remain in the sections. Do not lean or tilt chairs. All four chair legs must remain on the floor.
18. Do not run inside the housing unit. You will behave in an orderly fashion at all times when in this facility.
19. No personal items such as cups, spoons, paper, etc. will be left outside the inmate's cell. These items must be returned to your cell immediately when not in use.
20. Only three books will be allowed in cell including the Bible or Quaran.
21. No cleaning supplies will be stored in cells. Supplies used must be visually observed by an Officer.

### **The Daily Procedures**

1. At mealtime, all inmates not locked down will line up to receive their meal. Each inmate is allowed one tray.
2. Inmates will not share or exchange cups, spoons, towels, or uniforms.
3. Do not urinate or spit anywhere except in commode or sink.
4. Inmates are not permitted to take anything with them when they are being transported out of the section, except legal paper necessary for court.
5. Inmate must turn in an empty toilet roll in order to receive a new toilet roll.

6. All lights out at 11:00 PM Sunday THRU Thursday. 12:00 PM Friday and Saturday. Inmate workers 12:00 PM Sunday THRU Thursday 0100 am Friday and Saturday.

## **Inmate Disciplinary Rules and Procedures**

The Harrison County Adult Detention Facility, disciplinary rules and procedures are as follows:

No disciplinary punishment which results in solitary or disciplinary confinement, or in any other major adverse change in condition as set forth in the rules and regulations, shall be imposed except under the following due process requirements.

1. Inmates may not be punished except for conduct which violates an existing jail rule or regulation.
2. Any inmate considered a danger to himself or others can be isolated by a Shift Supervisor or above in command until further evaluation.
3. The Shift Supervisor or Officer should submit to the inmate a written notification of the major or minor rule violation he / she is charged with along with a statement including facts supporting the alleged violation.
4. All minor rule violations under category III will be handled by the Shift Supervisor. Any grievance on the action should be written on an inmate request form addressed to the Disciplinary Officer. If the violation was already handled by the Disciplinary Officer then a request should be sent to the Captain of Security.

5. All major rule violations under Category I & II will be handled by a Disciplinary Officer who may offer a plea prior to a disciplinary hearing.
6. If a plea is accepted, the inmate will sign a plea agreement and sanctions begin.
7. However, if plea is refused, a formal disciplinary hearing will be held as soon as possible after the plea sheet is signed refusing the plea offer.
8. All inmates will be allowed to attend their disciplinary hearing, unless prior behavior poses a threat to the staff or facility security. In which case a written statement from the inmate will be accepted.
9. A maximum of three witnesses will be allowed for the inmate's defense. However, any inmate or witness who is unruly or disrespectful will be removed immediately.
10. You have the right to appeal to the Captain of Security within three calendar days after the Disciplinary hearing committee's decision. You should submit your appeal by using an inmate request form. This will be addressed to the Captain of Security.

## **Disciplinary Violations and Punishment**

1. **Category I Offense ( Major)**
  - A. Assault or attempted assault (i.e., sexual, physical, etc) on inmate or Officer.
  - B. Attempted coercing of staff members.



- C. Setting fire in cell.
- D. Coercing staff members.
- E. Possession / use of a weapon.
- F. Participating in any group demonstration that disrupts the ordinary routine of the facility (i.e., riot.)
- G. Participating in any sexual behavior or activity with a person, male or female.
- H. Verbally threatening any person with death, violent injury or sexual assault.
- I. Rape (same or opposite sex.)
- J. Fighting.
- K. Possession of drug paraphernalia, illegal drugs, or prescriptions.
- L. Theft, (i.e., personal items, canteen, facility equipment.)
- M. Tampering with security devices (i.e., fire sensors, locking devices, etc.)
- N. Attempting or aiding in an escape (i.e., interfering with proper locking of cell doors, digging mortar from around bricks.)
- O. Purposely causing toilets to malfunction, or placing items such as trash, papers, food etc. in toilets.

**Punishment:**

Lockdown up to 60 days, loss of up to 60 days visitation, telephone and canteen privileges. Any inmate who assaults Officer or staff member will be prosecuted for assault of a law enforcement officer.

## **2. Category II (Major)**

- A. Bribery**
- B. Destruction of county property.**
- C. Extortion or intimidation of fellow inmates or Officer.**
- D. Possession of intoxicant.**
- E. Interfering with staff (i.e., failure to cooperate with shakedown, searches, counts, etc.)**
- F. Violation of at least two separate Category III offenses while on lock down.**
- G. Indecent exposure, or Behavior (obscene gesture or actions)**
- H. Sale/possession of contraband (i.e., cigarettes, tobacco, unauthorized facility property, etc.)**
- I. Destruction of another person's property.**
- J. Smoking in the facility**
- K. Being found in someone else room during headcount or after lockdown .**
- L. Disrupting Facility order by faking an illness or injury.**
- M. Refusing a urine test or testing positive for drugs.**
- N. A violation of three minor offenses within 30 days.**
- O. Lying to a staff member.**
- P. Soliciting money or gifts.**

### **Punishment:**

Lockdown up to 30 days, loss of up to 30 days visitation, telephone and canteen privileges. If any inmate defaces or

damages county property, he or she may be required to pay the replacement value.

### **3. Category III (minor)**

- A. Exchanging, trafficking, trading bartering, giving receiving or other participation in the transfer of money, personal property or any other items of value from one inmate to another.
- B. Noisy, loud and profane language, gambling, gaming.
- C. Loud noise from metal doors, kicking or beating on doors, windows, etc.
- D. Attempting to communicate with individuals outside on the facility grounds (i.e., beating on windows, calling individuals to the fence, etc.)
- E. Being outside cell not fully clothed, (i.e., including cut off T-shirts, uniforms, etc.)
- F. Answering to the name of another inmate.
- G. Being in an unauthorized area.
- H. Disorderly conduct.
- I. Disrespect.
- J. Having paper, trash bags or pictures over windows, walls, vents, lights, and writing on walls.
- K. Failure to maintain a neat and sanitary housing area, cell, etc.
- L. Failure to maintain personal hygiene.
- M. Being out of cell without bed made.

- N. Talking through cell doors with inmates on lockdown.
- O. Not wearing I.D. Bracelet.
- P. Improper use of tables or chairs. (i.e., sitting or lying on)
- Q. Hanging items from electrical devices, sprinkler heads, doorknobs, door hinges, cell doors, bunks, etc.
- R. Failure to follow an order from a staff member.
- S. Refusing to work.
- T. Wearing head rag//doo rag outside cell.
- U. Addressing officers by anything other than last names.
- V. Being on top tier without permission.
- W. Purposely wearing pants below the waist or improper wearing of uniform.
- X. Refusing to comply with grooming standards.
- Y. Improper use of telephones.
- Z. Improper behavior during court.

**Punishment:**

Disciplinary actions may include one or a combination of the sanctions listed below: All offenses must be documented & signed by a supervisor.

**Lockdown for remainder of Shift**

**OR**

**15 days loss of canteen**

**OR**

**15 days loss of visitation**