

INMATE HANDBOOK



DOUGHERTY COUNTY JAIL FACILITY

REVISED
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INTRODUCTION

Each inmate will be given a copy of the Inmate Handbook containing the rules and regulations of the Dougherty County Jail Facility, so that they may govern themselves accordingly. As an inmate of this facility you have a right to know what you can expect and what will be expected of you during your stay in this facility. This handbook has been prepared for your convenience to acquaint you with the rules of the facility; it contains descriptions of rules, privileges, disciplinary and grievance procedures as well as a listing of programs and activities available to you. It is our intention to make your stay here as convenient as possible; considering the circumstances and keeping in mind security, control, expense and fairness. Remember this is a jail facility, all of your wishes cannot be met. Your cooperation will make things less difficult for all of us. Acceptance of this booklet by the inmate shall be presumed to be prima facie evidence of knowledge of its contents and consent to obey and follow the policies and procedures contained therein. This Inmate Handbook may not cover all aspects of the operation of the Dougherty County Jail Facility. If you have questions about the information you have received in this booklet, please direct your questions to any staff member. Modification or amendments to these rules and regulations may be issued in the future by the Jail Director/designee and will be considered to be part of this booklet.

During your stay here, your movements will be supervised by Detention Officers. These officers have the authority to instruct, and as necessary, direct and control your activity. You are expected to comply with the instructions of these officers. Violation of the rules and regulations contained herein may subject the violator to disciplinary action. Effective supervision, in part, is dependent upon the display of your wristband which must be appropriately worn at all times and displayed to the Detention Officers upon request to participate in all facility activities, services and privileges.

DCJF Inmate Handbook
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Chapter 1

ADMISSION

Booking Procedure

During the admission and booking process each arrestee will be required:

- To provide current and accurate information for personal identification and proper completion of all forms and reports.
- To relinquish all items of money, securities and personal property for inventory and secure storage. Inmates returning from prison or other facilities will only be allowed clean / dry underwear and socks.
- To cooperate fully in preparation of an initial observation/health screening, which includes providing information about injuries requiring immediate attention and prior mental state.
- To submit to appropriate identification, search and hygiene procedures. If your appearance should change (ex. you grow a beard, shave the hair off your head, etc.), you may be required to be re-photographed.
- To clip long fingernails if housed in the facility.
- To acknowledge receipt and understanding of the Inmate Handbook.
- To take out hair extensions/weaves that are not bonded with glue or other hair bonding agents.

Weekender/Intermittent sentenced inmates are allowed to bring only one (1) clear container of deodorant, two (2) t-shirts, two (2) sets of underwear and two (2) pair of socks. No money or jewelry.

Classification

Inmates housed in the D.C.J.F. are classified as minimum, medium, or maximum security based on criteria through a point based classification system that includes but is not limited to: current charges, criminal history, past and/or present institutional behavior.

EMIT Testing

The cost for EMIT Testing is \$20.00 and will be deducted from the inmate's account each time an EMIT Test is required. Payment for indigent inmates will be handled on a case by case basis.

EMIT testing will be conducted on all new inmates as well as currently housed inmates. Reason for EMIT testing are as follows:

Active Probation, bond conditions, judge ordered, conditions of release and confirmation testing for other agencies, i.e. Parole

Inmates that are not EMIT tested upon arrival to jail will be notified the following morning by the assigned housing officer by 9:00 a.m.

EMIT lab personnel will prepare a list of individuals to be tested. This list will be provided to the on-duty shift. The housing officer will notify all inmates of testing. The inmate will acknowledge by signing the notification sheet. The housing officer will then annotate the time of notification on the notification sheet.

In the event the inmate decides to refuse testing, EMIT will call the appropriate housing pod and pick a time for that inmate to be brought to the red zone.

Note: not signing either sheet constitutes a refusal.

All inmates will be transported to the EMIT lab for testing between the hours of 12:00/12:30 p.m. Jail requirements/emergencies will have priority over inmate transport times.

Chapter 2

INMATE FUNDS

Inmate Accounts

Upon admission into the facility, all funds will be taken from the inmate and inventoried in the inmates' presence. The inmate will be given a receipt and the funds will then be deposited into the inmate's account. Inmates are responsible for keeping all receipts for funds. Loss of a receipt may result in problems reclaiming funds. Funds may be deposited into an inmate's commissary account using the kiosk located in the jail lobby or by going to **www.DoughertySheriff.com**, clicking the link for "**Jail Operations**" then following the prompts to deposit money. Funds may be deducted from an inmate's account if the inmate initiates non-emergency medical and/or dental treatment, inmate programs requiring a fee, damages to jail property, etc. Inmates may forward a written request to the Finance Officer to authorize payment to a person or place outside the facility up to the amount contained in their account. Such releases shall only be approved one time per inmate and only within thirty days from the beginning of the inmate's incarceration. Any funds remaining on an inmate's account at the time of his/her release or transfer will be returned to the inmate. Inmates being released from custody, owing money, will have their master record flagged for future reimbursement purposes.

Indigent Inmates

The Dougherty County Jail Facility will provide an indigence program for inmates that meet the following criteria:

- The inmate has no available outside source of income. (ex: Social Security check, Retirement check, etc.)
- Inmates must have \$3.00 or less for fifteen (15) consecutive days in their account.
- If the inmate qualifies he/she may receive one (1) haircut per month, one (1) bottle of deodorant (exchanged on a one-for-one basis), one (1) pen, writing paper and sufficient postage to allow for mailing up to six (6) privileged/non-privileged correspondences once a month. Indigence can be terminated for the following reasons:
 - If the inmate receives funds which totals his/her account balance in excess of \$3.00.
 - Any abuse of the service. (ex. trading supplies for snacks)

Note: If an inmate who has been declared indigent receives funds, the incoming funds will be used to cover any negative balance created while indigent.

Chapter 3

INMATE PROPERTY

Personal Property

Inmate personal property and personal clothing will be inventoried and securely stored by this facility until the inmate's release or transfer to prison. Inmates may release all of their personal property to someone of their choice Monday - Friday between 11:00 am and 7:00 pm, and Saturday/Sunday between 10:00 am and 5:00 pm. Inmates must retain a change of clothing. No portion of an inmate's personal property may be released; either all personal property will be released or the property release will be denied. Inmates should advise their designee to pick up their property by reporting to the lobby desk with a photo identification and inform the Lobby Control Officer of their business. Prior to any property being released, inmates will be afforded the opportunity to confirm the identity of the individual picking up their property. Inmates will be afforded the opportunity to have a family member pick up clothing that is soiled with contaminants such as blood, urine, feces, etc., or have the clothing washed by facility staff; however, the facility staff will not be responsible/liable for the condition of soiled clothing washed in the facility. Contaminated clothing that family members do not pick up will be discarded.

Court Clothes

Court clothes will be accepted for inmates going to jury trial seven days prior to their scheduled court date. Court clothes will be accepted between the hours of 11:00 am - 7:00 pm Monday - Friday, and 10:00 am - 5:00 pm on Saturday and Sunday. Clothing other than for court will not be exchanged unless there is a definite reason (such as torn, bloody or extremely dirty clothing). This may be approved one time only; on an item for item basis.

Sentenced Inmates

If you are sentenced to prison, you will not be allowed to take any of your property with you from the jail to prison. All unauthorized items taken to the prison system will be discarded by the prison officials. You can make arrangements for someone to pick up the plastic property bag prior to or at the time of your transfer to prison. Inmates returning back to prison from county jails are allowed to bring back all prison issued items, store goods and legal paperwork.

Dougherty County Jail Facility does not have any provision for storing clothing or property for you, nor does it have any obligation to mail those items for you. Inmates may make arrangements to have these items picked up. No item(s) will be accepted for inmates being transferred into the State Prison system. Any property or clothing which is not picked up within ten (10) days after your transfer will be donated to a charitable organization or destroyed. Clothing and property may be picked up Monday - Friday between 11:00 am and 7:00 pm.

Facility Issued Property/Return

Each inmate will be issued one (1) pair of shoes, one (1) uniform, a hygiene kit containing soap, toothpaste, toothbrush, two (2) sheets, two (2) blankets, one (1) towel, and one (1) washcloth

during the admission process. Inmates will be provided a mattress upon arrival to the housing pod. Inmates leaving the facility will be directed to return their mattress, blankets, sheets, towel, washcloth, uniforms, shoes and any other items provided by the Dougherty County Jail Facility. Inmates are responsible for any damages to items issued, including reading material.

Toothbrush/toothpaste and soap will be replaced/exchanged on an as needed individual basis. Replacement items may be denied due to misuse/abuse.

All inmates will be fully dressed, including shoes, whenever they are outside of their cells. Inmates must have their jumpsuits fully buttoned, and will not be worn inside out. Pants legs will not be rolled above the ankles. Wristbands will be worn at all times. Inmates found in violation of uniform rules will be subject to disciplinary action.

Personal Property Bins

Inmates will be issued Personal Property Bins prior to being housed (except G building). Inmates assigned to G building will not have a Personal Property Bin issued. G building inmates will store their personal property in the bin assigned to their bunk. Personal Property Bins are subject to search. In the event an inmate refuses to acknowledge ownership, the bin will be seized as unclaimed contraband. All Personal Property Bins will be returned to Intake upon the inmates' release from Jail. Any damages to the bin will be noted for reimbursement to the jail.

The inmate must store the following items in the bin:

- All unopened commissary
- All hygienic items
- All books
- All letters and correspondences
- All pictures/photos

NOTE: The inmates' property must fit inside the bin with the lid closed and secured. Any items that cannot fit into the bin will be confiscated. (If an inmate has an item of legitimate personal property that cannot fit in their bin, they may request that the item be placed in their personal property in the Warehouse.)

The following items may be maintained in the cell (outside of the Personal Property Bin) in a clean orderly fashion:

- All clothing
- All opened commissary – subject to confiscation in the event of pests/vermin
- All agency issued property

Chapter 4

DAILY ACTIVITY

Wake-up Call

Wake up call will be conducted at 5:30 a.m. daily and all inmates will get up at that time for breakfast. Inmates that are designated to come out of their cells for their time out are expected to make their bed, clean and neatly arrange their individual cells before they come out. All inmates will be expected to come out of their cells when they are designated for out of cell time. All cell doors will be secured when inmates exit their cell for their designated out of cell time.

Cell & Pod Clean-up

Each inmate has the obligation to help the jail facility remain clean & sanitary. Inmates will clean his/her cell (sweep, mop, etc) thoroughly before leaving the cell for their designated time out. All areas of the housing units will be thoroughly cleaned and sanitized daily. No sheets, paper or other material will be hung around or on beds, doors, walls, windows or rails. The Housing Corporal will conduct unannounced inspections of the sanitary condition within the pod and cells. If a pod or individual cell fails to maintain sanitary conditions, the Detention Staff may place that pod or the inmate assigned to that particular cell on restriction of privileges for a period of up to 48 hours (two days). The procedure for the sanitation restrictions are completely different from any restrictions given in the discipline procedures which affects only individuals. Even if your cell/pod passes the sanitary inspection, you must correct all deficiencies noted by the Detention Staff. The day room should be swept and mopped as needed after each meal. The tables are to be kept clean and neat, with games properly stored when not in use. After lockdown, the showers and dayroom will be thoroughly cleaned by the pod detail inmates. Cleaning materials will be provided in each pod, so you and those inmates who live with you can effectively keep your housing area clean and neat. Failure to adhere to these rules may result in disciplinary action.

Inmate Count

Inmate count will be conducted periodically throughout the day, to achieve full accountability of all inmates housed in the Dougherty County Jail Facility. Inmates in G-Building will stand by their bunks. Inmates that are secured in their cells will be required to show their wristbands through the door window. Inmates that are out on the floor will stand beside their cell door. There is absolutely no talking during an inmate count. Inmates that cause or participate in any interference in regards to counting of inmate population will be subjected to disciplinary action. The Pod Officer will inform the inmates when to proceed with normal activities.

Daily Schedule

5:30 am Inmate wake up. Begin clean up for inmates designated to come out for their time out. Breakfast begins.

6:00 am Televisions may be turned on with the Pod Officers approval.

- 6:30 am** Breakfast ends. Complete cell clean up for inmates designated to come out for their time out.
- 7:15 am** Inmate headcount. Turn off televisions. Collect personal laundry for appropriate pods (Mon-Fri)
- 8:00 am** Begin recreation, Sick Call, Court, Religious Services (Sunday), Visitation (Sat & Sun). Televisions and phones may be turned on upon a satisfactory cell/pod inspection by the Pod Officer and/or the Building Supervisor.
- 8:30 am** Religious Services (Wed & Thurs), Gideons (Tues)
- 9:00 am** Religious Services for B-200 (Sat)
- 10:00 am** Religious services end. (Sun)
- 11:00 am** Lunch begins.
- 12:00 pm** Lunch ends.
- 1:30 pm** Religious Services (Wed & Thurs)
- 4:00 pm** Visitation Ends (Sat & Sun)
- 4:30 pm** Dinner begins.
- 5:30 pm** Dinner ends.
- 6:00 pm** Religious services for juveniles (Fri). Religious Services for B-200 (Sat).
- 7:15 pm** Inmate headcount. Turn off televisions until headcount is completed.
- 7:30 pm** Religious Services (Wed, Thurs, & Sun)
- 9:30 pm** Religious services end
- 11:30 pm** Televisions/telephones turned off. Inmates locked down for the night. Pod detail inmates clean showers and Day Room.
- 11:45 pm** Inmate count and wristband check.
- Midnight** Lights out. Linen exchange conducted for appropriate pods (Mon-Fri). Razors issued and collected for appropriate pods.

Chapter 5

INMATE SERVICES & PROGRAMS

Attorney and Court Contact

The Dougherty County Jail Facility will ensure the right of inmates to have confidential access to their attorney and/or their respective representatives. This may be done in three (3) ways. First, you may use the telephone to contact your attorney. Second, you are free to write your attorney. Third, you may visit with your attorney to discuss your case. Attorneys may come to the facility at their discretion to meet with you. This facility will provide attorneys and clients with a private place to meet. The facility will protect, to the fullest extent possible, each inmate's right to access to the judicial process.

Pretrial Release Program

Selection for the Pretrial Release Program will be made by a Pretrial Services Unit Deputy based on the following criteria:

- Must have a bond on all charges that is \$20,000 or less.
- Must have 5 references that will be willing to discuss you, your living arraignments, work skills and family life. The references must speak positive about you.
- Must be willing to comply with Pretrial Supervision until your case has been disposed of through the courts.
- Must have a valid home address.
- Must maintain a working cell phone.
- Report as directed.
- Call in once a week or as directed.
- Abide by curfew from 10pm to 5am, unless working.
- Work on areas of improvement in life such as job employment and/or education.

You may be ineligible for Pretrial Release for the following reasons:

- Current charge is a forcible felony
- Current parole violation
- Current escape charge
- Current fail to appear charge
- Probation violations that are not satisfied through the courts
- Hold for other Law Enforcement
- Bail jumping
- Current WID or trafficking any type of illegal drugs
- Any possession of methamphetamine or heroin; past or present
- Failure to register as a sex offender
- Any other felony charge not listed that is deemed a risk to society
- The references you provide speak poorly of you and your habits.
- You cannot live at the address provided
- Your criminal history shows a pattern of violence
- Excessive disciplinary reports

NOTE:

- Absconding, failure to comply with the release order, or committing a new offense will result in your bond being revoked.
- Once your case is disposed of through the courts, you are released from the Pretrial Release Program.

Commissary

Commissary items which are approved for inmates may be ordered once weekly, on a scheduled basis. The amount of purchase will be deducted from the inmate's account. Inmates will not be allowed to purchase commissary items totaling more than fifty dollars (\$50.00) for food items and fifty (\$50.00) dollars for non-food items per order.

Food items from the commissary are not allowed outside of the cell (except in G building).

Note: In the event an inmate is released from jail after the commissary order has been submitted but not delivered, no refund will be given. In cases such as this, the inmate can have someone pick these items up within ten (10) days or the commissary items will be disposed of.

Counseling Services

Inmates are provided with the opportunity to participate in counseling programs which may include Alcohol/Substance abuse, Mental Health, Psychological and Psychiatric fields. Certain counseling programs may require a fee for participation. Request for counseling programs must be submitted in writing on a Medical Request Form to the Mental Health Coordinator. Requests for the Jail Alcohol/Substance Abuse Program must be submitted in writing on an Inmate Request Form to the Substance Abuse Coordinator.

Haircuts

Inmates housed in the Dougherty County Jail Facility shall keep their hair clean and free from vermin. Items can be purchased through the commissary to ensure compliance with this standard. Soap provided by the facility may also be used. Haircuts will be available in each pod one day per month. Inmates will be charged \$2.00 for each haircut. On the scheduled barber day, the Housing Officer will prepare a barber list that you will be required to sign. Failure to do so will result in your name being removed from the barber list. The barber will trim the inmates' hair so as to present a neat appearance. If the appearance of the inmate is changed, an updated photograph of the inmate may be taken.

Public Defender

The Dougherty County Public Defender Office will ensure inmates who are verified to be indigent shall receive legal counsel at no charge. The Public Defender staff will conduct interviews with inmates who are incarcerated in this facility. Determination of eligibility for indigent legal representation is the sole responsibility of the Public Defender's Office. The Dougherty County Jail Facility is not responsible for any guidelines established by the Public Defender's Office.

If released prior to an attorney being assigned, you still have the right to be represented by an attorney for any criminal charges pending against you. If you cannot afford to hire an attorney, you may apply (in person) for representation through the Dougherty County Public Defender's Office:

Dougherty County Public Defender's Office
Albany-Dougherty Judicial Building
225 Pine Avenue, Suite100
(229) 483-6240

The office is open from 8:30 am to 5:00 pm, Monday through Friday. You must report within 72 hours after you have made bond.

If you were interviewed by a member of the Public Defender's Office while you were in jail, you will receive notice of the attorney's name, address and phone number, if you qualified. If you were denied, you will receive notice that you do not qualify, and may retain your own attorney if you wish to do so.

Please note: there is a non-refundable \$50.00 application fee to apply for an attorney.

Inmate Grievances

The Dougherty County Jail Facility has an administrative procedure for settlement of inmate complaints. Inmates may submit grievances regarding conditions of confinement, such as housing, medical care, food service, hygiene and sanitation needs, recreation opportunities, etc.; classification decisions; issues regarding access to programs; or the application of rules or policies (but not the rules or policies themselves). Inmates are limited to one open grievance at a time and may not file grievances regarding issues over which jail staff have no control, such as local/state/federal laws, court decisions, probation or parole action, etc. The inmate must follow procedures set forth in this handbook when filing a grievance. Emergency grievances are exempt from following procedural guidelines for inmate grievances. Group grievances and grievances that address more than one issue will not be accepted.

In the case of grievances alleging mistreatment of an inmate by an officer, such complaints only qualify as a legitimate grievance if the mistreatment:

- involves the use of force;
- involves the violation of policy;
- involves the violation of state and/or federal law; or,
- involves the potential violation of the inmate's civil rights.

Procedures

Step 1- If an inmate has a complaint, he/she should make every reasonable attempt to work with the Pod Officer to informally resolve the grievance.

Step 2- If the pod officer cannot resolve the complaint, and the inmate wishes to pursue the complaint, the inmate will be instructed to file their grievance using the kiosk located in the pod.

Step 3- Grievance responses will be forwarded to the inmate via the in-pod kiosk.

Step 4- he/she may appeal the decision to the Jail Director.

Step 5- The response of the Jail Director will be considered final.

Emergency Grievances

Emergency grievances are those involving an immediate threat to the welfare or safety of an inmate. It is the responsibility of the inmate to demonstrate in the grievance the factors warranting priority treatment. The inmate shall check the box on the grievance form that he/she considers the grievance to involve an emergency situation. The inmate should submit the emergency grievance to the pod officer who shall forward it without substantive review immediately to the Watch Commander. The Watch Commander will immediately resolve the grievance, seeking guidance and authority from the Security Director, Jail Director, or Sheriff as necessary. Emergency grievances shall receive an expedited response at every level. Grievances improperly designated as emergency grievances shall be handled in accordance with the procedures established for formal grievances.

Inmate Requests

Inmates may submit an Inmate Request using the kiosk located in the pod. While every effort will be made to respond to the request, the following types of requests will not be answered:

- Movement to prison, detention center, diversion center, or boot camp. These are under the authority and control of the State of Georgia and Department of Corrections.
- Early Releases. Your release date will be provided to you as soon as possible once final disposition on your case is made. You can be considered for an earlier release date which will be based on your behavior in jail and work performance while on work detail, if you are assigned to a work detail.
- Any request that is determined to be frivolous on face value.
- Any request to outside agencies or persons.
- Conversion of prison time to jail time can only be handled through the Judge and the inmate's attorney.

The jail may limit the number of open requests allowed per inmate at a time.

Inmate Work Force

Selection to the Inmate Work Force will be made by the Work Force Detail Officer. Inmates may submit a request via the in-pod kiosk. Selection will be based on, but not limited to the following criteria:

- Maximum security inmates are ineligible
- Current Felony Charges are eligible as long as they are not forcible felonies (A Forcible Felony is defined the Georgia Criminal Code Book as: any felony which involves the use or threat of physical force or violence against any person and further includes, without limitation, murder; felony murder; burglary; robbery; armed robbery; kidnapping; hijacking of an aircraft or motor vehicle; aggravated stalking; rape; aggravated child molestation; aggravated sexual battery; arson in the first degree; the manufacturing, transporting, distribution, or possession of explosives with intent to kill, injure, or intimidate individuals or destroy a public building; terroristic threats; or acts of treason or insurrection.)
- Felony drug charges such as possession of marijuana and possession of cocaine are eligible for inside detail only.

- Any Possession WID or Trafficking charges are not eligible for five years from the sentence date and are confined to inside details only.
- Current Felony prescription drug charges are eligible for inside only detail.
- Prior Felony Drug charges over ten years old from sentence date, without any type of new felony charges since then, may be eligible for outside detail if they meet other outside detail requirements.
- Registered Sex Offenders are confined to non maintenance inside details only.
- No more than four (4) 200 level disciplinary charges in the last year, unless charges have been dismissed/suspended.
- No 300 charges in the last year, unless charges have been dismissed/suspended.
- Inmates found guilty of any disciplinary action are ineligible for 60 days from hearing date. Suspended Sentences are ineligible for 30 days from hearing date.
- Inmates who quit/refuse detail are ineligible for 30 days.
- Must be cleared by medical/mental health prior to starting work detail.
- Inmates sentenced to prison are not eligible for detail (exception: pod detail only) Pod detail positions are **not guaranteed** for inmates' who are sentenced to Prison.
- Inmates with an "Escape" charge from a **diversion center only** and the conviction is over 10 years old, is eligible but confined to the inside only-**No maintenance**.
- Inmates found guilty on a criminal and/or disciplinary charge of 307B assault/battery on another inmate will be ineligible for 5 years.

Permanently Ineligible

- 307A-Assault/Battery on a staff member
- 308-Creating or inciting a riot
- Escape from work detail, escape from an arresting agency or escape from any jail/prison
- Extensive disciplinary history in the last 3 years
- Extensive forcible felony criminal record
- Street Gang Terrorism Charges
- Inmates' listed and confirmed as being affiliated with a street gang
- Parole Violation

Outside Detail

- Must be minimum security and all current charges must be misdemeanors and/or probation violation (sentenced or pending disposition).
- Felony charges must be one year old from sentence date. (Forcible felonies do not have a time limit and are ineligible for outside detail.) Prior Felony Drug charges over ten years old from sentence date without any new felony charges since then may be eligible for outside detail if they meet other outside detail requirements.

Note: All detail inmates receiving a disciplinary action will be removed from detail until the disciplinary report has been resolved and will only be given detail credit for days already worked. Inmates' found guilty of any disciplinary action, are ineligible for 60 days, suspended sentences ineligible for 30 days. Inmates who receive a suspended/dismissed sentence must submit a request form to be placed back on the waiting list for detail.

Note: Inmates on detail that are sentenced to the Diversion Center or Detention Center can

remain on detail confined to inside detail only, excluding maintenance. When a detail inmate is sentenced to prison they will be removed from work detail and reassigned to pod detail if a position is available and requested. Jail sentenced inmates will have priority for placement on pod details.

Inmates' selected to a work detail will receive one (1) day of good time credit for every one (1) day worked. Inmates who are assigned to work in the kitchen will receive an additional one (1) day good time credit for every one (1) day that they work in the kitchen. The additional kitchen detail credit will not be given until after inmate completes their maximum days on the kitchen detail or rotated to a new detail. All details will be rotated every 30 to 45 days or sooner depending on facility needs.

Work force detail inmates' will be given a copy of the Inmate Work Force Rules and Regulations and are expected to be familiar with and abide by them at all times. Inmates charged with and/or found guilty of facility rules/violations are subject to suspension and/or removal from work force detail as well as loss of earned good time credit. Work detail is a privilege and you can be removed or suspended from detail pending any investigation of rules violations at the request of the Jail administration staff indefinitely. Inmates will not pick the detail that they are assigned to work. The Detail Officer will assign work assignments based on the needs of the jail facility and the inmates qualifications based on but not limited to the above guidelines.

Note: Contract staff may not select, refuse, or fire an inmate from work detail. Any contract staff member with reasonable justification to make any changes to work detail assignments should make such reasons known to the sworn staff person overseeing security for that detail, who will make the decision to take formal action if warranted.

G.E.D. Class Requirements

- Only eligible if no Disciplinary Reports have been issued while currently incarcerated.
- Maximum Security inmates are ineligible, unless court ordered.
- Inmates must be sentenced to the Dougherty County Jail Facility for a minimum of 12 months.

Substance Abuse/AA Program Requirements

- Maximum Security inmates are ineligible, unless court ordered.
- Must be sentenced to serve jail time on all charges at the Dougherty County Jail Facility.
- Must be sentenced to jail time on all charges
- Must have a documented history of using an illegal controlled substance or have a charge dealing with an illegal substance or have a positive EMIT test on file.
- Receiving a Disciplinary Report while enrolled in the program makes the inmate ineligible.
- Disciplinary history:
 - Offense 300- ineligible if charged with any 300 offenses within the last two years
 - Offense 307A- permanently ineligible
 - Offense 200- ineligible if charged with two 200 offenses within the last 12 months
 - Offense 100- ineligible if charged with three 100 offenses within the last 12 months

Linen Exchange

Linens and jumpsuits will be exchanged in each housing unit at least once a week. Inmates will be allowed to exchange two (2) sheets and one (1) jumpsuit during the linen exchange.

Linen Exchange Procedure:

- Inmates will be locked down in their cells and the Detention Officers will go cell by cell to exchange jumpsuits and linen on a "one for one" basis.
- All laundry will be inspected for damages. All damages will be charged to the inmate responsible for the item in accordance with State Law.

Blankets will be exchanged once per month.

Personal Laundry

Inmates will place their personal clothing (including bath towels/cloths) in a laundry bag provided by the jail or purchased from the commissary. Do not place shoes in the laundry bag. The laundry will be collected and returned to the inmate the same day. During headcount, the pod officer will notify the appropriate pod of personal laundry collection. There are washers and dryers provided for inmates to wash their personal clothing in certain pods. These machines will be available Monday through Saturday from 8:00 a.m. to 11:00 p.m. at the discretion of the Pod Officer. These machines will be used at full capacity. No machine will be operated with a partial load. **The use of laundry detergent only, will be permitted in the machines.** Inmates will clean the washer and dryer after each use. The Dougherty County Jail is not responsible for discoloration of clothes. If there are tennis shoes, and/or soap inside the laundry bag, the bag of items will be returned without being washed.

In pods where a washer and dryer are not provided, inmate's personal laundry will be collected and laundered by facility staff.

Claims of lost or damaged laundry items from inmates will be reviewed by the Watch Commanders with sole discretion for final disposition resting with the Administrative Director.

Library

Recreational Library

Inmates will have access to recreational library materials only when material is available and when scheduled for exchange. Inmates may have access to three (3) books from publishers per month. All books will be signed for by the inmate. Excess books will not be allowed to be stored in the inmate's personal property bin. Excess or books that have already been read by the receiving inmate can be donated to the facility or the inmate may have a family member arrange a date/time for book(s) to be picked up from the facility from the appointed librarian. Any questions regarding the use of the library materials should be directed to the facility librarian.

Law Library

Inmates may request legal material from the law library via the kiosk located in the pod. The jail may limit the number of open requests allowed per inmate at a time.

Mail

Inmates in the Dougherty County Jail are allowed to correspond with any individual of their choice unless they have been restricted by the Jail Administration or Court Official. Inmates will not be allowed to correspond with their victims or co-defendants. Inmates will not be allowed to correspond with other inmates at the Dougherty County Jail Facility unless the inmates are verifiable immediate family members (parents, spouse, children, sister, brother, grandparents) and approved by the Jail Director/Designee. Inmates must ask their pod officer to contact the mail room for approval and must provide the incarcerated family members full name and relationship. All approvals will be valid only during the inmates' current incarceration and the privilege can be revoked if abused. Approved inmate to inmate correspondence will be revoked if letters include notes to or from unauthorized inmates (kites).

Legal or Governmental-correspondences are considered privileged mail and may be opened and inspected for contraband only in the inmate's presence. Non-privileged mail (regular) mail, both incoming and outgoing will be subject to inspection. Only soft bound books and magazines mailed directly from the publisher or retail businesses will be accepted. Magazine subscriptions must be paid for by an outside source. Funds will not be deducted from inmate accounts to pay for magazines or books. Both incoming and outgoing regular mail are restricted to postcards only. Pre-stamped postcards are available through the commissary and are included in indigent packages. Any outgoing mail other than postcards will not be accepted for delivery. Any incoming mail other than postcards will be returned to sender. Photographs may not be attached to the postcards. Postcards made from photographs may be acceptable provided the photograph is not inappropriate.

The "postcard only" rule does not apply to incoming/outgoing legal mail, which will be processed as usual.

- Inmates who are "pro se" will be provided adequate envelopes/stamps for their legal correspondence.
- Inmates may receive self-addressed, stamped, letterhead envelopes from their attorneys in which they can mail out legal correspondence. Inmates may write postcards to their attorneys to request such envelopes, request visits, or make other requests which do not contain privileged information.
- Inmates may also be provided with self-addressed, stamped, letterhead envelopes by their attorneys via the paper-pass during attorney visitation.

The "postcard only" rule does not apply to incoming publications which were shipped directly from the publisher.

- This includes subscriptions, correspondence courses, etc.
- Publications may still be denied if the content is inappropriate.

All correspondence including mail, photos, books, and magazines are subject to inspection and will not be allowed if they contain the following: nude or indecently clothed persons, pictures of bulldogs commonly used for illegal dog fighting, street gang activities including hand signs and drawings, self defense techniques, alcoholic beverages, illegal drugs and paraphernalia, offensive information or contents, art work, perfume scented, lipstick imprints, foreign substances, and any other items deemed by the Jail Administration to be a health, security or fire hazard. Inmates are not allowed to receive more than 10 correspondences per day (no

more than 10 regular and/or legal allowed in cell).

Inmates are not allowed to receive packages through the mail. All packages or other unauthorized mail received will be stamped "Not Authorized/Return to sender" and returned to the U.S. Post Office the next business day. The Dougherty County Jail Facility is not responsible for items lost by the U.S. Postal Service. The Dougherty County Jail will not reimburse inmates or other persons for envelopes or stamps when unauthorized/unapproved mail is returned to sender. All incoming and outgoing mail must be addressed as follows:

Inmate's Name (Name you were booked under)
Cell Number and OCA Number
Dougherty County Jail Facility
1302 Evelyn Avenue
Albany, Ga. 31705

Outgoing mail will be picked up daily by the Detention Officer working that housing pod. Every effort will be made to distribute mail to inmates daily, excluding weekends and holidays. Any inmate who has been declared indigent and who thereafter shows no money credited to his/her account is eligible to receive the following once per month: (6) Postal Stamps, (6) envelopes, Sufficient writing paper, and (1) pen.

Any questions concerning mail problems should be handled by the Detention Officer in your pod and then by completing an Inmate Request and then by Grievance if necessary. Any inmate found in violation of the Dougherty County Jail Facility Operations or policies concerning mail will be subject to disciplinary action and/or criminal prosecution.

Meals

The meals served at the Dougherty County Jail Facility are approved by a dietician and prepared with special emphasis on nutrition, variety and quality. Meals will begin to be served at the approximate times:

| | |
|-----------|------------|
| Breakfast | 5:30 a.m. |
| Lunch | 11:00 a.m. |
| Dinner | 4:30 p.m. |

When mealtime is announced and you are out of your cell for your designated time out, you will proceed in an orderly manner to the designated area as directed by the pod officer. If you are locked down, you will come to your cell door to receive your meal, or you **will not** receive a meal. Special diets for health purposes will be provided for inmates who require them, upon medical authorization. Religious diets will be provided where reasonably possible when the inmate's religious beliefs require adherence to dietary laws. Approval will be given for such diets only after consultation with a qualified religious authority.

Medical

The Dougherty County Jail Facility provides medical services by qualified medical personnel under the authority and direction of a licensed physician. A medical receiving screening form will be completed on all inmates upon admission into the facility. Any inmate refusing to be medically screened will be immediately transported to an isolated housing unit. Medical staff will notify Intake staff of any special housing needs of screened inmates. This enables the facility to make proper arrangements for inmates who require medical attention and/or

medication. Medical requests may be made using the kiosk located in the pod. Medical staff will evaluate your request and respond accordingly. Be courteous and respectful of the medical staff who are here to help you with your medical problem. Allow the system time to work.

Medication:

Medication for the inmates will be administered by qualified medical personnel. All medication administered will be distributed in a manner established in policy and procedures by the facility physician.

Dental:

Dental treatment will be handled exclusively through the contracted Dentist. Medical request forms for dental treatment can be obtained from a pod officer.

Deduction for medical and/or dental treatment:

Georgia Law allows the Dougherty County Jail Facility to deduct \$5.00 from your inmate account each time you request medical and/or dental treatment.

Note: The medical office does not furnish supplies to the inmates that can be purchased from the commissary.

Recreation

Inmates will be afforded the opportunity for indoor and outdoor recreation (E-400 inmates time out on floor will coincide with recreation time). Indoor activities are conducted in the day room. Inmate outdoor recreation privileges will be conducted Monday-Friday between the hours of 7:30 a.m. and 4:00 p.m. (excluding holidays) or at the discretion of the on-duty Watch Commander. Juvenile outdoor recreation privileges will be conducted Tuesdays & Thursdays from 10:00 a.m. until 11:00 a.m. One hour outdoor recreation periods are available to inmates by pod on a rotating basis and will be ran in conjunction with indoor recreation. The one hour outdoor recreation period includes travel to and from the recreation yard. Each housing pod will have equal access to the recreation yard when weather permits; missed time will not be made up.

Inmates that participate in the outdoor activities must abide by the following rules:

- No eating or drinking in the recreation yard.
- All inmates will wear a full uniform, including facility issued shower shoes, during recreation periods.
- No personal items of any nature will be allowed to be taken from the housing pod to the recreation yard (except one book for reading).
- No climbing or hanging on the fence in the recreation yard.
- Littering or graffiti is not allowed in the recreation yard.
- Any inmate that damages or misuses equipment on the recreation yard will be subject to disciplinary action and/or criminal prosecution as provided by State Law.
- Fighting, wrestling or any horseplay, regardless of the severity, will not be tolerated. In the event of a confrontation, inmates will move immediately to a designated area and remain there until further advised by Detention staff. Inmates involved in a confrontation will be removed from the recreation yard and are subject to disciplinary action.
- In the event of a medical emergency, such as an injury or sudden illness, all inmates will move to a designated area and remain there until further advised by staff.
- Inmates creating a disturbance or hindering staff members from resolving disturbances

will be subject to disciplinary action.

- Transfer to and from the recreation yard will be in a quiet and orderly manner.
- When the Detention staff advises that the recreation period is over, all inmates will immediately line up at the fence gate.
- Upon leaving the recreation yard, the inmates will line up in single file in the building corridor to be searched prior to entering the pod.

Recreation schedules may be changed due to irregular jail activities.

Religious Services

Inmates shall have the opportunity to express religious affiliations and beliefs and attend voluntary worship services conducted within the facility provided such expression or participation does not hinder the safety and security of the facility. You are expected to recognize and respect the religious preference of others. NOTE: Inmates may be in a scheduled lockdown at the time of religious services. Therefore inmate access to all religious services may be limited. An inmate will be allowed to receive personal counseling by a minister of the church that the inmate normally attends or is a member of, provided that the minister is not already on the list of approved scheduled ministers. Counseling will be allowed Mon - Fri from 8:00 am to 5:00 pm. Counseling can be no longer than (30) thirty minutes and will take place in public/professional visitation without the use of paper pass, unless approved by the Jail Director/designee. To receive personal counseling by a minister, submit an Inmate Request to the Inmate Chaplain.

Based upon availability, donated Bibles, Korans and other approved religious materials will be provided to inmates. If the stock is depleted and an inmate desires a specific religious material, the inmate may have the material purchased and shipped to the facility directly from the publisher, provided such materials are soft-bound.

Showers

- All inmates will take a shower during designated out of cell time.
- Inmates will have their jumpsuits on while going to and coming from the shower.
- Detention Staff will unsecure/secure cell doors when inmates need to get/return items from shower.
- Inmates are expected to shower daily and maintain personal hygiene habits.
- Inmate housed in any portion of the facility will shower as designated by the detention staff.
- Special shower facilities for the physically impaired are located in G100 / G400 and Medical. Assistance will be provided to inmates who are physically unable to bathe themselves.
- There is a sink located in each cell. These sinks have hot and cold running water and will allow inmates to clean themselves during the time access to showers are not available.
- Inmates who do not comply with all hygiene standards will be subject to disciplinary action.
- All inmates will keep their fingernails neatly trimmed and clean.

Telephone

During the admission process, you were allowed to use the telephone in order to secure help related to your release or to let someone know about your incarceration. You can maintain telephone contact with friends, relatives and/or your attorney by using the telephones available in each housing pod. The use of the telephone is prohibited during headcounts, meal distribution, or at any other time as directed by the pod officer. Telephone abuses such as profanity, threats, harassment, obscene telephone calls, and damages to the telephone will result in disciplinary action. Inmates WILL NOT receive incoming telephone calls nor are messages taken for inmates. Telephones are turned on daily after the Detention staff approves the sanitation evaluation of each pod. Telephones will be turned off daily at 11:30 p.m. The telephones in the housing pod will place collect calls or you can purchase a phone card from the Commissary. Telephone calls are subject to be monitored/recorded. The use of the phone may be restricted at any time due to any special investigations from other law enforcement agencies. Phones will be turned off during the hours of 11:00 a.m. until 1:00 p.m. for lunch and 4:30 p.m. until 6:00 p.m. for dinner. To avoid being disconnected while talking on the pod telephones you should make the people you call aware of the following:

- To communicate with an inmate at this facility, you must have a touch-tone phone that emits a tone when buttons are depressed.
- Do not attempt to make a 3 way call.
- Do not transfer the call.
- Do not put the inmate on hold.
- Do not use or answer Call Waiting.
- Do not use a cordless phone.
- Do not press additional numbers on the telephone keypad.

Inmates in Disciplinary Detention will not receive telephone privileges.

Television

Housing unit televisions will be turned on after the Detention staff approves the sanitation evaluation of each housing pod. The televisions will be turned off at nightly lockdown times.

Televisions will be turned off during inmate counts and mealtimes.

Televisions will be turned off for security reasons or disciplinary reasons.

Misuse of televisions will result in restrictions being placed on their use.

Conflict about which television program to be viewed will be resolved by pod vote, with majority ruling. The pod officer will have ultimate program ruling.

****Note****

- No television will be placed on any music video channel.
- Only Detention Staff are authorized to change television channels. Failure to comply may result in loss of daily privileges.
- Inmates in Disciplinary Detention will not have television privileges.

Visitation

The Dougherty County Jail Facility will offer inmates the opportunity to have friends and family members to visit them on a non-contact basis. Visitation is a privilege. Your visiting privilege may be suspended or revoked as a disciplinary measure or when the safety and security of the facility deems it necessary. Visitation will be conducted on Fridays, Saturdays and Sundays. Inmates will be allowed up to five (5) visits per weekend, however each visitor can only visit

ONE (1) time during the visitation week. Visits will be limited to fifteen (15) minutes in length. The first five visitors will be accepted (provided they meet all standards for age, attire, etc.). There will be no special consideration for out-of-town visitors.

Visitation for inmates will be provided according to the following schedule:

Friday: 5:00 – 8:00 pm
Saturday: 8:00 am – 4:00 pm
Sunday: 8:00 am – 4:00 pm

Visitation for juvenile inmates will be conducted on Friday. Visitation for adult inmates with last names that begins with A - K will be conducted on Saturdays. Visitation for adult inmates with last names that begins with L - Z will be conducted on Sundays. All visitors must be signed in at the Lobby desk at least thirty (30) minutes prior to the end of each visitation period.

Visitation rules for the Dougherty County Jail Facility are as follows:

- No weapons of any type will be allowed on the premises.
- No food and/or drinks allowed in the lobby waiting area.
- No alcohol beverages or illegal drugs will be allowed on the premises.
- Visitors who appear to be under the influence or smell of drugs and/or alcohol will be excluded from visiting.
- Visitors are subject to be searched at any time.
- Visitors are required to register at the front desk upon arrival and will be issued a visitor's pass that is required to be worn in a visible location. Visitor's pass should be turned in to the front desk when visit is over.
- Visitors must have a valid (unexpired) government issued photo ID which can be obtained from the Georgia State Patrol Post, Military. Department of Corrections, etc. Expired IDs will be confiscated by security staff.
- Visitors must be sixteen (16) years of age or older.
- Only valid IDs and keys are allowed in the visitation area. All other items are to be secured in your vehicle (recommended) or lockers provided in Lobby. Unauthorized items include, but are not limited to: pagers, blue tooth headsets, handbags, back packs, cell phones, cameras, computers, tobacco/lighters, and other items deemed contraband by security staff.
- Visitors will not leave anyone under the age of sixteen (16) unattended in the lobby or parking lot. Children who are left unattended or are unruly will cause the visitation to be terminated and possibly other sanctions depending on severity of the incident.
- Disruptive, argumentative or unruly behavior by any visitor at any time will be grounds for termination of that visit and possibly restricted from visiting indefinitely.
- Inmates may be allowed up to two visitors at a time under special circumstances.
- No loitering; visitors are to leave the visiting area when instructed to do so by detention staff.
- No packages, cash, checks or money orders will be accepted.
- Visitors must be signed in at the lobby desk thirty minutes prior to the end of each visitation period. No one will be allowed to sign in after that time.
- Cell phone usage in the Lobby and/or upstairs visitation area is prohibited and will result in termination of the visit.

- Visitation may be canceled without notice by the facility.
- Visitors must be properly dressed:
- Visitors are not permitted to wear hats/ball caps, scarves or other head coverings inside the premises (medical or religious exceptions will be considered).
- No distasteful or extremely tight fitting clothing such as bodysuits, leggings, pants dresses and/or blouses that are tight fitting. Shorts, capris, skirts, and dresses are allowed but the hem must not fall above the knees. No low cut shirts, bra must be worn (cleavage must be completely covered), tank tops or sleeveless shirts (shoulders must be covered), midriffs (midsection must be covered), and/or transparent clothing will not be allowed. Pants must be at waist level (no sagging pants or exposure of undergarments). No clothing with rips, holes or tears will be allowed. Clothing displaying alcohol, drugs, gang signs, vulgarity or offensive writing/pictures will not be allowed. No pajama/lounge pants and/or bedroom slippers will be allowed.

Failure to comply with any of these rules will result in immediate termination of the visit and/or the temporary or permanent barring of the visitor from further visitation.

Inmates in Disciplinary Detention will not receive visitation privileges.

Chapter 6

INMATE CONDUCT

You are expected to obey all rules and regulations while you are housed in the Dougherty County Jail Facility. As you might expect, it is not easy for numerous individuals to share a living area without occasional disagreements. If you and another inmate have a disagreement, find someone who can help solve the problem. If you act on your own behalf to settle a problem with another inmate, you may create a problem for yourself. The Detention staff realizes that the jail can be a safe place if inmates behave with respect toward one another, and with respect toward the staff. Shouting, yelling, swearing, fighting and other similar behavior cannot be tolerated if the jail is to remain a safe and secure environment. Let the staff work with you to help solve problems while living at the jail. Should you act on your own, you may risk being transferred to a more restricted part of the jail, or you may risk losing some, if not all of your privileges through the disciplinary process.

Sexual Harassment

Sexual harassment is strictly prohibited. Sexual harassment includes but is not limited to: unwanted sexual advances, requests 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.

Inmate Rules and Discipline

Every inmate in the Dougherty County Jail Facility has the right to know what behavior is expected of them and the penalties for misbehavior. The disciplinary process must be fair and systematic so that no person, staff or inmates may plead ignorance of the rules or bias in the procedure. **Disciplinary action has its own appeal process and therefore is not grievable.**

Upon your arrival at the Dougherty County Jail Facility, you will be thoroughly instructed concerning the rules and regulations which will govern your conduct, privileges, and responsibilities during your stay. Inmate rules and regulations will be divided into three degrees of severity; Minor, Moderate and Major offenses. The three categories will include but are not limited to the following:

Minor Offenses

- 100- Interfering with a staff member's duties
- 101- Failure to keep sanitary and orderly housing area
- 102- Lying to a staff member
- 103- Profane or offensive language or gestures to visitors or other inmates
- 104- Refusing to participate in clean up
- 105- Failure to maintain personal hygiene
- 106- Reporting false illness
- 107- "Horse playing", teasing or verbally harassing another inmate
- 108- Being in unauthorized area
- 109- Unnecessary noises; shouting, arguing or whistling
- 110- Loud talking or unnecessary noise after lights out

- 111- Standing on furniture/fixtures
- 112- Any charge covered or not covered by Dougherty County Jail Policy & Procedures
- 113- Refusal to button his/her jumpsuit

Moderate Offenses

- 200- Interfering with a staff member's duties
- 201- Reserved
- 202- Possession of unauthorized materials
- 203- Profane or offensive language or gestures to staff
- 204- Pounding, tapping, knocking or rattling on doors or glass
- 205- Theft (\$25.00 or less)
- 206- Indecent exposure/entering general population without a jumpsuit
- 207- Disrupting or abusing commissary, recreation, visitation or any other privileges
- 208- Disrupting or abusing religious, medical or food services or any other jail activity or program
- 209- Gambling
- 210- Smoking
- 211- Damages to jail property (\$50.00 or less)
- 212- Possession of property belonging to another
- 213- Possession of unauthorized clothing
- 214- Hoarding, sale, transfer or misuse of medication issued
- 215- Controlling or attempt to control other inmates through coercion, force or threat
- 216- Failure to comply with a staff member's lawful order
- 217- Writing on the walls, furniture or other jail property
- 218- Harassing/annoying telephone calls
- 219- Fighting, molesting
- 220- Self-mutilation/tattooing
- 221- Refusal to take alcohol/drug test
- 222- Hanging of any item in the windows or on the walls of cells
- 223- Being in the "Red Zone" without permission or the escort of an Officer
- 224- Any act not listed which is a misdemeanor under Georgia Law
- 225- Any charge covered or not covered by Dougherty County Jail Policy and Procedures

Major Offenses

- 300- Interfering with staff member's duties
- 301- Reserved
- 302- Escape, attempted escape or aiding another in escape
- 303- Any act or attempt of homosexuality
- 304- Bribery
- 305- Arson
- 306- Theft (in excess of \$25.00)
- 307A- Assault or battery on a staff member
- 307B- Assault or battery on another inmate
- 308- Creating or inciting a riot
- 309- Damages to jail property (in excess of \$50.00)

- 310- Taking of hostages
- 311- Interfering with security devices or any jail operations (fire/smoke alarms, cameras, cell lights, locking devices, fire drills, sprinklers, head count or altering of identification card/wristbands)
- 312- Manufacture, possession or use of alcoholic beverages or illegal drugs
- 313- Manufacture, possession or use of weapon or object which is intended for use as a weapon
- 314- Threatening staff members
- 315- Harassment (sexual or racial)
- 316- Stoppage of or placement of foreign objects or matter into toilets, showers, or sinks or other drains
- 317- Attempted Suicide
- 318- Any act not listed which is a felony under Georgia Law
- 319- Any charge covered or not covered by Dougherty County Jail Policy & Procedures

Penalties

Falsifying a statement or aiding another person to commit any of these infractions, attempting to commit any of these infractions and making plans to commit any of these infractions, on all categories of severity, shall be considered the same as a commission of the infraction itself. Any violation of facility rules and regulations may result in a change of classification status.

Sanctions

The following composes a complete list of all sanctions that can be imposed and is categorized by Minor, Moderate or Major offenses. Although more than one sanction can be imposed, the penalty will be in accordance with the severity of the offense. The Hearing Officer has total discretion when imposing sanctions. Some minor offenses may be handled informally between the Housing Supervisor and an agreement by the inmate on sanctions imposed. Some minor and moderate offenses may be handled informally by the Watch Commander. All major offenses will be handled by Disciplinary Hearing or Plea Agreement. Inmates in Disciplinary Detention will have time out of cell every other day only and will not receive outside recreation, telephone, television, or visitation privileges. A copy of the Disciplinary Reports will be sent to the inmate's probation officer, judges, and prison officials of those sentenced to prison.

While inmates are serving sanctions in Disciplinary Detention, they are allowed one (1) each of the following items:

- t-shirt
- set of thermals
- pair of boxers or briefs
- bar of soap
- finger toothbrush
- tube of toothpaste
- towel
- washcloth
- mattress (unless they have a double bunk profile)

and two (2) each of the following items:

- blankets
- sheets
- religious materials

Minor Offenses

1. Up to 48 Hours Loss of one or more Privileges
2. Up to 48 hours of Disciplinary Detention

Moderate Offenses

1. Up to 7 Days Loss of one or more Privileges
2. Up to 7 Days Disciplinary Detention
3. Criminal Charges Pending
4. Restitution Requirement
5. Up to one-half of good-time credit revoked

Major Offenses

1. Up to 14 Days Loss of one or more Privileges
2. Up to 14 Days Disciplinary Detention
3. Criminal Charges Pending
4. Restitution Requirement
5. Up to all of good-time credit revoked

Note: With the exception of criminal charges and restitution, sanctions may be suspended for a period of 12 months.

Disciplinary Hearing Procedures

When an inmate is accused of violating facility rules and regulations, a disciplinary report will be initiated. A staff member will serve the inmate a copy of the disciplinary report and the inmate must notify the serving officer of all witnesses at that time. Work Force inmates accused of rules violations will be suspended from their work detail pending the outcome of the disciplinary hearing. Although an inmate has no right to legal representation, a request may be made at the time the Disciplinary Report is served to have a staff member appointed to assist the inmate in the preparation of his / her defense, and not in the defense of the charges against the inmate. The Disciplinary Hearing is an informal process, and is not a court of law. The Hearing Officer will review the disciplinary report, witness statement(s), inmate statement, and will make a decision based on the evidence presented at the hearing. If the Hearing Officer finds that enough evidence exists to support the charges against the inmate, the Hearing Officer will find the inmate guilty and impose the appropriate sanction in accordance with established policies and procedures and as outlined in this handbook. If the Hearing Officer finds that no evidence exists to support the charges against the inmate, the Hearing Officer will dismiss the charges. The Hearing Officer reserves the right to reduce or dismiss charges as appropriate.

Appeal Procedure

If the inmate disagrees with the decision of the Hearing Officer, the inmate has the right to appeal. However, it has to be for one of the following reasons:

- Insufficient evidence,
- Procedural error,

- Submission of new evidence,
- Prejudice.

The inmate must make his / her request for appeal known at the Disciplinary Hearing. The appeal will be forwarded to the Jail Director for review. In the event of the Jail Director's absence, the appeal will be forwarded to the Administrative or Security Director. The decision of the appeal is final.

Authorized Items

The following are the items inmates are allowed to have while at the Dougherty County Jail Facility. Items not listed and excessive amounts of these items will be considered as contraband.

| | <u>Quantity</u> |
|---|-----------------|
| Men's boxer shorts / ladies' panties / T-shirt | 5 each |
| Socks | 4 pair |
| Thermal underwear | 1 set |
| Ladies bras | 2 each |
| Flip flops / Tennis shoes (issued or purchased) | 1 pair each |
| Postage stamps | 14 each |
| Envelope (regular) | 10 each |
| Envelope (9x12) | 4 each |
| All occasion card (birthday, holiday, etc.) | 6 total |
| Notebook paper (100 sheets) / writing tablet (100 sheets) | 1 each |
| Yellow legal pad / sketch pad | 1 pad each |
| Colored marker set (package of 20) | 1 pkg |
| Felt tip pens or Flex pens (non-altered) | 2 each |
| Laundry bag | 1 each |
| Puzzles | 2 each |
| Checkers or Chess set | 1 each |
| Eyeglasses (prescription or reading) | 1 pair |
| Photos (acceptably dressed) | 10 each |
| Correspondence (regular and/or legal) 1 correspondence per envelope | 10 each |
| Laundry detergent / bleach | 2 each |
| Paper bags | 1 each |
| Books (to include religious / Bible & dictionary) | 4 total |
| Aspirin- any type (2 pack) | 4 pkgs |
| Deodorant | 2 each |
| Bath soap | 2 each |
| Shaving cream or Magic Shave | 1 each |
| Skin care lotion/petroleum jelly | 1 each |
| Shampoo/conditioner | 1 each |
| Comb/hairbrush | 1 each |
| Toothbrush/toothpaste/mouthwash | 1 each |
| Baby oil/baby powder | 1 each |
| Toothbrush caps | 1 each |
| Soap box (clear) | 1 each |
| Cough drops | 1 stick |

| | |
|----------------------|---------|
| Roloids | 1 roll |
| Toilet tissue (roll) | 1 each |
| Emery board | 1 each |
| Curl activator gel | 1 each |
| Disposable douche | 1 each |
| Tampons | 24 each |
| Playing cards | 2 decks |
| Phone Cards | 3 each |
| Do Rag | 1 each |

NOTE- FOOD AND DRINK ITEMS SHALL NOT EXCEED \$50 AT A TIME. ANY CLOTHING, SHOES OR ITEMS (TO INCLUDE ANYTHING PURCHASED FROM THE COMMISSARY) WHICH HAVE BEEN ALTERED WITH VISIBLE WRITING/ DRAWING THAT IS CONSIDERED OFFENSIVE, OUTLANDISH, OR MAY PROMPT A POSSIBLE BREACH OF FACILITY SECURITY, WILL BE TREATED AS CONTRABAND AND THEREFORE WILL NOT BE PUT INTO THE INMATE'S PROPERTY BUT WILL BE DISCARDED.

FACILITY ISSUED ITEMS- SHALL NOT EXCEED QUANTITY STATED IN THIS HANDBOOK

Rules & Regulations for G Building:

- Inmates assigned to the top bunk will use the outside drawer. Inmates assigned to the bottom bunk will use the inside drawer.
- All beds will be made in the same manner with the blanket folded back at the head of the bed and tucked under on each side.
- Shower access will be at any time except:
 - During headcounts
 - During designated quiet times
 - Between 11:00 pm – 8:00 am

Any deviation from this must be approved by the Pod Officer.

- Quiet time will be from 11:30 a.m. until 1:30 p.m.
- Pod detail inmates will be responsible for cleaning the shower and bathroom facilities.
- Inmates will be allowed to hang their towel and bath cloth on the metal hooks at the end of their bunk after 8:00 p.m. All items will be stored in the assigned drawers by 6:00 a.m.
- Shoes will be placed on line under the inmates' personal drawer, centered on the handle of the drawer with the toes facing out.
- Inmates will not congregate or loiter at the back of the pod including the bathroom/ shower area at any time.
- Inmates will stand in line, side by side, with their backs to the metal hooks of their bunk during headcount and feedings. **ABSOLUTELY NO TALKING OR WALKING AROUND DURING HEADCOUNTS.**
- Hanging of sheets, paper, photographs, and/or other materials on the walls, bunks, doors, rails, windows, ledges, or center division wall is strictly prohibited.
- All inmate personal property will be stored in a neat and orderly manner in their assigned drawer. Excess property will be considered to be contraband and will be disposed of in accordance with established policies and procedures (see Authorized Items).
- No inmate will be allowed to sit on the ledges/stairs.

- No inmate will be allowed to sit or sleep on another inmate's bunk at any time.
- No items will be left or stored on the tables or counters at any time (including pod games). These items will be considered contraband and will be disposed of in accordance with established policies and procedures.
- Any rules infractions will result in disciplinary action (including loss of good time credit), possible criminal prosecution, termination from work detail, reclassification and reassignment to another housing unit.
- All inmates will participate in outdoor recreation daily unless there is inclement weather. Inmates who are unwilling or unable to participate in daily outdoor recreation will be moved to a closed dorm living area.

Chapter 7

EMERGENCY PROCEDURES

There are other responsibilities you have during your stay at this facility. You are responsible for yourself, your fellow inmates and the facility staff in the event of severe emergencies. Your complete cooperation is essential. Do not behave in a way that will frighten or panic yourself or other inmates. Follow the instructions and direction of staff members or you may be subject to disciplinary sanctions and criminal prosecution. In the event of any sudden or disruptive situation within the facility (i.e. escape, riot, hostage, etc.) a general security lockdown and inmate count will be initiated. Every effort will be made to isolate, contain and secure the disruptive area or situation and render the facility safe and secure. There is an emergency button located in every cell and in the day room area, for your use when an emergency situation occurs. Frivolous use of the emergency call button will result in disciplinary action. The difficulties that come with being incarcerated can be avoided if you do your part in helping to make the facility a safe place.

Chapter 8

GLOSSARY

COMMISSARY: A service provided to inmates that allows them to purchase such items as food, hygiene products, and other approved items.

CONTRABAND: Any item not authorized by the Jail Director for inmates' possession, to include authorized limited quantity items in excessive amounts. Authorized items which have been converted for illicit purposes or use.

DAY ROOM: An area that is designated for inmates daily activities.

DISCIPLINARY DETENTION: Condition of which a cell is used for temporary confinement as a disciplinary measure.

DISCIPLINARY HEARING: A non-judicial administrative procedure to determine guilt or innocence of a rule violation.

GRIEVANCE: Response to an action considered to be unjust or grounds for complaint.

INDIGENT: A person with no funds or other source of income.

INMATE WORK FORCE: An inmate who is responsible for performing various work assignments under supervision.

LOCK-DOWN STATUS: Condition of which all inmates must go into their cell for temporary confinement for linen/laundry exchange, recreation, to end daily schedule, inclement weather, etc.

MEDICAL EMERGENCY: Any health/life threatening condition that requires immediate attention.

MULTIPURPOSE ROOM: A room that is located in every pod that serves several purposes.

NON-PRIVILEGED MAIL: Any correspondence other than identified privileged mail.

PRIVILEGED MAIL: Sealed letters to or from specific classes of persons and organizations, including, but not limited to: Court Officials, Legal Counsel, Officials of the Confining Authority, Government Officials, State Board of Pardons and Parole, and the media.

POD: A grouping of cells/bunks that are provided for inmates living and sleeping area.

PROBABLE CAUSE: Those facts and circumstances that would lead a reasonable person to believe that a crime has or is about to occur or that specific items are located in a particular location.

RED ZONE: An area that should not be entered without proper authorization. Red tile/paint will be used on the floor to indicate the entire "Red Zone" area.

RESPONSIBLE PHYSICIAN: A person licensed to practice medicine with whom the facility enters into a written agreement to provide medical services to the inmate population of the facility.

SALLYPORT: An enclosure that contains two (2) gates or doors, only of which one opens at a time. This method of entry and exit ensures that there will be no breach in security of the facility.