

# CHATHAM COUNTY DETENTION CENTER INMATE HANDBOOK



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## **INTRODUCTION**

This manual contains rules adopted and enacted by the Sheriff of Chatham County pursuant to federal, state and county guidelines. Please read it carefully. The word “inmate” is used in this manual. “Inmate” includes detainee(s), work detail inmates, or other persons held in the custody of the Sheriff at the Chatham County Detention Center.

The rules in this manual apply to all inmates. They are intended to ensure safe custody, decent living conditions, fair treatment, and the protection of constitutional rights. No individual shall be discriminated against because of age, sex, race, creed, religion, physical disabilities, national origin, gender identity or sexual orientation.

Correctional staff is charged with the responsibility of taking care of inmate needs. The staff/inmate relationship is important to the well-being of all and to the operation of the facility. Any suggestions for improvement can be submitted to the administration through the jail kiosk request/grievance section. This procedure can be an effective way of bringing about change in a responsible manner. Please note ALL INFORMATION IN THIS HANDBOOK IS SUBJECT TO CHANGE WITHOUT NOTIFICATION.

### **Kiosk and Tablets**

Inmate housing areas have kiosks and/or tablets that allow inmates to do view important announcements and the inmate handbook, order commissary, submit requests and grievances, visit with family and friends, view mail, play games, do legal research, as well as access educational, recreational, and leisure reading material. A tutorial explaining the exact procedures to operate the devices are available for the inmates to reference after sign in.

## **ADMISSIONS**

### **Booking**

Individuals committed to the Chatham County Detention Center will be processed in the booking area. Inmates are required to answer booking questions to identify individual characteristics and to aid staff during classification. Information will be communicated to inmates regarding the prevention, self-protection, reporting procedures, and treatment services for sexual abuse/sexual assault. Social security numbers are not required information for booking, but in some instances it may be beneficial to the inmate to provide their social security number. A photograph and fingerprints will be taken.

Each inmate will be screened for medical problems and for a history of sexual victimization/misconduct/assault. Medical personnel may ask specific questions related to the inmate's health and physical condition. Questions related to social and criminal history will also be asked during screening. All information is confidential and will become a permanent part of the inmate's medical file. It is important to answer all questions truthfully and accurately, to provide information necessary in determining if immediate medical attention is needed.

A "Consent for Medical Treatment" form must be signed during the screening process. An inmate has the right to refuse medical treatment any time after the initial screening process. The inmate will be informed of the procedure for obtaining subsequent medical attention. Correctional Officers, or other staff, can also be asked the procedure for obtaining medical care while incarcerated in the facility.

Individuals committed to the Chatham County Detention Center are permitted to make at least one completed local, or collect long distance call, using a holding cell phone after being processed into the facility. Collect call phones are available in the housing unit and calls can be made after a housing area assignment.

### **Property**

Property taken is inventoried, with smaller items such as a wallet, keys, jewelry etc.

being secured in a sealed bag, and listed on a receipt. The inmate signs the receipt, making sure that property listed is correct, and retains a copy. Property is stored in the facility's secure property room during the inmate's incarceration. Inmates may retain the following items:

- One wedding band
- One approved non-metal religious medallion that does not pose a threat to the facility
- Approved religious headwear that does not pose a threat to the facility, only if worn when admitted into the facility.
- Authorized legal materials

Food items are not allowed and will be disposed of. No alcoholic beverages are stored, or permitted, in the facility. Disposable lighters not be stored due to safety reasons.

Inmates are not allowed to have any form of money in their possession. Each inmate is given an inmate account upon admission. Cash and checks from other institutions are taken and deposited into an individual inmate's account; any other checks will be placed in their property. The inmate must verify the amount and sign a receipt acknowledging the amount deposited into their account. The public can also deposit cash into an inmate's account on [www.JailATM.com](http://www.JailATM.com) and through the jail ATM kiosk located in the front lobby after hours. Cashier checks and money orders can be mailed in to the Financial Services Department for deposit (see Mail). Depositors are limited to placing \$300.00 on an inmate's account per day. No inmate will be allowed to place money on another inmate's account. Inmates will only be allowed to carry a \$500.00 balance on their account. Deposits will not be accepted that would cause an inmates balance to exceed \$500.00. **Note: Inmates that enter the facility with more than \$500.00 on their person are required to place the entire amount on their account. Those inmates will not be able to accept any deposits on their accounts until the balance falls below the \$500.00 limit.**

### **Property Releases**

A "Property Release" form must be completed and signed by the inmate for

release of the inmate's property. Items contained in the sealed plastic bag must be released as an entire bag, including all of its contents. The person receiving the inmate's property must show identification and sign the "Property Release" form, along with the signature of a witnessing officer, upon receipt of the items. Forms may be obtained on the jail kiosk.

### **Standard Issued Items**

Each inmate is issued the following items:

- Two (2) jumpsuits and a pair of shower shoes
- Toothbrush, toothpaste, and a bar of soap
- Two (2) sheets, one (1) blanket, one (1) towel, and one (1) mattress
- Two (2) sets of undergarments (two [2] tops and bottoms)
- Two pair of socks
- Mesh property bag
- Net bag for laundry
- Face mask

All issued items, reading materials and commissary items must be kept in the mesh property bag. Items not in the mesh property bag will be considered as contraband and subject to be confiscated. Items not required to be kept in the mesh property bag are as follows:

- Face mask
- Shoes
- Wet towel
- Net bag for laundry with its contents

Other personal hygiene items are issued upon request in the housing units. Female inmates are provided necessary feminine hygiene items. It is the responsibility of the inmate to maintain these items and to report any loss, theft, or damage of these items.

### **Classification**

Inmate classification is an objective system used to assess inmate risks and needs. Classification decisions are based on a consistent set of criteria and each inmate's



risks and needs will be re-assessed when new information is obtained. Below explains assessment criteria for both risks and needs:

#### **Risks Criteria**

1. Severity of current charges
2. Detainers and warrants
3. Sentencing status (pre or post sentence)
4. Criminal history and possible additional charges
5. Escape history
6. Institutional disciplinary history
7. Substance abuse
8. Age, sex, and sexual orientation/transgender
9. Current and past behaviors including sexual assault (victim or offender)
10. Officers request for re-classification

#### **Needs Criteria**

1. Mental (psychological) condition
2. Intellectual capacity
3. Substance abuse
4. Disabilities

Any inmate returning to the facility who was previously classified to Administrative Segregation, Administrative High Risks, or Protective Custody will be returned to that status until reclassification occurs. Having a new enemy, being sentenced, behavioral changes towards staff or other inmates, medical or mental health changes can result in a reassessment of classification. Inmates who question their classification, or feel their classification has changed, can submit a Classification review request through the jail kiosk.

Inmates will receive a photo armband for identification purposes, after the booking process is completed. This armband must be on the inmate's arm at all times. Privileges such as using the day room, recreation, phone calls, visitation, commissary, or any programs will be prohibited if the inmate is not wearing the armband. Inmates without armbands will not receive medications from medical personnel. Armbands are necessary to prevent inmates from receiving the wrong

medications. It is the responsibility of the inmate to inform Classification of the need for replacement of a tattered or broken armband. This request can be made through the jail kiosk. Inmates who deliberately damage, or discard, an armband will be charged a fee.

Movement from the intake areas will take place after the inmate is given and passes the Tuberculin Skin Test (TST). The TST is required and refusal of the test will result in isolation until a court order granting testing is obtained. All inmates will receive a face to face classification interview. A mental health evaluation will be completed when necessary.

Inmates will receive a physical examination from the medical department after 14 days of being incarcerated. Refusing a physical examination will prevent the inmate from being able to participate in the inmate worker program, or the community work release program. An inmate can request medical staff to perform tests for sexually transmitted diseases at the time of the physical examination.

Specific information about PREA will be given during the Classification interview. All inmate rules and responsibilities can be viewed by using the jail kiosk and selecting "Inmate Handbook".

## **RIGHTS**

### **The Prison Rape Elimination Act (PREA)**

PREA is a Federal law established to support the elimination, reduction, and prevention of sexual abuse and sexual harassment within correctional systems. PREA applies to all Federal, State and local prisons, jails, police lock-ups, private facilities and community settings such as residential facilities. This act covers detainee-on-detainee sexual misconduct, as well as staff-on-detainee sexual misconduct. The facility mandates a zero-tolerance policy for sexual abuse and sexual harassment.

The Chatham County Detention Center requires inmates, who have been abused in a sexual nature, to notify the appropriate authority. This authority includes any staff member, and notification may be verbal, or written. Sexual misconduct incidents can also be reported to the Office of Professional Standards Unit by pressing #8 on the telephones located in the inmate's day area, or by selecting the PREA button located on the jail kiosk. Inmates may also choose to contact the Rape Crisis Center at 1-888-241-7273. Additional information can be found on PREA posters located throughout the facility or by contacting Social Services.

Prompt reporting of sexual abuse is necessary for preventing, detecting and responding to such conduct. Allegations of sex-related offenses will be investigated and violators will be subject to administrative and criminal sanctions. Victims will be protected from the assailant, a medical examination will be performed, and counseling services will be offered. Information regarding the sexual assault will be kept confidential. The alleging inmate will receive notification of an outcome at completion of the investigation.

**False allegations will be treated as a SERIOUS OFFENSE (Infraction 222).**

### **Mail**

Inmates may send and receive mail, physical and electronic (email), to maintain ties to their family, friends, and the community. Inmates are not allowed to send mail to or receive mail from other inmates. **ALL MAIL IS SUBJECT TO BEING SEARCHED**

**FOR CONTRABAND BY THE SHERIFF'S OFFICE K-9 UNIT. CRIMINAL CHARGES CAN BE FILED AGAINST AN INDIVIDUAL IF CONTRABAND IS LOCATED.**

### **Outgoing Mail**

Outgoing mail must be sent in a sealed envelope with proper postage. Outgoing mail must have the following return address:

JailATM.com – Chatham County Jail  
INMATE ID# -- Inmate Full Name  
925B Peachtree Street, NE, Box 2062  
Atlanta, GA 30309

\*Please note, any envelope found to have an altered return address will **NOT** be mailed and will be returned to the inmate. Correctional staff will collect the mail and place the facility stamp "Chatham County Sheriff's Complex" on the envelopes, each shift change, before sending it to the outgoing mailbox. Mail collected by 8:00 a.m. will be sent according to U.S. Postal schedules. If an inmate's outgoing mail is not sent, the inmate will be informed and a reason why it was not sent will be given. No limit is placed on the number of letters an inmate may send. "Bill me later" subscription applications will not be sent from the facility.

### **Incoming Mail**

The mailing addresses for physical mail sent to inmates is as follows:

- **Regular Mail (letters and photographs from family, friends, and the community)**  
JailATM.com – Chatham County Jail  
INMATE ID#: INMATE FULL NAME  
925B Peachtree St. NE, Box 2062  
Atlanta, GA 30309
- **Commercial and Privileged Mail (books, publications, legal documents, confidential religious counseling materials)**  
INMATE ID#: INMATE FULL NAME  
1074 Carl Griffin Drive  
Savannah, GA 31405

- **Financial Mail (money orders and certified checks)**

**Chatham County Sheriff's Office**

**Financial Services**

INMATE ID#: INMATE FULL NAME

1050 Carl Griffin Drive

Savannah, GA 31405

All mail must include the inmate's full name (First, Middle, Last), alias (if applicable), Detainee Identification Number (DIN), and complete return address. Inmate incoming mail, other than legal mail, will be opened and inspected for contraband. Non-legal mail is read only when facility personnel have reason to believe that information contained may be related to an escape attempt, or to other illegal activity. Incoming mail is distributed, without the stamp and envelope, within 48 hours, excluding weekends and holidays, of being delivered from the postal service. **No cash, personal checks, stamps, blank envelopes, photographs, book marks, post cards, or other items not listed above, can be sent to the facility. These items are unauthorized and will be destroyed. All contraband, including illegal drugs, sent through the mail will be investigated. Persons sending or receiving these items may be prosecuted.**

**Regular Mail**

A contracted service provider will handle all regular mail sent to inmates. The service provider will receive and open the regular mail from the senders; digitally scan and send the scanned mail to the inmates through the kiosks and tablets; and shred and dispose of the original regular mail. Photographs can only be sent through regular mail, but shall not have nudity, semi-nudity, pornographic material, bullying, hating or violent images. Photographs received with any of the above will be destroyed. Regular mail cannot exceed 100 pages per correspondence.

**Privileged Mail (Legal and/or Confidential Correspondence)**

Incoming privileged mail will be opened, inspected for contraband, and copied in the presence of the inmate. The mail will not be read or withheld from an inmate. However, only the copy will be given to the inmate and the original placed in the inmate's property. Privileged mail includes letters from the courts, attorneys, officials of the confining authority, government officials, administrators of grievance systems, members of the parole authority, and religious leaders for confidential counseling purposes.

### **Commercial Mail (Publications and Subscriptions)**

Inmates may have a maximum of four (4) paperback books, magazines and other publications in their possession at a time. They may receive these items by subscription, directly from the publisher or an authorized retailer, and/or from a facility book cart (*see Book Cart*). Religious items received from legitimate religious organizations and legal materials will not be limited, unless it disrupts the safety, security, good order, or discipline of the facility. If limitations are imposed, the inmate will be notified in writing with stated reasons. No other publications, or materials, will be allowed into the facility without the approval of the Commander or higher authority. Publications, or materials, received in a manner inconsistent with this policy will be returned to the sender at a cost to the inmate. Materials without a return address will be treated as undeliverable, confiscated and disposed of in an appropriate manner.

An inmate's family or friends may purchase a subscription and have it sent directly to the inmate in the facility. A maximum of four (4) subscriptions may be received. It is the responsibility of the inmate to notify the postal service, or publishers, of a change of address after being transferred to another facility, or upon release from this facility. Any publications received for an inmate who is no longer at the facility will be disposed of in an appropriate manner.

The Commander, or designee, may reject a received item if its content is determined to be detrimental to the safety, security, good order, or discipline of the facility. A list of excluded materials may not be established, but a review of individual items will occur. Items will not be rejected solely because its content is religious, philosophical, social, sexual, or unpopular. Written responses, with a stated reason, will be given to the inmate when a publication is found to be unacceptable. Items which may be rejected include, but are not limited to, the following:

1. Material depicting the construction or use of weapons, ammunition, bombs, incendiary devices, narcotics, drugs, alcohol, and/or escape tools or plans.
2. Blueprints, drawings, or a similar description, of the Chatham County Sheriff's Complex, or other law enforcement and/or correctional facilities.
3. Sexually explicit material
4. Procedures for brewing alcohol, or for the manufacturing of drugs.
5. Articles or depictions of activities encouraging the commission of criminal offenses, physical violence, gang affiliations, group disruption, or material written in code.

All property, including publications, legal papers and religious materials, must be stored in the mesh property bag issued at intake (*see Standard Issued Items*). Property not in the bag will be considered as contraband and confiscated. Excess items may be donated to the book cart or released to a designee by completing a "Property Release Form" available through the jail kiosk. It is the inmate's responsibility to make sure that excess property is released to their designee. Failure to complete this task will result in confiscation and disposal of the items unable to fit in the mesh property bag. No pictures, or articles, may be removed from any publication and placed on the walls, or other fixtures of the facility.

## **Access to Courts**

Inmate access to courts is granted through their attorney. Any inmate who cannot afford an attorney will be appointed one by the court of jurisdiction. Pretrial Release personnel are available, Monday through Friday, to assist inmates with obtaining legal counsel.

## **Access to Attorneys**

Attorneys are allowed access to their inmate through use of the Attorney Video Visitation system, actual contact visitation, or telephone. Visits are visually monitored for security and safety reasons. These visits are not audio monitored or recorded. An inmate who wants to meet or have contact with their attorney can request the Court Administrator's Office to contact the attorney. Social Services are available through the kiosk to assist.

## **Health Care**

Health care is maintained by an authorized medical health care service provider by Chatham County. Inmates detained for 14 days, or more, will be given a physical examination performed by the medical department.

The Chatham County Detention Center maintains a qualified staff of medical professionals within the facility 24 hours a day. Health care is provided directly from this medical staff, or coordinated through the medical department.

Inmates having a medical problem are required to fill out a request to Medical through the jail kiosk. The request will be screened by Medical personnel to determine the level of needed treatment. A sick call will be conducted by medical staff each day. If an inmate's medical problem continues after receiving the prescribed treatment, it is the inmate's responsibility to fill out another request to Medical through the jail kiosk. If an inmate refuses medical treatment, the medical staff will document the refusal.

Should an inmate wish to be seen by a private doctor, the inmate must make a request to Medical through the jail kiosk. The facility doctor will examine the inmate, and if deemed appropriate, the doctor will schedule the appointment for



the inmate to see a doctor of his/her choice. Any expense incurred from a consultation with a private doctor will be the responsibility of the inmate and will not be paid by this facility, or the contracted service provider. Medications prescribed by the inmate's doctor will be reviewed by the facility's doctor. After review, the medications will be securely stored and issued through the medical department.

Inmates requesting a medical diet must complete a request to Medical through the jail kiosk. The doctor will verify the need for the diet and appropriate information will be forwarded to the kitchen supervisor. The kitchen supervisor will keep a record of the inmates who are to receive medically approved diets.

Inmates will be assessed five dollars (\$5.00) per medical visit, to include any medical signals deemed non-emergent and/or necessary and five dollars (\$5.00) for each initial medication prescribed.

Over the counter medications can be purchased from commissary through the jail kiosk.

Inmates who cannot write, or who have trouble using the jail kiosk, can have facility staff assist them in making a medical request. Inmate medical requests will be kept in the inmate medical file. The medical file will reflect the action taken on requests and record the treatment prescribed.

Inmates who have a grievance with healthcare need to follow the procedure outline in the handbook for grievance procedures.

### **Dental Care**

An oral screening and dental hygiene information is made available to all inmates during the physical examination completed by the facility medical staff.

An oral examination is performed by a dentist within 12 months of admission. Oral treatment is provided according to a treatment plan based on urgent and emergent care.

### **Eye Care**

Eye care will be given to an inmate on an emergency basis only. Any acute threat to eyesight, or eye function, from injury or disease will be treated by the jail doctor. Arrangements for continued treatment will be made for inmates receiving eye care prior to admission to the facility. Payment for outside examination must be made before an appointment is scheduled.

Inmates wanting eye exams for chronic deterioration of vision, or prescriptive glasses, can make this request to Medical through the jail kiosk. Medical will determine if prescription, or reading, glasses are needed. Reading glasses can be purchased from Commissary through the jail kiosk. Inmates who are indigent may submit a request through the jail kiosk and glasses will be provided when needed.

### **Mental Health Services**

Licensed Professional Counselors (LPC) and a psychiatrist, is on staff to perform evaluations and recommend treatment for inmates who may need mental health services. Requests for mental health care can be made through the jail kiosk.

### **Social Services**

Social Services Staff are accessible to the inmates for needed services. They may also make referrals to jail drug and alcohol rehabilitation programs, educational programs, and assist re-entry planning. Notary service is available by request through Social Services. Inmate requests for services/programs are made through the jail kiosk.

### **Meals**

Three balanced meals will be provided each day. Meals are prepared in a clean and sanitary kitchen that operates under the guidelines of the Chatham County Health Department. All menus are reviewed and approved by a certified dietician to ensure proper nutritional value.

Vegetarian, vegan and religious special diet requests can be made to Programs through the jail kiosk.

Inmates will be able to make preference meal changes in the first thirty days of entering the jail, as long as they do not interfere with medical meal guidelines. Once an inmate signs the meal change, they will be on that meal no less than 120 days. After the 120 days, they can only change back to a regular diet meal. At the inmate's yearly booking date, a review will be made.

### **Religious Services**

Inmates have the right to freedom of religious affiliation and voluntary religious worship. Bibles, Quran's, and other religious texts are offered free of charge to detainees upon kiosk request to the Chaplains. Chaplaincy Life Learning religious educational programs are offered to inmates by request through the jail kiosk (see Programs).

### **American Disabilities Act (ADA)**

The Chatham County Detention Center is designed and equipped to handle the special needs of persons with disabilities. Accessible cells and showers are in housing units for inmates with disabilities. Any reasonable requests will be provided for persons that are confirmed to have a disability.

The facility will maintain the provisions set forth within the requirements of the 1992 Americans with Disabilities Act. Should you have questions, or if you require any special accommodations due to a disability, please inform the staff in care of your assigned area. Every effort will be made to provide reasonable accommodations to a disabled inmate.

## **PRIVILEGES**

### **Recreation**

Each inmate will be afforded exercise and recreation as designated by the wing officer. A recreation schedule will be arranged to coincide with normal facility operations. Inmates must be properly dressed to attend recreation.

## **Visitation**

All inmates who are not under disciplinary sanctions, are afforded two visitation days per week through use of the Video Visitation system. Visitation schedules are posted in the inmate kiosk for reference. Any changes in scheduled days will be posted on the kiosk. Visitation screens are monitored at all times. Any obscene statements, gestures or disrobing of clothing during visitation will result in the immediate termination of the visit and the inmate could face disciplinary action. Visitors who participate in this type of behavior may be suspended from future visitations with any inmate incarcerated at the Chatham County Detention Center. Clergy members providing religious visitations must provide a copy of documentation of their ordination or a letter of presentation from the leader or council of their religion.

## **Commissary**

Inmates are permitted to purchase commissary items with the money in their inmate cash account. Commissary is ordered by using the jail kiosk. Items available for purchase, and their prices, are listed. Costs of the purchase will be deducted from the inmate's money account. Changes, or adjustments, to an order cannot be made once an inmate has received a purchase. All Commissary items must fit into the mesh property bag. Clothing purchases are permitted in the following amounts:

1. Five tops
2. Five bottoms
3. One pair gymnasium shorts
4. Five pair socks
5. Two thermal pants
6. Two thermal shirts

## **Indigent Inmates**

Inmates who do not have funds available will only be allowed to receive necessary health and legal materials, as well as the following garments:

1. Two tops

2. Two bottoms
3. One pair gymnasium shorts
4. Two pair socks

The above items may be received on a six (6) month basis. Necessary writing materials, stamped envelopes, legal pads, and black ink pens are provided to indigent inmates. Postage for special and attorney correspondence may be substituted once per week up to the cost of an indigent legal kit. Selections made by indigent inmates will be recorded on their account, noting a negative balance amount. Should the inmate receive funds within a 60 day period from the date of purchase, the funds will be retained by the facility in the amount of the balance owed.

### **Disciplinary Inmates**

Inmates on disciplinary restriction may receive commissary items on the day their restriction is removed. Inmates, who are housed in a disciplinary unit, or administrative segregation high risk, may only receive hygiene items and legal items until the completion of their sanction, or release from that security unit.

### **Telephone**

1. During the intake period, each inmate will be enrolled into the inmate telephone security system and will receive an issued PIN number.
2. Once placed in a housing unit, inmates will have access to a coin-less pay telephone provided by the facility inmate telephone provider and should reset their issued PIN number to a chosen PIN number. **IT IS THE INMATE'S RESPONSIBILITY TO MAINTAIN THE SECURITY OF THEIR ACCOUNT. THIS FACILITY IS NOT RESPONSIBLE AND WILL NOT REIMBURSE LOSS OF FUNDS DUE TO FAILURE TO SECURE ACCESS CODES.** All calls, including local calls, must be made "collect" unless a debit account has been set up by the inmate.
3. **ALL INMATE TELEPHONE CALLS ARE RECORDED AND MAY BE REVIEWED AT ANY TIME. ILLEGAL, ILLCITE OR INAPPROPRIATE BEHAVIOR WILL BE REPORTED TO THE APPROPRIATE AUTHORITY.**
4. Inmates who do not understand or are unable to read will be assisted by the wing officer for use of the inmate telephone system.

5. Special or emergency circumstances may dictate that an inmate have private access to a telephone, such as with Social Services. These circumstances may include calls in regards to legal issues, death, or family emergencies.

### **Television**

Inmate living areas are provided with televisions unless the area is restricted for disciplinary reasons. The volume will be kept at a reasonable level at all times. A television may be turned off by staff when an inmate is uncooperative, disorderly, or for the general safety of the facility. The television will be turned on once cooperation and order are restored. All television viewing ends 10:30 p.m.

### **Law Library**

This facility does not maintain a physical law library that is accessible to inmates. All inmates are afforded 15 minutes, every three (3) hours, of daily access to an electronic law library through tablets provided in the units. Programs maintain a separate set of tablets for use by inmates who represent themselves in legal matters before the courts (i.e. Pro-se inmates). Pro-se inmates will need to produce the court order showing their Pro-se approval to receive access to the tablets maintained by Programs. Court Procedure books are made available to Pro-Se detainees during their court-ordered preparation time. Use of the Law Library is a privilege and abuse of this privilege may result in a rule violation, which could prohibit any future use.

### **Programs**

The Chatham County Detention Center offers a variety of programs to give inmates the opportunity to address those issues that may have contributed to their criminal behavior and subsequent incarceration. Eligible inmates have the opportunity to participate in a wide variety of educational, religious, therapeutic, and vocational programs. These programs are administered by staff, contracted service providers and volunteers. Inmates interested in participating in a program should submit a request on the kiosk. Limited class sizes may exist and inmates can be excluded from the program because of behavioral issues and separation orders. Three negative contacts, or behavioral noncompliance with facility policies, may result in

removal from the program. Also, being involved in a facility disturbance involving physical assault, injury, or other activity that would jeopardize the safety and security of the facility will result in removal from the program.

### **Chaplaincy Life Learning**

These religious educational programs are facilitated by the chaplains to teach practical spiritual living principles based on Christianity or Islamic faiths. The available programs can consist of scheduled classes with advancing levels of achievement. Participants may be rewarded after the completion of each level with a “Certificate of Completion” and literary tools to equip them to live a life opposite from the one that caused their incarceration.

### **Conflict Resolution**

This program’s objective is to help inmates break the cycle of incarceration and to establish new patterns of making better decision for better outcomes in life. The Program is based upon five topics:

1. The Six Principles of Non-violence
2. The Six Steps of Non-violent Social Change
3. Changing Your Patterns of Defeat to Victory
4. Financial Freedom
5. Knowing Your Role

The program consists of 10 sessions with a graduation at the conclusion.

### **General Equivalency Diploma (GED)**

The program is designed to ensure students receive a basic quality education in the areas of Mathematics, Science, Social Studies and Language Arts. Each student is required to complete an assessment after 40 hours of instruction indicating their preparedness to complete the GED. Additionally, students are given Student Educational Plans (SEP), worksheets, exercises, and group activities designed to reinforce concepts learned.

### **Operation New Hope**

The Chatham County Sheriff's Office has partners with participating animal interest groups to facilitate an inmate dog training program that provides foster care and basic obedience training to homeless unwanted dogs. The dogs reside with their inmate handlers in the housing unit. Upon completion of the training program, the dogs will be available for adoption. Inmates with a history of aggressive behavior, animal abuse, dog fighting, and/or any deviant sexual behavior are not eligible to participate in the program. Inmates accepted into the program must agree to the terms and conditions of the program and sign the approved program waivers (e.g. media waivers).

### **Substance Abuse**

A comprehensive 28 day (not including weekends or holidays) alcohol and drug treatment program designed with evidence based concepts, trauma informed care and resources are available to the inmates. This program offers individual and group therapy, educational sessions, relapse prevention, criminal thinking, anger management, co-dependency, and 12 step groups. Participants are given community resources for continued support in their recovery after they are released. Participants may have the opportunity for possible referrals to Drug Court. Additional substance abuse education classes are available as needed to accommodate inmate workers.

### **Veterans Program**

The Veteran's Program is specifically for those who have served in our United States Military that find themselves involved in the criminal justice system. This program is centered on the importance of the veteran's participation in ongoing activities such as classes and services that assist with their further rehabilitation and reintegration back into the community, while providing direct access and linkage to community partners and veteran service stakeholders. Some classes offered are: Motivation for a Change, Reentry Skills Building, Problem Solving Skills in Action, Anger Management, and Substance Abuse treatment. The participants also receive visits from Veterans Affairs (VA) and possible referrals to Veterans Court.



### **Work Detail (Inmate Workers)**

Inmates are utilized to perform such tasks as painting, food services, laundry and sanitation. All work is done on a voluntary basis and inmate workers are expected to work whenever a staff member requests. Inmate workers will receive set benefits (monies) for the work they perform. Only inmates with less serious charges and good behavior will be allowed to work.

Inmates may be removed from inmate work detail status for just cause and/or after being taken before the Disciplinary Board. Reasons for removal will be documented in writing. A decision may be appealed by the inmate. Inmate workers pending disciplinary action will not be allowed to participate in any work details, nor will work benefits (monies) be accrued during this pending status. Inmates interested in this program should submit their requests to Classification.

### **ServSafe**

Servsafe is a four week class, in which detainees learn about food safety, good personal hygiene in the kitchen, controlling times and temperature while handling food. Furthermore, detainees learn about preventing Cross-contamination and cleaning and sanitizing a kitchen. At the end of the four week class, students take the Servsafe food handlers test, and receive the nationally recognized Servsafe certification in Food Handling. This program helps detainees get jobs in Restaurants and the Hospitality Industry.

### **Anger Management**

This class is provided by a nationally accredited Anger Management Specialist. It is an intense 6 week condensed program that covers methods of dealing with anger, anger triggers, anger awareness, developing emotional intelligence, coping skills, dysfunctional thinking, communication techniques, and anxiety management. All students are required to learn about and utilize an anger log. Participants receive a certificate upon completion.

### **Book Cart**

A book cart containing a variety of books and magazines are made available in each housing unit weekly. Requests for the book cart may be submitted to Social Services through the kiosk. Inmates are allowed to borrow a maximum of four (4) items from the book cart for a period of one week. All property, including the reading materials must be stored in the mesh property bag (see *Issued Inmate Items*). Borrowed items will be collected and returned to the book cart prior to inmates being relocated or discharged.

Items on the book carts are the property of the facility. Any damages will result in the responsible inmate receiving an Inmate Disciplinary Report (IDR) filed against them for a 210 infraction, “Destroying or Altering Jail Property or the Property of Another” (see *Disciplinary Procedure*) and liable for a \$10.00 fee if found guilty. Damages include, but are not limited to: unreturned publications, maliciously torn, removed, or otherwise intentionally damaged (e.g. writings, colorings, water or other stains) covers/pages, or large intentional creases due to forcible bending of seam or other parts of the publication. After two (2) occurrences of applicable fees, book cart privileges will be revoked for the remainder of the inmate’s current incarceration period.

## **SANITATION/HYGIENE**

The Chatham County Detention Center organizes and supervises inmates in a daily cleaning program. Keeping the facility and the inmates clean will benefit the health and well-being of all involved.

### **Living Area**

Personal living areas are to be kept clean and sanitary. This includes bunks, floor areas, shelf spaces and personal belongings. For inmates in lockdown cells, these areas include toilets, sinks, walls and bars. Cleaning supplies will be available daily and at times for specific cleaning needs. Areas must be kept clean and ready for inspection at any time. Personal items are to be stored in the mesh property bag and the net bag (*see Issued Inmate Items*) to allow for easy inspection by officers.

### **Dayroom Area**

Common dayroom areas will be kept clean and sanitary by all inmates in the unit. Supplies will be available and inmates will take turns cleaning the area, including walls, floors, vestibule, showers, toilets, tables, windows and chairs. Officers will regularly inspect the dayroom area and provide the cleaning supplies and cleaning instructions to the inmates when necessary. If the inmates do not clean the area, televisions will be turned off, or removed, and the inmates will not be permitted to participate in any activities/programs until the area is cleaned. Continued refusal to clean the area will result in further disciplinary action. Inmates who feel that everyone is not doing their fair share of cleaning can complete a grievance through the jail kiosk.

### **Personal Hygiene**

Each inmate is required to keep their body clean and free from offensive odors and parasites. Inmates are encouraged to bathe daily. Razors and fingernail clippers are issued upon request through the unit officers.

Personal hygiene items are available for purchase from Commissary (*see Commissary*). Indigent inmates will be issued necessary personal hygiene items. If an inmate is infested with body lice, or other parasites, they should use the jail kiosk to notify Medical and immediately, but discreetly, notify the wing officer. The area and the inmate will be deloused, if necessary.

A complete uniform must be worn when leaving an assigned room, or area. Inmates going to trial may be allowed to wear personal clothing.

### **Haircuts**

Haircuts are offered to inmates monthly by their assigned Unit. No special cut styles will be done. The facility will use inmate workers to cut hair. All inmate worker haircuts will be scheduled on a non-work day. Haircuts can be requested through the jail kiosk.

### **Laundry Services**

Inmates in living units will be given the opportunity to have their personal clothing cleaned by the facility laundry each week. Personal laundry (tops, bottoms, gym

shorts, socks, and thermal underwear) must be placed loosely in the appropriate net laundry bag. Blankets, sheets, towels, wash cloths and inmate uniforms will be picked up by the housing unit twice per week. Items will be washed, dried and returned to the unit from which they came. Blankets will be washed, at a minimum, every 30 days.

Living units infested with vermin will have all clothing and linen collected and washed. Inmates being discharged will have items sent to the laundry prior to leaving the facility.

**The Chatham County Detention Center is not responsible for loss of personal laundry property.**

## **GRIEVANCE PROCEDURE**

Inmates, who have complaints about the operation of the facility, medical care, or about personal treatment, should file a grievance through the jail kiosk. The inmate filing the grievance will need to provide an explanation of the complaint, along with a description of the solution sought. The inmate should receive an answer within five business days (excluding weekends and holidays). If the inmate is not satisfied with the explanation, or resolution, the grievance may be appealed through the kiosk for review and final resolution.

## **DISCIPLINARY PROCEDURES**

Disciplinary action against an inmate will be administered in accordance with the following policy:

### **Levels of offense**

#### **1. Level “100” Offenses**

- a. Very serious violations of institutional policy and/or state law. Such offense may result in prosecution, depending on circumstances.
- b. Level “100” offenses may receive up to 30 days lockdown and/or 30 days loss of privileges by the disciplinary board for each offense. Restitution may also be imposed for damage to property and related costs. An inmate may be held liable for all physical treatment (including related

bills/fees for hospital, physicians, ambulance service, salary of deputies/staff during transport, treatment, or posted off duty assignment cost) whether it is for a fellow inmate, or officer.

## **2. Level “200” Offenses**

- a. Serious violations of state law and/or rules of this facility. Such offense may result in prosecution, depending on circumstances.
- b. Level “200” offenses may receive up to 20 days lockdown and/or 20 days loss of privileges for each offense. Restitution may also be imposed for damage to property and related costs. An inmate may be held liable for all physical treatment (including related bills/fees for hospital, physicians, ambulance service, salary of deputies/staff during transport, treatment, or posted off duty assignment cost) whether it is for a fellow inmate, or officer.

## **3. Level “300” Offenses**

- a. Violations of the general rules and regulations. Will be handled internally by disciplinary procedures.
- b. Level “300” offenses may receive up to 7 days lockdown and/or 14 days loss of privileges by the disciplinary board for each offense.

## **Limitations on Sanctions**

The MAXIMUM penalty for rule violations arising out of one incident is not more than 60 days.

- No inmate, or group of inmates, is authorized to administer punishment to another inmate.
- Deprivation of food, clothing, bed, bedding, or normal hygienic implements will not be used as punishment.
- Corporal punishment and physical restraint (handcuffs, leather restraints, strait jackets) will not be used as punishment. Reasonable physical restraint may be used to control a violent inmate, or to deter self-harm.
- Solitary confinement, or segregation, should be imposed ONLY when it is necessary for an inmate’s protection from his/her own self-destructive acts, or where conduct is so disruptive or non-cooperative that his/her presence among other inmates threatens the maintenance of order, safety, or

security in the facility. Except in emergencies, this action should be imposed only after a hearing, or upon the waiver of the hearing.

## **Infractions:**

### **MAJOR INFRACTIONS**

#### **100 MURDER OR ATTEMPTED MURDER**

UNLAWFULLY AND WITH MALICE OR FORETHOUGHT, EITHER EXPRESSED OR CAUSING THE DEATH OF ANOTHER HUMAN BEING

#### **101 ESCAPE**

INTENTIONALLY ESCAPING FROM THE LAWFUL CUSTODY AND/OR CONFINEMENT

#### **102 ARSON, SETTING OF FIRES**

KNOWINGLY DAMAGING, OR CAUSING, AIDING, ABETTING, ADVISING, ENCOURAGING, HIRING, COUNSELING, OR PROCURING ANOTHER TO DAMAGE SOMETHING BY FIRE OR INCENDIARY DEVICE

#### **103 ENGAGING IN SEXUAL ACTS WITH OTHERS**

PARTICIPATION IN SEXUAL ACTIVITIES INCLUDING INTERCOURSE AND SODOMY (ORAL, ANAL, AND/OR VAGINAL) OR THE MANIPULATION OF ANOTHER BODY IN A MANUAL OR ORAL NATURE (MASTURBATION OR ORAL SODOMY)

#### **105 MAKING OR SELLING OF ANY NARCOTICS, DRUGS, OR INTOXICANTS**

KNOWINGLY MAKING AND/OR DISTRIBUTING ANY NARCOTIC, DRUG, OR INTOXICANT. (I.E. SELLING OR TRADING PRESCRIBED MEDICATION, MAKING INTOXICANTS [“BUCK”]. ECT.)

#### **106 EXTORTION/BLACKMAIL**

DEMANDING OR RECEIVING MONEY OR OTHER COMPENSATION IN RETURN FOR PROTECTION OR THREAT OF EXPOSURE

#### **107 POSSESSING OR INTRODUCING OF AN EXPLOSIVE, POISON, AMMUNITION, GUN, FIREARM, WEAPON, SHARPENED INSTRUMENT, KNIFE OR ANY UNAUTHORIZED TOOLS**

THE FOLLOWING ARE SOME EXAMPLES OF ITEMS THAT WOULD CONSTITUTE VIOLATION OF THIS RULE: MATCHES, MATCH HEADS, STRIKERS, PETROLEUM PRODUCTS, INCLUDING, BUT NOT LIMITED TO, OILS, BLEACH, WASHING POWDERS, ALUMINUM OR METALS, ANY TYPE OF TOXIC CHEMICALS, BOLTS, NUTS, WIRE, DEBRIS, ETC.

**108 MUTINY**

1. A PERSON OR GROUP OF PERSONS IN LAWFUL CUSTODY WHO:
  - A. REVOLT, ATTEMPT A REVOLT:
  - B. GAIN CONTROL OR ATTEMPT TO GAIN CONTROL; OF AN AREA OR AREAS BY MEANS OF ASSAILING, OPPOSING, OR RESISTING, AN OFFICER OF THE LAW WITH INTENT (IMPLIED OR STATED) TO CAUSE SERIOUS BODILY INJURY
2. AN OPEN REVOLT AGAINST LAWFUL AUTHORITY BY IMPLIED, INTENDED, OR ASSAULTIVE MEANS OF BODILY HARM. (AS A PERSON OR GROUP)

**109 BATTERY (AGGRAVATED) PHYSICAL, OR SEXUAL**

INTENTIONALLY CAUSING SUBSTANTIAL PHYSICAL HARM OR VISIBLE BODILY HARM TO ANOTHER

**110 ASSAULT (AGGRAVATED) PHYSICAL, OR SEXUAL**

ASSAULTING ANOTHER WITH INTENT TO MURDER, RAPE OR ROB, WITH A DEADLY WEAPON, OR ANY OTHER OBJECT, DEVICE OR INSTRUMENT WHICH IS LIKELY TO OR ACTUALLY DOES RESULT IN SERIOUS BODILY INJURY

**111 POSSESSION OR INTRODUCTION OF DRUGS, NARCOTICS, STIMULANTS, INTOXICATING DRUGS AND/OR PARAPHERNALIA NOT PRESCRIBED BY THE MEDICAL STAFF**

POSSESSING OR BRINGING IN ANY TYPE OF DRUGS FROM OUTSIDE THE COMPLEX THAT HAVE NOT BEEN CHECKED AND APPROVED BY COMPLEX MEDICAL

**112 PROFITEERING-MAKING PROFIT BY TRADE OR LOANS TO OTHERS**

USING STRONG ARM TACTICS, (I.E. BATTERY, ASSAULTS). CONSPIRING, PASSING OF ITEMS FOR PROFIT (E.G. OPERATION OF AN UNAUTHORIZED “STORE” WITHIN THE FACILITY)

- 1ST OFFENCE—SEVEN (7) DAYS LOCKDOWN AND LOSS OF PRIVILEGES
- 2ND OFFENCE, AND EACH THEREAFTER---THIRTH (30) DAYS LOCKDOWN AND LOP

### **SERIOUS INFRACTIONS**

#### **201 SIMPLE ASSAULT, PHYSICAL OR SEXUAL**

ATTEMPTING TO COMMIT A VIOLENT INJURY TO THE PERSON OF ANOTHER OR COMMITTING AN ACT WHICH PLACES ANOTHER IN REASONABLE APPREHENSION OF IMMEDIATELY RECEIVING A VIOLENT INJURY

#### **202 ATTEMPTING OR PLANING AN ESCAPE**

PLANNING OR ATTEMPTING TO ESCAPE LAWFUL CUSTODY AND/OR CONFINEMENT. TO INCLUDE BUT NOT BE LIMITED TO PHYSICAL ATTEMPTS, WRITTEN PLANS AND/OR VERBAL THREATS/DISCUSSION

#### **203 FIGHTING**

BEING IN A PHYSICAL ALTERCATION WITH ONE OR MORE PERSONS

#### **204 THREATENING ANOTHER PERSON WITH HARM AGAINST HIS PERSON OR PROPERTY**

MAKING THREATS, VERBAL OR IMPLIED, TOWARD ANOTHER PERSON OR ANOTHER PERSON’S PROPERTY TO INCLUDE, BUT NOT LIMITED TO, THREATS AGAINST ANOTHER PERSON’S HEALTH SAFETY, FAMILY, HOME, AND/OR PROPERTY

#### **205 PARTICIPATING IN RIOTS, STRIKES OR DISTURBANCES**

ACTIVELY PARTICIPATING IN A RIOT, STRIKE, OR DISTURBANCE INVOLVING MORE THAN ONE INDIVIDUAL

#### **206 INCITING OR ATTEMPTING TO INCITE RIOTS, STRIKES OR DISTURBANCES**

CONVINCING OR ATTEMPTING TO CONVINCE ONE OR MORE INDIVIDUALS TO ACTIVELY PARTICIPATE IN A RIOT, STRIKE, OR DISTURBANCE



- 207 POSSESSION OR INTRODUCTION OF ESCAPE PARAPHERNALIA**  
HAVING IN THEIR POSSESSION OR TRYING TO BRING INTO THE FACILITY ANY ITEM THAT COULD BE USED TO ASSIST A PERSON OR PERSONS IN ESCAPING OR ATTEMPTING TO ESCAPE LAWFUL CUSTODY OR CONFINEMENT
- 208 SIMPLE BATTERY, PHYSICAL OR SEXUAL**  
INTENTIONALLY MAKING PHYSICAL CONTACT OF AN INSULTING OR PROVOKING NATURE WITH THE PERSON OF ANOTHER OR INTENTIONALLY CAUSING PHYSICAL HARM TO ANOTHER
- 209 THEFT OR POSSESSION OF PROPERTY BELONGING TO ANOTHER PERSON**  
THE TAKING, WITHOUT PERMISSION, OF ANOTHER PERSON'S PROPERTY OR HAVING POSSESSION OF ANOTHER PERSON'S PROPERTY. POSSESSION TO INCLUDE, BUT NOT LIMITED TO, PHYSICAL POSSESSION, OR HAVING THE PROPERTY IN OR AROUND THEIR ASSIGNED ROOM OR ON, UNDER, OR AROUND THEIR ASSIGNED BUNK
- 210 DESTROYING OR ALTERING JAIL PROPERTY OR THE PROPERTY OF ANOTHER**  
INTENTIONALLY DESTROYING, DAMAGING, OR ALTERING ANY JAIL PROPERTY OR ANY PROPERTY BELONGING TO ANOTHER
- 211 TAMPERING WITH OR BLOCKING ANY LOCKING DEVICE**  
VIOLATIONS OF THIS RULE INCLUDE BUT ARE NOT LIMITED TO: CELL DOORS, VESTIBULE DOORS, OUTER DOORS, HANDCUFFS, LEG SHACKLES, OR ANY TYPE OF LOCKING DEVICES
- 212 WEARING OR POSSESSION OF A DISGUISE OR MASK**  
WEARING OR POSSESSION OF A MASK, HOOD OR DEVICE BY WHICH, IF WORN, ANY PORTION OF THE FACE IS SO HIDDEN, CONCEALED, OR COVERED AS TO CONCEAL THE IDENTITY OF THE WEARER
- 213 INDECENT EXPOSURE**  
A LEWD EXPOSURE OF THE SEXUAL ORGAN, MASTURBATION IN PLAIN SIGHT, OR LASCIVIOUS ACTS TOWARD OTHERS

**214 GAMBLING OR POSSESSION OF GAMBLING PARAPHERNALIA**

TO INCLUDE BUT NOT BE LIMITED TO: BETTING ON THE RESULT OF ANY GAME OR CONTEST, PLAYS AND/OR BETS FOR MONEY OR OTHER THINGS OF VALUE AT ANY GAME PLAYED WITH CARDS, DICE OR ANY BOARD GAMES, ETC

**215 UNAUTHORIZED ABSENCE FROM ASSIGNED AREA**

LEAVING YOUR ASSIGNED LIVING AREA OR LOCATION WITHOUT AUTHORIZATION

**216 BEING IN AN UNAUTHORIZED AREA**

BEING IN AN AREA THAT HAS BEEN DESIGNATED AS OFF LIMITS OR UNAUTHORIZED FOR INMATES TO BE IN

**217 FAILURE TO COMPLY WITH COUNT**

FAILING TO FOLLOW STAFF DIRECTION AND/OR ESTABLISHED PROCEDURES ALLOWING STAFF TO COMPLETE AN ACCURATE AND TIMELY COUNT OF INMATES IN A GIVEN AREA.

**218 BRIBERY OR ATTEMPTED BRIBERY**

GIVING OR OFFERING TO GIVE ANY BENEFIT, REWARD, OR CONSIDERATION THAT A PERSON WOULD NOT BE ENTITLED TO FOR THE PURPOSE OF INFLUENCING HIM/HER IN THE PERFORMANCE OF ANY ACT RELATED TO THE FUNCTIONS OF HIS/HER JOB

**219 CONSPIRING WITH OTHERS TO VIOLATE A RULE OR LAW**

CONSPIRING WITH ONE OR MORE PERSONS TO VIOLATE A RULE OR LAW, OR WHEN ANYONE OR MORE OF SUCH PERSONS DOES ANY OVERT ACT TO EFFECT THE OBJECT OF THE CONSPIRACY

**220 MAIL VIOLATION, INCLUDING: RECEIVING OR SENDING MAIL OR OTHER WRITTEN MATERIAL THROUGH UNAUTHORIZED MEANS**

RECEIVING AND/OR SENDING ANY MAIL OR OTHER WRITTEN MATERIAL FROM ONE POINT TO ANOTHER POINT BY UNAUTHORIZED MEANS

**221 BREAKING AND ENTERING OR ATTEMPTS AT SAME**

ENTERING A LOCKED AREA BY DAMAGING COUNTY PROPERTY, INCLUDING THE LOCKING MECHANISM OR ATTEMPTING TO ENTER A LOCKED OR SECURED AREA BY DAMAGING COUNTY PROPERTY OR THE LOCKING MECHANISM

**222 FALSIFYING RECORDS**

DELIBERATELY GIVING FALSE INFORMATION EITHER, VERBALLY OR THROUGH WRITTEN CORRESPONDENCE, THEREBY CAUSING RECORDS TO BE INCORRECT

**223 TATTOOING OR SELF-MUTILATION**

DELIBERATELY ALLOWING HIMSELF/HERSELF TO BE TATTOOED WHILE IN CUSTODY OR DELIBERATELY INFLECTING WOUNDS TO ONESELF

**224 DISRUPTING OR ABUSING COMMISSARY, VISITATION, TELEPHONE, TELEVISION, RECREATION OR OTHER INMATE PROGRAMS**

BEING UNRULY AND/OR DISRUPTIVE WHILE ATTENDING AN INMATE PROGRAM LISTED ABOVE OR CREATING OR PARTICIPATING IN A DISTURBANCE OR A DISRUPTION OF AN INMATE PROGRAM

**225 FRIVOLOUS GRIEVANCES/COMPLAINTS**

FILING A GRIEVANCE/COMPLAINT ON A SUBJECT THAT IS NOT A GRIEVANCE MATTER OR FILING A GRIEVANCE OR COMPLAINT ON A SUBJECT OR MATTER AFTER THE SUBJECT OR MATTER HAS ALREADY BEEN GRIEVED AND THE MATTER HAS BEEN RESOLVED **(MAY BE USED ONLY IN CONJUNCTION WITH ANOTHER INFRACTION)**

**226 OBSTRUCTION OF OFFICER/STAFF MEMBER**

KNOWINGLY AND WILLFULLY OBSTRUCTING OR HINDERING AN OFFICER OR STAFF MEMBER IN THE LAWFUL DISCHARGE OF THEIR OFFICIAL DUTIES

**227 FAILURE TO RELOCATE WHEN INSTRUCTED BY AN OFFICER/STAFF MEMBER**

1. WILLFULLY REFUSING TO RELOCATE TO A DIFFERENT LOCATION OR HOUSING ASSIGNMENT, REGARDLESS OF THE REASON FOR THE RELOCATION.

2. WILLFULLY REFUSING TO ACCEPT A ROOMMATE WHEN INSTRUCTED TO DO SO BY AN OFFICER OR STAFF MEMBER

### **MINOR INFRACTIONS**

**300 POSSESSION OF A “WICK’, LIGHTER, OR OTHER TYPE OF IGNITION DEVICE**

HAVING IN THEIR POSSESSION ANY TYPE OF IGNITION DEVICE, INCLUDING BUT NOT LIMITED TO: A “WICK,” LIGHTER, MATCHES, LEAD OR METAL FOR ARCHING THE ELECTRICAL PLUGS, ETC

**301 POSSESSION OF ANYTHING NOT AUTHORIZED FOR RETENTION OR RECEIPT (I.E. MONEY, JEWELRY, ETC.)**

HAVING IN THEIR POSSESSION ANYTHING THAT IS NOT AUTHORIZED FOR AN INMATE TO HAVE POSSESSION OF, TO INCLUDE BUT NOT LIMITED TO MONEY, CHECKS, JEWELRY, KEYS, CONTRABAND, ETC.

**302 REFUSING TO OBEY AN ORDER OF ANY STAFF MEMBER**

KNOWINGLY AND WILLFULLY REFUSING TO OBEY AN ORDER OR DIRECTIVE GIVEN BY ANY STAFF MEMBER IN THE PERFORMANCE OF HIS OR HER DUTIES

**303 LYING OR PROVIDING A FALSE STATEMENT TO A STAFF MEMBER**

DELIBERATELY LYING OR GIVING FALSE INFORMATION OR A FALSE STATEMENT TO A STAFF MEMBER.

**304 SMOKING, POSSESSION OR USE OF TOBACCO PRODUCTS**

TO INCLUDE BUT NOT BE LIMITED TO POSSESSION OF OR USE OF ANY TYPE OF TOBACCO PRODUCT (SMOKES, SMOKELESS, OR CHEWABLE)

**305 BARTERING WITH OTHERS**

TRADING GOODS OR SERVICES WITHOUT THE EXCHANGE OF MONEY (I.E. TRADING SOMETHING OF VALUE FOR A MEAL TRAY)

**306 FAILURE TO MAINTAIN ACCEPTABLE APPEARANCE OF HOUSING OR LIVING AREA**

1. FAILING TO MAINTAIN A NEAT, CLEAN, SANITARY, AND ORDERLY HOUSING OR LIVING AREA
2. REFUSING TO OR NOT HAVING LINEN CLEANED WEEKLY

**307 FAILURE TO MAINTAIN PERSONAL HYGIENE**

REFUSING TO KEEP UP THEIR PERSONAL HYGIENE (I.E. REFUSING TO TAKE REGULAR SHOWERS, REFUSING TO BRUSH TEETH REGULARLY, REFUSING TO HAVE CLOTHING CLEANED REGULARLY, ETC.)

**308 DISORDERLY CONDUCT**

CONDUCTING ONESELF IN A MANNER THAT IS DISORDERLY IN NATURE, AND/OR THAT INTERRUPTS THE NORMAL OPERATIONS OR GOOD ORDER OF THE FACILITY. (I.E. CURSING, YELLING OR SHOUTING, FIGHTING [VERBAL OR PHYSICAL] ETC.)

**309 PASSING ITEMS OF CONTRABAND TO ANOTHER INMATE**

PASSING ANY ITEMS OF CONTRABAND TO ANOTHER INMATE, CONTRABAND BEING DEFINED AS ANYTHING NOT AUTHORIZED FOR AN INMATE TO HAVE IN HIS OR HER POSSESSION OR ANYTHING THAT IS AUTHORIZED FOR AN INMATE TO HAVE BUT THAT HAS BEEN ALTERED FROM ITS ORIGINAL FORM

**310 COVERING OR OBSTRUCTING THE LIGHTS, AIR VENTS, DOORWAYS OR HANGING ITEMS ON CELL DOORS, SHOWERS, WINDOWS OR VESTIBULES SUCH THAT THEY OBSTRUCT THE VIEW OF THE CORRECTIONS STAFF; DRAWING, MARKING OR HANGING PICTURES ON WALLS OF ANY HOUSING UNIT.**

PLACING ANYTHING ON WALLS, VENTS, BARS, LIGHTS, DOORS, SHOWERS, WINDOWS, VESTIBULES, OR ANY OTHER AREA THAT WOULD OBSTRUCT THE VIEWING OF SAID AREA BY THE CORRECTIONAL STAFF

**311 MISUSE OF AUTHORIZED MEDICATION OR HOARDING OF PRESCRIBED MEDICATION**

FAILING TO TAKE PRESCRIBED MEDICATION AS DIRECTED. TO INCLUDE BUT NOT BE LIMITED TO: SELLING OR TRADING MEDICATION TO ANOTHER INDIVIDUAL, SAVING UP MEDICATION THAT HAS BEEN PRESCRIBED OR AUTHORIZED BY NOT TAKING IT AS DIRECTED, ETC.

### **312 FAILURE TO MAINTAIN AN ORDERLY PROCESSION TO OR FROM FACILITY AREAS**

FAILING TO MOVE FROM ONE AREA OF THE FACILITY TO ANOTHER AREA IN A QUIET AND ORDERLY MANNER

### **313 GROUP PARTICIPATION IN AN INFRACTION**

ACTIVITY BY A GROUP AS STATED, TO INCLUDE BUT NOT LIMITED TO REFUSAL, FAILURE, LYING OR GENERAL CONDUCT

### **Negative Contacts**

A negative contact is the minimum form of disciplinary action requiring only a cell restriction, or an informal resolution. An officer is given discretion to place an inmate on cell restriction for up to eight hours, with an incident report/documentation of the negative contact. The Unit Shift supervisor has the discretion to impose 16 hours cell restriction on the same incident report and the Unit Manager can impose 24 hours cell restriction, same incident report. Inmates enrolled in programs could be dismissed from classes if they receive three negative contacts. An inmate who is dismissed from a program may re-apply after 30 days.

### **Informal Resolution**

Informal resolutions may be negotiated for minor rule violations (level 300). If an informal resolution cannot be reached, action will be taken for a formal hearing. Informal resolution actions include:

- Verbal counseling.
- Cell confinement for up to 24 hours.
- Loss of one, or more, privileges (visitation, commissary, television, recreation) for up to 7 days.

Informal resolution of a minor infraction is encouraged and should be used if the offense does not warrant formal procedures and the inmate concurs with the disciplinary action. Agreement of the offense between the inmate and the hearing officer will initiate orders to impose the appropriate disciplinary actions. If there is a disagreement between the inmate and the hearing officer, the inmate disciplinary report will be forwarded for formal hearing and final resolution.

## **Filing of Charges**

When an inmate commits an offense a disciplinary report (IDR) must be filed within 24 hours of the completion of an investigation. A copy is given to the inmate and the report must include the inmate's name, offense committed, date and time of the offense, reporting officer's statement of facts, and the unit supervisor's signature of approval. An accused inmate may be placed on administrative lockdown for up to 72 hours (excluding weekends/holidays) until a hearing is conducted, or a waiver of hearing is signed. The inmate has 24 hours to prepare a defense after being served with an inmate disciplinary report. A written request for hearing, within 24 hours of the offense, may be submitted by the inmate if immediate action is wanted.

## **Disciplinary Board**

The disciplinary board will consist of one ranking officer (Corporal or above) and one other officer. They shall have investigative powers, to determine the facts related to the case, and sole authority in administering disciplinary sanctions. No one individual may impose sanctions. Any staff member associated with the alleged offense will not be allowed to participate on the board during that particular case.

## **Waiver of Hearing "200" Level Offenses Only**

The board may offer an inmate accused of level 200 offenses the opportunity to waive the hearing by signing a waiver form. Signing the waiver form allows the inmate to accept a sanction from the disciplinary board without a formal hearing being performed. Should an inmate refuse to sign a waiver, no action will be taken and a formal hearing will be scheduled.

## **Suspension of Privileges**

The type and duration of punishment imposed will be limited according to the severity of the offense committed. Privileges that can be suspended include; visitation, commissary, television, telephone, recreation, and attendance at the law library. Attorney privileges, minimum personal hygiene items, stationery and legal materials will not be suspended.

## **Hearing**

An Inmate Disciplinary Report (IDR) must be completed on all rule violations that require formal resolution. Hearings will be conducted on all cases filed, except cases where a waiver of hearing has been accepted and signed. The following procedures exist for disciplinary hearings:

1. Inmates who are maintaining good behavior have the right to be present at their hearing. The opportunity to make statements and present documentary evidence on their behalf will be given. The inmate is not required to testify against themselves.
2. Inmates may have another inmate represent them if they are unable to understand the proceedings. Inmates may also have staff assisted representation upon request. Inmates have no right to a lawyer.
3. Witnesses may be called by the inmate and evidence may be presented. The board has the right to limit witnesses in cases where repetitive testimony is being provided. The inmate may be excluded from hearing a witness whose testimony must be given in confidence, but the inmate's absence must be documented.
4. The inmate will be allowed to read the completed inmate disciplinary report and will be given a copy upon request. If the inmate chooses not to appear before the board, or to remain silent, the board may consider such action in determining guilt or innocence.
5. If it is determined that an inmate is mentally impaired and cannot fully understand the consequences of their action, then the matter will be referred to the Mental Health staff and not the disciplinary board.
6. Disciplinary board action must occur within 72 hours (excluding weekends and holidays). If the hearing is not held within those 72 hours the inmate will be released from Administrative lockdown, unless the Commander (or designee) determines that threatening circumstances exist requiring the continuation of the lockdown.
7. Inmates found guilty and sanctioned over 10 days may be placed in the disciplinary segregation unit.

## **Continuances**



A continuance of five business days (excluding weekends and holidays) may be granted. All requests for continuances must be made in writing.

### **Appeal Procedure**

Inmates found guilty of a rule violation will have the right to appeal their case to the Commander by signing the inmate disciplinary report in the “appeal” section. The appeal must be written, signed and dated by the inmate. A reason for appeal must be included, or an automatic forfeiture of consideration for change of results will occur. The appealing inmate may request the assistance of a staff member, or other inmate to state the reason for the appeal.

The Commander (or designee) will consider the merits of the appeal based on substantial evidence to support the charges, compliance with policy and procedure, and the sanction imposed being proportionate to the rule violation. Review of the appeal will occur no later than five business days (excluding weekends and holidays) of being received and the inmate will be notified of the decision in writing.

### **Cell Restriction/Lockdown**

Inmates placed on lockdown will be reviewed by Classification weekly for changes in behavior. Lockdown reports will be completed and forwarded to the Operations Captain for approval and a response will be sent to Classification within five business days (excluding weekends and holidays) of the Captain’s review.

### **Administrative Segregation High Risk**

Any inmate found guilty of assault on a staff member, or other inmate, will be housed in Administrative Segregation High Risk. A weekly review will monitor the inmate’s behavior, mental health status, and general condition. Inmates entering the facility who were previously classified as an assault risk will be placed in Administrative Segregation High Risk upon return.

## **GENERAL INFORMATION**

### **Emergency Evacuation**

The Chatham County Detention Center has a developed plan to quickly and safely evacuate inmates from the building in case of emergency. If an emergency should arise, you will be given instructions by staff.

### **Inmate Count and Movement**

There will be an inmate count performed at various times during the day. Inmates are required to be in their cell, or bunk area, whenever a count procedure is taking place. Inmates are prohibited from interfering with the officer making the count.

The jail is a 24-hour operation facility. Only authorized movement by facility supervisory staff is permitted. Unauthorized movement will receive appropriate disciplinary action.

### **Searches**

Searches of the inmate's living area and person may be conducted at any time. Cell searches may take place in the absence of the inmate. In addition to standard issued items (see Issued Inmate Items), inmates are allowed to have in their possession the following items:

1. Three tops (five in total with standard issued items)
2. Three bottoms (five in total with standard issued items)
3. Two sets of thermal underwear (shirt and pant)
4. One pair gymnasium shorts
5. Five pairs of socks
6. Additional bar of soap (two in total with standard issued item)
7. One roll of toilet paper
8. One comb (as issued by commissary)
9. One pair of eyeglasses without a case, or contacts with case
10. Four books or magazines
11. Two games, including only one deck of playing (52 cards). Any altered cards or games are considered contraband.
12. One word puzzle book
13. Reasonable amount of writing and drawing supplies
14. Reasonable amount of legal or religious materials

All materials in excess of the allowed items listed will be considered contraband, confiscated, and disposed of as such.

## **Items Left for Inmates**

The only items that may be brought to the facility for an inmate are:

1. One set of court clothes. This set may be changed on a weekly basis. Only one set will be retained at a time. Court clothes will be stored in the inmate property storage room.
2. One pair of eyeglasses without a case, or one pair of contacts with a case.

**All items left for inmates are subject to and may be searched for contraband. In the event an item of contraband is found criminal charges may be filed against all parties involved in the giving and receiving of items.**

## **Voting**

Registered and eligible inmates have the right to vote in any municipal, state, or national election. A request to vote may be made to Social Services through the jail kiosk.

No inmate who has been convicted of a felony involving moral turpitude may register, remain registered, or vote except upon completion of the sentence. And, no person who has been judicially determined to be mentally incompetent may register, remain registered, or vote unless the disability has been removed. GA Code 21-2-216 (b)

## **Time Calculation**

Incarceration time is computed in accordance with Georgia law. Any inmate sentenced to serve time in this facility will receive earned time credit unless the court's order specifies otherwise. Earned time credit can be removed, or suspended, when behavior is unacceptable at the discretion of the Commander.

Inmates sentenced to the Department of Corrections (DOC) will be sent to DOC as soon as possible. The Chatham County Detention Center has no control over the exact date, or time, of DOC pickup.

## **Property Left at Discharge/Transfer**

Inmates being discharged, or transferred, from the facility must either take their property, or make arrangements to have it picked up by a designated person. Items

can also be shipped when necessary. Property must be out of the facility within 45 days of inmate transfer/release. Property will be disposed of, either by destroying or donating, after the 45 day period.

### **False Age Reports**

This facility does not house **juveniles**. Every possible effort is made to ascertain the correct and accurate age of all inmates. Appropriate juvenile authorities are contacted immediately should it come to the attention of this facility that a juvenile has been detained due to the juvenile providing a false name, or age.

### **Tobacco**

The Chatham County Detention Center is a non-tobacco facility. Any inmate having tobacco products will be charged with possession of **contraband**.

### **Social Security Checks**

Based on Federal laws governing the Social Security Administration, any US Treasury check for social security benefits will not be credited to an inmate's money account until a federal representative is contacted. This representative of the Social Security Administration will determine the eligibility of the recipient for the received monies. The facility will not allow the endorsement, or processing, of the checks without the above guidelines being met.