

INMATE HANDBOOK

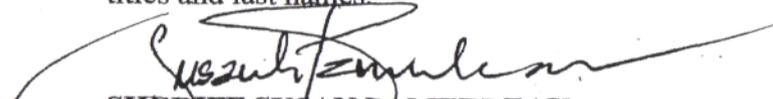
2013

FROM THE SHERIFF

It is the policy of the Bexar County Adult Detention Center (BCADC) to incarcerate inmates according to Federal, State, and Local Laws. The BCADC will provide incarceration in a safe, healthful, and secure manner.

It is also the policy of the BCADC that no individual is discriminated against because of sex, race, color, creed, religion, physical disability or national origin.

You can refer to this handbook for help in understanding what is expected of you and what programs and privileges are available to you. If you have any questions ask a staff member to answer them. Follow the chain of command for all your questions and address all staff by their appropriate titles and last names.



SHERIFF SUSAN PAMERLEAU
BEXAR COUNTY SHERIFF'S OFFICE

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1. **INTRODUCTION:** The purpose of this handbook is to provide you with information about your stay at the Bexar County Adult Detention Center (BCADC), a nonsmoking facility. Information about the rules and daily routine of the Center is covered first. Programs available to inmates staying for extended periods are covered next. Specific rules and regulations, especially those involving disciplinary action are covered at the end of the handbook. Ask a staff member for assistance if you have any questions about the information in the handbook, or about a topic not covered. **The information in this handbook is subject to change and these changes may not be reflected in this handbook.** You are reminded that this handbook should be used as a general guide during your stay.

2. INTAKE

A. The intake process is the first phase to admission into the BCADC and took place before you received this handbook. The important thing about the intake process is that you were assigned a number you need to memorize for use during your stay. The number is a four (4) to seven (7) digit number called a SID number. Your SID number will be used for all your written transactions in this facility. You must include it in all correspondence and you must tell any staff member your name and SID number upon request. However, ***you should not tell other inmates your SID number.***

B. Your street clothes and other property you had when processed during intake were inventoried and placed in storage. Keep your receipt for reference when you are released. Releasing property during your stay is explained in Section 10 of this handbook.

C. Any money you brought into the facility has been deposited into an account that you will have access to for authorized commissary purchases or other valid needs. Commissary purchases are covered in Section 24.

3. FIRE EVACUATION

A. Fire evacuation routes are posted in most living units. Feel free to ask your Living Unit Officer questions regarding fire evacuation.

B. Fire Drill procedures will be conducted periodically **Your cooperation during fire and evacuation drills is required** - this may be a life saving exercise. Refusal to cooperate will result in disciplinary action.

4. CALL FOR ASSISTANCE

- A. If you have an emergency press the **CALL OFFICER INTERCOM BUTTON** at the entrance to each cell.
 - B. Do not bang on the doors to attract attention. Banging and unnecessary or excessive use of the call button will subject you to disciplinary action.
5. **MEDICAL AND SECURITY EMERGENCIES:** Follow instructions of staff during Medical emergencies. Stay clear of the area while Security and Medical Staff take care of the situation. Generally, if you are out in the day room, you should immediately go to your cell or bunk. Staff may instruct you to do otherwise in certain circumstances. Whatever the case, your immediate cooperation is important. Failure to do so may result in disciplinary action.
6. **INMATE REQUEST FOR INFORMATION:** Detention staff will help you with information about your stay here. Fill out an **Inmate Request for Information Form** available from your Living Unit Officer. Valid requests include, but are not limited to, asking about your release date, the name of a court appointed attorney, or how much money is in your BCADC account.
7. **ATTORNEY AND OFFICIAL VISITS**
- A. **Attorney Visits:** Only those attorneys listed on the computer as the attorney of record for your case shall be authorized to interview you as their client. An exception to this is when the attorney of record issues a letter of authorization for another individual (i.e., another attorney, a legal clerk, an investigator) to visit. Attorneys may visit everyday at posted times. However, attorney visits for the purpose of obtaining bond may be granted at any hour.
 - B. **Official Visits:** Probation Officers, Parole Officers and Texas Department of Human Service Representatives. Other official visits can be approved by the Jail Administrator.
8. **MAIL**
- A. Mail will be picked up and delivered five (5) days per week (Monday through Friday) except on Federal holidays. You may receive letters in any quantity, amount and number of pages; however when contraband is mailed in with the letters, all the contents of the mail will be returned to the sender (See section 8. D-2).

- B. Your mandatory address to receive mail is:

YOUR NAME (as you were booked) and SID NUMBER
BEXAR COUNTY ADULT DETENTION CENTER
 UNIT____ CELL____
 200 N. COMAL
 SAN ANTONIO, TEXAS 78207

- C. You must use this address for your return address. Tell your family and friends to use a return address on letters to you. Mail received after you are released will be returned to sender. Improperly addressed mail will be returned to sender.

D. Non-Privileged Correspondence:

- 1. All incoming mail will be opened and inspected in the mailroom. The following items are considered undeliverable:
 - a. No money, money orders or certified checks. (All money orders/certified checks must be mailed to the Inmate Trust Fund)
 - b. No medical related items such as eyeglasses, contacts or dentures.
 - c. No more than six photos (no larger than 5x7) allowed per day, per envelope. **Note:** Inmates are allowed a maximum of 6 photos in their possession at one time.
 - d. Stickers, glue, glitter, tape, beads, string, or wire are not allowed on stationery, cards or envelopes.
 - e. No greeting cards larger than 8x11, No musical cards. **Note:** all cards must be signed in ink. No postage stamps, envelopes or stationary. These items must be purchased through the Jail Commissary.
 - f. No hard plastic/laminated cards.
 - g. No jewelry or cosmetics.
 - h. No Polaroid of any size.
 - i. No clothing or material of any type.
 - j. No photographs of hand gang signs, gestures, tattoos, or tattoo art.
 - k. No nude/partially nude/sexually explicit photographs of any type. Children in photos must be fully clothed.
 - l. No photographs taped, glued or pasted to cards, letters, etc.
 - m. No human hair or personal body items/fluids.
 - n. No official original documents such as birth certificates, social security cards etc., BCADC will not be responsible for damaged or lost items.

2. Items arriving in the mail that are considered contraband will be returned to sender. The sender will be given a Mail Disposition Notice explaining why the mail was returned. Items that are illegal will be confiscated.
3. You are authorized to receive some publications such as books (three per week, per inmate), magazines, and newspapers, as long as they are sent through the mail directly from a publishing company. Receiving publications from relatives, friends, or bookstores is prohibited and will be returned to sender. Do not use the Inmate Trust Fund post office box as the mailing address. The Post Office will return to sender.
4. Outgoing mail may be opened and inspected for security and safety reasons. All outgoing mail will be stamped with the current authorized "Bexar County Jail" stamp.

E. Privileged Correspondence: Mail between an inmate and his attorney(s); officials of the federal, state and local courts, all federal officials and officers including the President of the United States, State Officials and Officers, the Governor, and the Texas Commission on Jail Standards, letters to bonafide news media acting in their official capacity are considered privileged correspondence.

F. Incoming Privileged Correspondence: will be delivered to the appropriate Floor/Section Supervisor and the correspondence shall be opened only in the presence of the inmate. An inspection of the correspondence shall be limited to only locating contraband.

G. Outgoing Privileged Correspondence: is **not** to be opened, inspected or censored. All outgoing unstamped privileged (legal) mail must have a return address i.e. full name and SID number to verify for indigency.

H. Certified Mail: You may send certified mail out at your expense. The in-house mail staff member has the authority to take mail from inmates to the post office for certification if you have completed the proper forms and added the proper postage. Indigent inmates (reference 24.3) are not authorized certified mail privileges.

I. Inmates shall be permitted to send as many letters or envelopes of as many pages as they desire, to whomever they desire if they have sufficient postage as outlined by U.S. Postal Service requirements. Outgoing correspondence must comply with United States Postal regulations (each letter cannot exceed one quarter (1/4) inch thickness and each large envelope cannot exceed three quarters (3/4) inch thickness) and any mail exceeding requirements will be sent back to the inmate for additional postage. If indigent the correspondence will not be

mailed and will be returned to you to include "legal or privileged" correspondence.

9. MONEY ACCOUNT AND PROPERTY

A. Inmate Account: Funding to the inmates account can be initiated using the Kiosk located at the Main Jail and Annex office locations. Deposits can also be received via the internet at <http://payments.touchpaydirect.net>, or by calling 1-866-232-1899. In addition funding is acceptable via mail and Western Union. Mailed funds must be in the form of a money order or cashier check only.

1. The Kiosk accepts cash, debit card and credit card deposits (Master Card or Visa card only) and is accessible 24 hours a day 365 days a year. **SID number is required**
2. Internet and phone transactions require **SID number**, and a Master Card or Visa debit card/credit card for processing.
3. Money orders or cashier checks must be made payable to **Bexar County Inmate Trust Fund. Inmate's full name and SID number** are required for posting to the account. Please use black or blue ink only.
4. Sender can contact BCSO Information at (210)335-0074 opt. 02, for deposit instructions.
5. Mail money order or cashier check to:

**Inmate Trust Fund
P.O. Box 831609
San Antonio, Texas 78283-1609**

Note: Items with incomplete or incorrect information will be returned to the sender.

B. Authority to Release or Transfer Money or Property: In order to release or transfer any property or funds Detention Center Property Release Form, available in each living unit, must be completed. Proper documentation of property and amount of funds must be indicated in order to initiate the release. Property and money is only released to designated individuals to include the immediate family, attorney, bondsman, or Bexar County Sheriff's Office representative (for restitution purposes). Requirement for property and funds release include:

1. Proper completion of BCADC Property Release Form.
2. Proper identification limited to current:
 - a. Texas Driver License (with a picture)
 - b. Texas Identification Card (with a picture)
 - c. Law Enforcement Identification

- d. Military or Government Identification (with a picture)
- e. Resident Alien ID/MICA Card (Immigration)

C. **Releasing Funds:** Funds may be released to support your family, pay attorney's fees, pay a fine, pay a bondsman or to post bond. Funds are not to be transferred to non-related inmates or released to Bexar County Sheriff Office's employees.

D. Personal property stored within the BCADC must be picked up within thirty (30) days of the inmate's release or transfer to another institution. The BCADC is not responsible for unclaimed personal property (clothing, property, and funds) left at the BCADC beyond thirty (30) days of inmate's release or transfer.

10. RELEASES

A. **Property Turn-In:** All institutional clothing and property of the BCADC must be accounted for before release. If any item is missing or damaged you may be held financially responsible and this may delay your release.

B. **Property/Funds Receipt:** Your release from the BCADC will be processed on the First Floor. All personal property and funds will be returned to you. You will sign a receipt for these items.

C. **Property Permitted for Inmate Transfer to TDCJ:** The property which an inmate may take into Texas Department of Criminal Justice (TDCJ) is limited. Upon arrival to TDCJ any unauthorized item in your possession will be confiscated. The following items are permitted at the time of TDCJ in-processing:

1. One item of declared faith such as a medallion. No rosaries or prayer beads.
2. Substance abuse literature and one religious text.
3. Jewelry items- one wedding ring and one watch
4. Legal Materials (such as transcripts, legal correspondence, etc.)
5. Shower shoes, one pair.
6. Photographs, Polaroid type with bottom removed No photo albums.
7. Money-cash, money orders, cashier's and law enforcement agency checks for deposit into TDCJ inmate trust fund account. No personal checks.
8. Family/friend's names address and phone numbers to compile a visitor's list.

9. Identification documents- birth certificate, social security card or driver's license. (maintained in TDCJ central file till released)
10. Health Care Devices/Supplies- Medically prescribed items will be evaluated/approved by TDCJ health staff. Contact lenses shall be allowed until state issued glasses are provided.

D. **Court Ordered Releases:** If you appear in court and the judge says you will be released later that day, you can usually expect to be released sometime between 4:00 p.m. and 12:00a.m. (Midnight). The courts handle dozens of cases each day and release orders are usually sent to the BCADC after 7:00 p.m. for processing.

11. HEALTH SERVICES

A. The University Health System-Detention Health Care Services (UHS-DHCS) provide health care in the BCADC. The following information will outline the procedures to obtain care. Inmates who are financially capable may be required to pay for their medical treatment according to state law.

B. **Sick Call:** You have the right to medical, mental, and dental care to relieve discomfort and to maintain health. In every unit there are blank **SICK CALL REQUEST Forms**. If you want medical, dental, psychiatric or social work care, you are responsible for filling out the form completely, sign it and place it in the Sick Call Box located in your living unit. The forms are picked up generally every day during the morning hours. You will normally be seen by one of the physicians or medical assistants within 24 to 72 hours. There is a charge for the services you receive. Each visit to a provider (Doctor, Physician Assistant, Medical Assistant or Dentist) has a fee. Prescriptions also have a fee. Copies of Medical Records have a fee. These fees are an administrative fee for services and not a charge for the medication or professional services you receive. Although Texas law (CCP Art. 104.002) allows inmates to be charged for medical care up to the cost of services provided, no inmate will be denied medical services due to his inability to pay.

IMPORTANT: If you received medical care, were sent to the emergency room or hospitalized while incarcerated, you should, **after your release**, call University Health Systems Members Services (210) 358-3350. Member Services will then inform you if you have any follow-up doctor's appointments that you will need to know about after your release. They will also help you register with **Carelink**. **Carelink** is a membership program for Bexar County residents who do not have health insurance and are not eligible for other programs such as Medicare, Medicaid or the Children's Health Insurance Program (CHIP).

C. Emergency Medical Care: Emergency medical attention will be provided immediately. Mocking or faking an emergency is subject to disciplinary action.

D. Medication Administration

1. Medication is administered as prescribed on a regular schedule. If you aren't available at the time of dispensing, the medication will be considered "missed." If you don't take the medication offered, the medication will be considered "refused." There are legitimate reasons for missing a medication. Please bring such things as court appearances, or other scheduled activities to the attention of the nurse or unit officer. Arrangements can be made to see that your medications are provided. Keeping medication for a later time will be considered possession of contraband and is reason for disciplinary action. Please put in a sick call slip one (1) week before you run out of medication. If you are taking medications, you must inform the medication nurse of any moves or transfers to another living unit. The medication nurse will send your medication to the appropriate medication nurse who is delivering medication to your new unit.
2. When the Living Unit Officer announces medication administration, you must respond promptly and have a cup of water with you before standing in line to take your medication. For oral doses, swallow the medication in front of the Medication Nurse and Unit Officer. The nurse and Unit Officer will check to ensure you have taken your medication.

E. Dental Care: Dental problems are referred to the dental clinic for sick call as outlined in paragraph 11.B above. Dental services are available for relief of pain or to help you maintain your nutrition.

F. Mental Health, Substance Abuse Education and Treatment are provided to all inmates in need of such services through the Mental Health Services of Detention Health Care Services.

1. Screening, assessment, referral and treatment services are provided to any inmate with a history of mental illness or currently in need of mental health services. Screening is available on a 24-hour basis and can be requested by completing the Sick Call form as outlined in paragraph 12.1 above or through the unit officer in the living unit. Placement and referrals to community programs may also be arranged.
2. Substance Abuse education and treatment services are offered to chemically dependent men and women who are incarcerated. Individuals who wish to be interviewed for these services can contact the Mental Health Counselor through the sick call form.

Indicate on the Sick Call form that you are interested in substance abuse services. Transfer to a substance abuse unit is required upon acceptance and membership is limited to slots available. Aftercare treatment upon release can also be arranged.

G. Miscellaneous: Diet meals are prescribed by medical personnel based upon the medical needs of the patient. There is a one-time administrative fee charged when a special diet is ordered. Requests for religious diets (vegetarian) should be sent to the Chaplain for approval, not the Medical Department. Night snacks may be used for very specific medical problems and are included in some special diets. Special medical conditions or needs will be addressed on a case by case basis and approved by the Medical Director and/or Jail Administrator.

12. HOUSING UNIT ROUTINE

A. General Routine: This section describes the routine you can expect and some of the rules you must follow. A detailed list of the Living Unit Rules is in Section 26.

1. During your stay at the BCADC you will comply with all rules and regulations. Living Units have posted rules and instructions are issued by the Living Unit Officer. Violations of these rules will result in disciplinary action or criminal prosecution.
2. You are encouraged to do your part in sanitation and personal hygiene to help make a productive environment for yourself and others. You should shower daily and keep clean and neat. Razors for shaving are available in the living units. Additional hygiene products may be purchased from the commissary.
3. Scheduled cleaning periods will be announced and cleaning supplies will be furnished by the Living Unit Officer. Maintaining a sanitary and orderly living environment is essential to your physical health and has an impact on your morale and psychological well-being. Failure to maintain personal hygiene, sanitation and orderly housing conditions is considered a Category II Offense (refer to Section 25. I for details) and makes you subject to disciplinary action.
4. The Living Unit Officer will make checks of your housing unit. These checks are for the security of the facility and your safety. Please do not delay an officer while he is making his rounds.
5. During day room hours, you will have access to your cell for at least ten (10) minutes every hour. There are exceptions to access your cell other than the ten (10) minutes every hour: i.e. when returning from showering, programs, or receiving medication. You can exit your cell at any time during day room hours unless you are restricted from the day room for disciplinary sanctions or

other reasons. You may read, write, or study in the dayroom area until 9p.m. Noise levels must be kept to a minimum and consideration shown to fellow inmates who are sleeping.

B. Inmate Count: Several times during the day Detention Staff will visually look at and physically count you and the other inmates. You will be asked to stay in one location during the count. Since movement is briefly restricted, the time of the count is called the "freeze." You are required to complete your shower or telephone calls before the count. If you are in the living unit, you must return to your assigned cell or bunk when the "freeze" begins. Talking to, or otherwise distracting the staff conducting the count is a violation of the rules and may subject you to disciplinary action.

C. Searches in General: Frequent, unannounced searches of you, your cell, and other areas of the facility are conducted as often as necessary to ensure the safety and security of the facility. Searches are conducted for your safety and your cooperation will be expected. Failure to comply with staff will subject you to disciplinary actions.

D. Searches and Movement: Any time you leave or return to your assigned unit you are subject to search. Searches are conducted at various points throughout the jail. You are expected to cooperate with these searches. Read "**Authorized Items, Section 27**", which are allowed to be carried with you when leaving your unit.

E. Contraband: Contraband is any item not issued by the BCADC staff or that cannot be purchased from the Commissary. Should you discover contraband, immediately inform a staff member of its presence for proper disposal. Do not keep or possess it. Specific items are:

1. Items prohibited by law including controlled substances.
2. Any item that can be used to cause death or injury; including but not limited to firearms, pointed weapons, knives, rope, or wire.
3. Any item introduced into the BCADC without permission or that is unauthorized and introduced into the BCADC through incoming correspondence.
4. Any toxic or caustic agents (i.e., lye, bleach, ammonia, alcohol, antifreeze, etc.).
5. Any medication not prescribed to you, or medication prescribed to you but not taken when dispensed.
6. Any item(s) issued by or property of the Detention Center and altered from its original state or used other than intended.
7. Items not issued or sold by commissary is contraband unless special written authorization is granted by the Jail Administrator.
8. Any item which may pose a health or safety hazard.

9. Any item that is expressly prohibited by Detention Division policy, procedure, directive or rule.
10. All tobacco products.

F. Sanitation Practices: You are responsible for the cleanliness of your cell and common use areas. This includes your bed, mattress, sheets, floor, window, light fixture, sink, and toilet. You can expect to participate in the sweeping and mopping of the floor and your cell every day. Your cell and day room will be inspected regularly by the Living Unit Officer.

G. Report any maintenance problems you see, such as clogged drains or leaks, to the unit officer.

13. PERSONAL AND LEGAL TELEPHONE CALLS

A. You may make **collect calls only** on the unit day room telephones to contact attorney, family, and friends any time you have scheduled access to the dayroom. Scheduled access doesn't include meal times or during the freeze.

B. The maximum call length is fifteen (15) minutes. If a dispute arises over telephone usage, those inmates involved shall be subject to disciplinary action.

C. All personal phone calls are subject to recording and monitoring by the Sheriff's Office.

14. VISITATION

A. Visitation Rules:

1. You may have up to five (5) different persons active on your visiting list (See Section 14. B).
2. All visitors must present a valid pictured identification card to receive a visitor's pass (Any valid picture I.D. issued by a city, county, state, or government agency).
3. All personal visits will be conducted in the visitation area on each floor.
4. Each inmate shall be allowed a minimum of two (2) visitation periods per week of at least twenty (20) minutes duration each visit. Adult visitors must be seventeen (17) years of age or older.
5. All persons under the age of seventeen (17) must be accompanied by a parent or adult guardian, or by legal counsel and must also be listed on the inmate's visitation list. Children may visit only during hours specifically scheduled for children's visitation.

6. Visitors can only visit one (1) inmate per day unless they prove to be immediate family related.

B. Visitation List:

1. Submit a list of (5) adult visitors to the Living Unit Officer within five (5) days of your incarceration. The list shall include:

Name of the visitor
Address of the visitor
Relationship to the inmate

2. If you want to change (add, activate, or deactivate) names from your visitation list, submit a Request for Information Form to the Living Unit Officer. **Visitation lists will not be updated during visitation hours**

C. Visitation Privileges:

1. Visiting privileges may be suspended or stopped as part of formal disciplinary procedures or at the shift supervisor's discretion.
2. Visitation may be suspended to maintain order, discipline or security.

D. Local and Out-of-Town Visitors:

1. A local visitor is an individual who resides within a one hundred fifty (150) mile radius of the City of San Antonio. Local visitors will be allowed twenty (20) minutes to visit.
2. Out-of-town visitors are individuals who reside outside a one hundred fifty (150) mile radius of the City of San Antonio. The maximum length of each visit shall not exceed thirty (30) minutes. Out-of-town visiting privileges shall be extended to children.

15. MEALS:

A. Return to your cell/bunk before and after each meal to allow the Unit Officer to set-up for serving of the meal and clean up after the meal. Expect trays, cups and spoons to be counted before and after each meal. After finishing your meal, empty and stack your tray. Any shortage of utensils will result in searches or disciplinary action.

B. Tables and chairs are occupied on a first-come, first-serve basis; no tables are assigned nor reserved for inmates. Do not sit on top of tables, back of chairs or cabinets. Take pride to maintain a clean, pleasant, and safe environment.

C. Food served during meals may not be saved to be eaten later, especially fruit. Leftover food spoils and causes unsanitary conditions. Trays may not be given to another inmate.

16. **HAIRCUTS:** Barber clippers are available to each Living Unit on a scheduled basis. Notify the Unit Officer to sign out the hair clippers if you wish to cut your hair. The inmate you request to assist you must be from your side of the unit and of the same classification. Other restrictions may apply depending on unit. **Misuse or damage to the barber clippers is subject to disciplinary action.**

17. LAUNDRY EXCHANGE

A. A laundry exchange schedule will be as follows:

Uniforms (once per week)
Under Garments (once per week)
Sheets (once per week)
Blankets (once a month)
Towels (once per week)

B. The following items must be turned in during the scheduled laundry exchange. **Partial exchange:** 4-Boxers or 4-Panties and 1-Bra, 4 T-shirts, 4-socks, 1-Towel, and one inmate uniform (shirt/pants). **Full exchange:** same items as partial exchange plus 2-sheets. Tearing, altering or destroying issued clothing, linen or mattress will warrant criminal charges and/or disciplinary action.

C. During laundry exchange, laundry personnel will determine the uniform size and will issue inmate uniforms accordingly. Uniforms will be issued based on fit and conditions only, not style or shade of color.

18. **CLOTHING EXCHANGE:** Your attorney of record must provide a written request for you to attend jury trial in your personal clothing. Your request must be turned into the BCSO Information Desk no later than twenty-four (24) hours before your jury trial date. The clothing staff will verify the Court ordered inmate personal clothing request prior to accepting the drop-off.

19. CLASSIFICATION

A. The Classification Section bases your housing assignment primarily according to your sex, medical/mental condition, nature of the crime you are accused of, and prior criminal records. A Classification Officer assigned to your housing unit will review your status as required by Texas Commission on Jail Standards. General population status is reviewed within thirty (30) to ninety (90) days. Administrative Segregation and

Protective Custody status are reviewed every thirty (30) days.

B. Reclassification may take place at your request, at a staff member's request, or upon notification to the Classification Section of a change in your status (i.e., add on charge, disciplinary cases or program participation). Reclassification also may take place because of disciplinary action or upon discovery of any information that will substantially affect your security level, risk evaluation, or program/service needs. You may request reclassification by sending a written request to the Classification section.

C. You may appeal classification decisions to the Classification Manager. If the decision is still unsatisfactory, you may appeal to the Jail Administrator.

D. **Disciplinary Detention:** Confinement to a Disciplinary Detention Unit cell for twenty-three (23) hours a day, with meals served in the cell, access to day room once per day for showering, shaving. The number of days spent in disciplinary detention and extent of other restrictions is assessed by the Disciplinary Hearing Committee.

E. **Intensive Supervision:** Confinement to one's cell or to the Intensive Supervision Unit up to seventy-two (72) hours for cool-down purposes with limited privileges as directed by the Shift Commander. This is not a punitive action.

F. Inmates classified as **Administrative Segregation** retain all their rights and privileges unless, through the standard disciplinary procedures, certain privileges are suspended. Some programs and services are modified for security reasons.

20. INMATE WORKER PROGRAM

A. The BCADC maintains a work assignment program that enables inmates to participate in the maintenance of the jail. Basic qualifications for participating in the program are:

1. You are here on a misdemeanor charge.
2. If you are remanded with bond on a single charge, bond must be \$50,000 or less. Possession Controlled Substance must be \$20,000 or less. Separate charges may total \$100,000 or less. Bond exceeding \$50,000 or totaling \$100,000 can be done with the approval of the Classification Manager.
3. You cannot have any current parole violations.
4. If you are remanded without bond, you can participate if:
 - a. You are doing a County sentence or fine.
 - b. Your charge is Contempt of Court
 - c. You receive special approval from the Classification manager.

5. Your charge is violation of probation and:

- a. The probation term does not exceed ten (10) years.
- b. The charge is not violence, sex, or narcotics related.

6. You are sentenced to TDC, ten (10) years or less with special approval.

B. All county inmates serving a sentence at the BCADC may have their sentences reduced by 1/2 for good behavior or 2/3 for manual labor (inmate worker status), but not to exceed 2/3 or may not exceed one-third (1/3) for fines and court cost of a sentence.

C. If you qualify for "Good Time" credit, submit an Information Request form including your SID number to the Classification Section and request to know your adjusted release date (see Section 6).

21. WORK RELEASE

A. Bexar County operates a work release program in the BCADC. Inmates in the program are released from jail long enough each day to go to work - but return to jail after work to complete their sentence.

B. If you are a general population inmate sentenced on a misdemeanor, felony, or contempt of court charge and did not request Work Release at the time of sentencing; you can submit a request to participate in the Work Release Program. The **Work Release Placement Request Forms** are in each living unit. However, if you are awaiting trial on a misdemeanor or felony, you must have an attorney petition the court on your behalf for Work Release. If you do not have an attorney, you may request Work Release on your behalf when you are brought before the court.

C. **Multiple Charges from different courts:** If you have charges from different courts (i.e. CC5, CC1, and D187), you must have approval from all courts to be on Work Release. If one court does not grant Work Release to you, you will not be placed on the Work Release Program.

D. **Payments:** The Bexar County Work Release Program charges a daily fee, a one time Administration Fee, a one time I.D. fee, and is required to be paid by each inmate granted Work Release through the courts.

E. **Removal from the Work Release Program:** When placed on the Work Release Program, each inmate has an interview with a caseworker and is provided with and signs a copy of the Bexar County Sheriff's Office Work Release Program Rules and Regulations. The inmate is responsible for obeying the rules. Any violation is grounds for removal from the Work Release Program. Once it is determined that an inmate has violated

a rule, the inmate is then placed back into the general population. The court is notified of the violation and removal from the Work Release Program. Discipline sanctions may also be assessed. Removal from the Work Release Program is **NOT** a form of disciplinary action.

F. Drug/Alcohol Testing: Inmates granted Work Release are subject to testing at anytime. Testing positive for any drug or alcohol is grounds for removal and the inmate shall be relocated to general population. Refusal to submit to a drug/alcohol test may result in disciplinary action and removal from the program.

G. Reinstatement to Work Release Program: Reinstatement can only be ascertained (accomplished) using an attorney to petition the court for reinstatement. If discipline sanctions are pending, they shall be served out prior to reinstatement. **Note: if an inmate owes a monetary balance from any previous participation in a Work Release program, it must be paid in full before reinstatement into Work Release.**

22. INMATE GRIEVANCE PROCEDURE

A. The purpose of the grievance procedure is to ensure those inmate complaints are given a fair hearing, consideration, and resolution. The procedure is intended to supplement, **not replace** informal channels of resolving complaints. You may file a grievance any time.

B. To file a grievance, write your complaint on the **Inmate Grievance Form** available in the Living Unit. Remove the pink copy for your record, place the remaining portion of the form in the box marked GRIEVANCE located in the living unit or give to the unit officer to place in the box. (Grievances will be accepted written on any kind of paper if the Grievance Form is not available. No pieces or scrap paper). Impaired, physically challenged or illiterate inmates may have their grievances written by any staff member, another inmate or may verbally place their grievance with the Floor/Section Supervisor or Unit Officer. (Keep the pink copy of the grievance form for reference).

C. Following are the grounds for the initiation of a grievance:

1. Violation of your civil rights
2. A criminal act
3. Unjust denial or restriction of inmate privileges
4. Prohibited act by facility staff

D. Some issues cannot be grieved. Remember the grievance procedure isn't an appeal process for disciplinary actions, classification actions, property claims, pretrial release decisions, or other existing appeals to the Jail Administrator. These may be addressed to the appropriate section using the Inmate Request for Information Form (Section 6)

E. Grievance Time Table:

1. The grievance shall be filed within seventy-two (72) hours of the incident or complaint.
2. The grievance staff will respond to a grievance normally within 72 hours of receipt. Exceptions will occur based on the severity of the grievance and if the issue has to be referred to other departments/sections. (Section 22. H exhaustion requirements.)
3. You have seventy-two (72) hours to appeal a grievance decision to the Jail Administrator. The time period begins when you receive your response.

F. Filing an Appeal:

1. When you receive a response to a grievance and are not satisfied with the answer, you may submit a written request to the Jail Administrator or designee for appeal. The Jail Administrator or designee may deny the appeal, grant the appeal, and will render a final decision.
2. The appeal can be written on a Grievance form, plain or lined paper (no pieces or scrap paper.)
3. The appeal may not be processed as an appeal if it does not address the original grievance, includes additional grievance issues not addressed in original grievance, and does not involve denial of rights or privileges being taken away

G. Emergency Grievance: If you have a grievance you believe is an emergency; do not put the grievance form in the grievance box, inform a staff member **immediately** of the nature of the emergency for any further action regarding the grievance to be pursued. An emergency grievance is a situation, action, or condition that involves the immediate health, safety, or welfare of yourself, another inmate or a staff member.

H. Exhaustion Requirement: A final decision on your grievance will be rendered in writing within sixty (60) days from the day the grievance was received by the Grievance Section with an interim response (in writing) not to exceed fifteen (15) days.

I. An inmate may involuntarily abandon or waive rights to proceed with the grievance if the inmate does not comply with these rules and regulations or attempts to circumvent any steps regarding the grievance procedure. Such action is deemed to have waived or abandoned the inmate's grievance under the provisions and failure to exhaust administrative remedies.

J. Reprisals will not be taken against you for filing a grievance however the grievance system shall not be abused (deliberate falsification of information in a grievance) as this will be cause for disciplinary action.

23. JAIL PROGRAMS

A. EDUCATIONAL SERVICES: Education Services provides programs that are available to all inmates expressing an interest to further their education. To sign up for the classes listed below, you must complete the Human Services Request Form available in each living unit. You must fill out a separate form for each different class you wish to attend. If you have difficulty filling out this form ask a staff member to help you. All classes are filled on a "First come-First serve" basis dependent upon your security classification and you may experience a short wait. The education program includes the following:

- 1. G.E.D. preparatory classes
- 2. Basic Literacy Classes
- 3. Intermediate and Advanced Classes
- 4. English as a Second Language
- 5. Basic Computer Keyboarding & Application Classes

B. HUMAN SERVICES

1. SUBSTANCE ABUSE INTERVENTION AND EDUCATIONAL CLASSES

- a. The Human Service Department offers a variety of group sessions to any inmate who has an interest in living a chemical and alcohol free lifestyle. The primary requirement for attendance is a sincere desire to live a chemical/alcohol free life.
- b. A Human Service Request Form should be submitted and a staff member will review your request for placement into the class based on class capacity. The program has a limited number of openings, but you can sign up on a waiting list.

2. INMATE SERVICES

- a. **Hospitalization/death in family:** If you are notified of the hospitalization or death of an immediate family member notify the unit officer immediately. Be ready to give the officer the name and the telephone number of a contact person. The officer will then contact the Human Service Personnel with this information. Human Service Personnel will confirm the death of the family member and alert the Chaplaincy Services for additional assistance, if requested.

- b. **Special Visits:** If you learn of a circumstance (death/hospitalization of immediate family member) which may qualify for a special visit, the process can only be initiated by your attorney of record and/or family member directly to the court with jurisdiction over your case.

3. LAW LIBRARY:

- a. Every inmate shall be allowed to use the law library facilities for a time and in a manner permitting meaningful legal research. The law library provides inmate's access to the courts.

1. The detention center maintains a Law Library with up-to-date research and reference materials related to local, state, and federal law. Notary service is available from Law Library for "legal" paperwork.

2. Once a week the Law Library personnel will distribute a Law Library sign up form. **Each inmate requesting time will be scheduled in the time slot allocated for his/her living unit.** After the regularly scheduled session, inmates may request extra time if they stay for the full initial period and do constructive work on their cases. Exceptions may be made if you have to leave the regular session due to illness or an attorney visit or other requirements. Inmates unable to attend sessions due to their classification or other reasons may submit request forms for material from the Law Library.

3. If you do not speak, read, or write English or are hearing/mentally impaired, or are physically challenged, make this known to a library staff member who may help you with the needed court documents.

4. The library staff may help you answer questions about legal research and legal information, but will never give legal advice.

- b. General Library

1. Books and reading materials of general interest are available in the living units.

2. Books are delivered to each unit once every three (3) months to provide variety. The books can be exchanged within the unit by inmates. No one or group of inmates may hoard books and magazines.

4. RECREATION

- a. All inmates will be provided adequate exercise not less than three (3) times per week; with access to sunlight (weather permitting) at least once per week, for a total of at least three (3) hours per week.
 - b. Inmates in disciplinary status will not be denied opportunities for physical exercise based solely on disciplinary reasons.
 - c. When possible, physical activities available include basketball, handball, and volleyball. Indoor activities can include checkers, cards, chess, puzzles and puzzle games when available.
 - d. Television viewing is a privilege and may be withdrawn by the Floor Sergeant whenever inmates of the living unit fail to comply with any living unit regulations/rules. The living unit officer will control the selection of the TV channels.
5. AMERICAN DISABILITIES ACT (ADA) 1990 SERVICES FOR DISABLED INMATES. The goal of the ADA is to provide all disabled inmates with programs to include:
- a. Obtaining student interns from San Antonio College's interpreter Training program to provide for the programming needs of inmates who are deaf for quality of life programming only.
 - b. Professional level III or above from appropriate contract agency are contracted by county for medical and legal interpretation.
 - c. Talking books are sponsored by Library of Congress in Austin, Texas for inmates who are legally blind. Tapes and machines are on the 7th floor. Some Braille material is available with reference to religious studies. Writing guides are also available. Readers will be provided in time of need or when requested for important documents and the Law Library
 - d. TTY/TTD communication devices are also available.
 - e. Equal access to all facilities and religious instruction for wheel-bound inmates.
 - f. Fellowship among the disabled inmates with the view toward integration into the general population is encouraged.
6. MATCH/PATCH (Mothers And Their Children/Papas And Their Children) PROGRAM
- a. The program serves to promote the bonding of the incarcerated parent and their children through education, parenting classes, and behavioral modification approaches. The inmate's participation in these activities will earn the inmate contact visits with his/her children. During the visit, good parenting, playtime, reading, and discussions take place. Inmate participation is on a voluntary basis and is a privilege within the detention facility.

- b. Inmates must meet security/classification criteria to qualify for the program.

7. CHAPLAINCY AND RELIGIOUS SERVICES

- a. The BCADC Chaplaincy consists of the interfaith Community of Chaplains.
- b. Inmates requesting any of the Chaplaincy services may do so by simply filling out the Chaplaincy Request form located in the Officer's Station.
- c. The Chaplaincy ministers to inmates with an ecumenical and interfaith approach.
- d. The services include:
 - 1. Individual and group counseling
 - 2. Living unit visitation
 - 3. Referrals (to churches and agencies)
- e. The Chaplaincy offers religious services and Bible classes on a regular basis. Catholic, Protestant, and Muslim worship services are held on the Main Jail 7th floor Chapel area and the Annex Chapel area.

C. SOCIAL SERVICES

- 1. **Social Service Technicians** assist inmates in maintaining ties with their relatives and/or other contacts during their incarceration. Social Services also provide hygiene items to indigent inmates upon request. **An inmate is classified as indigent if at any time within a seven (7) day period their personal account at the Detention Center is \$5.00 or less and they have not purchased from commissary or have not received an I-Care package.** (Note: the term indigent must not be confused with indigence status assigned by the Courts, entitling an individual to a Court Appointed Attorney). Services provided:
 - a. Act as a liaison between the inmate and their families in verifiable legitimate emergency situations. Contact may include an emergency phone call when deemed necessary by Social Service Technicians.
 - b. Provide internal/external referrals to social service agencies.
 - c. Provide hygiene items: Inmates must sign up on **SOCIAL SERVICES REQUEST FORM** which is posted in the living unit. Forms will be posted on Thursday and picked up the following Thursday. If Thursday is a County Holiday, Social Services will indicate an alternate day on the form.

- d. **Notary Service:** Contact your unit officer and they will contact the Human Service Personnel or you may submit an Inmate Request Form requesting notary service to Human Services. **Note:** Notary services are provided to the family only when it is in regards to the inmate. Please also note that we do not notarize any paperwork that is deemed as “legal” paperwork. Notaries provided for the following items:

1. Authorization for Release of Information
2. Authorization for Release of Vehicle/Property
3. Limited Power of Attorney for Income Tax Purposes
4. Power of Attorney Establishing Custodianship
5. Power of Attorney Establishing Temporary Adult Custodianship
6. Power of Attorney to Transfer Motor Vehicle
7. Power of Attorney for Cash Bond Refund
8. Power of Attorney for request of Medical Records
9. Power of Attorney Revocation
10. Statutory Durable Power of Attorney
11. Statement for Birth/Fetal/Death Certificate Release
12. Verification Letter of Incarceration

2. **Re-Entry Specialists** assist inmates with special needs transition back into society when they are released from the BCADC. Re-Entry Specialists advocate for special needs inmates by contacting community agencies that provide services and linking them together. Services provided:

- a. Assess the needs of the special needs inmates while incarcerated to prepare them for a successful transition into the community.
- b. Refer special needs inmates to the medical and mental health departments for psychiatric services, if needed.
- c. Educate special needs inmates about their illness and medication.
- d. Coordinate with community agencies to ensure special needs inmates have met their eligibility requirements for services.
- e. Provides Bexar County issued identification card in order for them to access services.
- f. Provide resources and referral services.

24. COMMISSARY

- A. The BCADC commissary is operated on a contractual basis with an independent contractor. Proceeds from this commissary are provided to establish, expand and maintain inmate programs. **Inmates may purchase commissary products according to the schedule posted in the living unit.** Available items for purchase are soups, candy, chips, snacks, pastries and assorted soft drinks. Additional items for purchase

include health and hygiene items, stationery and recreational items (such as Crocs/Clogs, radios, pens, checkers, playing cards, and postage stamps etc).

- B. Commissary rules, order/delivery schedules and commissary price list of products are posted in all inmate living units. A **commissary slip** available in the Living Unit must be filled out by each inmate that requests commissary and their account debited by the Banking office. The commissary process is strictly a “**privilege only**” subject to restrictions if not followed or violated.
- C. It is forbidden for another inmate to attempt to gain access to someone else’s commissary purchase. **Signing for someone else’s commissary under false pretense is considered a “forgery” and reasons for criminal charges or disciplinary actions.**
- D. **All commissary sales are final. So please verify all of your commissary goods before you complete the sale process and walk away from Commissary staff.**

25. INMATE DISCIPLINE

- A. During your stay at the BCADC you are required to obey all rules and regulations of this facility as outlined in this handbook and posted in the Living Unit to which you are assigned. **Violating these rules may subject you to disciplinary proceedings described in this section or prosecution as provided by law.**
- B. **The Disciplinary Process:** If you are charged with, and found guilty of, violating one or more of the “offense categories,” disciplinary sanctions can be taken against you.
- C. The BCADC rules are spelled out in two separate offense categories (Category I and Category II). Rules are identified in each category depending on the seriousness of the violation. The specific rules for each offense category are listed in the paragraphs below. Read, Understand, and Follow the rules to avoid disciplinary action.
- D. If you fail to follow the rules, a detention officer, detention supervisor or other authorized staff member may charge you with an offense. The officer or staff member will write a disciplinary report describing the incident and the specific rule violated. You will be given a copy of this report and the disciplinary process will begin.
- E. Violations are investigated and treated on a case-by-case basis. After an investigation, some cases can be resolved informally by the reporting officer and detention supervisor. Other cases are referred to the Classification & Disciplinary staff for review and action by a Disciplinary

Hearings Officer or a Disciplinary Hearings Committee. **Disciplinary action, if appropriate, can be Disciplinary Detention, loss of privileges or other restrictions.**

- F. This section lists the Category I offenses and how those violations are handled:

The Category I (Major) Offenses are:

- 1-1 Any act while in custody of the Bexar County Sheriff's Office which is also a violation of Federal, State, City, or County statutes. (i.e. Criminal Mischief, etc...)
- 1-2 Participation in a riot, work stoppage, work slowdown, mutinous disturbance, or unauthorized group demonstration.
- 1-3 Inciting to riot, or conveying inflammatory or mutinous communication by voice, writing, sign, symbol, or gesture.
- 1-4 Wearing a disguise or mask; making, possessing, or utilizing a "dummy" or simulated person.
- 1-5 Tampering with a locking device, door, camera, or security device.
- 1-6 Violation of a condition of Work Release.
- 1-7 Mocking an emergency of self or others.
- 1-8 Possession of contraband (which seriously threatens facility security or the safety of others).
- 1-9 Tattooing of self or others.
- 1-10 Attempting to commit any of the above offenses, assisting or inducing others to commit any of the above acts.

- G. If you are charged with one or more of the Category "I" offenses listed above, you can expect the following actions:

- 1. You will be given a copy of the disciplinary report describing the incident and the specific offense you are charged with. The original report will be sent to the Classification/Discipline Section.
- 2. Classification/Discipline staff will process the report and schedule a Discipline Hearing. This hearing shall be conducted by the Disciplinary Hearings Committee. You will be given at least a 24-hour notice prior to the date and time of the hearing.
- 3. The following restrictions can be imposed individually or in combination by the Disciplinary Hearings Committee:
 - a. Disciplinary Detention for up to, and including, thirty (30) days.
 - b. Loss of one (1) or more privileges for up to and including thirty (30) days. Privileges include commissary (such as I-Care packages and Fresh

Favorites with the exception of personal hygiene items, envelopes, stamps and stationary), personal phone calls and personal visits, attending all programs, newspapers, and television.

- c. Loss of any and all "good time" earned from the judgment of a disciplinary hearing.
- d. Revoke inmate worker status.
- e. Restitution for any damage to jail property (Criminal Mischief). **Note:** An inmate causing damage to jail property (Criminal Mischief) may have the actual costs incurred deducted from his/her inmate trust fund account, following an institutional due process hearing establishing the inmate liability.

H. Disciplinary Hearing procedures are as follows:

- 1. You shall receive a written copy of the charge(s) against you, disclosure of evidence (although confidential informants may be protected) and a copy of the disciplinary report prior to appearing before the Disciplinary Hearing Committee.
- 2. You may request a representative, of either a member of the staff or another inmate, when the complexity of the charges makes it unlikely you will be able to collect or present evidence necessary for an adequate comprehension of the charge, or when it is determined that an inmate is illiterate. In any case, specific information must be provided when making this request.
- 3. You may call a reasonable number of witnesses and you may provide documentary evidence on your behalf, when not unduly hazardous to institutional safety and correctional goals. Repetitive witnesses need not be called.
- 4. You have the right to remain silent. Your silence alone may not be used to support a finding that you committed a prohibited act.
- 5. You shall have an opportunity to be heard in person, unless you wish to waive your appearance. When you waive your appearance at the time of sign-up, you will be required to sign a waiver of appearance. If, on the day of your hearing, you refuse to attend your scheduled hearing, the Disciplinary Hearings Officer will document your refusal. The Disciplinary Hearings officer shall follow the normal hearing's procedures in your absence. **NOTE: If you waive, or refuse to attend your disciplinary hearing, you waive the right to challenge any procedural errors in the hearings process.**
- 6. You will be given a written notification of the decision of the Disciplinary Hearings Committee within forty-eight (48) hours of the hearing. The written notice will state the decision, the

reason for the decision, the evidence relied on, and the imposed sanction(s). Regardless of the outcome of your hearing, all records will remain in your classification file.

7. You may appeal in writing the decision of the Disciplinary Hearing Committee to the Jail Administrator within seventy-two (72) hours of the Disciplinary Hearings decision. The Jail Administrator will consider the merits of your appeal and may dismiss the case, reduce the number or the combination of sanctions, or he may direct a new hearing is conducted, or disapprove your appeal and direct that the sanctions are imposed.
 8. Category I violations cannot be settled at the 1st Level. All category I violations must be referred to the Disciplinary Hearing Officer or Committee for action.
- I. This section lists the Category II offenses and how these offenses are handled until resolved:

The Category II (Minor) Offenses are:

- 2-1 Engaging in sexual acts not involving threat or force.
- 2-2 Unauthorized absence from work or institutional assignment not related to an attempted escape.
- 2-3 Being in an unauthorized area.
- 2-4 Failure to comply with a facility count.
- 2-5 Failure to comply with disciplinary sanctions.
- 2-6 Disobeying a written or verbal order from staff.
- 2-7 Violation of visiting, mail, telephone, or posted rules and regulations.
- 2-8 Refusal to work or to accept program assignments.
- 2-9 Presentation of false testimony to staff.
- 2-10 Failure to maintain personal hygiene or to maintain housing conditions, in a sanitary or orderly manner.
- 2-11 Wasting or altering food or consuming items not authorized.
- 2-12 Possession of contraband (which does not seriously threaten facility security or safety of others).
- 2-13 Attempting to commit any of the above offenses or assisting or inducing others to commit any of the above acts.

J. If you admit guilt to the offense as charged and wish to settle the case, the Unit Officer, Detention Sergeant or Supervisor may offer to impose sanctions or a combination of sanctions. The sanctions for a **Category II** offense at this level (1st Level) are:

1. Loss of access to the living unit inmate telephone for personal calls, not to exceed five (5) consecutive days.

2. Loss of personal visits not to exceed five (5) consecutive days.
3. Loss of commissary privileges (including ordering and/or receiving such items as Fresh Favorites and I-Care packages) not to exceed five (5) consecutive days. **Note:** This does not apply to those commissary items you have "in your possession" at the time the sanctions take effect.
4. Written or verbal reprimand.

K. You may accept those sanctions offered, by the Unit Officer, and/or Detention Sergeant /Supervisor, through this informal process by signing that you agree on the disciplinary report. If the sanctions you agree to are either loss of personal calls, personal visits, or commissary restrictions, those sanctions will not be in effect until the discipline report is processed by the Classification/Discipline staff and those sanctions are on the Disciplinary Disposition Notice. If you do not accept the proposed sanctions, you may sign in the "disagree" block. If you disagree, the report will be sent to the Classification/Disciplinary Section for a 2nd Level hearing to be conducted. In certain cases, at the direction of the reporting officer or the Detention Sergeant/Supervisor, the report may be referred directly to the Classification/Discipline Section for action.

L. The process for a 2nd level hearing will be as follows. A Disciplinary Officer will contact you and the charge will be read to you. You can then present your statement on the incident and the Disciplinary Officer, based on the report and your statement, can do the following:

1. Find you guilty and propose appropriate sanctions:

- a. Disciplinary Detention for up to and including fifteen (15) days.
- b. Loss of one (1) or more privileges for up to and including fifteen (15) days.
 - 1) Commissary, such as Fresh Favorites and I-Care packages with the exception of hygiene and religious items.
 - 2) Personal phone calls
 - 3) Personal visits
 - 4) Television
 - 5) Newspaper delivery
 - 6) Attending all programs
- c. Written Counseling
- d. Written Reprimand

2. Find you not guilty and no action will be taken.
3. Case is dismissed and no action will be taken
4. Refer the case to the Discipline Hearings Committee.

5. You can refuse the proposed sanctions and request a hearing before the Disciplinary Hearings Committee.
6. If you choose not to settle the case at the 2nd Level and disagree with the proposed sanctions; you will be scheduled to appear before the Disciplinary Hearings Committee.
7. The procedures for Disciplinary Hearings will be followed as described in Section 25. H.

26. **LIVING UNIT RULES:** Following the rules for behavior in the living unit will help you avoid the loss of privileges and restrictions previously described in the disciplinary process.

A. The living unit rules are posted in each unit.

B. The living unit rules are:

1. Inmates will be in full uniform (to include undergarments, t-shirt, socks, and footwear) upon exiting their cell to any destination. Annex and Low Risk inmates will be in full uniform upon exiting their bunk.
2. Inmates will make their beds; clean their cells or living area before entering the day room or leaving for any other destination.
3. Inmates will not attach or place items onto cell walls, wall fixtures, windows, doors, toilets, or furniture.
4. In the Annex and Low Risk units of the main facility, inmates will not place items on top of lockers. Personal possessions will be kept in a neat and orderly manner within their assigned locker.
5. In the Annex and Low Risk units of the main facility, inmates will not hang uniforms, towels, t-shirts, etc., on top of lockers or beds unless specifically authorized by the unit officer.
6. Inmates will not accumulate food, drink, trash, extra linen, blankets, mattresses, uniforms, purchased or issued items inside of cells or assigned living area.
7. No food or beverages (except commissary items) will be permitted in the cells of the main facility. In the Annex and low risk units of the main facility, all food and beverages (to include commissary items) must be consumed in the day room. Exceptions: inmates on disciplinary actions and/or administrative segregation.
8. Inmates will not cover door gaps, air or heat vents.
9. Inmates will not take showers during meals, head-counts, or "rack-up" time. Exceptions: medical reasons, court appearances, or inmate workers specifically permitted by the living unit officer.
10. Inmates will not use the telephone during meals or "rack-up" time.

11. Inmates may not make consecutive phone calls. Calls are restricted to fifteen (15) minutes. Exceptions: medical reasons, court appearances, or inmate workers specifically permitted by the living unit officer.
12. Inmates will not enter or reach into the officer's station unless specifically authorized by the living unit officer.
13. Inmates will not enter each other's cells. Inmates assigned to the upper tier are only allowed on the tier of their assigned cell; no one assigned to the lower level is allowed on the upper level or the stairs.
14. Inmates will not communicate, in any manner, with other inmates through unit windows, doors, or toilets. Inmates outside of the living unit will not communicate with others by use of items such as personal letters, notes, etc.
15. Inmates will not touch the television/radio controls unless specifically permitted to do so by the living unit officer.
16. Inmates will not place anything (other than water) within, underneath, on top of, or on the side of hot water heater.
17. Inmates will line up in an orderly and timely manner when called by the living unit officer for medication, meals, commissary, laundry exchange, sign up lists, etc.
18. Inmates will prepare themselves in a timely manner when called by the living unit officer for work assignments destinations, or group programs, etc.
19. Inmates will not demonstrate loud and/or boisterous behavior or direct profanity towards staff.
20. Inmates will not carry personal items (such as Pens, pencils, magazines, letters, etc.) from living unit to any destination. Exceptions: inmates attending programs may carry educational, legal, or religious material to the specific location.
21. Inmates will not yell, whistle, or bang on the rails or window to gain another's attention.
22. Inmates will remove all personal items from the toilet/shower area after each use.
23. Inmates will not bring personal items in the day room during any mealtime or freeze periods.
24. Inmates will clean the living unit when called to do so by the living unit officer.
25. At the annex and low risk units of the main facility, inmates will sit or lay on their assigned bed only. Group activities (games, bible studies, visiting, etc.) will be allowed in the day room area only.

- 26. Inmates will not sit or stand on tables, counter tops, desks, sinks, or the backs of furniture. Inmates will not stand on beds or rest their feet on furniture. Inmates will not move tables or chairs from the dayroom area unless specifically authorized by the living unit officer. Inmates will not reserve chairs/seats.
- 27. Inmates will not sit or stand on stairs, hand rails, basketball backboards, or goals. Inmates will not climb on the recreation perimeter.
- 28. All soft drinks must be consumed and disposed of in the day room area only, unless specifically authorized by the living unit officer.

27. **AUTHORIZED POSSESSIONS WHILE ATTENDING APPROVED ACTIVITIES**

- A. Book of Worship (Bible, Quran, Torah, etc) religious medallion, and/or symbol(s), and religious readings, only while attending religious services and activities.
- B. Text books, notes and homework materials, only while attending educational classes.
- C. Legal reading materials(s) and official documents only while attending law library.
- D. A journal, homework, book of worship, AA books, stationary and educational/parenting books and/or materials only while attending M.A.T.CH./P.A.T.C.H activities.

28. **PERSONAL ITEMS ALLOWED IN HOUSING UNITS:**

Inmates are allowed to have the following personal items in their possession in the housing units:

Males:

- Religious Material: one (1) Book of Worship (Bible, Quran, Torah, etc.) one (1) nonmetallic medallion or symbol
- Books: four (4) books (two personal and two recreational) Soft covers only.
- Radio: one (1) radio to include headphones.
- Batteries: two (2) spare sets
- Newspapers: two (2) newspapers, clipped articles can be kept)
- Magazines: three (3) magazines
- Legal Materials: two (2) grocery bags in their possession with excess placed in properly. Legal material may be exchanged once per week with legal material in their possession.
- Photographs: three (3) pictures may be displayed. Limit of six (6) pictures in possession will be permitted.

Writing Material: reasonable amount of writing materials paper, pens, pencils, envelopes, stamps.

Educational Material: Text books, notes, homework, educational materials, etc.

Eye glasses: Over-the-counter reading and prescription glasses approved by the Medical Section.

Crocs/Clogs: one pair (1) purchased through Commissary or with special written authorization from the Jail Administrator at the request of the Medical Director.

Styrofoam cups: two (2) cups

Soap: two (2) bars

Toilet Tissue: available upon request and any authorized commissary items.

Females: Same items as male inmates to include the following:

Cosmetics and Hair Rollers

Sanitary supplies are issued by the Living Unit Female Officer.

29. **Authorized Inmate Uniforms and Jail Issued Items**

Uniform: one (1) shirt and pants or jump suit

Towel: one (1) towel

Sandals: one (1) pair

Bed linen: one (1) sheet

Blanket: one (1) blanket, Additional blankets may be issued upon climatic conditions

Mattress: one (1) mattress, Additional mattresses are issued only if authorized by the Medical Director or designee in writing.

The following items are currently issued and may be subject to change at a future date:

T-shirts: four (4)

Boxer Shorts: four (4)

Socks: four (4)

Brassiere one (1) Females only

Underpants four (4) Females only