

INMATE HANDBOOK



DOUGHERTY COUNTY JAIL FACILITY

REVISED
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INTRODUCTION

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

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

DCJF Inmate Handbook

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Chapter 1

ADMISSION

Booking Procedure

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

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

*Inmates are discouraged from sharing their confidential PIN numbers with other inmates. Sharing your PIN number could result in your funds being misused. The Dougherty County Jail Facility will not be responsible for funds misused due to a failure to keep PIN numbers confidential.

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

Classification

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

EMIT Testing

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

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

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

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

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

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

Note: not signing either sheet constitutes a refusal.

Chapter 2

INMATE FUNDS

Inmate Accounts

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

Indigent Inmates

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

- The inmate has no available outside source of income. (ex: Social Security check, Retirement check, etc.)
- Inmates must have \$3.00 or less for fifteen (15) consecutive days in their account.
- If the inmate qualifies he/she may receive one (1) haircut per month and one indigent package from the Commissary vendor once a month.

Indigence can be terminated for the following reasons:

- If the inmate receives funds which totals his/her account balance in excess of \$3.00.
- Any abuse of the service. (ex. trading supplies for snacks)

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

Chapter 3

INMATE PROPERTY

Personal Property

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

Court Clothes

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

Sentenced Inmates

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

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

Facility Issued Property/Return

Each inmate will be issued one (1) pair of shoes, one (1) uniform, a hygiene kit containing soap, toothpaste, toothbrush, two (2) sheets, two (2) blankets, one (1) towel, one (1) washcloth, and one electronic tablet during the admission process. Inmates will be provided a mattress upon

arrival to the housing pod. Inmates leaving the facility will be directed to return all items provided by the Dougherty County Jail Facility other than those contained in the hygiene kit. Inmates are responsible for any damages to items issued.

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

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

Personal Property Containers

Inmates will be issued a Personal Property Container prior to being housed. Personal Property Containers are subject to search. In the event an inmate refuses to acknowledge ownership, the container will be seized as unclaimed contraband. All Personal Property Containers will be returned to Intake upon the inmates' release from Jail. Any damages to the bin will be noted for reimbursement to the jail.

The inmate must store the following items in the container:

- All unopened commissary
- All hygienic items
- All letters and correspondences

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

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

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

Chapter 4

DAILY ACTIVITY

Wake-up Call

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

Cell & Pod Clean-up

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

Inmate Count

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

Daily Schedule

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

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

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

Chapter 5

INMATE SERVICES & PROGRAMS

Attorney and Court Contact

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

Pretrial Release Program

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

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

You may not be eligible for Pretrial Release for the following reasons:

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

NOTE:

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

Commissary

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

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

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

Counseling Services

Inmates are provided with the opportunity to participate in counseling programs which may include Alcohol/Substance abuse, Mental Health, Psychological and Psychiatric fields. Certain counseling programs may require a fee for participation. Request for counseling programs must be submitted on the approved inmate communication system under Medical to the Mental Health Counselor. Requests for the Jail Alcohol/Substance Abuse Program must be submitted on the approved inmate communication system under Inmate Programs.

Haircuts

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

Public Defender

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

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

Dougherty County Public Defender's Office
Albany-Dougherty Judicial Building
225 Pine Avenue, Suite 100
(229) 483-6240

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

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

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

Inmate Grievances

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

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

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

Procedures

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

Step 2- If the pod officer cannot resolve the complaint, the inmate will be instructed to file their grievance using the approved inmate communication system.

Step 3- Grievance responses will be through the approved inmate communication system.

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

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

Emergency Grievances

Emergency grievances are those involving an immediate threat to the welfare or safety of an inmate. It is the responsibility of the inmate to demonstrate in the grievance the factors warranting priority treatment. The inmate shall check the box on the approved inmate communication system that he/she considers the grievance to involve an emergency situation. The Grievance Officer will respond with a resolution, seeking guidance and authority from the Assistant Chief Jailer, Chief Jailer, or Sheriff as necessary. Emergency grievances shall receive an expedited response at every level. Grievances improperly designated as emergency grievances shall be handled in accordance with the procedures established for formal grievances.

Inmate Requests

Inmates may submit an Inmate Request using the approved inmate communication system. While every effort will be made to respond to the request, the following types of requests will not be answered:

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

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

Inmate Work Force

Selection to the Inmate Work Force will be made by the Work Force Detail Officer. Inmates may submit a request via the approved inmate communication system. Selection will be based on, but not limited to the following criteria:

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

new felony charges since then, may be eligible for outside detail if they meet other outside detail requirements.

- Registered Sex Offenders are confined to non maintenance inside details only.
- No more than four (4) 200 level disciplinary charges in the last year, unless charges have been dismissed/suspended.
- No 300 charges in the last year, unless charges have been dismissed/suspended.
- Inmates found guilty of any disciplinary action are ineligible for 60 days from hearing date. Suspended Sentences are ineligible for 30 days from hearing date.
- Inmates who quit/refuse detail are ineligible for 30 days.
- Must be cleared by medical/mental health prior to starting work detail.
- Inmates sentenced to prison are not eligible for detail (exception: pod detail only) Pod detail positions are **not guaranteed** for inmates' who are sentenced to Prison.
- Inmates with an "Escape" charge from a **diversion center only** and the conviction is over 10 years old, is eligible but confined to the inside only-**No maintenance**.
- Inmates found guilty on a criminal and/or disciplinary charge of 307B assault/battery on another inmate will be ineligible for 5 years.
- Disciplinary Detention – qualify for detail 6 months after completed lockdown sanctions if the inmate meets the criteria as stated in the Inmate Handbook.

Permanently Ineligible

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

Outside Detail

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

Note: All detail inmates receiving a disciplinary action will be removed from detail until the disciplinary report has been resolved and will only be given detail credit for days already worked. Inmates' found guilty of any disciplinary action, are ineligible for, 6 months; suspended sentences ineligible for 30 days. Inmates who receive a suspended/dismissed sentence must submit a request through the approved inmate communication system under Work Detail to be placed back on the waiting list for detail.

Note: Inmates on detail that are sentenced to the Diversion Center or Detention Center can remain on detail confined to inside detail only, excluding maintenance. When a detail inmate is sentenced to prison they will be removed from work detail and reassigned to pod detail if a

position is available and requested. Jail sentenced inmates will have priority for placement on pod details.

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

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

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

G.E.D. Class Requirements

- Complete GED Prep Courses on the approved inmate communication system.
- After course completion, submit a request on the approved inmate communication system to Inmate Programs.
- Inmates will be notified in writing of their test date. No request is needed to inquire about test date.

Substance Abuse/AA Program Requirements

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

Linen Exchange

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

Linen Exchange Procedure:

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

Blankets will be exchanged once per month.

Personal Laundry

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

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

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

Library

Recreational Library

Inmates will have access to recreational library materials through the approved inmate communication system digital library. Physical books and magazines will be classified as excessive property and will be stored or made available for pick up.

Law Library

Inmates may request legal material from the law library via the approved inmate communication system. The jail may limit the number of open requests allowed per inmate at a time.

Mail

Inmates in the Dougherty County Jail are allowed to correspond with any individual of their choice unless they have been restricted by the Jail Administration or Court Official.

All non-legal inmate mail must be sent to the following address:

Dougherty County Jail
Inmate Name (the name you were booked under)
Inmate ID Number
Facility ID Number: 5275
PO Box 18247
Greensboro, NC 27419

The envelope must include the Facility Name, Inmate Name, Inmate ID number, and the Facility ID or the mail will NOT be scanned. The envelope must have a complete, legible return address including the sender's first and last name or the mail will NOT be scanned. The sender is responsible for postage. Mail with insufficient postage will be refused. **Mail sent to the facility will be returned to sender.**

MAIL & PHOTO REQUIREMENTS AND RESTRICTIONS:

- NO cash, personal checks, or money orders mailed to the mail processing center
- Mail must be 10 pages or less per envelope
- Page size must be no larger than 8.5" x 11"
- Mail can include written or typed pages, photos, drawings or greeting cards (NO Polaroid photos)
- NO glitter, glue, tape, 3D elements, or electronic components (lights, music, animation)
- NO items containing, depicting, or relating to sexually explicit activity, gang activity, illegal activity, violence, drug, or alcohol use, etc.
- NO photos of nude or partially clothed persons
- NO illegal substances or any other items considered to be contraband
- NO magazines, books, or packages mailed to mail processing center, NO publications of any kind.
- NO originals of important documents or photos such as Birth Certificates, Driver's Licenses, Social Security Cards, Green Cards, etc., as they will not be returned
- Photos sent to an inmate via the Pay Tel Connect application are \$0.25 per approved photo charged to the sender, not the inmate.

Mail meeting these requirements will be scanned and can be accessed by the inmate via the inmate tablet. Physical mail will be destroyed.

All scanned mail containing materials considered illegal or breaches of security will be turned over to the proper authorities for investigation. Any threats of criminal activity will not be permitted in any correspondence and may result in criminal charges.

LEGAL MAIL / PRIVILEGED MAIL

Do not mail legal/privileged mail to the mail processing center. Legal mail and money orders **must be mailed directly to the facility.** Legal mail must be marked on the envelope as **"Legal Mail"** and will be opened in the presence of the inmate. **Address legal mail as follows:**

Dougherty County Jail
Inmate's Full Name (the name you were booked under)
Inmate's Cell Number and ID Number
1302 Evelyn Ave.

Legal or Governmental-correspondences are considered privileged mail and may be opened and inspected for contraband only in the inmate's presence. Non-privileged mail (regular) mail, both incoming and outgoing will be subject to inspection

Outgoing legal mail will be processed as usual.

- Indigent inmates who are "pro se" will be provided adequate envelopes/stamps for their legal correspondence, which will be discontinued if supplies are not used as designated.
- Inmates may receive self-addressed, stamped, letterhead envelopes from their attorneys in which they can mail out legal correspondence.
- Inmates may also be provided with self-addressed, stamped, letterhead envelopes by their attorneys via the paper-pass during attorney visitation.

All correspondence is subject to inspection and will not be allowed if they contain the following: nude or indecently clothed persons, pictures of bulldogs commonly used for illegal dog fighting, street gang activities including hand signs and drawings, self defense techniques, alcoholic beverages, illegal drugs and paraphernalia, offensive information or contents, art work, perfume scented, lipstick imprints, foreign substances, and any other items deemed by the Jail Administration to be a health, security or fire hazard.

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

Outgoing mail will be picked up daily by the Detention Officer working that housing pod. Any inmate who has been declared indigent and who thereafter shows no money credited to his/her account is eligible to order an Indigent Package from Commissary through the approved inmate communication system. (Please refer to Chapter 2, Inmate Funds under the section titled Indigent Inmate of the Inmate Handbook)

SCANNED MAIL AFTER RELEASE: After release, an inmate can request digital copies of his or her scanned mail. Submit the request to inmatemail@dougherty.ga.us The request must include:

Dougherty County Jail Inmate Name
Inmate's ID Number Email Address of Recipient

Once the information is verified, an email with a link to download the postal scans will be sent to the email address provided in the request.

Any questions concerning mail problems should be handled by submitting a request through the approved inmate communication system to the Mail Room and then by Grievance if necessary. Any inmate found in violation of the Dougherty County Jail Facility Operations or policies concerning mail will be subject to disciplinary action and/or criminal prosecution.

Meals

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

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

Inmates will come to their cell door to receive their meal, or the inmate **will not** receive a meal. Special diets for health purposes will be provided for inmates who require them, upon medical authorization. Religious diets will be provided where reasonably possible when the inmate's religious beliefs require adherence to dietary laws. Approval will be given for such diets only after consultation with a qualified religious authority.

Medical

The Dougherty County Jail Facility provides medical services by qualified medical personnel under the authority and direction of a licensed physician. A medical receiving screening form will be completed on all inmates upon admission into the facility. Any inmate refusing to be medically screened will be immediately transported to an isolated housing unit. Medical staff will notify Intake staff of any special housing needs of screened inmates. This enables the facility to make proper arrangements for inmates who require medical attention and/or medication. Medical requests may be made using the approved inmate communication system. Medical staff will evaluate inmate request and respond accordingly. Be courteous and respectful of the medical staff who are here to help you with your medical problem. Allow the system time to work.

Medication:

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

Dental:

Dental treatment will be handled exclusively through the contracted Dentist. Medical request for dental treatment should be submitted through the approved inmate communication system under Medical.

Deduction for medical and/or dental treatment:

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

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

Recreation

Inmates will be afforded the opportunity for indoor and outdoor recreation (E-400 inmates time out on floor will coincide with recreation time). Indoor activities are conducted in the day room. Inmate outdoor recreation privileges will be conducted Monday-Friday between the hours of 0830 a.m. and 1530 p.m. (excluding holidays). One-hour outdoor recreation periods are available to inmates by pod on a rotating basis and will be ran in conjunction with indoor recreation. The one-hour outdoor recreation period includes travel to and from the recreation

yard. Each housing pod will have equal access to the recreation yard when weather permits; missed time will not be made up.

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

- No eating or drinking in the recreation yard.
- All inmates will wear a full uniform, including facility issued shower shoes, during recreation periods.
- No personal items of any nature will be allowed to be taken from the housing pod to the recreation yard.
- No climbing or hanging on the fence in the recreation yard.
- Littering or graffiti is not allowed in the recreation yard.
- Any inmate that damages or misuses equipment on the recreation yard will be subject to disciplinary action and/or criminal prosecution as provided by State Law.
- Fighting, wrestling or any horseplay, regardless of the severity, will not be tolerated. In the event of a confrontation, inmates will move immediately to a designated area and remain there until further advised by Detention staff. Inmates involved in a confrontation will be removed from the recreation yard and are subject to disciplinary action.
- In the event of a medical emergency, such as an injury or sudden illness, all inmates will move to a designated area and remain there until further advised by staff.
- Inmates creating a disturbance or hindering staff members from resolving disturbances will be subject to disciplinary action.
- Transfer to and from the recreation yard will be in a quiet and orderly manner.
- When the Detention staff advises that the recreation period is over, all inmates will immediately line up at the fence gate.
- Upon leaving the recreation yard, the inmates will line up in single file in the building corridor to be searched prior to entering the pod.

Recreation schedules may be changed due to irregular jail activities.

Religious Services

Inmates shall have the opportunity to view religious services and programs on the approved inmate communication system. Inmates are expected to recognize and respect the religious preference of others. An inmate will be allowed to receive personal counseling by a minister of the church that the inmate normally attends. Counseling will be allowed Mon - Fri from 8:00 am to 5:00 pm. Counseling can be no longer than (30) thirty minutes and will take place in public/professional visitation without the use of paper pass, unless approved by the Jail Director/designee. To receive personal counseling by a minister, submit an Inmate Request to Religious Services on the approved inmate communication system.

Religious materials are provided to inmates through the approved inmate communication system. No other publications will be provided.

Showers

- All inmates will take a shower during designated out of cell time.
- Inmates will have their jumpsuits on while going to and coming from the shower.
- Inmates are expected to shower daily and maintain personal hygiene habits.

- Inmate housed in any portion of the facility will shower as designated by the detention staff.
- Special shower facilities for the physically impaired are located in G100 / G400 and Medical. Assistance will be provided to inmates who are physically unable to bathe themselves.
- There is a sink located in each cell. These sinks have hot and cold running water and will allow inmates to clean themselves during the time access to showers are not available.
- Inmates failing comply with hygiene standards will be subject to disciplinary action.
- All inmates will keep their fingernails neatly trimmed and clean.

Telephone

During the admission process, you were allowed to use the telephone in order to secure help related to your release or to let someone know about your incarceration. You can maintain telephone contact with friends, relatives and/or your attorney by using the telephones available in each housing pod or the approved inmate communication system. The use of the telephone is prohibited during headcounts, meal distribution, or at any other time as directed by the pod officer. Telephone abuses such as profanity, threats, harassment, obscene telephone calls, and damages to the telephone will result in disciplinary action. Inmates WILL NOT receive incoming telephone calls nor are messages taken for inmates. Telephones are turned on daily after the Detention staff approves the sanitation evaluation of each pod. Telephones will be turned off daily at 11:30 p.m. The telephones in the housing pod and the approved inmate communication system will place collect calls. Telephone calls are subject to be monitored/recorded. The use of the phone may be restricted at any time due to any special investigations from other law enforcement agencies. Pod phones will be turned off during the hours of 11:00 a.m. until 1:00 p.m. for lunch and 4:30 p.m. until 6:00 p.m. for dinner. The approved inmate communication system will be placed in the charging stations from 1500 – 1900 and 0300 – 0700 on a daily basis. To avoid being disconnected while talking on the pod telephones you should make the people you call aware of the following:

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

Inmates in Disciplinary Detention will not receive telephone privileges.

Television

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

Televisions will be turned off during inmate counts and mealtimes.

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

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

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

****Note****

- Only Detention Staff are authorized to change television channels.
- Inmates in Disciplinary Detention will not have television privileges.

Visitation

The Dougherty County Jail Facility will offer inmates the opportunity to have virtual (video) visits with friends and family members. Visitation is a privilege. Your visiting privilege may be suspended or revoked as a disciplinary measure or when the safety and security of the facility deems it necessary. All visits are recorded and subject to monitoring by staff. Any inappropriate behavior by either the inmate or visitor may be grounds for the visit to be terminated.

Video visitation is initiated by the inmate to those whom have created an account at HomeWAV.com or have downloaded the mobile app and are currently logged onto the system. HomeWAV charges a fee for such remote visitation. Visitors who would like to have a video visit without paying a fee may do so by coming to the jail and using a visitation kiosk in the jail lobby. Such on-site visits must be scheduled at least 24 hours in advance via HomeWAV.com or the HomeWAV app. (Note: the inmate must accept the requested time in order for the visit to be scheduled. It is the inmate's responsibility to ensure that such visit will occur during the inmate's normally scheduled time out of cell.) On-site visits will only be conducted from 8:00 a.m. – 8:00 p.m. daily.

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

- No weapons of any type will be allowed on the premises.
- No food and/or drinks allowed in the lobby waiting area.
- No alcohol beverages or illegal drugs will be allowed on the premises.
- Visitors who appear to be under the influence or smell of drugs and/or alcohol will be excluded from visiting.
- Visitors are subject to be searched at any time.
- Visitors must be sixteen (16) years of age or older.
- Visitors will not leave anyone under the age of sixteen (16) unattended in the lobby or parking lot. Children who are left unattended or are unruly will cause the visitation to be terminated and possibly other sanctions depending on severity of the incident.
- Disruptive, argumentative or unruly behavior by any visitor at any time will be grounds for termination of that visit and possibly restricted from visiting indefinitely.
- No packages, cash, checks or money orders will be accepted.
- Visitation may be canceled without notice by the facility.
- Visitors must be properly dressed:
- Visitors are not permitted to wear hats/ball caps, scarves or other head coverings inside the premises (medical or religious exceptions will be considered).
- No distasteful or extremely tight fitting clothing are allowed. Shorts, skirts, and dresses are allowed but the hem must not fall above mid-thigh. No low cut shirts, bra must be worn (cleavage must be completely covered), tank tops or sleeveless shirts (shoulders must be covered), midriffs (midsection must be covered), and/or see-through clothing will not be allowed. Pants must be at waist level (no sagging pants or exposure of undergarments). No clothing with rips, holes or tears will be allowed. Clothing displaying alcohol, drugs, gang signs, vulgarity or offensive writing/pictures will not be allowed. No pajama/lounge pants and/or bedroom slippers will be allowed.

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

Inmates in Disciplinary Detention will not receive visitation privileges.

Chapter 6

INMATE CONDUCT

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

Sexual Harassment

Sexual harassment is strictly prohibited. Sexual harassment includes but is not limited to: unwanted sexual advances, requests for sexual favors and other verbal or physical contact of a sexual nature, indecent exposure, placing or showing sexually explicit pictures, cartoons or drawings where they may be visible to any person.

Inmate Rules and Discipline

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

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

Minor Offenses

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

112- Any charge covered or not covered by Dougherty County Jail Policy & Procedures

113- Refusal to button his/her jumpsuit

Moderate Offenses

200- Interfering with a staff member's duties

201- Standing on furniture/fixtures

202- Possession of unauthorized materials

203- Profane or offensive language or gestures to staff

204- Pounding, tapping, knocking or rattling on doors or glass

205- Theft (\$25.00 or less)

206- Indecent exposure/entering general population without a jumpsuit

207- Disrupting or abusing commissary, recreation, visitation or any other privileges

208- Disrupting or abusing any jail activity or program

209- Gambling

210- Smoking

211- Damages to jail property (\$50.00 or less)

212- Possession of property belonging to another

213- Possession of unauthorized clothing

214- Hoarding, sale, transfer or misuse of medication issued

215- Controlling or attempt to control other inmates through coercion, force or threat

216- Failure to comply with a staff member's lawful order

217- Writing on the walls, furniture or other jail property

218- Harassing/annoying telephone calls

219- Fighting, molesting

220- Self-mutilation/tattooing

221- Passing/attempting to pass contraband

222- Hanging of any item in the windows or on the walls of cells

223- Being in the "Red Zone" without permission or the escort of an Officer

224- Any act not listed which is a misdemeanor under Georgia Law

225- Any charge covered or not covered by Dougherty County Jail Policy and Procedures

Major Offenses

300- Interfering with staff member's duties

301- Reserved

302- Escape, attempted escape or aiding another in escape

303- Any act or attempt of homosexuality

304- Bribery

305- Arson

306- Theft (in excess of \$25.00)

307A- Assault or battery on a staff member

307B- Assault or battery on another inmate

308- Creating or inciting a riot

309- Damages to jail property (in excess of \$50.00)

310- Taking of hostages

311- Interfering with security devices or any jail operations (fire/smoke alarms, cameras, cell

lights, locking devices, fire drills, sprinklers, head count or altering of identification card/wristbands)

312- Manufacture, possession or use of alcoholic beverages or illegal drugs

313- Manufacture, possession or use of any object intended for use as a weapon

314- Threatening staff members

315- Harassment (sexual or racial)

316- Stoppage of or placement of foreign objects or matter into toilets, showers, or sinks or other drains

317- Attempted Suicide

318- Any act not listed which is a felony under Georgia Law

319- Any charge covered or not covered by Dougherty County Jail Policy & Procedures

Penalties

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

Sanctions

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

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

- t-shirt
- set of thermals
- pair of boxers or briefs
- bar of soap
- finger toothbrush
- tube of toothpaste
- towel
- washcloth
- mattress

and two (2) each of the following items:

- blankets
- sheets
- religious materials

Minor Offenses

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

Moderate Offenses

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

Major Offenses

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

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

Disciplinary Hearing Procedures

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

Appeal Procedure

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

- Insufficient evidence,
- Procedural error,
- Submission of new evidence,
- Prejudice.

The inmate must make their request for appeal known at the Disciplinary Hearing. The appeal will be forwarded to the Chief Jailer/Designee for review. The decision of the appeal is final.

Authorized Items

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

	<u>Quantity</u>
Men's boxer shorts / ladies' panties / T-shirt	5 each
Socks	4 pair
Thermal underwear	1 set
Ladies bras	2 each
Flip flops / Tennis shoes (issued or purchased)	1 pair each
Postage stamps	14 each
Envelope (regular)	10 each
Envelope (9x12)	4 each
All occasion card (birthday, holiday, etc.)	6 total
Notebook paper (100 sheets) / writing tablet (100 sheets)	1 each
Yellow legal pad / sketch pad	1 pad each
Colored marker set (package of 20)	1 pkg
Felt tip pens or Flex pens (non-altered)	2 each
Laundry bag	1 each
Puzzles	2 each
Checkers or Chess set	1 each
Eyeglasses (prescription or reading)	1 pair
Laundry detergent / bleach	2 each
Paper bags	1 each
Aspirin- any type (2 pack)	4 pkgs
Deodorant	2 each
Bath soap	2 each
Shaving cream or Magic Shave	1 each
Skin care lotion/petroleum jelly	1 each
Shampoo/conditioner	1 each
Comb/hairbrush	1 each
Toothbrush/toothpaste/mouthwash	1 each
Baby oil/baby powder	1 each
Toothbrush caps	1 each
Soap box (clear)	1 each
Cough drops	1 stick
Rolaids	1 roll
Toilet tissue (roll)	1 each
Emery board	1 each
Curl activator gel	1 each
Disposable douche	1 each
Tampons	24 each
Playing cards	2 decks
Phone Cards	3 each
Do Rag	1 each

NOTE- INMATES MAY ALSO KEEP LEGAL CORRESPONDENCE IN THEIR CELL.

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

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

Rules & Regulations for G Building:

- All beds will be made in the same manner with the blanket folded back at the head of the bed and tucked under on each side.
- Shower access will be at any time except:
 - During headcounts
 - During designated quiet times
 - Between 11:00 pm – 8:00 amAny deviation from this must be approved by the Pod Officer.
- Quiet time will be from 11:30 a.m. until 1:30 p.m.
- Pod detail inmates will be responsible for cleaning the shower and bathroom facilities.
- Inmates will be allowed to hang their towel and bath cloth on the metal hooks at the end of their bunk after 8:00 p.m. All items will be stored in the assigned drawers by 6:00 a.m.
- Inmates will not congregate or loiter at the back of the pod including the bathroom/shower area at any time.
- Inmates will stand in line, side by side, with their backs to the metal hooks of their bunk during headcount and feedings. **ABSOLUTELY NO TALKING OR WALKING AROUND DURING HEADCOUNTS.**
- Hanging of sheets, paper, photographs, and/or other materials on the walls, bunks, doors, rails, windows, ledges, or center division wall is strictly prohibited.
- All inmate personal property will be stored in a neat and orderly manner in their assigned container. Excess property will be considered to be contraband and will be disposed of in accordance with established policies and procedures (see Authorized Items).
- No inmate will be allowed to sit on the ledges/stairs.
- No inmate will be allowed to sit or sleep on another inmate's bunk at any time.
- No items will be left or stored on the tables or counters at any time (including pod games). These items will be considered contraband and will be disposed of in accordance with established policies and procedures.
- Any rules infractions will result in disciplinary action (including loss of good time credit), possible criminal prosecution, termination from work detail, reclassification and reassignment to another housing unit.
- All inmates will participate in outdoor recreation daily unless there is inclement weather. Inmates who are unwilling or unable to participate in daily outdoor recreation will be moved to a closed dorm living area.

Chapter 7

EMERGENCY PROCEDURES

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

Chapter 8

GLOSSARY

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

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

DAY ROOM: An area that is designated for inmate's daily activities.

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

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

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

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

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

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

MAIL SCANNING: A service performed make regular mail available digitally to the inmates.

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

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

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

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

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

PROBABLE CAUSE: Those facts and circumstances that would lead a reasonable person to

believe that a crime has or is about to occur or that specific items are located in a particular location.

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

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

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