

# **INMATE HANDBOOK**

## **LAWRENCE COUNTY JAIL (Updated November 1, 2012)**

**For persons awaiting trial or under sentence at the Lawrence County Jail**

**“This handbook is the property of the Jail and will be returned in the same condition as it was received upon your release”**

**Booklet # \_\_\_\_\_**

### **Lawrence County Jail Mission Statement**

The mission of the Lawrence County Corrections Officers is to create and maintain a respectful environment that is safe and secure, clean and quiet, and is fair to all. We will strive to provide professional service to our fellow law enforcement officers as well as the citizens of Lawrence County.

## **INTRODUCTION**

We hope that your stay in our jail will cause you to examine the reasons why you are here. It is a tool to help redirect your future activities in a positive manner. Jail rules are intended to assist you in learning how to respect the rights and property of others.

This Inmate Handbook has been prepared for YOUR benefit. You should read it carefully and completely so that you will know what conduct is expected of you, and what services are available to you in jail.

No one desires to be “locked up”. The Court has dictated that we keep you in confinement. Your attitude and actions will determine how others treat you while you are here.

Section I of this booklet contains rules adopted by the Lawrence County Sheriff’s Office that are designed to maintain security within this jail and to ensure that a standard of cleanliness and discipline is maintained within the jail. Whether you are serving a sentence imposed by the Courts or locked up in a pre-trial detention, you are required to comply with all of these rules. Any refusal on your part to comply with any of these rules will be the basis for disciplinary action by the Lawrence County Jail Administration.

Sections II and III list a set of guidelines and other miscellaneous information designed to alert you of what to expect during your incarceration and to eliminate confusion about jail procedures and services which are offered within the jail. This is not only for your convenience, but to also make you as comfortable as possible under the circumstances.

## **I. JAIL RULES:**

The rules stated below will explain what is expected of you while you are here. They are intended to insure safe custody, decent living conditions, and fair treatment for all inmates.

Failure to obey the rules will be the basis for necessary, corrective, disciplinary action. Disciplinary action is defined as loss of privileges, segregation, and/or charges being filed in court. If you do not understand the rules, ASK the Corrections Officer to explain them.

### **A. JAIL CLEANLINESS:**

To ensure clean and sanitary conditions in the jail, our facility has adopted the following rules and procedures:

1. All cells and Day Room will be kept clean.
2. You are responsible for making your bed whenever you are not in it. If a bed is used throughout the day, it must be made before leaving the cell.
3. All bedding will remain on the beds at all times.
4. Using knots to tie sheets, blankets, clothing etc. to any structure in the jail will result in minor violation discipline.
5. The Corrections Officer will not turn the electricity on for the television until all of the morning cleaning is completed and meets the satisfaction of the Corrections Officer.
6. You are not allowed to place pictures, photographs, artwork, or anything else on the walls, mirrors, windows, or fixtures of your cell.
7. A minimum of a weekly inspection of your cell will be conducted by the on-duty Corrections Officer. However, the jail staff reserves the right to inspect your cell at any time.
8. Upon completion of your sentence or release you are required to clean your own cell prior to release.
9. All inmates of a cellblock will assist in cleaning the Day Room and shower areas. Any inmate who does not participate equally is subject to disciplinary action. Cleaning the Day Room and living areas consists of the following:
  - A. Tables and Desks - must be wiped and cleaned
  - B. Chairs - must be wiped and cleaned
  - C. Showers - must be scrubbed and cleaned
  - D. Toilets - must be scrubbed and cleaned
  - E. Mirrors - must be wiped and cleaned
  - F. The cell floor is swept and mopped.
  - G. Walls in the dentention areas wiped down.

## **B. INMATE CONDUCT:**

1. No inmate shall show disrespect or lack of cooperation to any staff member.
2. There will be NO yelling and/or throwing of ANYTHING at any time.
3. Any form of fighting or disorderly conduct among inmates is strictly forbidden and may result in criminal charges, regardless of the victims desire to seek charges.
4. All forms of horseplay within any of the cellblocks are strictly forbidden.
5. The damaging or defacing of walls, seats, fixtures, furnishings, clothing, bedding, or other property is strictly prohibited. Criminal charges will be filed on all violators.
6. Gambling in any form will not be tolerated.
7. You will be assigned to a specific cell within the cellblock. You will not change cells or beds without permission from the on-duty Corrections Officer.
8. Nothing is to be placed over any of the light fixtures to cause the room to be darker. Any such “shields” will be immediately removed. No blankets, towels, clothing, etc., are to be hanging in the bunk areas or in the shower areas.
9. Unnecessary noise, loud, boisterous, vulgar or profane language is not allowed.
10. Lockdown for the evening is 10:00 p.m. Telephones and televisions are shut off promptly at 9:00 p.m. with no exceptions.
11. No inmates are allowed in the Control room.
12. The Lawrence County Jail is a tobacco free environment. You are not allowed to possess, chew, or smoke any tobacco product.
13. All meals must be eaten in the day room areas at the tables provided, with the exceptions of the holding cells, female cell, the PC cell, and any cell that may be on lock down where inmates eat within their cell.
14. All food MUST be consumed during mealtime. You are NOT allowed to save, share, or stockpile any food items for later consumption.
15. While incarcerated at the Lawrence County Jail, all inmates will remain fully clothed at all times, except when changing clothes, showering, or using the bathroom.

16. No portion of an inmate's undergarments will be visible through his/her clothes.
17. All inmates will wear underpants.
18. Male offenders will keep their genitalia covered, except when changing clothes, showering, or using the bathroom.
19. Female inmates will keep their breasts and genitalia covered at all times, except when changing clothes, showering, or using the bathroom.
20. Uniform jumpsuits are not worn backwards. Pant legs are not to be rolled up beyond the ankle. Your jail uniform shirt sleeves are not to be rolled.
21. No other inmate is allowed in your cell that is not assigned to your cell.
22. You are not allowed to be in any other inmate's cell.
23. You will not stand or put your feet on chairs.
24. Pornography is considered contraband and not allowed within the jail facility.
25. Television programs are chosen by group consensus and majority rules. If cellmates cannot come to a mutual agreement, the Corrections Officer makes the decision as to what will be viewed.
26. Male staff may conduct well-being checks on female inmates and female staff may conduct well being checks on male inmates.
27. If an inmate makes inappropriate, derogatory, sexual, or suggestive remarks to a Corrections Officer, that Corrections Officer will immediately make an incident report and refer the report to the Jail Administrator.
28. At no time may an inmate have his head covered (whether in bed with a blanket, or in the shower with a towel/wash cloth).

### **C. PERSONAL HYGIENE:**

1. All inmates are required to take a shower twice per week.
2. Each inmate will keep his/her clothing and bedding as clean as possible.

3. Showers will be taken within the time period determined by the Corrections Officer.
4. All inmates will brush their teeth at least once daily.
5. An inmate can request a razor from the Corrections Officer **only** the night before razors are passed out. This will be done with a razor list. The razors will be passed out at 6:00 a.m.. All razors must be returned to the Corrections Officer by 6:30 a.m..
6. You are not permitted to wear hair picks/combs in your hair and no items are allowed in hair or tied on head.
7. When an inmate requests toilet paper, an empty card board center will be given to the Corrections Officer before you will receive a new roll.

## **D. SECURITY:**

### **Shakedown Inspection**

For the security and safety of inmates and staff, shakedown searches are conducted in the Lawrence County Jail on a regular basis. The housing unit and cells will also be regularly searched on a random basis. Any contraband or other unauthorized items will be confiscated with possible criminal charges or jail discipline to follow.

### **Pat Searches**

Individuals incarcerated at the Lawrence County Jail may be pat searched at any time.

ALL inmates entering the Lawrence County Jail will be searched. This includes during inmate booking and during re-entry from court or other outside activities.

ALL INMATES will be pat searched during Cell Unit shakedowns.

The objectives of pat searches are:

1. To maintain security in the facility.
2. To protect jail staff and inmates by discovery of unhealthy and unsanitary persons before being placed in the jail population.
3. To prevent the introduction of any article or substance which could cause, or used to cause injury, escape, or to achieve any other undesirable result within the jail.

## **Strip Searches**

Individuals incarcerated in the Lawrence County Jail may be subjected to strip searches.

Examples of circumstances resulting in strip searches are the following:

1. Reliable information exists that you possess contraband.
2. Contraband has been discovered in your cell or living area.
3. You have been involved in, or present during, a serious incident.
4. You have refused a frisk or pat search.
5. You have had contact with the public, or exposure to public areas.
6. You have had a contact visit.
7. You are being returned to custody from community status, such as weekend confinement, work release, medical appointment, etc.
8. You have been placed in segregation for disciplinary reasons or self protection.
9. You have been ordered into custody after arraignment, conviction, or sentencing.
10. There is reasonable suspicion that you possess weapons, drugs, or contraband.
11. Corrections has been alerted by a metal or drug detection device.
12. You have a history of institutional possession of contraband, or prohibited property, or attempted escape.
13. You have a previous conviction for escape, possession of drugs or weapons, or crimes of violence.

## **Contraband**

You are prohibited from having in your possession any item that is considered to be contraband.

Articles and items are also considered contraband when found in excess of approved quantities or when they have been altered from their original state. Items that have passed from one inmate to another without proper authorization are considered to be contraband. Possession of contraband may result in discipline and/or criminal charges.

## **II. INMATE PRIVILEGES:**

These privileges are for the purpose of making your stay as comfortable as possible under the circumstances. Any violations of the rules listed in Section I could be basis for losing one or all of these privileges.

### **A. TELEVISION:**

1. When the television is being used, the volume must be turned down to respect the privacy of other inmates. Failure to keep the volume at a minimum level may result in the loss of television privileges.
2. No cassette players, CD players, or recorders are allowed.
3. No headphones are allowed.

### **B. TELEPHONE PRIVILEGES:**

1. Inmate phone calls can, and will, be monitored and/or recorded.
2. Abuse of phone privileges may result in inmate discipline or criminal charges.
3. The phones are turned on and off from inside the Jail Control Room.
4. A phone book is available upon request.
5. To make a phone call, an inmate has the option of making a collect call. Further information and instruction regarding use of the inmate phone system is described when the phone receiver is picked up.
6. Inmates cannot receive in-coming phone calls, or use the business phones.
7. Corrections Officers do not take messages for inmates unless it is a legitimate emergency. When a legitimate Emergency exists, Corrections Officers will take a name and telephone number so that you can return the call as soon as possible.

### **C. READING MATERIAL:**

1. The maximum number of magazines or books allowed in a cell is a combination of 3 magazines and/or books.
2. All inmates will be allowed to have one soft covered religious book of their choice. (Bible, Koran, etc)

#### **D. PERSONAL PHOTOGRAPHS:**

1. Three personal photographs per inmate may be kept in the inmate's cell. They WILL NOT be hung on the walls or the windows.

### **III. INMATE GENERAL INFORMATION:**

#### **A. LIGHTS AND RADIOS/TELEVISIONS:**

1. The lights will be turned out in the cell at 10:00 p.m.
2. Televisions will be turned off at 9:00 p.m. There will be no noise or activity after 10:00 p.m.

#### **B. SMOKING:**

1. The Lawrence County Jail is a **NO SMOKING** facility.
2. Neither cigarettes nor chewing tobacco are allowed within the locked perimeters of the Lawrence County Jail.

#### **C. VISITATION:**

##### **General Information:**

1. Visiting Days are Saturday and Sunday. Cells 1, 2, 3, 4, 10, and the holding cells are on Saturdays. Cells 5, 6, 7, 8, 9, and the female cell is on Sundays. Visitation for both days are from 9:00 a.m. to 11:00 a.m. and from 1:00 p.m. until 3:00 p.m.. To have a person visit you will have to fill out the proper visitation form. It can be requested from a Corrections Officer. You will fill one out for each person you wish to visit. This form will be completed in its entirety. Any spaces not filled in will result in the requested person not being allowed to visit. This is your responsibility to fill this form out and have it turned in two days before the scheduled visit, or the person showing up for visitation will not be allowed to see you. The same three persons will be the only ones allowed to visit you until you change the list by submitting another name on a visitation form.

2. Inmates may receive professional visits from attorneys as follows. Monday through Friday on days with no court from 8:00a.m. – 11:00p.m. and 1:00p.m. – 3:00p.m.. Any other times will be approved by the administration and will only be allowed under an emergency situation. There will be no visits at meal times, during headcounts, or lockdowns. No longer will the court be used for prisoner visitation of any kind. You should visit with the prisoners at the jail before court. Any paperwork needing to be filled out regarding prisoners will be done at the jail prior to court. The use of a video link between the jail and the court will be utilized as much as possible.
3. Visits may be restricted to a 15-minute visit per day with any one individual.
4. Visitors will have either a photo ID card, or valid non-expired drivers license, and will also sign in thirty minutes prior to the start of visitation. With the exception of juveniles, 12 – 16 years of age, but a PARENT must be present to sign the juvenile in to the visitors log, and will accompany the juvenile into the visitors room. This will count as one of your three visits.
5. Persons who will not be allowed to visit without review will be those who have been booked into the Lawrence County Jail within the last 6 months, those on probation or parole, juveniles under the age of 12, or those visitors who violate the visitation rules. If for some reason you feel an exception needs to be made, you will in writing explain why, and have this request turned in to the Jail Administrator at least two days prior to your scheduled visit.
6. A query will be run on each visitor to verify that the visitor is not wanted by law enforcement.
7. Visitation will be conducted in a calm and orderly manner. Every attempt will be made to have the persons, you the inmate requested visit, do so without any unnecessary delays.
8. All inmates who are scheduled for a visit, and have followed the rules will report to the dayroom to wait for their visit. If the inmate is not in the dayroom when they are called for the visit the inmate will not receive the visit.
9. Visiting privileges may be restricted or denied as a result of minor or major jail policy violations. For more information in this regard please refer to the Violations and Discipline Plan.
10. Inmates who present a compromise to the safety and security of the facility are denied visitation privileges.

### **Rules and Regulations for Social Visits:**

1. All social visits are non-contact visits.

2. Inmates have the right to refuse any visit.
3. The Lawrence County Jail reserves the right to terminate or refuse any visit that may constitute a threat to safety, security, or good order of the facility.
4. Visitation may be denied if the inmate is under disciplinary sanctions.
5. Visitors must wear proper attire at all times. No cut off shorts, tank tops, or tube tops are allowed. Shorts must cover to mid-thighs. Shirts must cover to neck and sleeves must pass shoulders.
6. The Corrections Officer has the discretion to refuse a visitor based upon inappropriate attire or behavior.
7. Visitors must remain seated on the provided chair and are not allowed to sit, stand or lay in the visiting room. If found in violation of this rule, future visiting could be denied.
8. Any attempt to bring contraband or weapons into the facility will result in arrest and criminal prosecution and denial of future visiting privileges for 6 months.
9. Cell phones are not allowed.

## **D. CORRESPONDENCE:**

1. Inmates are authorized mail correspondence.
2. Incoming and outgoing mail will be inspected for contraband.
3. Mail between the prisoner and an attorney, Judge, elected official or an official of the Department of Corrections will be opened in the presence of the inmate.
4. Inmates are only allowed to send and receive correspondence with postcards. Enveloped mail will not be sent or given.
5. Inmates receiving enveloped mail will have all mail placed in their personal locker.
6. Inmates are asked to notify their correspondents NOT to send them packages through the mail.
7. Inmates are not allowed to order merchandise through the mail or by telephone. Mail orders will be returned to sender.
8. Inmates give their outgoing mail to the Corrections Officer on duty to be

mailed.

9. All outgoing mail includes a return address and the inmates name sending the letter. (If all of the information is not located in the proper place, the letter is rejected and is not sent out until accurately completed.) The return address should be: *[Inmate Name]* % Lawrence County Jail, 300 E. Water Street, Mt. Vernon, MO 65712.
10. Any contraband discovered is seized, destroyed, returned to the sender, put into inmate's property, or put into evidence.
11. Notes from visitors will not be delivered. All correspondence must come through the Postal system.
12. When an inmate is the Respondent of an Order of Protection or in a Harassment Order, any correspondence sent to the Petitioner in that same Order will be confiscated as evidence.

## **E. MEDICAL CARE:**

1. If an inmate is seeking medical attention they will ask for a Sick Call Request form from the on duty Corrections Officer. This form will be filled out completely and given back to the Corrections Officer. A Sick Call Request will be rejected if not filled out properly. The Corrections Officer will then abide by the policies given to them for handling Medical Requests. There will be a co-pay of **\$10**, paid by the inmate, to be seen by the nurse or doctor. **These costs will NOT be waived.** The only exceptions to the co-pay will be for instances of bug bites, public safety issues, or as determined by the Jail Administrator or his designee.

## **F. CLOTHING, BEDDING AND TOWELS:**

1. Clothing will be exchanged twice weekly and bedding will be exchanged twice monthly.
2. Inmates needing cleaning items at times other than those specified may request them from the Corrections officer.
3. Bedding items allowed are one sheet, one blanket, and one mattress unless otherwise prescribed by a doctor.

4. You are held liable for all damages to or loss of items assigned to you. If there is something that is broke or not working (i.e. toilet won't flush, sink drain is stopped up, etc.) notify the Corrections Officer of the problem.
5. In instances where safety and security of the facility are threatened, the jail staff may remove the inmate's bedding or linen if deemed necessary. Bedding or linen will be returned to the inmate as soon as it is reasonable to believe that the behavior that caused the action will not continue.

## **G. MEALS:**

1. Breakfast: 5:00 a.m. – 6:00 a.m. Noon lunch: 11:00 a.m. - 12:00 p.m. Dinner: 4:00 p.m. - 5:00 p.m. Times may change as necessary.
2. All dishes and materials used to wrap or serve the food must be returned to the Corrections Officer after each meal. Any item not returned will be grounds for a search of the cellblock until the items are found.
3. DO NOT THROW LEFTOVERS IN THE SINK, TOILET OR SHOWER DRAIN.
4. To do as described in #3 is considered Criminal Damage to Jail property and will result in discipline and/or additional criminal charges being filed.
5. All therapeutic diets prescribed by an appropriate medical or religious authority will be forwarded for approval. If approved, the diet is forwarded to the kitchen staff.

## **H. PROGRAM SERVICES:**

1. Church services will be held primarily on Sunday afternoons. Additional services may be held throughout the week, as requested by the clergy. If you would like to request a specific religious leader to visit, make your request in writing to the Jail Administrator, and have the said religious leader contact the Jail Administrator, to set up a date and time when that person can attend to your needs.
2. If a private counseling session is required with the Jail Ministry, a request must be made to the Corrections Officer on duty before services. A reasonable amount of time must be given to the Corrections Officer to get the appointment set up.
3. Inmates in disciplinary segregation are not allowed to attend any programs.
4. Prisoners will have the opportunity to meet with the local agencies designated to

aid or counsel prisoners in such matters as education, religion, chemical dependency, or legal matters upon advance request to the Corrections Officer or Jail Administrator.

## **I. PERMISSIBLE ITEMS:**

The following items are allowed in your cell during your incarceration:

1. (1) Toothpaste.
2. (1) Toothbrush.
3. (1) Comb or hair pick.
4. (1) Shampoo.
5. (1) Bar soap.
6. (1) Deodorant.
7. (2) Pencils without erasers. No metal tops. (can have 1 separate eraser)
8. Combination of (3) three books or magazines.
9. (1) Bible.
10. Prescription eye glasses only, no sunglasses.
11. (3) Personal photos.
12. (1) Pair under garments.
13. (1) Pair jail issued shoes.
14. (1) Jail issue uniform.
15. (1) Writing / Sketch pads.
16. (1) Sheet.
17. (1) Blanket.
18. (1) Cup.

19. Legal papers may be kept in your cell.
20. Religious pamphlets received from religious programs will be allowed in your cell. However, they must be kept neat and orderly and if they tend to accumulate, they will be placed in your property locker.
21. School related items: AA, RA, GED or school books if enrolled in college or high school.

Towels will be handed out only on shower days and will be picked back up to be washed after showers are taken.

## **J. VICTIMIZATION:**

It is our belief at the Lawrence County Jail that every inmate deserves to be free of sexual assault or assaultive behavior. If, while incarcerated in our facility, you are a victim of either, we ask that you report this to a Corrections Officer or the Jail Administrator. You have our assurance that you:

1. Will be taken seriously.
2. Will be protected from future harm and retaliation.

## **K. FURLOUGHS:**

If you have a legitimate emergency requiring a furlough from the jail, both the Jail Administrator and the Judge must approve a written request.

## **M. PROPERTY THAT CAN BE TAKEN TO DOC**

There is a list of permissible items that can be taken to the Department of Corrections. Due to often limited space in the transport van, this list is restricted by the Lawrence County Jail. It is suggested, if you are sentenced to a term of years in the Department of Corrections, that you ask a bailiff in the court room at your sentencing to relay to a friend/family member that is present in court to get your property before they return home. When you return to the jail after being sentenced in court, it is highly recommended you request a property release form, at that time, from the on duty Corrections Officer. Any of your property left at the jail after 2 weeks of you leaving the jail will be disposed of by donation or thrown in the trash. You are most likely going to receive permissible items sent by mail quicker than if you take it with you to DOC. The following items are what you will be allowed to take to DOC with you:

1. Legal papers
2. A wedding ring that you have been allowed to wear in this jail.
3. One (1) religious book (i.e. Bible) that meets DOC guidelines.

If you are here on a Writ of Habeas Corpus from DOC, you are only allowed to return to DOC with the property you brought with you. If you have accumulated legal papers while here, you may take those with you as well.

## **N. VIOLATIONS/DISCIPLINE PLAN:**

Violations are classified as minor or major according to the following descriptions:

### **Minor Violations:**

A minor violation is an infraction committed by the inmate. It can be resolved without a formal hearing and sanctions imposed. Minor violations include acts that do not constitute a present and immediate threat to the security of the facility, its staff, inmates, visitors, or the inmate who committed the violation. Violation of minor offenses may lead to disciplinary action following the filing of a violation report by any staff member.

### **Minor Violation Penalties:**

1. Loss of recreation privileges (See below)
2. Lockdown (See below)
3. Loss of visiting privileges (See below)
4. Loss of TV privileges (See below)
5. Loss of good time
  - First Offense: Up to 3 days
  - Second Offense: Up to 5 days

### **DEFINITIONS:**

1. Unauthorized Use of Property: No prisoner shall be in possession of another's personal property or Lawrence County property without permission of the rightful owner or authorization of staff. This regulation differs from the possession of contraband and deals with the question of rightful use of property.
2. Unauthorized Use of a Telephone: No prisoner shall use a telephone without specific authorization from staff on duty.

3. Verbal Abuse: No prisoner shall express profanity or obscenity directed at another, nor make disrespectful remarks against the character of another person, insult or direct insults to another person, or make efforts to intimidate anyone with remarks that have a threatening implication.
4. Creating a Disturbance: No prisoner shall create a disturbance by yelling, banging utensils, using obscenities or in any other manner create loud disturbing noises.
5. Use of Intoxicants: No prisoner shall inject or inhale any substance that has intoxicating effects. Any inmate found to behave in any manner that demonstrates being under the influence of an intoxicating substance will be in violation hereof.
6. Gambling: No prisoner shall engage in lottery, betting or chance contracting.
7. Late Return from Release: Any prisoner participating in any release program shall return at the designated time period.
8. Conspiracy: Any prisoner who conspires with another to commit a violation of jail rules is guilty of conspiracy.
9. Accessory: Any prisoner who assists another or joins with another in the commission of a prohibited act either during or after the initiation of the act may be found guilty of being an accessory to the act.
10. Operating Security Devices: No prisoner shall operate, impede, sabotage or render ineffective jail security devices. This includes but is not limited to surveillance equipment, key slots, cell doors, or other locking mechanisms. This does not apply to a situation where permanent damage results.
11. Misuse of Program Areas: This includes the interview room, visitor's room, and any other functional areas of the jail.
12. Tying sheets, blankets, clothing etc. to any structure or linen misuse: Cell doors are not to be propped open with linens. No linens are to be flushed, or misused in any way.
13. Failure to keep self, cell, or dayroom clean.
14. Horseplay within Cell blocks.
15. In authorized area: No prisoner is to be in a cell other than his assigned cell. No inmate is allowed in any jail area other than his assigned cell without permissions.
16. Clothing not worn, or worn inappropriately

## **Major Violations:**

Major Violations include repeated minor rule infractions for a case where a determination is made that the remedy for a minor rule infraction serves no deterrent effect. In addition, rule violations are considered major when the act presents an immediate threat to the security of the facility, its staff, inmates, visitors, or the inmate committing the violations. Such violation will result in informal and formal disciplinary actions. Major offenses may result in administrative segregation in maximum security preceding any charges filed for hearing or formal action, not to exceed 36 hours without notice of hearing.

## **Major Violation Penalties:**

1. Filing of formal charges.
2. Lockdown.
3. Loss of all release privileges including recreation release.
4. Loss of all earned good time.
5. Loss of recreation privileges.
6. Loss of visitation privileges.
7. Loss of T.V. privileges.

## **DEFINITIONS OF MAJOR VIOLATIONS:**

1. Homicide: No prisoner shall kill or contribute in any way to the death of another person.
2. Assault: No prisoner shall assault another by an act, attempted act, or threat of an act which if carried out, would cause pain, injury, bodily harm, or fear of pain, injury or bodily harm. No prisoner shall force another to engage in prohibited sexual behavior such as intercourse, sodomy, masturbation of others, forced masturbation or any homosexual behavior.
3. Holding Hostage: No prisoner shall take or hold another person and/or subject other persons to control for any purpose whatsoever.
4. Theft: No prisoner shall steal anything from another or steal any property whatsoever, including removing property out of an assigned area without permission.

5. Smuggling: No prisoner shall transport any contraband item around, into or out of the jail.
6. Arson: No prisoner shall by means of fire or explosives intentionally destroy or damage property of this jail or risk danger to another person whether he is a prisoner, staff or civilian.
7. Escape or Attempted Escape: No prisoner shall attempt to escape. Any efforts, which suggest an attempt to leave the jail and its premises without the custody of a supervising person and without legal authorization to do, so shall be considered as an attempted escape. This includes failure to return following any release program.
8. Riot or Inciting a Riot: No prisoner shall act in a manner which will likely lead to the arousal of emotions on the part of other inmates so as to create the probability of their acting beyond the control of the staff member in charge.
9. Threatening Bodily Harm: No prisoner shall behave in any manner that is threatening to others; behavior such as brandishing a weapon, a menacing posture, crowding around or gathering during a dispute, making a threat, veiled or direct or other intimidating remarks. No prisoner being moved between or within any units of the jail shall resist such movement by any threat of physical resistance or passive refusal to move or any intimidating remarks.
10. Possession of Contraband: No prisoner shall possess illicit and/or unauthorized items considered contraband. Weapons are defined as guns, clubs, knives or other pointed/sharpened or cutting instruments; items not normally considered or controlled in such a manner that use as a weapon can be inferred. Liquor or drugs are defined as any nonprescription chemical agent including alcoholic beverages or their ingredients, prescribed medication in excess of that allowed, any other substance which may be inhaled, injected, or ingested for intoxicating or depressant effect or drug paraphernalia. Escape paraphernalia is defined as rope, keys, tools, clothing, disguises or any other materials that by nature of location suggests use for escape.
11. Misrepresentation: No prisoner shall falsify a report, or give a false statement to misrepresent a fact as to misappropriate money, services, or instrument to aid such purpose.
12. Destruction of Property: No prisoner shall destroy Lawrence County Jail public or personal property. This includes destruction rendering security devices nonoperative.

### **Due Process and Appeal Procedures:**

Any violation of the Lawrence County Jail Rules will be subject to report. Notice of violation may be given to the prisoner(s) involved within three (3) days excluding weekends and holidays. Penalties will be included on the violation notice. A violation notice may be appealed by presenting a petition to the Jail Administrator for review. This must be presented within three (3) days of the Notice of Violation.

Any prisoner who has a grievance or has been grieved against may file a grievance in writing, obtained from the Corrections Officer, and will be handled by the Jail Administrator. Inmates who do file a grievance will do so without the fear of retaliation, regardless of the action taken during any grievance procedure. However, any attempt to misuse the grievance system will be cause for minor violation process and penalties will be assigned accordingly.

A group grievance or grievances submitted on behalf of others are not acceptable. Personal disputes between an inmate and a staff member are not considered grounds for a grievance. Most grievances should be settled at the Corrections Officer level; however, this is not to preclude inmate grievances from being passed on to a higher level if it cannot be handled on this level.

\*A grievance is defined as an issue personally affecting an inmate in the areas of health, welfare, or services of the jail that is within the power of the corrections staff to correct.

### **Grievance Procedure:**

Inmates **MUST** first attempt to resolve all grievances on an informal basis with the Corrections Officer. If the Corrections Officer and inmate are unable to resolve the matter, then the inmate is permitted to file a formal written grievance.

When the inmate has completed the grievance form, the form is returned to the Corrections Officer. The Corrections Officer accepts no grievance if it contains obscene language or sexual connotations that do not apply or relate to the matter being grieved. **Abuse of the grievance system will not be tolerated.** The system is in place to help you.

The Corrections Officer then forwards the grievance to the Jail Administrator. The grievance will be evaluated on its merit and will either be resolved, dated, given a copy to the inmate per request, and the original filed in the inmate's file; or an investigation will be initiated as necessary. To request a copy of your grievance form put "Request Copy" on the top right corner of the grievance form, or use the Inmate Request Form. The Jail Administrator will take any other action deemed necessary to settle all inmate grievances.

The final disposition of the grievance will be received by the inmate within seven (7) working days, unless an extenuating circumstance exists.

### **Appeal Process:**

If an inmate is not satisfied with the results of the grievance investigation, the inmate may appeal in writing, on a second grievance form, writing in bold letters on the top of the form "APPEAL". The appeal must be submitted within three (3) days of receiving the initial decision and must be submitted in the same manner as the original grievance. The Jail Administrator and the Lawrence County Sheriff will review the appeal simultaneously. The joint decision of the Jail Administrator and the Sheriff is **FINAL**.

## **INMATE RULES AND DISCIPLINE:**

### **Rules Posted by Publishing**

The Lawrence County Jail maintains a set of rules relating to, but not limited to inmate behavior, conduct, disciplinary procedures, and penalties that may be imposed for various degrees of violations. To ensure that all inmates have access to the "Inmate Rules and Disciplinary Procedures", all such rules are published in this Inmate Handbook. An Inmate Handbook is located in the Dayroom and the Booking area. Any damages noted to these items during your stay could result in you paying the replacement cost. Rules in addition to those listed in the Inmate Handbook are posted within the facility, as deemed necessary by the Jail Administrator. Rules of this type are of equal importance as those posted within the Inmate handbook. All inmates entering or accessing areas of the facility where such rules are posted are responsible for being familiar with them.