

ADMISSIONS

During the intake and booking process each arrestee will be **required**:

1. To provide current and accurate information for personal identification and proper completion of forms and reports.
2. To relinquish all items of money, securities and personal property for inventory and secure storage.
3. To cooperate fully in the preparation of personal health screen and medical history forms.
4. To submit to appropriate identification, search and hygiene procedures.
5. To acknowledge receipt and understanding of the Inmate Handbook (this document).
6. All inmates will be issued an identification wrist band upon completion of the “dress out” procedures. Any destruction of this wrist band is subject to disciplinary action and/or cost to replace the item of \$5.00 charged to the inmate.
7. Any damage or destruction to this handbook will result in disciplinary action and the cost to replace this booklet (\$10.00) will be charged to you. The handbook is to be returned with all other County issued property when the inmate is released from custody.

Immediately after the completion of the intake and booking process, each arrestee will be allowed to initiate a reasonable number of telephone communications with family member and legal council. Telephone calls will be limited in duration to no more than (15) minutes. All telephone calls may be recorded, except for legal consultations.

AUTHORIZED ITEMS/CELL BLOCK AREA

Inmates will be allowed to have in their possession or housing area, only authorized or issued items and materials. All other items and materials (including altered, misused, excessive items or materials) will be considered contraband and confiscated. All authorized and issued items must fit and be kept in the plastic storage container issued to you at booking. Items which exceed the authorized amount will be confiscated and removed by staff.

Inmates are allowed to have in their possession or housing area the following permitted items or materials:

Bedding and linens

- 1 mattress
- 1 blanket
- 1 sheet
- 1 towel & 1 wash cloth

Personal Hygiene Items

1 toothbrush 1 tube toothpaste,
1 bar soap, 1 shampoo 1 solid deodorant
feminine hygiene products will be dispensed as needed

Clothing - may be purchased thru the Commissary

underwear (White only),
1 pair shoes or other approved footwear
1 detention uniform
socks (white only)

Papers, Books and Magazines (see Mail Section, page13)

legal papers,
inmate handbook
1 Bible, Koran or prayer book,

Purchased Commissary Items

Inmates **are not allowed** to have in their possession or housing area the following prohibited items/materials:

1. any type of weapon or tool,
2. any substance containing alcohol or drugs,
3. any flammable, toxic or caustic materials or substance,
4. any wig, mask or disguise,
5. any mannequin, dummy or human replica,
6. monies, securities or jewelry,
7. unauthorized facility or departmental property,
8. any items, substances or materials which present a safety, security or health hazard.
9. any type of tobacco product

Accumulation of authorized items and materials considered excessive and constituting a safety, security or health hazard will be confiscated as contraband. Any misuse or abuse of authorized items or materials which hinders or restricts safety and security surveillance by staff members or electronic devices is prohibited. Daily inspections may be conducted. Searches are routine and used to control the introduction of contraband. Cooperate fully with staff members. Any interference during searches is prohibited.

Facility staff members are trained, authorized and expected to employ the degree of force considered necessary and reasonable to maintain control of the facility and dispel any disruptive situation. This may include the use of restraining devices, chemical agents and weapons as determined by the nature and extent of the situation.

CELL CLEANING

Each inmate will be responsible for the cleanliness of his/her cell. Inmates are to clean their cells daily. Cleaning includes sweeping, mopping floors, insuring trash is in the proper container, cleaning sinks, toilets and making your bed. Beds will be made at all times when not sleeping. Personal items are to be stored in your plastic storage container at all times when not being used. Nothing is to be posted or hung on the bunks, walls, windows, lights or rails. Inspection by staff will be conducted each day.

CELL SEARCHES

Cell searches will be conducted on a regular basis to control the introduction of contraband. Cooperate fully with staff members. Any interference during searches is prohibited and may be subject to disciplinary action. Staff members will conduct searches in an organized fashion with respect for the inmate's property and cell area.

CLASSIFICATION

Inmates will be assigned an interim classification at Intake based upon sex, status of the offense and violent nature of the offender. After interim classification, the inmate may be placed into an Interim Housing Unit.

Prior to placement in a normal Housing Unit, the inmate must have completed Custody Classification by the approved Classification Officer. This classification is based upon the above data, as well as the inmate's criminal history, past disciplinary problems, special management needs, and other criteria. Housing assignments will be based on the assigned inmate classification to ensure safety and security.

CLEANING THE SHOWER AND ACTIVITY AREAS

The shower and activity areas are common to everyone. Each morning, the dayroom is to be swept and mopped, this includes the stairs and upper mezzanine area. Tables in the dayroom will be clean and neat. There will be **NO sitting on the tables at anytime**. The floors in the showers will be scrubbed and disinfected each day, to prevent buildup of soap residue and mildew. Failure to complete assigned cleaning duties will result in disciplinary action.

COMMISSARY

The Carroll County Jail provides a commissary for inmates. Commissary is a privilege for the inmates and can be stopped at any time with little or no notice. Commissary can be revoked as part of a disciplinary action.

1. Commissary forms will be passed out by jail staff. Inmates wishing to purchase items must mark their request using an ink pen, no felt markers. The jail, nor the Commissary provider accepts no responsibility for errors made by inmates in marking commissary forms.
2. Commissary orders cannot be changed once they have been submitted to staff.
3. No substitutions will be made. If an item is not available, you will not be charged for that item.
4. You may only order items on the approved list.
5. Deputies will not answer questions regarding commissary during store call so that all inmates can receive their orders in a timely manner. Questions concerning commissary should be forwarded in writing to the commissary provider.
6. If inmates are absent during store call, their order will be delivered to them as soon as possible after their return.
7. No inmate account will be extended a credit. If money is not available in your account, the order will not be processed. No inmate may transfer funds from one account to another.
8. Inmates will not be allowed to transfer money from one inmate account to another. Checks from an inmate's commissary account will only be issued to the inmate, no third party checks will be issued.
9. Indigent items:

Inmates with no money may request personal hygiene products from the Supply Clerk. Stamped envelopes, paper, pencils, etc may also be requested from the Mail Clerk.

DISCIPLINARY PROCEDURES / GRIEVANCES

General Rules of Conduct

While confined you have certain responsibilities to yourself, fellow inmates and staff members. You are expected to maintain your housing area in a neat, clean and orderly manner and retain in your possession only authorized articles necessary for personal hygiene, or recreational and leisure activities. Do not allow your personal area to become cluttered or constitute a health or safety hazard. No photos or materials may be attached to the walls, floor, ceiling, bunk or any other surface in the cell. All issued items and personal property must be maintained in the bin issued to the inmate from the Dress Out area. Only the issued cup, spork, and personal hygiene materials may be stored on the dressing hanger ledge. All other property that is not properly stored will be considered contraband.

Inmates are expected to conduct themselves in an orderly manner at all times. Inmates are not to run in the building, climb up any railings, jump from levels, or to participate in any act or manner that poses risk of bodily injury to themselves, other inmates, the jail staff, or members of the general public. Inmates are not to participate in any act or manner that disrupts or threatens the safety, security, and/or general good order of the jail facility or operations.

You are expected to maintain an acceptable personal appearance and practice personal hygiene habits. You should keep your body clean and free of odors and shower at least three (3) times each week. You should keep your clothing and issued linens clean and exchange clothing and linens each week as scheduled.

When outside your cell or shower facility, you will be fully dressed.

Any use of profanity or sexually oriented language directed toward jail staff is strictly forbidden.

You are expected to understand and comply with the facility rules.

Violations

As an inmate you are subject to the laws of the United States and the State of Georgia and rules of inmate conduct for the Carroll County Sheriff's Detention Facility. **Infractions of these rules and violations of law will result in disciplinary sanctions and criminal prosecution.**

Infractions and violations will be classified as minor, major and serious according to the following:

1. Minor

Acts which do not constitute a present and immediate threat to the security of the facility, inmates, visitors or staff members. These violations shall include but not be limited to:

- a. failure to comply with the lawful orders of staff members.
- b. failure to maintain a neat, orderly and sanitary housing area.
- c. failure to maintain acceptable personal hygiene and appearance.
- d. providing false information to staff members.
- e. using profane, derogatory or abusive words, remarks or gestures towards fellow inmates, visitors or staff members,
- f. teasing, taunting or verbally harassing fellow inmates, visitors or staff members.
- g. possession of unauthorized or excessive items.
- h. misuse or abuse of authorized items.
- I. disorderly conduct.
- J. bartering - the unauthorized exchange or sale of any goods or services.
- k. gambling .
- I. possession of money, currency or securities.
- m. unauthorized verbal communication / material exchange between cellblocks.

2. Major

Acts which may constitute a present and immediate threat to the security of the facility, inmates, visitors or staff members or where a determination is made that the remedy for a minor violation serves as no deterrent effect. These violations shall include but not be limited to:

- a. three repeated minor violations,
- b. disobeying a lawful order of a staff member,
- c. providing false information for official documents or forms,
- d. attempted assault (physical or sexual),
- e. fighting,
- f. unauthorized absence from an assigned area,
- g. presence in an unauthorized area,
- h. damage to facility property (less than \$100.00),
- I. attempting to control the behavior of other inmates through, misuse or abuse of facility services (telephone, mail, visitation or commissary),
- j. misuse or abuse of facility programs (food services, medical complaints, recreation, exercise, library, legal resources or religious services),
- k. interference or disruption of any facility program, service or activity,

- l. misuse or abuse of authorized medications, tampering with any lock, locking device, electronic monitoring device or security equipment and hardware,
- m. misuse and abuse of issued or approved materials which hinders, inhibits or interferes with safety equipment and hardware,
- n. wearing a mask or disguise,
- o. possession of any human replica,
- p. possession of any facility or departmental property, and
- q. placement of foreign or excess materials into toilets, sinks or showers.

3. Serious

Acts which constitute a present or immediate threat to the security of the facility, inmates, visitors and staff members; or constitutes a violation of statutory law; or where a determination is made that the remedy for a major violation serves as no deterrent effect.

These violations shall include but not be limited to:

- a. three repeated major violations,
- b. causing the bodily injury or death of any person,
- c. assault on a staff member or fellow inmate,
- d. escape, attempted escape or conspiring to aid the escape of a fellow inmate,
- e. arson,
- f. theft,
- g. bribery,
- h. extortion or blackmail,
- I. sexual coercion or assault,
- j. possession of alcoholic beverages or unauthorized drugs,
- k. possession of any object, chemical agent or substance modified or altered to be used as a dangerous weapon,
- l. malicious destruction, alteration or damage of facility property (over \$100.00),
- m. creating, encouraging or inciting any disturbance or riot,
- n. holding, restraining or in any way confining any person against his will (hostage) and,
- o. interfering with, obstructing, hindering or preventing any facility activity or any staff member from the performance of assigned duties, orders or instructions.

Trying to commit, or aiding another person to commit, any offense listed above (minor, major or serious) shall be held the same as committing the offense itself .

Disciplinary Plan and Procedures

Violations of facility rules and laws may be reported to any staff member. Staff members observing violations or making inquiry of suspected violations, will initiate appropriate action and documentation.

Disciplinary reports will be forwarded and reviewed by the Jail Administrator. Disciplinary reports will be written and include a description of the violation, staff members comments and suggested disciplinary penalties.

1. Minor Infractions
 - a. Minor acts of non-conformance or minor violations may be disposed of informally by the staff member as a verbal warning or written reprimand, Both occurrences are documented.
 - b. Where the loss or limitation of privileges is recommended, a rules violation report must be filed.
2. Major or Serious Infractions
 - a. Major or serious violations must be documented on a rules violation report.
 1. The Hearing Officer will determine if the violation will require a Disciplinary Due Process Hearing and all disciplinary hearings will conform to established due process guarantees.
 2. The inmate will be notified in writing if a Disciplinary Due Process Hearing is required.

Sanctions

1. Minor Infractions

Inmates charged with minor infractions of the rules of conduct and violations will be subject to informal adjustments and may appear before the Hearing Officer.
2. Major/Serious Infractions

Inmates charged with major/serious infractions of the rules of conduct and violations may request to appear before the Hearing Officer and are subject to prosecution through the appropriate court.

After the initial hearing process, inmates may appeal a decision to the Captain of the Jail

Penalties

When an incident occurs that may require disciplinary measures, administered punishments say consist of the following per Infraction:

1. Minor Infractions
 1. verbal warning (documented),
 - b. written reprimand,
 - c. lock-down, not to exceed 24 hours
2. Major or Serious Infractions
 - a. loss of limitations of privileges* not to exceed forty-five (45) days; and/or
 - b. placement in disciplinary isolation for a period not to exceed forty-five (45) days, per offense
 - c. Transfer to a higher level of security
 - d. Restitution

Privileges that may be limited include, but are not limited to :

1. visitation
2. telephone communications
3. Recreation
4. Commissary
5. Inmate programs

Administrative Segregation and Disciplinary Isolation

1. Administrative Segregation

Inmates requiring increased supervision due to health, safety or security concerns may be placed in Administrative Segregation. Immediate removal will occur when the presence of that inmate among the general population is so disruptive that it threatens the security and order of the facility and inmate discipline.

2. Disciplinary Isolation

Placement of any inmate in disciplinary isolation will be based on infractions of facility rules and imposed only after access to a disciplinary hearing has occurred.

The conditions of confinement for both segregation and isolation shall include the same approximate level of essential services for space, sanitation, hygiene, health, medical care and diet. An inmate may not be deprived of clothing or bedding except where threatened misuse or continued abuse of these items has been documented.

Disciplinary Actions are not matters which may be grieved, but may be appealed to the Disciplinary Hearing Officer at the scheduled date and time for hearing.

Grievances

Any inmate shall be entitled to communicate legitimate complaints. Grievances will be in writing, sealed (confidential) and addressed to the Grievance Officer. All grievances must fully describe the factual basis and circumstances of the alleged incident or situation and include a specific complaint.

The grievance procedure is designed to provide you with the opportunity to communicate with the staff regarding any situation that you believe they need to be informed of. Whenever possible, inmate complaints should be resolved in an informal manner without filing a formal grievance. Many complaints can be and should be resolved directly between inmates and staff.

What can be grieved under this procedure?

1. Except as stipulated below, any condition, any type of sexual harassment, policy, procedure, or action (or lack thereof) directed toward inmates over which the Carroll County Detention Facility has control, may be grieved.
2. The inmate grievance procedure will be strictly adhered to by the inmate population and staff. The following is a step by step guide regarding the inmate grievance procedure:
 1. When you feel that you have a legitimate complaint, the first step is to file a grievance using the inmate grievance form within five (5) days of the date of the incident which has given rise to the complaint.
 2. Inmate grievance forms may be obtained upon request from the detention officer.
 3. The grievance shall state fully the time, date, names of facility staff and inmates involved, names of witnesses, and a narrative of the incident.
 4. If you are unable to complete the grievance for your self, you may obtain assistance from another inmate a staff member in completing the grievance form.
 5. Fill out the grievance form, tear off the pink copy for your records and fold the white and yellow copies in half. A staff member will collect the grievances every morning at breakfast using a secured box. Insert the folded grievance into the designated slot on the grievance box.
 6. Upon receipt of your grievance form, the grievance coordinator will log your grievance and return an answer within fifteen (15) days.

After the initial grievance hearing, an inmate may appeal to the Captain of the Jail.

What cannot be grieved?

Any matter over which this facility has no control. These matters include sentences, tort claims against postal service for losses of mail, and those matters established by the laws of this State.

EMERGENCY PROCEDURES

Emergency Instructions

1. In the event of an emergency you may be given instructions by the detention staff for the orderly evacuation of the facility or any portion thereof.
2. For your protection and safety, staff members have been trained in emergency procedures, emergency zones and evacuation routes. Your complete cooperation is essential. Familiarize yourself with your exact housing location and the available evacuation routes (see posted floor plan). Staff members will escort you to a safe location.
3. **DO NOT PANIC.** Follow the instructions and directions of staff members exactly. Any deviations from prescribed routes without specific and direct instructions of a staff member may constitute an attempted escape and subject you to disciplinary sanctions and criminal prosecution.

Emergency Situation

In the event of any sudden or disruptive situation within the facility a general security look-down and inmate count will be initiated.

During any disruptive period you are instructed to remain calm, within your assigned housing or activity area and comply with the instructions or directions of staff members exactly.

If you are not a participant, **do not** become involved.

If you are a participant, you are ordered to cease immediately, all overt, subversive and aggressive activities and comply exactly with the orders of staff members. Failure to comply with this directive during disruptive situations will result in disciplinary sanctions and criminal prosecution of all participants.

The use of the above process does not preclude or prevent prosecution of the offender according to the laws of Georgia or the United States.

EXERCISE YARD RULES

Outdoor recreation rules of conduct:

1. NO FOOD OR DRINKS
2. NO PERSONAL ITEMS FROM CELL (EXCEPT ONE PAPERBACK BOOK)
3. NO CLIMBING ON WALLS OR FENCE
4. NO LITTERING ON THE EXERCISE YARD
5. NO PHYSICAL OR VERBAL CONFRONTATIONS ALLOWED BETWEEN INMATES
6. **IMMEDIATELY OBEY ALL ORDERS AND DIRECTIONS FROM THE DEPUTY IN THE RECREATION TOWER.**

Inmates will be allowed access to the recreation yard for one hour based on the constraints of jail operations, based on safety & security, but normally daily. Recreation time may be limited or post-poned.

In case of a physical or verbal dispute between inmates, all inmates not involved will move to the block wall. All inmates will do the same during an medical emergency, and in both cases, remain there until directed by a deputy. Transfer to and from outdoor recreation will be in an orderly manner.

INDOOR RECREATION

Inmates not detained in the Disciplinary Unit are allowed recreational time out of their cells based on the Custody classification System. Inmates may chose to utilize this time for access to the telephones, television, social interaction, other acceptable recreation or exercise programs.

Exercises such as walking or pushups are permitted provided it is done on the lower level, in a safe manner. Manufacturing and use of homemade weights and any type of "horse-play" will not be tolerated and may result in disciplinary actions.

INMATE MOVEMENT INSIDE THE CARROLL COUNTY JAIL

When outside the cellblock or housing unit, all inmates will be fully dressed. Inmates will walk single file in a quiet and orderly fashion, along the wall to his or her right. There will be no talking except to staff. Inmates will follow deutes instructions whether given in person or over the intercom system. ALL items except legal materials will be left in the housing unit. (Ex. Food, pencils personal items)

JAIL CLOTHING

Inmates will be provided Jail Clothing before entering a housing unit. Inmates are to be fully dressed anytime they are outside their assigned cell. All issued items are county property and must be returned in good condition upon release. The inmate will be responsible for the cost of any damaged, or items not returned and/or may be charged with destruction of government property.

UNIFORMS MUST BE WORN IN A PROPER MANNER AT ALL TIMES!

LAUNDRY

Wet towels or hand washed laundry must be kept in your assigned cell. It should be hung on the hooks provided in each cell. No towels or clothing will be hung on the edge or end of your bunk. Dry laundry must be removed promptly and placed in your property container.

Laundry service is provided each housing unit twice weekly. The laundry schedule is posted in each housing unit.

MAIL

Mail will be delivered as soon as possible, following security inspection measures. All incoming mail and parcels shall be opened prior to delivery to inspect for unauthorized items and for the safety & security of the facility. Legal mail will be opened in the presence of the intended inmate, inspected, then delivered. Jail Division staff cannot authorize the shipment of packages to inmates confined to the jail. All packages or other unauthorized mail received by this institution will not be accepted with or without a return address. Unauthorized mail and packages will be returned to the Post Office. Shipped parcels, certified mails, etc. will be logged as received and delivered.

Incoming mail must be addressed as follows:

INMATES FULL NAME (The name you were booked under)
Carroll County Jail
1000 Newnan Road
Carrollton, Georgia 30116

All outgoing mail will be sealed and have the above address shown as the return address. Letters without the return address will not be mailed, except legal correspondence. Sealed letters presented for mailing may be opened for inspection. All incoming mail will be opened and inspected prior to delivery except legal correspondence. Legal mail will be opened in the presence of the inmate.

No limitation is placed on the volume of mail an inmate may receive, except where reasonable justification can be made for a limitation. However, there are certain materials that will be censored : explicit photographs, drawing, & magazines; literature, magazines, etc that provide illustration of and/or instruction of weapons, explosive devices, and/or assault techniques. Mail shall not be censored except under these provisions and for those instances where there is clear and convincing evidence of threats and security breeches.

ALL LEGAL CORRESPONDENCE SHOULD HAVE THE WORDS “LEGAL MAIL” PRINTED ON THE OUTSIDE FRONT OF THE ENVELOPE.

MAIL GUIDELINES

1. One (1) stamp will mail a maximum of 4 sheets of paper in 1 (9X4) envelope.
2. Two (2) stamps will mail a maximum of 8 sheets of paper in 1 (9X4) envelope.
3. Three (3) stamps will mail a maximum of 12 sheets of paper in 1 (9X4) envelope.
4. There should be no foreign objects inside the envelope. (Ex. Bottle caps, candy, small books, etc.

Indigent inmates may receive three stamped envelopes and five sheets of paper per week.

MEAL SERVICE

Two hot meals and a cold meal are served daily. Each meal is prepared, and served under conditions approved by the County Health Department. Menus will be certified to contain minimum daily adult requirements.

Special diets require prior approval. Request for special diets must be submitted on the Medical Complaint form. Medical diets will be approved by the licensed facility physician. Religious diets will be approved by the Jail Administration upon confirmation of a bona fide belief and practice.

The Jail Administrator or designee, may authorize special meals to be provided to conform with an inmate’s dietary requirements for religious or medical reasons. Before approving a special religious diet for an inmate, the Jail Administrator or his designee may consult a religious authority to verify diet requirements.

Special medical diets are to conform as closely as possible with the food served to other inmate’s. Diabetic inmates are served a snack when directed and approved by the medical department.

Refusal of meals by any inmate will be documented. Continued refusal will place that inmate on the next available medical complaint roster. The serving of meals will begin approximately at the following times:

Breakfast	6:00 A.M.
Lunch	11:30 A.M.
Dinner	5:30 P.M.

All meals will be consumed in the dayroom on tables located in the assigned dayroom. No meals or food items will be taken into the cell areas. Exception being, inmates housed in Maximum Security areas dine in their assigned cells.

MEDICAL / SICK CALL

IF YOU INTEND TO USE THE MEDICAL CARE AVAILABLE AT THE JAIL, YOU MUST FOLLOW THESE GUIDELINES:

NOTE: ALL INMATES REQUESTING SICK CALL WILL BE CHARGED \$5.00 PER VISIT TO BE DEDUCTED FROM THEIR INMATE ACCOUNT. INDIGENT INMATES WILL NOT BE CHARGED THE FEE.

Inmates who need medical attention may request so by filling out a "REQUEST FOR MEDICAL CARE" form. The form must be completed with detailed, accurate information. If you need help a jail officer will assist you. Completed forms are to be turned in at Med Call each morning. Do not slide forms under the door. Do not give the form to another inmate when they are called to sick call. Do not put forms with the mail.

Medical request forms are picked up and reviewed daily (Monday - Friday) by the medical staff. Each housing unit is scheduled for sick call on Monday thru Friday.

TIMES AND DAYS ARE SUBJECT TO CHANGE FOR DR. AND MENTAL HEALTH SCHEDULING PURPOSES.

Emergencies are to be reported to an officer at once.

If you fill out a medical request form but refuse to see the nurse or doctor at the time you are called, this will be considered a withdrawal of your request.

All special diets, prosthetic devices and certain bedding exceptions must be approved by the medical department. Regular dental and psychological care will be provided through the routine medical complaint and emergency provisions.

All medications will be prescribed or approved by the licensed facility physician. Medical personnel and staff members will ensure that medications are administered and taken as directed. Non-prescription medications may be dispensed by staff members according to the licensed facility physician instructions. All administered medication will be documented.

Inmate medical information shall remain confidential, separate from detention records and access limited to the licensed facility physician, medical personnel and designated medical liaison (staff member) during a medical emergency.

Hoarding or “saving up” medications and / or trading medications is strictly prohibited. This includes over the counter medications provided by staff. Inmates involved in this type of activity will be subject to disciplinary action.

Inmates found in possession of prescription drugs not prescribe to them will be subject to both disciplinary and criminal prosecution.

PLEASE DO NOT ABUSE THE MEDICAL CARE AVAILABLE TO YOU!

At the discretion of the facility physician, certain medications will be released to inmates for self medication. All other medications will be administered by security staff. Narcotic, controlled or scheduled drugs are not routinely used or administered to any inmate in the Carroll County Jail. When your name is called, stand in line at the housing unit door or as otherwise directed by the deputy. If you are not out of cell and ready to receive your medication, this will be documented as a refusal of medical treatment.

1. Take medications as directed even if symptoms go away and you begin to feel better.
2. Report any allergic reactions or other problems associated with taking the prescribed medication to the deputy and/or medical department.
3. Do not exchange, sell or transfer any medication to another inmate.
4. Do not take another inmate’s medication, or allow another inmate to take medications prescribed to you.
5. Fill out a Medical Request Form for new illnesses or complaints requiring medication.
6. Fill out a Medical Request Form regarding any medications prescribed for you but not administered or received.
7. Please remember that with most medications, a certain level of that medication has to be attained in your system before results are seen. Do not fill out a Medical Request Form for a change in medication until the prescribed amount has been taken for at least seven (7) days just because immediate results are not seen or felt. Be patient and allow the medication time to achieve its intended result.
8. Many over- the- counter medications are available from the commissary for your use. No inmate will be denied a medically necessary over the counter medication because of an inability to pay.

Abuse of the medical program will not be allowed or tolerated. We hope you will respect the program, be a participant when necessary and follow the above rules and guidelines.

If you have any questions or need further clarification, please consult a deputy or the medical department.

MONEY

Money is scheduled to be deposited in an inmate's account only from Monday thru Friday, excluding recognized holidays. All money will be credited to the inmate's account on the next business day. Only a money order from the United States Post Office or a Cashier's Check from a local Carroll County Bank will be accepted. No cash, checks or rolled coins will be accepted.

PERSONAL PROPERTY

Personal property and personal clothing in possession of the inmate at time of booking will be stored by the jail until the inmate's release, or the inmate may release all of his personal property to someone of his choice. Personal property allowed in the housing units is limited to issued clothing, commissary items and socks and underwear (belonging to the inmate). All personal property maintained by the inmate must be kept in the storage bin as provided. Any property not stored properly may be seized as contraband. All clothing and personal items belonging to an inmate, at time of release or transfer from the jail will be released, with the exception of inmates being transferred to the Georgia Department of Corrections. Clothing not picked up within ten (10) days of release will be discarded.

RAZORS & HAIRCUTS

Razors will be issued and collected by the housing unit Inmate Supervision Officer on your assigned day. Inmates scheduled for court may request a razor from the housing Inmate Supervision Officer the night before the scheduled court appearance.

Inmates may request a haircut by submitting a Grooming Request Form. Inmates are allowed one (1) haircut per week at the cost of \$2.00 per haircut. Indigent inmates will be allowed one (1) haircut per month at no cost. Indigent inmates must also submit a Grooming Request Form to the Inmate Supervision Officer. **NO SPECIAL DESIGNS ALLOWED.** Barber equipment is for use only by the designated personnel.

RELIGIOUS SERVICES

The Carroll County Jail provides for the position of Chaplin. All religious activities are to be coordinated through the Chaplin's office. Religious services may be presented by personal contact with the Chaplin or his/her representative(s) and/or video conference. Inmates wishing to meet with the Chaplin, or that may require non-Judeo Christian counseling may do so by completing a Programs Request Form. Inmates requesting these services will be scheduled for bible study, training or counseling by the Chaplin. Emergency assistance can be obtained by contacting a detention officer. Emergency assistance includes, but is not limited to family illness or a death in the inmate's family.

Requests for religious materials must be directed to the Chaplin

INMATE PROGRAMS

Various programs may be offered to inmates housed in the general population. Participation in these inmate programs is strictly voluntary, but acceptance into different programs may be based on differing criteria as established by the Jail and the sponsors of the particular program of interest. Programs offered include :

General Equivalency Diploma courses and testing
Substance Abuse programs
Alcohol Abuse programs

Inmates interested in being considered for participation in any of the offered programs should submit a request in writing to the Activities Director.

WAKE UP

All inmates will be required to get out of bed at the 5:00 a.m. wake up call. After wake up you will make your bed, sweep your cell and remove any trash. This is to be completed prior to breakfast. After breakfast you will mop your cell and clean the sink and toilet prior to the daily inspection.

ROLL CALLS

Roll calls are conducted at each shift change and at other times as required. You must cooperate with staff when counts are being conducted. During counts there will be no movement or talking permitted.

Any interference during a count will not be tolerated and will be grounds for disciplinary action.

SMOKING AND USE OF TOBACCO PRODUCTS

The Carroll County Jail is a non-smoking tobacco free facility. Possession or use of any tobacco product will result in disciplinary action being taken.

TELEPHONES

Telephones are provided in each cell block. These are collect calls only. Three-way calling is not permitted. Any attempt at three-way calling will result in a block being placed on that number. Telephones located within the jail area are collect call phones, accessible by use of an inmate's personal Identification number that is issued during the intake procedure. All telephone calls are recorded and may be monitored, except for legal consultations.

Cell block phones will be turned on after the daily inspection and will be turned off at 11:00 P.M. each evening.

TELEVISION

Television entertainment is a service provided in each General Population housing unit. No inmate will control the T.V. programs and majority rule applies in program choice. Televisions will be turned off during roll calls.

REMEMBER TELEVISION IS A PRIVILEGE AND MUST NOT BE ABUSED!!

TRUSTEE PROGRAM – WORK DETAIL ASSIGNMENTS

Selection and approval for the trustee program and work detail assignments will be made by the Jail Administrator designee. Inmates must be minimum security, sentenced, and have no disciplinary reports to be considered. These inmates will be selected during the classification process. Violations of rules, regulations, policies, and procedures may result in removal from work programs. Selection of work detail assignments is at the discretion of the jail staff. Any inmate housed in a work detail unit that refuses to perform assigned duties without proper medical authority is subject to be placed back in general housing.

VISITATION - SCHEDULE, PROCEDURES AND RULES

All visitors will register with the Visitation Officer in the jail lobby. Visitors will remain in the lobby after registration until the inmate's name is called.

The following rules apply to all visitors:

1. Each inmate will be allowed a total of four (4) visitors on their visitation day.
2. Each visit will be limited to thirty (30) minutes. The Shift Supervisor must approve any extended visit.
3. Only four (4) visitors will be allowed in the visitation booth at one time, children included. This will include small children. Children or infants that must be held will not count in visitor total. It will be the responsibility of parents to control their children. Children who are causing a disturbance for other visitors must be removed and the visit terminated.
4. Visitors under the age of seventeen (17) must be accompanied by a parent or legal guardian.
5. There will be no contact visits.
6. No weapons, knives, food, drink, cameras, packages, pr purses are allowed in the visitation area.
7. Money orders may be left for the inmate at the visitation registration desk during visitation or anytime on

the day of visitation.

8. All visitors will be properly attired before being allowed to enter the visitation booth. Male visitors will be attired in shirt, trousers and shoes. Female visitors will be attired in conservative clothing and shoes. No running or short shorts, halter tops or swim suits will be allowed.
9. Intoxicated visitors will not be allowed to visit and may be subject to arrest.
10. Smoking is not allowed in the jail lobby or the visitation booths.
11. Visitation requests may be denied at anytime due to volume, disturbances or time limitations.
12. In cases of emergency within the facility, visitors will be asked to immediately terminate their visit and leave the building. Any visitor failing to comply with ban order from security staff is subject to having visitation privileges permanently revoked.

SCHEDULE

Visitation times are from 9:00 am – 11:00 am, from 2:00 pm – 4:00 pm, and from 7:00 pm – 10:00 pm for the following scheduled days.

Tuesday :	All “A” Sections
Wednesday	All “B” Sections
Thursday	All “C” Sections
Friday	All “D” Sections
Saturday	All “E” Sections and the Female Housing Unit, inmates last names “A” – “L”
Sunday	All “F” Sections and the Female Housing Unit, inmates last names “M” – “Z”

FAILURE TO COMPLY WITH ANY OF THESE RULES MAY RESULT IN IMMEDIATE TERMINATION OF THE VISIT AND THE TEMPORARY OR PERMANENT BARRING OF THE VISITOR FROM FURTHER VISITATION.

THE FOLLOWING RULES APPLY TO ALL INMATES:

1. The deputy will notify inmates in general population when they have a visitor. If the inmate receiving the visit doesn't come to the cell door in plain view after a second call is made, the visitor will be asked to come to the next scheduled visit.
2. When an inmate's name is called for visitation, they will present themselves to the cell door, dressed out properly in their Jail Uniform. It will be worn correct side out and trouser legs will not be rolled up past the ankle or pants worn below the waist.
3. Food or drinks are not allowed in the visitation area.
4. Jail personnel will closely monitor visitation (visually). Improper conduct of any kind will result in immediate termination of the visit and the temporary or permanent loss of visitation privileges.

5. Jail personnel will notify the inmate when visitation is over.
6. Failure to leave the area when notified may result in temporary or permanent loss of visitation privileges.

LAW LIBRARY REQUESTS

Inmates may request legal materials for the preparation of court hearings and trials based on the following standards :

1. the inmate must not already be represented by legal counsel; paid, indigent, or otherwise
2. the inmate must be involved in an on-going hearing, trial, motion, appeal, or action
3. the inmate must submit a “Law Library Request Form” to the Lieutenant or Captain of the Jail; forms are available from members of the Jail staff; the request must be dated and list specific codes, statutes, or sections for return. The Grievance Officer will respond with printed materials within (7) seven days of the receipt of the request
4. attorney visits may be scheduled for any time between 08:00 am & 22:00 pm, arrangements must be made thru the administrative offices for visits outside of these times and/or contact visitations.

EARNED TIME ALLOWANCE

In accordance with the Official Code of Georgia, the sheriff may grant an inmate earned time for early release based on factors of good behavior. Violations of jail rules and regulations that result in disciplinary actions against an inmate may result in the loss of earned time credit. Inmates sentenced to time in the disciplinary unit may lose twice the amount of the sentence in earned time credits, to the maximum length of the inmate’s original court ordered sentence.

SPECIAL ORDERS

HOUSING UNIT ONE

This entire unit shall be designated as Medium Security. There are six sections on this floor. Each section has a total of sixteen cells, with two beds each, for a total unit population of 192 inmates. Section "A" is designated as an interim housing unit for inmates awaiting First Appearance Hearing.

Operational procedures for this unit are as follows :

1. Inmates shall rise at 05:00 hours.
2. Inmates shall clean their cells and make their beds before being allowed to leave the cell and enter the dayroom area for breakfast. This should be inspected by the ISO.
3. After breakfast and the chow trays are stacked for return, the entire section of inmates will clean the dayroom area. Only after this has been accomplished, the televisions and telephones can be turned on.
4. After each meal, chow trays will be stacked for their return, the dayrooms will be cleaned and inspected. ALL inmates will be locked down. After ALL inmates are locked down, the jail staff will use the "1/2" time out of cell system for inmate dayroom access.

Beginning with the bottom floor for the first "1/2" time out, then the top floor. If one of the floors is unoccupied, then the other floor will still only be allowed out for the designated "1/2" time out.

Half-time is calculated from the time ALL inmates are secured in their cells, until thirty (30) minutes prior to the scheduled time of the next meal, ie – if inmates are locked down at 09:00 hrs and the next meal is scheduled to be served at 11:30 hrs, each floor receives one hour access to the dayroom.

5. Lights out at 23:00 hrs, except on Friday and Saturday nights, then lights out at 01:00 hours.

SPECIAL POST ORDERS

HOUSING UNIT TWO

This entire unit shall be designated as “Hard Cells” or Maximum Security. There are six sections in this unit. All cells one one-bed units. The maximum total population in 96 inmates. The segregation plan for this unit is as follows :

- Section “A” – Hybrid Unit
- Section “B” – Administrative Segregation
- Section “C” – Low Maximum Segregation
- Section “D” – Disciplinary Isolation
- Section “E” – Regular Maximum Security
- Section “F” – High Maximum Security

All inmate movement to or from this unit shall be properly restrained!

Handcuffs and/or shackles shall be utilized. For all high risk movements, inmates shall be handcuffed at the back and shackled.

MAXIMUM SECURITY UNITS – SECTIONS “A”, “C”, “E”, AND “F”

1. All maximum security inmates shall be locked down for 21 hours of a 24 hour day.
2. The bottom floor shall be allowed to move into the dayrooms from 09:00 hrs until 10:00 hrs in the morning; from 14:00 hrs until 15:00 hrs in the afternoon, and from 20:00 hrs until 21:00 hrs in the evening.
3. The bottom floor shall be allowed to move into the dayrooms from 10:00 hrs until 11:00 hrs in the morning; from 15:00 hrs until 16:00 hrs in the afternoon; and from 21:00 hrs until 22:00 hrs in the evening.
4. If there are no sanitation or behavioral problems, the telephones and televisions may be turned on during these tow-hour sessions.

5. All showers must be taken during these sessions, either in the morning, afternoon, or evening.
6. All meals shall be served to inmates in their assigned cells.
7. Inmates will not be permitted to talk with other inmates who are locked down. In other words, if the bottom half is out, they cannot go upstairs and visit with the inmates on the top floor, or vice versa.
8. All sanitations and cleaning rules shall apply to these sections.
9. All cell inspections, as well as arising times and lights out times, shall apply.

ADMINISTRATIVE SEGREGATION SECTION "B"

Administrative Segregation inmates should receive all items as the general population inmates. Their out of cell time should be the same as for other Maximum Security sections. **USE CAUTION** if you have several inmates in the unit and have to let more than one out at a time. Make sure that you understand who can be out with whom. During these one hour periods, inmates are not to go to other cells and visit with the other inmates that are locked down. They are allowed telephone and television privileges. All meals are served to the inmates in their assigned cells. **REMEMBER!** These are inmates who are under some type of protective order or classification!

USE CAUTION AT ALL TIMES!.

DISCIPLINARY ISOLATION SECTION “D”

1. No out of cell time.
2. These inmates will be allowed to shower every other day, one at a time, during the day shift hours. * If crowded, half today, the other half tomorrow.
3. No televisions or telephones.
4. No mail, except for legal correspondence.
5. No commissary privileges.
6. No visitation, except for legal counsel.
7. No recreation.
8. Inmate have their Bible (or other religious doctrine guide) & their personal hygiene items.
9. All meals are served to the inmates while in their assigned cells.
10. All rules pertaining to getting up, lights out, cleaning, sanitary, and inspection rules apply.

Special Note – All Administrative Segregation inmates pending a Disciplinary Hearing should be placed in the Disciplinary Section if the section is not full. They shall be governed by the same rules and regulations as regular Disciplinary Isolation inmates. If they have to go to the Regular Administrative Section, they still are governed by the rules and regulations of the Disciplinary Isolation Section.

SPECIAL ORDERS

HOUSING UNIT THREE

This entire unit shall be designated as Minim Security. There are six sections; four sections of eight cells each, with two-man cells; and two sections that are dormitory style units that house forty-eight inmates each. The total population for this unit is 224 inmates.

The segregation plan for this unit is as follows :

- Section "A" – Regular minimum security
- Section "B" – Regular minimum security
- Section "C" – Regular minimum security
- Section "D" – Regular minimum security, Inmate Programs
- Section "E" – Minimum Security, inside work details
- Section "F" – Minimum Security, outside work details

1. Wake up time is at 05:00 hours.
2. Lights out at 23:00 hrs, except for Friday and Saturday, lights out at 01:00 hours.
3. Clean all areas before breakfast. Beds must be made properly and cells are to inspected by the ISO.
4. After breakfast and the chow trays have been stacked for their return, the dayrooms will be cleaned and inspected before inmates go to their respective work assignments. Inmates not on work assignments may have telephone and television privileges.
5. All minimum security inmates may stay out of their assigned cells from time to get up in the morning until lights out at nights.
6. Proper cleaning and sanitation rules must be enforced at all times.

SPECIAL ORDERS

HOUSING UNIT FOUR, FEMALE SECTION

This entire unit is designed for the housing of the female inmates only. There are five sections; four sections of general population for violent and non-violent offenders; the fifth section is designated for housing inmates assigned to inside work details.

All control room doors and hallway doors are to remain locked at all times.

Inmates classified as non violent shall be housed on Halls 5, 7, and 10; and inmates classified as violent shall be housed on Hall 9. Inmates assigned as workers shall be housed on Hall 3, Cell 10, Door 774. Hall 5 is designated for housing inmates classified as minimum security. If needed, Hall 10 may be re-designated to maximum security. Cells 711 and 712 are designated for Disciplinary Isolation.

1. Wake up time is 05:00 hours.
2. Lights out at 23:00 hours, except for Friday and Saturday, lights out at 01:00 hours.
3. Clean all areas before breakfast. Beds must be made properly and cells are to be inspected by the ISO.
4. After breakfast and the chow trays have been stacked for return, the dayrooms will be cleaned and inspected before inmates are allowed access to the telephones and televisions.
5. All inmates assigned to Hall 5, 7, and 10 may stay out of their cell assignments from the time to get up in the morning until lights out, except for lockdown, pill calls, and store calls.
6. All inmates assigned to Hall 9 shall lockdown after each meal is served. After ALL inmates are locked down, the jail staff will use the "1/2" time out of cell system for inmate dayrooms access.

Beginning with the cells on the left-hand side of the Hall, from the interior doorway, Inmates will be allowed out for their designated "1/2" time out.

Cells on the right-hand side of the Hall from the interior doorway will be allowed Out for the second designated "1/2" time out.

Half time is calculated from the time ALL inmates are secured in their cells, until The scheduled time of the next meal or lockdown, ie. – if inmates are locked down At 09:00 hours and the next meal is scheduled at 11:00 hours, each side receives one hour Access to the dayroom.

7. Inmates assigned to Hall 3, Cell 10, Door 774 have access to telephone and television of the same restrictions as for Hall 7.

8. Inmates housed in Cell 711 and Cell 712 for Disciplinary Isolation do not receive out of cell time. If needed, cells on Hall 9 may be utilized for Disciplinary Isolation.

- these inmates will be allowed to shower every other day, one at a time, during the day shift hours. * If crowded, half today, half tomorrow.
- No television or telephone access
- No mail, except for legal mail
- No visitation, except for legal representatives
- No commissary privileges
- No recreation or other programs
- Inmates may have their Bible or other religious doctrine guide, and their hygiene items
- All meals are to be served to inmates in their assigned cells.

9. Visitation Schedule

All inmates whose last names begin letters "A" thru "L" visit on Saturday.
All inmates whose last names begin letters "M" thru "Z" visit on Sunday.
All visits are for thirty minutes, between the hours of 09:00 and 11:00 am,
14:00 and 16:00 pm, and 19:00 and 22:00 pm.