HARRISON COUNTY SHERIFF'S OFFICE
ADULT DETENTION CENTER

INMATE HANDBOOK

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Introduction

The purpose of this handbook is to provide general information to you and others interested in the operation of the Harrison County Sheriff's Office Adult Detention Center (HCADC). When policies are changed, modified, deleted or otherwise amended, you will be given notice of the change(s); **however, be aware that the most current policy will become effective, and enforced, regardless of what information is in this handbook**. This handbook is not an exhaustive guide to the detailed policies of the Adult Detention Center (which are subject to change), or procedures in effect at any given time. That information will be made available to you during the reception and orientation process. The material in this handbook is intended to help you understand what you can expect upon entering the Adult Detention Center, and to ease your adjustment and transition to facility life. You are expected to conduct yourself in an orderly and mature manner and to respect the rights of others. Some of the programs and services available to you are mentioned in this handbook. You may get more information about the available programs and services by submitting a request to the staff member in charge of the program or service. You are encouraged to discuss your needs, goals and interest with the staff. Your conduct and attitude will be observed and will be reviewed by staff when they consider you for programs and other privileges. You should try to make good use of the time you are in the Adult Detention Center by using the programs and services to better yourself. You are responsible for knowing and following all the rules and regulations that directly affect you. Close observance of rules and regulations will prove beneficial in receiving a possible work assignment, plus a considerable number of privileges that will make the period of confinement both rewarding and less stringent. Failure to comply with the rules and regulations will result in failure to earn those privileges and deter favorable consideration for programs and privileges. Failure to comply may, in some cases, be justifiable cause for an inmate to receive punishment, and/or have additional criminal charges filed.

Most inmates desire to serve their time in the best and most effective way possible. While you are in the Adult Detention Center, you will not be treated differently because of your race, color, religion, national origin, gender, age or disability. You will receive equal access to programs based on your classification and behavior while incarcerated. Felony inmates (with less than a $100,000 bond) may apply to serve as an inmate worker.

While you are in the Adult Detention Center you are expected to keep yourself and your living area clean at all times. You are to respect the rights of your fellow inmates and the rights of the Harrison County employee's charged with your supervision. Your responsibility is simple:

*Obey the Rules
*Show Respect
*Have Good Behavior at all times
*Notify your Family and Friends of new rules that affect them

If you have questions that this handbook does not answer, the staff must be asked in the following order:

1. OFFICER assigned to your tower or floor
2. CORPORAL
3. SHIFT SUPERVISOR (SERGEANT)
4. WATCH COMMANDER (LIEUTENANT)
5. DEPUTY WARDEN (CAPTAIN)
6. WARDEN (MAJOR)

CHAPTER I
ADMISSION, ORIENTATION AND CLASSIFICATION

I. Incoming Inmates

Incoming inmates will submit to a complete search, and dress in a clean uniform. During the booking process, staff members will ask you questions to assist with assessing your health needs and schedule temporary housing. This is for your health and safety. You are expected to tell the truth and cooperate.

II. Issued Items

When you are transferred from the booking area to a housing unit you will be issued an Identification Wristband. You are required to wear your Identification Wristband on your wrist at all times. Prior to arrival at the cell block, you will be issued a mattress, blanket, two (02) sheets, two (02) jail uniforms, undergarments for women (plain white non thong panties and plain white no wire bras for women) slide shoes, bath towel, cup, spork and hygiene items. Any other items needed must be submitted by a request form via kiosk.

When you are released you must return everything you received in booking, except the hygiene items. Items should be returned in the same condition as you received them. The other items (including hygiene) may be thrown away.

III. Personal Property

Your personal property will be inventoried and stored until your release unless you choose to release it to someone of your choice for pick-up; **we encourage you to have someone pick up any valuables**. Pick-up times are Sundays and Mondays 9:00am- 11:00am & 2:00pm- 4:00pm.

Personal property allowed in the housing units is limited to Issued Clothing Items and Hygiene Items, and purchases from the canteen. A reasonable amount of Personal Mail, Pictures and Legal Papers are allowed as long as they are kept neat and do not pose a sanitation, safety or security hazard.

All items maintained in your cell must fit inside your laundry bag or bunk compartment. If you are transferred to the Mississippi Department of Corrections (MDOC) or to some other Detention Facility, your personal property must go with you. Items not accepted by MDOC or other Agencies picking you up **WILL ONLY BE HELD FOR THIRTY (30) DAYS** at this facility. At the point of being sentenced to MDOC or transferred to another Agency, you should make arrangements to have a family member pick up your property. Any items left behind **WILL BE DESTROYED AFTER THIRTY (30) DAYS - NO EXCEPTIONS**.

At NO time will Personal Property be unsealed to retrieve any items (ex. Telephone numbers, pictures, business cards, etc…)

MDOC ALLOWABLE ITEMS FOR TRANSPORTING STATE OFFENDERS TO MDOC:

1. Soft back Bible (1)
2. Legal material
3. Money (To be placed in Inmate Account)
4. Address book
5. Watch (no more than $50 in value)
6. Necklace (must be religious nature)
7. Wedding band (males) Wedding set (females)
8. Deodorant
9. Medication (turned over to MDOC staff)

10. Undergarments, walking cane, crutches or prosthesis prescribed by Doctor

IV. ADMISSION AND ORIENTATION

Inmates admitted to the Harrison County Adult Detention Center or returned for court, parole, probation, intensive supervision program, earned release supervision, or suspension violations are first assigned to the classification's section. Upon completion of initial processing, inmates are transferred into the housing units. Prior to completion of initial classification all inmates are treated as "C" custody (close supervision) or "D" custody (maximum confinement) until they receive an assignment from the Initial Classification's Hearing Officer and are transferred from the classification's section to a permanent resident housing unit. During Admission and Orientation inmates are given an introduction to the initial classification process and are advised to review a copy of the HCADC Inmate Handbook provided on the kiosk.

V. CLASSIFICATION (DEFINITION AND INTENT)

Classification is the systematic processing of inmates into one or more of the following assignments:

- Custody Status
- Housing Unit
- Educational Programs (Adult Basic Education/GED)
- Rehabilitation Programs (Alcohol and Drug, Anger Management, Life Learning, etc…)

A. Initial Classification

This process includes, but is not limited to the following:

1. Identification Process

Inmates being processed to general population are strip-searched and ALL free world clothing is confiscated. Personal property that is not included on the Allowable Items List is confiscated. All currency is confiscated, a receipt is issued and the money is placed in the inmate's account. The inmate is allowed to shower and receive issued items. The inmate is photographed, fingerprinted, retina scanned and issued an identification wristband. Each inmate is given forms to complete that include the address of the facility for receiving personal mail and funds for their inmate account, they also receive religious information form for the Chaplain's Department. The Security Threat Group Intelligence Coordinator interviews each inmate for the detection and identification of gang or unsanctioned group involvement. After review by the security personnel of the intake processing center, the inmate's file is delivered to the Classification Office. The inmate is placed on a pre-physical list for a medical examination by the medical staff, and is scheduled for an initial classification's hearing.

2. Physical Examination

Medical staff will examine each inmate within fourteen (14) days of entering the facility. When the medical staff completes the commitment report, a Medical Class will be assigned to the inmate and documented in the report. The report is then forwarded to Classifications.

B. Objective Classification System

Each inmate will be scored using the Objective Classification System during initial classification to establish a custody rating upon their admission to the HCADC. This custody rating is based upon an assessment of items that are scored on a numerical scale. Your temporary housing assignment will be determined by Inmate Processing Center staff. Within five (5) working days, classification's staff will evaluate you based on current criminal charges, past criminal history and/or special needs identified during the booking

process. Your permanent custody level will then be determined. While incarcerated, your behavior will be closely monitored. You may request reclassification once every six (6) months. However, an inmate may be reclassified using the Objective Reclassification Assessment Review as often as is necessary throughout the incarceration period in the HCADC and its satellite facilities.

CHAPTER II
PROGRAMS

I. ADULT BASIC EDUCATION

The General Education Development (GED) is available to those inmates who do not have a high school diploma. Modern educational techniques and equipment are available to those inmates who wish to participate in the GED Program. A program of study covering Reading, Mathematics, English, Social Studies and Science is offered to help the inmate develop an acceptable degree of skill in these prime areas of education. A student may earn a diploma of high school equivalency by successfully passing the GED. The GED program works in cooperation with the Mississippi Gulf Coast Community College.

A. Enrollment Procedures

Applications for enrollment in any course must be made by the inmate through the Classification's Office. A satisfactory review of the application record must be compiled before enrollment

B. Eligibility

Inmates over the age of 16, who are not high school graduates, are eligible for consideration in the GED program

II. ALCOHOL AND DRUG PROGRAM

The purpose and goals of the Alcohol and Drug (A&D) Program are to identify the need for and provide services to all eligible inmates with a history of alcohol/substance abuse and/or drug sales/distribution.
The primary treatment services will include:

- Inmate diagnosis and identification of problem areas
- Individual and group counseling
- Individual treatment objectives
- Treatment goals
- Drug education plan
- Relapse prevention and management
- Provision of self-help group to assist with treatment
- Initiation and implementation of the steps of the recovery process

A. Enrollment Criteria

1. Inmates must have a history of substance use/abuse and/or drug sale/distribution
2. Inmates must not have received an Assaultive Rule Violation Report (RVR) within 3 months of program participation

B. Referral Process

Inmates are referred to the A&D Program from the following sources:

1. May be requested by a court of jurisdiction
2. May be referred by Classifications or Security Management
3. May be referred by Classification Hearing Officers, Disciplinary Hearing Officers, and Inmates who have identified their own need for treatment may request placement in the A&D Program by writing a letter or seeing their Classification's Officer

III. RELIGIOUS PROGRAM / CHAPLAINCY SERVICES

A. HCADC provides all eligible inmates with the opportunity to exercise legitimate religious beliefs in a manner consistent with the security and orderly operation of the facility
B. Each inmate is asked to complete a Chaplaincy Information Form (CIF) which indicates next of kin information necessary to verify critical illness or death of family members. In an emergency, inmates should notify family members to contact the chaplain in order to verify and process information. The CIF also indicates the inmate's religious preference and is important in planning programs of support in faith and tenets of practice
C. The Religious Programs chaplain will normally be the staff person to notify inmates regarding emergencies related to critical illness or death of family members
D. Chaplains assist inmates to attend religious services as identified by their religious preference statement. Inmates may attend such group activities as long as they do not pose disruption to the orderly operation of the facility. Any disruptive behavior will be dealt with individually and may determine that the inmate is not approved to be involved in group activity
E. Inmates in Administrative Segregation, Disciplinary Detention or Protective Custody are assisted by Chaplains to carry out approved religious faith practices on an individual basis
F. Pastoral visitation by inmate's designated clergy leader will be coordinated through the Religious Programs Chaplain
G. Inmates may receive religious literature distributed through the Religious Programs Chaplains.
H. Inmates may participate in religious correspondence courses through the mail upon approval through the Religious Programs Chaplains
I. Inmates will be assisted by Religious Programs Chaplains to participate in activities (i.e. worship, study groups) related to their stated religious preference. Disruptive behavior on the part of any individual may result in disapproval to meet within group activities. Inmates in administrative segregation, disciplinary detention, or protective custody will be assisted by the chaplain to practice their faith individually
J. Inmates are able to seek chaplaincy services by making a request to the chaplain to be seen or by filling out a request form available in the housing unit
K. Whenever possible, religion based programs will be conducted in areas other than the block or dormitory dayrooms. This affords participating inmates a sense of privacy and protects other inmates who do not wish to participate from feeling as if they have no choice. However, dayroom areas in all units are considered common areas, which are used to accommodate a variety of programs, including religion based activities. On such occasions, inmates who do not wish to participate may return to their cells or bunks in the dormitory living area

CHAPTER III
INMATE EMPLOYMENT AND JOB ASSIGNMENT

TRUSTEE STATUS

A. Inmates may be recommended for Inmate Worker (Trustee Status) based on Institutional needs, labor crew needs and the inmate's ability/skill. Approved programs may include, but are not limited to the following:
   - Community based work program
   - Road crews
   - Sensitive placement
   - Jail support
   - Mobile work crew
   - Essential inmate unit support
   - Grounds crew
   - Satisfactory participation in education or institutional program
   - Satisfactory participation in work projects and/or
   - Satisfactory participation in any special incentive programs

B. The inmates being considered for trustee status must meet special classification criteria for the appropriate custody level. An inmate is not eligible for trustee status if he/she is in long term segregation and does not participate in either work or treatment programs

C. Any inmate who refuses a job assignment or is removed from a job by a work supervisor, Classification staff, Deputy Warden or Warden is in direct violation of trustee status and may be removed from that status

D. Inmate Worker positions are available in various locations throughout the jail. Inmates must make a request for work by submitting an inmate request form on the kiosk. You will be denied if you have a history of behavior problems while in jail or a violent criminal history. Understand, as an inmate worker you must follow all handbook rules and some additional inmate worker rules. Privileges for inmate workers include: longer visitation, increased meal portions and the opportunity to sharpen or develop a skill. If fired from inmate worker status you must wait 30 days before reapplying. If you receive a major Rule Violation Report (RVR) you will be removed from worker status and returned to general population. You must be RVR free for at least 30 days to be a worker

CHAPTER IV
MEDICAL, DENTAL, AND MENTAL HEALTH SERVICES

I. GENERAL

The Harrison County Sheriff's Office, through a contractual agreement with Correctional Medical Association (CMA), provides medical, dental and mental health services to all inmates incarcerated in the Adult Detention Center.

A. Medical Services

Healthcare providers (i.e. physicians, dentists, psychiatrists, nurse practitioners, nurses and other medical services' staff) will meet the medical needs of inmates through scheduled visits and emergency care 24 hours a day 7 days a week. An infirmary is in the jail to house inmates in need of more acute care.

B. Dental Services

Dentists and dental services are available at the jail. Inmates are scheduled for appointments based on a Dental Classification Treatment Plan and by inmates submitting a request form for dental treatment. All requests for dental care will be reviewed, and if necessary, scheduled for the dentist based on the priority of need.

C. Mental Health Services

The goal of the mental health services is to provide for the detection, diagnosis, and treatment of inmates with mental health problems and to provide a supportive environment during all stages of each inmate's period of incarceration. Mental health services vary but psychologists, psychiatrists and/or mental health staff is available through the institution or through referrals.

II. STEPS FOR REQUESTING MEDICAL, DENTAL AND MENTAL HEALTH SERVICES

The inmate requesting medical services will fill out a request via kiosk. The request form will be forwarded to the medical department following the institutional procedures.

Medical staff will review the request form to determine if the inmate will be seen immediately or can be scheduled for regular sick call. If a visit is required, the inmate will be scheduled for a visit with the appropriate medical service. The inmate's request for medical service will be triaged within 3-5 days of receipt of the request.

Appropriate medical staff will respond to any emergency call for inmates in need of health-care services.

A qualified healthcare professional shall visit inmates in segregation on a daily basis, to address the healthcare needs and to pick up request forms.

Inmates who wish to address complaints regarding the quality of healthcare services shall utilize the Grievance Procedure.

Sick call clinics are normally open during regular scheduled hours Monday through Sunday.

III. EMERGENCY MEDICAL, DENTAL AND MENTAL HEALTH SERVICES

Emergency services are available 24 hours per day 7 days a week. The inmate is instructed to seek emergency care for emergency problems only. The inmate may receive an RVR for requesting emergency services in a non-emergency situation.

IV. MALINGERING OR FEIGNING AN ILLNESS

Inmates who are found to be, or suspected of feigning an illness or malingering, will receive an RVR and be disciplined accordingly.

V. HEALTHCARE

A. As an inmate, you are eligible for medical, dental and mental health services as needed *to maintain your health*
B. It is your responsibility to fill out a medical request via kiosk stating the health service needed *(i.e., medical*, *mental or dental).* You may also verbally ask for medical services from an officer or medical personnel. Non-emergency requests will be reviewed by medical staff within 24 hours. Every effort will be made to schedule you to see the healthcare professional within 72 hours.
C. Emergency or acute health service request are reviewed and the inmate will be seen by a medical professional within 24 hours
D. If your medical problem is an emergency, tell a staff member immediately so you may be treated.
E. Health Evaluations will normally be performed by the medical personnel within 14 days of incarceration, FREE OF CHARGE
F. If a requested medical procedure is not deemed a necessity by the doctor it will not be provided. Dental procedures will consist of PAIN CONTROL & INFECTION CONTROL. No elective or cosmetic dental services will be provided
G. Diseases may be spread in the jail setting if precautions are not used. To prevent yourself from getting diseases, do not share needles for drugs or tattooing, nor share body fluids
H. If you are feeling anxious, depressed, or feel like harming yourself, complete a request to see the Mental Health Staff. The Medical Staff are always available for emergencies

VI. PAYMENT FOR SERVICES

A. Procedures in regard to payment for medical services:

1. No inmate will be refused medical, dental, or mental health services because of financial status
2. **All inmates will be charged $10.00 for each self-initiated "Sick Call Request" which results in a visit for medical and / or dental services**. Inmate Accounts will deduct this fee from your account. Any question in reference to a medical charge should be referred to medical services
3. Indigent inmates are those inmates not having sufficient funds to pay the assessed fee at the time of receipt of health-care services. Indigent inmates will be assessed all current funds available in their account and will owe the balance. This will result in a liability being placed on the account pending future receipt of funds

B. Inmates will not be charged for the following scheduled services:

1. Referrals or scheduled return visits resulting from the initial request from care by the responsible health-care authority. After release from care for an injury or illness, subsequent unscheduled self initiated requests for treatment for that injury or illness may be chargeable
2. Physicals and health assessment for transfer, lab work, x-rays, immunizations, Tuberculosis testing, treatment instituted by the institution/facility for *public health reasons*, initial assessments, prenatal care, work related injuries or illness chronic care visit or any other medical visit/service felt non-chargeable by the medical staff

C. No shows for medical appointments

1. Inmates will be notified of scheduled medical appointments within security guidelines. It is essential that any inmate requesting medical services or scheduled for a doctor's visit, off-site treatment/visit, chronic care clinic visit or other medical service keep the scheduled appointment
2. An inmate's failure to attend a scheduled appointment will result in a $10.00 charge and an RVR for the inmate
3. However, if the failure to attend the scheduled appointment is the result of a documented institutional issue that prevents the inmate from attending the scheduled appointment, the inmate will not be charged the established fee nor receive an RVR

D. Right to refuse treatment

1. If the inmate wishes to refuse treatment, the inmate must be brought to the medical care area where the inmate will be counseled by the medical staff and a Release of Responsibility Form will be executed
2. A mentally competent adult may refuse medical treatment at any time. If an inmate refuses treatment, the inmate will be counseled regarding the risks and consequences of refusing medical evaluation or treatment by the healthcare provider
3. The inmate will sign the Release of Responsibility Form acknowledging that the treatment has been fully explained to the inmate and that he refused treatment
4. The Release of Responsibility Form will be witnessed by the healthcare provider who counseled the inmate
5. If the inmate refuses to sign the Release of Responsibility Form, this will be documented by the healthcare provider and witnessed by a staff member who is a witness to the refusal
6. In cases of contagious diseases or other communicable diseases, the inmate cannot refuse treatment; and, the healthcare personnel will treat the inmate for the welfare of the inmate, the institution, and the community at large

CHAPTER V
RIGHTS, RESPONSIBILITIES AND REGULATIONS

I. GENERAL
Inmates have certain rights and duties. This chapter is provided to help inmates understand their responsibilities and obligations while in custody of the Harrison County Adult Detention Center.

II. RIGHTS
Inmates have the following rights:

1. Access to courts
2. Access to counsel
3. Access to Inmate Legal Assistance Program (ILAP)
4. Access to programs and services; based on classification, custody level and security status
5. Access to the grievance procedure

III. RESPONSIBILITIES
Inmates have the following responsibilities:

1. Obeying the orders given by the staff
2. Familiarizing themselves with the institutional procedures
3. Requesting assistance from the institutional/facility authorities if they are being personally or physically abused by either inmates or staff
4. Maintaining a civil and respectful attitude toward other inmates, all staff and visitors
5. Maintaining their person, their living and work area, their clothing and possessions, in a clean, healthful and safe condition
6. Familiarizing themselves and complying with the rules of the institution as they apply to them and/or
7. Familiarizing individuals and organizations that regularly visit or correspond with the inmates, the rules of the institution

IV. REGULATIONS
Failure of the inmate to follow any facility rules and / or regulations could result in disciplinary action.

A. IDENTIFICATION WRISTBANDS
Inmates are required to wear their identification wristbands on their wrist at all times. HCADC Staff may require you to present your wristband at any time. Inmates are not to lend or give their wristband to any individual except a staff member. If an inmate's wristband is lost or stolen, he/she should report it to his/her supervising officer immediately. There is a charge for the replacement of the identification wristband of $10.00. You will need this wristband whenever you leave your assigned section, receive meals, canteen, mail, sick call and for identification when you are released. Your release may be delayed because of a lack of positive identification.

B. BULLETIN BOARD or Kiosk
Each unit will maintain a bulletin board to be read by inmates and staff. It will be the inmates' responsibility to stay informed of notices posted on these bulletin boards or Kiosks.

C. GROOMING STANDARDS
Inmates are expected to present a clean and neat appearance at all times and will have access to showers according to the unit schedule.

D. HAIR AND BEARD

1. Male inmates will be kept their hair clean, neatly cut and properly maintained at all times
2. Mustaches will be neatly trimmed at all times. Beards and goatees in excess of ½" are not permitted because of identification purposes
3. Female inmates will keep their hair clean, neat and properly maintained at all times
4. Haircuts will be provided FREE once per month unless **AN ATTORNEY** makes a special request for court appearance

E. TATTOOING & BODY PIERCING

Inmates are not permitted to tattoo or pierce the body of themselves or other inmates. Tattooing and body piercing constitutes behavior that carries with it a high risk of HIV infection and will be considered an act of self mutilation.

F. INMATE CLOTHING AND DRESS CODE

Inmates will wear only institutional clothing as directed and prescribed for their particular classification category. The alteration of the county-issued clothing is prohibited. The wearing of county-issue clothing in a manner not consistent with its intended appearance, "sagging and bagging" or "hip-hop" style is prohibited. Issued jump suits / shirts are required to be worn when out of your cell or bunk. Simply wearing an undershirt, T-shirt, etc… is not acceptable. Shirts are to be tucked into jumpsuits and are to be worn in an appropriate manner at all times. When going to and from showers the appropriate attire (with no exposed body parts) will be worn. Wearing a towel or boxers to the shower is not allowed by male or female inmates.

G. WEAPONS/POCKET KNIVES

Inmates are not allowed to possess any weapons/knives of any description.

H. AUTHORIZED AND UNAUTHORIZED PROPERTY OF INMATES

Inmates will be allowed to receive property according to their classification category. It is against HCADC policy to give or receive anything of value from HCADC staff or other inmates. Inmates, their property, and work areas are subject to unannounced and irregularly timed searches, as necessary to control contraband or recover missing or stolen property. At all times, inmates' rights to authorized personal property will be respected.

I. LAUNDRY PROCEDURES

Laundry is picked up according to unit schedule and assignment. A laundry schedule is posted in your dayroom. Inmates will turn in dirty laundry and it will be washed and returned as soon as possible that same day according to the schedule. Sections where exchanges are done must return a jumpsuit to receive a clean one. Hand-washed laundry will be kept in the cells and hung from the hooks provided. Nothing will be hung on windows, rails, grates or on homemade clotheslines.

J. CLEANING AND MAINTAINING LIVING QUARTERS

Inmates will be responsible for their own living areas. Unit support inmates will be assigned to keep the day area clean. All inmates must have their beds properly made, with all of their property neatly placed in their bunk drawer.

Cleaning will be done daily, Dayroom and privileges will not occur until cleaning is completed or Officers are satisfied with sanitary conditions.

K. ADDRESSING STAFF

All inmates must address security staff by their rank and last name or by their rank if their last name is unknown. All other staff will be addressed by calling them Mr. or Mrs. and their last name.

At no time will an inmate address ANY staff by their first name or by calling them man, woman, broad, or any other slang or derogatory names.

L. GETTING ALONG WITH PEERS

All inmates must learn how to get along with other inmates while housed and working together. HCADC will provide inmates with their basic necessities, including, but not limited to, food, clothing and hygiene items. Inmates are encouraged to refrain from borrowing and stealing from other inmates. It is against policy and procedure for inmates to give or receive anything of value from another inmate.

M. GANG ACTIVITES

It is against policy for inmates to have gang paraphernalia. Inmates found to possess gang-associated paraphernalia, colored bandanas, symbols, drawings or any item that commonly represents a gang association or are observed using gang signs or signals will be subject to disciplinary action.

N. HEADCOUNT AND COUNT PROCEDURES

All counts are to be taken seriously. Headcount will be conducted at least twice daily, and may be conducted anytime HCADC staff deems it necessary. Inmates will report to the yellow line in front of their ASSIGNED cell when instructed to do so by the Tower and/or Floor Officer. When headcount begins an Officer will ask you your name. You must give the name that you were booked under. For verification purposes you will be asked to show your wristband. Therefore, have your wristband on and be fully dressed when headcount starts. **No telephone calls, no taking showers and no talking are permitted at this time.** This is not the time to talk to the staff; there will be time to do that later in the shift. Your cooperation makes headcount go faster which allows you to return to chosen activities sooner.

All TV'S, phones, and microwaves will be turned off for the duration of medication pass and headcount on the entire block. No movement or talking, no items are to be held in your hands during headcount.

O. SMOKING

Smoking, or possession of tobacco products of any kind, is prohibited on facility property.

CHAPTER VI
PRIVILEGES

I. GENERAL
Every privilege afforded to inmates carries with it responsibility; therefore, inmates will receive the following privileges primarily based on their demonstration of responsible behavior.

II. VISITATION PROGRAM
Violation of any institution rule and regulation by the inmate or visitor will terminate the visit and may restrict the visitor from future visits and possibly lead to prosecution. Visitors, while on the grounds of any Harrison County Corrections Facility are subject to search of their person, vehicles, personal property or any and all items in their possession. Guns, knives, ammunition, alcohol, drugs, weapons or any instrument that could be used as a weapon or any items declared by the Harrison County Sheriff or Warden as contraband are strictly prohibited. Contraband will be confiscated and violators will be prosecuted.
All visits in the HCADC and work center are non-contact; however, inmates may be allowed contact visits with the approval of the Warden. Each inmate is allowed five (5) visitors and a reasonable number of children under the age of 18 on their visitation list. A parent must accompany persons under the age of 18. All adult visitors must have a government issued picture ID in order to visit. All visits are limited to three (3) people per visit (including infants and children) and will last no more than 15-minutes. Visitors are not allowed to leave anything in the visitation room.
Special Visits are for Family Members who live a distance of **150 miles or more from the facility.** The family member must request the special visit **at least 14 days in advance** through the Warden's office for pre-approval. Visitation forms are provided during the initial classification process and are available through the Request Cart. Forms not filled out correctly will not be processed. Inmates are allowed to update their visitation list once every three (3) months. Written information regarding procedures governing visitation are made available to the inmate after arrival at the Harrison County Adult Detention Center. The same information will be made available to visitors, but the inmate will be responsible for informing visitors of the rules, regulation and schedules concerning visitation. The information will include, but not be limited to the following:

1. Institution address, telephone number and directions to the facility
2. Information about the local transportation
3. Days and hours of visitation
4. Approved dress code and identification requirements for visitors
5. Items authorized in the visitation room
6. Special rules for children
7. Special visits (family emergencies)

General rules and regulations will include, but not be limited to the following:

Dress Code (Males)

1. Shirts must be worn
2. No tanks tops, sleeveless tops or bare midriffs
3. No shorts above the knee
4. No cut-off shorts, jogging shorts or biking shorts
5. Shoes must be worn (no house or shower shoes)
6. Underwear must be worn
7. Shorts and long pants must be worn above the hip
8. Hat, caps, and bandanas will not be permitted

Dress Code (Females)

1. No sheer or see through clothing
2. No tank tops, sleeveless tops or bare midriffs
3. No shorts above the knee
4. No hip huggers, cut-off shorts, jogging shorts or biking shorts
5. Shoes must be worn (no house or shower shoes)
6. Underwear and bra must be worn
7. Slits on skirts and dresses will not extend above the knee when seated
8. Hats, caps and bandanas will not be permitted

Violation of the dress code will result in the visit being terminated and/or future suspension. All visitors will register at the front desk upon entering any Harrison County Correctional institution. Visitors, fourteen (14) years of age and older, will register at the visitation center with approved photographic identification. This includes a valid federal or state issued identification card containing a photo of the owner. Phones, pagers, wallets, handbags, change purse, any electronic devices and/or any other items as specified by the institution are prohibited in the visitation area. Any visitor not on the inmate visitation list will be denied visitation. Visitors will remain in designated areas. Any visitor leaving the designated areas will have the visit terminated. At the conclusion of visitation, visitors will be prohibited from leaving the institution with any property or items that were not in their possession when entering the institution. Visitors will converse with inmates in a normal tone of voice. Any visitor or inmate who becomes disruptive or disrespectful to staff will be reported and will be subject to having their visit terminated. Children will be the responsibility of the parent and/or guardian and will be supervised at all times. No toys will be brought into the institution. Visitors with infants may possess one clear diaper bag with up to two (2) diapers, one (1) bottle, one (1) change of clothes, one (1) pacifier and diaper wipes in a Ziploc® bag and any necessary medication for the infant. All diaper bags are subject to a thorough search. Combing of hair within the visitation area is prohibited. Inmates and visitors will be prohibited from giving, trading, selling or receiving anything to or from each other, other inmates or visitors. Tobacco products are strictly prohibited. Inmates and visitors must keep the area clean. Visitors and inmates are expected to demonstrate appropriate behavior.

A visit may be denied or terminated, and visitation privileges suspended by assigned staff for any of the following circumstances:

1. Visitor is believed to be under the influence of drugs and/or alcohol
2. Visitor fails to produce sufficient identification
3. Visitor violates institutional rules or engages in any behavior that is deemed inappropriate by the Warden or his designee
4. Children act in a disruptive manner in the visitation area
5. Necessary order and security cannot be maintained
6. Visitor possesses unauthorized money or any negotiable instrument while on the grounds of the facility and/or
7. Visitor possesses contraband

III. MAIL

Communication with the outside world is important. Any outgoing mail with obscene or vulgar words, pictures or gang related symbols will not be mailed.

All outgoing mail will be stamped with the following:

Harrison County Adult Detention Center
This letter is being mailed by an inmate of this facility

Incoming mail must have a return address or it will not be accepted. Legal Mail is identified as "being a communication from an attorney to a client" or from a specified class of persons and organizations: Courts, Counsel, Officials of the Confining Authority, State and Local Chief Executive Officers, Administrators of Grievance Systems, and Members of the Paroling Authority". Legal mail will only be opened in the presence of the inmate. The inmate may keep the contents of legal mail but the envelope must be returned to the officer delivering mail. If the legal correspondence is investigated and determined not to actually be from an Attorney, Courts, Officials of the Confining Authority, State and Local Chief Executive Officers, Administrators of Grievance Systems, or Members of the Paroling Authority - it will be returned to the sender along with a form letter which states that the correspondence is being returned because it was being transmitted under the guise of legal mail. Any packages or unauthorized mail will be rejected and returned to the post office. The HCADC is not responsible for lost items mailed to the institution that are unauthorized. To ensure fastest delivery of all incoming mail it must be addressed as follows:

Harrison County Adult Detention Center
Inmate's Name (name booked in under)
Cell block, Section, and Cell Number
10451 Larkin Smith Drive
Gulfport, MS 39503

Mail will be picked up and delivered every day except Saturday, Sunday and Holidays. You must show your ID wristband to receive mail. Inmate to Inmate mail is NOT ALLOWED unless authorized, in writing, by the Warden. (There are no exceptions).

You may have your family order books from publishers or bookstores but must be SOFT BACK books only. You can have a maximum of three books in your possession at any time. In order to receive more books, you have the option to send one or more home (at your expense) or donate them to the HCADC library.

You can have a total of 6 photos mailed in at one time.

IV. TELEPHONE ACCESS

Eligible inmates will be given an opportunity for reasonable access to designated, monitored telephones. Inmates may be allowed to access telephones while in booking. Once placed in the section inmates will not be taken back to booking to make calls.

Telephones are located in each section. They are to be used during scheduled hours. Calls to your court appointed attorneys can be made direct by dialing 1-228-563-5337.

Staff DOES NOT have direct access to online inmate information. Inmates and their family members are encouraged to utilize the Inmate Automated Phone System through the telephone by dialing 1-228-265-9118 and following the instructions.

There is a phone card kiosk in the lobby of the HCADC that your family and friends can purchase phone cards for you to make direct calls. All other calls made are collect calls.

The party wishing to receive collect calls will have to call Securus 1-800-844-6591 and set up an account.
The telephones are property of the telephone company, and if they are intentionally damaged, the section may be without telephone service until the company can be contacted for repair.

All phone conversations are recorded

V. EXERCISE YARD RULES

While going to the exercise yard, talking to inmates in other sections is not allowed. One rule to keep in mind while on the exercise yard is to RESPECT EACH OTHER:

1. No food or liquid allowed
2. Inmates will wear jumpsuits and shoes during exercise yard use
3. No personal items are allowed on the exercise yard
4. Littering on the exercise yard is not allowed
5. No confrontations, regardless of severity, will be tolerated. This includes physical or verbal disputes. In the event of a confrontation, inmates will move to an area designated by a Corrections Officer and remain there until further advised by a Corrections Officer
6. In the event of a medical emergency all inmates will move to an area designated by a Corrections Officer and remain there until further advised by a Corrections Officer. Notification of an emergency will be made immediately to a Corrections Officer
7. When a Corrections Officer advises inmates that the exercise period is over, all inmates will immediately return to their cellblock fully dressed
8. No urinating on the exercise yard doors

VI. CANTEEN

The Canteen is a convenience store operated by Tiger Commissary, making retail sales to inmates in the blocks. If you have money in your inmate account, you may order items from the Canteen (i.e. snacks, postage, personal hygiene, etc…) once per week. The cost of the purchase is deducted from the inmate's account and the items are delivered by the Canteen Staff.

An inmate may spend $100.00 per week.

TIGER
CORRECTIONAL SERVICES

Once the canteen account is open you can use Tiger Correctional Services to send money to an inmate using safe and secure WEB DEPOSITS. To use your credit or debit card visit www.tigerdeposits.com.

Visa • Mastercard • Discover

TELEPHONE INFORMATION

PHONE CARDS IN THE LOBBY
$10.00 = (3) 15 MINUTE LOCAL CALLS
$20.00 = (6) 15 MINUTE LOCAL CALLS

SECURUS FAMILY TECHNICAL SUPPORT
1-866-558-2323 (CODE 6110)
1-800-368-3168 (FAX)
Technical Support@securus.net

FAMILY & FRIENDS CUSTOMER SUPPORT
1-800-844-6591
1-800-578-6227 (FAX)
SUPPORT@CorrectionalBillingServices.com

CHAPTER VII
INMATE GRIEVANCE PROGRAM

I. GENERAL
HCADC has a formal grievance mechanism for use by all inmates. Inmates are required to use this program before they proceed with a lawsuit. Procedures to access the program will be posted in each unit.

II. DEFINITION OF GRIEVANCE
A written complaint by an inmate on the inmate's own behalf regarding the following:

- Staff misconduct (criminal or prohibited act, or acts of retaliation)
- An alleged violation of civil, constitutional, or statutory rights
- An alleged violation of policies and procedures
- Mishandling of mail

III. PURPOSE
HCADC has established the Inmate Grievance Program through which an inmate may seek formal review of a complaint relating to any aspect of their incarceration. Through this procedure, inmates shall receive reasonable responses and, where appropriate, meaningful remedies. This procedure applies to all inmates confined in, or committed to HCADC.

IV. PROCEDURES
A. Inmates are encouraged to continue to seek solutions to their concerns through informal means. However, to ensure their right to use the formal procedure they must make their request to the Grievance Officer in writing within a 30 day period after an incident has occurred
B. Inmates may request information or assistance in using the program from the Grievance Officer or from any staff member in their housing unit
C. All grievances must be filed on the correct form that is provided. If an inmate is not satisfied with the Level I response, he/she may proceed to Level II (Deputy Warden). If not satisfied with a Level II response, he/she may proceed to Level III (Warden). Level III is the final step in the process

V. ACCEPTANCE OR REJECTION
Notice of acceptance or rejection will be given via the inmate's grievance form. If a request is rejected for technical reasons or matters of form, the inmate shall have 5 days from the date of rejection to file his/her corrected grievance.

Grievances will not be accepted without signatures

Grievances NOT pertaining to any category listed above will be rejected

Profanity or inappropriate language will not be tolerated in a grievance, and is grounds for rejection

Only one (1) grievance per incident and/or occurrence is permitted

CHAPTER VIII
INMATE LEGAL SERVICES PROGRAM

I. GENERAL

The purpose of HCADC Inmate Legal Services Program is to provide inmates reasonable and adequate opportunity to present conditions of confinement, pretrial case preparation and post-conviction claims. Information is provided to each inmate that will aid them in understanding how to access the program and gain legal assistance in accordance with inmate related policies and procedures.

II. GAINING ASSISTANCE

A. The inmate must submit an inmate request form via kiosk.
B. Once the request is submitted, it will be forwarded to the Legal Services Officer according to the institutional procedures

III. REVIEWING THE REQUEST

A. After the request has been reviewed, the Legal Services Officer will either schedule the inmate for assistance or will notify them that their request is being returned with an explanation of that return
B. If the inmate needs additional research, it will be provided to the inmate upon their request
C. Copies of legal documents will be made for the inmate when the work is completed, signed, and ready to be mailed. Grievances and RVR's will not be copied until and unless they are made exhibits to a complaint. No case law will be copied as exhibits to legal work

IV. MAILING PROCEDURE

A. All outgoing inmate mail is subject to inspection where a legitimate facility interest exists
B. An indigent inmate is defined as one who is without funds on canteen or phone account and has maintained a balance less than the price of a first class stamp for 12 consecutive days preceding the requested mailing. Outgoing legal mail for indigent inmates will be reviewed by a staff member who will verify whether the documents to be mailed are actual legal documentation
C. Inmates without sufficient funds in their accounts to pay for postage for legal mail will have the postage supplied and the mail sent. The cost of the postage will be deducted from the inmate's account, and a negative balance will be reflected on the account

V. GENERAL INFORMATION

A. Each inmate is responsible for their own legal work
B. All supplies are issued on a "need" basis, with Court provided forms made available to inmates upon request on their assigned day
C. HCADC does not provide legal representation to inmates through this program
D. Inmates may possess their legal papers in their housing unit according to facility procedures, in a reasonable amount
E. Inmates needing information from the law library should complete a request form and drop it in the request cart when the cart comes to your section. Requests will not be received by the Floor Officer or through any other method. Urgent requests should be directed to a supervisor for evaluation. The cart comes around Monday - Wednesday - Friday nights. The request forms will be answered by the Legal Services Officer as soon as possible
F. Any legal assistance done by an inmate for another inmate for any type of compensation is prohibited and subjects both inmates to disciplinary action

CHAPTER IX
RULE VIOLATIONS

I. GENERAL
This chapter applies to all inmates incarcerated in the HCADC or Work Center. Inmates violating a specific prohibited act will be issued a Rule Violation Report (RVR) which will become a part of their institutional/facility record. If you have any questions regarding rules and regulations, ask an officer. You may request to speak to a supervisor. However, you should understand that supervisors have a host of duties and it may be some time before they get to your request.

II. DEFINITIONS
A. Contraband
Contraband is any item which is not authorized. No inmate shall possess, hold, sell, transfer, receive, control or solicit any contraband, or any item that would constitute trafficking in contraband. All contraband will be confiscated and may be forfeited by the inmate.

Contraband can also be defined as:

1. Any item, ingredient, or part of an item, or instructions on creation of such item, which is capable of causing damage to persons or property
2. Any unauthorized electronic device
3. Any item that is capable or likely to produce or precipitate dangerous situations or conflict
4. Any item not issued by HCADC, sold through the Canteen or specifically authorized or permitted by the Warden or their designee for use or possession in designated areas of the institution
5. Any item which can be the basis for a charge for its possession under the laws of the State of Mississippi or the United States and/or
6. Any item which, although authorized, is misused to the degree that the item would cause some danger to persons or property or be likely to precipitate dangerous situations or conflicts

B. Criminal Violations
Any incident in which an inmate allegedly commits an act covered by criminal law

C. Disciplinary Hearing
An impartial classification hearing composed of Disciplinary Officer(s) or staff member(s). If requested by the inmate, a staff member representative will be provided to assist the inmate at the disciplinary hearing. This representative will be designated by the Warden when it is apparent that the inmate is not capable of collecting and presenting evidence effectively on their behalf

D. Informal Resolution
A resolution of a minor rule infraction heard by a Sergeant or Staff Member of Higher Rank and handled at the Block or Unit level. A decision will be made within seven (7) days excluding weekends and holidays. The hearing and decision will be conducted by a person not involved in the rule violation. The accused inmate will be given a completed copy of the RVR. Informal resolutions shall not be used in cases involving violence or physical aggression.

E. Rule Violation
An act or omission of an act contrary to the rules and regulations of HCADC and or the Laws of the State of Mississippi or the United States.

F. Rule Violation Report

A report form that will include the violation charge, essential facts supporting the alleged violation, processing action taken (*to include request for investigation and list of requested witnesses),* findings and the disciplinary actions taken. The form will be so configured that proper distribution can be made with the original becoming part of the inmate's permanent HCADC record.

III. PROHIBITED ACTS

Each prohibited act is assigned a specific rule violation number and a range of disciplinary corrective measures. Such acts will be processed as RVR's in a manner consistent with the applicable inmate related policy and current disciplinary procedures.

A. Major Rule Violations Category I:

1. Murder
2. Assaulting any person
3. Fighting with another person except in self-defense, or play fighting
4. Extortion (demanding or receiving money or anything of value in return for protection from others to avoid bodily harm or under threat of informing)
5. Engaging in sexual acts with others or masturbating
6. Escape, attempting to escape or planning an escape
7. Setting a fire
8. <u>Willfully or maliciously destroying, altering or damaging county property or the property of others-including razors</u>
9. Stealing (theft)
10. Unauthorized possession, introduction or use of contraband, including but not limited to, the following: firearm, sharpened instrument or knife, other weapon, any tool, any explosive or ammunition, any intoxicant, medication, drug or drug paraphernalia, or any other property not included in the allowable items list
11. Rioting or encouraging others to riot
12. Engaging in or encouraging any group demonstration or conduct which disrupts or interferes with the security or orderly operation of the facility
13. Making intoxicants or being intoxicated
14. Giving or offering any staff member a bribe or anything of value
15. Threatening another in any way with bodily harm or with any offense against his/her person or his/her property
16. Unauthorized possession of money, bank checks, money orders, blank checks, or foreign currency
17. Possessing any officer's or staff member's clothing or possession of free world clothing
18. Willfully using any equipment, machinery, or vehicle which is not authorized or is contrary to instructions or posted facility standards or using in such a manner as to abuse the equipment or machinery or endanger the lives of others
19. Tattooing or self-mutilation
20. Counterfeiting, forging, altering or unauthorized reproduction of any article of identification, money, negotiable instrument, security, or official paper or possession of any of the above
21. Being loud, boisterous or disorderly to the extent that it disturbs the orderly operation of the institution
22. Unauthorized contact with the public
23. Hoarding assigned medications
24. Tampering with security devices to include door locks and fire sensors
25. Refusing a urine test or testing positive for drugs

26. Failure to stand for headcount or interfering with the taking of headcount
27. Lying or providing false information to any staff member
28. Refusing to obey the direct verbal orders of any staff members

Punishment:
Lockdown up to 60 days, loss of up to 60 days visitation, telephone and canteen privileges. Any inmates who assault Officers or staff members will be prosecuted for assault of a law enforcement officer. If an inmate is on lockdown, and the inmate is placed on suicide watch, the inmate must return back to lockdown to complete lockdown time when released from suicide or activity watch.

B. Minor Rule Violations Category II:

1. Being in an unauthorized area (yellow boxes, doors etc), without official permission
2. Using abusive or obscene language
3. Giving money or anything of value to (or accepting money or anything of value from) another inmate, a member of his/her family or any person
4. Failure to conform to grooming/hygiene standards
5. Kicking or beating on doors, windows, etc
6. Attempting to communicate with individuals outside on the facility grounds (*i.e. beating on windows*, *calling individuals to the fence, etc.)*
7. Refusing to work or encouraging others to refuse to work
8. Malingering or feigning an illness
9. Being outside of cell not fully clothed, (i.e. on dayroom floor in underwear/no shirt etc.)
10. Having paper, trash bags or pictures over windows, walls, vents or light fixtures
11. Talking through cell doors with inmates on lockdown
12. Unauthorized use of telephone or telephone privileges or violation of mail (internal/external) or visiting privileges, or fraudulent use of the mail or postage stamps for personal gain
13. Answering to the name of another inmate
14. Not wearing ID wristband
15. Improper use of tables or chairs (i.e. sitting or lying on)
16. Hanging items from electrical devices, sprinkler heads, doorknobs, door hinges, cell doors, bunks, etc
17. Addressing officers by anything other than rank and / or last names
18. Purposely wearing pants below the waist or improper wearing of jumpsuit, or indecent exposure
19. Preparing or conducting a gambling pool or gambling
20. Wearing a "head rag" or "doo rag" outside cell

Punishment:
Disciplinary actions may include lockdown for 24 hours in section, up to 5 days lockdown in section, or a combination of the sanctions listed below. (All offenses must be documented and signed by a supervisor)

IV. DISCIPLINARY HEARING OFFICER

The Warden or his designee shall designate annually a list of proposed staff who will hear all pertinent information surrounding an alleged rule violation and base their final decision solely on a preponderance of the evidence presented at the hearing, and render a factual finding and a fair and just punishment.

V. RULE VIOLATION REPORT SANCTIONS

The Disciplinary Officer shall consider the seriousness of each incident/violation and the mental status of each inmate, when assessing punishment

VI. APPEALS

Any inmate punished under the authority set forth herein who considers his punishment unjust or inappropriate to the offense may appeal to the Warden, within 30 calendar days after he is notified of the results of his rule violation.

The appeal must be made in writing through the Grievance Process and must include the inmate's reasons for regarding the decision of punishment as unjust or inappropriate. The completed copy of the RVR issued to the inmate after the conclusion of the disciplinary hearing must be attached to the appeal submitted. The appellant authority will return these forms to the inmate along with appeal response.

VII. CRIMINAL VIOLATION

The Disciplinary Hearing Officer will refer a copy of any RVR considered felonious to the Deputy Warden along with all relevant documents, i.e. Incident Reports, Use of Force, etc. concerning the violation for consideration for prosecution. This will not interfere with the processing of the rule violation through administrative disciplinary hearing by the Disciplinary Hearing Officer.

VIII. RULE VIOLATION REPORT FILING

When an inmate is found guilty of committing a rule or regulation violation, the original copy and documentation shall be forwarded to the inmates master file and a copy shall be forwarded to the inmate's working file.

GENERAL HOUSING UNIT RULES and REGULATIONS

1. Do not talk to other inmates through closed cell doors, fire exit doors, or pass notes of any kind
2. Keep wristbands on at all times. You will not be afforded any privileges without your wristband Destruction of wristbands will constitute a charge of ten dollars to the inmate's canteen account or payment at time of release
3. Inmates will be fully dressed in their issued uniform when not in their assigned cell. They will also be fully dressed during any count. Uniforms are to be buttoned up at all times
4. Razors will be assigned Tuesday, Thursday and Saturday. Two hours after issuance the razors will be returned to the Officer. (Unless situation dictates otherwise) - NO breaking them
5. Under no circumstances will uniforms, sheets, pillowcases, walls or furniture be damaged or defaced in any manner. If you are found with damaged articles in your possession you will be charged and/or disciplined under Cat I, #8
6. No items will be attached to walls, furniture or windows in any manner
7. Inmates' cells will be inspected routinely. Each inmate is responsible for cleaning his/her cell daily
8. Beds will be made neatly with blanket and sheets tucked under the mattress when the bed is not in use
9. All personal property must fit in the property bin attached to the bunk
10. All inmates' shoes will be placed on the floor underneath the bunks
11. No jewelry of any kind is permitted
12. No headbands or wraps will be worn except while sleeping
13. Population inmates are not authorized use of shoelaces. Inmate workers must only wear facility approved shoes
14. Do not sit on tables. Any authorized chairs are to remain in the sections. Do not lean or tilt chairs. All four chair legs must remain on the floor
15. No running / jogging up and down the stairs, or inside the housing unit
16. No personal items such as cups, spoons, paper, etc. will be left outside the inmate's cell. These items must be returned to your cell immediately when not in use

17. Only three books will be allowed in the cell including the Bible or Quran
18. No cleaning supplies will be stored in cells. Supplies used must be visually observed by an Officer
19. No thermals when exiting the section
20. No loitering on top tier, unless using showers

THE DAILY PROCEDURES

1. At mealtime, all inmates not locked down will line up to receive their meal. Each inmate is allowed one tray
2. Inmates will not share or exchange cups, spoons, towels or uniforms
3. Do not urinate or spit anywhere except in the commode or sink
4. Inmates are not permitted to take anything with them when they are being transported out of the section, except legal paper necessary for court
5. Inmate must turn in an empty toilet roll in order to receive a new toilet roll
6. All lights out at 10:30 PM Sunday THRU Thursday. 11:30 PM Friday and Saturday except in areas where inmates are on lockdown or require special observations.
7. Inmate workers 11:30 PM Sunday THRU Thursday 12:30 AM Friday and Saturday

INMATE DISCIPLINARY RULES and PROCEDURES

No disciplinary punishment which results in solitary or disciplinary confinement, or in any other major adverse change in condition as set forth in the rules and regulations, shall be imposed except under the following due process requirements.

1. Inmates may not be punished except for conduct which violates an existing jail rule or regulation
2. Any inmate considered a danger to himself or others can be isolated by a Shift Supervisor or above in command until further evaluation
3. The Shift Supervisor or Officer should submit to the inmate's written notification of the major or minor rule violation he/she charged with within 24 hours from being placed on lockdown
4. All minor rule violations under Category II will be handled by the Shift Supervisor. Pleas are not accepted on minor rule violations. Any grievance on the action should be submitted via kiosk to the Disciplinary Officer
5. Inmates placed on Pre-Hearing Detention lose visitation and canteen privileges until the RVR is resolved or sanctions are imposed
6. All major rule violations under Category I will be handled by a Shift Lieutenant or Classification Committee who may offer a plea prior to a disciplinary hearing
7. If a plea is accepted, (major RVR) the inmate will sign a plea agreement and sanctions begin on the next day of eligibility. However, if a plea is refused, a formal disciplinary hearing will be held as soon as possible after the plea sheet is signed refusing the plea offer
8. All inmates will be allowed to attend their disciplinary hearing, unless prior behavior poses a threat to the staff or facility security. In which case a written statement from the inmate will be accepted
9. A maximum of three witnesses will be allowed for the inmate's defense. However, any inmate or witness who is unruly or disrespectful will be removed immediately
10. The Disciplinary hearing committee's decision is final with a copy forwarded to the Chief of Security
11. The Disciplinary Officer will adjust RVR dates if found to overlap previous RVR sanctions
12. Inmates are not to linger on the dayroom floor while exiting the shower and must immediately return to their assigned cell to get dressed (Cannot exit shower naked, male or females - ever)

CHAPTER X
INMATE ACCOUNTS

I. GENERAL

HCADC operates a cashless accounting system. It is unlawful for any inmate housed at any Division of Corrections facility to have a coin, currency, money orders, traveler's checks, promissory notes, credit cards, personal checks or other negotiable instruments on their person or the premises assigned to them or under their control. Any money possessed by an inmate will be confiscated and deposited in a special fund.

II. RECEIPT OF FUNDS THROUGH THE MAIL

Inmates may receive money from outside sources to be credited to their inmate account. Monies must be in the form of a United States Postal Money Order, Bank Money Order, Certified Bank Check, Western Union Quick Collect, credit union check or money order, federal state pension, or retirement checks or any other fund or outside source approved by the Director of Inmate Accounts. Neither cash nor any other type of monies will be accepted. If correspondence is included with the money order, the entire letter will be returned to sender. The sender's full name and address must be on the check or money order. Money order must be payable to the inmate, including the inmate's docket number. The maximum value of a check or money order accepted is $100.00. Any amount over that will be returned to sender.

A Kiosk machine is located in the lobby of the Detention Center and at the Work Center. You can place money on an inmate's account using cash or credit cards. There will be a $2.00 fee using this method. The inmate must already have an account set up to use the Kiosk machine.

All monies should be sent to the Inmate Accounts Department at the address indicated below:

Inmate Accounts Office
Inmate full name and Docket number
10451 Larkin Smith Drive
Gulfport, MS 39503

III. FINANCIAL TRANSACTIONS

Financial transactions are not permitted between inmates.