

**HARRISON COUNTY SHERIFF'S OFFICE  
ADULT DETENTION CENTER**

**INMATE HANDBOOK**



**Matt Haley, Sheriff**

**Major Evan Hubbard, Warden**

Updated October 31, 2025

## TABLE OF CONTENTS

Introduction -----	1
Chapter 1 Admission, Orientation and Classification	
I. Incoming Inmates -----	2
II. Issued Items -----	2
III. Personal Property -----	2
IV. MDOC Allowable Items -----	3
V. Admission and Orientation -----	3
VI. Classification	
a. Initial Classification -----	3
b. Objective Classification -----	4
Chapter 2. Programs	
I. Adult Basic Education -----	5
II. Alcohol and Drug Program -----	5
III. Religious Program/Chaplaincy Services -----	5
Chapter 3. Inmate Employment and Job Assignment -----	7
Chapter 4. Medical, Dental and Mental Health Services	
I. General -----	8
a. Medical Services -----	8
b. Dental Services -----	8
c. Mental Health Services -----	8
II. Steps for Requesting Medical, Dental and Mental Health Services -----	8
III. Emergency Medical, Dental and Mental Health Services -----	8
IV. Malingering and Feigning Illness -----	9
V. Healthcare -----	9
VI. Payment for Services -----	9
VII. Suicide Property Seizure	
Chapter 5. Rights, Responsibilities and Regulations	
I. General -----	11
II. Rights -----	11
III. Responsibilities -----	11
IV. Regulations -----	11
Chapter 6. Privileges	
I. General -----	14
II. Visitation -----	14
III. Mail -----	15
IV. Telephone Access -----	18
V. Exercise Yard Rules -----	19
VI. Canteen -----	20

Chapter 7. Inmate Grievance Program	
I. General -----	21
II. Definition of Grievance -----	21
III. Purpose -----	21
IV. Procedures-----	21
V. Acceptance or Rejection-----	21
Chapter 8. Inmate Legal Services Program	
I. General -----	22
II. Gaining Assistance -----	22
III. Reviewing the Request -----	22
IV. Mailing Procedure-----	22
V. General Information-----	22
Chapter 9. Rule Violations	
I. General -----	23
II. Definitions -----	23
III. Prohibited Acts-----	24
IV. Stipulation for Violation of Rules -----	24
V. Disciplinary Hearing Officers -----	26
VI. Rule Violation Report Sanctions -----	26
VII. Appeals -----	26
VIII. Criminal Violations -----	26
IX. Rule Violation Report Filing -----	26
General Housing Unit Rules and Regulations -----	26
The Daily Procedures -----	27
Inmate Disciplinary Rules and Procedures -----	27

## 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. FIELD TRAINING OFFICERS (FTO)
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 (ie., toilet paper, soap, tooth paste and tooth brush). Any other items needed must be submitted by a request form via kiosk.

Weekly hygiene passes which include toilet paper, soap, tooth paste and tooth brush, and will be conducted on Saturdays, including female hygiene items (pads) which are available in Booking as needed during the processing stage and on the blocks as needed throughout the week. Inmates may ask a floor officer for toilet paper, if available, if needed during the week. Inmates also have the availability to purchase extra toilet paper, soap, tooth paste, tooth brushes, and female hygiene from the canteen list.

Inmates will also receive a weekly razor pass on Saturdays. Inmates will sign out (01) one disposable razor and will be required to return the razor, undamaged, at a reasonable time designated by the floor officer, before lockdown in the section. Any razors not returned or damage will result in disciplinary action.

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**. Property is available for pick up any day (to include weekends) from 7:00 am to 5:00 pm. You are responsible for submitting a completed Property Release request form on the kiosk. The front desk will contact your people to let them know that the property is available for pick up. They must present a current photo I.D. in order to pick up the property.

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. 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 a religious information form for the Chaplain's Department. 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 Harrison County Sheriff's Office offers the High School Equivalency, which is the former GED.

#### **A. Enrollment Procedures**

Submit a request to the Programs Department concerning admittance and assessment.

#### **B. Eligibility**

You must be RVR free for 30 days before being assessed for the class. Inmates who receive an RVR while in class will be removed immediately.

### **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 chaplain services by making a request to the chaplain using the inmate request system in the kiosk in their 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
  - L. There are no legal requirements for officials to purchase religious books for inmates. There is also no "constitutional or legal requirement that the government provide materials for every religion and sect practiced in this diverse country.
  - M. Kufi caps along with rosaries are not allowed to be worn outside of the inmate's assigned dayroom section, this includes court/attorney visits, medical visits, or yard calls, etc.

## 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 removed 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. Trustee status can be removed for any reason at any time.
- E. Inmate workers (male) will keep their hair neatly trimmed and groomed, (i.e., no dreadlocks, ponytails, etc.) and will remain clean shaven to maintain their inmate worker status. (Female) inmate workers will also keep a well maintained and groomed appearance with their hair secured above their collar while at work to maintain their inmate worker status.

**CHAPTER IV**  
**MEDICAL, DENTAL, AND MENTAL HEALTH SERVICES**

**I. GENERAL**

The Harrison County Sheriff's Office, through a contractual agreement with Vital Core Health Strategies to provide 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 using the inmate request system on the kiosk in their housing unit. 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. In areas where the kiosk is not available, the floor officer or officers assigned to that area will have a paper request for the inmate to fill out. The paper form will be forwarded to Medical.

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 officers 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****MEDICAL CHARGES**

Nurse Sick Call at the patient's request

NP Sick Call

Mental Health NP Initial Visit

MD Clinic Initial Visit

Dentist

Chronic Care Initial Visit

Non-Emergent block calls

**Requesting an appointment and then refusing to attend (regardless if appointment was initial complaint or follow-up)**

**MEDICAL NO-CHARGE**

Initial Intake Assessment

Annual Health and Physical

Accidental Injury

On the job worker injury (must notify medical at time of injury)

Altercations

Mental Health requests by the Warden or other staff

Labs

Ordered Blood Pressure Checks

Ordered Blood Sugar Checks

TB skin tests and reads  
Vaccination (if offered)  
Emergent Block Calls  
Follow-up Chronic Care Visit  
Follow-up Mental Health NP Visit  
Follow-up MD Visit

Sick Call follow-up within 2 weeks from initial Sick Call visit of same complaint. (Maximum of 2 follow-up visits permitted per Initial Sick Call complaint. After follow-up, Patient will be charged for Initial Sick Call Visit.)

### **UPDATES**

If a patient is requesting Sick Call Visits and refusing to attend appointment, not only will patient be charged for each Sick Call Visit then refused, but on the 3<sup>rd</sup> refusal patient will also be given an RVR.

If a patient is prescribed medications and is refusing Chronic Care or Mental Health Services, patient will be given an RVR and medications can be placed on HOLD until patient complies.

#### **A. Procedures in regard to payment for medical services:**

- 1) **ALL** medical requests for appointments will be charged \$10.00. This includes Medical, Mental Health, Dental and follow-up appointments unless the follow-up is requested by the nurse or provider or if the patient requests a follow-up within seven days of the original complaint.
- 2) If the funds are not in your account, you will still be allowed to make an appointment. The next time money is put into your account, the funds will be deducted at this time.

\* PLEASE NOTE, no one will be denied care for insignificant funds. All medical needs will be met.

#### **B. Inmates will also be charged \$10.00 for the following services:**

1. Referrals. 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. Lab work, x-rays, self-initiated Mental Health visits, or illness chronic care visits or any other medical visit/service felt 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 and the inmate will be charged \$10.00

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 and the inmate will be charged \$10.00
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 and the inmate will be charged \$10.00
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 and the inmate will still be charged \$10.00
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

**VII. SUICIDE PROPERTY SEIZURE**

Inmates being placed on suicide watch will have all items seized including legal paperwork. These items will be documented on a property seizure form. All seized items will be returned to the inmate on the first Sunday following their return to a regular housing unit.

## **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/INMATE IDENTIFICATION BADGES**

Inmates are required to wear their identification wristbands on their wrist at all times. After approximately five days the armbands will be replaced with inmate identification badges. These badges must be worn at all times. They must be clipped to the collar of the inmate jumpsuit. HCADC Staff may require you to present your wristband/inmate I.D. badge at any time. Inmates are not to lend or give their wristband/inmate I.D. badge to any individual except a staff member. If an inmate's wristband/inmate I.D. badge 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/inmate I.D. badge of \$10.00. You will need this wristband/inmate I.D. badge 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. Inmate workers (male) will keep their hair neatly trimmed and groomed, (ie., no dreadlocks, ponytails, etc.) and will remain clean shaven to maintain their inmate worker status. (Female) inmate workers will also keep a well maintained and groomed appearance with their hair secured above their collar while at work to maintain their inmate worker status.

#### **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 ACTIVITIES**

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. Inmates and their visitors should have no expectation of privacy during visitations.

**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 with inmates in the HCADC will be video visit. In person visits will require approval of the Warden. All in person adult visitors must have a government issued picture ID in order to visit. A parent must accompany persons under the age of 18.

Written information regarding procedures governing visitation is 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. 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. No top exposing the woman's cleavage
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. 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. 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. Necessary order and security cannot be maintained
5. Visitor possesses contraband

**Video Visitation is recorded and monitored.**

VISITORS ARE REQUIRED TO DRESS APPROPRIATELY DURING VIDEO VISITATION (SEE PAGES 14-15 FOR APPROPRIATE WEAR). AT NO TIME IS A VISITOR PERMITTED TO EXPOSE THEMSELVES IN ANY MANNER. VIOLATIONS OCCURRING DURING VIDEO VISITATION WILL RESULT IN A MINIMUM 30 DAY SUSPENSION FOR THE FIRST INCIDENT AND UP TO A PERMANENT REMOVAL FOR FURTHER INCIDENTS.

At no time may cellphones, computers, etc. (other than the device being used for the video visit) be used. Visitors connecting to social media, Facetime, etc., during the visit is strictly prohibited. No illegal activities will be allowed. No gang related activities, to include signs or hand gestures, or any activity or speech deemed to be a security risk or threat will be allowed. Violations related to non-compliance with this rule will result in the visitor that set up the visit being removed from visitation privileges and disciplinary action for the inmate.

### **III. MAIL**

Communication with the outside world is important. However, in order to maintain a secure and orderly facility, the below rules for mail will be adhered to:

All outgoing mail will be stamped with the following:

MAILED FROM HARRISON COUNTY ADULT DETENTION CENTER  
NOT RESPONSIBLE FOR CONTENTS

Incoming and outgoing mail must be addressed as follows:

Harrison County Adult Detention Center  
Inmate's Name (name booked in under) and Docket Number  
Cell Block, Section, and Cell Number  
4506 Marlena St. Unit 15  
Bossier City, LA 71111

Outgoing mail must be posted unsealed. Outgoing legal mail may be sealed provided it is addressed to an identifiable attorney or court. Incoming mail must have a full return address containing the first and last name of the sender 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 the 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.

Mail will be picked up and delivered every day except Saturday, Sunday, and Holidays. Outgoing mail will be posted on the day it was received by the Mail Room unless the mail presents a threat to personal safety or jail security, order, discipline, control, or other legitimate jail interests. Outgoing mail must reach the Mail Room no later than 7 am. 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).

Incoming mail is processed within 24 hours of being received by the Mail Room (Monday through Friday, excluding holidays).

The amount of mail, incoming and outgoing, is not restricted unless the volume cannot be handled without substantially burdening existing Mail Room resources. Standard letters (paper/envelopes), post cards, and greeting cards are accepted.

Padded or bubbled envelopes are not allowed. No messages, drawings, etc. are allowed on the envelope.

Third party mail (letters sent through a second party) is prohibited.

Inmate to inmate mail is prohibited unless approved by the warden.

Mail, nor photographs, may contain any of the following:

- Sexually explicit vocabulary
- Vulgar language and/or vocabulary
- Offensive language
- Racial slurs
- Gang symbols, language, and/or reference to gang activity
- Criminal acts/behaviors

Photographs:

- Maximum size of 4"x 6". More than one image on one picture, within the allowable maximum size, will be considered one photograph.
- Duplicate photographs are not allowed.
- Altered photographs are not allowed.
- No Polaroid pictures.
- No lingerie.
- Bathing suits only in a beach or swimming pool settings.
- No provocative poses.
- Persons in photographs must be fully clothed. Photographs of fully clothed persons whose breast, genitals/or buttocks are visible will not be accepted.

- No exposed genitalia.
- Memes printed on photograph paper are not considered a picture and will not be allowed.
- No negatives, slides/laminated items, frames, cardboard, or other forms of paraphernalia are allowed.
- No photograph that would be considered contrary to penological interests will be allowed.

No items attached to the correspondence are allowed. This includes, but is not limited to, glued, taped, or tied items, glitter, paint, crayons, or stickers.

Only actual correspondence is authorized to be sent to an inmate. This includes, but is not limited to, puzzles and/or copies of puzzles, internet print-outs, newspaper clippings, copies of books, pages from books and/or magazines, coloring pages, or any other item that may pose a threat to the orderly operation of the facility. Only two pages of state statutes, case law, etc., received from a private person, will be accepted per day.

All envelopes, stamps, paper, and writing utensils must be purchased through the inmate's commissary. Inmates without funds to purchase these items may apply for indigent.

Body fluids, perfumes, powders, hair, lipstick, unidentifiable substances, or other bodily items, including clothing, are not authorized.

Mail from vendors, postcards, flyers, etc., will not be accepted.

#### **SCANNED MAIL:**

Incoming personal mail will be scanned and be available to the inmate via the kiosk. Mail that cannot be scanned will be returned to the sender stating it cannot be scanned. After mail has been scanned it will be destroyed.

#### **Mail Size Restrictions:**

- Standard Letter and Envelope System
  - Letters must fit into a standard 4" x 9" business envelope;
  - Mail must be a maximum of 8 ½" on one side
  - Letters must have adequate postage;
  - The prisoner must put his name, prisoner number, and facility address in the upper-left corner of the envelope; and
  - If the letter is being sent by an indigent prisoner using postage provided free of charge by the HCADC, the weight of letters should not exceed one ounce, unless approved by the facility administrator or mail room supervisor.
- Postcards:
  - Legal and official mail is exempt from the postcard requirements.
  - Postcards should be no smaller than 3 ½" x 5" nor larger than 6 ½" x 11 ½" in size.
  - Approved postcards are available for purchase in the facility commissary.
  - Upon request, exceptions to the postcard rule may be considered for personal mail to include facility approved photographs or documents or on a case-by-case basis if the prisoner can demonstrate a legitimate need.

## **Packages:**

**Packages will not be accepted.**

## **Messaging:**

A messaging system is available for inmate and their family/friends. Inmates are charged \$.25 per outgoing message. Incoming messages are also \$.25.

[www.citytelecoin.com](http://www.citytelecoin.com) - This is where friends and family can create an account and add funds. Funds may also be added via the City Tele Coin kiosk located in the facility lobby. City Tele Coin customer service is available for friends and family to make payments and ask questions at 318-746-1114.

The inmate may use the funds in their account to send messages to anyone they wish, unless otherwise restricted by the jail.

For the inmate to use the system, on the kiosk or tablets, the inmate will log onto the system and follow the prompts to the messaging area. Incoming messages will be available for view and messages may be sent to family/friends as a text by using the telephone number or as an email by using an email address.

At no time will visitors be permitted to facilitate inmate to inmate correspondence through phone calls and/or through the inmate messaging system. Any visitor found to be in violation of this rule will have their accounts permanently blocked from this facility. Any inmate that is found to be involved in such behavior will face disciplinary action.

Photographs may be included with the message. Photographs must comply with the following:

All persons must be fully clothed. Photographs of fully clothed persons whose breasts, genitals, and/or buttocks are revealing/visible through the clothing or undergarments visible through the clothing will not be accepted.

Lingerie is not acceptable. Swimwear must be in a beach/pool type setting. Swimwear that is revealing will not be accepted.

Gang signs are not permitted. This includes hand gestures that may be misconstrued as gang signs or inappropriate hand gestures.

Provocative and/or suggestive poses and/or altered photos are not permitted.

Screenshots are prohibited.

Persons that send pictures depicting nude, partially nude, or whose purpose is to elicit sexual arousal will have their telephone number/email blocked on all platforms.

Persons resending pictures that have previously been denied will have their telephone number/email blocked on the messaging system.

Messages may not contain sexually explicit vocabulary, vulgar vocabulary, inappropriate language, offensive language, racial slurs, gang signs and/or language.

Any inappropriate activity or repetitive misuse of the message system, phone system or video call system can result in a permanent ban for any outside parties using the CTC system. This includes any attempts to circumvent the system.

Refunds will not be issued for any message that is denied for any of the above reasons.

#### **Money:**

Cash, Money Orders or any other negotiable instruments, with the exceptions of checks, will not be accepted in the mail. Checks arriving in the mail will be credited towards the inmates account if approved by the Warden.

#### **IV. TELEPHONE AND TABLET ACCESS**

Eligible inmates will be given an opportunity to access designated, monitored telephones at a reasonable time, as set by Security Staff. Inmates may be allowed to access telephones while in booking.

Telephones are located in Booking, in each housing section, and in Medical. 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 members DO NOT have direct access to additional online inmate information.

All calls made are collect calls, unless you purchase a calling card from the kiosk. Phone cards may be purchased through the commissary system and will incur a \$1.50 processing fee. Inmates or their family and friends may purchase phone time by visiting [www.citytelecoin.com](http://www.citytelecoin.com) or calling **318-746-1114** to set up and fund a pre-paid account.

Tablets will be available to inmates to use for monitored messaging, monitored phone calls, access to religious books, as well as other free and paid content. Tablets are a privilege and access can be restricted or suspended by facility staff for any inappropriate activity or misuse. Inmates will only be allowed to use the tablets while inside their assigned housing sections. Inmates will be issued a tablet, and they are to remain in the section at all times. If an inmate is relocated to another housing section, he/she will take their assigned tablet with them. Inmates are responsible for keeping their tablets charged and usable. Tablets will be re-charged in the charging unit inside each section. Inmates will be allowed to use the tablets inside their cells. Tablets will not be shared. Any misuse or abuse of the tablets will result in disciplinary action, which could include temporary or permanent suspension, and may result in the inmate being charged the full amount to replace the damaged tablet.

## HARRISON COUNTY SHERIFF'S OFFICE ADULT DETENTION CENTER INMATE HANDBOOK

Each new inmate will be issued ONE new pair of earbuds for the tablets while in Booking. Inmates are responsible for maintaining their earbuds. New or additional earbuds may also be purchased from the commissary system.

The telephones, kiosks, and tablets are property of the communication company, and if they are intentionally damaged, the section may be without these services until the company can be contacted for repair. Inmates causing damage to any of these devices will be criminally prosecuted for the cost of repairs.

### **All phone conversations are recorded**

City Tele Coin manages the Inmate Phone System.

#### **PHONE RATES AS OF April 30, 2024**

Phone rates are as follows:

Call Types	Pre-Paid Account Per-Minute-Rate	Pre-Paid Card Per-Minute-Rate
Local	\$0.21	\$0.21
In-State	\$0.21	\$0.21
Out-Of-State	\$0.28	\$0.28
International	+/- \$0.50	+/- \$0.50
Video Visits	\$0.25	\$0.25

Phones are available for inmate use daily, from 6:00 am until 10:00 pm Sunday through Thursday and 6:00 am until 11:00 pm Friday and Saturday with the exception of headcount and meal pass times. These times are subject to change. There may be other times when the phones are turned off for security reasons at the warden's discretion.

#### **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 Premier Link, 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.

1. An inmate may spend \$100.00 per week.
2. Once the canteen account is open, you can use Premier Link to put money on an inmate's account using the website: <https://commissarydeposit.com>. Also, a kiosk is available in the front lobby of the HCADC and the Work Center so that anyone can come and put money on an inmate's commissary account. You can place money on an inmate's account using cash or credit cards. There will be a \$2.50 fee using cash to complete this method and a 10% fee for using a credit card. The inmate must already have an account set up to use the Kiosk machine.
3. HCADC operates a cashless accounting system. It is unlawful for any inmate housed at any Division of Corrections 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.
4. Financial transactions are not permitted between inmates.

## **VII**

### **INMATE GRIEVANCE PROGRAM**

#### **I. GENERAL**

HCADC has a formal three (3) step grievance policy for use by all inmates. Inmates are required to use this program before they proceed with filing a lawsuit.

#### **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 Policy 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**

## **HARRISON COUNTY SHERIFF'S OFFICE ADULT DETENTION CENTER INMATE HANDBOOK**

- A. Inmates are encouraged to continue to seek solutions to their concerns through informal means. However, to ensure their right to use the formal program 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 grievance forms, information and 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 standard grievance form 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 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 inmate related policies, procedures and general law library reference materials.

**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 appointment 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 and requested by Court Order. 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. Any legal assistance done by an inmate for another inmate for any type of compensation is prohibited and subjects both inmates to disciplinary action.
- F. Any legal documents requested by an inmate for another inmate is prohibited and subject 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
7. Any item not in its original form and/or not being used for the purpose for which it was intended

##### 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.

Inmates being placed in pre-hearing detention will have all personal canteen items seized. These items will be documented on a property seizure form. At the shift supervisor or higher authority's discretion inmates may only receive county issued items. Inmates will be allowed a reasonable amount of legal paperwork.

**IV. STIPULATION FOR VIOLATING RULES**

Inmates being placed in pre-hearing detention will have all personal canteen items seized. These items will be documented on a property seizure form. At the shift supervisor or higher authority's discretion inmates may only receive county issued items. Inmates will be allowed a reasonable amount of legal paperwork. It is the responsibility of the inmate to collect their own property to be seized. If the inmate does not collect their property due to behavior, etc., the HCADC is not responsible for any missing items.

All seized canteen items will be returned to the inmate on the first Sunday following their removal from disciplinary detention.

**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. Willfully or maliciously destroying, altering or damaging county property or the property of others-including razors
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. Failure to follow safety or sanitation regulations.
2. Being in an unauthorized area (yellow boxes, doors, etc.) without official permission.
3. Using abusive or obscene language.
4. 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.
5. OMITTED
6. Failure to conform to grooming/hygiene standards.
7. OMITTED.
8. Kicking or beating on doors, windows, etc.
9. Attempting to communicate with individuals outside on the facility grounds (i.e. beating on windows, calling individuals to the fence, etc.).
10. Refusing to work or encouraging others to refuse to work or participate in work stoppage.
11. Malingering or feigning an illness.
12. OMITTED.
13. Being outside of cell not fully clothed, (i.e., on dayroom floor in underwear/no shirt etc.).
14. Having paper, trash bags or pictures over windows, walls, vents or light fixtures.
15. Failure to maintain a neat and sanitary housing area, cell, (i.e., bed not made).
16. Talking through cell doors with inmates on lockdown.
17. 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, or abusive and/or fraudulent use of the kiosk.
18. Answering to the name of another inmate.
19. Not wearing ID wristband.

20. Improper use of tables or chairs (i.e., sitting or lying on).
21. Hanging items from electrical devices, sprinkler heads, doorknobs, door hinges, cell doors, bunks, etc.
22. Addressing any employee by anything other than rank and/or last name.
23. Purposely wearing pants below the waist or improper wearing of jumpsuits, or indecent exposure.
24. Preparing or conducting a gambling pool or gambling.
25. Wearing a "head rag" or "doo rag" outside cell.

**Punishment:**

Disciplinary actions may include lockdown for the remainder of the shift, up to 20 days loss of canteen, visitation, or telephone or a combination of the sanctions noted above. (All offenses must be documented and signed by a supervisor)

Violations of the rules governing video visitations or messaging may result in the violator having those privileges temporarily or permanently suspended. Suspensions may result from an administrative or disciplinary action. Restrictions shall be as follows: First Offense – up to thirty (30) days suspension. Second Offense – up to sixty (60) day suspension. Third and Subsequent Offenses – a minimum of one (1) year suspension, and up to permanent suspension from video visits and/or messaging privileges.

**V. 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.

**VI. 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

**VII. APPEALS**

Any inmate punished under the authority set forth herein who considers his punishment unjust or inappropriate to the offense may appeal to the Deputy Warden, within five (5) 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.

**VIII. 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.

**IX. 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 inmate's master file and a copy shall be forwarded to the inmate's working file.

**GENERAL HOUSING UNIT RULES and REGULATIONS**

## **HARRISON COUNTY SHERIFF'S OFFICE ADULT DETENTION CENTER INMATE HANDBOOK**

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 on 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. There should be no books inside your cell other than a Bible or Quran.
18. No cleaning supplies will be stored in cells. Supplies used must be visually observed by an Officer.
19. No thermals or religious paraphernalia will be worn when exiting the block.
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, including religious paraphernalia, 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.



## HARRISON COUNTY SHERIFF'S OFFICE ADULT DETENTION CENTER INMATE HANDBOOK

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 inmate will receive written notification of the rule violation he/she is charged with at least 24 hours in advance of the hearing.
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 Disciplinary Officer 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)
13. Inmate in detention (pre-hearing, post-hearing, Security Risk Group, Red on Red, etc.) will not be permitted to use the phone or messaging system while in detention.
14. Inmates in detention (pre-hearing, post-hearing, Security Risk Group, Red on Red, etc.) will be permitted to order hygiene only through the commissary. Family/friends found to be circumventing or attempting to circumvent facility rules by ordering canteen for an inmate in detention through other inmates, will have their phone number blocked and will be prohibited from visiting for a minimum of six (6) months.
15. Family/friends of inmates that are in detention may not communicate with the inmate through other inmates. Doing so will result in the family/friends' phone number being block; once a phone number is blocked by the facility it will not be unblocked.