

**HANCOCK COUNTY
PUBLIC SAFETY COMPLEX**

INMATE HANDBOOK



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Table of Contents

Introduction	3
Admission, Orientation and Classification	4
Prison Rape Elimination Act of 2003	7
The Daily Procedures	8
General Housing Rules	11
Programs	12
Inmate Employment and Job Assignment	14
Medical, Dental, and Mental Health Services	15
Rights, Responsibilities, and Regulations	17
Privileges	18
Inmate Services	22
Inmate Grievance Procedure	25
Inmate Legal Services Program	26
Rule Violations	28

Hancock County Public Safety Complex Inmate Handbook

Introduction

The purpose of this handbook is to provide general information to you and others interested in the operation of the Hancock County Public Safety Complex. When Hancock County Public Safety Complex 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 Hancock County Public Safety Complex (which are subject to change), or all 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 Hancock County Public Safety Complex, and to ease your adjustment and transition to facility life.

You are to keep this handbook from the time it is given to you until you are released. You are expected to conduct yourself in an orderly and mature manner while respecting 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 sending a request form 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 reviewed by staff when considering you for programs and other privileges. You should try to make good use of the time you are in the Hancock County Public Safety Complex 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. When a rule change is made, you will either be issued a bulletin that outlines the change or a notice will be posted on the housing unit. 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 jail, you will not be treated differently because of your race, religion, national origin, gender, or disability. You will receive equal access to programs based on your classification and behavior while incarcerated.

While you are in jail 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 Hancock County Public Safety Complex employees charged with your supervision. Your responsibility is simple:

- *Obey the Rules
- *Have good behavior at all times
- *Show respect
- *Notify your family and friends of new rules that may affect them

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

1. OFFICER assigned to your tower or floor
2. FIELD TRAINING OFFICER (FTO)
3. BLOCK SUPERVISOR (SERGEANT)
4. SHIFT SUPERVISOR (LIEUTENANT)
5. CHIEF OF SECURITY (CAPTAIN)
6. WARDEN

ADMISSION, ORIENTATION AND CLASSIFICATION

Incoming Inmates

Incoming inmates will submit to a complete search, and dress in a clean uniform. During booking, staff members will ask 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.

Issued Items

When you are transferred from the booking area to a housing unit you will be issued an ID band (on wrist). You're required to wear this ID band at all times. You will also be issued a mattress with cover, blanket, sheet, at least one (1) jail uniform, slide shoes, bath towel, cup, spork, hygiene items, and an inmate handbook. Any other items that are needed must be submitted on a request form. When you are released you must return everything received in booking & classification except the hygiene items. These items should be returned in the same condition as you received them. The other items may be thrown away.

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**) Personal property allowed in the housing units is limited to issue clothing items and purchases from the canteen. A reasonable amount of personal mail 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 MDOC or to some other detention facility your personal property must go with you.

Items not accepted by the agency picking you up **WON'T BE** held at this facility. The facility will only keep property for inmates housed here. At the point of being sentenced, you should have a family member pick up your property within 30 days or will be disposed of.

Money

All money will be placed into an account listed in the inmate's name. A receipt for the money will be signed by the inmate and the Booking Officer. Upon discharge from the facility, all money remaining in the account will be returned to the inmate in the form of a check.

Property will NOT be unsealed to retrieve any items, ex. Telephone numbers, pictures, business cards, etc.

HANCOCK COUNTY PUBLIC SAFETY COMPLEX ALLOWABLE LIST

2 Pants/2 Shirts or 2 Jumpsuits	1 Mattress	1 Cup
3 Boxers (white)	1 Sheet	1 Spork
2 Thermal Shirts (white)	1 Mattress Cover	1 Bowl
2 Thermal Pants (white)	1 Blanket	3 Books (paperback)
3 Round Neck Tee Shirts	1 Comb or Brush	1 Inmate Handbook
1 Pair of Jail Shoes		
1 County Issued Bath Towel or no more than 3 Towels purchased from the Inmate Canteen		
A reasonable amount of mail (personal and legal)		
10 pictures (photocopies of pictures are considered the same as a photograph)		
Females: 2 sports bras (white)	3 Boxers or 3 Panties	

Inmates in segregation for punitive reasons, i.e. prehearing detention, administrative segregation, etc., will be limited to the following items:

1 Uniform	1 Mattress	1 Cup
3 Boxer (white)	1 Sheet	1 Spork
1 Mattress Cover	1 Blanket	1 Bible or Quran
1 Comb or Brush	1 Inmate Handbook	Legal Paperwork
Personal Mail (reasonable amount)	No pictures will be allowed. Any mail that is received for an inmate in segregation which contains pictures will be returned to the sender.	

Each inmate is responsible for all items issued and will be held financially responsible for any misuse, damage, or loss. Any monies owed may be deducted from your commissary account.

MDOC ALLOWABLE ITEMS FOR TRANSPORTING STATE OFFENDERS TO MDOC/CMCF/SMCI

- 1.) Soft back Bible (1)
- 2.) Legal material
- 3.) Money (To be placed in Inmate Account)
- 4.) Pictures (ten 3 1/2 x 5)

- 5.) 1" Plastic Religious Medallion (no metal chain)
- 6.) Wedding ring
- 7.) Deodorant

Note: Court-Order returnees can have only the property that they arrived with when they entered the facility. Anything not on the list is considered contraband, subject to be destroyed or thrown away. No cigarettes, no free world clothes, shoes or electronics (TV, radios, etc.) are allowed. All other non-allowed items must be disposed of before going to Central Mississippi Correctional Facility or it WILL BE DESTROYED.

Inmates transferring from HCPSC to MDOC will not be allowed to take any canteen. All canteen items will be disposed of prior to transport.

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 Treatment, Parenting, Anger Management, etc.
- * Medical Class

Initial Classification

This process includes, but is not limited to the following

1. Identification Process

Inmates are strip-searched and all free world clothing is confiscated. Personal property which 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 inmates account. The inmate is allowed to shower and receives issued items. The inmate is photographed, fingerprinted, and issued an identification band.

2. Physical Examination

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

SEXUAL HARASSMENT PREVENTION AND NOTIFICATION

Sexual harassment includes unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature. If an inmate believes he/she is being harassed, he/she should directly state that belief to the person doing the harassment. In a case of alleged continuing harassment, an inmate may notify the Warden, either personally or in writing, and the Warden will assign an Investigative Supervisor to make inquiries into the allegation. The Investigative Supervisor will report the findings to the Warden.

In order to prevent yourself from becoming a victim of sexual harassment, you should:

- Know and understand what sexual harassment is.
- Do not participate in discriminatory joke telling.
- Do not display discriminatory drawings, pictures, etc.
- If you know someone who is being harassed, give him/her your support. Encourage the recipient to take immediate action.
- If you actually see or hear an incident of sexual harassment or are subjected to an offensive environment, you should take the appropriate steps to resolve the harassment.

PRISON RAPE ELIMINATION ACT OF 2003

1. The Prison Rape Elimination Act of 2003 (PREA) is a federal law establishing a zero tolerance approach to prison rape which makes identification, prosecution and elimination of prison rape a top priority of correctional agencies across the nation; and to develop national standards for the detection, prevention, reduction, and punishment of prison rape. The term “rape” means the carnal knowledge, oral sodomy, sexual assault with an object, or sexual fondling of a person, forcibly or against that person’s will; the carnal knowledge, oral sodomy, sexual assault with an object, or sexual fondling of a person not forcibly or against the person’s will, where the victim is incapable of giving consent because of his or her youth or his or her temporary or permanent mental or physical incapacity; or the carnal knowledge, oral sodomy, sexual assault with an object, or sexual fondling of a person achieved through the exploitation of the fear or threat of physical violence or bodily injury.
2. This law is directed to all sexual acts relating to: inmate to inmate, inmate to staff, and staff to inmate.
3. Sexual acts or sexual contacts between any staff person and an offender, even if the offender consents, initiates or pursues, are always prohibited and always illegal.
4. Sexual misconduct is: Any sexual advance by staff members, requests for sexual favors by staff members, threats by staff for refusing sexual advances verbal or physical conduct of a sexual nature toward an offender by staff members, contract staff or volunteers of the Hancock County Public Safety Complex and invasion of privacy beyond what is reasonably necessary for safety and security.

Treatment Options for Assault Victims

Immediately report the assault to a staff member. Medical attention will be given; do not shower, clean yourself, brush your teeth or change clothes for medical and prosecution reasons. Separation from the assaultive inmate during the investigation will occur.

How Inmates Can Protect Themselves from Becoming Victims:

- Stay away from isolated areas such as closets, stairwells, and isolated/unoccupied restrooms.
- Stay within eyesight of a correctional staff member whenever possible.

- Be aware of your body language; avoid conversations involving sexual topics, family relationships, sexual experiences, financial status.
- Don't get in debt. You may be expected to repay a debt with sex.
- Avoid purchasing large amounts of canteen items or giving the impression you have money available to you.
- You may be strong-armed or approached to pay for protections, etc.

Know that victims are selected by stronger inmates seeking out those that appear weaker (either physically or mentally) and are frequently similar to domestic violence situations.

Know that, as a victim, you are not at fault.

If YOU are a Sexual Predator and Assault Someone

...Sexual assaults will be investigated and are subject to prosecution in outside courts and by the institution adjustment process.

...Your actions will have an impact on family, friends, and children. Visits for family and friends will be restricted.

...You will be classified as a sexual offender and be required to complete the Sex Offender Treatment Program and register as a sex offender prior to release.

...Your release date and amount of MET eligibility for state inmates will be affected, thus increasing your sentence/stay.

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. All lights out at 10:00 PM Sunday THRU Thursday. 11:00 PM Friday and Saturday. Inmate workers 11:00 PM Sunday THRU Thursday 12:00 AM Friday and Saturday.
6. Inmates on dayroom time will have their cell doors cycled every two hours. The doors will remain open for five minutes.

IDENTIFICATION WRISTBANDS

Inmates are required to wear their identification wristbands at all times. Institution staff may require them to present it 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.

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.

HAIR AND BEARD

Male inmate's hair will be kept clean and neatly cut so the hair does not fall below the collar and is not more than 3" in length. Mustaches will be neatly trimmed at all times. Beards and goatees in excess of 1/2" are not permitted for identification purposes. All male haircuts will be military style.

Female inmates will keep their hair clean, neat and properly maintained at all times.

Haircuts will be provided FREE once per month on Saturdays and Sundays unless an attorney makes a special request for court appearance.

REQUEST

This is an informal means to access different departments within the jail, Inmate Records, Inmate Accounts, Classification, Legal, Chaplain, etc. Request forms are available through the floor officers and must be placed in the locked boxes inside the sections. Requests given to officers will not be accepted. Once you have submitted a request, you must allow adequate time for the request to be answered before submitting another request for the same issue.

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 or other infections and will be considered an act of self - mutilation.

INMATE CLOTHING AND DRESS CODE

Inmates will wear only institutional clothing as directed and prescribed for their particular classification category and 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 shirts and pants are required to be worn when out of your cell or bunk. Simple wearing an undershirt, T-shirt, etc. is not acceptable. Shirts are to be tucked in and pants 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.

WEAPONS/POCKET KNIVES

Inmates will not be allowed to either carry or possess weapons/knives of any description.

AUTHORIZED AND UNAUTHORIZED PROPERTY OF INMATES

Inmates will be allowed to receive property according to their classification category. It is against HCPSC policy to give or receive anything of value from HCPSC 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.

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 complete set (pants & shirt) to receive a clean set. Inmates should have their laundry ready inside their cells on laundry day.

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.

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. An inmate's property, county issued, canteen, personal, etc., must be kept in/on the bed area the inmate is assigned. Any item found on empty racks or inside drawers of empty racks will be confiscated and destroyed.

ADDRESSING STAFF

All inmates must address security staff by calling them by their rank and last name or by 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 staff by calling them man, woman, broad, any other slang or derogatory name or by their first name.

GETTING ALONG WITH PEERS

All inmates must learn how get along with other inmates while housed and working together. HCPSC 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.

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.

HEADCOUNT AND COUNT PROCEDURES

All counts are to be taken seriously. Headcount will be conducted at least 5 daily (3 certified), and may be conducted anytime staff deems it necessary. Inmates will report to the yellow line in front of your ASSIGNED cell when instructed to do so by the Tower and/or Floor Officer. Inmates in dormitories will be required to stand by the side of their bed until headcount has been cleared. 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 ID wristband. Therefore, have ID wristband on and be fully dressed when headcount starts. **Telephone calls, showers and no talking are not 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.

SMOKING

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

SEARCHES

You may be searched at any time while in custody. You are expected to cooperate with all searches, including strip searches, upon request by staff.

GENERAL HOUSING UNIT RULES

1. Each inmate is responsible for conducting a search of his/her assigned cell upon entry and reporting any contraband and/or damage to the cell.
2. Beds must be made neatly with the sheets tucked under the mattress when not in use.
3. Each inmate is responsible for cleaning his/her cell daily, cells will be inspected routinely.
4. All personal property must fit in the assigned space provided.
5. Shoes are to be placed on the floor under the bunk.
6. Head-wraps, du-rags, skull caps are not permitted. Inmates found in possession handmade items of this description will be charged with Property Destruction.
7. Housing areas must be maintained in a neat and sanitary manner.
8. No trash bags, paper, pictures, etc. will be hung over any window, on walls, doors, or vents.
9. No items will be hung from electrical devices, sprinkler heads, doorknobs, door hinges, cell doors, etc.
10. Items may not be attached to the walls, windows, doors, etc. in any manner.
11. When asked to go to your assigned cell you will do so immediately, no questions asked.
12. Do not talk to other inmates through closed cell doors, fire exit doors or pass notes of any kind.
13. Do not sit on tables or place feet on walls.
14. No personal items such as cups, spoons, paper, etc. will be left outside the inmate's cell.
15. Only three books, including the Bible or Quran will be allowed in each inmate's possession at any time.
16. Inmates may only have a total of ten (10) pictures in their possession at any time. Pictures may not be larger than 4x6.
17. Only a reasonable amount of mail may be kept in an inmate's storage area.
18. Inmates must be dressed before exiting the shower.
19. Razors will be assigned on Tuesdays and Thursdays, two hours after issuance the razors will be returned to the officer.
20. Do not run inside the housing unit, you will behave in an orderly fashion at all times when in the facility.

- 21.No personal items (cups, radios, etc.) will be allowed on the yard. During times when the outside temperature is high, inmates will be allowed to bring a cup of water to the yard with them.
- 22.Random head counts may be conducted in your housing unit at the discretion of the floor officer. In the event of a fire alarm or drill, all inmates are to enter their cell and remain on their beds or move to their bunks.
- 23.Request forms, medical request, etc. will be available prior to lockdown each night. If you do not take advantage of the retrieving the forms at the time they are offered, you will wait until the following night to get the form unless a legitimate urgent need exists.
- 24.Telephones are available in each housing unit. Inmates will not be brought to any location to use a free-world telephone.
- 25.Meal trays will only be issued when you are present at the food pass wearing your complete jail uniform and ID band. Inmates will not accept trays for other inmates.
- 26.Inmates are not to linger on the dayroom floor while exiting the shower and must dress immediately upon exiting the shower.
- 27.Intercoms are located throughout the facility. Do not use the intercom system to request information. If the information is not in the handbook, you should ask the floor officer or submit a request. Do not use the intercom unless there is an emergency.
- 28.All inmates are required to wear at least underwear while sleeping. Your head must remain visible at all times.

PROGRAMS

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 Pearl River Community College.

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

1. Eligibility

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

2. Selection Process for Screening Inmates for GED

- a. A referral is made from the Classification Officer
- b. Applicants are interviewed, and the rules and regulations for academic programs are discussed
- c. Eligible students are placed in the academic programs

ALCOHOL AND DRUG CLASS (PRETRIAL INMATES)

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;
- Pre-Release transitional service needs; and/or
- Coordination of efforts with supervision and treatment staff during the pre-release phase to ensure that supervision and treatment are continued.

Referral Process

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

- May be requested by a court of jurisdiction; classifications or security management; classification hearing officers and disciplinary hearing officers.
- Inmates who have identified their own need for treatment may request placement in the A&D Classes by writing a letter or seeing their Classification Officer.

RELIGIOUS PROGRAM /CHAPLAINCY SERVICES

- A. HCPSC 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. The Religious Programs chaplain will normally be the staff person to notify inmates regarding emergencies related to critical illness or death of family members. 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 the inmate are ineligible for group activity.
- C. Inmates in Administrative Segregation, disciplinary detention or protective custody are assisted by chaplains to carry out approved religious faith practices on an individual basis.
- D. Pastoral visitation by inmate's designated clergy leader will be coordinated through the Religious Programs chaplain.
- E. Inmates may receive religious literature appropriate to their faith, which is not derogatory toward other racial or religious faith groups and is approved through the Religious Programs chaplains.
- F. Inmates may participate in religious correspondence courses through the mail upon prior approval through the Religious Programs chaplain.

- G. 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.

INMATE EMPLOYMENT AND JOB ASSIGNMENT

INMATE WORKER STATUS

- A. Inmates may be recommended for Inmate Worker Status based on Institutional needs, labor crew needs and the inmate's ability/skill.
Approved programs may include, but not be 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 Inmate worker status must meet special classification criteria for the appropriate custody level. An inmate is not eligible for inmate worker status if he is in long term segregation and does not participate in either work or treatment programs. Inmates (with less than a \$100,000 bond) may apply to serve as an inmate worker.
- C. Any inmate who refuses a job assignment or is removed from a job by a work supervisor, Classification staff, Chief of Security or Warden is in direct violation of worker 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 completing an inmate request form and placing it on mail box. 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 90 days before reapplying. If you receive a major RVR you will be removed from worker status and returned to general population. You must be Minor RVR free for 30 days to be a worker and must be Major RVR free for 90 days.

MEDICAL, DENTAL AND MENTAL HEALTH SERVICES

General:

The Hancock County Public Safety Complex provides medical, dental and mental health services to all inmates incarcerated in the institution.

Medical Services:

Healthcare providers (i.e. physicians, nurse practitioners, nurses and other staff) will meet the medical needs of inmates through scheduled and emergency visits.

Dental Services:

Dental services will consist of pain & infection control only. No elective or cosmetic dental services will be provided. All requests for dental care will be reviewed, but medical necessity must be met before an appointment will be scheduled with a dentist. If a requested procedure is not deemed a necessity by the provider, it will not be provided.

Mental Health Services:

The goal of mental health services is to provide for the treatment of inmates with mental health problems at all stages of an inmate's period of incarceration.

Prevention:

Diseases may be spread in the jail setting if precautions are not used. To prevent yourself from getting diseases, do not share needles for consuming drugs or tattooing. Do not share body fluids.

Self-Care:

Inmates may purchase certain over-the-counter medications directly from canteen.

STEPS FOR REQUESTING MEDICAL, DENTAL AND MENTAL HEALTH SERVICES

The inmate requesting medical services will fill out a "Sick Call Request" form, sign, date, and place the completed form in the designated area in each housing unit. The request form will be returned 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 service. The inmate's request for medical service will be triaged within 24 hours of receipt of the request.

A qualified health care 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 health care services shall utilize the Grievance Procedure.

STEPS FOR REQUESTING EMERGENCY MEDICAL SERVICES

Emergency services are available 24 hours per day, 7 days a week. If your medical problem is an emergency, notify a staff member immediately so you may be evaluated. 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.

CONSEQUENCES FOR MALINGERING OR FEIGNING AN ILLNESS

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

PAYMENT FOR SERVICES

Procedures in regard to payment for medical services:

- No inmate will be refused medical, dental or mental health services because of financial status.
- All inmates may be charged a \$10.00 co-pay for each self-initiated request for care, and if the appointment is not kept, you may still be charged this \$10.00 fee. Inmate accounts will deduct this fee from your canteen account automatically. All questions in reference to a medical charge should be referred to the medical services staff.
- Indigent inmates are those inmates not having sufficient funds to pay the assessed fee at the time they receive 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.

Inmates will not be charged for the following scheduled services:

- Referrals or scheduled return visits resulting from the initial request for care. After you are released from care for an injury or illness, subsequent unscheduled self-initiated requests for treatment for that injury or illness may be chargeable.
- Initial health assessments, Tuberculosis testing, treatment instituted by the institution/facility for public health reasons, prenatal care, visits for work related injuries or any other medical visit/service felt non-chargeable by the medical staff.

No Shows for Medical Appointments:

- Failure to attend a scheduled appointment will result in fee and an RVR for the inmate.

- If 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.
- If the refusal to attend the scheduled appointment would result in a *Use of Force* incident, the inmate will not be transported to the scheduled appointment unless specifically directed by the Warden or designee. The inmate will be charged for the visit and an RVR will be issued.

Right to Refuse Treatment:

- 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.
- 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.
- 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. The Release of responsibility Form will be witnessed by the healthcare provider who counseled the inmate.
- If the inmate refuses to sign the Release of Responsibility Form, this will be documented by the health care provider and witnessed by a staff member who is a witness to the refusal.
- 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.

RIGHTS, RESPONSIBILITIES AND REGULATIONS

GENERAL

Inmates have certain rights and duties. This chapter is provided to help inmates understand their responsibilities and obligations while in custody of the Hancock County Public Safety Complex.

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.

ACCESS TO THE COURTS

If you have a court appearance scheduled in another court or on charges other than the current charges you are being held on, you must write the court to notify them of your incarceration. This applies to all other courts such as family, civil, criminal courts and other legal hearings. If you have a court appearance scheduled in a county other than Hancock, you must contact that jurisdiction by mail to notify them of your whereabouts. Below are addresses you may need while incarcerated in this facility:

Hancock County Circuit Court 152 Main Street Suite B Bay St. Louis, MS 39520 Circuit Court Clerk	District Attorney, Joel Smith 152 Main Street Suite D Bay St. Louis, MS 39520
Justice Court 8450 Highway 90 Bay St. Louis, MS 39520	Bay St. Louis Court 688 Highway 90 Bay St. Louis, MS 39520
Waveland Municipal Court 1602 McLaurin Street Waveland, MS39576	Probation and Parole P.O. Box 4344 Bay St. Louis, MS 39520

This facility does not contact the courts, Probation and Parole, or your attorney. If you cannot reach the entity you wish by telephone, you will have to write. This facility does not hand carry any mail to Probation and Parole or the court.

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; familiarizing individuals and organizations that regularly visit or correspond with the inmates, the rules of the institution.

REGULATIONS

Failure of the inmate to follow these regulations could result in disciplinary action.

PRIVILEGES

GENERAL

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

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 the Hancock County Public Safety Complex 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 Hancock County Sheriff or Warden as contraband are strictly prohibited. Contraband will be confiscated and violators will be prosecuted.

All visiting in the HCPSC is non-contact expect for state inmates assigned to the A&D Program. The specifications for inmates in the A&D program are noted below. Visitation is conducted through video monitors and is subject to recording and/or monitoring. Each inmate is allowed five (5) visitors (including infants and children). A parent or legal guardian 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 five (5) people per visit (including infants and children) and will last no more than 30-minutes. Visitors are not allowed to leave anything in the visitation room.

Inmates are allowed up to 10 visitors on the visitor list and to update, i.e., add or change, their visitation list once every six (6) months. **NO EXCEPTIONS.**

Each inmate will be provided five Visitor Request Forms which he/she must forward to the people he/she wishes to have on their visitation list. The potential visitor must fill out the form and return it to the Offender Services Department. A criminal background check will be performed on each person wishing to visit. Persons who have prior felony conviction(s) and/or have pending felony charges will not be allowed to visit. Any person housed in the Hancock County Public Safety Complex for misdemeanor charges will not be allowed to visit for six months after their discharge from the facility or the discretion of the Warden.

A&D PROGRAM (STATE INMATES)

- Inmates assigned to the A&D Program for state inmates will be allowed a two (2) hour contact visit two (2) times per month.
- Vending machines are available in the visitation area. Visitors are allowed to bring no more than \$20 (change or one dollar bills only).
- Any food items left at the end of the visit must be taken by the visitor or placed in the trash. Inmates will not be allowed to take food items to their living quarters.
- Inmates and visitors will be allowed to greet and depart with a small kiss. No lingering kisses will be allowed.
- Inmates and visitors must keep their hands on the table at all times.
- All other visitation rules will be enforced for the state inmates.

Written information regarding procedures governing visitation are made available to the inmate after arrival at the Hancock County Public Safety Complex. 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:

- Institution address, telephone number and directions to the facility;

- Information about the local transportation;
- Days and hours of visitation;
- Approved dress code and identification requirements for visitors;
- Items authorized in the visitation room;
- Special rules for children
- Special visits (family emergencies).

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

Dress Code (Males)

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

Dress Code (Females)

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

Violation of the dress code will result in the visit being denied and/or future visits suspended. All visitors will register upon entering the Hancock County Public Safety Complex. 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 will be allowed to bring one key and identification into visitation. Visitors with infants may possess one clear diaper bag with up to one (1) diaper, one (1) bottle, one (1) pacifier and diaper wipes in a Ziploc® bag. Inmates and visitors will be prohibited from giving, trading, selling or receiving anything to or from each other, other inmates or visitors. Tobacco products and any other contraband 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:

- Visitor is believed to be under the influence of drugs and/or alcohol;
- Visitor fails to produce sufficient identification;
- Visitor violates institutional rules or engages in any behavior that is deemed inappropriate by the Warden or his designee;
- Children act in a disruptive manner in the visitation area;
- Necessary order and security cannot be maintained;
- Visitor possesses contraband.

Visits may be terminated at any time at the discretion of the Shift Supervisor.

TELEPHONE ACCESS

Eligible inmates will be given an opportunity for reasonable access to designated, monitored telephones. 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. All calls made are collect calls or through a purchased phone card. The telephones are property of the telephone company, if they are intentionally damaged, the section may be without telephone service until the company can be contacted for repair.

The party wishing to receive collect calls will have to call set up an account or you may purchase telephone cards through the phone system.

All telephone calls are subject to recording and/or monitoring.

TELEPHONE CARDS

Inmates may purchase debit phone time through the commissary ordering. These funds will be automatically transferred to the inmate's phone account. The instructions for purchasing and using the phone time are posted in each section. Friends and family may purchase phone time via the internet at www.securustech.net or calling 1-800-844-6591.

TELEVISION

The housing unit dayroom is equipped with two televisions. Televisions will be turned on daily when approved by the Housing Unit Officer. Televisions will be turned off during meals, clean-up and during any times of lock-in. If inmates do not conduct themselves in an appropriate manner while viewing the television, the Housing Unit Officer may restrict an individual inmate or the entire housing unit from television use.

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 shirts, pants 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.

DAYROOM

All inmates are required to keep all common areas in the pod clean and sanitary. These areas include but are not limited to walls, floors, showers, tables, chairs, and railings. Each section has inmate workers assigned; however, all inmates are responsible for cleaning up after themselves in all common areas of the facility.

CANTEEN

Canteen services are provided by Tiger Commissary at the Hancock County Public Safety Complex 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, writing materials, personal hygiene, etc.) one time per week. The cost of the purchase is deducted from the inmate's account and the items are delivered by Canteen Staff.

Canteen privileges will be permitted according to the inmate's classification level. An inmate can spend the amount determined by their classification level.

- Inmates are allowed one hundred dollars (\$100.00) per week.
- Inmates that are on RVR Detention are allowed Hygiene products only(if purchase any food, beverages etc., canteen package will not be opened)
- Administrative Segregation- twenty-five dollars (\$25.00) per week, unless otherwise restricted to a lesser amount

INMATE SERVICES

MAIL

Communication with the outside world is important. A staff member will pick up outgoing mail Monday through Friday, excluding holidays. All outgoing mail must have postage, the full name of the inmate, and the return address. The address the mail is to be sent must contain the person's first and last name (no nicknames), as well as the address. Personal mail must be posted unsealed. Other than the return address and the addressee's information, no personal drawing, messages, dates, etc. will be allowed on the outside of the envelopes. Any outgoing mail with obscene or vulgar words or pictures or gang related symbols will not be mailed.

Outgoing mail will not contain any foreign items. Only letters are acceptable. The envelope along with the contents will be destroyed and you will not be reimbursed for postage. All outgoing mail will be stamped with the following

Hancock County Public Safety Complex
This letter is being mailed by an inmate of this facility.
The Administration is not responsible for contents.

Inmates may not correspond with other inmates in this facility or any other facility without written consent from the Warden of both facilities.

You may have your family order books from publishers but they must be SOFT back books only. You are allowed three books every six months. Puzzle books are not allowed to be ordered from a publisher. No books and/or magazines will be allowed that contain information on illegal activities, sexual content, guns and/or ammunition, maps, or that may hamper legitimate security interests. All incoming mail will be opened and searched for contraband. 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. Any packages or unauthorized mail will be returned to the post office. The HCPSC 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:

Hancock County Public Safety Complex
Inmates name (name booked in under)
Cell block, Section, and Cell Number
8450 Highway 90
Bay St. Louis, MS 39520

Mail will be picked up and delivered every day except Saturday, Sunday and Holidays security issues permitting. You must show your ID wristband to receive mail.

Incoming correspondence may be returned to the sender for any of the following reasons:
A full return address including the first and last name is mandatory. Mail without the full return address will not be accepted.

The return address and/or the addressee must be handwritten or typed. Address labels are not acceptable.

The letter contains sexually explicit vocabulary, racial slurs, vulgar vocabulary, inappropriate and/or offensive language, or gang related information.

Five photographs, maximum size of 4" x 6" are authorized through the mail at any given time. Inmates should keep in mind they are allowed a total of 10 photographs in their possession. Polaroid pictures are not allowed.

Persons in photographs must be appropriately clothed with both top and bottom parts of the body clothed in outerwear. Outerwear garments, including swimsuits, must substantially cover female breasts as well as genitalia and buttocks of both male and females.

Negatives, slides, laminated items, frames, cardboard, or other forms of paraphernalia are not authorized; nor are items attached to the actual correspondence allowed. This includes glued items, glitter, stickers, etc.

No 'musical' or 'talking' greeting cards are allowed.

No item except for the actual correspondence is authorized to be sent to the inmate. This includes internet print-outs, copies of puzzles, newspaper clippings, etc.

All envelopes, stamps, paper, writing utensils, and puzzle books must be purchased through the commissary.

Any form of tobacco products or accessories is considered contraband and may result in criminal and/or disciplinary action.

Any correspondence containing body fluids, perfumes, powders, hair, lipstick, or other bodily item, including clothing, are not allowed; nor is any unidentifiable item that appears to be spilled, painted, glued, etc. on the letter or envelope.

Padded or bubbled envelopes are not authorized.

Third party correspondence (letters sent through a second party) are not allowed; nor is third party correspondence allowed to be sent out.

Inmates that are issued indigent envelopes must not give, trade, batter, and lend, etc. the envelopes to another inmate. Doing so will result in disciplinary measures (see Major Rule Violations Category I #25, Unauthorized Transaction).

INMATE ACCOUNTS

GENERAL

HCPSC 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.

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, or money order from any qualified vendor. 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 Hancock County Public Safety Complex. You can place money on an inmate's account using cash or credit cards. There will be a \$2.50 fee using this method. Money may also be deposited into an inmate's account via the internet at www.tigerdeposits.com. The inmate must already have an account set up to use the Kiosk machine or the internet.

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

Inmate Accounts Office

Inmate full name and Docket number

8450 Highway 90

Bay St. Louis, MS 39520

FINANCIAL TRANSACTIONS

Financial transactions are not permitted between inmates.

To qualify for county indigent, you must be without funds for 30 days. When you receive money, you are taken off the indigent list and you will have to reapply for indigent when the proper time has passed.

Indigent supplies are passed once a month and consist of the following:

- 2 flex pen
- 4 envelopes with postage
- 10 sheets of paper

INMATE GRIEVANCE PROGRAM

GENERAL

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

DEFINITION OF GRIEVANCE

A written complaint by an inmate on the inmate's own behalf regarding the following

- A policy within the facility;
- An action involving an inmate or employee of the facility;
- An incident occurring within the facility; and/or
- A condition in a facility.

PURPOSE

HCPSC 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 HCPSC.

PROCEDURES

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. Inmates may request information or assistance in using the program from the Grievance Officer or from any staff member in their housing unit. 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 (Chief of Security). 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.

ACCEPTANCE OR REJECTION

Notice of the request's 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.

ABUSE OF THE PROCEDURE

If an inmate submits multiple requests during the period of Step One review of this request, the first request will be accepted and handled. The others will be logged and set aside for handling at the Grievance Officers discretion. A maximum of 5 requests will be logged. Requests above that number will be returned to the inmate and not filed. The Deputy Warden may determine whether a letter of instruction to the inmate is in order. If such a letter is sent, a copy is also sent to the Grievance Officer.

If a request is unclear or the volume of attached material is too great, it may be returned to the inmate with a request for clarity or summarization on one additional page; the deadlines for this request being on the date resubmission is received by the Grievance Officer.

If an inmate refuses to cooperate with the inquiry into his allegation, the request may be cancelled by noting the lack of cooperation on the Grievance Form and returning it to the inmate.

REPRISALS

Nothing in this procedure should serve to prevent or discourage an inmate from communications with a Division Head or anyone else. No action shall be taken against anyone for the good faith use of or good faith participation in the program. The prohibition against reprisals should not be construed to prohibit discipline of inmates who do not use the system in good faith, or who file requests that are frivolous or deliberately malicious.

DEADLINE AND TIME LIMITS

Unless an extension has been granted, no more than 90 days shall elapse from beginning the process to ending the process. Absent such an extension, expiration of response time limits without receipt of a written response shall entitle the inmate to move onto the next step in the process.

INMATE LEGAL SERVICES PROGRAM

GENERAL

The purpose of HCPSC Inmate Legal Services Program is to provide inmate 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.

GAINING ASSISTANCE

The inmate must request a copy of a request form in their housing unit.

The form must be filled out completely by the inmate, unless they cannot write. However, in all situations, the person requesting assistance must sign the form.

Once the form is completed, it should be returned to the Legal Services Officer according to the institutional procedures.

REVIEWING THE REQUEST

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.

If the inmate needs additional research, it will be provided to the inmate upon their request. 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.

MAILING PROCEDURE

- A.** All outgoing inmate mail is subject to inspection, except mail from inmates to their designated attorney, any state or federal court, or any public official.
- B.** Mail from an inmate to any of the above listed persons or agencies will be considered confidential. Legal Services will verify the authenticity of the correspondence. It will be placed in an envelope, sealed, and it will not be opened or otherwise inspected.
- C.** An indigent inmate is defined as one who is without funds and has maintained a balance less than the price of a first class stamp, or less, for 30 consecutive days preceding the requested mailing. Indigent inmates who need to send legal mail will have to prove the mail is for pending litigation. Proof will consist of showing the documents to the reviewing staff member who will be looking for court docket numbers, plaintiff versus requests from either the court or general for specific documents, etc. If requested information is not provided or the inmate refuses to show the mail to the staff reviewing such mail, the letter(s) will not be processed.
- D.** 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.

GENERAL INFORMATION

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

RULE VIOLATIONS

GENERAL

This chapter applies to all inmates incarcerated in HCPSC. Inmates violating a specific prohibited act will be issued an 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.

DEFINITIONS

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:

- 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;
- Any unauthorized electronic device;
- Any item that is capable or likely to produce or precipitate dangerous situations or conflict;
- Any item not issued by HCPSC, 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;
- 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
- 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.
- Items not in their original form, in excess of the allowable list, or not being used for the purpose for which they were intended will be considered contraband.

Criminal Violations

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

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.

Informal Resolution

A resolution of a minor rule infraction heard by a Lieutenant or staff 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.

Rule Violation

An act or omission of an act contrary to the rules and regulations of HCPSC and or the Laws of the State of Mississippi or the United States.

Rule Violation Report (RVR)

A reporting 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 HCPSC record.

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. Aggravated Disobedience** - Refusing to obey the direct verbal orders of any staff member. Refusing a urine test or testing positive for drugs is a violation of this rule.
- 2. Arson** - setting a fire or attempting to set a fire.
- 3. Assault** – includes staff and/ or other inmates. Spitting, excreting, urinating on/at another individual, throwing anybody fluid or excrement, or any fluid or substance appearing to be or stated to be a body fluid or excrement on/at another individual, or contamination of any item with anybody fluid or excrement, or any fluid appearing to be or stated to be a body fluid. Body fluid includes feces, urine, blood, saliva, vomit, semen, or any other human body fluid or feces. **Any inmate who assaults an officer or staff member will be prosecuted for assault of a law enforcement officer.**
- 4. Bribery** – No inmate shall give or offer to give anything of value to any staff member for gain. No inmate shall give or accept money or anything of value to another inmate, a member of his/her family or any other person.
- 5. Contraband** - unauthorized possession, introduction or use of contraband. This includes but is not limited to: firearm, weapon, tool sharpened instrument or knife, explosive or ammunition, any intoxicants or the making of intoxicants, medication, drug or drug paraphernalia, hoarding assigned medications, tobacco and/or products. Unauthorized possession of money, bank checks, money orders, blank checks or foreign currency. All property in an inmate's possession must be included in the allowable items list. All canteen items must be in their original container. No item may be altered from its original condition.
- 6. 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. This also includes fraudulent use of the mail or postage stamps for personal gain.
- 7. Disruptive Behavior** – Using abusive or obscene language. Being loud, boisterous or disorderly or engaging in or encouraging any group demonstration or conduct to the extent that it disturbs or disrupts the orderly operation of the institution.
- 8. Escape** - attempting to escape, planning an escape or an actual escape.

9. **Extortion** - Demanding or receiving money or anything of value in return for protection from others to avoid bodily harm or under threat of informing.
10. **False Information** – Lying or providing false information to any staff member. Making false statements about any staff member. Also includes abuse of the grievance process. Fraudulent use of the mail.
11. **Fight** – fighting with other inmates except in self-defense.
12. **Gambling** – No inmate shall prepare or conduct a gambling pool nor take part in any form of gambling.
13. **Headcount Violation** – Failure to stand for headcount or interfering with the taking of headcount.
14. **Intoxication** – No inmate shall be intoxicated.
15. **Malingering**- feigning an illness or injury.
16. **Privilege Violation** – unauthorized use of the telephone or violation of visitation privileges.
17. **Property Destruction** - Willfully or maliciously destroying, altering or damaging county property or the property of others. Tampering with security devices and equipment, to include door locks, fire sensors; tampering with electrical circuit and/or fire alarms; purposely causing toilets/sinks to malfunction (flooding) will be considered property destruction.
18. **Riot** – Instigating or attempting to instigate a riot, or encouraging any unauthorized group demonstration.
19. **Sanitation/Safety Violation** – Failure to follow safety or sanitation regulations. 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. Also included is smoking.
20. **Self - Mutilation** – Willfully causing harm to oneself. Tattooing oneself or others will be considered self-mutilation.
21. **Sex Offense** - Engaging in sexual acts with others, indecent behavior, masturbation in view of other inmates and/ or staff, obscene gestures or motions, and exposing one’s private body parts to another person for the purpose of causing discomfort or offense to the other person.
22. **Theft** – stealing county property or the property of others.
23. **Threatening** – No inmate shall threaten another in any way with bodily harm or with any offense against his/her person or property.
24. **Threat to Security** – No inmate shall attempt to commit any of the above offenses, aid another person to commit any of the above offenses or make plans to commit any of the above offenses. No inmate shall circumvent or attempt to circumvent the rules of the facility.
25. **Unauthorized Transaction** – Inmates are prohibited from giving, selling or trading anything of value (or accepting anything of value) from another inmate, a member of his/her family or any other person.
26. **Work Offense** – refusing to work or encouraging others to refuse to work or participate in work stoppage.

Punishment:

Lockdown up to 60 days, loss of up to 60 days visitation, telephone and canteen privileges.

B. Minor Rule Violations Category II:

1. **Disobedience** - Failure to follow general housing rules.
2. **Disrespect**- addressing officers by anything other than their last names.
3. **Disturbance**- Kicking or beating on doors, windows, etc.
4. **False Identification**- answering to the name of another inmate.
5. **ID Violation**- not wearing an ID, you will not be granted any privileges without your id. Destruction of ID wristbands will constitute a charge of \$10.00 to the inmate's canteen account or payment at time of release.
6. **Improper Uniform**- purposely wearing pants below waist or not having the shirt tucked into the pants. When not in your assigned cell you must wear your correct, complete and properly sized jail issued uniform. Pant legs may not be rolled up and the shirt must be tucked into the pants. No item may be worn in a position other than the item's intended purpose; i.e., towels or shirts cannot be wrapped around the head, arm, leg, etc.
7. **Indecent exposure**- being outside the cell not fully clothed, on dayroom floor in underwear/no shirt, etc.
8. **Unauthorized Area**- being in a posted area, on the top tier or in a cell other than your own without official permission.
9. **Unauthorized Contact**- attempting to communicate with individuals outside on the facility grounds, beating on windows, calling individuals to the fence, etc.
10. **Unsanitary Practice** – failure to maintain your housing area in a neat and clean manner, failure to make your bed when not sleeping, and not throwing trash and/or garbage in the proper receptacle. All inmates are to take regular showers and have their bedding and clothing laundered.

Punishment:

Disciplinary actions may include one or a combination of the sanctions listed below. (All offenses must be documented and signed by a supervisor).

Lockdown for 24 hours or up to 20 days loss of canteen and/or visitation privileges.

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.

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.

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.

CRIMINAL VIOLATION

The Disciplinary Hearing Officer will refer a copy of any RVR considered felonious to the Chief of Security 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.

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.

INMATE DISCIPLINARY RULES and PROCEDURES

The Hancock County Public Safety Complex, disciplinary rules and procedures are as follows: 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 may be accepted on minor rule violations. Any grievance on the action should be written on an inmate request form addressed to the Disciplinary Officer. Inmates placed on PHD lose visitation and canteen privileges until the RVR is resolved or sanctions are imposed.
5. All major rule violations under Category I will be handled by a Disciplinary Officer or Classification Committee who may offer a plea prior to a disciplinary hearing.
6. 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.

7. 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.
8. 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.
9. The Disciplinary hearing committee's decision is final with a copy forwarded to the Director of Services.
10. The Disciplinary Officer will adjust RVR dates if found to overlap previous RVR sanctions.