

FORSYTH COUNTY DETENTION CENTER INMATE HANDBOOK

PREFACE

The Forsyth County Detention Center is managed and operated by the Sheriff of Forsyth County and his staff. These rules will explain what is expected of you, and what will be done for you during your period of confinement.

While in custody of the Detention Center, you have the right to expect fair, humane and equitable treatment. Contra wise, you have the **responsibility** to treat others in the same manner. You have the right to be informed of the rules, regulations, and procedures of facility operations, and the responsibility to know and abide by these directives.

You are required to read and maintain this book in good condition.

*This handbook was revised and reviewed April 1, 2011, by Major Tom Wilson, CJM,
Detention Division Commander*

IMPLIED CONSENT

This booklet contains the rules and regulations governing each inmate's conduct and behavior at the Forsyth County Detention Center, Cumming, Georgia.

Acceptance of this booklet by the inmate shall be presumed to be *prima fascia* evidence of knowledge of its contents and consent to obey and follow the policies and procedures contained therein.

Violation of the rules and regulations contained herein will subject the violator to disciplinary action and/or punitive damages.

NOTICE

The information and regulations contained in this manual are subject to change based on the changing needs and requirements of the Detention Center. Staff members will explain any changes to you, and you will be expected to abide by those changes. You are required to read, maintain, and return this book in good condition. Additionally, you are required to maintain and return in good condition ALL issued items or be responsible for payment of their replacement prior to being released from the Detention Center.

SMOKING

The Forsyth County Detention Center is a smoke free environment. This means no smoking of any substance, as well as no use of **ANY** type of tobacco product will be allowed. All forms of tobacco, as well as smoking accessories (lighters, cigarette papers, etc) are considered contraband. Any smoking items that you bring into the Detention Center with you will be held with your personal property. Tell your friends and family NOT to bring or mail you tobacco products, they will not be accepted, NOR will they be returned. Contraband items will be destroyed upon discovery by the staff at the Detention Center.

If you smoke, your stay in the Forsyth County Detention Center will be a good time for you to quit smoking. This may not be as hard as you may think. If you have tried to quit smoking before, you know that you can do it. Maybe you have been thinking about quitting. We hope you' ll continue to be an ex-smoker when you leave the Detention Center- its one of the best things you can do for yourself, your health, and your family.

I. ADMISSIONS

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

- A. To provide current and accurate information for personal identification and proper completion of all forms and reports.
- B. To relinquish items such as money, jewelry, securities, and all personal property for inventory and secure storage.
- C. To cooperate fully in the preparation of personal health screen and medical history forms.
- D. To submit to appropriate identification, search and hygiene procedures.

All phone calls will be limited in duration.

II. CLASSIFICATIONS

A classification and identification armband will be issued at book-in. **This armband is required to remain on your wrist at all times, and is not to be tampered with.** Removal of the armband, for any reason, will result in confiscation of any privileges to which you might otherwise be entitled. **If you remove your armband for any reason, there will be a \$5.00 replacement fee.**

III. SECURITY

Inmates will be allowed to have in their possession and/or housing area only authorized items and materials. All other items, **INCLUDING ALTERED AND/OR MISUSED ITEMS OR MATERIALS**, will be considered contraband, and will be confiscated and destroyed (this includes crosses, “dream catchers”, hearts, or any other items that are made from material that is altered from its original condition).

For the purposes of this handbook, the Detention Division Commander shall define “contraband” as any item prohibited in the detention center, or any permitted item that has been altered from its original condition, or any item that is abused or misused beyond its original intent and/or design.

Daily inspections will be conducted. Searches are routine and are used to control the introduction of contraband, and you are expected to cooperate fully with staff members.

Any interference during searches is prohibited. Facility staff members are trained, authorized and expected to employ the degree of force considered necessary and reasonable to maintain control of the facility, and to dispel any disruptive situation.

This may include the use of restraining devices, chemical agents, and other intermediate weapons, as determined by the nature and extent of the situation.

A. Personal searches

No inmate housed at the Forsyth County Detention Center will have **ANY Expectation of Privacy** at this facility, under Supreme Court ruling *468 U.S.517 (1984)*.

Inmates are subject to a *frisk* or *pat down* search at any time during incarceration. These searches shall be defined as the use of an officer's hand to physically touch the outer garments of a real and/or suspected violator of law for reasons of determining whether or not the inmate is carrying a concealed weapon, contraband, or evidence. During this search, you will be required to remove your shoes and socks.

If, at any time, a staff member has a reasonable cause to suspect that an inmate has contraband in his/her possession, a strip search may be conducted. All clothing will be removed, and searched as directed by the staff member. The staff member will visually inspect all body parts and cavities. Strip searches will be held in a private area, and conducted by a staff member of the same sex as the inmate.

IV. INTAKE

Inmates are allowed to have, in their possession or housing area, the following items and/or materials.

A. Bedding and Linens

- 2 sheets
- 1 blanket
- 1 pillow
- 1 pillow-case
- 1 towel
- 1 washcloth
- 1 mattress
- 1 inmate armband

B. Clothing

Friends and family will be allowed to bring under-wear, socks, tee shirts, etc., within 48 hours of your arrest. After that, these items must be purchased off the commissary. You will ONLY be allowed the following:

- 3 T-shirts (solid white)
- 3 pair of socks (solid white)
- 3 bras (wireless/solid white) females
- 2 jumpsuits (issued)
- 1 pair of shower shoes (issued)

Clothing items brought to the Detention Center by friends or family for inmates must be new, and in the package. These will only be accepted for 48 hours after your incarceration; after that, you must purchase these items from the commissary.

C. Intake Kit/Personal Hygiene Items (all non aerosol)

- 1 toothbrush (issued)
- 1 bar of soap (issued or purchased)
- 1 comb (issued or purchased)
- 1 tube toothpaste (issued or purchased)
- 1 bottle shampoo (issued or purchased)
- 1 solid deodorant (issued or purchased)
- Feminine hygiene items (issued as needed)

Razors are distributed on a schedule to be determined by the Assistant Detention Division Commander. They shall be distributed to individuals then picked back up one hour later. Used razors are to be returned in tact. If the razor foil is missing upon return all functions in that cell will cease and the cell will be searched.

Items in this intake kit are consumables. ALL personal hygiene items will be issued initially by the Detention Center, and supplies will be re-issued on Monday, Wednesday, and Friday.

***** In order for you to receive replacement items, empties and/or old items must be exchanged. If you do not turn in the empty or used items, you WILL NOT receive replacements.***

D. Papers, Books, and Magazines

legal papers
personal letters
inmate handbook
1 Bible, Koran, or Prayer Book
Pictures, **maximum of 10** (non Polaroid, subjects fully clothed)

Three (3) personal books (paperback only) will be allowed only if they come directly from the publisher, and must be addressed to the inmate. If more than three are received, the excess shall be stored in personal property, and may be rotated out by returning the ones currently in the inmate's custody to the Property Manager, with a request to send replacements out of the inmate's property.

1.) General Mail.

As a general rule, both incoming and outgoing mail shall be limited to the following:

- Standard postcard, of which the minimum size is 3.5 x 4.25, and maximum size is 4.25 x 6.
- Physical stamps are not allowed; both incoming and outgoing postcards must be either metered mail, or else have a pre-printed stamp.
- Postcards must be white in color.

The following **will not** be accepted, and will be returned to sender:

- Defaced or altered postcards
- Postcards with plastics or other types of wrapping or covering.
- Postcards marked with paint, crayons, or marker.
- Postcards with any type of label or sticker.
- Postcards with watermarks, or stains.
- Postcards with any biohazards, including perfumes or lipstick.
- Postcards depicting nudity, weapons, or gang references.
- Postcards containing an affixed, physical stamp.

2.) PHOTOGRAPHS

Photographs will be accepted via mail, subject to the following rules:

- The photographs are addressed to a specific inmate, and the envelope is clearly marked "photographs." NO Polaroid style photographs will be accepted, and will be returned to sender.
- No more than 4 photographs, after an inmate has been incarcerated for 30 days.
- Photographs may not be larger than 4 x 7 inches.
- The inmate's name must be written on the back of photograph(s). NOTHING ELSE will be written.

- Photographs must be unaltered, and may not contain any adhesives, such as stickers or labels.
- Photographs must not depict sexual activity, visibly expose breasts, public areas or buttocks, nor contain any gang signs, codes, or in any way promote or display illegal activity.
- Any envelope with photographs which contains any additional correspondence will be returned to sender.

3.) MONEY ORDERS

Money orders will no longer be accepted via mail for inmates. For inmates whose family wishes to deposit money to their accounts on any day or days other than visitation days, they must be informed that they may utilize a credit or debit card and call either **1-866-394-0490**, or go online to the following website:

<http://mycarepack.com>. They will need your inmate number, which you need to provide to them.

Any envelope mailed to this facility containing a money order will be documented and returned to sender.

4.) Legal Mail

Legal mail will be accepted and delivered to inmates. Legal mail is defined and limited to the following:

- Any incoming mail, addressed to a specific inmate, contained in an envelope which is clearly denoted by the return address as being from an attorney's office, and which has the words "Legal & Confidential" clearly and legibly stamped on the front of the envelope. Any envelope which has a return address which, in case of question cannot be verified shall be returned to the sender.
- Any incoming mail, addressed to a specific inmate, which is contained in an envelope which is clearly identifiable as having been sent from any judicial office, probation office, parole office, etc.
- Legal mail will be logged/documentated as is all other mail, and will be opened and inspected in the presence of the inmate to whom the mail is addressed.

Newspapers shall be allowed if delivered directly from the publisher, and addressed to a specific inmate. Newspapers not properly addressed shall not be delivered, as Sheriff's Office staff has no way to determine which inmates in fact have newspaper subscriptions, and who does not.

Newspapers and mail, as with any other trash, will not be allowed to accumulate and

may be confiscated if more than a few days worth are discovered by detention staff.

Stamps, pre-stamped envelopes, and/or postage-paid envelopes received from outside this facility shall be stored in the inmate's property, and shall not be allowed into housing areas.

E. Commissary

Inmates will be allowed to purchase snacks from the commissary as posted. Only disposable containers and items contained in disposable wrappings will be permitted within the housing area. Waste and trash must be discarded in appropriate containers. All purchases are deducted from the inmate's commissary account, which is maintained by the Detention Center, provided that the inmate has funds in his/her account at the time the order is processed. Commissary orders will be limited to thirty (\$50) dollars per week, maximum, and no more than \$100 will be allowed to accumulate on an inmate's account. After this limit is reached, deposits will not be accepted.

You must be detained in the Forsyth County Detention Center for a period of ten (10) days without money on your account to be considered indigent.

If you have already placed a commissary order, and you are released or transferred, you or a family member will have five (5) days to pick up your order. If the order is not picked up within this time frame, it will be disbursed to indigent inmates.

All monies in the form of cash, money order, or certified check that an inmate has in their possession when brought into the booking area, will be immediately credited to that inmates commissary account.

No personal checks will be accepted for deposit into an inmates account.

Any person wishing to make a deposit into an inmates account may do so by bringing the deposit to the Detention Center on Saturday or Sunday, between the hours of 8 a.m. and 8 p.m.

Money orders or certified checks may be mailed to the Detention Center, and must be made out in the inmate's name.

1.) NO MONEY WILL BE TRANSFERRED FROM ONE INMATE'S ACCOUNT TO ANOTHER.

2.) NO COMMISSARY ORDER MAY BE LEFT FOR ANOTHER INMATE

UPON YOUR RELEASE OR TRANSFER.

3.) NO VISITOR WILL BE PERMITTED TO LEAVE MONEY FOR ANY INMATE OTHER THAN THE ONE THEY HAVE SPECIFICALLY SIGNED UP TO VISIT.

4.) RESTRICTIONS ON ITEMS BROUGHT FROM OTHER FACILITIES.

No commissary, or other items, brought from any other facility will be accepted into the housing area of the Forsyth County Detention Center, for any reason whatsoever.

If you have items from another facility with you upon your arrival, these items will be stored with your personal property, and be returned to you upon your release. The sole exception to this exclusion would be legal material, and will be left to the discretion of the Watch Commander on duty at the time you are processed in. If you do not agree with the decision reached you may appeal it, in writing, to the Asst. Detention Division Commander.

This prohibition **includes** commissary items that may have been purchased at Forsyth County. If you leave for any reason, and come back, any items you bring back with you will not be allowed into the housing area.

The Sheriff's Office will not accept property being mailed or dropped for inmates to take to other detention facilities. Due to the limited storage space available to us, any property that family or friends wished to send with you will have to be mailed to that facility upon your arrival.

F. Personal Property

Prescription glasses/contact lenses
Necessary dental items (dentures, etc.)

*****NOTICE!*****

ALL PROPERTY IN YOUR POSSESSION, ISSUED OR OTHERWISE, WILL BE PLACED INTO YOUR PROPERTY BOX OR BAG, AND STORED UNDERNEATH YOUR BUNK. YOU WILL NOT BE ALLOWED TO KEEP MORE PROPERTY THAN WILL FIT INTO THIS BOX OR BAG. *ANY* EXCESSIVE ITEMS, ITEMS NOT IN THEIR PROPER PLACE, OR ITEMS ONSTITUTING A SAFETY, SECURITY, OR HEALTH HAZARD WILL BE CONSIDERED CONTRABAND, AND WILL BE CONFISCATED BY THE STAFF.

ANY MISUSE OR ABUSE OF AUTHORIZED ITEMS OR MATERIALS WILL PLACE THE INMATE SUBJECT TO DISCIPLINARY PROCEDURES. ANY ISSUED ITEMS WHICH ARE ALTERED OR DESTROYED WILL BE PAID FOR BY THE INMATE WHO HAS THE ITEM(S) IN HIS/HER POSSESSION, PRIOR TO RELEASE FROM THE DETENTION CENTER. IF NECESSARY, CRIMINAL CHARGES WILL ALSO BE BROUGHT FOR DESTRUCTION OF GOVERNMENT PROPERTY.

V. RELEASING PROPERTY AND CLOTHING

To prevent accumulation of excessive items, you may send property home Monday – Friday, during normal business hours (9am-5pm). You must request the release of property in writing, and anyone claiming your property will be required to show proper Identification and sign the property release form. No partial release of property will be authorized, i.e. it is either **all or nothing**. Additionally, clothing will not be released unless there is another set of clothes brought as replacement. This is so that you will have clothing to wear upon your release or transfer.

Once you have left the Detention Center, either by release or transfer, you will be required to make arrangements to have all personal property picked up within 15 days. After this time period, any property left behind will be disposed of.

VI. INMATE COMMUNICATIONS

A. Telephone

Housing areas will have **COLLECT CALL ONLY** telephones available during the hours of 9 a.m. until 11 p.m., 7 days a week. The person being called must accept the charges for all calls being made. Abuse of the telephones (such as allowing others to use your P.I.N. to make calls) will result in the loss of the privilege, for an indefinite period of time. The Jail Administrator, based upon the inmate population and the number of telephones available, will determine telephone time limit.

Telephone communications for inmates **does not** include the same degree of privacy as that of the general public, with the exception of communications with legal counsel, the courts, or other “*privileged*” individuals. Therefore, telephone calls will be recorded, and may be monitored by staff members for information that may constitute a threat to the safety and security of the facility.

If you need to contact your attorney, you should call them from your cell. If you have an appointed attorney, and they refuse your call, you should send a request to speak

with a representative of the Indigent Defense Office, outlining the problem.

B. Mail

Outgoing mail will be collected daily by staff members, and will be forwarded to the U. S. Postal Service within 24 hours of receipt from the inmate, unless:

- * Mail is deposited on the weekend, and/or a legal holiday.
- * Mail is being held as evidence to substantiate any breach of Detention Center security.
- * Mail is being held because it contains contraband; plans to **INTRODUCE** contraband into the facility; plans for escape; threats of bodily harm to another; plans for riot or other disorder; and/or plans for the production of any explosive, incendiary or pyrotechnic device.

Incoming mail can be received care of the Forsyth County Detention Center, 202 Veterans Memorial Blvd., Cumming, Georgia, 30040. Mail correspondence of a general nature will be inspected by staff members for contraband, and randomly read for information that may constitute a threat to the safety or security of the facility. An inmate will be notified of any seizure of mail, and will be notified of the reason of such seizure.

Mail clearly marked as being sent from attorneys will be considered privileged mail. Privileged mail will be inspected for contraband, but only in the inmate’s presence. Again, legal mail must be clearly marked as being from an **attorney’s** office; someone simply writing “legal mail” on a plain envelope does not make it so.

*****NOTICE*****

All incoming and outgoing mail will be inspected for contraband.

All incoming mail must have a **VALID return address**, or it will be considered contraband and destroyed.

NO communications by mail between Forsyth County inmates, **in this facility or elsewhere**, will be allowed. Any incoming or outgoing mail discovered to be in violation of this rule will be considered contraband, and either held as evidence or destroyed.

INDIGENT CORRESPONDENCE

Any inmate who is indigent (subject to the rules explained previously in this booklet)

may receive the following:

Three postage free postal cards each week, to permit correspondence with family members and friends.

Unlimited postage provided for letters to attorneys and/or courts.

If an inmate is declared indigent, receives indigent assistance, and later has money deposited into his/her account, the money deposited will go towards repaying the indigent fund.

C. Visitation

Visitation with family, relatives, and friends will be conducted on the designated days and times. Each inmate will be allowed a maximum of 3/4 (45min) of an hour for visitation, depending upon facility population.

Inmates are solely responsible for letting family and friends know their visitation time. Potential visitors should NOT be told, nor should they be encouraged, to call the Detention Center for visitation information.

Two (2) visitors at a time are allowed to visit each inmate during his/her visitation period. Children up to the age of sixteen will not be allowed as an adult visitor, and no child will be allowed to be left unattended in the Detention Center or visitor areas.

Visitors will be denied a visit if he/she is under the influence of alcohol and/or drugs, or is disruptive or refuses to follow facility rules.

All visits will be supervised by staff.

Purses, food/drinks, and smoking are not allowed in the visiting area.

Visitation by legal counsel, ministers, and other privileged individuals will be conducted with the most privacy available. Such visitations may be suspended or delayed during scheduled facility programs and services, or if a safety or security problem precludes the visit.

Contact visits are **NOT** permitted, except with the express permission of the Assistant Detention Division Commander (or higher in rank) on a case-by-case basis.

VII. INMATE SERVICES

A. HEALTH AND MEDICAL

Health Assessments

Medically trained personnel under the authority and direction of a licensed physician will provide health and medical services. Staff members are trained in basic life support and emergency first aid.

Upon admission to the Detention Center, you will be given a physical exam within fourteen (14) days. Blood work and tuberculosis skin tests to determine exposure to sexually transmitted diseases will be done at this time. Please let us know if you have been exposed to the TB germ, have had post treatment for TB, or a past positive test. Your TB test will be read in forty-eight (48) to seventy-two (72) hours. If there is a reaction, you will receive a chest X-ray. If you refuse a physical exam and/or testing, you will be assumed to have an infectious disease, and will be segregated from the general population. There is no charge for the screening test or examination.

Contagious Disease

The Detention Center makes every effort to limit the spread of contagious disease, but there are steps each individual must take on his/her own to make this most effective.

1. *Tuberculosis*: This is a respiratory disease spread by the cough of an infected individual. For this reason, everyone is tested within fourteen (14) days of admission into the Detention Center. Having a positive skin test does not mean that you have contagious Tuberculosis. Write to the medical staff if you have any questions.
2. *HIV and Hepatitis B*: These are blood borne diseases not easily acquired unless you share needles with, have sex with, or come into intimate contact with the blood or body fluid of an infected individual. You must assume responsibility for protecting yourself against these diseases.
3. *Blood and body fluid precaution*: Exposure to blood and certain other body fluids may increase your risk of acquiring HIV or Hepatitis B. Protect yourself by practicing *Universal Blood and Body Fluid Precautions*, which are as follows:

A. Since you cannot know or tell by looking at an individual, you must always treat the body fluids of others as though they were infected with a contagious disease.

B. Avoid direct skin contact with any body fluids from others.

C. You will also protect yourself from infection from a number of other sexually transmitted diseases by practicing body fluid precautions.

Safe Practices:

Do not clean up blood spills without gloves and a cleanup kit.

Dispose of used razors, old bandages, and sanitary napkins in appropriate

biohazard containers. Wash hands with soap and water after handling potentially infected body fluids.

Chronic Medical Needs

If you have a chronic medical condition, you need to notify a staff member during admission, or complete a “*Request for Medical Care*” form. All items under the section entitled “*to be filled out by inmate*” must be completed before you will be seen by the detention Physician. If you are unsure of how to do this, or if you can’t read or write, ask a staff member to assist you. The completed form must then be given to a staff member in order for your name to be put on the sick call list. Requests from inmates not properly recorded on the sick call list at the time of the Physician’s visit will be postponed until his next visit.

If you fill out a medical request, you will be **REQUIRED** to see the Doctor or Nurse when you are called; you will not be allowed to refuse to the officer working the floor. Any refusal on your part for medical treatment will be made to the Doctor or Nurse, face to face. At that point, if you still wish to refuse medical treatment, you will be returned to your cell, and your refusal will be regarded as a withdrawal of your request for treatment, and will be documented as such. **All medical requests will be placed in the white box marked with a red cross located in each cell. This box is for medical requests only. This box will be locked for your privacy and accessible to medical staff only.**

The detention Physician and his assistants are the only medical personnel available to inmates at the Detention Center. The county does not provide trips to your family Physicians office. The detention Physician may arrange a visit for you at a specialist’s office, if he feels this is necessary. He may also contact your family Physician by telephone if he or she feels this will contribute to your care. Real medical complaints will be treated as carefully and efficiently as possible.

Malingering or faking medical problems will cause the inmate to be put on ‘*Essential Treatments Only*’ status, which means that only treatments that are required to prevent serious illness (such as insulin, or seizure medications) will be used. No pain medications, cold medicines, or other comfort type treatments will be given.

Dental care will consist of emergency extractions or temporary fillings **ONLY**.

Emergency medical technicians or staff members will transport inmates requiring emergency treatment to a designated hospital emergency room, or Physicians office.

Inmate Medications

All medications will be prescribed or approved by the licensed facility Physician. Medical personnel and staff members will insure that medications are administered and

taken as directed. Medical Office staff members, according to the licensed facility Physicians instructions, will dispense non- prescription medications. All administered medications will be documented, as will any refusal on your part to take your medication.

To prevent hoarding medications, or attempts to “sneak” medications back to cell areas, all medications (with the exception of “time release” or other medications as specified by the supervising Doctor) will be crushed by medical staff and put into water prior to being dispensed to the inmate taking the medication.

For those medications excepted from the procedure above, the inmate shall be given a cup of water with you at the time you receive your medication, and he or she **will be required to take your medication in the presence of a Medical Office staff member.**

Hoarding or saving up medicines, and/or trading or selling medicines to other inmates, is considered a serious danger to inmates at the Detention Center. Any inmate involved in these activities will be placed on Essential Treatments Only status. If deemed necessary by the supervisor on duty, the inmate may be physically isolated from other inmates to protect the inmate and others.

MEDICAL RECORDS

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

Charges for Medical Care

Inmate requested medical or dental care will be subject to a charge of no more than five (5) Dollars per visit. This conforms to Georgia law (O.C.G.A. 42-4-71).

B.) Food Services

1.) Three meals are served daily. Each meal is prepared under conditions approved by the county Health Department. Menus will be certified to contain minimum daily adult requirements.

2.) Special diets require approval. Requests for special diets must be submitted on the (*Medical Request*) form. Medical diets will be approved by the licensed facility Physician. The Jail Administrator will approve religious diets.

C.) Sanitation, Personal Hygiene, Cell Cleanliness and Orderliness

The following rules will govern each cell:

Lights on will be at 0600 every morning. Head count will be prior to 0700 in the morning, prior to 1500 in the afternoon, and prior to 2300 in the evening. As a general rule, televisions, and telephones will be turned off at head-count. Inmates will form a single file line at the gate or door to the cell with their jumpsuits pulled all the way up. Each inmate will step up to the officer, state their name and show their wrist band. Each inmate will then return to their bunk and remain standing beside their bunk until the headcount is concluded.

After headcount is concluded in each cell, bunks will be made properly and neatly, all personal items will be placed inside the box provided and the box will be stored under the bottom bunk. The box for the bottom bunk will be stored under the head and the box for the top bunk will be stored under the foot of the lower bunk.

All inmates will be out of their bunk for meals, and will personally respond and pick up a tray when your name is called. **IF YOU DO NOT PERSONALLY RESPOND TO PICK UP A TRAY, PROPERLY DRESSED, OR IF YOU ARE NOT WEARING AN ARMBAND, YOU WILL NOT BE FED.**

After meals are completed, inmates will clean their cell area to maintain a neat and orderly living area.

During the day and evening hours (7 a.m. – 10 p.m.), inmates may lie on their bunks; however, unless an inmate is sick, or has other written permission from either the medical office or Detention Administration, they **may not** be in their bunk (under the covers or using their jumpsuits as covers) until 2200 hours.

When inmates are out of their bunks, they either must be wearing their full jumpsuit, or the jumpsuit (rolled down to the waist) with an **unaltered** tee shirt also being worn. No bare chests, midriffs, “body shirts”, etc., will be allowed.

Personal property, which is not immediately being used, will be placed inside your personal box. **ANY property not in your box, which is found during any cell inspection by staff members, will be confiscated as contraband and disposed of.**

Cleaning supplies will be placed into each cell; either prior to or immediately after each meal is served. Televisions and telephones will, if necessary, be turned off and not be turned on until cleanliness and orderliness in each cell area passes the inspection of the Watch Commander or his/her designee. Additionally, other privileges may be suspended if compliance to the floor officer’s order(s) is not forthcoming.

Cleaning supplies will be placed into any cell, throughout the day and evening hours, if there is a need. The same rule applies governing television and telephones as above.

At 2300 hours the lights, television, and phones will be turned off. Inmates will be expected to be in their bunks, and quiet, by 2330. No inmate will be out of his/her bunk after 2330 unless they told to do so by an officer, or in the event he/she needs to use the restroom. Any deviation from this rule will be at the sole discretion of the Watch Commander on duty at that time.

Each inmate will participate in this organized and supervised program of daily cleaning within his/her housing and common area. Failure to comply with the cleaning program will result in disciplinary sanctions.

Each inmate will be entitled to shower daily and will be **REQUIRED** to shower at least twice each week. Inmates in Maximum Security, admin. Segregation, and/or medical watch shall be allowed the opportunity to shower at least once every 48 hours.

LAUNDRY

Laundry will be done according to the following schedule:

Monday:	Uniforms only
Tuesday:	Underclothing only
Wednesday:	Sheets and blankets only
Thursday:	Underclothing only
Friday:	Uniforms only
Saturday:	Sheets and underclothing only
Sunday:	Sheets and blankets

Laundry will be ready for pickup at headcount. If it is not ready, it will **NOT** be done.

III. INMATE PROGRAMS

A.) Recreation and Exercise

1.) Each inmate incarcerated for at least 72 hours will be allowed three (3) hours of outdoor time and/or recreation each week, **weather and manpower permitting.**

2.) Indoor recreation and leisure activities will consist of entertainment (television and radio), reading, cards, etc.. Except for those inmates who have a medical excuse from the facility doctor, all inmates will participate in outdoor time. **During outdoor time, NO inmate will be left in a cell for any reason. If you cannot participate in outdoor time, you will be moved to the holding cell for the time period your cell is outdoors.**

3.) Conflicts that may arise between scheduled outdoor time and un-scheduled programs or services may require a forfeiture of some services or programs without redemption.

B.) G. E. D. Program

The Forsyth County Detention Center has implemented a G. E. D. program. If you wish to participate, you should fill out a *request* form, to be forwarded to the director of this program.

C.) Religious Services

Religious services will be held on specified days and times during the week. You must be fully clothed during service, and you will not be permitted to leave the service early.

Inmates are expected to recognize and respect the religious preference of others.

Requests for conference with ministers for pastoring, counseling, confessional, or observance of religious rights must be submitted in writing. The Jail Administrator will approve and schedule conferences upon determination of a *bona fide* belief and practice.

D. Library Services

1.) The Forsyth County Detention Center will provide a variety of books and magazines to each housing unit. You will be required to return all library books prior to your release from the facility. The Detention Center will accept donations of paperback books. All such donations become the property of the Forsyth County Detention Center.

2.) Inmates may request and receive one (1) subscription publication (book or magazine) at his own expense. Requests must be submitted and approved by the Jail Administrator. All publications will be subject to inspection.

3.) No excess accumulation of library material will be allowed. Each inmate will be allowed only one item from the library cart at a time.

E.) Group Sessions

The Forsyth County Detention Center also offers a number of additional programs to the inmates. There are A. A. meetings and church sessions conducted by trained representatives. These programs have been a great success, according to inmates who have attended these programs. We urge you to participate.

F.) Legal Resources

- 1.) Inmates should direct inquiries and requests of a legal nature to their legal counsel (attorney). When the inmate is indigent, without counsel, or intends to represent himself/herself, requests for specific legal resources will be coordinated with the county.

- 2.) You are permitted visits from your attorney(s) at any time, day or night. These visits will not be counted against your weekly visit by your family or friends.

- 3.) Due to privacy restrictions regarding any outstanding charges against you, officers will not make copies of any legal documents.

No correspondence of any type (attorney/client or other) will be copied for any reason whatsoever.

G.) Habeas Corpus

- 1.) Pursuant to Georgia law (42-12-7), when an inmate files for a writ of *Habeas Corpus*, the Clerk of Court is to forward the information to the Jail Administrator, who is to pay the cost of the action out of the inmates (commissary) account.

- 2.) If the inmate is indigent at the time of the writ of *Habeas Corpus*, the Jail Administrator is to place a freeze on the inmates account. From that point forward, any monies deposited into the inmates (commissary) account are to be forwarded to the Clerk until all court costs and fees are satisfied.

H.) Access to Law Library

Access to the law library will be allowed **ONLY** pursuant to an order from State or Superior court. If granted, time will be allocated pursuant to the order. If no time is specified, the default time frame will be 1 hour per week, as officer availability and workload permit. Absolutely no assistance with research, copying, etc., will be rendered by employees of the Forsyth County Sheriff's Office.

I.) SPECIAL CIRCUMSTANCE ESCORTS (FUNERAL, HOSPITAL VISITATIONS, ETC).

Escorts for special circumstance events shall be limited to incidents which occur within the geographic limits of Forsyth County **ONLY**; and of immediate family members

only. Escorts are handled as an **off-duty** task by Forsyth County Sheriff's Deputies, which means that the requesting inmate (or his or her family) will be responsible for paying to handle the requested escort. Any requests of this nature should be directed to the Transport Unit Supervisor a **minimum** of 48 hours prior to the event requested (weekends and holidays excluded). The Transport Unit Supervisor will give more detailed information at the time the request is received to be acted upon.

J.) SPECIAL PROBLEMS

If an inmate is threatened or assaulted, the incident should be reported to detention personnel as soon as possible. The inmate has a right to be separated from the person who has threatened or assaulted them. The person or persons who committed the assault will be subject to disciplinary procedures and/or prosecution via the court system.

Any inmate, who believes he or she is in danger from other inmates, may request placement into protective segregation. The Watch Commander shall investigate this request and, if the danger is substantiated, the inmate shall be placed into protective segregation or relocated to another detention facility utilized by the Forsyth County Sheriff's Office for out-housing of inmates.

Any inmate reporting threats or assaults, which are subsequently discovered to be false, shall be subject to sanctions up to and including administrative as well as criminal and/or civil prosecution.

IX. DISCIPLINE AND GRIEVANCE

A.) General Rules and Conduct

While confined, you have certain responsibilities to yourself, fellow inmates, and staff members. You are expected to maintain your housing area in a neat, clean, and orderly manner, and retain in your possession only authorized articles necessary for personal hygiene or recreational and leisure activities. Do not allow your personal area to become cluttered or constitute a health or safety hazard.

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

You are expected to remain within your assigned housing or day room area unless accompanied to an activity, service, or program by a staff member. **You are expected to understand and comply with the facility rules.**

B.) Purpose and Scope

So that inmates may live in a safe and orderly environment, it is necessary for the Forsyth County Detention Center authorities to impose discipline on those inmates whose behavior is not in compliance with Detention Center rules and standards of conduct.

C.) Rules of Disciplinary Action

- 1.) Only Detention Center staff may take disciplinary action.
- 2.) Staff shall take whatever action deemed necessary and reasonable to regulate inmate behavior, in order to promote a safe and orderly environment.
- 3.) Staff shall control inmate behavior in a completely impartial and consistent manner.
- 4.) Staff may not impose or allow imposition of corporal punishment of any kind.
- 5.) If it appears, at any stage of the disciplinary process, that an inmate is mentally ill, staff shall refer the inmate to a mental health professional for determination of whether the inmate is responsible for his conduct.
- 6.) Accurate, detailed reports of any disciplinary actions will be filed and forwarded to the Asst. Jail Administrator for review.

D.) Disciplinary Plan and Procedures

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

Disciplinary reports will be written, including a description of the violation, staff members' comments, and suggested disciplinary penalties. Disciplinary reports will be forwarded and reviewed by the Watch Commander.

1.) Minor Infractions

A.) Minor acts of non-conformance, or minor violations of rules, may be disposed of informally by staff members via verbal warning, or written reprimand. Both occurrences will be documented.

- B.) Minor infractions will not result in the loss of privileges **UNLESS** they are:
- * Repeated
 - * Flagrant, or show an obvious disregard for the rule being violated.

If any of the above, via documentation, can be substantiated to a disciplinary review board, then loss of privileges will result.

2.) Major or Serious Infractions

Major or serious violations must be documented by the officer bringing the charge, via an *Inmate Infraction* form. The officer completing the form will sign and date it, and also have the inmate sign the waiver and acknowledgment. This form will then be forwarded to the Assistant Detention Center Commander for a disciplinary hearing.

NOTE: While major or serious rules violations require an inmate disciplinary hearing prior to any long term restriction of privileges, this **does not** restrict the Watch Commander from taking whatever actions he/she deems necessary at the time of the incident to secure the scene, and maintain the safety and security of the Detention Center. If any restriction of privileges is deemed necessary at the time of the incident, the disciplinary review board will take this into account when making their decision.

E.) Disciplinary Board

The disciplinary board shall consist of the Assistant Detention Division Commander (or his/her designee). Any member of the board observing or bringing charges against an inmate must be excused from the hearing of that case and a substitute appointed. The disciplinary board shall have both investigative and punitive powers regarding infractions of facility rules. Any appeal will be made to the Asst. Detention Division Commander; or, in those cases when the Asst. Commander chairs the board, the Detention Division Commander.

F.) Violations

As an inmate, you are subject to the laws of the United States and the State of Georgia, as well as the rules of inmate conduct for the Forsyth County Detention Center. For the purposes of this handbook, “*contraband*” shall be defined as any item prohibited in the detention center by the Detention Division Commander.

Infractions of these rules and violations of law will result in disciplinary sanctions and criminal prosecution.

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

1.) Minor

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

- A.) Failure to comply with the lawful orders of staff members.
- B.) Failure to maintain a neat, orderly, and sanitary housing area.
- C.) Failure to maintain acceptable personal hygiene and appearance.
- D.) Providing false information to staff members.
- E.) Teasing, taunting, or verbally abusing fellow inmates, visitors, or staff members.
- F.) Possession of unauthorized or excessive items.
- G.) Misuse of authorized items.
- H.) Disorderly conduct.
- I.) Bartering (the unauthorized exchange or sale of any goods or services).
- J.) Gambling
- K.) Unauthorized verbal communication or exchange of material between cellblocks.
- L.) Failure to comply with dress code rules.
- M.) Unauthorized entry or presence in any red area.

2.) Major

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

- A.) Repeated minor violations
- B.) Disobeying a lawful order of a staff member while said staff member is in the process of handling another incident.
- C.) Providing false information for official documents or forms.
- D.) Attempted assault (physical or sexual).
- E.) Fighting
- F.) Unauthorized absence from an assigned area.
- G.) Presence in an unauthorized area.
- H.) **ANY** type of damage to any facility property.
- I.) Attempting to control the behavior of other inmates.
- J.) Misuse or abuse of facility services (telephone, mail, visitation, commissary, etc.).
- K.) Misuse or abuse of facility programs (food services, medical, complaints, recreation, exercise, library, legal resources, or religious services).
- L.) Damage, altering, removing, or misuse of inmate wristband.
- M.) Interference or disruption of any facility program, service, or activity.
- N.) Misuse or abuse of authorized medications.
- O.) Tampering with any lock, locking device, electronic monitoring device, or security equipment and/or hardware.
- P.) Misuse and abuse of issued or approved materials which hinders, inhibits, or

interferes with safety equipment and hardware, or which inhibits in any way staff members ability to see, hear, or otherwise monitor any area of the detention facility.

- Q.) Wearing a mask or disguise.
- R.) Possession of any human replica.
- S.) Possession of any facility or departmental property.
- T.) Placement of foreign or excess materials into locks, toilets, sinks, showers, or other facility equipment.
- U.) **Possession of any item of contraband, not specifically mentioned in any other section of this handbook.**

3.) **Serious**

Acts which constitute a present or immediate threat of the security of the facility, inmates, visitors, and staff members; or which constitutes a violation of statutory law; or where a determination is made that the remedy of a major violation serves as no deterrent to ongoing behavior. These violations shall include, but not be limited to, the following:

- A.) Repeated major violations.
- B.) Causing the bodily injury or death of any person.
- C.) Assault on a staff member or fellow inmate.
- D.) Escape, attempted escape, or conspiring to aid the escape of a fellow inmate.
- E.) Arson.
- F.) Theft.
- G.) Bribery
- H.) Extortion or blackmail.
- I.) Sexual coercion or assault.
- J.) Possession of alcoholic beverages or unauthorized drugs.

- K.) Possession of any object, chemical agent, or substance modified or altered to be used as a dangerous weapon.
- L.) Malicious destruction, alteration, or damage to facility property (over \$100).
- M.) Creating, encouraging, or inciting any disturbance to riot.
- N.) Holding, restraining, or in any way confining any person against his/her will.
- O.) Interfering with, obstructing, hindering, or preventing any facility activity or any staff member from the performance of assigned duties, orders, or instructions.

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

G.) **Penalties**

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

1.) Minor Infractions

- A.) Verbal warning
- B.) Written reprimand
- C.) Loss or limitation of privileges, not to exceed three (3) days.

2.) Major or Serious Infractions

- A.) Loss or limitation of privileges, not to exceed fifteen (15) days, and/or
- B.) Placement in disciplinary segregation for a period not to exceed Fifteen (15) days.

Privileges which may be denied include, but are not limited to, the following:

- A.) Entertainment and leisure (television and radio).
- B.) Recreation (games, cards, etc.)
- C.) Visitation
- D.) Commissary
- E.) Telephone

NOTICE TO ALL INMATES

If you are found guilty of injury to another inmate or officer during any altercation, are involved in a riot or other unlawful disturbance, or are found guilty of willful damage to county property while your are incarcerated, reasonable monies will be deducted from your commissary account to help defray the cost of these actions to taxpayers. This is done pursuant to Georgia Code 42-4-71.

WARNING TO STATE INMATES:

Inmates sentenced to the Department of Corrections who violate these rules will be written up on Disciplinary Reports. All reports will be investigated and forwarded to the Department of Corrections. State inmate disciplinary write-ups will be forwarded with the inmate to the state system.

H.) Grievance

Any inmate shall be entitled to communicate **legitimate** complaints (grievances). All grievances shall be in writing, on the standard Inmate Grievance form, and may be given to any staff member for prompt transmittal to the Watch Commander. If the grievance being filed is beyond his/her scope of authority to address, the grievance will be forwarded to the Asst. Detention Division Commander, and if necessary to the Detention Division Commander.

An **individual** inmate must file a grievance. "Group" or "cell" grievances, especially

those made anonymously, will not be considered valid.

All grievances must fully describe the **FACTUAL** basis and circumstances of the alleged incident or situation, and will include a **SPECIFIC COMPLAINT**. The inmate must sign any grievance he or she generates, or the grievance will be considered anonymous, and therefore invalid.

Decisions made by a Watch Commander or the Asst. Detention Division Commander may, if you feel it is necessary and **conforms with applicable guidelines**, be appealed to the Detention Division Commander.

Any grievance (or appeal of decisions regarding such) which is directed to the Sheriff, will be filed and forwarded to his office through the Detention Division Commander's office, and up through his/her chain of command. **Failure to follow this procedure may invalidate any grievance, appeal, or legal recourse you might otherwise feel you may be entitled to.**

X. INMATE WORKERS

The Forsyth County Detention Center has an *Inmate Work Force*. Inmates who are selected for work details are chosen after a review of their file by the Detention Commander or his designee.

An inmate may request to be placed on a work detail by filling out an (*Inmate Request*) form. **There will be no need for a second request.** Any inmate placed on the Inmate Work Force will be given a set of rules, and must abide by all rules and regulations of trustee status.

Inmate Worker status can be terminated at any time, for any reason, by a Sergeant or above in rank.

XI. EMERGENCY PROCEDURES

A.) Emergency Instructions

In the event of an emergency, you may be given instructions by the detention staff for the orderly evacuation of the facility, or any portion thereof.

For your protection and safety, staff members have been trained in emergency procedures, emergency zones, and evacuation routes. Your complete cooperation is essential. Please familiarize yourself with your exact housing location, and the available evacuation routes on posted floor plans. Staff members will escort you to a safe location.

DO NOT PANIC. Follow the instructions and directions of staff members exactly. Any deviations from prescribed routes without specific and direct instructions of a staff member may constitute an attempted escape, and subject you to disciplinary sanctions and criminal prosecution.

B.) Emergency Situations

In the event of a sudden or disruptive situation within the facility, a general security lockdown and inmate count will be initiated.

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

If you are not already a participant, **DO NOT** become involved.

If you are a participant, you are ordered to cease and immediately refrain from all overt, subversive, and/or aggressive activities, and comply exactly with the orders of staff members. Failure to comply with this directive during disruptive situations will result in disciplinary sanctions and criminal prosecution of all participants under the Laws of the State of Georgia and/or the laws of the United States.

XII. COURT PROCESS

A.) Court Appointed Attorneys

There are two (2) ways to obtain a court appointed attorney. If you have not had a first appearance hearing, you may ask the Magistrate Judge to assist you in getting an appointed attorney at your first appearance hearing. If you have had your first appearance hearing, and would like to have an appointed attorney, you must fill out a request to have an attorney appointed. The application must be signed, and this request will be forwarded to Indigent Defense Office.

B.) First Appearance Hearing

You are formally advised of your charge(s), but no evidence is presented. A preliminary hearing date is set, but can be waived if you wish to plead guilty.

C.) Preliminary Hearing

You are formally advised of your charge(s), and evidence is presented. If there is no probable cause, or enough evidence is not found, the case can be dismissed. If

probable cause or enough evidence is found, the case is bound over to the appropriate court for trial.

D.) Grand Jury

Probable cause and evidence is presented to the Grand Jury. If there is insufficient evidence, there is no indictment and the case is dismissed. If there is sufficient evidence (in the opinion of the Grand Jury), there is an indictment, and the case is bound over for trial. Only the arresting officer is present for Grand Jury presentment.

E.) Arraignment

This hearing will formally advise you of your charge(s), and make inquiry of your plea. A trial date can be set, and (upon your request) an attorney can be appointed.

F.) Trial

You will be notified by your attorney and/or court of your trial date.

G.) If you Are Found Guilty

1.) Pre-Sentence Investigation (PSI)

A PSI may be ordered by the Judge, to assist in determining your appropriate sentence. You will be visited by a parole and/or probation officer, who will ask you for background information to assist the Judge in his decision.

2.) Sentencing

The results can or will be one of the following:

- Incarceration
- Probation
- Suspended sentence
- Fine

NOTE: Not all of the steps in the system of justice, which have been described, will apply in each case.

XIII. BONDING PROCESS

A bond can be made at any time, day or night, to release you from the Forsyth County Detention Center. If you are charged with a bondable offense, you have the right to seek a bond for your release from the facility. Bonding requires that some type of surety be posted as a good faith promise that you will appear for your court date.

NOTE: If you are released on bond, and fail to appear for court, you will (normally) be re-arrested on a bench warrant, which has no bond. The bondsman or person posting the security is held accountable for the full amount of the bond. Posting a bond can be accomplished in several ways. The following paragraphs briefly explain how each type of bond is made. In some cases, bonding methods are restricted, and some types may not be allowed.

A.) Cash Bonds

Cash bonds are generally made for traffic offenses of a minor nature, misdemeanor violations, and civil cases. In some cases, the cash bond may be accepted as a fine, and substituted for a court appearance. However, it is YOUR responsibility to make arrangements with the court.

B.) Property Bonds

A property bond can be posted by persons owning tangible real estate within Forsyth County. This does not apply to automobiles, travel trailers, industrial equipment, boats, or similar property. It must be deeded *real property*, usually with a residential home built on it. Undeveloped property may be accepted, if the fair market value is sufficient to meet the bonding standards. A homeowner desiring to post his/her property for someone's bond must meet certain criteria:

- 1.) Produce a current tax receipt, showing the fair market value assessment.
- 2.) Show proof of identity of all persons named on the property.
- 3.) Lawfully swear or affirm to and sign a property bond, stating that the property exists, is owned by them, and that fair market value is sufficient to meet bonding standards.

C.) Professional bonding Companies

Professional bonding companies, licensed as businesses in Forsyth County, and

registered with the Forsyth County Sheriffs Office, are available for hire. These companies provide bonding services in return for a paid fee. The fee for hiring their services is (normally) not refundable. Criteria for selecting customers seeking a professional bondsman vary from one company to another. All companies are available 24 hours a day, and are located within the immediate vicinity. Lists of all approved bonding companies, and their telephone numbers, are located in different areas of the Detention Center. Employees of the Forsyth County Detention Center are restricted by law from recommending ANY bonding company.

D.) Approved Bonds/Out of County Bonds

A bond made from another county Sheriffs Office, to release you from the Forsyth County Detention Center, is called an *Approved Bond*. Procedures for this type of bond are similar to property bond procedures. The type of bond criteria accepted for an approved bond is determined by the county issuing the bond. Specific instructions or restrictions imposed by other Sheriffs Offices must be followed.

THIS INMATE HANDBOOK IS THE PROPERTY OF THE FORSYTH COUNTY DETENTION CENTER. UPON YOUR RELEASE FROM THIS FACILITY, THIS BOOK MUST BE RETURNED IN GOOD CONDITION. IF THIS BOOK IS DAMAGED OR DESTROYED, YOU WILL BE CHARGED FOR THE REPLACEMENT COST PRIOR TO YOUR RELEASE FROM THE DETENTION CENTER.