

**CHAMBERS COUNTY DETENTION FACILITY**

**INMATE HANDBOOK**

**RULES AND REGULATIONS**

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**EFFECTIVE  
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## **INTRODUCTION**

This handbook gives you information on the operation and services of the Chambers County Detention Facility. You must read this handbook and follow the guidelines it gives you. If you have any questions about what the handbook says, please ask the jail staff. The rules outlines in this handbook may be changed at any time with the approval of the Sheriff and/or Jail Administrator. You will be notified in advance and in writing should changes be made.

### **Detention Facility Philosophy Statement**

The operating philosophy of the Chambers County Detention Facility provides for community safety, facility security, and the welfare of staff and inmates.

The primary function of the Chambers County Detention Facility is to safely and securely detain both pretrial detainees and county sentenced inmates; however, the staff understands that, although inmates are subject to deprivation resulting merely from confinement, these rules are not to inflict punishment, but to make the inmates period of confinement as productive as possible.

### **Protection Of Inmates Rights**

Chambers County Detention Facility employees shall be aware of and seek to protect inmate rights, both civil and legal. These rights include:

1. Freedom from discrimination based on race, religion, national origin, sex, handicap, or political belief.
2. Equal access to programs and work assignments.
3. Protection from personal abuse, corporal punishment, property damage, and harassment.
4. Freedom from reprisal or penalties as a result of seeking administrative or judicial redress.

## **Section 1: Classification**

1.1 The Chambers County Detention Facility Administrator evaluates the following when classifying you:

- A. Type of offense committed
- B. Whether pretrial or sentenced
- C. Your behavior
- D. Your attitude
- E. Your health
- F. Your level of security risk
- G. The facilities needs

1.2 Classification levels are:

- A. General population
- B. Segregation
- C. Trustee

1.3 You will be housed in the area appropriate to your classification level.

1.4 If your classification status changes, you may be moved to another housing area.

1.5 You are given privileges according to your classification status.

1.6 Trustees are chosen by the Administrator. Do not file requests for trustee status. Only inmates of nonviolent offenses are eligible for trustee.

1.7 If you think you need protective custody, tell a staff member. We will do what is necessary to protect you.

1.8 You may ask to talk about your classification status with the Administrator.

1.9 The administrative staff can move you anywhere within this facility or to any other detention facility within Alabama at their discretion.

## **Section 2: Housing and Personal Hygiene**

2.1 Hygiene supplies compatible with minimal requirements for maintaining proper personal hygiene are supplied by the facility. Other products are available through the commissary.

2.2 To maintain proper personal hygiene, sanitation, and facility security, regulations requiring the inmates to shave and cut his/her hair short is valid. All inmates will receive a standard haircut. It may not touch the ears. The face will be clean-shaven without beards and goatees. A neatly trimmed mustache is permissible. Any inmates awaiting trial shall have 72 hours after bond has been set to arrange his release before being subjected to these regulations. Any inmates sentenced or remanded by the courts is subjected to this regulation immediately.

2.3 Each inmate shall bathe each day to keep his person clean and free from body odors. If you refuse to do so, we will forcibly bathe you, which will also subject you to disciplinary action. This should never be necessary. You must be properly clothed going to and from shower.

2.4 Each day before 8:00 AM, your cell will be inspected to make sure it is clean and neat. After breakfast, you are expected to clean your cell and help clean the day room. Your clothing and towels must be folded neatly and placed in your property locker or hung on the hooks. The areas must be clean and orderly, and your bed must be made. Make your bed neatly with the bedding tucked under the mattress all the way around. Thereafter, keep it made unless you are sleeping in it. When inspection is announced, each inmate will remain standing by his/her bunk until the inspection of the cellblock is complete. If the inspection has not been conducted by 0930 am, the inmate may return to bed.

2.5 You may not have tobacco products in the Chamber County Detention Facility.

2.6 Do not use any detention facility property for anything except for what it is supposed to be used for. Do not bring your bedding to the day room.

2.7 Do not put anything that blocks the doors, stairway, hallways, or windows. Do not pound on bars, doors, walls, or windows except in case of Emergency.

2.8 Dayroom hours will be from 0445 hours to 2230 hours Sunday through Thursday, and 0445 hours to 2400 hours Friday and Saturday. Do not enter any cell other than your own. During day room hours leave all cell doors completely open and do not close except, by order of a correctional officer or in an emergency.

2.9 “Shakedowns” are searches for contraband. They are done as needed and include your living area, your property, and your person.

2.10 You may not take food, other than commissary items, in your room, unless authorized by medical staff or the Administrator.

2.11 Do not place trash on the floor or flush in the toilets. Put it in the proper trash container. You may not keep trash containers in your cell.

2.12 No articles of any kind may be placed on the wall of the detention facility without written permission from the Administrator.

2.13 Intercom system or call button-the intercom system or call button in the cell and day rooms in block A though I are to be used only in the case of an emergency. The call buttons are not to be used by inmates for routine communication. Any questions or routine problems can be handled when an officer is present in the cellblock. Violation of this section is a level II offense. If the officers cannot determine which inmate is responsible for the violation, the entire block is subject to punishment. Horseplay with the system will not be tolerated.

### **Section 3: Clothing**

3.1 You may not wear your own clothes, except white underwear, white socks, and white T-shirts without pockets.

3.2 You must wear a complete jail uniform when you are out of your cell. Staff may approve exceptions for recreation and in the day area. Torn or defaced T-shirts or underclothing is not permitted. Such items will be confiscated and disposed of.

3.3 Head coverings are not permitted except for work release or work details.

3.4 Do not wash clothing in any cell, laundry is provided.

### **Section 4: Property Allowed In The Living Area**

#### 4.1 Toilet Articles

- 1-toothbrush-kept in your property box
- 1-tube of toothpaste-kept in your property box
- 1-cup-kept in your property box/storage shelf
- 1-washcloth
- 1-towel
- 1-bar of soap-kept in your property box
- 1 bottle of shampoo-kept in your property box

#### 4.2 Clothing-kept neatly folded in your property box

- 2-uniforms
- 1-coat

Personal clothing-must be approved by staff

- 1 pair of shower shoes
- 3 pair of white under shorts
- 3 pair of white socks
- 3 regular white T-shirts no pockets
- Female inmates may have three white bras without under wire

### 4.3 Bedding

- 1 mattress
- 1 mattress cover
- 1 blanket
- 1 sheet

4.4 Books and Letters – Inmates should send items to their property bags on a regular basis to avoid violating this policy. **EXCESS WILL BE CONSIDERED CONTRABAND AND DISPOSED OF BY STAFF.**

- 5 letters
- 2 books - paperback
- 1 soft cover Bible or other religious book

4.5 Other property-kept in your personal property locker - Inmates should send items to their property bags on a regular basis to avoid violating this policy. **EXCESS WILL BE CONSIDERED CONTRABAND AND DISPOSED OF BY STAFF.**

- 5 photographs
- Legal material approved by the Administrator
- Authorized store call items-containers for store call must be thrown away when empty. You may not use them for other purposes.
- Approved educational and program material.

4.6 You must discard other personal property or send it out.

4.7 Detention Facility property must be kept in good shape and returned when you are released. Allowances are made for normal wear and tear, but misuse or intentional destruction of jail property will result in disciplinary action and/or criminal charges plus financial restitution.

4.8 Do not touch another inmate's property or property locker for any reason.

## **Section 5: Sanitation**

5.1 Each inmate has the obligation to help the jail staff to make certain the jail remains a clean and safe place in which to live and work. For this reason, inmates are responsible for the cleanliness of their cells and day area.

5.2 Cleaning materials will be provided to you each morning so that you and those inmates who live with you can effectively keep your housing area clean and neat. In order for each of us to accomplish this, the following plan has been set up: all inmates and cells will be ready to stand inspection at the proper time.

1. Each inmate shall be responsible for the cleanliness of his/her cell and Day area, in addition to walls, floors, sinks, toilets, showers, and other property within a housing area.
2. Each inmate shall completely clean their cell including the walls, floors, showers, sinks, toilets, and bunks. All trash will be deposited in the trash containers.
3. No sheets, paper, or other materials shall be hung around beds, doors, railings, or on the windows.
4. The shift supervisor, in his/her inspections, shall evaluate each inmate cell and housing area in regards to sanitary conditions within the housing area.
5. If a housing area fails a sanitary inspection because of unsatisfactory conditions, the shift supervisor may restrict the following privileges for up to 72 hours:
  - A. Exercise
  - B. Visitation
  - C. Commissary
  - D. Inmate telephone
  - E. Use of television

5.3 Restrictions given for failing sanitation inspection will affect an entire housing area. They are completely different from any restrictions given in the disciplinary procedures.



## **Section 6: Meals**

6.1 Meals are served three times a day, 0430, 1130, and 1630 hours. It is your responsibility to be ready to receive a tray. Trays will be received according to the following procedures:

Upon a correctional officer entering a housing area and announcing that it is mealtime, all inmates are to line up in a single file line on the stairway and are to receive one food tray, one drink, and one of any other item they are offered and proceed to the eating area one person at a time. The same procedure is followed by inmates returning meal trays. Inmates on lockdown in their cells will be fed in their cells.

No inmate is to re-enter the line and/or attempt to receive an extra food tray or beverage.

Any attempt to receive extra food trays or beverages will constitute a violation of the rules and regulations of the Chambers County Detention Facility and may result in disciplinary action.

6.2 No food is allowed from outside the detention facility.

6.3 You may not save food from meals to eat later. Only food from store call may be kept in your room.

6.4 Special diets are prepared as directed by qualified medical authorities.

## **Section 7: Telephone Calls**

7.1 You may use the inmate telephone in the day room during day hours.

7.2 Calls to your attorney are a right and may not be restricted by

disciplinary action. These calls will be made on the inmate phone system.

7.3 The personal use of the telephone is a privilege and not a right. Calls must be limited to 15 minutes. A correctional officer may limit access to the phone or interrupt a telephone call if he/she deems it necessary.

7.4 Isolation will be allowed to use the telephone from 0900 until lockdown providing an officer is available to escort the inmate to the telephone. Disciplinary inmates may call their attorneys only. Administrative inmates have normal privileges when time and available staff permit.

## **Section 8: Mail**

8.1 You may mail as many letters as you want, if you can pay for postage. You can buy stamped envelopes on store call. You must pay for postage if you have the money. Personal letters will be limited to two pages per letter. Personal letters will be placed in an unsealed envelope. Legal mail may be sealed. All outgoing mail will be picked up by a floor officer at lock down time only.

8.2 The detention facility will provide to indigent inmates a reasonable amount of paper, envelopes, and postage for legal correspondence with the inmate's attorney, legal services, assistance organization, or any court. The detention facility will furnish all inmates with supplies and postage for one personal letter per week.

8.3 Legal mail is to or from:

- A. Government official
- B. Judges and clerks of federal, state, and local courts
- C. Attorneys
- D. County Sheriffs

8.4 All mail may be inspected before it is mailed. The Detention Facility staff may inspect all outgoing mail, except legal mail, when necessary for security reasons. Incoming mail is opened and inspected for contraband and any written content that might threaten security. Legal mail will not be opened, except in your presence.

8.5 Anything mailed to you that you may not have in your cell is returned to sender or put in your personal property. You'll be told in writing of anything received but not given to you and the reasons we did not give it to you.

8.6 Incoming mail will be given out within 24 hours after it is received and inspected, - excluding weekends and holidays.

8.7 No inmate-to-inmate mail.

8.8 Only first class mail service is available.

8.9 Your return address is:

Inmate full name  
Chambers County Detention Facility  
105 Alabama Avenue West  
Lafayette, Alabama 36862

8.10 No letter with graffiti or pictures drawn on them will be allowed to be mailed.

8.11 No cash money may be received in the mail. Money orders of five dollars or more are permitted, but will be signed upon receipt and given to a member of the jail staff. All cash belonging to an inmate will be placed in a secure lockbox and deposited into the inmate's account. Upon being released inmates will be issued a check for any monies remaining on their account. Checks will only be issued Monday through Friday 8:00am to 4:30pm, excluding holidays

8.12 Any inmates caught using another inmates name to get free or extra postage will be subject to disciplinary action and/or criminal penalties.

## **Section 9: Visits**

9.1 You are allowed to have visits. Visits may be canceled for holidays, and may be limited when necessary for safety and security.

9.2 The Detention Facility staff can make record checks on all visitors.

9.3 Only one visitor in visitation is allowed per inmate at any time. Inmates

receive thirty minutes of visitation regardless of the number of visitors they have.

9.4 You may select the persons you will be allowed to visit with you during your schedule visitation time. These will be the only persons allowed to visit unless special permission is granted by the Administrator. The inmate shall select no more than 4 persons to be placed on his/her list. Your children under the age of 14 will not count against the inmate visitation rights but must be accompanied by an adult. Visitation list changes may be made after 30 days.

9.5 Visitors must sign a visitor's log.

9.6 Visitors personal property, such as coats, purses, and briefcases, are not allowed in the visiting area and are subject to search and seizure. This also applies to professional visitors. Visitors may not give anything directly to any inmate.

9.7 Security staff will do what is needed to make sure no contraband is passed between visitors and inmates. If necessary, all people involved in the visit will be searched. If we find a visitor has contraband, the visit will not be allowed, and criminal charges may be filed against the person or persons trying to pass the contraband.

9.8 Members of the criminal justice system and approved professional visitors may visit at any reasonable time, if staff and space is available.

## **Section 10: Health Services**

10.1 Any requests for medical/dental treatments will be submitted on a medical request form. Non-emergency medical requests will be referred to the medical nurse to be handled during sick call. Any emergency medical requests will be handled immediately without written request.

10.2 The Chambers County Detention Facility contracts with Southern Health Partner to provide all medical care for inmates at the Chambers County Detention Facility. Southern Health Partners conducts non-emergency sick calls for inmates. Sick calls will normally be conducted Monday through Friday excluding holiday. If an inmate feels he/she needs medical treatment, they should submit an inmate medical request form

requesting to be placed on the daily sick call.

10.3 If you desire to be examined by any other physician or medical specialists other than the ones normally used by the Chambers County Detention Facility, you may arrange for him/her to come to the detention facility to see you at your expense. A private visit will be permitted at the facility.

10.4 Any medication prescribed for you by a physician will be obtained by the facility nurse, kept in the facility office and distributed to you at the prescribed times as directed by the medical staff. You are not permitted to keep medications in your living area unless approved by the nurse or doctor. Hoarding and transferring of medication is not permitted and such action may subject you to disciplinary action and/or prosecution.

10.5 The Chambers County Detention Facility will seek restitution through the courts for actual medical expenses incurred by you during your incarceration.

10.6 You are responsible for all medical expenses incurred while you are in the Chambers County Detention Facility. All unpaid bills will be added to your restitution upon your release.

10.7 The Chambers County Detention Facility also charges co-pays; this is an addition to the actual charge by the doctor, nurse, etc. This charge will be deducted from your commissary account, when you receive your money order receipt it will show you all deposits and deductions. Inmates will not be denied medical services due to lack of funds.

Doctor call: \$ 10.00

Nurse call: \$ 5.00

Prescription: \$ 3.00

Damage to property: Cost of Repair or Replacement

Notary Service \$1.75 per page

## **Section 11: Religion**

11.1 The Detention Facility does not discriminate against any recognized religions, beliefs, or practices and will try to accommodate any religious requests made to the Administration.

11.2 Inmates will be allowed to practice religious services of their choice. We welcome members of the clergy or religious leaders to visit inmates in the facility on Sunday from 0830 until 1130.

11.3 Visits by the clergy and other religious leaders at other times will be allowed by appointment. Bibles and religious materials may be obtained from the staff on request or from other religious sources.

11.4 Inmates are permitted to have in their possession books or literature of religious observance and/or instruction of their particular denomination or beliefs, these books or literature may not accumulate in the cell beyond that of section 4.4. Books and literature that have tendency to inflame prejudice, create racial tension, and promote hostility, will not be accepted.

## **Section 12: Commissary**

12.1 Commissary privileges are available to inmates. The commissary is stocked with such items as shaving cream, soap, deodorant, writing materials, stamped envelopes, candies, cookies, and potato chips. All monies from booking will be transferred on a regular basis. Inmates may receive money orders or a cashier's check to be placed on their inmate account (NO CASH). Inmates will be allowed to place store orders on the store order form passed out by the correctional officers. The Commissary schedule will be set by the Administrator and subject to change.

12.2 In case of misunderstandings, the store clerk may clarify the current condition of your account. Attempts to forge store orders or any other abuses of the commissary privileges are considered major misconduct and will result in immediate disciplinary action and/or criminal prosecution.

12.3 You may not buy, sell, or trade store call items for other inmates. This is a level II rule violation (transfer of property).

12.4 Upon your release you will receive a check for any unused monies if you are released during normal business hours. If you are released after normal business hours you make pick your check up on the next normal business day. If you have placed a store order and get released before it arrives, you have five days to pick it up or it will be disposed of excluding weekends.

## **Section 13: Personal Safety**

13.1 While here, you will meet many different kinds of people. If you are threatened, assaulted, or feel intimidated, or unsafe, tell the staff. If you feel threatened you may lock yourself in your cell until staff arrives to move you. We will do what is necessary to protect you. For your own protection, do not discuss your charges with other inmates. Please notify staff if you have any enemies at this facility or have ever had any enemies at this facility.

## **Section 14: Rule Violations**

41.1 You may be disciplined only for breaking rules listed in the inmate handbook or for breaking the law. If you break the law, we will also file criminal charges.

14.2 There are three kinds of rules violations: level I, level II, and level III.

A. Level I violations interfere with the orderly operation of the facility but does not immediately threaten security with safety of inmates, staff, or visitors. Level I violations include:

- 100 Failure to stand count
- 101 Failure to comply with personal hygiene policies
- 102 Failure to keep one living quarters in accordance with section 2 and section 5
- 103 Failure to follow posted rules for visiting. Telephone, and mail
- 104 Horseplay
- 105 Possession of unauthorized food
- 106 Excessive noise
- 107 Tattooing
- 108 Violation of posted rules applicable to a particular area
- 109 Taking unauthorized items to recreation, visitation, programs, or court
- 110 Putting your feet on the walls, banisters, or railing
- 111 Covering air vents, removing light covering, or damaging light fixtures

112 If on trustee status, violation of specified rules that are not covered by level I, level II, or level III violations.

B. Level II violations include repeated minor rules violations and violations that could seriously threaten security, or the safety of inmates, staff, or visitors.

200 Attempting in assisting: attempting to commit or assisting another person in the commission of a fraction shall be considered the same as the offense itself

201 Extortion

202 Fighting

203 Throwing objects or material at a person

204 Lying in a disciplinary proceeding or in a formal grievance

205 Lying to a staff member

206 Sexual contact

207 Setting a fire

208 Refusing a direct order

209 Theft

210 Damaging government property

211 Gambling

212 Possession of alcohol or controlled substance

213 Possession of any unauthorized drug

214 Being under the influence of an unauthorized drug or alcohol

215 Making intoxicants

216 Possession of contraband

217 Refusing or failing to attend work or other schedule activities

218 Tampering with any lock, alarm, or other security device

219 Obscene or abusive language or gestures

220 Bribery or offering a bribe

221 Possession of drug paraphernalia

222 Possession of tobacco

223 Improper retention of any medicine

224 Possession of stolen property

225 Interference with a staff member in the performance of duties

226 Possession of money

227 Abuse by words or gesture

228 Transferring property between inmates



- 229 Forgery
- 230 Assaults
- 231 Participating in any unauthorized group activity
- 232 Threatening any person
- 233 Commission of 2 or more level I infractions arising out of a separate incident, all of which take place in a six-month period and for which a formal report was prepared
- 234 Unauthorized communication - both inside and outside the facility
- 235 Disrupting or abusing programs, health services, religious health services, religious services, food services, or visitation
- 236 Putting foreign matter in toilets or in sinks, or stopping up toilets or sinks
- 237 Attempting to flood any area
- 238 Hanging items from walls, fixtures, ceilings, bars, windows, or vents
- 239 Defacing, altering, or misuse of detention facility property
- 240 Jumping or hanging from banisters, railings, stairways, or fixtures
- 241 Interfering with lockdown or counts
- 242 Improper use of intercom system

C. Level III offenses include law violations and acts which immediately threaten the security of the facility, staff, inmates, or visitors. They include:

- 300 Attempting and assisting: attempting to commit or assisting another person in the commission of an infraction shall be considered the same as the offense itself
- 301 Homicide
- 302 Assault with a weapon
- 303 Hostage taking
- 304 Escape
- 305 Rioting
- 306 Inciting a riot
- 307 Sexual assault
- 308 Engaging in conduct not specifically prohibited by rules of the institution but which constitutes a felony or misdemeanor under local, state, or federal law
- 309 Commission of two or more level II infractions arising out of separate incidents, all of which take place in a six-month period and for which a formal report was prepared

## **Section 15: Disciplinary Procedures**

### 15.1 Level I offenses

- A. Discipline for level I violations may be held in the cellblock. You may be verbally reprimanded, or the reporting staff may recommend up to 48-hour disciplinary lockdown.

If the reporting staff recommends lockdown, you may request a copy of the charges. The shift supervisor, within 24 hours after the rule violation is reported, will interview you, the reporting staff, and if necessary, witnesses. The supervisor will decide if you will be locked down. You will be given a written copy of the decision.

(Note: for security and safety reasons, staff may lock you down before the hearing. The disciplinary lockdown will begin when you are notified of the hearing and results.)

- B. If you think the disciplinary is unfair, you may appeal it in writing to the facility administrator for a final disposition.

### 15.2 level II and level III Rule Violations

- A. You will get a copy of the disciplinary report when you are accused of violating a rule. If your presence in the cell is disruptive, or if safety or security is threatened, you will be moved to another cell or cellblock.
- B. An investigation will begin within 72 hours after the violation has been reported excluding weekends and holiday.
- C. You will be given a written copy of any charges requiring a hearing within 24 hours after the investigation is complete, excluding holidays.
- D. You will be given at least 24 hours notice of the time set for the disciplinary hearing. However, you may waive this notice, and proceed directly to a hearing “as soon as possible” or you may waive your hearing entirely. The hearing will be held no later than 72 hours after the investigation is completed, excluding weekends and holidays.

E. Hearing process:

1. The disciplinary hearing will be conducted by a disciplinary hearing officer, appointed by the Administrator.
2. If you ask for help in understanding the hearing process, the hearing officer will appoint a staff member to help you. You may also ask for a staff member to help you represent you at the hearing.
3. Each side may present witnesses. You do not have the right to cross-examine witnesses. The number of witnesses called may be limited for the following reasons:
  - A. If necessary to protect security
  - B. If witnesses cannot give relevant information
  - C. When information given by witnesses already called is enough to make a point, calling more witnesses will give unnecessary repeated information.

F. If the violation is subject to criminal charges, you'll be advised of your Miranda rights.

G. The hearing officer will decide if you are guilty or innocent. You will be given a copy of the disciplinary hearing report, which will include the evidence relied on and the sanction recommended, if any.

H. You may appeal the hearing officer's decision in writing to the facility Administrator within three days for final disposition.

I. Copies of your disciplinary reports may be sent to any institution to which you may be assigned. Disciplinary reports may also be sent to the district Attorney's Office.

## **Section 16: Sanctions Scheduled**

16.1 If you break any of the rules of this handbook, you may be placed on disciplinary status. This means you'll be given only the following, unless you abuse them, or security is threatened.

- A. Telephone calls to attorneys
- B. Legal mail

- C. Adequate food, light, ventilation, temperature, sanitation, and medical care
- D. Proper clothing, bed, bedding, and use of toilets, sinks, and showers

16.2 Sanction for level II violations will not exceed 20 days and sanctions for level III violations will not exceed 45 days.

16.3 Your sanctioned length of time on disciplinary status will be decided by the hearing officer. A sanction over thirty days must be approved by the Administrator. The longest sanction for rule violations arising from one incident is 45 days.

16.4 You will serve sanctions longer than 48 hours in the administrative/disciplinary segregation area. When your sanctioned time is completed in the administrative/disciplinary segregation area, you will stay there until the staff reclassifies you.

16.5 If you are a trustee and are charged with and convicted of a rule violation, you may lose your trustee status.

## **Section 17: Grievances**

17.1 If you have a grievance, you can report it on an inmate grievance form. Only one inmate signature is allowed per grievance. Inmates must sign their grievance forms.

17.2 Your grievance will be investigated and answered, in writing, within 72 hours of the time it is received, excluding weekends and holidays. Grievances are first answered by the shift supervisor. If more than 72 hours, excluding holidays, is required to investigate the grievance, the inmate will be notified in writing. If the grievance concerns an emergency when the inmate welfare is threatened, it is answered as soon as possible.

17.3 If you are not satisfied with the first answer to your grievance, you may send a grievance to the Administrator.

17.4 We will not take any negative action against you because you file a grievance.

## **Section 18: Law Library**

18.1 The detention facility law library is available to all inmates. The library will be open Monday through Friday from 0800 hours to 1630 hours. Also, up to three law books may be checked out of the library for use in housing area. Books checked out must be returned by 1700 hours the same day. Reasonable exceptions may be allowed, upon request, if the inmate has a bona fide court deadline.

## **Section 19: Access to Courts**

19.1 Each Monday, Wednesday, and Friday, excluding holidays, the District Judge of Chambers County is scheduled to have court for the purpose of setting bonds, appointment of attorneys, and in forming inmates of certain rights under criminal procedure.

19.2 Inmates who feel they cannot afford to hire an attorney may request an appointment of attorney by filling out an affidavit of substantial hardship. The completed affidavit will then be forwarded to the district judge for action. The affidavit is available from the staff.

19.3 Questions regarding court dates, sentences, and other court related matters should be submitted on an inmate request form. Forms will be made available by any member of the staff. Inmates who cannot read and write will be assisted by a staff member.

## **Section 20: Inmate Request Forms**

20.1 All request for law library, special issued items, incarceration questions, etc. will be made in writing using an inmate request form. These forms shall be provided to inmates by any member of the staff upon request. Inmates who cannot read or write will be assisted by a member of the staff in completing the form.

20.2 All inmates request will be handled as promptly as possible. All medical/dental request will be handled according to the facilities medical policy. Any medical/dental emergencies will be handled immediately.

20.3 Any inmate request form that contains profanity or obscene language

will be returned to the inmate.

## **Section 21: Exercise**

21.1 Opportunity for exercise shall be given to all inmates in the Chambers County Detention Facility. Inmates shall be permitted to exercise outdoors five days a week, Monday through Friday, weather permitting, for a period of one hour each time. Inmates shall not be required to participate in any outdoor recreation, unless they desire. The daily exercise schedule will be set by the administration and is subject to change at any time.

21.2 While participating in exercise in designated areas, inmates are required to follow all rules and regulations of the facility. In addition, inmates are not allowed to touch the exterior fence, or stand on those areas designated by yellow paint. Any inmate that violates these rules are subject to removal from exercise for up to a period of one week per incident.

## **Section 22: Emergency Evacuation Procedures**

22.1 The Chambers County Detention Facility has an elaborate fire prevention system for your safety. In case of fire, a fire alarm and smoke alarm will sound and will alert the staff and inmates. The sprinkler system will activate in case of a fire. The staff has been trained to react to fire emergencies. Follow the instructions of the staff. Do not panic. Your life and safety, as well as others, will depend on your cooperation with the staff in this type of an emergency.

## **Section 23: Inmate Movements**

23.1 During the operation of the Chambers County Detention Facility inmates may have to be moved from one part of the facility to another part of the facility due to court, medical needs, interviews, etc. Inmates, including Trustees, will be moved in the following manner:

- A. Inmates will walk on the right side of the hallway unless otherwise directed by a Correction Officer.
- B. Inmates will stay in one continuous line and will not loiter
- C. Inmates will not speak to anyone while being moved except to a correction officer
- D. INMATES WILL NOT SPEAK TO OTHER INMATES**

**WHILE BEING MOVED INSIDE THE FACILITY.**

- E. Failure to comply with the above listed rules will result in a Level I rules violation.

**Section 24: Trustee Status**

24.1 If you want to be a trustee, you must:

- A. Be willing to work, follow orders, and get along with many different kinds of people.
- B. Be medically approved for the type of work you will be doing
- C. Be approved by the Administrator.
- D. Be an inmate of good standing in general population.
- E. Have no crimes of violence convictions or charges pending.

**Remember: Do not fill out a request for trustee, as openings become available all eligible inmates will be considered.**