

INMATE RULES AND PROCEDURES

LUBBOCK COUNTY DETENTION CENTER
3502 N HOLLY
LUBBOCK, TEXAS 79403

REVISED
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DESTRUCTION OR LOSS OF THIS INMATE HANDBOOK WILL RESULT IN A CHARGE OF \$10.00 FROM THE INMATE'S TRUST FUND ACCOUNT. IN THE EVENT THE INMATE REFUSES OR OTHERWISE CANNOT PAY FOR THE HANDBOOK CRIMINAL CHARGES WILL BE FILED.

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SECTION 1

INMATE HOUSING AREA

A. INTRODUCTION

THE INMATE HANDBOOK HAS BEEN PREPARED FOR ALL INDIVIDUALS WHILE IN CUSTODY. IT IS THE PROPERTY OF THE LUBBOCK COUNTY DETENTION CENTER, IT IS THE RESPONSIBILITY OF THE INMATE TO ENSURE IT IS NOT DAMAGED OR ALTERED IN ANY WAY. THE HANDBOOK IS AN IMPORTANT PART OF THE INMATE'S ORIENTATION INTO THE FACILITY. READ IT VERY CAREFULLY AND IN ITS ENTIRETY. IT WILL HELP INMATES UNDERSTAND THE CONDUCT THAT IS EXPECTED FROM ALL INMATES WHILE IN CUSTODY, AND IT WILL ALSO EXPLAIN ALL THE SERVICES AVAILABLE. AFTER READING THE HANDBOOK, ASK AN OFFICER TO CLARIFY ANY ISSUES THAT ARE NOT UNDERSTANDABLE. ANY OFFENSE OR RULE VIOLATION THAT IS COMMITTED WHILE IN CUSTODY IN THIS FACILITY THAT VIOLATES THE CRIMINAL CODE OF THE STATE OF TEXAS, FEDERAL LAWS, OR THE INMATE RULES WILL RESULT IN CRIMINAL CHARGES AND/OR DISCIPLINARY ACTIONS BEING FILED AGAINST THAT INMATE.

B. INMATE WRISTBAND

THE BAND THAT HAS BEEN PLACED AROUND YOUR LEFT WRIST, PRIOR TO THE BOOKING PROCESS, SERVES SEVERAL PURPOSES. THE PRIMARY PURPOSE IS FOR IDENTIFICATION BY THE DETENTION AND SERVICE STAFF WHILE AN INDIVIDUAL IS IN CUSTODY. THE SECONDARY REASON IS FOR THE BARCODE SCANNING OF PROGRAMS, COMMISSARY AND INMATE MOVEMENT. THE WRISTBAND MUST REMAIN ON THE LEFT WRIST AT ALL TIMES AND SHALL NOT BE TAMPERED WITH OR REMOVED BY THE INMATE FOR ANY REASON. IF THE WRISTBAND BECOMES



DAMAGED OR HAS DETERIORATED OVER A LENGTHY PERIOD OF TIME IT WILL BE THE INMATE'S RESPONSIBILITY TO NOTIFY AN OFFICER OF THE SITUATION AS SOON AS POSSIBLE. THE OFFICER SHALL DETERMINE WHETHER OR NOT THE DAMAGE IS ACCIDENTAL, NORMAL WEAR OR PURPOSELY DAMAGED. IF THE DAMAGE OR LOSS WAS PURPOSELY DONE, A \$10.00 CHARGE MAY BE DEDUCTED FROM THE INMATE'S TRUST FUND ACCOUNT AND/OR DISCIPLINARY ACTION WILL BE TAKEN, OTHERWISE THE OFFICER WILL MAKE ARRANGEMENTS TO REPLACE THE WRISTBAND AT NO COST TO THE INMATE. FAILURE TO WEAR THE WRISTBAND MAY RESULT IN RECLASSIFICATION AND/OR THE LOSS OF CERTAIN PRIVILEGES.

C. STAFF AND INMATE RELATIONS

OFFICERS AND CONTRACTED CIVILIAN STAFF ARE REQUIRED TO MAINTAIN A PROFESSIONAL Demeanor IN ALL CONTACT AND CONDUCT WITH THE INMATES. WITH THIS IN MIND, ALL INMATES ARE REQUIRED TO CONDUCT THEMSELVES IN THE SAME MANNER WITH THE STAFF. IF A PROBLEM ARISES BETWEEN A STAFF MEMBER AND AN INMATE, THE INMATE SHOULD NOT CONTINUE TO INITIATE A CONFRONTATION WITH THE OFFICER OR GET BELLIGERENT.

THE INMATE SHOULD WRITE A GRIEVANCE OR COMPLAINT FORM TO THE WATCH COMMANDER SPECIFICALLY DESCRIBING THE EVENTS, ALL INDIVIDUALS INVOLVED, ANY WITNESSES AND THE DATE AND TIME OF THE INCIDENT. IF A COMPLAINT IS FOUND TO BE TRUE, DISCIPLINARY ACTION CAN RESULT AGAINST THE STAFF MEMBER INVOLVED. LIKEWISE, ALL INMATES WILL BE HELD ACCOUNTABLE FOR THEIR ACTIONS, AS WELL AS THE MAKING OF A FALSE REPORT. AT NO TIME WILL ANY INMATE SOLICIT PERSONAL FAVORS FROM THE DETENTION OR CIVILIAN STAFF THAT EXCEED THE NORMAL SCOPE OF THE STAFF MEMBER'S DUTIES AND WILL RESULT IN DISCIPLINARY ACTION. ALL DETENTION AND CIVILIAN PERSONNEL ARE STRICTLY PROHIBITED FROM HAVING ANY FORM OF PERSONAL RELATIONSHIP WITH AN INMATE WHILE THE INMATE IS IN CUSTODY.

D. HOUSING ASSIGNMENT

ALL INMATES WHO REMAIN IN CUSTODY WILL BE ASSIGNED TO ONE OF SEVERAL HOUSING PODS. WHILE IN CUSTODY AN INMATE'S BEHAVIOR WILL DETERMINE FUTURE HOUSING ASSIGNMENTS. INMATES WHO CONDUCT THEMSELVES ACCORDING TO THE RULES AND PROCEDURES OUTLINED WITHIN THIS HANDBOOK WILL BE ELIGIBLE TO BE RECLASSIFIED TO LESS RESTRICTIVE HOUSING LOCATION. VIOLATIONS OF RULES AND PROCEDURES OUTLINED WITHIN THIS HANDBOOK WILL RESULT IN RECLASSIFICATION TO A MORE CONTROLLED HOUSING LOCATION. MOST OF THE PODS CONTAIN DOUBLE BUNK CELLS TO WHICH EACH INMATE WILL BE ASSIGNED. AT NO TIME SHALL INMATES CHANGE THEIR INDIVIDUAL HOUSING ASSIGNMENT. CLASSIFICATION AND MEDICAL STAFF HAVE THE AUTHORITY TO MAKE HOUSING ASSIGNMENTS OR ALTER THEM AT A LATER TIME.

E. ROLL CALLS

THE OFFICER WILL ANNOUNCE ROLL CALL, ALL INMATES WILL MOVE QUICKLY, QUIETLY, AND WITHOUT ADDITIONAL PROMPTING TO THEIR CELLS (TO THEIR BUNKS IF HOUSED IN A DORM.) ALL INMATES WILL STAND AT THEIR DOOR/BUNK QUIETLY AS THE OFFICER DOES THEIR ROLL CALL. INMATES WILL REMAIN IN THIS POSITION UNTIL THE ROLL CALL IS COMPLETED AND THE OFFICER GIVES THEM PERMISSION TO RETURN TO THE DAYROOM. IF THE ROLL CALL IS PERFORMED DURING A TIME



WHEN THE INMATES ARE LOCKED DOWN, THEY WILL STEP UP TO THE CELL DOOR WINDOW OR NEXT TO THEIR BUNK IF HOUSED IN A DORM AND PRESENT THEIR WRISTBANDS TO THE OFFICER AS HE COMES AROUND TO THEIR CELL. (IF CONDUCTED DURING A TIME WHEN THE DAYROOM IS CLOSED AND INMATES ARE NOT LEAVING THE CELLS THEY DO NOT NEED TO BE FULLY DRESSED, HOWEVER THEY MUST BE COVERED

F. DAYROOM CONDUCT

AT A SPECIFIED TIME, LIGHTS WILL BE TURNED ON AND THE CELL DOORS WILL BE OPENED FOR THE BREAKFAST MEAL.

WHEN TELEVISIONS AND "LIGHTS OUT," IS ANNOUNCED BY THE POD OFFICER, ALL INMATES WILL MOVE TO THEIR ASSIGNED CELLS. CERTAIN AREAS MAY HAVE SCHEDULED TIMES THAT THE INMATE'S CELLS ARE LOCKED FOR SECURITY REASONS OR MOVEMENT.

TELEVISION CHANNEL AND VOLUME WILL BE CONTROLLED BY THE POD OFFICER. INMATES MAY REQUEST A CHANGE IN VOLUME OR A CHANGE OF CHANNEL FROM THE POD OFFICER. ANY DEVIATION FROM THIS OR ARGUING OVER VARIOUS CHANNELS CAN RESULT IN SUSPENSION OF THE TELEVISION PRIVILEGE. DESTRUCTION OR TAMPERING WITH THE TELEVISION, ELECTRIC CORD, OR CABLE WILL RESULT IN DISCIPLINARY ACTION.

G. CLEANLINESS

ALL INMATE HOUSING PODS ARE TO REMAIN CLEAN AND ORDERLY AT ALL TIMES. ALL TRASH WILL BE PROPERLY DISPOSED. WHEN THE OPPORTUNITY TO CLEAN IS MADE AVAILABLE, ALL INMATES IN THE AREA WILL PARTICIPATE IN CLEANING. INMATES REFUSING TO CLEAN CAN RESULT IN THE SUSPENSION OF DAYROOM OR OTHER PRIVILEGES UNTIL THE AREA HAS BEEN PROPERLY CLEANED. INDIVIDUAL INMATE CELLS OR BUNKS WILL ALSO BE KEPT AT THIS LEVEL. ALL INMATE PERSONAL PROPERTY IS TO BE STORED IN THE ISSUED CONTAINER CALLED A "TOTE." IF THERE IS A MOUNTED SHELF ON THE CELL WALL, THE INMATE WILL BE ALLOWED TO KEEP THE ISSUED EMPTY CUP AND SPOON THERE IN AN ORDERLY MANNER. IF THERE IS NO SHELF, THESE ITEMS MUST BE KEPT IN THE TOTE WHEN NOT BEING USED.

ALL PERSONAL PROPERTY OR COMMISSARY NOT IN USE IS TO BE STORED IN THE INMATE TOTE. PERSONAL PROPERTY THAT IS NOT IN USE, AND NOT STORED PROPERLY IS TO BE CONSIDERED CONTRABAND WHICH WILL BE CONFISCATED AND DISCARDED.

ALL INMATES WILL ADHERE TO A "SIX-INCH" RULE AS FOR PERSONAL MAIL, LETTERS, RELIGIOUS MATERIAL, PHOTOS, OR BOOKLETS. THE "SIX-INCH" RULE IS DEFINED AS: IF ALL THE ITEMS WERE STACKED, THE STACK WOULD NOT EXCEED SIX INCHES IN HEIGHT. IF AN INMATE HAS ITEMS AS LISTED ABOVE THAT EXCEEDS SIX THIS LIMIT, THE INMATE WILL SELECT A MAXIMUM OF SIX INCHES TO KEEP AND THE REST WILL BE PLACED IN THE INMATE'S PROPERTY. THIS RULE DOES NOT APPLY TO AUTHORIZE LEGAL MATERIALS; HOWEVER THE INMATE WILL KEEP THESE ITEMS NEAT AND ORDERLY. EACH INMATE SHALL BE ALLOWED ONE BIBLE OR SIMILAR RELIGIOUS TEXT. INMATES ARE ALLOWED TO HAVE IN THEIR POSSESSION TWO PAPERBACK BOOKS FROM THE INMATE LIBRARY AT ANY GIVEN TIME. DIRTY LAUNDRY IS TO BE KEPT IN THE BAG PROVIDED, AND SECURED TO THE CLOTHES HOOK IF AVAILABLE. ALL SHOES ARE TO BE LINED UP NEATLY UNDER OR BESIDE



THE BUNK.

DUE TO THE 30LBS. LIMITATION OF THE PROPERTY BAG, ANY AND ALL EXCESS PROPERTY WILL BE REQUIRED TO BE RELEASED, BY FILLING OUT A PROPERTY RELEASE FORM. ANY PROPERTY NOT PICKED UP WITHIN A 35 DAY PERIOD WILL BE DONATED TO A LOCAL CHARITY.

DETENTION STAFF, ON A PERIODIC BASIS, WILL CONDUCT SHAKEDOWNS AND WALKTHROUGHS, BOTH SCHEDULED AND UNSCHEDULED. THESE SHAKEDOWNS SERVE SEVERAL PURPOSES. THEY ARE USED TO ENSURE ALL INMATES ARE IN PROPER COMPLIANCE WITH FACILITY RULES, CHECK FOR MAINTENANCE PROBLEMS LOCATE HAZARDS AND ENSURE NO DAMAGE IS OCCURRING TO THE FACILITY. THE DETENTION STAFF HAS NO DUTY TO LOCATE THE SPECIFIC PERPETRATOR OF VANDALISM, BUT WILL HAVE ALL INMATES IN THE AREA CLEAN THE VANDALISM.

H. TOBACCO FREE FACILITY

THE LUBBOCK COUNTY DETENTION CENTER IS A TOBACCO FREE FACILITY. NO INMATES ARE ALLOWED TO POSSESS OR USE ANY TOBACCO PRODUCTS. ATTEMPTS TO IMPORT THE ENTRY OF THESE PRODUCTS INTO THE FACILITY WILL RESULT IN CRIMINAL CHARGES BEING FILED PER PENAL CODE 38.11. FAMILY OR FRIENDS OF ANY INMATE CAUGHT ATTEMPTING TO DELIVER ANY TOBACCO, CONTROLLED SUBSTANCE OR OTHER CONTRABAND INTO THE FACILITY WILL HAVE CRIMINAL CHARGES FILED AGAINST THEM. ANY TOBACCO FOUND IN THE MAIL WILL BE CONFISCATED AS CONTRABAND ALONG WITH THE ENVELOPE AND ITS CONTENTS.

I. RECREATION

ALL INMATES IN CUSTODY WILL HAVE ACCESS TO A RECREATION AREA DURING NON-LOCKDOWN HOURS IF WEATHER PERMITS. NO PERSONAL ITEMS, DRINKS OR FOOD ITEMS WILL BE ALLOWED INTO THE RECREATION YARD. INMATE SHALL BE REQUIRED TO ASK FOR PERMISSION TO ENTER THE RECREATION YARD. ONCE IN THE RECREATION YARD, INMATES MAY REMOVE THEIR UNIFORM SHIRT, PROVIDED THEY ARE WEARING A T-SHIRT. PANTS MAY NEVER BE REMOVED IN THE RECREATION YARD OR LOWERED PAST THE WAIST.

J. LOCK DOWN

WHEN AN OFFICER ANNOUNCES "LOCK DOWN", ALL INMATES, OR THE INDIVIDUAL INMATE ANNOUNCED, WILL IMMEDIATELY DISCONTINUE ALL ACTIVITIES, RETURN TO, AND REMAIN IN THEIR CELL OR BUNK AREA.

K. MEALS

INMATE MEALS WILL BE PROVIDED (3) TIMES PER DAY. WHEN BREAKFAST ARRIVES TO THE POD, THE OFFICER WILL TURN ON THE LIGHTS AND MAKE THE ANNOUNCEMENT. ALL INMATES SHALL STAND BY THEIR CELL DOOR OR BUNK IF HOUSED IN THE DORM. ANY INMATE NOT WISHING TO EAT WILL STAND BY THEIR DOOR/BUNK UNTIL THE OFFICER ACKNOWLEDGES THEM AND SCANS THEIR WRISTBAND AND RECORDS THE MEAL REFUSAL. THE INMATE WILL THEN BE ALLOWED TO RETURN TO THEIR CELL/BUNK DURING MEAL TIME. THE INMATE MUST REMAIN IN THEIR CELL/BUNK UNTIL ALL TRAYS ARE RETURNED AND THE OFFICER ANNOUNCES THE DAYROOM IS OPEN.



THE OFFICER WILL OPEN THE CELL DOORS AND WILL CALL THE INMATES OVER TO THE MEAL CART IN GROUPS OF FOUR (4). THE OFFICER WILL SCAN THE INMATE'S WRISTBAND THE INMATE WILL RECEIVE THEIR DRINK AND TRAY. THE INMATE WILL PROCEED TO THE TABLE NEAREST THE EMERGENCY EXIT DOOR. THE INMATES WILL FILL THAT TABLE BEFORE THEY BEGIN ON THE NEXT. THE TABLES WILL CONTINUE TO BE FILLED IN AN ORDERLY FASHION UNTIL ALL INMATES ARE SEATED. INMATES WILL REMAIN SEATED UNTIL EVERYONE HAS FINISHED EATING. THE OFFICER WILL GIVE THE INMATES PERMISSION TO RETURN THEIR TRAYS TO THE MEAL CART. THE INMATES WILL RETURN THEIR TRAYS BY TABLE IN THE SAME ORDER THEY WERE SEATED. IT IS A VIOLATION OF INMATE RULES TO WASTE, STORE, GAMBLE, SELL TRADE OR EXTORT FOOD THAT IS PROVIDED. NO FOOD FROM OUTSIDE THE FACILITY SHALL BE ALLOWED OR ACCEPTED FROM FAMILY, FRIENDS AND STAFF OR BY MAIL.

L. INMATE MOVEMENT

INMATES ARE NEVER PERMITTED TO MOVE FROM ONE AREA OF THE DETENTION CENTER TO ANOTHER UNLESS AUTHORIZED BY AN OFFICER. WHEN INMATES ARE INSTRUCTED THAT THEY BEING MOVED, WHETHER FOR COURTS OR CHANGE OF HOUSING ASSIGNMENTS, THEY WILL MOVE THROUGH THE APPROPRIATE CORRIDORS REMAINING ON THE DARK GRAY TILE AT ALL TIMES. WHEN AN OFFICER, STAFF, OR VISITOR APPROACHES ANY INMATE(S), THE INMATE(S) SHALL TURN AND FACE THE WALL WITH THEIR HANDS BEHIND THEIR BACK UNTIL THE OFFICER, STAFF, OR VISITOR PASSES AND THEN CONTINUE TO THEIR DESTINATION. IF MALE AND FEMALE INMATES ARE WALKING IN A CORRIDOR IN THE SAME DIRECTION, THEY MUST MAINTAIN A MINIMUM OF TEN (10) FEET DISTANCE BETWEEN THEM. IF MALE AND FEMALE INMATES ARE WALKING IN A CORRIDOR IN OPPOSITE DIRECTIONS, THE MALE INMATE SHALL TURN AND FACE THE WALL WITH THEIR HANDS BEHIND THEIR BACK UNTIL THE FEMALE INMATE(S) PASSES AND THEN CONTINUE TO THEIR DESTINATION.

M. GENERAL RULES

1. OBEY ALL RULES AND REGULATIONS SET FORTH IN THE INMATE HANDBOOK AT ALL TIMES.
2. INMATES MUST STAND AT THEIR DOOR AND PRESENT WRISTBAND IN ORDER TO HAVE IT SCANNED FOR ALL ROLL CALLS.
3. INMATES MUST REQUEST PERMISSION FROM OFFICER BEFORE APPROACHING THE POD CONTROL STATION OR SPEAKING WITH A VISITING OFFICER.
4. INMATES MAY NOT CROSS THE DARK COLORED TILE AROUND THE POD CONTROL STATION AT ANYTIME UNLESS DIRECTED TO DO SO BY THE POD OFFICER.
5. NO GANG RELATED ACTIVITY TO INCLUDE BUT NOT LIMITED TO (DRAWINGS, WRITINGS, HAND SIGNS, RECRUITING, ECT.)
6. INAPPROPRIATE BEHAVIOR SUCH AS DISRESPECT, PROFANE OR VULGAR LANGUAGE, WILL NOT BE TOLERATED.
7. AT NO TIME WILL INMATES ENGAGE IN ANY CONTACT OR BEHAVIOR OF A SEXUAL MANNER.
8. YOU ARE REQUIRED TO MAINTAIN PERSONAL HYGIENE AT ALL TIMES.
9. INMATE CELLS AND TOTES MUST BE CLEAN AND IN COMPLIANCE AT ALL TIMES.



10. THE DAYROOM AND COMMON AREAS MUST REMAIN NEAT AND CLEAN AT ALL TIMES.
11. INMATES WILL KEEP THEIR BUNKS MADE WHEN NOT OCCUPIED. NOTHING IS TO BE HUNG FROM THE BUNK
12. ONCE RACK UP IS ANNOUNCED DAYROOM AND SHOWERS ARE CLOSED AND ARE NOT TO BE USED.
13. NOTHING IS TO BE STORED ON TOP OR UNDER MATTRESS.
14. NOTHING IS TO BE STORED ON TOP OF INMATE TOTE.
15. NO ITEMS WILL BE PASTED OR STUCK TO THE WALLS OR BUNKS. DO NOT BLOCK THE VENTS
16. AT NO TIME WILL HEADGEAR OF ANY TYPE BE ALLOWED. (DEW RAGS, HATS, ECT.)
17. YOU ARE RESPONSIBLE FOR PLACING YOUR WHITES AT THE DESIGNATED LOCATION AND TIME AS DIRECTED BY THE POD OFFICER.
18. YOU WILL WEAR A COMPLETE UNIFORM WHEN IN THE DAYROOM.
19. YOUR UNIFORM WILL BE KEPT NEAT IN APPEARANCE AT ALL TIMES. WHITE T-SHIRTS WILL BE TUCKED IN. PANTS WILL NOT BE ROLLED UP ABOVE THE ANKLES. PANTS WILL ONLY BE ROLLED UP IF THE POD OFFICER DETERMINES THEY ARE TOO LONG. PANTS WILL BE WORN AROUND THE WAIST, NO SAGGING.
20. AT NO TIME WILL AN INMATE BE ALLOWED TO SIT ON TOP OF THE DAYROOM TABLES NO FEET OR SHOES ARE ALLOWED ON THE TABLES, CHAIRS OR WALLS.
21. WHILE PLAYING GAMES, AT NO TIME WILL INMATES BE ALLOWED TO SLAM GAME PIECES ON THE TABLES.
22. MEAL TRAYS WILL BE EATEN IN THE DAYROOM. NO MEAL TRAYS OR LEFTOVER FOOD WILL BE TAKEN IN TO CELLS.(EXCEPTION IS IF INMATE IS ON LOCK DOWN MEALS MAY BE EATEN IN CELL)
23. DO NOT LEAVE YOUR PROPERTY UNATTENDED IN THE DAYROOM.
24. ANY TIME YOU ENTER YOUR CELL YOU WILL SECURE THE DOOR.
25. SHOES WILL BE WORN AT ALL TIMES IN THE DAYROOM UNLESS IN THE SHOWER
26. IF THE DAYROOM IS OPEN YOU MAY REQUEST TO TAKE A SHOWER. IF APPROVED BY THE POD OFFICER YOU WILL RETURN TO YOUR CELL AND RETRIEVE THE NECESSARY ITEMS. YOU MUST BE COMPLETELY DRESSED WHEN YOU ARE OUTSIDE THE SHOWER AREA. AFTER COMPLETING YOUR SHOWER YOU MUST RETURN YOUR HYGIENE ITEMS TO YOUR CELL. NO HYGIENE ITEMS WILL BE ALLOWED IN THE DAYROOM AREA.
27. KEEP NOISE LEVEL TO A MINIMUM. ACCEPTABLE AND REASONABLE NOISE LEVEL WILL BE DETERMINED BY THE POD OFFICER.
28. NO HORSE PLAY WILL BE TOLERATED
29. DURING EMERGENCY SITUATIONS (FIGHTS/FIRE) IMMEDIATELY RETURN TO YOUR CELL.
30. ONLY INMATES HOUSED ON THE SECOND FLOOR WILL BE ALLOWED TO GO TO THE SECOND FLOOR. THE ONLY EXCEPTION WILL BE TO ATTEND A VISIT.



31. VISITATION WILL BE CONDUCTED FROM 0800-2130 DAILY. (FOR GENERAL POPULATION, 2X A WEEK FOR THE SPECIAL HOUSING UNIT, AND ORIENTATION.)
32. BUNK ASSIGNMENTS ARE MADE FOR INMATES. INMATES ARE NOT ALLOWED TO CHANGE THEIR HOUSING OR BUNK ASSIGNMENT.
33. NEVER ENTER ANOTHER INMATE'S CELL/BUNK AREA OR LOITER NEAR THE DOOR/BUNK.
34. YOU MUST REQUEST PERMISSION FROM THE POD OFFICER TO ENTER THE RECREATION AREA
35. YOU MAY BE REQUIRED TO MOVE THROUGH THE FACILITY UNESCORTED. YOUR WRISTBAND WILL BE SCANNED AT THE BEGINNING POINT AND AGAIN WHEN YOU REACH YOUR DESTINATION. WHILE MOVING THROUGH THE CORRIDORS YOU WILL WALK ONLY ON THE DARK COLORED TILES. THE CHECKERED TILES AT THE INTERSECTIONS WILL SERVE AS CROSSWALKS FOR YOU TO CROSS THE HALLWAYS. WHEN APPROACHED BY DETENTION CENTER PERSONNEL, STOP, TURN AND FACE THE WALL, WITH YOUR HANDS CLASPED BEHIND YOUR BACK UNTIL THE PERSONNEL HAVE PASSED BY OR DIRECTED YOU TO PROCEED. THE ONLY EXCEPTIONS TO THIS RULE ARE INDIVIDUALS ASSIGNED TO SPECIFIC WORK DETAILS IN THE HALLWAY. INSTEAD, YOU ARE EXPECTED TO CONTINUE WITH YOUR WORK DUTY.

ANY VIOLATIONS OF FACILITY RULES MAY RESULT IN CORRECTIVE ACTION RANGING FROM A VERBAL REPRIMAND TO A LOCK DOWN FROM 1 TO 23 HOURS. OFFICERS MAY ALSO FILE A DISCIPLINARY CASE. INMATES ADHERING TO FACILITY RULES MAY BE SELECTED TO BE RECLASSIFIED AND MOVED TO HOUSING LOCATIONS WHICH ALLOW INMATES TO ACCESS MORE PRIVILEGES.

N. CARE AND CUSTODY

BEYOND THE PROVISIONS OUTLINED IN THIS HANDBOOK, ALL INMATES SHOULD BE ADVISED THAT THE FACILITY ADMINISTRATION MAY MOVE AN INMATE FROM ONE LOCATION TO ANOTHER, PLACE AN INMATE UNDER STRICTER CUSTODY HOUSING ASSIGNMENTS AND OBSERVATION, OR SUSPEND AN INMATE'S PRIVILEGES WITHOUT NOTICE, WHENEVER SUCH ACTION IS DEEMED NECESSARY TO PRESERVE ORDER, OR PROTECT PERSONS FROM HARM. THIS COULD INCLUDE, BUT NOT LIMITED TO EMERGENCY SITUATIONS AND/OR PURSUANT TO ANY DISCIPLINARY ACTION.

O. INDIGENT INMATE SERVICES

INMATES WILL BE CONSIDERED INDIGENT WHEN LESS THAN \$1.00 IS MAINTAINED ON THEIR INDIVIDUAL TRUST ACCOUNT FOR MORE THAN SEVEN (7) DAYS. WHEN AN INMATE HAS BEEN IDENTIFIED TO BE INDIGENT, BASIC HYGIENE ITEMS WILL BE PROVIDED AS NEEDED EACH WEEK. THOSE INMATES WILL STILL BE REQUIRED TO COMPLETE AN INDIGENT REQUEST FORM TO RECEIVE THESE ITEMS. UNDERWEAR ITEMS SUCH AS SOCKS, T-SHIRTS, OR BRIEFS ARE NOT CONSIDERED TO BE PART OF THE INDIGENT ISSUE.

- (1) FOR FEMALE HYGIENE NEEDS READ SECTION 2.B
- (2) FOR BASIC HYGIENE ISSUED READ SECTION 3.A
- (3) FOR CORRESPONDENCE/MAIL OR STATIONERY READ SECTION 4.B
- (4) FOR MEDICAL SERVICE READ SECTION 7



SECTION 2
HYGIENE AND LAUNDRY SERVICE

A. PERSONAL HYGIENE

WHILE INMATES ARE IN CUSTODY IN THIS FACILITY, THEY WILL BE EXPECTED TO KEEP THEIR HAIR AND BODY CLEAN. EACH HOUSING POD IS EQUIPPED WITH SHOWERS WHICH WILL BE USED DAILY BY EACH INMATE. WHENEVER CLEARLY JUSTIFIED FOR HEALTH, SANITARY, AND/OR SAFETY REASONS AN INMATE MAY BE REQUIRED BY STAFF MEMBERS TO CUT THEIR HAIR OR FINGER/TOE NAILS. NAIL CLIPPERS WILL BE AVAILABLE UPON REQUEST TO THE INMATES. HAIRCUTS BY A REASONABLY SKILLED PERSON WILL BE AVAILABLE ON A SCHEDULED BASIS. ALL HAIR CUTS WILL BE A REGULAR TYPE CUT, AND NO GANG SYMBOLS, OR OUTRAGEOUS STYLES WILL BE ALLOWED AS DETERMINED BY THE DETENTION STAFF

B. FEMALE HYGIENE

FEMALE HYGIENE ITEMS SUCH AS SANITARY PADS AND DISPOSABLE PANTIES WILL BE PROVIDED UPON REQUEST FOR THE INMATE ENTERING CUSTODY. INDIGENT INMATES WILL ALSO RECEIVE THESE ITEMS DURING THEIR STAY AFTER COMPLETING AN INDIGENT REQUEST FORM. THOSE INMATES WITH A POSITIVE BALANCE ON THEIR CASH ACCOUNT ARE REQUIRED TO PURCHASE THESE ITEMS THROUGH COMMISSARY. THE MEDICAL STAFF SHOULD PROVIDE PAIN RELIEVERS FOR MENSTRUAL CRAMPS UPON COMPLETION OF A MEDICAL REQUEST FORM.

C. CLOTHING

ALL INMATES WILL BE ISSUED, UPON CLASSIFICATION, THE STANDARD INMATE UNIFORM. ALL INMATES ARE EXPECTED TO KEEP THEIR UNIFORM IN GOOD CONDITION AND CLEAN AT ALL TIMES. ANY PROBLEMS WITH THE UNIFORM SHOULD BE ADDRESSED TO THE OFFICER IN CHARGE OF THAT AREA, IMMEDIATELY UPON DETECTION. UNIFORM SIZE DETERMINED AT INTAKE WILL BE DOCUMENTED AND ALL UNIFORM EXCHANGES WILL BE ISSUED ACCORDING TO INITIAL INTAKE SIZE. SIZE CHANGES WILL BE MADE AT THE DISCRETION OF THE POD OFFICER. ALL CLOTHING SHALL BE WORN PROPERLY WHEN OUTSIDE THE INDIVIDUAL ASSIGNED CELL. NO T-SHIRTS WILL BE WORN IN THE DAYROOM, UNLESS IT IS UNDER THE UNIFORM SHIRT. SLEEVES AND PANT LEGS WILL NOT BE FOLDED OR ROLLED UP AND PANT CUFFS WILL NOT BE WORN INSIDE THE SOCKS. PANTS SHALL BE WORN APPROPRIATELY AT OR ABOVE THE WAIST. ANY DAMAGE OR ALTERATION TO THE ISSUED UNIFORM MAY RESULT IN A DEDUCTION FROM THE INMATE'S TRUST FUND ACCOUNT AND/OR DISCIPLINARY ACTION. CLOTHING ITEMS PURCHASED FROM COMMISSARY WILL NOT BE ALTERED IN ANY WAY. THOSE ITEMS FOUND TO BE ALTERED WILL BE CONFISCATED AS CONTRABAND AND DISCARDED. NO CLOTHING WILL BE ACCEPTED FROM OUTSIDE SOURCES FOR ANY INMATE, WHICH INCLUDES FAMILY, FRIENDS OR BY MAIL. ALL INMATES WILL HAVE THE OPPORTUNITY TO EXCHANGE ONE DIRTY UNIFORM FOR ONE CLEAN UNIFORM ON A SCHEDULED BASIS. ANY CLOTHING ITEMS, PURCHASED FROM THE COMMISSARY, CAN BE LAUNDERED IN THE POD LAUNDRY ROOM, TWICE PER WEEK ACCORDING TO THE SCHEDULE. WASHING ANY CLOTHING INSIDE THE CELL IS A VIOLATION AND THE ITEMS BEING WASHED WILL BE CONFISCATED AND DISCARDED. MATTRESS COVERS AND SHOWER MATS WILL BE EXCHANGED ON A SCHEDULED BASIS. THE SCHEDULES FOR PICK UP AND RETURN DELIVERY ARE BASED ON INDIVIDUAL



HOUSING PODS. THE POD OFFICER WILL NOTIFY THOSE INMATES OF THAT SCHEDULE. BLANKETS WILL BE REPLACED ONCE EACH MONTH AND WILL HAVE A SIMILAR SCHEDULE AS WITH THE REGULAR LAUNDRY SERVICE.

D. RAZOR ISSUE

ALL INMATES WILL BE AFFORDED THE OPPORTUNITY TO SHAVE ON A DAILY BASES UNLESS REASONS EXIST TO RESTRICT THE USE OF A RAZOR FOR THE SAFETY OR SECURITY OF THE FACILITY.

DAY/TIMES/ FOR RAZORS

GENERAL POPULATION MALE INMATES WILL BE OFFERED RAZORS DIRECTLY FOLLOWING THE MORNING MEAL. FEMALE INMATES WILL BE OFFERED A RAZOR DURING THEIR SHOWER TIME. INMATES WILL BE ALLOWED A REASONABLE AMOUNT OF TIME TO SHAVE AND THEN THE RAZORS SHALL BE RETURNED TO THE POD OFFICER.

INMATES HOUSED IN THE ADMINISTRATIVE SEPARATION OR DISCIPLINARY WILL BE ALLOWED THE OPPORTUNITY TO SHAVE DURING THEIR DAYROOM TIME.

INMATES WHO ARE ASSIGNED TO A WORK DETAIL WILL HAVE THEIR RAZORS CHANGED OUT AS NEEDED.

RAZORS SHALL BE RETURNED AFTER EACH USE AND INSPECTED. IF THE INMATE HAS TAMPERED WITH THE RAZOR IN ANY FORM THE INMATE SHALL BE WRITTEN UP FOR DISCIPLINARY ACTIONS.

SECTION 3 PERSONAL PROPERTY

A. PROPERTY ALLOWED

UPON ARRIVAL INTO THE LUBBOCK COUNTY DETENTION CENTER, EACH INMATE WILL HAVE ALL PERSONAL PROPERTY REMOVED, INVENTORIED, AND STORED. THIS PROPERTY WILL BE RETURNED TO THE INMATE UPON RELEASE. THOSE INMATES THAT ARE ENTERING CUSTODY THAT HAVE BEEN TRANSFERRED FROM ANOTHER SECURED FACILITY SUCH AS ANOTHER DETENTION CENTER OR THE TEXAS DEPARTMENT OF CRIMINAL JUSTICE (T.D.C.J.) WILL BE ALLOWED TO KEEP SOME OF THEIR PERSONAL PROPERTY WITH THEM IN THE HOUSING AREA, IF APPROVED BY THE SUPERVISOR.

INMATES MAY KEEP THE FOLLOWING ITEMS AFTER THE CLASSIFICATION PROCESS, WHEN TRANSFERRING FROM ANOTHER DETENTION CENTER OR TDCJ:

- TEN (10) PERSONAL PHOTOGRAPHS (NOT LARGER THAN 5X7), AND NO INSTAMATIC.
- ALL LEGAL MATERIAL, SO LONG AS IT FITS IN THE INMATE'S TOTE. (NO HARDBACKS)
- DENTURES AND RELATED ADHESIVES
- CONTACT LENSES (SOLUTION AND CLEANERS ARE SOLD IN COMMISSARY)
- (1) SOFT BACK BIBLE, QUR'AN OR SIMILAR RELIGIOUS TEXT



- PRESCRIPTION/READING GLASSES (ONLY ON A PRESCRIPTION BASIS WILL TINT BE ALLOWED ON ANY LENSES) FAMILY MAY BRING PERSONAL GLASSES OR GLASSES MAY BE REMOVED FROM AN INMATE'S PROPERTY.
- A SOFT-BACK ADDRESS BOOK OR EQUIVALENT
- UNOPENED COMMISSARY ITEMS IN REASONABLE AMOUNTS IF THERE IS A SIMILAR ITEM SOLD BY THIS AGENCY'S COMMISSARY VENDOR, AND APPROVED BY A SUPERVISOR.

IN ADDITION TO THOSE ITEMS LISTED ABOVE AND THOSE PURCHASED THROUGH THE COMMISSARY VENDOR, THERE WILL BE ITEMS ISSUED TO EACH INMATE. THESE ISSUED ITEMS ARE PROPERTY OF THE LUBBOCK COUNTY DETENTION CENTER AND ANY LOSS OR DAMAGE WILL RESULT IN REIMBURSEMENT FROM THE INMATE'S TRUST FUND ACCOUNT, DISCIPLINARY ACTION TAKEN, OR CRIMINAL CHARGES FILED.

INMATE ISSUED ITEMS:

| | | |
|---------|----------------|--------------|
| MUG | TOOTHBRUSH | TOOTHPASTE |
| SPOON | TOWEL | SOAP |
| COMB | PENCIL | TOILET PAPER |
| BLANKET | MATTRESS COVER | |

INMATE ITEMS ISSUED IN POD:

| | | |
|-------|----------|-------------|
| TOTE | MATTRESS | LAUNDRY BAG |
| RAZOR | | |

IN ACCORDANCE WITH SECTION 1 PART H, THE INMATE'S PERSONAL PROPERTY WILL BE STORED IN THE MANNER LISTED IN THAT SECTION. IN ADDITION TO THE SECTIONS ON PERSONAL PROPERTY ALLOWED AND INMATE ISSUED ITEMS, THERE ARE SOME OTHER LIMITATIONS FOR EACH INMATE'S PROPERTY. THE QUANTITIES FOR INDIVIDUAL ITEMS ARE LISTED BELOW. ANY ITEMS IN EXCESS WILL BE PLACED IN THE INMATE'S PROPERTY.

- FOUR (4) PAIRS OF WHITE SOCKS
- FOUR (4) WHITE T-SHIRTS
- FOUR (4) BRAS (FEMALE INMATES)
- TWO (2) PAIR OF WHITE THERMAL UNDERWEAR
- MEDICATION PURCHASED FROM COMMISSARY OR APPROVED BY MEDICAL WITH A SLIP.

FOR SANITARY AND SECURITY REASONS THE FOLLOWING ITEMS ARE NOT ALLOWED TO BE KEPT OR STORED BY ANY INMATE:

- ANY FOOD ITEMS FROM THE INMATE MEAL TRAYS.
- EXCESS PAPER OR TRASH
- OPEN COMMISSARY FOODS

NEITHER LUBBOCK COUNTY NOR STAFF IS RESPONSIBLE FOR ANY PERSONAL PROPERTY (ALLOWED BY POLICY) BEING KEPT BY ANY INMATE HOUSED IN THE DETENTION CENTER. THIS INCLUDES LOSS, THEFT, MISPLACEMENT, OR MISUSE TO INCLUDE IMPROPER STORAGE OR ALTERATION.

IT IS NOT THE DUTY OR RESPONSIBILITY OF THE LUBBOCK COUNTY DETENTION



CENTER OR ANY STAFF MEMBER TO LOCATE OR RETRIEVE AN INMATE'S PERSONAL PROPERTY OR MONIES MISPLACED, LEFT AT ANOTHER AGENCY OR BY THE TRANSFERRING AGENT FROM OR DURING TRANSPORT.

B. CLOTHING FOR COURT APPEARANCE OR FUNERAL

INMATE WISHING TO WEAR THEIR PERSONAL CLOTHING (NO JEWELRY) FOR COURT APPEARANCES OR FUNERALS MUST MAKE ARRANGEMENTS WITH THEIR ATTORNEY OF FAMILY. IF APPROVED, PERSONAL CLOTHING CAN BE WORN DURING COURT APPEARANCE OR FUNERALS. CLOTHING WILL BE ACCEPTED NO EARLIER THAN 24 HOURS PRIOR TO COURT OR FUNERAL DATE. PERSONAL CLOTHING USED FOR A COURT APPEARANCE OR FUNERAL MUST PICKED UP BY THE ATTORNEY OR FAMILY WITHIN (72) HOURS FOLLOWING THE COMPLETION OF THE TRIAL OR FUNERAL. ITEMS NOT PICKED UP WILL BE DONATED TO A LOCAL CHARITY.

C. VALUABLE PROPERTY RELEASE

VALUABLE PROPERTY RELEASES FROM INMATES TO FAMILY OR FRIENDS WILL BE CONDUCTED ON AN ALL OR NOTHING BASIS FOLLOWING THE BOOKING AND CLASSIFICATION PROCESS. A VALUABLE PROPERTY RELEASE FORM (DET-2003) WILL BE FILLED OUT BY THE INMATE OR THE PERSON REQUESTING THE INMATE'S PROPERTY.

THE INMATE WILL SIGN THE APPROVAL FORM PRIOR TO STAFF RELEASING THE PROPERTY. INMATES THAT ARE BEING PREPARED FOR TRANSFER TO T.D.C.J. OR THE BUREAU OF PRISONS WILL BE GIVEN AN OPPORTUNITY TO HAVE A LETTER OF NOTIFICATION (DET-4017) SENT TO WHOMEVER THEY DESIRE TO PICK UP PERSONAL PROPERTY THAT IS NOT ALLOWED TO GO WITH THE INMATE. THE DESIGNATED PERSON WILL HAVE (35) DAYS TO RECEIVE NOTICE AND PICK UP THE REMAINING PROPERTY. ALL PROPERTY LEFT IN STORAGE PAST THIS DEADLINE WILL BE DONATED TO A LOCAL CHARITY.

D. PERSONAL MONEY

A TRUST FUND ACCOUNT WILL BE SETUP FOR INMATE UPON ARRIVAL INTO THE FACILITY. A KIOSK MACHINE IS AVAILABLE IN THE MAIN LOBBY, TO DEPOSIT MONIES INTO THE INMATE'S TRUST FUND ACCOUNT. NO INMATE IN CUSTODY IS ALLOWED TO HAVE OR KEEP ANY TYPE OF MONIES IN THEIR POSSESSION OR IN THEIR PROPERTY FOR ANY REASON. IF MONEY IS FOUND, IT WILL BE DONATED TO CHARITY. NO TRANSFERS WILL BE MADE FROM ONE INMATE'S CASH ACCOUNT TO ANOTHER INMATE'S ACCOUNT UNDER ANY CIRCUMSTANCES. CHECKS AND MONEY ORDERS WILL ONLY BE ACCEPTED FROM OTHER DETENTION OR CORRECTION AGENCIES.

SPECIAL SECURITY SERVICES, SUCH AS FUNERALS, SECURITY TRANSPORTS OR PERSONAL DOCTOR VISITS MUST BE APPROVED THROUGH THE LOGISTICS TRANSPORT SERGEANT. THERE WILL BE A CHARGE FOR SPECIAL SECURITY SERVICES.

NO MONIES WILL BE RELEASED FROM AN INMATE'S ACCOUNT TO FAMILY OR FRIENDS UNLESS AUTHORIZED BY THE WATCH COMMANDER. AN OFFICIAL INVOICE/BILL MUST BE PROVIDED FOR VERIFICATION, A CHECK WILL BE ISSUED TO THE BUSINESS SO NAMED IN THE INVOICE/BILL. AT NO TIME WILL A CHECK BE WRITTEN TO AN INDIVIDUAL.



E. RELEASE TO T.D.C.J./U.S.M.S.

INMATES RELEASED TO A FEDERAL OR STATE AGENCY ARE RESTRICTED ON WHAT PROPERTY THEY ARE ALLOWED TO TAKE AS PER THAT AGENCY'S REGULATIONS.

T.D.C.J. WILL ALLOW THE FOLLOWING ITEMS:

- SUBSTANCE ABUSE LITERATURE
- ONE (1) RELIGIOUS TEXT
- SEVEN (7) WHITE BRAS (NO WIRE)
- APPROVED MEDICAL ITEMS
- CLEAR CONTACT LENSES
- WEDDING RING
- WRISTWATCH
- LEGAL MATERIAL LIMITED TO OFFICIAL DOCUMENTS
- PERSONAL HYGIENE ITEMS- ONLY SHOWER SHOES
- SOCIAL SECURITY CARD, DRIVERS LICENSE, BIRTH CERTIFICATE
- CHECK OR MONEY ORDER
- VISITOR ADDRESS LIST

THIS LIST IS SUBJECT TO CHANGE AT THE DISCRETION OF T.D.C.J. FEDERAL INMATES ARE ONLY ALLOWED TO TAKE LEGAL MATERIAL AND LEGAL BOOKS.

SECTION 4
INMATE ACTIVITIES

A. VISITATION

VISITATION WILL BE CONDUCTED BY WAY OF VIDEO CONFERENCING AND IS A PRIVILEGE FOR ALL INMATES IN CUSTODY IN THE FACILITY. GENERAL POPULATION INMATES WILL RECEIVE A 20 MINUTE VISIT FROM EACH VISITOR WHO CHECKS IN BETWEEN 0800 AND 2100. INMATES HOUSED IN THE ORIENTATION POD AND IN THE SPECIAL HOUSING UNIT (SHU). WILL RECEIVE TWO 20 MINUTE VISITS PER WEEK ACCORDING TO THE VISITATION SCHEDULE FOR THOSE PODS. CHECK WITH YOUR POD OFFICER FOR EXACT TIMES. VISITS ARE TIMED AND WILL BE DISCONNECT WHEN THE 20 MINUTE TIME LIMIT HAS BEEN MET. VISITATION IS OPEN AND WILL BE CONDUCTED SEVEN (7) DAYS A WEEK BETWEEN THE HOURS OF 0800 AND 2130 HOURS. VISITORS MAY ONLY CHECK IN TO VISIT AN INMATE ONCE PER DAY. NO VISIT WILL BE SCHEDULED OR SIGNED IN LATER THAN 2100. THE WATCH COMMANDER, ON A CASE-BY CASE BASIS, MAY AUTHORIZE SPECIAL VISITS. IN MOST CASES SOME FORM OF EMERGENCY MUST EXIST PRIOR TO APPROVAL.

CONTACT VISITS ARE PROHIBITED AT THE LUBBOCK COUNTY DETENTION CENTER. THE ONLY EXCEPTION TO THIS RULE INVOLVES INMATES WITH IMMEDIATE FAMILY MEMBERS IN THE HOSPITAL WITH A VERIFIABLE TERMINAL CONDITION NEARING DEATH. THE FAMILY MAY SEEK AUTHORIZATION FROM THE ADMINISTRATION IN



THESE CASES. THE INMATE MAY BE ALLOWED A REASONABLE VISIT, INCLUDING TRANSPORTATION, PROVIDED SECURITY CONCERNS CAN BE PROPERTY ADDRESSED.

B. MAIL

ITEMS SUCH AS PAPER, PENCILS, AND STAMPED ENVELOPES MUST BE PURCHASED FROM THE COMMISSARY VENDOR. INMATES CAN SEND AS MANY LETTERS AS THEY WISH AT ANYTIME. THOSE INMATES CONSIDERED INDIGENT WILL BE PROVIDED A REASONABLE AMOUNT OF SUPPLIES TO CORRESPOND WITH THEIR ATTORNEYS UPON REQUEST, AND ADDITIONALLY RECEIVE, UPON REQUEST NINE (9) SHEETS OF BLANK PAPER AND THREE (3) STAMPED ENVELOPES PER WEEK FOR PERSONAL CORRESPONDENCE. NO ITEMS OTHER THAN SHEETS OF PAPER ARE ALLOWED IN THE OUTGOING MAIL. IF THE DETENTION STAFF DETERMINES THAT NON-PRIVILEGED MAIL CONTAINS OTHER ITEMS IT WILL BE IMMEDIATELY OPENED AND INSPECTED FOR ANY CONTRABAND. IF CONTRABAND IS DISCOVERED THE LETTER, CONTRABAND AND ENVELOPE WILL BE DISCARDED.

OUTGOING MAIL MUST HAVE THE DELIVERY ADDRESS ON THE CENTER OF THE ENVELOPE. SKETCHES OR DRAWINGS ON THE ENVELOPES WILL CAUSE YOUR LETTER NOT TO BE DELIVERED. THERE MUST BE AT LEAST ONE INCH (1") CLEAR SPACE ON THE BOTTOM OF THE ENVELOPE IN ORDER FOR BAR CODING AND SCANNING BY THE MAIL SERVICE.

ENVELOPES WILL BE RETURNED BY THE MAIL SERVICE UNDELIVERED, IF THESE GUIDELINES ARE NOT MET.

"NON-PRIVILEGED" MAIL IS CONSIDERED TO BE ALL MAIL RECEIVED FROM FAMILY, FRIENDS, RELIGIOUS GROUPS AND PUBLICATIONS.

INCOMING MAIL WILL BE OPENED AND INSPECTED IN FRONT OF THE INMATE FOR CONTRABAND PRIOR TO BEING GIVEN TO THE INMATE.

"PRIVILEGED" MAIL IS CONSIDERED TO BE LEGAL CORRESPONDENCE FROM/TO GOVERNMENT OFFICIALS, COURT, LAW ENFORCEMENT ORGANIZATIONS, BONA FIDE NEWS MEDIA OR THE INMATE'S ATTORNEY. LEGAL MAIL WILL ALSO BE OPENED IN FRONT OF THE INMATE TO VERIFY NO CONTRABAND IS CONCEALED. THE CONTENTS WILL NOT BE READ BY THE OFFICER UNLESS A SEARCH WARRANT IS OBTAINED.

INMATES WILL ONLY BE ALLOWED TO KEEP THE AUTHORIZED CONTENTS OF ANY LETTERS. ALL OTHER PARTS OF THE LETTER, INCLUDING THE ENVELOPE ITSELF, WILL BE DISCARDED WHETHER IT CONTAINS CONTRABAND OR NOT. INMATES MAY COPY THE ADDRESS OF THE ENVELOPE BUT NO PART OF THE ENVELOPE MAY BE GIVEN TO AN INMATE.

INMATES ARE REQUIRED TO ACKNOWLEDGE THE FOLLOWING GUIDELINES FOR RECEIVING MAIL"

- EACH INMATE SHOULD NOTIFY ALL INDIVIDUALS THAT INCOMING MAIL SHOULD INCLUDE THE INMATE'S FULL NAME AND S.O. NUMBER AS RECORDED DURING THE BOOKING PROCESS.
- THE SENDER'S NAME ADDRESS MUST APPEAR ON THE INCOMING ENVELOPE, IF NOT THE LETTER WILL BE RETURNED TO THE POST OFFICE.



- NO PACKAGES OF ANY KIND WILL BE ACCEPTED AND WILL BE RETURNED TO SENDER.
- NO POLAROID (INSTAMATIC) PHOTOS, PROFESSIONAL/AMATEUR (DRAWINGS) PORNOGRAPHY OR PORNOGRAPHIC MAGAZINES WILL BE ACCEPTED.
- NO POSTAGE STAMPS WILL BE ACCEPTED.
- NO BOOKS WILL BE ACCEPTED
- MAGAZINES OR NEWS PAPERS WILL BE ACCEPTED FROM PUBLISHERS ONLY. NO OUTGOING SUBSCRIPTION FORMS WILL BE PERMITTED. SUBSCRIPTIONS FROM FAMILY WILL BE ALLOWED. THE INMATES NAME AND ADDRESS MUST APPEAR ON THE MAGAZINE LABEL.
- ALL INMATE MAIL SHALL BE SENT TO P.O. Box 10535 LUBBOCK TEXAS 79408

C. COMMISSARY

THE COMMISSARY PRIVILEGE WILL BE OFFERED TO ALL ELIGIBLE INMATES ON A DAILY BASES MONDAY THRU FRIDAY, IT SHALL BE THE RESPONSIBILITY OF THE INMATE TO MAKE SURE THEY HAVE ENOUGH MONEY IN THEIR ACCOUNT PRIOR TO MAKING AN ORDER. THE COMMISSARY VENDOR WILL BRING A VARIETY OF THESE ITEMS TO EACH POD ON A SCHEDULED BASIS. EACH INMATE WILL BE ALLOWED A WEEKLY MAXIMUM LIMIT OF \$100.00 DOLLARS TO SPEND ON COMMISSARY PURCHASES. THOSE PURCHASES WILL BE DEDUCTED FROM EACH INMATE'S TRUST FUND ACCOUNT BY SCANNING THE INMATE'S WRIST BAND THEN THE ITEMS TO BE PURCHASED.

IN THE SPECIAL HOUSING UNIT, THE COMMISSARY STAFF WILL ITEMIZE THE ORDER IN THE INMATE'S PRESENCE AT THE TIME OF DELIVERY, AND THE INMATE WILL BE REQUIRED TO SIGN A RECEIPT FOR THE PURCHASE. ANY ERRORS ON THE PART OF THE COMMISSARY SERVICE WILL BE CORRECTED AS SOON AS POSSIBLE FOLLOWING THE DELIVERY. IT WILL BE THE INMATE'S RESPONSIBILITY TO CHECK THE DELIVERY THOROUGHLY FOR COMPLETENESS AND CORRECTNESS.

IMPROPERLY SIZED OR FAULTY CLOTHING ITEMS WILL BE REPLACED BY THE COMMISSARY SERVICE ONLY AT THE TIME OF DELIVERY. IF THE INMATE FAILS TO NOTIFY THE COMMISSARY STAFF AT THAT TIME, AND SIGNS FOR THE ORDER, IT WILL BE CONSIDERED FINAL. ALL SALES WILL BE CONSIDERED FINAL ONCE THEY HAVE BEEN PROCESSED. IF THE INMATE REFUSES ANY PART OR ALL OF THE ORDER IT WILL BE KEPT AND MAINTAINED BY THE COMMISSARY PROVIDER AND WILL AVAILABLE TO THE INMATE UPON RELEASE FROM THE FACILITY. IF THE INMATE IS RELEASED PRIOR TO RECEIVING THEIR COMMISSARY ORDER, THE COMMISSARY STAFF WILL PREPARE THE ORDER TO BE ISSUED TO THE RELEASED INMATE. ONCE THE COMMISSARY HAS BEEN PROCESSED, MONEY REIMBURSEMENTS WILL NOT BE PERMITTED.

INMATE HOUSED IN THE SPECIAL HOUSING UNIT (AD-SEP, PROTECTIVE CUSTODY) WILL RECEIVE A COMMISSARY ORDER SHEET THAT IS TO BE FILLED OUT AND TURNED IN AT A SPECIFIED TIME DETERMINED BY THE COMMISSARY VENDOR. INMATES HOUSED IN THE ORIENTATION POD, SPECIAL HOUSING UNIT (DISCIPLINARY) WILL NOT BE ALLOWED COMMISSARY OTHER THAN HYGIENE ITEMS, RELIGIOUS AND WRITING MATERIAL. IT WILL BE THE INMATE'S RESPONSIBILITY TO CORRECTLY FILL OUT THE COMMISSARY ORDER FORM AND INSURE ITS ACCURACY.



D. WORKING INMATE PROGRAMS

THERE ARE SEVERAL DIFFERENT JOB ASSIGNMENTS PERFORMED BY INMATES WITHIN THE LUBBOCK COUNTY DETENTION CENTER. THOSE INMATES SENTENCED TO SERVE TIME IN THE COUNTY DETENTION CENTER MAY RECEIVE "GOOD TIME" CREDIT TOWARDS THEIR COURT COSTS, SENTENCE OR FINE AS ALLOWED BY LAW AND ORDERED BY THE JUDGE. ALL INMATES GIVEN WORKING INMATE STATUS SHALL BE GIVEN CREDIT DEPENDING ON THEIR INDIVIDUAL PERFORMANCE OF THEIR ASSIGNED DUTIES AS DETERMINED BY THE DETENTION STAFF.

THOSE INMATES INTERESTED IN BECOMING A WORKING INMATE SHOULD REQUEST A WORKING INMATE REQUEST FORM FROM THEIR POD OFFICER. THE FORM MUST BE COMPLETED IN ITS ENTIRETY AND PLACED IN THE DROP BOX. THE REQUEST WILL BE FORWARDED TO THE WORKING INMATE OFFICER FOR PROCESSING. IF APPROVED, EACH INMATE WILL BE PLACED ON A LIST FOR THE NEXT AVAILABLE POSITION. VIOLATION OF FACILITY RULES WILL BE GROUNDS FOR REMOVAL FROM THE APPROVED LIST. A REFUSAL TO ACCEPT THE POSITION OFFERED WILL ALSO REVOKE THE PREVIOUS APPROVAL. WORKING INMATES ARE EXPECTED TO PERFORM THEIR ASSIGNED DUTIES, AND NOT ABUSE THE PRIVILEGE THEY HAVE BEEN GIVEN. GOOD CREDIT CAN BE REVOKED UPON CONVICTION OF ANY INMATE RULE VIOLATION OR WORKING INMATE RULES AS SIGNED BY THE INMATE PRIOR TO ASSIGNMENT. AN INMATE MAY BE REMOVED FROM WORKING STATUS, FOR NO REASON, UPON THE DIRECTION OF THE ADMINISTRATION.

E. INMATE PROGRAMS AND ACTIVITIES

VARIOUS PROGRAMS AND ACTIVITIES WILL BE OFFERED TO ALL INMATES THAT QUALIFY. INMATES INTERESTED IN PARTICIPATING IN ANY OF THESE PROGRAMS SHOULD SUBMIT A REQUEST CITING THE CHOSEN PROGRAM ON THE REQUEST/COMPLAINT FORM. THESE REQUESTS WILL BE REVIEWED BY THE PROGRAMS COORDINATOR TO DETERMINE ELIGIBILITY. DUE TO FACILITY CONSTRAINTS, ALL PROGRAMS CANNOT BE OFFERED TO ALL INMATES SIMULTANEOUSLY. IF APPROVED FOR A PROGRAM AN INMATE WILL BE PLACED ON A WAITING LIST UNTIL A SLOT IS AVAILABLE FOR THE CHOSEN PROGRAM. ONCE APPROVED, AN INMATE CAN BE REMOVED FROM THE LIST IF FOUND TO BE IN VIOLATION OF THE INMATE RULES. FOR THE SECURITY AND SAFETY OF THE FACILITY, NO MORE THAN 20 INMATES WILL BE ALLOWED TO ATTEND A PROGRAM.

SPECIAL CIRCUMSTANCES MAY EXIST, WHICH REQUIRES THE QUANTITY TO CHANGE. THAT DECISION WILL BE MADE BY THE PROGRAMS COORDINATOR.

RELIGIOUS PROGRAMS

1. BAPTISMS CAN BE PROVIDED UPON REQUEST TO THE PROGRAMS COORDINATOR, OR DETENTION CENTER CHAPLAIN.
2. BIBLE STUDIES



3. RELIGIOUS SERVICES ARE PROVIDED TO ALL INMATES. TIMES FOR THESE SERVICES WILL BE SET FOR EACH INMATE HOUSING POD.
4. OTHER ORTHODOX PROGRAMS AND ACTIVITIES MAY BE AVAILABLE ON A CASE-BY CASE BASIS, UPON PRIOR APPROVAL OF THE PROGRAMS COORDINATOR.
5. BIBLES OR SIMILAR RELIGIOUS TEXTS CAN BE REQUESTED THROUGH THE DETENTION CENTER CHAPLAIN.
6. INDIVIDUAL CLERGY VISITS MAY BE REQUESTED AND MAY BE APPROVED ON A CASE-BY-CASE BASIS.
7. INMATES WISHING TO BE MARRIED MAY REQUEST PROXY INFORMATION FROM THE DETENTION CENTER CHAPLAIN. MARRIAGES WILL NOT BE PERFORMED AT THE DETENTION CENTER.

REHABILITATIVE PROGRAMS

1. PROVIDED PROGRAMS WILL PREPARE THOSE INMATES WHO HAVE NEVER RECEIVED A HIGH SCHOOL DIPLOMA OR G.E.D. (LUBBOCK COUNTY DOES NOT ADMINISTER THE FINAL EXAM)
2. SUBSTANCE ABUSE PROGRAMS FOR THOSE INMATES WITH ALCOHOL OR DRUG ABUSE PROBLEMS.
3. LIFE SKILLS
 - PREPARING A RESUME
 - INTERVIEW TECHNIQUES
 - FINANCIAL MANAGEMENT
4. ANGER MANAGEMENT
5. COMPUTER ORIENTATION
 - BASIC COMPUTER OPERATIONS
 - BASIC SOFTWARE OPERATIONS
6. PARENTING CLASSES

OTHER PROGRAMS MAY BE OFFERED DURING THE INMATE'S STAY, WHICH WILL BE POSTED IN EACH INMATE HOUSING POD PRIOR TO THE MEETING DATES.

RE- ENTRY

THE GOAL OF THE RE-ENTRY PROGRAM IS TO AID OFFENDERS IN THE TRANSITION FROM DETENTION TO HOME. PRIOR TO RELEASE, INDIVIDUALS WHO HAVE BEEN IN WORK, REHABILITATIVE AND EDUCATIONAL PROGRAMS WHILE AT THE LUBBOCK COUNTY DETENTION CENTER, MAY BE PROVIDED ASSISTANCE AND/OR REFERRALS THROUGH A PRE-RELEASE PROCESS TO ENSURE THEY HAVE GUIDANCE AND KNOWLEDGE OF THE RESOURCES IN THEIR COMMUNITY TO CONTINUE THEIR POSITIVE GROWTH.

INMATES REQUESTING A PROGRAMS STATUS LETTER MUST SEND A REQUEST TO



THE RE-ENTRY COORDINATOR. INMATES REQUESTING REFERRALS AND/OR ASSISTANCE WITH BASIC LIVING NEEDS AND/OR EMPLOYMENT MUST SEND A REQUEST TO THE RE-ENTRY COORDINATOR.

F. RECREATIONAL LIBRARY

A RECREATIONAL LIBRARY CART WILL BE AVAILABLE IN EACH POD. EACH INMATE WILL BE ALLOWED TO OBTAIN TWO BOOKS AT A TIME. THE INMATES WILL BE REQUIRED TO RETURN BOOKS BEFORE ACQUIRING NEW BOOKS. ANYTIME MORE THAN TWO BOOKS ARE FOUND TO BE IN AN INMATE'S POSSESSION, THE EXTRA BOOK WILL BE RETURNED TO THE LIBRARY CART AND THE INMATE'S PRIVILEGES COULD BE SUSPENDED THROUGH THE DISCIPLINARY PROCESS. THE BOOK EXCHANGE TIME WILL BE AT THE DISCRETION OF THE POD OFFICER.

G. LAW LIBRARY

A LAW (LEGAL) LIBRARY HAS BEEN ESTABLISHED IN THE FACILITY FOR ALL INMATES AUTHORIZED TO USE IT. THE LAW LIBRARY WILL ONLY CONSIST OF COMPUTERIZED ACCESSIBLE INFORMATION. ONLY INMATES WHO ARE REPRESENTING THEMSELVES WILL BE ALLOWED TO REQUEST USE OF THE LAW LIBRARY. AN INMATE DESIRING TO USE THE INMATE LAW LIBRARY SHALL OBTAIN THE PROPER REQUEST FORM FROM THE POD OFFICER. AN INMATE LEGAL REQUEST FORM REQUEST FORM (DET-4004) MUST BE FILLED OUT COMPLETELY AND CORRECTLY PRIOR TO PROCESSING. IF THE FORM IS NOT COMPLETED CORRECTLY, IT SHALL BE RETURNED TO THE INMATE.

A RESPONSE SHALL BE GIVEN TO THOSE INMATES THAT SUBMIT AN INMATE LEGAL REQUEST FORM. ANY INMATE THAT FEELS THE DENIAL TO A REQUEST WAS IN ERROR MAY APPEAL BY A GRIEVANCE TO THE DIRECTOR OF LOGISTICS. THE LUBBOCK COUNTY DETENTION CENTER HAS THE RESPONSIBILITY TO ENSURE ALL INMATES HAVE ACCESS TO THE COURTS. THOSE INMATES WITH PENDING CRIMINAL CHARGES IN THIS COUNTY WILL, AT SOME POINT, HAVE AN ATTORNEY APPOINTED FOR THEM WHEN REQUIRED BY LAW.

H. PHONE CALLS

THERE ARE TWO TYPES OF PHONE CALLS: MANDATED AND NON-MANDATED. MANDATED PHONE CALLS ARE THE CALLS AN INMATE IS OFFERED TO MAKE WHEN BEING BOOKED INTO THE FACILITY. NON-MANDATED (PRIVILEGE) PHONE CALLS ARE THOSE OFFERED WHILE AN INMATE IN INCARCERATED AND USING A P.I.N. (PERSONAL IDENTIFICATION NUMBER) TO MAKE A CALL OR SPECIAL AUTHORIZATION FROM A SUPERVISOR. IF AN INMATE ABUSES THE PHONE PRIVILEGE, THAT INMATE WILL NOT BE ALLOWED TO USE THE PHONE AS DETERMINED BY THE ADMINISTRATION. THIS WOULD USUALLY CAUSE AN INMATE TO BE RECLASSIFIED. EACH INMATE WILL RECEIVE A P.I.N. FOR USE WITH THE PHONE SERVICE. WHEN MAKING A PHONE CALL, THE INMATE WILL BE REQUIRED TO ENTER THE P.I.N. TO CONNECT THE CALL WITH THE DESIRED PHONE NUMBER. A FEE WILL BE CHARGED TO THE INMATE'S PHONE ACCOUNT. THIS FEE IS PREDETERMINED BY THE SERVICE PROVIDER. INMATES CAN TRANSFER MONIES INTO THEIR PHONE ACCOUNT FROM THEIR TRUST FUND ACCOUNT. EMERGENCY PHONE CALLS MAY BE AUTHORIZED BY A SUPERVISOR ON A CASE-BY-CASE BASIS. EMERGENCY CALLS WILL BE MADE UNDER THE SUPERVISION OF A DETENTION OFFICER.



I. FUNERALS

IN THE EVENT AN INMATE HAS AN IMMEDIATE FAMILY MEMBER PASS AWAY, IT MAY BE POSSIBLE FOR THE INMATE TO ATTEND THE FUNERAL, IF THE FUNERAL IS IN LUBBOCK COUNTY. A MINIMUM OF TWO OFFICERS WILL BE REQUIRED TO TRANSPORT AND SUPERVISOR THE INMATE DURING THE SERVICES. FAMILY MEMBERS WISHING TO MAKE ARRANGEMENTS SHOULD CONTACT THE DIVISION OF LOGISTICS DIVISION ADMINISTRATIVE SERGEANT TO MAKE THE ARRANGEMENTS. NOT ALL INMATES WILL BE ELIGIBLE FOR THIS SERVICE BASED UPON CURRENT CHARGES, DISCIPLINARY HISTORY OR OTHER SECURITY FACTORS AS DETERMINED. AN HOURLY FEE FOR SECURITY SERVICES WILL BE CHARGED AND WILL BE PAID IN ADVANCE PRIOR TO FUNERAL ARRANGEMENTS BEING MADE.

J. TELEVISION

TELEVISIONS ARE PLACED INSIDE ALL DAYROOMS FOR THE INMATE'S ENTERTAINMENT. TELEVISIONS ARE A PRIVILEGE AND ARE PURCHASED THROUGH THE INMATE COMMISSARY FUND. TELEVISION CHANNELS AND VOLUMES ARE IN THE SOLE CONTROL OF THE POD OFFICER. ANY ATTEMPT BY AN INMATE TO ALTER THE WIRING, CHANGE THE CHANNEL OR VOLUME SHALL CONSTITUTE IMMEDIATE CELL RESTRICTION UP TO 23 HOURS AND/OR BE SUBJECT TO A DISCIPLINARY HEARING.

SECTION 5 GRIEVANCE PROCEDURE

A. GRIEVANCE

PRIOR TO WRITING A GRIEVANCE, ASK THE POD OFFICER IF THE ISSUE AT HAND CAN BE RESOLVED ON THEIR LEVEL.

THE GRIEVANCE FORM HAS BEEN PREPARED AND IS AVAILABLE UPON REQUEST AT ANYTIME FOR THE FILING OF A GRIEVANCE. A RESPONSE TO THE GRIEVANCE SHOULD BE RETURNED TO THE INMATE WITHIN 15 DAYS. THE FORM NEEDS TO BE FILLED OUT COMPLETELY AND CORRECTLY WITH ALL REQUESTED INFORMATION AT THE TOP.

GRIEVANCE:

THERE ARE FOUR REASONS TO FILE A FORMAL GRIEVANCE:

1. VIOLATION OF CIVIL RIGHTS
2. CRIMINAL ACTS
3. UNJUST DENIAL OR RESTRICTION OF INMATE PRIVILEGES
4. PROHIBITED ACT BY FACILITY STAFF

THE INMATE SHALL FULLY STATE THE RIGHT OR PRIVILEGE ALLEGEDLY VIOLATED, PERSON(S) INVOLVED, WITNESS(S), TIME(S), DATE(S) AND ANY OTHER PERTINENT DETAILS. THE GRIEVANCE FORM SHALL BE WRITTEN IN A NEAT AND CLEAR FORMAT SO IT CAN BE EASILY READ AND UNDERSTOOD. ONLY THE PROPER FORM WILL BE



USED. ANYTHING RECEIVED ON PLAIN PAPER OR OTHER DOCUMENTATION WILL BE RETURNED OR DISCARDED. IF ADDITIONAL SPACE IS REQUIRED, THE INMATE WILL USE THE BACKSIDE OF THE FORM. ANONYMOUS GRIEVANCES OR THOSE WITH MULTIPLE SIGNATURES ON ONE FORM WILL NOT BE PROCESSED AND WILL BE RETURNED OR DISCARDED. THE GRIEVANCE FORM WILL BE PLACED IN THE APPROPRIATE BOX IN THE POD FOR DELIVERY.

SITUATION REGARDING AN EMERGENCY SHALL BE ADDRESSED IMMEDIATELY UPON RECEIPT OF THE GRIEVANCE FORM AND APPROPRIATE ACTION SHALL BE TAKEN. A WRITTEN RESPONSE FROM THE POD OFFICER OR PROPER SUPERVISOR SHALL BE SUBMITTED TO THE INMATE, INCLUDING FINDINGS AND ACTIONS TAKEN WITHIN 15 DAYS.

PREVIOUS DENIED PRIVILEGES, EARNED "GOOD TIME" CREDIT OR A CHANGE IN CLASSIFICATION WILL BE REINSTATED UPON THE RECEIPT OF A SUBSTANTIATED COMPLAINT.

ANY STAFF MEMBER WHO SUBJECTS AN INMATE TO HARASSMENT, CURTAILMENT OF PRIVILEGES OR ANY OTHER TYPE OF PUNISHMENT BECAUSE OF A GRIEVANCE FILED BY THE INMATE OR ATTEMPTS TO PREVENT OR INTERFERE WITH THE FILING OF A GRIEVANCE SHALL BE SUBJECT TO IMMEDIATE DISCIPLINARY ACTION.

**REQUEST PROCEDURE:
REQUEST/COMPLAINT FORM:**

ANYTIME AN INMATE DESIRES TO COMPLETE A REQUEST FOR SERVICES OR ACCESS TO VARIOUS PROGRAMS, AN INMATE REQUEST/COMPLAINT FORM SHALL BE UTILIZED. THE POD OFFICER IN CHARGE OF THE INMATE SHALL MAKE A REASONABLE ATTEMPTED TO RESOLVE THE ISSUE IN QUESTION. IF THE ISSUE IN QUESTION CANNOT BE RESOLVED BY THE POD OFFICER IN A TIMELY MANNER, THE FORM WILL BE FILLED OUT WITH THE FOLLOWING INSTRUCTIONS.

THE INMATE SHALL FULLY COMPLETE THE REQUEST/COMPLAINT FORM; CHECK ALL APPROPRIATE BOXES WHICH APPLY AND THE NATURE OF THE REQUEST. THE REQUEST/COMPLAINT FORM SHALL BE COMPLETED IN A CLEAR FORMAT WHICH CAN BE EASILY READ AND UNDERSTOOD. ONLY THE PROPER FORM WILL BE USED. ANYTHING RECEIVED ON PLAIN PAPER OR OTHER DOCUMENTATION WILL BE RETURNED OR DISCARDED. IF ADDITIONAL SPACE IS REQUIRED, THE INMATE WILL USE THE BACKSIDE OF THE FORM. ANONYMOUS REQUESTS/COMPLAINTS OR THOSE WITH MULTIPLE SIGNATURES ON ONE FORM WILL NOT BE PROCESSED AND WILL BE RETURNED OR DISCARDED. THE REQUEST/COMPLAINT FORM WILL BE PLACED IN THE APPROPRIATE MAILBOX IN THE POD FOR DELIVERY.

B. CHANNELS OF COMMUNICATION

TO ENSURE PROPER HANDLING AND TO FACILITATE A QUICKER RESPONSE, EACH INMATE SHOULD ADDRESS EACH GRIEVANCE TO THE PROPER AUTHORITY OR STAFF MEMBER. IF THE INMATE IS UNSURE TO WHOM THE GRIEVANCE SHOULD BE ADDRESSED, THE INMATE CAN ASK ASSISTANCE OF THE POD OFFICER. THE FOLLOWING LIST SHOULD ASSIST WITH SOME OF THE MOST COMMON TYPES OF GRIEVANCES AND REQUESTS:

GRIEVANCES: IF THE INMATE FEELS THAT THEIR CIVIL RIGHTS HAVE/ARE BEING VIOLATED IN SOME MANNER THEY SHOULD SUBMIT THE GRIEVANCE TO THE



GRIEVANCE OFFICER.

COMPLAINTS: IF THE INMATE HAS A PROBLEM WITH THE FACILITY (MAINTENANCE), ANY CONTRACT SERVICE PROVIDER (FOOD, MEDICAL, AND COMMISSARY SERVICE), SERVICES OFFERED, THE COMPLAINT SHOULD BE SUBMITTED TO THE OPERATION SERGEANT. IF THE PROBLEM INVOLVES ANY OFFICER, THE COMPLAINT SHOULD BE FORWARDED TO THE WATCH COMMANDER.

REQUESTS: IF AN INMATE HAS A REQUEST FOR INFORMATION INVOLVING DETENTION CENTER ISSUES OR OTHER NEEDS THE INMATE SHOULD ADDRESS THE REQUEST TO THE WATCH COMMANDER. REQUESTS FOR APPLICATION TO VARIOUS INMATE PROGRAMS AND ACTIVITIES OR RELIGIOUS MATERIALS SHOULD BE MADE TO THE PROGRAM COORDINATOR. INMATES NEEDING INFORMATION ABOUT THE WORK RELEASE PROGRAM, REQUIREMENTS, AND APPLICATIONS SHOULD ADDRESS THE REQUEST TO THE PROGRAMS COORDINATOR.

MEDICAL REQUESTS OR COMPLAINTS: ALL INMATES THAT HAVE MEDICAL QUESTIONS, CONCERNS OR PROBLEMS WITH THE MEDICAL STAFF SHOULD SUBMIT THOSE TO THE SUPERVISOR OF MEDICAL SERVICES.

CLASSIFICATION REVIEW: INMATES WISHING TO APPEAL THEIR CLASSIFICATION SHOULD SUBMIT THE APPEAL TO THE CLASSIFICATION OFFICER.

IF THE INMATE FEELS THE PROBLEM IS AN IMMEDIATE EMERGENCY, "EMERGENCY" SHOULD BE WRITTEN ON THE GRIEVANCE, EASILY VISIBLE TO THE STAFF. THE INMATE SHOULD HAND THE GRIEVANCE DIRECTLY TO AN OFFICER AND EXPLAIN THAT IT IS AN EMERGENCY. IF IT INVOLVES A REQUEST OR COMPLAINT, NOTIFY THE POD OFFICER. IF THE RESPONSE DOES NOT SATISFY THE INQUIRY, THE INMATE CAN RESUBMIT THE GRIEVANCE, COMPLAINT OR REQUEST TO THE ADMINISTRATION FOR REVIEW.

THE GRIEVANCE OR COMPLAINT/REQUEST FORM IS AN INTERNAL DOCUMENT FOR SHERIFF'S OFFICE USE ONLY. GRIEVANCES WILL NOT BE FORWARDED TO ATTORNEYS, BONDING COMPANIES OR OTHER AGENCIES OUTSIDE THE SHERIFF'S OFFICE. OFFICIALS AT THE COURTHOUSE SUCH AS JUDGES OR EMPLOYEES OF THE DISTRICT ATTORNEY'S OFFICE SHOULD BE CONTACTED BY MAIL. INMATES SHOULD BE AWARE NO DIVISION OR AGENCY OUTSIDE THE DETENTION CENTER HAS A DUTY OR REQUIREMENT TO RESPOND TO REQUESTS OR COMPLAINTS.

C. REQUEST FOR INMATE FILE/RECORDS

PURSUANT TO GOVERNMENT CODE 552.028, A GOVERNMENT BODY IS NOT REQUIRED TO ACCEPT OR COMPLY WITH A REQUEST FOR INFORMATION FROM AN INDIVIDUAL WHO IS IMPRISONED OR CONFINED IN A CORRECTIONAL FACILITY. THE RECORDS SECTION WILL NOT FORWARD CREDIT TIME OR FILE INFORMATION IF REQUESTED FROM AN INDIVIDUAL INCARCERATED.



SECTION 6
SAFETY AND SECURITY

A. SEARCHES

INMATES IN ALL HOUSING PODS ARE SUBJECT TO BEING SEARCHED AT THE DISCRETION OF AN OFFICER. ALL INMATES ARE EXPECTED TO COOPERATE WHEN INSTRUCTED TO DO SO. ANNOUNCED AND UNANNOUNCED SEARCHES OF EACH HOUSING POD WILL CONDUCTED TO MAINTAIN THE SAFETY AND SECURITY OF THE FACILITY, STAFF AND INMATES. ANY CONTRABAND OR EXCESSIVE PERSONAL ITEMS WILL BE CONFISCATED AND DISCARDED. NO INMATE HAS THE RIGHT TO BE PRESENT DURING THESE SEARCHES.

B. CONTRABAND

CONTRABAND IS ANYTHING IN THE INMATE'S POSSESSION THAT IS PROHIBITED BY THE POLICIES, PROCEDURES, RULES AND REGULATIONS OF THE LUBBOCK COUNTY DETENTION CENTER OR APPLICABLE STATE LAWS.

ALL INMATES ARE PROHIBITED FROM POSSESSING THE FOLLOWING:

1. ITEMS NOT ISSUED BY THE FACILITY.
2. ITEMS NOT PURCHASED BY THE INMATE FROM THE COMMISSARY SERVICE.
3. ITEMS NOT AUTHORIZED IN THIS HANDBOOK.
4. ITEMS NOT IN THEIR ORIGINAL CONDITION (ALTERED ITEMS OF ANY KIND ARE CONSIDERED CONTRABAND).
5. ANY ITEM NOT BEING USED FOR ITS ORIGINAL INTENT SHALL BE CONSIDERED CONTRABAND.

IN ADDITION TO THESE ITEMS, ALL OF THE FOLLOWING ARE CONSIDERED CONTRABAND AND NOT TO BE IN THE POSSESSION OF ANY INMATE; ALCOHOLIC BEVERAGES, NARCOTICS OR OTHER ILLEGAL DRUGS, TOBACCO, WEAPONS OF ANY KIND, KEYS, NON-REGULATION CLOTHING, HARD COMBS, FLAMMABLE LIQUIDS, LIGHTERS, MATCHES, GUM, GLASS, METAL, PORNOGRAPHIC BOOKS OR MAGAZINES, PICTURES OR DRAWINGS THAT ARE SEXUALLY EXPLICIT OR SUGGESTIVE IN ANY WAY.

IT IS A VIOLATION OF STATE LAW, TEXAS PENAL CODE 38.11 AND 38.114 TO POSSESS BRING INTO OR DISTRIBUTE ITEMS CONSIDERED AS CONTRABAND TO AN INDIVIDUAL THAT IS INCARCERATED. CRIMINAL CHARGES WILL BE FILED ON INMATES, FAMILY, FRIENDS, VOLUNTEERS OR ANY STAFF MEMBER WHO PROVIDES CONTRABAND TO INMATES.

C. STRIP SEARCHES

ONCE CLASSIFIED AND ASSIGNED TO A HOUSING POD INMATES MAY BE SUBJECT TO STRIP SEARCHES AT ANYTIME AS DEEMED NECESSARY BY DETENTION STAFF FOR SECURITY PURPOSES. ALL INMATES WILL BE STRIP SEARCHED UPON RETURNING TO THEIR HOUSING POD IF THEY HAVE LEFT THE HOUSING POD FOR



ANY REASON.

SECTION 7 MEDICAL

A. MEDICAL SERVICES PROVIDED

MEDICAL SERVICES ARE PROVIDED AND MADE AVAILABLE TO INMATES WHILE INCARCERATED IN THE LUBBOCK COUNTY DETENTION CENTER. THESE SERVICES INCLUDE MEDICAL, DENTAL AND PSYCHOLOGICAL SERVICES. THERE WILL BE A MINIMAL CHARGE FOR ALL MEDICAL SERVICES RECEIVED BY INMATES (INCLUDING INMATES HELD UNDER FEDERAL JURISDICTION).

SERVICES INCLUDE:

| | |
|--------------------|--------------------------------------|
| DOCTOR CALL VISITS | PRESCRIPTION MEDICATION |
| NURSE CALL VISITS | EMERGENCY TREATMENT |
| DENTAL CALL VISITS | LIMITED NON-PRESCRIPTION MEDICATIONS |

DENTAL CARE WILL BE PROVIDED BY AN AUTHORIZED DENTIST. DENTAL SERVICES WILL INCLUDE EXTRACTIONS, TEMPORARY FILLING, LIMITED X-RAYS (AS DETERMINED BY THE DENTIST) AND ONE FREE ANNUAL DENTAL SCREENING.

UNLESS OTHERWISE SCHEDULED, DOCTOR CALL AND DENTAL CALL WILL OCCUR ONCE A WEEK. NURSE CALL IS AVAILABLE EVERY DAY. PSYCHIATRIC SERVICES ARE SCHEDULED BY MEDICAL DEPARTMENT.

B. ELECTIVE MEDICAL SERVICES

ELECTIVE MEDICAL PROCEDURES, ROUTINE EYE TESTING DENTAL SERVICES AND PRESCRIPTION GLASSES ARE NOT PROVIDED UNLESS THE INMATE IS PREPARED TO PAY AT THE TIME OF SERVICE. INMATES TREATED BY THEIR PERSONAL OUTSIDE DOCTORS, CLINICS OR HOSPITALS WILL BE RESPONSIBLE FOR THE ENTIRE BILL. FINANCIAL ARRANGEMENTS MUST BE MADE PRIOR TO THE APPOINTMENT. INMATES TRANSPORTED TO THE HOSPITAL FOR ELECTIVE SERVICES WILL BE RESPONSIBLE FOR ANY BILLS INCURRED.

C. RECEIVING MEDICATION

PRESCRIBE MEDICATION WILL BE ISSUED BY MEDICAL STAFF AT SCHEDULED TIMES AS PRESCRIBED BY THE MEDICAL DOCTOR AT THE ISSUE ROOM OF EACH HOUSING POD AND INDIVIDUALLY IN THE SPECIAL HOUSING UNIT. NON-PRESCRIPTION MEDICATION SUCH AS TYLENOL® AND IBUPROFEN WILL BE SOLD THROUGH THE COMMISSARY SERVICE. WHEN DETENTION CENTER STAFF ANNOUNCES "PILL CALL" IN THE POD, IT WILL BE THE INMATE'S RESPONSIBILITY TO COME FORWARD AND RECEIVE THE MEDICATION. FAILURE OR REFUSAL TO COME FORWARD AND RECEIVE THE MEDICATION IN THE PROPER MANNER MAY RESULT IN HAVING THE MEDICATION DISCONTINUED OR BEING RECLASSIFIED. PROPER MANNER IS DEFINED AS FULLY DRESSED, WITH A CUP OF WATER IN HAND, READY TO RECEIVE AND IMMEDIATELY CONSUME THE MEDICATION. ALL INMATES ARE REQUIRED TO TAKE THEIR MEDICATION WITH WATER. AFTER SWALLOWING THE MEDICATION, THE INMATE WILL OPEN THEIR MOUTH FOR INSPECTION BY MEDICAL STAFF.



IF INMATES KNOW THEY WILL BE OUT OF THEIR AREA DURING THE TIME MEDICATIONS ARE GIVEN, IT IS THE INMATE'S RESPONSIBILITY TO ADVISE THE OFFICER OF THE SITUATION. THE OFFICER WILL MAKE ARRANGEMENT FOR THE INMATE TO RECEIVE THE MEDICATION AS SCHEDULED.

IF AN INMATE BELIEVES THE WRONG MEDICATION WAS RECEIVED, DO NOT TAKE THE MEDICATION. ADVISE THE OFFICER AND MEDICAL STAFF PRESENT OF THE SITUATION. ONCE THE MEDICAL STAFF CONFIRMS THAT THE MEDICATION IS CORRECT, TAKE THE MEDICATION. NEVER TAKE OR RECEIVE MEDICATION FROM ANOTHER INMATE FOR ANY REASON.

AT THE DISCRETION OF MEDICAL STAFF CERTAIN PRESCRIPTIONS MAY BE GIVEN TO THE INMATE "K.O.P." (KEEP ON PERSON). FAILURE TO TAKE THE MEDICATION AS PRESCRIBED WILL RESULT IN THE MEDICATION BEING CONFISCATED AND POSSIBLE DISCIPLINARY ACTIONS TAKEN. STOCKPILING, HOARDING OR EXCHANGING MEDICATION IS STRICTLY PROHIBITED.

D. MEDICAL SERVICES FOR INDIGENT INMATES

IF AN INMATE IS CONSIDERED INDIGENT, THE INMATE WILL NOT BE DENIED ANY MEDICAL SERVICE. HOWEVER, IF AN INMATE RECEIVES MEDICAL SERVICE, A NEGATIVE CHARGE AGAINST THE INMATE'S TRUST FUND ACCOUNT WILL BE RECORDED. SHOULD, AN INMATE RECEIVE MONEY INTO THE ACCOUNT, ALL MEDICAL SERVICES WILL BE DEDUCTED. INDIGENT INMATES WILL BE ALLOWED TO RECEIVE NON-PRESCRIPTION MEDICATION IF DEEMED NECESSARY BY THE MEDICAL STAFF.

E. SICK CALL

WHEN AN INMATE NEEDS TO SEE A MEDICAL DOCTOR, NURSE OR DENTIST, THE INMATE WILL REQUEST A SICK CALL REQUEST FORM FROM DETENTION CENTER STAFF. SICK CALL REQUEST FORMS SHOULD BE FILLED OUT COMPLETELY AND RETURNED TO MEDICAL STAFF DURING MEDICATION DELIVERY ROUNDS OR PLACED IN THE DROP BOX. IF AN INMATE REQUESTS MEDICAL SERVICES AND THEN REFUSES THE MEDICAL SERVICE WHEN OFFERED, THE INMATE WILL BE CHARGED AS IF SERVICES HAD BEEN RENDERED. EMERGENCY REQUESTS NEED TO BE MADE TO DETENTION CENTER STAFF WHO WILL CONTACT MEDICAL STAFF TO RESPOND MEDICAL STAFF WILL DETERMINE IF IT IS AN EMERGENCY.

F. PERSONAL MEDICATION

MEDICATION THAT AN INMATE BRINGS TO THE DETENTION CENTER WILL BE CHECKED AND APPROVED BY MEDICAL STAFF AT THE TIME OF ARRIVAL TO THE FACILITY. IF APPROVED, THE MEDICATION WILL BE USED AND DISTRIBUTED AS PER DOCTOR'S ORDERS. AN INMATE'S FAMILY MAY BRING THE INMATE'S PERSONAL MEDICATION IN ITS ORIGINAL CONTAINER WITH THE DOCTOR'S NAME AND DIRECTIONS ON THE CONTAINER. THIS MEDICATION WILL BE TURNED OVER TO THE MEDICAL STAFF FOR APPROVAL AND DISTRIBUTION TO THE INMATE. WHEN MEDICATION IS GONE THE FAMILY CAN RE-SUPPLY THE MEDICATION. IT WILL BE THE INMATE'S RESPONSIBILITY TO ASK FOR THEIR PERSONAL MEDICATIONS WHEN RELEASED FROM THE LUBBOCK COUNTY DETENTION CENTER. THE MEDICATION



WILL BE KEPT FOR THIRTY DAYS PAST THE INMATES RELEASE AND THEN DESTROYED. MEDICATION FURNISHED BY THE INMATE'S FAMILY WILL BE DISTRIBUTED TO THE INMATE AT NO CHARGE.

G. COST FOR MEDICAL SERVICES

| | |
|---------------------------------------|--------------------|
| DOCTOR, DENTIST, OR PSYCHIATRIC VISIT | \$ 10.00 |
| NURSE VISIT | \$ 5.00 |
| PRESCRIPTION MEDICATION (EACH) | \$ 3.00 |
| EMERGENCY ROOM AND HOSPITAL SERVICES | PRICED BY FACILITY |
| OTHER OUTSIDE MEDICAL CARE | PRICED BY FACILITY |

INMATES WHO ATTEMPT TO EVADE PAYING FOR MEDICAL SERVICES BY USING ANOTHER INMATE'S NAME OR TRUST FUND ACCOUNT WILL HAVE DISCIPLINARY ACTION AND/OR CRIMINAL CHARGES TAKEN AGAINST THEM.

SECTION 8
CONDUCT AND DISCIPLINE

A. DISCIPLINE

EACH INMATE'S BEHAVIOR WHILE IN CUSTODY OF THIS FACILITY CAN DETERMINE THE TOTAL LENGTH OF TIME THE INMATE WILL REMAIN IN CONFINEMENT. INMATE BEHAVIOR WILL ALSO BE USED TO DETERMINE HOUSING ASSIGNMENTS. POSITIVE ACTIONS WILL RESULT IN THE LESS RESTRICTIVE HOUSING; NEGATIVE ACTIONS WILL RESULT IN MORE RESTRICTIVE HOUSING. ALL RECORDS OF DISCIPLINARY ACTIONS FILED AGAINST EACH INMATE WILL BE MAINTAINED AS PART OF A PERMANENT RECORD THAT CAN BE USED AT ANYTIME IN THE FUTURE. INMATES BEING TRANSFERRED TO T.D.C.J. OR SIMILAR FACILITIES WILL HAVE COPIES OF ALL DISCIPLINARY RECORDS FORWARDED WITH THEM. THESE RECORDS WILL NOT ONLY AFFECT AN INMATE'S CLASSIFICATION WHILE IN THIS FACILITY BUT COULD ALSO AFFECT FUTURE ASSIGNMENTS IN OTHER FACILITIES. ALL INCIDENTS OF MISCONDUCT WILL BE REPORTED AND REVIEWED BY DETENTION STAFF. IF IT IS DETERMINED THAT A VIOLATION IS FOUND, DISCIPLINARY ACTION WILL BE ASSESSED IN ACCORDANCE WITH THE SEVERITY OF THE VIOLATION.

INMATE RULE VIOLATIONS ARE LISTED UNDER TWO CATEGORIES, MAJOR AND MINOR. WHEN A VIOLATION HAS BEEN REPORTED, FIRST THE SUPERVISOR AND THEN THE DISCIPLINARY OFFICER WILL REVIEW THE REPORT. FOR ALL VIOLATIONS, EACH INMATE MAY BE GIVEN AN OPPORTUNITY TO WAIVE A FORMAL HEARING. IF WAIVED, THE INMATE CAN RECEIVE NO MORE THAN 15 DAYS OF RESTRICTION IN THEIR CELL WITH NO LOSS OF GOOD TIME CREDIT ACCRUED. A WAIVER FORM WILL BE PROVIDED THAT WILL INFORM THE INMATE OF THE CHARGES AGAINST THEM THE ALLOWABLE SANCTIONS AND THE SANCTIONS OFFERED FOR SIGNING THE WAIVER. UNLESS FORMALLY WAIVED, A HEARING WILL BE CONVENED TO REVIEW THE RULE VIOLATION AND ALL DETAILS, MINOR ACTS OF NON-CONFORMANCE OR MINOR VIOLATIONS OF THE RULES AND REGULATIONS MAY BE HANDLED INFORMALLY BY A STAFF MEMBER BY COUNSELING, ADVISING THE INMATE OF



EXPECTED CONDUCT OR CELL RESTRICTION NOT TO EXCEED 23 HOURS.

AN INMATE CAUSING DAMAGE TO DETENTION PROPERTY MAY HAVE ACTUAL COST INCURRED DEDUCTED FROM HIS/HER INMATE TRUST FUND ACCOUNT, FOLLOWING AN INTUITIONAL DUE PROCESS HEARING ESTABLISHING THE INMATE'S LIABILITY.

MAJOR VIOLATIONS WILL BE HANDLED BY A DISCIPLINARY BOARD CONSISTING OF NEUTRAL AND IMPARTIAL DETENTION STAFF.

IN A HEARING IS CONVENED THE INMATE(S) WILL BE GIVEN A NOTICE NO LATER THAN (24) HOURS PRIOR TO THE HEARING, OF THE VIOLATION OR CHARGES AGAINST HIM/HER. THE INMATE WILL ALSO HAVE THE OPPORTUNITY TO BE HEARD IN PERSON AND TO PRESENT DOCUMENTS FOR EVIDENCE. IF THE INMATE REQUIRES ASSISTANCE TO PRESENT EVIDENCE NECESSARY FOR DEFENSE, PROVISIONS WILL BE MADE PERMITTED THE INMATE TO RECEIVE ASSISTANCE.

THE INMATE WILL NOT BE ABLE TO HAVE AN ATTORNEY PRESENT AT A DISCIPLINARY HEARING. THE INMATE CAN REQUEST ANY WITNESSES (INCARCERATED OR EMPLOYED AT THE FACILITY) TO BE CALLED BEFORE THE HEARING TO OFFER TESTIMONY. THE HEARING OFFICER WILL DETERMINE, BASED ON THE CIRCUMSTANCES, IF A WITNESS WILL BE CALLED AND ALLOWED TO ATTEND. ALL EVIDENCE AND REPORTS WILL BE PROVIDED FOR THE INMATE TO REVIEW AND READ PRIOR TO OR AT THE HEARING, ALTHOUGH CONFIDENTIAL INFORMANTS MAY BE PROTECTED. ONCE THE HEARING IS COMPLETED, THE INMATE WILL RECEIVE COPIES OF THE DISPOSITION REPORT FOR REVIEW, TO INCLUDE THE EVIDENCE RELIED UPON AND THE REASON FOR THE DISCIPLINARY ACTION TAKEN. IF THE ALLEGATION IS FOUND TO BE TRUE, THE INMATE MAY HAVE ALL OR PART OF THE FOLLOWING ACTIONS TAKEN AGAINST THEM.

DISCIPLINE FOR MINOR VIOLATIONS

1. VERBAL OR WRITTEN REPRIMAND
2. DISCIPLINARY SEPARATION FROM 1 TO 15 DAYS
3. LOSS OF NON-MANDATED PRIVILEGES (TV/PHONES) FOR 1 TO 15 DAYS
4. COUNSELING
5. CELL RESTRICTION NOT TO EXCEED 24 HOURS.

DISCIPLINE FOR MAJOR VIOLATIONS

1. LOSS OF GOOD-TIME CREDIT
2. LOSS OF MANDATED PRIVILEGES FOR A PERIOD NOT TO EXCEED 30 DAYS
3. REMOVAL FROM WORK DETAILS OR PROGRAMS
4. DISCIPLINARY SEPARATION FOR A PERIOD NOT TO EXCEED 30 DAYS
5. RESTITUTION FOR DAMAGE TO DETENTION CENTER PROPERTY

B. IMMEDIATE CELL RESTRICTION

IN ORDER TO GET COMPLIANCE OR MAINTAIN ORDER WITH AN INMATE, AN OFFICER MAY SELECT ONE OF THE FOLLOWING ACTIONS INSTEAD OF FILING A RULE VIOLATION AGAINST THE INMATE.

1. VERBAL REPRIMAND
2. CELL RESTRICTION BY OFFICER (NOT TO EXCEED 23 HOURS)



C. ACTS CONSIDERED A VIOLATION

MAJOR VIOLATIONS

| CODE | VIOLATION | CATEGORY |
|------|-------------------------------------------------------------------------|----------|
| A01 | BRIBERY | A |
| A02 | FIGHTING | A |
| A03 | HORDING MEDICATION..... | A |
| A04 | INCITING RIOTUS BEHAVIOR..... | A |
| A05 | INTERFERENCE WITH COMMUNICATIONS OR COMMUNICATION DEVICES | A |
| A06 | INTERFERENCE WITH COURT RELATED PROCEEDINGS | A |
| A07 | INTERFERENCE WITH SECURITY OPERATIONS | A |
| A08 | MUTILATION | A |
| A09 | POSSESSION OF STOLEN PROPERTY..... | A |
| A10 | POSSESSION/MANUFACTURE OF CHEMICAL AGENTS | A |
| A11 | POSSESSION/MANUFACTURE OF ESCAPE DEVICES | A |
| A12 | POSSESSION/MANUFACTURE OF INHALANTS | A |
| A13 | POSSESSION/MANUFACTURE OF NARCOTICS/ NARCOTIC PARAPHERNALIA | A |
| A14 | POSSESSION/MANUFACTURE OF UNAUTHORIZED DRUGS OR MEDICATION..... | A |
| A15 | POSSESSION/MANUFACTURE OF WEAPON | A |
| A16 | POSSESSION/MANUFACTURE/DISTILLING/ BREWING ALOCHOLIC BEVERAGES | A |
| A17 | SETTING FIRES | A |
| A18 | SEXUAL ABUSE | A |



| | | |
|-----|----------------------------------------------------------------------------------|---|
| A19 | SMOKING/POSSESSION OF TABACCO PRODUCTS..... | A |
| A20 | TAMPERING/DESTRUCTION OF PROPERTY | A |
| A21 | THROWING OR PROPELLING OBJECTS/ SUBSTANCES | A |
| A22 | TRAFFICKING | A |
| A23 | ABUSE OF INTERCOM SYSTEM..... | B |
| A24 | COERCION..... | B |
| A25 | DISRESPECT TO STAFF..... | B |
| A26 | DISRUPTION OF ANY INSTITUTIONAL ACTIVITY..... | B |
| A27 | EXCESSIVE NOISE | B |
| A28 | FALSE REPORT OF AN EMERGENCY | B |
| A29 | FEIGING INJURY OR ILLNESS..... | B |
| A30 | HABITUAL VIOLATOR..... | B |
| A31 | IMPEDING HEADCOUNT/ROLLCALL | B |
| A32 | IMPEDING THE SECURITY OF HOUSING..... | B |
| A33 | INCCITING A FIGHT | B |
| A34 | INDECENT EXPOSURE | B |
| A35 | NUDITY | B |
| A36 | POSSESSION OF TATTOO PARAPHERNALIA/ OBTAINING TATTOO OR PIERCING..... | B |
| A37 | RECKLESSNESS | B |
| A38 | SEXUAL ACTIVITY..... | B |
| A39 | SEXUAL SOLICITATION..... | B |
| A40 | THREATEINING | B |
| A41 | INCITING OR ENCOURAGING COMMUNICATIONS WITH PERSONS OUTSIDE THE FACILITY..... | C |
| A42 | REFUSAL TO FOLLOW WRITTEN OR ORAL DIRECTIVES | C |
| A43 | VIOLATION OF COMMISSARY PROCEDURES..... | C |



| | | |
|-----|---------------------------------------------------------|---|
| A44 | VIOULATION OF FEEDING PROCEDURES..... | C |
| A45 | VIOULATION OF MAIL PROCEDURES..... | C |
| A46 | VIOULATION OF MEDICATION CONSUMPTION PROCEDURES..... | C |
| A47 | VIOULATION OF PROGRAM PROCEDURES..... | C |
| A48 | VIOULATION OF REGERATION PROCEDURES..... | C |
| A49 | VIOULATION OF TREATMENT PROGRAM ACTIVIES | C |
| A50 | VIOULATION OF VISITATION PROCEDURES | C |
| A51 | VIOULATION OF WORK PROCEDURES | C |
| A52 | VIOULATION OF FEDERAL, STATE AND LOCAL LAWS | C |

MINOR INFRACTIONS

| CODE | VIOULATION | CATEGORY |
|------|--------------------------------------------------------------------------------------------------|----------|
| B01 | DEFACING PROPERTY | C |
| B02 | DISRESPECT TO OTHER INMATES | C |
| B03 | ENTERING OR EXITING AN AREA WITHOUT PERMISSION/FAILURE TO PROCEED TO DESIGNATED AREA | C |
| B04 | FAILURE TO RESPOND TO STAFF QUESTIONS | C |
| B05 | FALSE SELF-IDENTIFICATION | C |
| B06 | GAMBLING..... | C |
| B07 | LYING TO OR ABOUT OTHER INMATES..... | C |
| B08 | POSSESSION OF CONTRABAND..... | C |
| B09 | PRESENT IN UNAUTHORIZED AREA..... | C |
| B10 | REFUSAL TO PROPERLY WEAR OR PRESENT WRISTBAND | C |
| B11 | UNAUTHORIZED ABSENCE FROM WORK OR ACTIVITY | C |
| B12 | UNATHORIZED EQUIPMENT USE | C |
| B13 | UNATHORIZED TAKING ITEMS INTO OR OUT OF UNITS | C |



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| B14 | YELLING AT OTHER INMATES | C |
| B15 | DISORDERLY CELL OR BUNK AREA | D |
| B16 | HOURSEPLAY | D |
| B17 | INDEQUATE, PARTIAL OR IMPROPERLY WORN UNIFORM..... | D |
| B18 | INADEQUATE PERSONAL HYGIENE..... | D |
| B19 | MALINGERING | D |
| B20 | OBSTRUCTION OF VIEW..... | D |
| B21 | POSSESSION OF UNAUTHORIZED CLOTHING, LINEN OR BEDDING | D |
| B22 | UNATHORIZED CHANGING OF BED ASSIGNMENT..... | D |
| B23 | UNATHORIZED CONTACT | D |
| B24 | UNATHORIZED PASSING OF ITEMS | D |
| B25 | VIOLATION OF WRITTEN OR POSTED RULE | D |

D. APPEAL OF DISCIPLINARY ACTION

EVERY INMATE HAS THE OPPORTUNITY TO APPEAL ANY DISCIPLINARY ACTION FROM THE DISCIPLINARY REVIEW BOARD. THE APPEAL WILL BE ADDRESSED TO THE DIRECTOR OF LOGISTICS WITHIN 72 HOURS OF THE BOARD. ONCE RECEIVED, A REVIEW OF ALL FACTS AND BOARD PROCEDURES WILL BE CONDUCTED AND AN APPROPRIATE RESPONSE FORWARDED TO THE INMATE, DISCIPLINARY OFFICER AND PLACED IN THE INMATE'S FILE. IF THE BOARD'S DECISION IS OVERTURNED AN IMMEDIATE ORDER TO ELIMINATE ANY DISCIPLINARY ACTION WILL BE MADE, AND THE INMATE WILL BE RETURNED BACK TO THE SAME STATUS AS BEFORE THE INCIDENT. ALL DECISIONS MADE BY THE DIRECTOR OF LOGISTICS WILL BE FINAL.

