

# **INMATE RULES AND PROCEDURES**

**LUBBOCK COUNTY DETENTION CENTER  
502 N HOLLY  
LUBBOCK, TEXAS 79401**

**REVISED  
4-201**

**DESTRUCTION OR LOSS OF THIS INMATE HANDBOOK  
WILL RESULT IN A CHARGE OF \$10.00 FROM YOUR  
TRUST FUND ACCOUNT. IN THE EVENT YOU REFUSE OR  
OTHERWISE CANNOT PAY FOR THE HANDBOOK  
CRIMINAL CHARGES WILL BE FILED.**

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**SECTION 1**

**INMATE HOUSING AREA**

**A. INTRODUCTION**

THE PRIMARY GOAL OF A DIRECT SUPERVISOR IS TO ENSURE THE SAFETY AND SECURITY OF STAFF, INMATES AND VISITORS. POSITIVE BEHAVIOR WILL BE ENCOURAGED AND REWARDED BY INCENTIVES DETERMINED BY THE OFFICER. THIS HANDBOOK HAS BEEN PREPARED TO ASSIST YOU WHILE YOU'RE IN OUR CUSTODY HOWEVER, IT IS THE PROPERTY OF THE LUBBOCK COUNTY DETENTION CENTER (LCDC). IT IS YOUR RESPONSIBILITY TO PROTECT IT FROM DAMAGE OR ALTERATIONS. THE HANDBOOK IS AN IMPORTANT PART OF YOUR ORIENTATION INTO THE FACILITY. PLEASE READ IT CAREFULLY FROM START TO FINISH. IT WILL HELP YOU UNDERSTAND THE CONDUCT THAT IS EXPECTED FROM YOU. IT WILL ALSO EXPLAIN THE SERVICES AVAILABLE TO YOU. AFTER READING THE HANDBOOK, ASK AN OFFICER TO CLARIFY ANY ITEMS THAT YOU DO NOT UNDERSTAND. IF YOU VIOLATE THE FACILITY RULES OR ANY FEDERAL, STATE OR LOCAL LAWS YOU MAY BE SUBJECT TO DISCIPLINARY ACTIONS AND/OR CRIMINAL CHARGES. YOU ARE REQUIRED TO OBEY ALL RULES AND PROCEDURES CONTAINED WITHIN THE INMATE HANDBOOK.

**B. DEFINITIONS**

**BUNK RESTRICTION** INFORMAL AND IMMEDIATE DISCIPLINARY SANCTION WHEN YOU ARE RESTRICTED TO YOUR CELL OR BUNK AREA FOR UP TO 2 HOURS AT THE DISCRETION OF THE POD.

**CONTRABAND** - CONTRABAND IS ANYTHING THAT IS PROHIBITED BY APPLICABLE FEDERAL AND STATE LAWS AND THE POLICIES, PROCEDURES, RULES, AND REGULATIONS OF LCDC.

**INMATE UNIFORM** ISSUED SHIRT, PANTS, AND AUTHORIZED FOOTWEAR

**LOCK DOWN** STATE OF SECURITY THAT DOES NOT ALLOW FOR INMATE MOVEMENT.

**POD** A HOUSING UNIT SUCH AS 1B, 1C, ETC

**RACK UP** TERM USED BY THE OFFICER TO NOTIFY INMATES DAY ROOM ACTIVITIES HAVE ENDED OR HAVE BEEN SUSPENDED AND THE INMATES SHOULD RETURN TO THEIR CELL OR BUNK.

**ROLL CALL** THE ACTIVITY CONDUCTED BY OFFICERS TO ACCOUNT FOR ALL INMATES.

**SHU** SPECIAL HOUSING UNIT

**STAFF** LAW ENFORCEMENT OFFICERS, CLERKS, ADMINISTRATIVE PERSONNEL, MAINTENANCE, CONTRACTORS AND VOLUNTEERS



**C. PREVENTION AND REPORTING OF INMATE SEXUAL ABUSE/HARASSMENT**

THE LUBBOCK COUNTY SHERIFF'S OFFICE (LSO) HAS ZERO TOLERANCE FOR ANY FORM OF SEXUAL ABUSE, SEXUAL HARASSMENT OR EMPLOYEE SEXUAL MISCONDUCT INVOLVING ANY INMATE IN THE LCDC, OR THE CUSTODY OF THE LSO. DURING THE INTAKE AND ORIENTATION PROCESS, YOU SHALL BE PROVIDED INFORMATION REGARDING THE ZERO TOLERANCE OF SEXUAL ABUSE AND SEXUAL HARASSMENT OR STAFF SEXUAL MISCONDUCT INVOLVING INMATES, AS WELL AS HOW TO REPORT INCIDENTS OR SUSPICIONS OF SEXUAL ABUSE OR SEXUAL HARASSMENT.

ALL SUCH INCIDENT REPORTS WILL BE TAKEN SERIOUSLY AND INVESTIGATED. STAFF IS TRAINED TO RESPOND PROFESSIONALLY, QUICKLY AND DISCREETLY TO THESE REPORTS WHETHER MADE VERBALLY OR IN WRITING, FOR THE SAFETY OF ALL INVOLVED. MEDICAL AND MENTAL HEALTH SUPPORT WILL BE MADE AVAILABLE ACCORDINGLY.

NOTIFY ANY STAFF MEMBER, VERBALLY OR IN WRITING, IF YOU FEEL YOU HAVE INFORMATION TO HELP IN YOUR PROTECTION OR THE PROTECTION OF OTHERS. SEXUAL ABUSE/HARASSMENT IS CONSIDERED A REASON TO FILE A VALID GRIEVANCE. GRIEVANCE FORMS ARE AVAILABLE TO HELP YOU SUBMIT THE INFORMATION DISCREETLY IN A NON-EMERGENCY WRITTEN REPORT, AND MAY BE SENT TO THE PLATON COMMANDER OR PREA COORDINATOR. IF SEXUAL ABUSE IS ABOUT TO HAPPEN, OR THE DANGER OF IT HAPPENING IS HIGH, MAKE YOUR VERBAL REPORT IMMEDIATELY TO THE FIRST AVAILABLE LSO STAFF MEMBER.

**D. INMATE WRISTBAND**

THE BAND ON YOUR LEFT WRIST SERVES SEVERAL PURPOSES. THE PRIMARY PURPOSE IS FOR IDENTIFICATION. THE SECONDARY PURPOSE IS FOR THE BARCODE SCANNING FOR INMATE ACTIVITIES AND MOVEMENT. YOUR WRISTBAND MUST REMAIN ON YOUR WRIST AT ALL TIMES AND SHALL NOT BE TAMPERED WITH OR REMOVED. IF YOUR WRISTBAND BECOMES DAMAGED OR HAS DETERIORATED DUE TO NORMAL WEAR AND TEAR, IT WILL BE YOUR RESPONSIBILITY TO NOTIFY AN OFFICER. THE OFFICER WILL DETERMINE THE CAUSE OF THE DAMAGE. IF THE DAMAGE OR LOSS WAS NOT NORMAL WEAR AND TEAR, A \$10.00 CHARGE MAY BE DEDUCTED FROM YOUR TRUST FUND ACCOUNT YOU MAY ALSO BE SUBJECT TO DISCIPLINARY ACTION. THE OFFICER WILL MAKE ARRANGEMENTS TO REPLACE YOUR WRISTBAND.

**E. STAFF AND INMATE RELATIONS**

OUR STAFF IS REQUIRED TO MAINTAIN A PROFESSIONAL DEMEANOR. WITH THIS IN MIND, YOU ARE EXPECTED TO CONDUCT YOURSELF IN THE SAME MANNER WITH THE STAFF.

IF A PROBLEM ARISES BETWEEN YOU AND STAFF, YOU SHOULD FILL OUT A COMPLAINT FORM 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, APPROPRIATE ACTION WILL BE TAKEN. LIKEWISE, YOU WILL BE HELD ACCOUNTABLE FOR YOUR ACTIONS, AS WELL AS MAKING A FALSE REPORT. AT NO TIME WILL YOU SOLICIT PERSONAL FAVORS FROM STAFF. ALL DETENTION AND CIVILIAN PERSONNEL, TO INCLUDE VOLUNTEERS,



ARE PROHIBITED FROM HAVING A PERSONAL RELATIONSHIP WITH AN INMATE.

#### F. HOUSING ASSIGNMENT

YOU WILL BE ASSIGNED TO THE LEAST RESTRICTIVE HOUSING BASED ON YOUR BEHAVIOR AND CLASSIFICATION. YOU WILL SLEEP ON THE BUNK YOU WERE ASSIGNED. RULE VIOLATIONS MAY RESULT IN YOU BEING REHOUSED. STAFF HAS THE AUTHORITY TO DETERMINE YOUR HOUSING ASSIGNMENT OR ALTER IT AT THEIR DISCRETION.

#### G. ROLL CALLS

WHEN THE OFFICER ANNOUNCES ROLL CALL, YOU WILL MOVE QUICKLY, QUIETLY, AND WITHOUT ADDITIONAL PROMPTING TO YOUR CELL (TO YOUR BUNK IF HOUSED IN A DORM). YOU WILL STAND AT YOUR DOOR/BUNK QUIETLY AND PRESENT YOUR WRISTBAND AS THE OFFICER COMPLETES ROLL CALL.

#### H. CONDUCT WITHIN THE FACILITY

YOU WILL KEEP YOUR BUNK MADE WHEN NOT OCCUPIED. NOTHING IS TO BE HUNG FROM THE BUNK OR STORED UNDER THE MATTRESS.

NOTHING IS TO BE STUCK TO OR WRITTEN ON THE WALLS OR BUNKS, AND KEEP VENTS FREE FROM OBSTRUCTION.

FEET AND SHOES WILL BE KEPT OFF TABLES, CHAIRS AND WALLS.

STAFF WILL TREAT YOU WITH RESPECT, AND IT IS EXPECTED YOU WILL TREAT STAFF MEMBERS AND OTHER INMATES ACCORDINGLY. INAPPROPRIATE BEHAVIOR IS NOT ALLOWED, AND THERE IS A ZERO TOLERANCE FOR ANY GANG RELATED ACTIVITIES. THERE IS ALSO ZERO TOLERANCE FOR ANY FORM OF SEXUAL ABUSE, SEXUAL HARASSMENT OR EMPLOYEE SEXUAL MISCONDUCT.

APPROPRIATE NOISE LEVEL WILL BE DETERMINED BY THE OFFICER. HORSEPLAY WITHIN THE FACILITY IS UNACCEPTABLE. TELEVISION CHANNEL AND VOLUME WILL BE CONTROLLED BY THE OFFICER. YOU MAY REQUEST A CHANGE IN VOLUME OR A CHANGE OF CHANNEL. ARGUING OVER CHANNEL SELECTION MAY RESULT IN SUSPENSION OF TELEVISION PRIVILEGES.

YOU MAY SHOWER WHEN THE DAY ROOM IS OPEN. AFTER COMPLETING YOUR SHOWER YOU MUST RETURN YOUR HYGIENE ITEMS TO YOUR CELL. STAFF IS NOT RESPONSIBLE FOR PROPERTY LEFT UNATTENDED IN THE DAY ROOM.

CELL DOORS WILL REMAIN SECURE AT ALL TIMES. IF HOUSED ON THE FIRST FLOOR, YOU MAY GO TO THE SECOND FLOOR TO ATTEND A SCHEDULED VIDEO VISIT. YOU ARE NOT AUTHORIZED TO ENTER ANOTHER INMATE'S CELL.

WHEN RACK UP OR LOCK DOWN IS ANNOUNCED BY THE OFFICER, YOU WILL MOVE IMMEDIATELY TO YOUR ASSIGNED CELL.



#### **I. CLEANLINESS**

YOUR HOUSING POD IS TO REMAIN CLEAN AND ORDERLY AT ALL TIMES. ALL TRASH WILL BE PROPERLY DISPOSED. WHEN THE OPPORTUNITY TO CLEAN IS MADE AVAILABLE, YOUR AREA WILL PARTICIPATE IN CLEANING. IF YOU REFUSE TO CLEAN YOU MAY LOSE YOUR PRIVILEGES. STAFF HAS NO DUTY TO LOCATE THE SPECIFIC PERPETRATOR OF VANDALISM, BUT WILL HAVE ALL INMATES IN THE AREA CLEAN THE VANDALISM.

YOUR PERSONAL PROPERTY NOT IN USE IS TO BE STORED IN THE ISSUED CONTAINER. YOU WILL BE ALLOWED TO KEEP THE ISSUED CUP AND SPOON ON YOUR SHELF. PERSONAL PROPERTY THAT IS NOT IN USE, AND NOT STORED PROPERLY IS TO BE CONSIDERED CONTRABAND WHICH WILL BE CONFISCATED AND DISCARDED.

YOU SHALL BE ALLOWED ONE BIBLE OR SIMILAR RELIGIOUS TEXT. YOU ARE ALLOWED TO HAVE IN YOUR POSSESSION TWO ADDITIONAL PAPERBACK BOOKS.

YOUR DIRTY LAUNDRY IS TO BE KEPT IN THE BAG PROVIDED, AND SECURED TO THE CLOTHES HOOK. ALL SHOES ARE TO BE LINED UP NEATLY UNDER YOUR BUNK.

DUE TO WEIGHT LIMITATIONS OF THE PROPERTY BAG, EXCESS PROPERTY WILL BE RELEASED BY FILLING OUT A PROPERTY RELEASE FORM. PROPERTY NOT PICKED UP WITHIN A 5-DAY PERIOD WILL BE DONATED.

#### **J. RECREATION**

YOU WILL HAVE ACCESS TO A RECREATION AREA DURING NORMAL DAYROOM HOURS. NO PERSONAL ITEMS, DRINKS OR FOOD WILL BE ALLOWED IN THE RECREATION YARD. ONCE IN THE RECREATION YARD, YOU MAY REMOVE YOUR UNIFORM SHIRT, PROVIDED YOU ARE WEARING A T-SHIRT. PANTS MAY NEVER BE REMOVED IN THE RECREATION YARD OR LOWERED PAST THE WAIST.

#### **K. MEALS**

YOU WILL BE PROVIDED THREE MEALS PER DAY. THE OFFICER WILL ANNOUNCE WHEN MEALS ARE DELIVERED TO YOUR POD. YOU SHALL STAND BY YOUR CELL DOOR OR BUNK IF HOUSED IN THE DORM. IF YOU DO NOT WISH TO EAT, YOU MUST PRESENT YOUR WRISTBAND TO THE OFFICER TO SCAN AND RECORD THE MEAL REFUSAL. YOU WILL THEN BE ALLOWED TO RETURN TO YOUR CELL OR BUNK. YOU MUST REMAIN IN YOUR CELL OR 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 YOUR WRISTBAND AND YOU WILL RECEIVE YOUR DRINK AND TRAY. YOU WILL PROCEED TO THE TABLE AS DIRECTED BY THE OFFICER. YOU WILL REMAIN SEATED UNTIL EVERYONE HAS FINISHED EATING. THE OFFICER WILL GIVE YOU PERMISSION TO RETURN YOUR TRAY TO THE MEAL CART. IT IS A VIOLATION OF INMATE RULES TO STORE, GAMBLE, SELL, TRADE OR EAT TORT FOOD. NO ITEMS FROM THE INMATE MEAL TRAY WILL BE TAKEN TO OR STORED IN YOUR CELL,



UNLESS YOU ARE ON CELL RESTRICTION AND THE OFFICER REQUIRES YOU TO CONSUME YOUR MEAL IN YOUR CELL. NO FOOD FROM OUTSIDE THE FACILITY SHALL BE ALLOWED.

#### L. INMATE MOVEMENT

YOU ARE NEVER PERMITTED TO MOVE FROM ONE AREA OF THE DETENTION CENTER TO ANOTHER UNLESS AUTHORIZED BY AN OFFICER. WHILE YOU MOVE THROUGH THE CORRIDORS REMAIN ON THE DARK GRAY TILE AT ALL TIMES. MALE AND FEMALE INMATES WALKING IN THE CORRIDOR MUST STAY TEN FEET APART AND WILL NOT SPEAK WITH EACH OTHER.

#### M. INDIGENT INMATE SERVICES

YOU WILL BE CONSIDERED INDIGENT WHEN LESS THAN \$1.00 IS MAINTAINED ON YOUR TRUST ACCOUNT FOR MORE THAN SEVEN ( 7 ) DAYS. IF YOU HAVE BEEN IDENTIFIED AS INDIGENT, BASIC HYGIENE ITEMS WILL BE PROVIDED AS NEEDED EACH WEEK. YOU WILL STILL BE REQUIRED TO COMPLETE AN INDIGENT REQUEST FORM TO RECEIVE THESE ITEMS. UNDERGARMENTS SUCH AS SOCKS, T-SHIRTS, OR BOXERS ARE NOT CONSIDERED TO BE PART OF THE INDIGENT ISSUE.

### SECTION 2 HYGIENE AND LAUNDRY SERVICE

#### A. PERSONAL HYGIENE

WHILE YOU ARE IN CUSTODY IN THIS FACILITY, YOU WILL BE EXPECTED TO KEEP YOUR HAIR AND BODY CLEAN. WHENEVER CLEARLY JUSTIFIED FOR HEALTH, SANITARY, AND/OR SAFETY REASONS, YOU MAY BE REQUIRED BY STAFF MEMBERS TO CUT YOUR HAIR, FINGER NAILS, OR TOE NAILS. HAIRCUTTING AND NAIL CLIPPERS ARE AVAILABLE UPON REQUEST. HAIRCUTS WILL BE PROVIDED BY A REASONABLY SKILLED PERSON. THE HAIR CUTTING EQUIPMENT WILL BE SCREENED PRIOR TO AND AFTER ISSUANCE. HAIRCUTS WILL BE A REGULAR TYPE CUT AS DETERMINED BY DETENTION STAFF. GANG SYMBOLS OR OUTRAGEOUS STYLES ARE PROHIBITED.

#### B. FEMALE HYGIENE

DURING YOUR STAY, SANITARY PADS AND DISPOSABLE PANTIES WILL BE PROVIDED UPON REQUEST. YOU WILL NOT BE CHARGED FOR THESE ITEMS IF YOU ARE DETERMINED TO BE INDIGENT. THESE ITEMS ARE ALSO AVAILABLE ON COMMISSARY FOR PURCHASE. THE MEDICAL STAFF MAY PROVIDE PAIN RELIEVERS FOR MENSTRUAL CRAMPS UPON COMPLETION OF A MEDICAL REQUEST FORM.

#### C. CLOTHING

YOU WILL BE ISSUED AN INMATE UNIFORM. YOU ARE EXPECTED TO KEEP YOUR UNIFORM IN GOOD CONDITION AT ALL TIMES. ANY PROBLEMS WITH YOUR UNIFORM SHOULD BE ADDRESSED WITH AN OFFICER. UNIFORM SIZE WILL BE DOCUMENTED AND ALL UNIFORM SIZE CHANGES WILL BE ISSUED ACCORDING TO THE INITIAL SIZE. SIZE CHANGES WILL BE MADE AT THE DISCRETION OF THE POD OFFICER.

ALL CLOTHING SHALL BE WORN PROPERLY WHEN OUTSIDE YOUR CELL. NO T-





SHIRTS WILL BE WORN IN THE DAYROOM, UNLESS UNDER THE UNIFORM SHIRT. SLEEVES AND PANT LEGS WILL NOT BE FOLDED OR ROLLED UP ABOVE THE ANKLE AND PANT CUFFS WILL NOT BE WORN INSIDE THE SOCKS. PANTS SHALL BE WORN APPROPRIATELY AT OR ABOVE THE WAIST. NO HEAD COVERINGS WILL BE ALLOWED UNLESS PRIOR AUTHORIZATION FROM ADMINISTRATION IS OBTAINED.

ANY DAMAGE OR ALTERATION TO THE UNIFORM MAY RESULT IN DISCIPLINARY ACTION WITH SANCTIONS INCLUDING, BUT NOT LIMITED TO, A DEDUCTION FROM YOUR TRUST FUND ACCOUNT IF FOUND GUILTY. 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.

#### D. LAUNDRY

ALL INMATES WILL HAVE THE OPPORTUNITY TO EXCHANGE ONE DIRTY UNIFORM FOR ONE CLEAN UNIFORM ON A SCHEDULED BASIS. CLOTHING ITEMS, PURCHASED FROM THE COMMISSARY, MAY 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 YOU OF THE SCHEDULE. BLANKETS WILL BE EXCHANGED ONCE EACH MONTH.

#### E. ISSUANCE OF RAZORS OR CLIPPERS

YOU WILL BE ALLOWED TO SHAVE ON A DAILY BASIS UNLESS REASONS EXIST TO RESTRICT YOUR USE OF A RAZOR FOR THE SAFETY AND SECURITY OF THE FACILITY.

MALE INMATES WILL BE OFFERED RAZORS FOLLOWING THE MORNING MEAL. FEMALE INMATES WILL BE OFFERED A RAZOR DURING THEIR SHOWER TIME. MALE WORKING INMATES WILL BE OFFERED A RAZOR AS NEEDED AND AT THE DISCRETION OF THE POD OFFICER. YOU WILL BE ALLOWED A REASONABLE AMOUNT OF TIME TO SHAVE. RAZORS SHALL BE RETURNED TO THE POD OFFICER AFTER USE.

INMATES HOUSED IN THE SPECIAL HOUSING UNIT WILL BE ALLOWED TO SHAVE WITH CLIPPERS. RAZORS AND CLIPPERS SHALL BE RETURNED AFTER USE FOR INSPECTION BY THE POD OFFICER. IF YOU DO NOT RETURN THE RAZOR/CLIPPERS, OR IF THEY ARE DAMAGED OR ALTERED, YOU MAY BE SUBJECT TO DISCIPLINARY ACTIONS.

### SECTION PERSONAL PROPERTY

#### A. PROPERTY ALLOWED

UPON ARRIVAL, YOUR PERSONAL PROPERTY WAS INVENTORIED AND STORED. YOUR PROPERTY WILL BE RETURNED UPON RELEASE.



**AFTER ORIENTATION, YOU MAY STORE THE FOLLOWING ITEMS IN YOUR ISSUED CONTAINER:**

- **PHOTOGRAPHS, NO INSTAMATIC PHOTOS**
- **LEGAL MATERIAL, AS LONG AS IT FITS IN YOUR ISSUED CONTAINER**
- **DENTURES AND RELATED ADHESIVES**
- **CONTACT LENSES (SOLUTION AND CLEANERS ARE SOLD IN COMMISSARY)**
- **ONE (1) SOFT BACK BIBLE, QUR'AN OR SIMILAR RELIGIOUS TE T**
- **FAMILY/FRIENDS MAY DELIVER PRESCRIPTION/READING GLASSES (NO TINT UNLESS PRESCRIBED) , UPON REQUEST, MAY BE RETRIEVED FROM YOUR PROPERTY**
- **A SOFT-BACK ADDRESS BOOK OR EQUIVALENT**
- **HITE SOCKS**
- **HITE T-SHIRTS**
- **BRAS**
- **HITE THERMAL UNDERWEAR**
- **MEDICATION PURCHASED FROM COMMISSARY OR APPROVED BY THE MEDICAL STAFF TO KEEP ON PERSON**

**IF YOU CAME FROM ANOTHER SECURED FACILITY, YOU MAY BE ALLOWED TO KEEP SOME OF YOUR PERSONAL PROPERTY IF THERE IS A SIMILAR ITEM SOLD ON COMMISSARY AT THE LCDC.**

**IN ADDITION TO THOSE ITEMS LISTED ABOVE AND THOSE PURCHASED THROUGH COMMISSARY, THERE ARE ITEMS ISSUED TO YOU. THESE ISSUED ITEMS ARE PROPERTY OF LCDC AND ANY LOSS OR DAMAGE MAY RESULT IN DISCIPLINARY ACTION TAKEN, INCLUDING, BUT NOT LIMITED TO, REIMBURSEMENT FROM YOUR TRUST FUND ACCOUNT, AND CRIMINAL CHARGES FILED.**

**ISSUED ITEMS CONSIST OF:**

- **MUG**
- **TOOTHBRUSH**
- **TOOTHPASTE**
- **SPORK**
- **TOWEL**
- **SOAP**
- **COMB**
- **PENCIL**
- **TOILET PAPER**
  
- **BLANKET**
- **MATTRESS COVER**
- **RELIGIOUS TE T**

**INMATE ITEMS ISSUED IN POD:**

- **STORAGE CONTAINER**
- **MATTRESS**



- **LAUNDRY BAG**

ANY ITEMS IN EXCESS WILL BE PLACED IN THE INMATE'S PROPERTY. FOR SANITARY AND SECURITY REASONS THE FOLLOWING ITEMS ARE NOT ALLOWED TO BE KEPT OR STORED BY ANY INMATE, AND WILL BE DISCARDED:

- ANY FOOD ITEMS FROM THE INMATE MEALS
- TRASH
- OPENED, PERISHABLE COMMISSARY FOODS

LUBBOCK COUNTY NOR STAFF IS RESPONSIBLE FOR ANY PERSONAL PROPERTY BEING KEPT BY YOU WHILE HOUSED IN LCDC. THIS INCLUDES LOSS, THEFT, MISPLACEMENT, OR MISUSE TO INCLUDE IMPROPER STORAGE OR ALTERATION.

IT IS NOT THE DUTY OR RESPONSIBILITY OF STAFF TO LOCATE OR RETRIEVE YOUR PERSONAL PROPERTY OR MONIES MISPLACED, LEFT AT ANOTHER AGENCY, OR BY THE TRANSFERRING AGENT FROM OR DURING TRANSPORT.

**B. CLOTHING FOR COURT APPEARANCE**

IF YOU WISH TO WEAR YOUR PERSONAL CLOTHING (NO JEWELRY) FOR COURT APPEARANCES YOU MUST MAKE ARRANGEMENTS WITH YOUR ATTORNEY OF RECORD. IF APPROVED, PERSONAL CLOTHING MAY BE WORN DURING COURT APPEARANCE. CLOTHING WILL BE ACCEPTED NO EARLIER THAN 24 HOURS PRIOR TO COURT. PERSONAL CLOTHING USED FOR A COURT APPEARANCE MUST BE PICKED UP BY THE ATTORNEY WITHIN 2 HOURS FOLLOWING THE COMPLETION OF THE TRIAL. ITEMS NOT PICKED UP WILL BE DONATED.

**C. VALUABLE PROPERTY RELEASE**

YOUR VALUABLE PROPERTY WILL BE RELEASED FROM YOU TO ANOTHER PERSON ON AN ALL OR NOTHING BASIS. A VALUABLE PROPERTY RELEASE FORM (DET-200 ) WILL BE FILLED OUT BY YOU OR THE PERSON REQUESTING YOUR PROPERTY. YOU WILL SIGN THE APPROVAL FORM PRIOR TO STAFF RELEASING THE PROPERTY.

IF YOU ARE BEING PREPARED FOR TRANSFER TO THE TEXAS DEPARTMENT OF CRIMINAL JUSTICE (T.D.C. ) OR THE UNITED STATES BUREAU OF PRISONS (BOP), YOU WILL BE GIVEN AN OPPORTUNITY TO HAVE A LETTER OF NOTIFICATION (DET-401 ) SENT TO YOUR DESIGNEE TO PICK UP PERSONAL PROPERTY. THE DESIGNATED PERSON WILL HAVE 5 DAYS TO PICK UP THE REMAINING PROPERTY FROM THE DATE NOTICE WAS SENT. ALL PROPERTY LEFT IN STORAGE PAST THE DEADLINE WILL BE DONATED.

**D. PERSONAL MONEY**

A TRUST FUND ACCOUNT WILL BE SET UP FOR YOU UPON INTAKE INTO THE FACILITY. A KIOSK IS AVAILABLE IN THE LCDC MAIN LOBBY, AND IN THE LOBBY OF THE LUBBOCK COUNTY SHERIFF'S OFFICE AT 811 MAIN STREET (FROM 8:00 TO 5:00), TO DEPOSIT ADDITIONAL MONEY INTO YOUR ACCOUNT. YOU ARE NOT ALLOWED TO HAVE OR KEEP ANY TYPE OF MONEY IN YOUR POSSESSION. IF MONEY IS FOUND, IT WILL BE DONATED. NO TRANSFERS WILL BE MADE FROM YOUR ACCOUNT TO ANOTHER INMATE'S ACCOUNT. CHECKS



AND MONEY ORDERS WILL ONLY BE ACCEPTED FROM AUTHORIZED AGENCIES.

NO MONEY WILL BE RELEASED FROM YOUR ACCOUNT TO ANOTHER PERSON UNLESS AUTHORIZED BY THE WATCH COMMANDER. AN INVOICE/BILL MUST BE PROVIDED FOR VERIFICATION, AND A CHECK WILL BE ISSUED TO THE BUSINESS NAMED IN THE INVOICE/BILL. AT NO TIME WILL A CHECK BE WRITTEN TO AN INDIVIDUAL.

E. RELEASE TO T.D.C. /UNITED STATES MARSHALS SERVICE (U.S.M.S.)

IF YOU ARE RELEASED TO A FEDERAL OR STATE AGENCY, YOU MAY TAKE ONLY THE PROPERTY ALLOWED BY THAT AGENCY.

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

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

THIS LIST IS SUBJECT TO CHANGE AT THE DISCRETION OF T.D.C. .

FEDERAL INMATES ARE ONLY ALLOWED TO TAKE LEGAL MATERIAL AND LEGAL BOOKS.

#### SECTION 4 INMATE ACTIVITIES

##### A. VISITATION

VISITATION WILL BE CONDUCTED VIA VIDEO CONFERENCING AND IS A PRIVILEGE. GENERAL POPULATION INMATES WILL RECEIVE A 20-MINUTE VISIT FROM EACH VISITOR WHO CHECKS IN BETWEEN 8:00 AM AND 10:00 PM. INMATES HOUSED IN THE ORIENTATION POD AND IN THE SHU WILL RECEIVE TWO 20-MINUTE VISITS PER WEEK, TO INCLUDE AT LEAST ONE VISIT DURING EVENINGS OR WEEKENDS, ACCORDING TO THE VISITATION SCHEDULE FOR THOSE PODS. CHECK WITH YOUR POD OFFICER FOR EXACT TIMES. VISITS ARE TIMED AND WILL DISCONNECT WHEN THE 20-MINUTE TIME LIMIT HAS ELAPSED. VISITATION IS CONDUCTED SEVEN ( ) DAYS A WEEK BETWEEN THE HOURS OF 8:00 AM AND 10:00 PM. VISITORS MAY ONLY CHECK IN TO VISIT AN INMATE ONCE PER DAY. NO VISIT WILL BE



SCHEDULED OR SIGNED IN LATER THAN : 0 PM. THE WATCH COMMANDER MAY AUTHORIZE SPECIAL VISITS. IN MOST CASES, SOME FORM OF EMERGENCY CIRCUMSTANCE MUST EXIST PRIOR TO APPROVAL.

CONTACT VISITS ARE PROHIBITED UNLESS APPROVED BY THE CHIEF DEPUTY OF LCDC.

#### B. MAIL

ITEMS SUCH AS PAPER, PENCILS, AND STAMPED ENVELOPES MAY BE PURCHASED FROM COMMISSARY. YOU CAN SEND AS MANY LETTERS OF AS MANY PAGES AS YOU WISH, TO ANYONE YOU WANT, AT ANY TIME IF YOU HAVE FUNDS TO PURCHASE SUPPLIES AND STAMPS. IF YOU ARE INDIGENT, YOU WILL BE PROVIDED A REASONABLE AMOUNT OF SUPPLIES, UPON REQUEST, TO CORRESPOND WITH YOUR ATTORNEY AND THE COURTS. ADDITIONALLY, UPON REQUEST, YOU MAY RECEIVE NINE ( ) SHEETS OF BLANK PAPER AND THREE ( ) STAMPED ENVELOPES PER WEEK FOR PERSONAL CORRESPONDENCE.

NO ITEMS OTHER THAN SHEETS OF PAPER ARE ALLOWED IN THE OUTGOING MAIL. IF THE STAFF DETERMINES THAT NON-PRIVILEGED MAIL CONTAINS OTHER ITEMS, IT WILL BE IMMEDIATELY OPENED AND INSPECTED FOR CONTRABAND. IF CONTRABAND IS DISCOVERED IT WILL BE DISCARDED AND THE LETTER WILL BE PLACED BACK IN THE ENVELOPE AND MAILED.

OUTGOING MAIL MUST HAVE THE DELIVERY ADDRESS ON THE CENTER OF THE ENVELOPE AND THE RETURN ADDRESS IN THE UPPER LEFT CORNER OF THE ENVELOPE INCLUDING YOUR NAME AND LSO NUMBER. OUTGOING NON-PRIVILEGED MAIL ENVELOPES SHOULD BE LEFT UNSEALED WHEN PLACED IN THE MAILBOX.

SKETCHES OR DRAWINGS ON THE ENVELOPES WILL CAUSE YOUR LETTER TO BE UNDELIVERABLE. THERE MUST BE AT LEAST ONE INCH (1 ) CLEAR SPACE ON THE BOTTOM OF THE ENVELOPE IN ORDER FOR BARCODING AND SCANNING BY THE MAIL SERVICE. ENVELOPES WILL BE RETURNED 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 FOR CONTRABAND PRIOR TO BEING GIVEN TO YOU. THE CONTRABAND WILL BE CONFISCATED AND THE MAIL WILL BE RETURNED TO SENDER. INCOMING MAIL WITHOUT A RETURN ADDRESS WILL BE ROUTED TO THE UNITED STATES POSTAL SERVICE (USPS).

PRIVILEGED MAIL IS CONSIDERED TO BE CORRESPONDENCE FROM/TO OFFICIALS OF THE FEDERAL, STATE AND LOCAL COURTS ALL FEDERAL OFFICIALS AND OFFICERS INCLUDING THE PRESIDENT OF THE UNITED STATES STATE OFFICIALS AND OFFICERS, INCLUDING THE COMMISSION ON RAIL STANDARDS AND THE GOVERNOR LETTERS TO BONA FIDE NEWS MEDIA AND YOUR ATTORNEY. INCOMING PRIVILEGED MAIL WILL BE OPENED IN FRONT OF YOU TO VERIFY NO CONTRABAND IS CONCEALED. THE CONTENTS WILL NOT BE READ BY THE OFFICER UNLESS A SEARCH WARRANT IS OBTAINED.

YOU WILL ONLY BE ALLOWED TO KEEP THE AUTHORIZED CONTENTS OF LETTERS.



ALL OTHER PARTS OF THE LETTER, INCLUDING THE ENVELOPE, WILL BE DISCARDED. YOU MAY COPY THE ADDRESS OF THE ENVELOPE BUT NO PART OF THE ENVELOPE WILL BE GIVEN TO YOU.

YOU ARE EXPECTED TO ADHERE TO THE FOLLOWING GUIDELINES FOR RECEIVING MAIL:

- YOU SHOULD NOTIFY ALL INDIVIDUALS THAT INCOMING MAIL SHOULD INCLUDE YOUR FULL NAME AND L.S.O. NUMBER
- THE SENDER'S NAME AND ADDRESS MUST APPEAR ON THE INCOMING ENVELOPE IF NOT, THE LETTER WILL BE RETURNED TO THE POST OFFICE
- NO PACKAGES OTHER THAN BOOKS WILL BE ACCEPTED. PACKAGES WILL BE RETURNED TO SENDER
- NO POLAROID (INSTAMATIC) PHOTOS
- NO PORNOGRAPHIC OR SEXUAL MATERIAL, OR PHOTOS OF ANY KIND DEEMED TO BE SEXUALLY EXPLICIT OR CONTAINING ANY FULL OR PARTIAL NUDITY.
- NO POSTAGE STAMPS WILL BE ACCEPTED
- MAGAZINES OR NEWSPAPERS WILL BE ACCEPTED DIRECTLY FROM PUBLISHERS OR ON-LINE RETAILER (AMAZON, BARNES & NOBLE, ETC.) ONLY. SUBSCRIPTIONS TO THESE PUBLICATIONS CAN BE ORDERED BY FAMILY MEMBERS FOR YOU TO RECEIVE AT THE LCDC, BUT YOUR NAME, LSO NUMBER, AND THE FOLLOWING ADDRESS MUST APPEAR ON THE MAILING LABEL: P.O. Box 1055, LUBBOCK, TEXAS 79408
- ALL MAIL THAT YOU WANT TO RECEIVE AT THE LCDC SHALL BE SENT TO: P.O. Box 1055, LUBBOCK, TEXAS 79408

#### C. COMMISSARY

COMMISSARY WILL BE OFFERED TO ALL ELIGIBLE INMATES ON A DAILY BASIS MONDAY THROUGH FRIDAY IT SHALL BE YOUR RESPONSIBILITY TO MAKE SURE YOU HAVE ENOUGH MONEY IN YOUR ACCOUNT BEFORE MAKING AN ORDER. THE COMMISSARY VENDOR WILL BRING A VARIETY OF ITEMS TO EACH POD. YOU WILL BE ALLOWED A MAXIMUM LIMIT OF \$100.00 DOLLARS TO SPEND ON COMMISSARY PURCHASES PER ORDER. PURCHASES WILL BE DEDUCTED FROM YOUR TRUST FUND ACCOUNT BY SCANNING YOUR WRIST BAND AND THE ITEMS PURCHASED.

IF YOU ARE HOUSED IN THE SHU (ADMIN-SEPARATION ONLY), YOU WILL RECEIVE A COMMISSARY ORDER SHEET THAT IS TO BE FILLED OUT AND TURNED IN NO LATER THAN 11:00 A.M. MONDAY THROUGH FRIDAY. INMATES HOUSED IN

THE ORIENTATION POD, SHU (DISCIPLINARY) WILL NOT BE ALLOWED COMMISSARY OTHER THAN HYGIENE ITEMS AND WRITING MATERIALS. IT IS YOUR RESPONSIBILITY TO FILL OUT THE COMMISSARY ORDER FORM.

IN THE SHU, THE COMMISSARY STAFF WILL ITEMIZE THE ORDER IN YOUR PRESENCE AT THE TIME OF DELIVERY. COMMISSARY STAFF WILL PRINT A RECEIPT AND GIVE IT TO YOU AT THE TIME OF DELIVERY. IT WILL BE YOUR RESPONSIBILITY TO CHECK THE DELIVERY THOROUGHLY FOR CORRECTNESS. ONCE YOU HAVE ACCEPTED THE DELIVERY OF YOUR COMMISSARY ORDER, IT IS CONSIDERED A COMPLETED TRANSACTION.

ERRORS ON THE PART OF COMMISSARY WILL BE CORRECTED AT THE TIME OF



DELIVERY. IMPROPERLY SIZED OR FAULTY CLOTHING ITEMS WILL BE REPLACED BY COMMISSARY AT THE TIME OF DELIVERY. IF YOU FAIL TO NOTIFY COMMISSARY AT THAT TIME, AND ACCEPT THE ORDER, IT WILL BE CONSIDERED FINAL. IF YOU ARE TO BE RELEASED PRIOR TO RECEIVING YOUR COMMISSARY ORDER, STAFF WILL NOTIFY COMMISSARY AND THE ORDER WILL BE VOIDED. ONCE THE COMMISSARY HAS BEEN PROCESSED, MONEY REIMBURSEMENTS WILL NOT BE PERMITTED.

#### **D. WORKING INMATE PROGRAMS**

IF YOU ARE INTERESTED IN BECOMING A WORKING INMATE, YOU SHOULD REQUEST A WORKING INMATE REQUEST FORM FROM YOUR POD OFFICER. THE FORM MUST BE COMPLETED AND PLACED IN THE DROP BOX. THE REQUEST WILL BE FORWARDED TO THE WORKING INMATE OFFICER FOR PROCESSING. IF APPROVED, YOU WILL BE PLACED ON A LIST FOR THE NEXT AVAILABLE POSITION. VIOLATIONS OF FACILITY RULES WILL BE GROUNDS FOR REMOVAL FROM THE APPROVED LIST. REFUSAL TO ACCEPT THE POSITION OFFERED WILL ALSO VOID THE PREVIOUS APPROVAL. YOU ARE EXPECTED TO PERFORM YOUR ASSIGNED DUTIES, AND NOT ABUSE THE PRIVILEGE YOU HAVE BEEN GIVEN. GOOD TIME CREDIT CAN BE REVOKED UPON CONVICTION OF ANY MAJOR RULE VIOLATION. YOU MAY BE REMOVED FROM WORKING STATUS UPON VIOLATING THE INMATE RULES OR UPON THE DIRECTION OF THE ADMINISTRATION.

#### **E. INMATE PROGRAMS AND ACTIVITIES**

THE OBJECTIVE OF THE PROGRAMS DEPARTMENT IS TO ENSURE ALL INMATES HAVE EQUAL OPPORTUNITY TO VOLUNTARILY PARTICIPATE IN A VARIETY OF RELIGIOUS, EDUCATION AND REHABILITATIVE PROGRAMS TO INCLUDE, BUT NOT LIMITED TO:

- COURSES THAT ADDRESS ALCOHOL AND DRUG ABUSE PROBLEMS
- GENERAL EDUCATION DIPLOMA COURSES
- LIFE SKILLS COURSES
- VOCATIONAL WORK PROGRAMS
- GROUP AND INDIVIDUAL COUNSELING
- GROUP RELIGIOUS SERVICES
- INDIVIDUAL RELIGIOUS COUNSELING

RELIGIOUS, EDUCATIONAL AND REHABILITATIVE PROGRAMS AND ACTIVITIES WILL BE OFFERED TO YOU BASED ON BEHAVIOR, CLASSIFICATION AND NEEDS ASSESSMENT. THE PROGRAMS' STAFF WILL NOTIFY OFFICERS OF AVAILABLE CLASSES AND TIMES IN EACH POD. IF YOU ARE INTERESTED IN PARTICIPATING IN ANY OF THESE PROGRAMS, YOU SHOULD NOTIFY YOUR POD OFFICER. ALL INMATES ARE ELIGIBLE TO PARTICIPATE IN ANY RELIGIOUS, EDUCATIONAL AND REHABILITATIVE PROGRAMS AVAILABLE UNLESS REASONS EXIST THAT IDENTIFY SAFETY OR SECURITY RISKS TO THE FACILITY, STAFF OR OTHER INMATES.

#### **RE-ENTRY**

THE GOAL OF THE RE-ENTRY PROGRAM IS TO HELP INMATES IN THEIR TRANSITION FROM DETENTION BACK TO THE COMMUNITY. INMATES MAY BE PROVIDED ASSISTANCE AND/OR REFERRALS THROUGH A PRE-RELEASE PROCESS TO ENSURE THEY HAVE GUIDANCE AND KNOWLEDGE OF THE RESOURCES IN THE COMMUNITY.



**INMATES REQUESTING A PROGRAMS STATUS LETTER, OR BASIC LIVING NEEDS ASSISTANCE, MUST SEND A REQUEST TO THE RE-ENTRY COORDINATOR.**

**F. RECREATIONAL LIBRARY**

**A RECREATIONAL LIBRARY CART IS AVAILABLE IN EACH POD. YOU WILL BE ALLOWED TO BORROW TWO BOOKS AT A TIME. YOU WILL BE REQUIRED TO RETURN BOOKS BEFORE GETTING NEW BOOKS. ANYTIME MORE THAN TWO BOOKS ARE FOUND IN YOUR POSSESSION, THE EXTRA BOOK(S) WILL BE RETURNED TO THE LIBRARY CART AND YOUR PRIVILEGES MAY BE SUSPENDED THROUGH THE DISCIPLINARY PROCESS.**

**G. BOOKS**

**PAPERBACK BOOKS MAY BE DONATED TO THE LCDC IN AN INMATES' NAME. NO HARDBACK BOOKS WILL BE ACCEPTED. DONATED BOOKS WILL BE RECEIVED BY THE LCDC ADMINISTRATION, SEARCHED, AND DELIVERED TO THE INMATE WHOSE NAME THEY WERE DONATED UNDER, FOR FIRST VIEWING. IF THE INMATE IS NO LONGER IN THE LCDC, THE DONATED BOOK WILL GO DIRECTLY INTO THE INMATE LIBRARY CIRCULATION. BOOKS MUST BE SHIPPED FROM A PUBLISHER OR ON-LINE RETAILER SUCH AS, AMAZON, BARNES NOBLE, HASTINGS, ETC. BOOKS WILL BE SUBJECT TO THE SAME GUIDELINES AS INCOMING MAIL. BOOKS CAN BE SENT FOR INMATES TO RECEIVE AT THE FOLLOWING ADDRESS:**

**LUBBOCK COUNTY DETENTION CENTER  
INMATE NAME  
C/O ADMINISTRATION  
P.O. Box 105  
LUBBOCK, TEXAS 79408**

**H. LAW LIBRARY**

**A LAW LIBRARY HAS BEEN ESTABLISHED IN THE FACILITY FOR ALL INMATES AUTHORIZED TO USE IT. THE LAW LIBRARY WILL ONLY CONSIST OF COMPUTER ACCESSIBLE LEGAL INFORMATION. IF YOU ARE REPRESENTING YOURSELF, YOU MUST COMPLETE AN INMATE LEGAL REQUEST FORM (DET-4004) IN ORDER TO USE THE LAW LIBRARY.**

**A RESPONSE SHALL BE GIVEN TO INMATES WHO SUBMIT AN INMATE LEGAL REQUEST FORM. ANY INMATE WHO FEELS THE DENIAL OF A REQUEST WAS IN ERROR MAY APPEAL TO THE DIRECTOR OF LOGISTICS. LCDC HAS THE RESPONSIBILITY TO ENSURE ALL INMATES HAVE ACCESS TO THE COURTS. INMATES WITH PENDING CRIMINAL CHARGES IN THIS COUNTY WILL HAVE AN ATTORNEY APPOINTED TO THEM WHEN REQUIRED BY LAW.**

**I. PHONE CALLS**

**YOU SHALL RECEIVE TWO (2) COMPLETED PHONE CALLS IMMEDIATELY AFTER BOOKING, BUT IN NO CASE LATER THAN 4 HOURS AFTER ARRIVAL TO THE FACILITY. A TELEPHONE DIRECTORY IS AVAILABLE. ADDITIONAL PHONE CALLS ARE A PRIVILEGE. YOU WILL BE ISSUED A PERSONAL IDENTIFICATION NUMBER (PIN) DURING BOOKING. YOUR PIN WILL BE USED TO ACCESS THE PHONE SYSTEM AND YOU ARE RESPONSIBLE FOR THE SECURITY OF YOUR PIN NUMBER.**





YOU CAN TRANSFER MONEY INTO YOUR PHONE ACCOUNT FROM YOUR TRUST FUND ACCOUNT. EMERGENCY PHONE CALLS MAY BE AUTHORIZED ON A CASE-BY-CASE BASIS. IF YOU HAVE QUESTIONS OR CONCERNS REGARDING YOUR PHONE USE, YOU WILL NEED TO SUBMIT AN INMATE TELEPHONE COMPLAINT FORM.

NOT INCLUDED AMONG YOUR TWO COMPLETED PHONE CALLS, AND ALWAYS AVAILABLE TO YOU IF NEEDED, ARE THESE TELEPHONE SERVICES:

1. THE LCDC PROVIDES AN INTERNAL 24-HOUR CONFIDENTIAL SEXUAL ABUSE REPORTING HOTLINE TO ALL INMATES IN OUR CUSTODY. YOU CAN REPORT A SEXUAL ASSAULT OR SEXUAL HARASSMENT INCIDENT DIRECTLY TO THE LSO WITHOUT FEAR OF RETALIATION. YOUR REPORT WILL BE TAKEN SERIOUSLY. WE WILL RESPOND WITH THE GREATEST LEVEL OF CONFIDENTIALITY POSSIBLE THROUGH THE INVESTIGATIVE PROCESS. CALL TOLL-FREE ON THE LSO PRISON RAPE ELIMINATION ACT (PREA) REPORTING LINE BY DIALING \*1 FROM ANY INMATE TELEPHONE.

2. THE VOICE OF HOPE (FORMERLY KNOWN AS THE RAPE CRISIS CENTER) PROVIDES A 24-HOUR CONFIDENTIAL CRISIS HOTLINE TO ALL INMATES IN CUSTODY AT LCDC. YOU CAN TALK TO AN ADVOCATE ABOUT ANY ISSUE RELATED TO SEXUAL ABUSE, REGARDLESS OF WHEN AND WHERE IT HAPPENED. THE VOICE OF HOPE HOTLINE PROVIDES SUPPORT, INFORMATION, AND REFERRALS RELATED TO SEXUAL ABUSE, EVEN IF IT HAPPENED A LONG TIME AGO. IF YOU WANT TO REPORT SEXUAL ABUSE THROUGH THE HOTLINE, YOU WILL NEED TO GIVE PERMISSION TO THE ADVOCATE TO CONTACT THE LCDC ON YOUR BEHALF. DIAL \*21 FROM ANY LCDC INMATE PHONE TO REACH THE VOICE OF HOPE HOTLINE. YOU CAN CALL TOLL-FREE WITHOUT HAVING TO GIVE YOUR NAME, AND THE CALL WILL NOT BE MONITORED OR RECORDED.

WHenever you find yourself in a crisis situation, for example if you are thinking about suicide, you can call STARCARE'S CRISIS LINE ANYTIME, 24 HOURS A DAY, 7 DAYS A WEEK. WHEN YOU CALL, THE PERSON ANSWERING THE PHONE MAY REFER YOU TO OTHER RESOURCES IN THE COMMUNITY THAT CAN BEST MEET YOUR NEEDS. IF YOUR CALL IS AN EMERGENCY, A CRISIS TEAM MAY BE SENT OUT TO HELP MANAGE YOUR SITUATION. IF NECESSARY, 911 EMERGENCY SERVICES MAY ALSO BE CONTACTED TO RESPOND TO YOUR CRISIS. JUST DIAL \*1 TOLL-FREE FROM ANY LCDC INMATE PHONE TO REACH STARCARE'S CRISIS LINE.

#### • FUNERALS

IN THE EVENT YOU HAVE AN IMMEDIATE FAMILY MEMBER PASS AWAY, IT MAY BE POSSIBLE FOR YOU TO ATTEND A PRIVATE VIEWING IF THE FUNERAL HOME IS IN LUBBOCK COUNTY. A MINIMUM OF TWO ESCORTING OFFICERS WILL BE REQUIRED TO TRANSPORT AND SUPERVISE YOU DURING THE VIEWING. FAMILY MEMBERS WISHING TO MAKE ARRANGEMENTS MUST CONTACT THE LOGISTICS DIVISION ADMINISTRATIVE SERGEANT TO MAKE ARRANGEMENTS AND PAY THE ESCORT FEE PRIOR TO THE VIEWING. YOU MAY NOT BE ELIGIBLE FOR THIS SERVICE BASED UPON CURRENT CHARGES, DISCIPLINARY HISTORY OR OTHER SECURITY FACTORS.



**K. TELEVISION**

TELEVISIONS ARE PLACED IN ALL DAYROOMS. TELEVISIONS ARE A PRIVILEGE AND ARE CONTROLLED BY THE POD OFFICER.

**SECTION 5  
GRIEVANCE/REQUEST/COMPLAINT PROCEDURE**

**A. GRIEVANCE PROCEDURE:**

PRIOR TO WRITING A GRIEVANCE, ASK THE POD OFFICER IF THEY CAN RESOLVE THE ISSUE FOR YOU.

THE GRIEVANCE FORM IS AVAILABLE IN YOUR POD. AN INTERIM WRITTEN RESPONSE TO THE GRIEVANCE SHOULD BE RETURNED TO YOU WITHIN 15 DAYS AND A FINAL RESPONSE IS DUE TO YOU WITHIN 30 DAYS OF INITIAL RECEIPT OF GRIEVANCE. FILL OUT THE FORM COMPLETELY WITH ALL REQUIRED INFORMATION.

**GRIEVANCE:**

THERE ARE FIVE (4) 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

YOU SHALL COMMUNICATE 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. 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 DISCARDED.

YOUR GRIEVANCE FORM SHOULD BE PLACED IN THE LOCKED GRIEVANCE BOX IN YOUR POD.

EMERGENCY GRIEVANCES SHOULD BE MARKED AS SUCH. SITUATIONS REGARDING AN EMERGENCY SHALL BE ADDRESSED IMMEDIATELY UPON RECEIPT OF THE GRIEVANCE FORM. A WRITTEN RESPONSE SHALL BE SUBMITTED TO YOU, INCLUDING FINDINGS AND ACTIONS TAKEN WITHIN 15 DAYS. AN INITIAL RESPONSE WITHIN 48 HOURS, AND A FINAL LCDC DECISION WITHIN FIVE (5) CALENDAR DAYS, SHALL BE MADE AND PROVIDED TO YOU IN WRITING. IF YOU DISAGREE WITH THE DECISION, YOU MAY APPEAL TO ADMINISTRATION THEIR DECISION IF FINAL.

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

ANY STAFF MEMBER WHO SUBJECTS YOU TO HARASSMENT, CURTAILMENT OF PRIVILEGES, OR ANY OTHER TYPE OF PUNISHMENT BECAUSE YOU HAVE FILED A



GRIEVANCE OR ATTEMPTS TO PREVENT OR INTERFERE WITH THE FILING OF A GRIEVANCE, SHALL BE SUBJECT TO DISCIPLINARY ACTION.

YOU SHOULD ADDRESS EACH GRIEVANCE TO THE PROPER STAFF MEMBER. IF YOU ARE UNSURE TO WHOM THE GRIEVANCE SHOULD BE ADDRESSED, YOU MAY ASK FOR ASSISTANCE.

IF YOU FEEL THE PROBLEM IS AN IMMEDIATE EMERGENCY, WRITE EMERGENCY ON THE GRIEVANCE. YOU SHOULD HAND THE GRIEVANCE DIRECTLY TO AN OFFICER AND EXPLAIN THAT IT IS AN EMERGENCY.

**B. REQUEST PROCEDURE:  
REQUEST/COMPLAINT FORM:**

TO REQUEST SERVICES OR ACCESS PROGRAMS, A REQUEST/COMPLAINT FORM SHALL BE USED. THE POD OFFICER IN CHARGE SHALL MAKE A REASONABLE ATTEMPT TO RESOLVE THE ISSUE. IF THE ISSUE CANNOT BE RESOLVED BY THE POD OFFICER IN A TIMELY MANNER, THE FORM WILL BE FILLED OUT ACCORDING TO THE FOLLOWING INSTRUCTIONS:

- YOU SHALL COMPLETE THE REQUEST/COMPLAINT FORM
- CHECK ALL APPROPRIATE BOXES WHICH APPLY AND THE NATURE OF THE REQUEST
- IF ADDITIONAL SPACE IS REQUIRED, USE THE BACKSIDE OF THE FORM
- ANONYMOUS REQUESTS/COMPLAINTS OR THOSE WITH MULTIPLE SIGNATURES ON ONE FORM WILL NOT BE PROCESSED
- THE REQUEST/COMPLAINT FORM WILL BE PLACED IN THE GRIEVANCE BOX

IF THE RESPONSE DOES NOT SATISFY YOUR INQUIRY, YOU CAN RESUBMIT THE COMPLAINT OR REQUEST TO THE ADMINISTRATION FOR REVIEW.

THE GRIEVANCE AND COMPLAINT/REQUEST FORMS ARE INTERNAL DOCUMENTS FOR LSD USE ONLY. GRIEVANCES WILL NOT BE FORWARDED TO ATTORNEYS, BONDING COMPANIES OR OTHER AGENCIES. OFFICIALS AT THE COURTHOUSE SUCH AS JUDGES OR EMPLOYEES OF THE DISTRICT ATTORNEY'S OFFICE SHOULD BE CONTACTED BY MAIL. YOU SHOULD BE AWARE THAT NO DIVISION OR AGENCY OUTSIDE LCDC 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 LCDC RECORDS SECTION WILL NOT FORWARD CREDIT TIME OR FILE INFORMATION IF REQUESTED FROM AN INCARCERATED INDIVIDUAL.



**SECTION  
SAFETY AND SECURITY**

**A. SEARCHES**

YOU ARE SUBJECT TO SEARCH AT THE DISCRETION OF ANY LCDC OFFICER. YOU ARE EXPECTED TO COOPERATE. SEARCHES WILL BE CONDUCTED TO MAINTAIN THE SAFETY AND SECURITY OF THE FACILITY, STAFF, AND INMATES. ANY CONTRABAND OR INCORRECTLY STORED PERSONAL ITEMS MAY BE CONFISCATED AND DISCARDED. YOU DO NOT HAVE THE RIGHT TO BE PRESENT DURING THESE SEARCHES.

**B. CONTRABAND**

CONTRABAND IS ANYTHING THAT IS PROHIBITED BY APPLICABLE FEDERAL AND STATE LAWS, AND THE POLICIES, PROCEDURES, RULES, AND REGULATIONS OF LCDC.

YOU ARE PROHIBITED FROM POSSESSING THE FOLLOWING:

- ITEMS NOT ISSUED BY THE LCDC FACILITY
- ITEMS NOT PURCHASED FROM LCDC COMMISSARY
- ITEMS NOT LISTED AS AUTHORIZED IN THIS HANDBOOK
- ITEMS SPECIFICALLY LISTED AS CONTRABAND IN THIS HANDBOOK
- ITEMS NOT IN THEIR ORIGINAL CONDITION
- ANY ITEM NOT BEING USED FOR ITS ORIGINAL PURPOSE

IT IS A VIOLATION OF STATE LAW, TE AS PENAL CODE 8.11 AND 8.114 TO POSSESS, PROVIDE, OR DISTRIBUTE ITEMS CONSIDERED AS CONTRABAND TO AN INDIVIDUAL THAT IS INCARCERATED. CRIMINAL CHARGES MAY BE FILED AGAINST YOU, FAMILY, FRIENDS, VOLUNTEERS OR ANY STAFF MEMBER WHO PROVIDES CONTRABAND TO INMATES.

**C. STRIP SEARCHES**

YOU ARE SUBJECT TO STRIP SEARCHES AT ANY TIME WHILE IN LSO CUSTODY, AS DEEMED NECESSARY BY STAFF FOR SECURITY PURPOSES. YOU MAY BE STRIP SEARCHED UPON RETURNING TO YOUR HOUSING POD IF YOU HAVE LEFT THE HOUSING POD FOR ANY REASON. YOU WILL BE STRIP SEARCHED IF YOU LEAVE AND RETURN TO THE SECURED PERIMETER, DURING SHAKEDOWNS AND WHEN RETURNING FROM WORK DETAILS.

**D. TOBACCO-FREE FACILITY**

LCDC IS A TOBACCO-FREE FACILITY. YOU ARE NOT ALLOWED TO POSSESS OR USE ANY TOBACCO PRODUCTS.



**SECTION  
MEDICAL**

**A. MEDICAL SERVICES PROVIDED**

MEDICAL, DENTAL AND MENTAL HEALTH SERVICES ARE AVAILABLE. THERE MAY BE A CHARGE FOR THESE SERVICES (INCLUDING INMATES HELD UNDER FEDERAL JURISDICTION). SEE SECTION (G).

TREATMENT SERVICES SHALL BE PROVIDED TO THE INMATE VICTIM OF SEXUAL ABUSE WHILE IN LCDC CUSTODY WITHOUT FINANCIAL COST, AND REGARDLESS OF WHETHER THE VICTIM NAMES THE ABUSER OR COOPERATES WITH ANY INVESTIGATION ARISING OUT OF THE INCIDENT.

**SERVICES INCLUDE:**

- DOCTOR CALL VISITS
- PRESCRIPTION MEDICATION
- NURSE CALL VISITS
- EMERGENCY TREATMENT
- DENTAL CALL VISITS
- LIMITED NON-PRESCRIPTION MEDICATIONS
- TREATMENT PROPHYLAXIS (IN THE EVENT OF SEXUAL ABUSE, AS MEDICALLY APPROPRIATE)

DENTAL CARE WILL BE PROVIDED BY AN AUTHORIZED DENTIST. DENTAL SERVICES WILL INCLUDE EXTRACTATIONS, 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. MENTAL HEALTH SERVICES ARE SCHEDULED BY THE MEDICAL DEPARTMENT.

**B. OUTSIDE MEDICAL SERVICES**

INMATES TREATED BY THEIR PERSONAL OUTSIDE DOCTORS, CLINICS OR HOSPITALS WILL BE RESPONSIBLE FOR THE ENTIRE BILL PREPAID. YOUR ELECTIVE MEDICAL PROCEDURES, INCLUDING BUT NOT LIMITED TO: ROUTINE EYE TESTING, DENTAL SERVICES, MEDICAL SERVICES AND PRESCRIPTION GLASSES ARE NOT PROVIDED UNLESS YOU INTEND TO PAY. ELIGIBILITY FOR THESE SERVICES IS BASED ON MEDICAL AND SECURITY STAFF REVIEW.

**C. RECEIVING MEDICATION**

MEDICATION WILL BE ISSUED BY MEDICAL STAFF AT SCHEDULED TIMES FROM THE ISSUE ROOM OF EACH HOUSING POD AND INDIVIDUALLY IN THE SHU. SOME NON-PRESCRIPTION MEDICATION IS AVAILABLE THROUGH COMMISSARY. WHEN STAFF ANNOUNCES PILL CALL IN THE POD, IT WILL BE YOUR RESPONSIBILITY TO COME FORWARD AND RECEIVE THE MEDICATION. YOU MUST BE IN COMPLETE UNIFORM, WITH A CUP OF WATER IN HAND, READY TO RECEIVE AND CONSUME THE MEDICATION. YOU ARE REQUIRED TO TAKE YOUR MEDICATION WITH WATER IN THE PRESENCE OF THE MEDICAL STAFF DISPENSING THE MEDICATION. AFTER



SWALLOWING YOUR MEDICATION, YOU WILL OPEN YOUR MOUTH FOR INSPECTION BY MEDICAL STAFF. FAILURE OR REFUSAL TO COME FORWARD AND RECEIVE YOUR MEDICATION MAY RESULT IN HAVING YOUR MEDICATION DISCONTINUED.

IF YOU KNOW YOU WILL BE OUT OF YOUR AREA DURING MEDICATION PASS, IT IS YOUR RESPONSIBILITY TO ADVISE THE OFFICER OF THE SITUATION. THE OFFICER WILL MAKE ARRANGEMENTS FOR YOU TO RECEIVE YOUR MEDICATION.

IF YOU BELIEVE THE WRONG MEDICATION WAS ADMINISTERED TO YOU, DO NOT TAKE THE MEDICATION. ADVISE THE OFFICER AND MEDICAL STAFF OF THE SITUATION IMMEDIATELY. 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 YOU AS KEEP ON PERSON (KOP). FAILURE TO TAKE YOUR KOP MEDICATION AS PRESCRIBED WILL RESULT IN THE MEDICATION BEING CONFISCATED. STOCKPILING, HOARDING OR E CHANGING MEDICATION IS PROHIBITED AND MAY RESULT IN DISCIPLINARY ACTION.

#### D. MEDICAL SERVICES FOR INDIGENT INMATES

IF YOU ARE CONSIDERED INDIGENT, YOU WILL NOT BE DENIED MEDICAL SERVICE OR MEDICATION DEEMED NECESSARY BY THE MEDICAL STAFF. HOWEVER, IF YOU RECEIVE MEDICAL SERVICES, A CHARGE AGAINST YOUR TRUST FUND ACCOUNT WILL BE RECORDED. SHOULD YOU RECEIVE MONEY ON YOUR ACCOUNT, CHARGES FOR MEDICAL SERVICES WILL BE DEDUCTED.

#### E. SICK CALL

WHEN YOU NEED TO SEE A DOCTOR, NURSE OR DENTIST, YOU WILL SUBMIT A SICK CALL REQUEST FORM. SICK CALL REQUEST FORMS SHOULD BE FILLED OUT AND RETURNED TO MEDICAL STAFF DURING MEDICATION DELIVERY ROUNDS OR PLACED IN THE MEDICAL BO WITHIN THE POD. IF YOU REQUEST MEDICAL SERVICES AND THEN REFUSE THE MEDICAL SERVICE WHEN OFFERED, YOU WILL BE CHARGED AS IF SERVICE HAD BEEN RENDERED. EMERGENCY REQUESTS NEED TO BE MADE TO THE OFFICER WHO WILL THEN CONTACT MEDICAL STAFF TO RESPOND APPROPRIATELY. MEDICAL STAFF WILL DETERMINE IF IT IS AN EMERGENCY.

SICK CALL REQUEST FORMS CAN ALSO BE USED FOR YOU TO REPORT A SEXUAL ABUSE OR SEXUAL HARASSMENT INCIDENT PRIVATELY. YOU CAN REQUEST TO MEET WITH MEDICAL STAFF AND DURING THIS MEDICAL VISIT, YOU CAN MAKE A REPORT. YOU WILL NOT BE CHARGED FOR A MEDICAL VISIT FOR THIS SPECIFIC PURPOSE.

#### F. PERSONAL MEDICATION

PRESCRIPTION MEDICATION FROM OUTSIDE SOURCES MAY BE APPROVED BY MEDICAL STAFF. IF APPROVED, THE MEDICATION WILL BE USED AND DISTRIBUTED PER DOCTOR'S ORDERS. MEDICATION FURNISHED BY YOUR FAMILY WILL BE DISTRIBUTED TO YOU AT NO CHARGE. YOUR FAMILY MUST BRING THE PRESCRIPTION MEDICATION IN ITS ORIGINAL CONTAINER WITH THE DOCTOR'S NAME AND INSTRUCTIONS ON THE CONTAINER. WHEN THE MEDICATION NEEDS



TO BE REFILLED, YOUR FAMILY CAN BRING THE REFILL TO LCDC. IT WILL BE YOUR RESPONSIBILITY TO ASK FOR YOUR PERSONAL MEDICATIONS WHEN BEING RELEASED FROM LCDC. IF NOT, YOUR MEDICATION WILL BE KEPT FOR 0 DAYS PAST YOUR RELEASE AND THEN DESTROYED.

**G. COST FOR MEDICAL SERVICES**

DOCTOR OR DENTIST VISIT	\$ 10.00
NURSE VISIT	\$ 5.00
PRESCRIPTION MEDICATION (EACH)	\$ .00
EMERGENCY ROOM AND HOSPITAL SERVICES OTHER OUTSIDE MEDICAL CARE	BILLED BY PROVIDER
SEXUAL ABUSE TREATMENT AND PROPHYLAXIS	NO CHARGE

IF YOU ATTEMPT TO EVADE PAYING FOR MEDICAL SERVICES BY USING ANOTHER INMATE'S NAME OR TRUST FUND ACCOUNT, YOU WILL HAVE DISCIPLINARY ACTION AND/OR CRIMINAL CHARGES FILED AGAINST YOU.

**SECTION 8  
CONDUCT AND DISCIPLINE**

**A. DISCIPLINE**

ALL INCIDENTS OF MISCONDUCT WILL BE REPORTED AND REVIEWED BY DETENTION STAFF. IF IT IS DETERMINED THAT A VIOLATION IS FOUNDED, DISCIPLINARY ACTION WILL BE ASSESSED IN ACCORDANCE WITH THE SEVERITY OF THE VIOLATION.

INMATE RULE VIOLATIONS ARE LISTED UNDER TWO CATEGORIES, MAJOR AND MINOR. FOR ALL VIOLATIONS, EACH INMATE MAY BE OFFERED AN OPPORTUNITY TO WAIVE A FORMAL HEARING AT THE DISCRETION OF THE DISCIPLINARY OFFICER PROVIDED THERE IS NO LOSS OF GOOD TIME CREDIT ACCRUED OR RESTITUTION FOR DAMAGE TO DETENTION PROPERTY. A WAIVER FORM SHALL BE PROVIDED THAT WILL INFORM YOU OF THE CHARGES AGAINST YOU, THE ALLOWABLE SANCTIONS AND THE SANCTIONS OFFERED FOR SIGNING THE WAIVER. YOU WILL HAVE 24 HOURS TO DETERMINE IF YOU WISH TO ACCEPT THE TERMS OFFERED IN THE WAIVER. UNLESS FORMALLY WAIVED, A HEARING WILL BE CONVENED TO REVIEW THE RULE VIOLATION AND ALL DETAILS.

IF YOU CAUSE DAMAGE TO DETENTION PROPERTY, YOU MAY HAVE ACTUAL COST(S) INCURRED DEDUCTED FROM YOUR INMATE TRUST FUND ACCOUNT, FOLLOWING AN INSTITUTIONAL DUE PROCESS HEARING ESTABLISHING YOUR LIABILITY. THIS HEARING MAY NOT BE WAIVED. CRIMINAL CHARGES MAY ALSO BE FILED.

MAJOR VIOLATIONS WILL BE REVIEWED BY A DISCIPLINARY BOARD CONSISTING OF NEUTRAL AND IMPARTIAL STAFF. MAJOR VIOLATIONS OF SEXUAL ABUSE, SEXUAL HARASSMENT, OR STAFF SEXUAL MISCONDUCT INVOLVING AN INMATE WILL BE INVESTIGATED THOROUGHLY.



IF A HEARING IS CONVENED YOU WILL BE GIVEN A NOTICE, NO LESS THAN 24 HOURS PRIOR TO THE HEARING, OF THE VIOLATION OR CHARGES AGAINST YOU. YOU WILL HAVE THE OPPORTUNITY TO BE HEARD IN PERSON AND TO PRESENT DOCUMENTS FOR EVIDENCE. IN THE EVENT IT IS DETERMINED YOU ARE ILLITERATE, IT WILL BE NECESSARY FOR THE DISCIPLINARY OFFICER, OR A STAFF ADVISOR, TO ACT AS YOUR ADVISOR. THE STAFF ADVISOR MAY BE AN EMPLOYEE OR THIRD PARTY.

YOU WILL NOT BE ABLE TO HAVE AN ATTORNEY PRESENT AT A DISCIPLINARY HEARING. YOU CAN REQUEST ANY RELEVANT WITNESSES (STAFF OR INMATE) TO BE CALLED BEFORE THE HEARING TO OFFER TESTIMONY. YOU MUST SUBMIT YOUR REQUEST FOR WITNESSES FORTY EIGHT (48) HOURS PRIOR TO YOUR HEARING. THE DISCIPLINARY OFFICER WILL DETERMINE IF A WITNESS CAN BE CALLED AND ALLOWED TO APPEAR. ALL EVIDENCE AND REPORTS WILL BE PROVIDED FOR YOU TO REVIEW AND READ. CONFIDENTIAL INFORMANTS MAY BE PROTECTED. ONCE THE HEARING IS COMPLETED, YOU WILL RECEIVE COPIES OF THE DISPOSITION REPORT, TO INCLUDE THE EVIDENCE RELIED UPON AND THE REASON(S) FOR THE DISCIPLINARY ACTION TAKEN. IF THE ALLEGATION IS FOUND TO BE TRUE, YOU MAY HAVE ALL OR PART OF THE FOLLOWING ACTIONS TAKEN AGAINST YOU.

**MINOR INFRACTIONS:**

VIOLATIONS OF RULES AND REGULATIONS WHICH DO NOT REPRESENT SERIOUS OFFENSES AGAINST PERSONS AND DO NOT POSE A SERIOUS THREAT TO INSTITUTIONAL ORDER AND SAFETY. SANCTIONS SHALL BE LIMITED TO:

1. COUNSELING
2. VERBAL OR WRITTEN REPRIMAND
  - . TEMPORARY RESTRICTION TO CELLS FOR A PERIOD NOT TO EXCEED TWENTY-FOUR HOURS
4. LOSS OF PRIVILEGES FOR A PERIOD NOT TO EXCEED FIFTEEN DAYS
5. DISCIPLINARY SEPARATION FOR A PERIOD NOT TO EXCEED FIFTEEN DAYS
  - . RESTITUTION FOR DAMAGE TO ALL PROPERTY AND
  - . LOSS OF GOOD CONDUCT CREDIT.

**MAJOR INFRACTIONS:**

VIOLATIONS OF RULES AND REGULATIONS WHICH CONSTITUTE SERIOUS OFFENSES AGAINST PERSONS AND PROPERTY AND POSE A SERIOUS THREAT TO INSTITUTIONAL ORDER AND SAFETY. SANCTIONS MAY INCLUDE:

1. LOSS OF GOOD CONDUCT CREDIT
2. LOSS OF PRIVILEGES FOR A PERIOD NOT TO EXCEED THIRTY DAYS
  - . REMOVAL FROM WORK DETAILS OR PROGRAMS
4. DISCIPLINARY SEPARATION FOR A PERIOD NOT TO EXCEED THIRTY DAYS AND
5. RESTITUTION FOR DAMAGE TO ALL PROPERTY.

**B. IMMEDIATE CELL RESTRICTION**





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

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

**C. ACTS CONSIDERED A VIOLATION**

**MAJOR VIOLATIONS:**

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



A 1	SMOKING/POSSESSION OF TOBACCO PRODUCTS
A20	TAMPERING/DESTRUCTION OF PROPERTY
A21	THROWING OR PROPELLING OBJECTS/SUBSTANCES
A22	TRAFFICKING
A2	ABUSE OF INTERCOM SYSTEM
A24	COERCION
A25	DISRESPECT TO STAFF
A2	DISRUPTION OF ANY INSTITUTIONAL ACTIVITY
A2	EXCESSIVE NOISE
A28	FALSE REPORT OF AN EMERGENCY
A2	FEIGNING INJURY OR ILLNESS
A 0	HABITUAL VIOLATOR
A 1	IMPEDING HEADCOUNT/ROLLCALL
A 2	IMPEDING SECURITY
A	INCITING A FIGHT
A 4	INDECENT EXPOSURE
A 5	NUDITY
A	POSSESSION OF TATTOO PARAPHERNALIA/ OBTAINING TATTOO OR PIERCING
A	RECKLESSNESS
A 8	SEXUAL ACTIVITY
A	SEXUAL SOLICITATION
A40	THREATENING
A41	INCITING OR ENCOURAGING COMMUNICATIONS WITH PERSONS OUTSIDE THE FACILITY
A42	REFUSAL TO FOLLOW WRITTEN OR ORAL DIRECTIVES
A4	VIOLATION OF COMMISSARY PROCEDURES
A44	VIOLATION OF FEEDING PROCEDURES



A45 VIOLATION OF MAIL PROCEDURES  
A4 VIOLATION OF MEDICATION CONSUMPTION PROCEDURES  
A4 VIOLATION OF PROGRAM PROCEDURES  
A48 VIOLATION OF RECREATION PROCEDURES  
A4 VIOLATION OF VISITATION PROCEDURES  
A50 VIOLATION OF WORK ASSIGNMENT PROCEDURES  
A51 VIOLATION OF FEDERAL, STATE OR LOCAL LAWS

**MINOR INFRACTIONS:**

<u>CODE</u>	<u>VIOLATION</u>
B01	DEFACING PROPERTY
B02	DISRESPECT TO OTHER INMATES
B0	ENTERING OR EXITING AN AREA WITHOUT PERMISSION/FAILURE TO PROCEED TO DESIGNATED AREA
B04	FAILURE TO RESPOND TO STAFF QUESTIONS
B05	FALSE SELF-IDENTIFICATION
B0	GAMBLING
B0	LYING TO OR ABOUT OTHER INMATES
B08	POSSESSION OF CONTRABAND
B0	PRESENT IN UNAUTHORIZED AREA
B10	REFUSAL TO PROPERLY WEAR OR PRESENT IDENTIFICATION BAND
B11	UNAUTHORIZED ABSENCE FROM WORK OR ACTIVITY
B12	UNAUTHORIZED EQUIPMENT USE
B1	UNAUTHORIZED TAKING ITEMS INTO/OUT OF UNITS
B14	SUBVERTING THE CHAIN OF COMMAND
B15	YELLING AT OTHER INMATES
B1	DISORDERLY CELL OR BUNK AREA
B1	HORSEPLAY



- B18 INADEQUATE, PARTIAL OR IMPROPERLY WORN UNIFORM
- B1 INADEQUATE PERSONAL HYGIENE
- B20 MALINGERING
- B21 OBSTRUCTION OF VIEW
- B22 POSSESSION OF UNAUTHORIZED CLOTHING, LINEN OR BEDDING
- B2 UNAUTHORIZED CHANGING OF BED ASSIGNMENT
- B24 UNAUTHORIZED CONTACT
- B25 UNAUTHORIZED PASSING OF ITEMS
- B2 VIOLATION OF WRITTEN OR POSTED RULE

**D. APPEAL OF DISCIPLINARY ACTION**

YOU HAVE THE OPPORTUNITY TO APPEAL ANY DISCIPLINARY ACTION FROM THE DISCIPLINARY REVIEW BOARD OR OFFICER. THE APPEAL WILL BE ADDRESSED TO THE DIRECTOR OF LOGISTICS OR DESIGNEE WITHIN 2 HOURS OF THE BOARD HEARING. ONCE RECEIVED, A REVIEW OF ALL FACTS AND BOARD PROCEDURES WILL BE CONDUCTED AND A RESPONSE FORWARDED TO YOU, THE DISCIPLINARY OFFICER, AND PLACED IN YOUR FILE. IF THE DISCIPLINARY OFFICER'S OR BOARD'S DECISION IS OVERTURNED AN IMMEDIATE ORDER TO ELIMINATE ANY DISCIPLINARY ACTION WILL BE MADE, AND YOU WILL BE RETURNED BACK TO THE SAME STATUS AS BEFORE THE INCIDENT. ALL DECISIONS MADE BY THE DIRECTOR OF LOGISTICS ARE FINAL.

**E. DISCIPLINARY RECORDS**

YOUR BEHAVIOR WILL BE USED TO DETERMINE YOUR HOUSING ASSIGNMENT. POSITIVE ACTIONS WILL RESULT IN THE LEAST RESTRICTIVE HOUSING NEGATIVE ACTIONS WILL RESULT IN MORE RESTRICTIVE HOUSING. ALL DISCIPLINARY RECORDS WILL BE MAINTAINED AS PART OF YOUR PERMANENT RECORD WHICH CAN BE USED AT ANY TIME. IF YOU ARE BEING TRANSFERRED TO T.D.C. OR OTHER FACILITIES THEY WILL RECEIVE COPIES OF ALL DISCIPLINARY RECORDS. THESE RECORDS WILL NOT ONLY AFFECT YOUR CLASSIFICATION WHILE IN THIS FACILITY BUT COULD ALSO AFFECT FUTURE ASSIGNMENTS IN OTHER FACILITIES.

