

**JACKSON COUNTY SHERIFF'S
DEPARTMENT**

INMATE HANDBOOK



**JACKSON COUNTY
ADULT DETENTION CENTER**

**65 BRUCE EVANS DRIVE
PASCAGOULA, MS 39567**

REVISED 4/2019

FORWARD

- Please read this handbook carefully. It explains what you can expect during your stay in the Jackson County Adult Detention Center.
- You are responsible for knowing what is in this handbook and for following the rules and regulations that are outlined herein.
- Our goal is to treat you the same way we would want to be treated if we were in your place. You will keep a positive attitude and cooperate with our staff.
- Being in a detention facility means you must do things by the routine which is set up for operating the facility. Our agency is governed by federal and state law. Likewise, your behavior must be lawful while you are here. If you violate any of the rules and regulations of this facility, disciplinary action will be taken against you. If you engage in criminal acts, you will be charged and prosecuted criminally.

FORWARD CONTINUED

- Remember that you are not the only person in this facility. Many other people are confined here. Although our staff is well trained and organized, we cannot treat each inmate as if he or she were the only person here. If each person cooperates, our job is made easier and we have more time to spend helping those people with problems.
- This handbook is easy to understand. If you have a question ask a staff member for help.
- This handbook is not intended to cover every situation that may arise, but is to serve as a guideline.
- The Sheriff's Office reserves the right to amend this handbook from time to time as circumstances may warrant.

Identification Cards

- It is the policy of the Jackson County Adult Detention Center that all inmates will have an identification card.
- Inmates are required to wear this identification card at all times.
- Identification cards shall not be tampered with.
- If your identification card becomes worn or unreadable, request a replacement from Classifications using the inmate request system.
- Failure to comply with this policy will result in the suspension of privileges.

CLOTHING, DAY ROOMS, & HYGIENE

- Inmates are issued uniforms and are expected to wear them in a neat manner at all times. When an inmate leaves his/her assigned cell or dormitory rack he/she is to be fully dressed in authorized ADC issued uniform. Inmates are not authorized to alter or mutilate any article of county issued clothing or other property. Any clothing in need of repair should be brought to the attention of a Deputy Sheriff.
- Inmates are directly responsible for the cleanliness of their individual day room. Cleanup is conducted three times a week in order to provide an opportunity for inmates to clean their day rooms. Beds in inmate worker dormitories should be neatly made at all times, when unoccupied.

CLOTHING, DAY ROOMS, & HYGIENE CONTINUED

- Inmates are not authorized to visit inmates in another cell block at any time.
- Inmates should also ensure that trash is always kept in the trash can.
- Loud, boisterous talking or horse playing will not be permitted in the day rooms.
- After lights out all activity, such as talking and moving around, will cease except to use the toilet facilities.
- No items are to be hung or pasted on the walls, doors, bunk, or windows.
- Inmates are required to shower, bathe, and practice general hygiene principles daily.
- Empty, unoccupied beds shall not be used by other inmates as a storage area.

DEPUTY SHERIFFS

The Deputy Sheriffs are primarily responsible for maintaining the security of the facility, maintaining order, and protecting inmates who are confined in the Jackson County Adult Detention Center. Inmates will be in contact with Deputy Sheriffs more than any other staff members in the facility. The Deputy Sheriff will help and guide inmates as much as possible. They will answer inmate questions or refer them to the proper source for requested information. If serious problems arise, inmates should not attempt to solve them. Inmates having problems of any nature are encouraged to contact a Deputy Sheriff for assistance.

FOOD SERVICES

- Inmates receive three meals per day.
- Prior to each meal an appropriate meal announcement containing important instructions will be made.
- Each inmate will receive one tray. It is the inmate's task in each day room to insure that the trays are stacked neatly next to the dayroom entrance door.
- Failure to comply with this policy will result in disciplinary action.

HEADCOUNTS

- Headcount is an important security aspect and **will not** be interfered with for any reason.
- Prior to headcount an announcement will be made. It is essential that each inmate be in his/her assigned place when headcount is being conducted.
- Unnecessary movement or any attempt to engage the counting Deputy Sheriff in any conversation while the headcount is being conducted will result in disciplinary action.
- Any attempt at concealment by one or more inmates will also result in disciplinary action. 2200 pm lockdown headcount will include an identification card verification.

HEADCOUNT PROCEDURES

0600- STANDING HEADCOUNT

1800- STANDING HEADCOUNT

2200- STANDING HEADCOUNT

For all headcounts, each inmate will be in full uniform, lined up on yellow line in front of cells for bottom cells and against hand rail for top cells. NO MOVEMENT ALLOWED DURING HEADCOUNTS!!

INDIGENT INMATES

- Indigent inmates are inmates that have less than fifty (.50) cents on their account for a period of thirty-one (31) days or more.
- Indigent inmates receive two stamped envelopes, one black pen, and four sheets of paper once a month upon request.
- If an inmate is indigent, that inmate can send a request for indigent supplies using the inmate request system.

INMATE COMMISSARY

- The Jackson County Adult Detention Center contracts with a third party to maintain an internal store, known as the commissary. The commissary exists so inmates can purchase items such as candy, hygiene products, clothing items, over the counter medications, snacks, etc.
- Inmates may spend a maximum of \$200.00 a week.
- In the interest of sanitation, all food items should be consumed within the same week they are purchased. A violation of this policy may result in the confiscation and disposal of uneaten food items.
- The commissary is a privilege and can be revoked or suspended for violations of ADC policies or procedures.
- The specific schedule for commissary is subject to change based on availability.

INMATE FINANCIAL ACCOUNTS

- Inmates housed in the Jackson County Adult Detention Center will be provided with a financial account overseen by a third party in order to make purchases from the inmate commissary or other purchases which are not provided by the facility.
- **No inmate is allowed to be in possession of any currency while in this facility.** Any currency found in the possession of an inmate will be confiscated.
- No information will be released to any one regarding an inmate's financial account. The balance of the inmate's account will be released to the inmate or forwarded to the correctional facility the inmate is transferred to.
- Family and friends may make deposits into the inmate's account by using the lobby kiosk located at the front of the ADC by the Visitation Office or on the internet by following the links at <http://www.co.jackson.ms.us/officials/sheriff/adc.php>

INMATE GRIEVANCE PROCEDURE

- Inmates may file a grievance when subject to a criminal act by another inmate, a prohibited act by a staff member, abuse or harassment, a violation of civil rights, or denial of common privileges without just cause.
- Inmates should file these grievances by using the inmate request system.
- The form should clearly describe the problem and include a detailed account of the circumstances which led to the grievance.
- The grievance Deputy will review the grievance and decide what action, if any, should be taken.
- **Inmates who have been sentenced to the Mississippi Department of Corrections also have access to the Administrative Remedy Program. Instructions for filing a grievance through this program will be provided upon grievance request. This should be used only after the inmate utilizes the normal grievance procedure.**

INMATE MARRIAGES

- Inmate marriages may be permitted under very strict and limited conditions.
- Inmates who desire to be married while incarcerated must obtain a court order for the marriage.
- To obtain a court order an inmate must contact his or her attorney.
- The Public Defenders Office does not provide this service to inmates.

PROHIBITED ACTS

While it is impossible to define every possible prohibited act or rule violation, the following acts are prohibited.

- Assault on a staff member
- Abusive, derogatory, demeaning or inappropriate speech
- The use of tobacco or any smoking
- Being in an unauthorized area
- Being in the area of, having control over or possessing contraband
- Being unsanitary or untidy
- Blocking a viewing device, i.e., window, monitors, mirror, doors
- Blocking an officer's view with a device or body movement
- Blocking or obstructing the pathway of another
- Blocking or tampering with a vent duct
- Conduct prejudicial to good order and discipline
- Counterfeiting, forging, or unauthorized reproduction
- Creating a Disturbance
- Tampering with a visitation or commissary kiosk machine

PROHIBITED ACTS CONTINUED

- Destroying, altering, or damaging facility property or property of another
- Disrespect toward a staff member
- Disruptive conduct or interfering with security
- Encouraging others to refuse to work
- Encouraging, facilitating or conspiring with others
- Extortion or intimidation
- Failing to keep person or quarters in high standards
- Failing to move aside for an officer, employee or visitor
- Failing to perform work as instructed by a staff member
- Failing to report as directed
- Failing to follow safety or sanitation regulations
- Failure to maintain personal hygiene or clean uniform
- Failure to maintain proper grooming

PROHIBITED ACTS CONTINUED

- Fighting, assaulting, or arguing with another
- Gambling
- Giving or offering staff members a bribe or anything of value
- Hoarding of food, personal supplies, or other items
- Interfering with a communication device
- Interfering with headcount
- Leaving the facility without authorization
- Loaning of property or anything of value for profit or increase return
- Lying or providing a false statement to a staff member
- Making, possessing or using intoxicants;
- Malingering or feigning an illness
- Misuse of authorized medication
- Operating a business in the jail
- Being in another inmate's assigned cell
- If assigned to lower tier, being on upper tier; if assigned to upper tier, being on lower tier across yellow line in front of lower cells

PROHIBITED ACTS CONTINUED

- Participating in an unauthorized meeting or gathering
- Possession of contraband
- Possession of property belonging to another person or government
- Possession of legal papers, documents or evidence of another
- Refusing to promptly obey an order
- Starting a fire or burning an object
- Stealing [theft]
- Tampering or obstructing a security device
- Tampering with or obstructing a locking device
- Threatening behavior
- Touching, striking, or interfering with an employee
- Unexcused absence from work or any assignment
- Using abusive language
- Violation of any municipal, county, state or federal law
- Unauthorized communications with another inmate
- Violation of any facility rule

CONTRABAND

- Contraband is generally defined as *any item that was not issued, or determined as allowable for inmate use, or any item altered or used for anything other than its original purpose.*
- Contraband is never to be in the possession of, or in the area of, an inmate. Being in the area of, having the control over, or being in the proximity of contraband is a punishable offense.

CONTRABAND CONTINUED

Contraband includes but is not limited to:

- Alcohol
- Chemicals, either commercial or homemade
- Club or any other striking instrument
- Commissary supplies or items in excess
- Food or consumable items not supplied by facility
- Firearm or ammunition
- Glass
- Knife, pointed or sharp edged item
- Legal papers belonging to another inmate
- Matches or fire making material
- Metal cans or any metallic object
- Mind altering substances
- Money or financial instrument
- Projectile or missile
- Property of another
- Tobacco or tobacco products
- Accumulation of body waste
- Any item or device altered to be used as a weapon

CATEGORIZATION OF OFFENSES

- The Disciplinary Deputy Sheriff, depending on the offense and other information, will determine if the offense is a *major* or *minor* breach, and disciplinary action may be taken accordingly.
- Breaches of policy may result in an inmate being disciplined, reclassified, being charged with criminal offenses, or any combination of all three.
- Visitors or employees aiding or allowing an inmate to violate this policy may be subjected to criminal charges and permanent removal from the facility.

DISCIPLINARY HEARINGS

- A disciplinary hearing will be held within seven days of the inmate being served a *Rules Violation Report* (RVR). This hearing will be conducted in such a manner as to conform to the inmate's constitutional rights and the rules of due process. In accordance with the rules of due process, the inmate shall be entitled to the following:
 - A written notice stating the rules violation(s) against the inmate to be presented prior to the hearing.
 - A disciplinary hearing within 7 working days from the time the rules violation(s) are presented.
 - The right to have the assistance of another inmate or staff member to assist in the preparation of the inmate's defense.
 - The right to be present during the hearing.
 - The right to make a statement, call a witness, and present documentation on his/her behalf.
 - The right to be advised of outcome of the hearing.
 - The right to a summary of the evidence used against the inmate.

INMATE REQUEST PROCEDURES

- The Inmate Request system on the kiosks are to be used by inmates when requesting services, directing questions, making inquiries, seeking assistance, or filing a grievance.
- For prompt handling of an inmate request, the request should provide a clear statement or explanation of the problem or service requested.
- Inmates should attempt to identify the particular source for handling their complaints, questions, or grievances before sending several requests to various offices within the facility.
- Deputy Sheriffs working in housing areas may be able to assist inmates with various information including which office a particular request should be directed.
- Taking the time to inquire where to direct a request will ensure the quickest response to that particular request.
- All correspondence must have the correct information to receive a reply.

Prison Rape Elimination Act

In accordance with Federal Law, this Facility has established a zero tolerance approach to prison rape. If you are a victim of sexual abuse, you should report the incident to any staff member of your choice.

How To Protect Yourself From Sexual Assault

- Things you should do:
 - Observe your surroundings.
 - Get to know someone before you become friends.
 - Keep yourself in an area visible to officers and security cameras.
 - Use as much discretion as possible when showering and dressing.
 - Keep your hands to yourself.

How To Protect Yourself From Sexual Assault

- Things you should NOT do:
 - Act, dress, or carry yourself in a feminine manner if you are a man or in a masculine manner if you are a woman.
 - Get into debt with anyone.
 - Let your conversation drift to sexual topics.
 - Shower late at night.
 - Horseplay or joke about homosexuality.
 - Touch or wrestle with other inmates.

PREA Conclusion

If you become a victim of sexual assault, you should report the incident to any staff member of your choice. You will be given appropriate medical treatment and counseling and you will be offered segregation for your protection.

LEGAL ADVICE

- No employee of the Jackson County Adult Detention Center is authorized to give legal advice to inmates.
- Inmates should consult their attorneys for all legal advice.
- The Jackson County Adult Detention Center provides access to a legal assistant. This person will provide forms, copies, etc. to inmates.
- The legal assistant does not provide court dates, release dates, or time sheets.
- Allow ample time for the legal assistant to respond to your request due to the time that it takes to complete research, complete legal forms, correspondence, etc.
- Post-trial inmates are required to use the I.L.A.P. program per M.D.O.C. These forms are available by request via the Inmate Request program on the kiosk.

NOTARY SERVICES

- Notary Public services are available free of charge and upon request to inmates for legal documents requiring notarization.
- Submit a request thru the inmate request system to the legal department stating the type of document and reason for the request.
- The notary service will be provided after the legal department has approved your request.

MAIL REGULATIONS

- It is the policy of this facility to encourage correspondence on a wholesome and constructive level between inmates and members of their families, as well as friends or associates.
- There are no restrictions on mail except those necessary to ensure the safety and security of the facility and other persons.

MAIL REGULATIONS CONTINUED

- Inmates may correspond with any person **other than inmates of this facility.**
- There is no limit on the number of correspondence an inmate may receive.
- Correspondence may be rejected by ADC Administration if a breach of security or safety is indicated.
- Greeting cards of any type will not be accepted and will be returned to the original sender.
- Outgoing letters are to be unsealed and should be given to the designated Deputy Sheriff during the 2200 headcount.
- The sender's name and living quarters must appear on all outgoing mail.

MAIL REGULATIONS CONTINUED

- All mail leaving the ADC will be stamped with a contents warning and the return address must be in the following format:

Mr. John Doe

Jackson County Adult Detention Center

65 Bruce Evans Drive

Pascagoula, MS 39567

- Any mail without the inmate's proper return address will be returned to the inmate.

MAIL REGULATIONS CONTINUED

- Outgoing mail will be inspected if there is reasonable cause to believe that the mail contains escape plans, other plans to commit a crime, to violate institutional rules or regulations, or constitutes a crime.
- All inmates will be held responsible for the contents of their outgoing letters and deliberate violations may result in a Rules Violations Report.
- Violations of postal laws, such as washing or re-using stamps, may result in referral for prosecution to federal authorities.

MAIL REGULATIONS CONTINUED

- Rejected mail may be withheld, photocopied, and filed for future reference.
- When mail is rejected the inmate or the correspondent are notified in writing as to the reason for rejection.
- A copy of the notification is recorded.

MAIL REGULATIONS CONTINUED

Incoming mail may be rejected for the following reasons:

- There is sufficient reason to believe that the mail will endanger the internal security of the facility, contains escape plans or other plans involving the prisoner in the commission of a crime, is in violation of institutional rules and regulations, or would constitute a crime.
- The mail contains coded words or phrases or the other attempts to circumvent correspondence regulations.
- The mail does not include a complete return address with first and last name.
- The material is obscene in that it appears primarily to carnal interest or is patently offensive. ADC Administration will have the authority to reject that correspondence which is deemed to be offensive in nature.
- Junk mail, pamphlets, leaflets, brochures, and etc., will be judged by the same standards as other correspondence.
- Any incoming mail not addressed to a prisoner may be discarded at the discretion of ADC officials.
- Photographs received in the mail are subject to the same standards as all other correspondence.
 - Inmates are allowed to receive three (3) pictures per letter.

MAIL REGULATIONS CONTINUED

- Soft cover books may be accepted from a book publisher or distributor.
- Inmates are allowed to possess a total combination of three books and/or magazines at a time, any number of books and/or magazines above three will be considered contraband and will be discarded.

MEDICAL SERVICES

All inmates housed at the Jackson County Adult Detention Center will receive a medical examination and a medical history screening that will be conducted by a member of the medical staff. This information will be used to determine what treatment, if any, the inmate may need.

MEDICAL SERVICES CONTINUED

The medical staff at the Adult Detention Center is available for sick call and any emergency situations. Certain rules and regulations must be maintained to ensure proper treatment and examination of all inmates received in the facility. The general rules are as follows:

- NO INMATE WILL BE REFUSED MEDICAL TREATMENT BECAUSE OF AN INABILITY TO PAY.
- There is a \$10.00 co-pay for non-emergency sick call requests.
- Sick call will be held routinely. Doctor's visit will be weekly.
- It is the inmate's responsibility to notify the medical staff via the inmate request system that a medical visit is being requested.
- No inmate is allowed in the medical office unless he/she has been given direct permission and is supervised by a Deputy Sheriff.
- Prescription medication will be administered by medical staff at the appropriate times throughout the day.
- Emergency medical services will be provided twenty-four hours per day as needed.
- Medical information will not be released to any unauthorized personnel.

MOVEMENT WITHIN THE FACILITY

- Inmates housed at the Jackson County Adult Detention Center are required to walk with both hands at their sides while in transit within their assigned POD.
- Inmates being moved from one area to another within this facility will be handcuffed behind the back.
- This is an important security measure and failure to comply will be viewed as an aggressive action and appropriate measures will be taken.
- At no time will an inmate leave his/her day room without specific directions to do so from a Deputy Sheriff.
- **Inmate workers are exempt from this rule as long as they are functioning in an inmate worker capacity.**

PUBLIC DEFENDERS OFFICE

- Inmates who wish to talk to the Public Defenders Office should send a request through the inmate request system.
- All requests of this nature will be forwarded to the Public Defenders Office.

RECREATION

- Recreation at the Jackson County Adult Center is designed to afford inmates an opportunity to engage in various recreational endeavors.
- Program activities will be supervised by a Deputy Sheriff for safety and security reasons.
- An exercise area is provided for those inmates who are physically able to participate.
- Other activities, such as cards or reading, are allowed for the inmates entertainment.
 - Playing cards are available for purchase in the inmate canteen.
 - No electronic or dice games are permitted for security reasons.
- **Recreation may be postponed or canceled for security reasons.**

RELIGIOUS SERVICES

- Inmates shall be afforded the opportunity to participate in the practice of their religious faiths.
- The opportunities will be only limited in the event that the order and security of the facility dictate such a need.
- Religious visits are scheduled on a regular basis as time permits.
- Should an inmate desire to see a particular clergyman, it is the responsibility of the inmate or the inmate's family to make contact with that specific person and arrange for him/her to utilize the appropriate system at the Adult Detention Center for a religious visit.
 - These clergymen must be licensed and only one visit per week will be allowed.
- Group religious activities are available for all inmates who wish to attend.

SECURITY

- Security is the primary concern for all employees at the Jackson County Adult Detention Center.
- The more secure the facility can be made, the safer it becomes for all who are housed here as well as work here.

SECURITY CONTINUED

FENCES

- All fences are to control movement of the inmate population, and as such are restricted.
- Fences are not to be climbed, cut, crawled under or over, contacted, or penetrated and the use of force by Deputy Sheriffs is authorized.
- Deputy Sheriffs are in control and are instructed to maintain security of the facility by whatever means are necessary.
- Tampering with any security device will result in disciplinary action and/or use of force.

SECURITY CONTINUED

SEARCHES AND SHAKEDOWNS

- All Inmates are subject to search at anytime.
 - Personal searches by officers are a very important and necessary function of the staff in the day to day operation of the facility.
 - The more difficult it is for the inmate population to carry contraband or weapons, the safer it is for everyone.
 - All inmates are subject to a cavity search based on probable cause.
 - A cavity search will be conducted by a licensed medical professional or by use of an x-ray machine.
- All inmate's quarters, cells, and personal effects are subject to search at any time.
 - If you keep your assigned quarters free from contraband or illegal items you should have every reason to welcome a cell search.
 - Inmates do not have a constitutional right to be present during a cell search.

SECURITY CONTINUED

EMERGENCIES AND EVACUATIONS

- In the event of an emergency where evacuation is necessary, such as fire, inmates will be given specific instructions.
- It is imperative that inmates follow these instructions very carefully to ensure the safety of the inmates and the security of the facility.

TELEVISION

- Television sets are provided in the day room for entertainment.
- An announcement will be made over the intercom system to change the TV channels.
 - **Do not use the inmate intercom system to request a channel change.**
- **The television is provided as a privilege and may be revoked for disciplinary or security reasons.**