



INMATE HANDBOOK

Camden County Public Safety Complex

**Post Office Box 699
Woodbine, Georgia 31569**

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Sheriff**

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Introduction

YOU ARE CURRENTLY AN INMATE IN THE CAMDEN COUNTY JAIL. YOU WERE BROUGHT TO THE JAIL AFTER AN ARREST OR AFTER BEING BOUND OVER FROM ONE OF THE COUNTY'S MUNICIPALITIES OR AS THE RESPONSIBILITY OF THE CAMDEN COUNTY SHERIFF.

YOUR STAY IN THE CAMDEN COUNTY JAIL DEPENDS ON THE ACTIONS OF THE CAMDEN COUNTY COURT SYSTEM. YOU HAVE BEEN PROVIDED THIS HANDBOOK AS A FIRST STEP TO INFORM YOU OF WHAT IS EXPECTED OF YOU WHILE IN OUR FACILITY AND PROVIDE YOU WITH INFORMATION ABOUT THE OPERATIONS OF OUR FACILITY. THE RULES AND REGULATIONS HEREIN CONTAINED ARE INTENDED TO PROVIDE THE STANDARD OF BEHAVIOR AT THIS FACILITY AND WILL APPLY TO ALL INMATES. FOLLOWING THE RULES WILL HELP ENSURE YOUR SAFETY, SANITARY LIVING CONDITIONS, FAIR TREATMENT AND PROTECTION OF YOUR CONSTITUTIONAL RIGHTS. FAILURE TO OBEY THE RULES IS CAUSE FOR DISCIPLINARY ACTION. **THE OFFICERS WILL NOT BE ABLE TO TELL YOU ANYTHING ABOUT THE PROGRESS OF A CASE THROUGH THE COURTS, ANSWER ANY LEGAL QUESTIONS, OR GIVE ANY LEGAL ADVICE.**

RULES AND REGULATIONS ARE SUBJECT TO CHANGE AT ANY TIME AND YOU WILL BE GIVEN AMPLE NOTICE IN ORDER TO COMPLY.

CAMDEN COUNTY JAIL

INMATE RIGHTS and PRIVILEGES

A right is something to which you are entitled. Rights are generally determined by law.

Rights include:

- Safe, clean and sanitary living conditions.
- Balanced, nutritional diet.
- Access to Courts, Attorneys and Legal Materials.
- Right to Religion.
- Communication with family and friends via mail (except victims of your pending case).
- Disciplinary due process.
- Adequate Medical Services.
- Time outside cell (recreation).

A privilege is a benefit granted by the Detention facility that can be lost due to poor discipline, failure to obey rules and regulations, being a security risk, or in emergency situations.

Privileges include:

- Attendance in programs.
- Access to and use of the inmate telephone system (in cell blocks).
- Visit with family and friends. (No contact visits allowed).
- Purchase of commissary items.
- Television.
- Homewav

INMATE RESPONSIBILITIES

You are expected to:

- Follow staff orders or requests.
- Respect Detention Facility property and the property of others.
- Maintain your assigned cell and dayroom in a clean, orderly, and sanitary manner.
You are not to be in a room that you are not assigned to. If you are assigned a cell downstairs then you have no business upstairs. Those assigned upstairs should not be downstairs unless they are in dayroom.
- Maintain daily personal hygiene.
- Conduct yourself in a responsible manner.
- Treat all staff and other inmates with respect. When staff enter a block you are to immediately stand up until told to be seated. An inmate will raise their hand for permission to speak.
- Comply with all rules and regulations of this Detention Facility.
- Refrain from any type of sexual harassment. Sexual harassment includes but is not limited to: unwanted sexual advances, requests for sexual favors and other verbal or physical contact of a sexual nature. Indecent exposure, placing or showing sexually explicit pictures, cartoons or drawings where they may be visible to any person.

I. ADMISSIONS

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

1. Provide current and accurate information for personal identification and proper completion of all forms and reports;
2. Relinquish all items, monies, securities and personal property for inventory and secure storage;
3. Cooperate fully in the preparation of personal health screen and medical history forms; provide any medical issue, dietary restrictions or other special conditions that require attention;
4. Submit to appropriate identification, search and hygiene procedures;
5. Acknowledge receipt and understanding of the Inmate Handbook.

All social telephone calls may be monitored in the interest of safety and security of the detention facility. Detainees and inmates are not entitled to, nor should they expect, the same degree of privacy as that of the general public.

MONEY

At the time of booking/intake process, your personal property will be inventoried, examined for contraband, and secured in the property storage area for safe keeping. Any money on you at the time of your arrest will be deposited into your inmate account. Any outstanding debt owed to this facility from any previous incarceration(s) in our facility will be deducted from your account. Upon intake you will automatically be charged a \$1.00 intake fee, \$4.00 for shower shoes and \$2.00 for a new inmate kit (hygiene kit) for a total of \$7.00. You will also be charged a \$1.00 each month to maintain your commissary account. After you are booked into this facility, money may be placed on your inmate account by depositing cash in the lobby kiosk or through the commissary website www.jailatm.com. Personal checks will not be accepted. Funds in your commissary account may be used for the posting of your bond, your commissary purchases, your medical costs, and the cost of items you may have lost or destroyed. When you are released from our custody, the balance of your account will be refunded to you in the form of a check. If you lose or do not cash this check and need a replacement check, you will be charged a fee for placing a stop payment order on the original check, if you do not have the original. Inmate funds may not be transferred to another inmate's account or released to persons or services outside this facility. Cash is considered contraband and cannot be kept by any inmate.

PERSONAL PROPERTY

Personal property and personal clothing will be stored by this facility until your release, or you may release it to someone of your choice, leaving one set of personal clothing to wear upon your release. Upon admission, you will be able to keep your underwear, t-shirt

(NO tank tops), socks or a wireless bra as long as they are white. We have limited storage space, so if you are found to be in excess of personal property you will be given ten (10) days to make arrangements for someone to pick it up or it will be disposed of. All clothing and personal items will be released with you or destroyed after ten (10) days. It is your responsibility to make arrangements for someone to pick-up your personal effects or mail said effects home within this time frame should you be sentenced or transferred to another facility. The Camden County Sheriff's Office is not responsible for the loss or theft of your personal property by your failure to gather your property when instructed to do so by staff, or your failure to contact someone to obtain your property after your release.

INMATE ISSUED CLOTHING, LINEN and BEDDING

Following your admission, shower and search, you will be issued the following items:

1. Black/white striped inmate uniform. (Must be worn at all times and proper size will be determined by Detention Officers).
2. Shower shoes.
3. (1) Towel and (1) Washcloth
4. (2) Blanket
5. (1) Mattress
6. (1) New Inmate Shower Kit
7. (1) Armband

All items must be returned in good condition before you leave or you will be liable for their cost.

ARMBANDS

As part of the admission process, each new inmate will be issued an armband for personal identification purposes. This armband must be worn at **all** times. Failure to wear the armband may result in the loss of privileges such as visitation, library and commissary. The cost for replacement will be \$5.00 and it will be deducted from your commissary account.

II. CLASSIFICATION

Each inmate will be assigned an initial classification based upon sex, status of the offense, violent nature of the offender, and other risk factors.

III. SECURITY

Inmates will be allowed to have in their possessions or housing area only authorized or issued items and materials. All other items and materials will be considered contraband and confiscated.

CONTRABAND

Any item(s) not issued by the facility or available for purchase from the facility commissary is considered contraband and will not be allowed. Contraband also includes issued item(s) that have been altered or issued item(s) possessed in quantities greater than authorized. Postcards, legal, religious and issued/authorized medical materials are not considered contraband if properly stored. All contraband will be confiscated and disposed of. Possession of contraband may result in disciplinary action and/or criminal charges.

A. DETENTION OFFICERS

Detention Officers are present to help you and answer questions you may have concerning institutional policies and procedures. Remember, Detention officers are required to maintain order; therefore, you are required to follow their instructions. If you wish to attract an officer's attention, please call him/her, "Sir or Ms."

B. CONDUCT AND RESPONSIBILITY OF INMATES

All inmates, regardless of their commitment status, are subject to the laws of the State of Georgia and the rules and regulations of the Camden County Public Safety Complex. All inmates are expected to obey the rules and regulations of this facility. Inmates will conduct themselves accordingly. The rules and regulations are divided into three categories.

1. **MINOR VIOLATIONS** – Acts which do not constitute a present and immediate threat to the security of the facility, inmates, visitors, or staff members. These violations shall include but not be limited to:
 - A1. Profanity, derogatory remarks or gestures to any member of staff, visitors or fellow inmates.
 - A2. Unnecessary noise such as arguing, pounding on doors or windows.
 - A3. Loud talking or unnecessary noise after lights out.
 - A4. Failure to perform routine duties such as cleaning housing or common area and cell to which you are assigned.
 - A5. "Horseplay", teasing, provoking or verbally harassing another inmate.
 - A6. Failure to comply with lawful orders of staff members.
 - A7. Turning on/off, changing of channels, or in any shape or form tampering with the television.
 - A8. Failure to maintain acceptable personal hygiene and appearance.
 - A9. Withholding information.
 - A10. Misuse or abuse of authorized items or materials
 - A11. Disorderly conduct.
 - A12. Bartering – the unauthorized exchange of sale of any goods or services.
 - A13. Gambling.
 - A14. Possession of money, currency, or securities.

- A15. No armband
- A16. Excess items

2. **MODERATE** –Moderate violations shall include repeated minor rule violations and shall include but not be limited to:

- B1. Repeated minor violations
- B2. False statements
- B3. Disobeying an Officer.
- B4. Lying to an Officer.
- B5. Abusing or disrupting commissary, visitation, telephone or recreational privileges.
- B6. Attempting to control the behavior of other inmates.
- B7. Writing on walls; placing any foreign matter or excessive materials into doors, toilets, sinks, or showers.
- B8. Possession of any item not on the approved list of permitted items.
- B9. Entering an unassigned cell block.
- B10. Moving from one sleeping area to another without permission.
- B11. Retaining food (commissary items not included).
- B12. Assigning work to other inmates.
- B13. Unauthorized absence from an assigned area.
- B14. Presence in an unauthorized area.
- B15. Damage to facility property (less than \$100.00).
- B16. Tampering with any lock, locking device, electronic monitoring device or security equipment hardware.
- B17. Contact between male and female inmates and/or co-defendants by talking, mail, note passing, sign language, etc.
- B18. Possession of any departmental property or equipment.

2. **MAJOR** –Major violations shall include repeated minor or moderate rule violations and shall include but not be limited to:

- C1. Repeated minor or moderate violations.
- C2. Fighting.
- C3. Abusing or disrupting food, medical or GED classes or any other facility programs.
- C4. Obstructing officers/facility.
- C5. Misuse or abuse of authorized or unauthorized medications.
- C6. Sexually explicit gestures toward staff members, visitors or other inmates.
- C7. Damage to facility property (over \$100.00)
- C8. Manipulating officers.
- C9. Contact with victim.
- C10. Administering a tattoo on another or possessing tattoo paraphernalia.
- C11. Wearing a mask or disguise, trying to conceal identity.

- C12. Tampering with safety of officers, inmates, or facility.
- C13. Possession of tobacco or tobacco related products.
- C14. Faking injury.
- C15. Conspiracy.

4. **SERIOUS VIOLATIONS** – Serious violations are such acts which are violations of statute law and/or present a threat to security to this facility. Such acts include but are not limited to:

- D1. Repeated Minor, Moderate or Major violations.
- D2. Assault on another inmate or staff member.
- D3. Threats.
- D4. Escape, attempting escape or aiding another in escape attempts.
- D5. Possession of any alcoholic beverages or unauthorized drugs.
- D6. Theft.
- D7. Possession of any weapons, chemical agents or objects which have been modified that it may be used as a weapon.
- D8. Arson.
- D9. Participating or inciting a riot.
- D10. Interfering with security; including any lock, locking device, electronic monitoring device or security, equipment hardware.
- D11. Causing the bodily injury or death of any person.
- D12. Bribery.
- D13. Extortion or blackmail.
- D14. Sexual coercion or assault.
- D15. False imprisonment.
- D16. Impersonation of an officer.

4. **PENALTIES** – In any disciplinary action, the problem may be settled by a verbal reprimand by a Detention Officer or a Superior Officer. If the situation is not settled verbally, then a disciplinary hearing may be held.

MINOR VIOLATIONS

- 1. Loss of privileges and /or isolation up to 168 hours (3-7) days or more. Privileges which may be suspended include:
 - a. Commissary
 - b. Visitation
 - c. Library and any other programs
 - d. Telephone

2. Application of management loaf.

MODERATE VIOLATIONS

1. Loss of privileges and/or isolation up to 336 hours (7-14) days or more. Privileges which may be suspended include:
 - a. Commissary
 - b. Visitation
 - c. Library and any other programs
 - d. Telephone
 - e. Fines (Restitution of damages)
2. Application of management loaf.

MAJOR VIOLATIONS

1. Loss of privileges and/or isolation up to 504 hours (14-21) days or more. Privileges which may be suspended include:
 - a. Commissary
 - b. Visitation
 - c. Library and any other programs
 - d. Telephone
 - e. Fines (Restitution of damages)
2. Application of management loaf.

SERIOUS VIOLATIONS

1. Loss of privileges and/or isolation up to 720 hours (21-28) days
2. Inmates placed in isolation for rule violations will have nothing furnished to them except their uniforms, meals and required medical treatment for the duration of the isolation period.
3. Application of management loaf.

EMERGENCY SITUATIONS – In the event of any sudden disruptive situation within the facility, a general security lockdown and inmate count will be initiated. During any disruptive period or situation, you are instructed to remain calm within your assigned housing activity area and comply with the instructions or directions of the staff members exactly.

DISCIPLINARY HEARINGS

An inmate accused of a rule violation will be notified in writing by signing the incident report within 24 hours after the offense and then brought forth for a disciplinary hearing. Disciplinary hearings will be held on the Friday following the violation. During this hearing it will be decided by the Jail Administrator and/or Chief Jailor or their designee what disciplinary action is to be taken.

- A. An inmate has the right to:
 - 1. Remain silent.
 - 2. Inform hearing officer of the names of witnesses.
 - 3. Have an inmate or staff member assist the accused before and during the hearing.

- B. Authorization of Hearing will be decided on a case by case basis by the Jail Administrator and/or Chief Jailor due to reasonableness of request.

At the hearing, a copy of the rule violation report will be provided to the inmate accused of facility rule violations if he or she desires. The inmate may waive the hearing if he/she elects to do so. The Hearing Officer will ensure that the inmate can have at least twenty-four (24) hours to prepare for his/her defense in a disciplinary hearing by rescheduling the following week. Hearings are held every Friday (excluding holidays). If it is determined that inmate's behavior would be a problem or could be harmful to staff, a hearing will be conducted without the inmate's presence and a written report generated. The inmate will be allowed to specify no more than two inmates who may be witnesses for the inmate. The Hearing Officer may allow the witnesses to attend the hearing or elect to interview the witness before the hearing. The inmate is solely responsible for his/her defense and is not entitled to an attorney. The Hearing Officer determines if the inmate was guilty of the rules infraction and the sanctions given were appropriate. The Hearing Officer has total discretion in the changing of sanctions imposed, based on the evidence and circumstances. The inmate may appeal the decision, in writing, within two business days. The Jail Administrator will review the hearing report and may question the inmate and/or others before giving a finding. The decision of the Jail Administrator on an appeal is final.

WAIVER OF RIGHTS TO HEARING

An inmate may waive his/her rights to a disciplinary hearing in writing and accept the decision of the Jail Administrator or Hearing Officer.

INMATE GRIEVANCES

Any inmate shall be allowed to file a grievance when he/she believes that he/she has been subject to abuse, harassment or abridgement of civil rights or unjust denial of facility privileges. Grievances may be filed by writing your concern on an informal grievance form provided upon your request. You must include your full name and housing assignment on your grievance. Please leave the case number blank, it is assigned by the Grievance Coordinator. All grievances will be distributed and collected each weekday by the shift officers and forwarded to the Grievance Coordinator. The Grievance Coordinator will review/investigate the complaint and return a copy of the written response of what action was taken to the complaining inmate. The original will be filed in Records Retention for at least three years. Group grievances will not be reviewed or responded to; only individual grievances will be answered. Multiple grievances filed on the same subject will not be answered. (Grievances must be restricted to incidents which occur in the custody of the facility).

- a.) All inmates' complaints are grievable except complaints against decisions and procedures of the Board of Pardons and Parole, disciplinary actions, and classification decisions.
- b.) Before using the formal grievance process, all inmates should document efforts for resolution of grievance issues on an informal basis.
- c.) Malicious or frivolous grievances may subject the inmate to criminal, civil or disciplinary action, including assessment of restitution for incurred investigative costs.
- d.) the inmate grievance system is not required as a matter of constitutional law, but is provided as an aid to inmates and management to resolve conflict and problems.

All grievances shall be forwarded to the Grievance Coordinator, with any corroborating evidence in a sealed envelope within seven working days of an incident. The Grievance Coordinator should respond to Emergency grievances as soon as possible (at the latest, within 5-7 days depending upon the nature of the urgent matter) excluding weekends and holidays from the date it was received. All other grievances should be responded to within ten (10) days excluding weekends and holidays.

TITLE: GRIEVANCE SYSTEM

I. POLICY

The inmate grievance system is made available to all inmates to ensure the systematic and equitable review of the inmate complaints.

II. PROCEDURES

A. The following areas cannot be grieved under the grievance system of the Camden County Jail.

1. Any matter that the Camden County Jail has no control (e.g., parole/probation decisions, sentences, loss of mail by the postal service).
2. Disciplinary actions are not to be reviewed under the grievance system. Rather, disciplinary charges are to be filed under appeal procedures
3. Routine administrative transfers of inmates from different areas without any loss of rights or privileges to facilitate ease of facility operations.

B. Once an inmate has established a pattern for filing frivolous and unfounded grievances, an initial investigation will proceed informally. If the grievance is not substantiated, a notation is made in the computer shift log and the matter is closed. If it appears the grievance is well founded, it shall follow normal grievance procedures.

C. If an inmate has a complaint, the Correction Officer receiving the complaint is to attempt to resolve the complaint informally. Under no circumstances are officers to attempt to discourage or dissuade inmates from filing a grievance.

D. Once a complaint is handled informally the Correction Officer is to notify the Shift Supervisor of the complaint and action taken.

E. If the inmate's complaint is not handled informally, he may file a written grievance

within five days of discovery or when he reasonably should have discovered the incident.

- F. Inmate Grievance Forms may be obtained upon request from a Correction Officer.
- G. If the inmate is complaining of the commission of a prohibited act by a Correction Officer, a violation of the inmate's civil rights, or a criminal act, the officer is to refer the inmate to the formal grievance system and shall not attempt to resolve the complaint informally.
- H. The grievance shall state fully the time, date, names of facility staff and inmates involved, witnesses, and a narrative of the incident.
- I. If the inmate is unable to complete the grievance form himself, he may obtain assistance from another inmate or Correction Officer in completing the grievance form.
- J. No staff member is to subject any inmate to harassment, curtailment of privileges, or punishment of any type for filing a grievance. Any staff member interfering with the reporting of a grievance in any way may be subject to immediate dismissal.
- K. Upon receipt of a grievance, acknowledge receipt of the grievance.
- L. The Grievance Coordinator is to order an investigation of the incident to begin within 24 hours of receipt of the complaint. An impartial member of the staff is to report his findings and recommendation to the grievance coordinator.
- M. The Grievance Coordinator is to provide a written response to the inmate within 3-5 days of receiving emergency complaints excluding weekends/holidays. All other grievances should be responded to within 10 days excluding weekends or holidays. The response is to include the investigation findings, reasons for the findings and action.
- N. If the inmate is not satisfied with the findings, he may submit a formal grievance to the Assistant Jail Administrator/designee. The Assistant Jail Administrator/designee is to order further investigation into the incident within 24 hours of receipt of complaint.
- O. The Assistant Jail Administrator/designee will provide a written response to the

Inmate within 15 days of receiving the complaints. The response is to include the investigation findings, reasons for the findings and action.

- P. Upon receiving formal response to the grievance, the inmate has three calendar days to accept the findings and action taken, and so acknowledge by signature, or appeal to the Facility Administrator. If the inmate appeals the decision, he is to provide written reasons on the grievance form and return it to the Assistant Jail Administrator/designee.
- Q. The Assistant Jail Administrator/designee is to forward the grievance form with appeals to the Facility Administrator for review.
- R. The Assistant Jail Administrator/designee is to forward the grievance form appeal within 10 days. The Facility Administrator may:
 - 1. Concur with the grievance coordinator's response;
 - 2. Request further investigation by the grievance coordinator or other staff;
 - 3. Provide his own solution to the problem.
- S. During his investigation, the Facility Administrator may personally interview the inmate to resolve the grievance.
- T. Upon response of the Facility Administrator to the appeal, the department grievance system is terminated. After the inmate has exhausted all administrative remedies offered by the department, he may resort to other avenues for the resolution of the problem.

Limit one (1) grievance per form.

WAKE UP

Wake up will be at 5:00 a.m. each morning. All cell lights in the pod will be turned on and the door to your individual cell will be unlocked at that time (unless you are in special management segregation).

LOCKDOWN and LIGHTS OUT

Lockdown begins promptly at 10:45 p.m. when the dayroom lights flash. Televisions are turned off and inmates are lined up in front of their cells for a formal head count prior to being locked down for the night. If applicable, once count has cleared, those individuals assigned to daybed bunks may clean the dayroom area and are to retire to their bunks by 12:00 a.m. You may only leave your day bunk to use the restroom. Cellblock lights will be turned off at 12:00 a.m. Failure to comply with the above procedure could result in entire cellblock losing dayroom privileges for up to 24 hours.

ROLL CALL

Roll call may be conducted at various times. When roll call is announced all inmates are to stand in front of their assigned cell or dayroom bunk, completely dressed, until dismissed by a Detention Officer. **NO TALKING!!!**

MAIL PROCEDURES

Incoming or outgoing mail shall be processed for regular distribution daily Monday – Friday. Jail personnel will not retain an inmate’s incoming or outgoing mail for more than (24) hours or pre-approved packages for more than (48) hours, excluding weekends and holidays. All incoming mail will be inspected for contraband, but will not be censored. Inmates who do not have their facility issued identification will not receive any incoming mail addressed to them. Incoming mail with no return address will not be delivered and will be destroyed. Incoming mail addressed to an inmate that is no longer at this facility will be returned to sender. All incoming mail will be distributed and all outgoing mail will be collected at lockdown only. Incoming post cards will be copied and that copy delivered to the inmate. The original will be placed in the inmate’s property.

INCOMING MAIL

- A. All incoming mail, except legal mail and other specifically approved items must be in metered or pre-stamped postcard form. All postcards shall contain the inmate’s name and return address as follows:

INMATE’S FULL NAME
CAMDEN COUNTY PUBLIC SAFETY COMPLEX
P. O. BOX 699
WOODBINE, GEORGIA 31569

1) Acceptable Postcard Forms

- a. Postcard minimum size requirements are 3.5 inches by 4.25 inches.
- b. Postcard maximum size requirements are 4.25 inches by 6 inches.
- c. Must be written in blue or black ink only.
- d. Postcards must be white in color and be either metered or contain a pre-printed stamp.

2) Unacceptable Postcard Forms:

- a. Defaced or altered postcards.
- b. Plastic wrappings on postcards.
- c. Postcards marked with paint, crayon or markers.
- d. Postcards with labels or stickers.
- e. Postcards with watermarks or stains.
- f. Postcards with any biohazards, including perfumes or lipstick.
- g. Postcards depicting nudity, weapons, or gang references.
- h. Postcards containing an affixed stamp.

B. Inmates may receive soft cover books shipped directly from a publisher or book company. However, the ordering, purchasing and payment for these shall be the sole responsibility of the inmate's family or friends with the understanding that the inmate it is intended for will have the first opportunity to read it first knowing that it must be donated to the Camden County Sheriff's Office library upon completion of being read.

1) Reading material containing the following shall be deemed inappropriate and shall be returned to the sender:

- a. Content contains pictures or descriptions that depict sexual activity or visibly exposes the breast, pubic area or buttocks.
- b. It contains information of escape plots, riots or other disorder or plans to violate laws or rules.
- c. It contains threats, extortion or obscenity.
- d. It contains gang signs or codes.
- e. It contains information that advocates or describes the killing of law enforcement personnel.
- f. It contains plans for production of any explosive, incendiary or pyrotechnic device.
- g. It contains writings that would inflame or contribute to the tension between ethnic groups and threaten the safety, security or order of the facility.

OUTGOING MAIL

- A. All outgoing non-privileged mail shall be in approved postcard form.
- B. All outgoing legal mail will be clearly marked as such on the outside of the envelope.
 - 1) Outgoing legal mail will be verified to be such prior to leaving this Facility.
 - 2) Outgoing legal mail will only be opened in the presence of the Inmate when clear and convincing evidence of a security breach establishes good cause.
- C. There are no limitations on the amount of legal mail that can be sent or received by an inmate in this facility.

E-MAIL

All inmates will have access to send e-mails through the kiosk machines. All e-mails will be monitored in the same manner regular mail and phone calls.

LEGAL MAIL

All mail either to or from any licensed attorney, elected official or governmental agency and marked LEGAL MAIL will only be opened in the presence of the inmate and inspected for contraband. The inspection is strictly for the purpose of insuring that contraband is not being sent into the facility and shall be done in such a manner so as not to violate the confidentiality of the communication. Legal mail will not be read. Incoming Legal Mail will be signed for by the inmate to whom it is addressed. The

inmate will be escorted to the Jail Sergeant's Office where he/she will sign for and receive the Legal Mail from Jail Administration. For outgoing Legal Mail the inmate must advise an officer he /she wishes to send out Legal Mail. The officer must witness the inmate place the Legal Mail in the envelope to ensure there is no contraband and then the inmate will seal the envelope. At that time, the officer is to immediately mark the envelope as Legal Mail. On the back of the envelope the officer is to initial it along with their badge number to ensure that it was witnessed being sealed in an officer's presence which will also alert another officer that the process has been done correctly. If it has been initialed by an officer with badge number then it may be placed in the correct location to make its way through the Postal system. If it has not been initialed, it is to be returned to the inmate (unopened) and will not go out until the inmate properly submits it correctly. Once sealed, it is **never** to be re-opened.

PERIODICALS by MAIL or PACKAGES

Daily newspapers and magazines will not be accepted due to the safety of the complex. Inmates will be allowed to receive packages by mail only under extreme circumstances. A request will need to be submitted two (2) weeks in advance advising the circumstances of said request and the following:

- a. From whom and from where the package is coming
- b. When the package is mailed.
- c. Identify the contents of the package.

The request for the package must be approved by Jail Administration.

RESTRICTIONS ON NON-PRIVILEGED MAIL

Inmates are only allowed to have (3) three soft cover books including religious books and (20) twenty postcards in their possession at any time. Any additional items are considered a fire hazard/contraband and shall be confiscated and destroyed. There are no restrictions on the number of postcards inmates can mail out providing that they have sufficient materials to do so.

FIRE HAZARD

Postcards are restricted to no more than twenty (20) due to fire and safety hazards. Inmates will be allowed to keep legal mail as long as they keep them neat and they do not become a hazard to the safety of the jail.

DAILY SCHEDULE

	MORNING	AFTER LUNCH	NIGHT

MONDAY	CLEANING SUPPLIES (0630)		HYGIENE ITEMS (2030)
	UNIFORMS/TOILET PAPER	RAZORS	CLEANING SUPPLIES (2200)
	HAIRCUTS/FINGERNAIL CLIPPERS		MAIL/INMATE FORMS (lockdown)
	GED CLASSES		PERSONALS/TOWELS
TUESDAY	CLEANING SUPPLIES (0630)	B-BLK REC	HYGIENE ITEMS (2030)
	HAIRCUTS/FINGERNAIL CLIPPERS		CLEANING SUPPLIES (2200)
	GED CLASSES		MAIL/INMATE FORMS (lockdown)
			PERSONALS/TOWELS
WEDNESDAY	CLEANING SUPPLIES (0630)	C-BLK REC	HYGIENE ITEMS/TOILET PAPER (2030)
	HAIRCUTS/FINGERNAIL CLIPPERS		CLEANING SUPPLIES (2200)
			MAIL/INMATE FORMS (lockdown)
			PERSONALS/TOWELS
THURSDAY	CLEANING SUPPLIES (0630)	D-BLK REC	HYGIENE ITEMS (2030)
	UNIFORMS	COMMISSARY	CLEANING SUPPLIES (2200)
	HAIRCUTS/FINGERNAIL CLIPPERS		MAIL/INMATE FORMS (lockdown)
	GED CLASSES		PERSONALS/TOWELS
FRIDAY	CLEANING SUPPLIES (0630)	E-BLK REC	HYGIENE ITEMS (2030)
	HAIRCUTS/FINGERNAIL CLIPPERS	RAZORS	LAW LIBRARY –males (2130-2230)
	GED CLASSES		CLEANING SUPPLIES (2200)
			MAIL/INMATE FORMS (lockdown)
			PERSONALS/TOWELS
SATURDAY	CLEANING SUPPLIES (0630)		HYGIENE ITEMS (2030)
	BLANKETS (1 ST & 3 RD)		LAW LIBRARY –females (2130-2230)
	SHOWER CURTAINS (2 ND & 4 TH)		CLEANING SUPPLIES (2200)
	VISITATION A-M (1230-1730)		INMATE FORMS (lockdown)
	TOILET PAPER		PERSONALS/TOWELS
SUNDAY	CLEANING SUPPLIES (0630)		HYGIENE ITEMS (2030)
	VISITATION N-Z (1230-1730)		CLEANING SUPPLIES (2200)
			INMATE FORMS (lockdown)
			PERSONALS/TOWELS

- * TOILET PAPER ISSUED MON (AM), WED (PM) & SAT (AM) – 1 ROLL PER INMATE
- * ALL INCOMING MAIL WILL BE DISTRIBUTED & OUTGOING MAIL COLLECTED AT LOCKDOWN.
- * ALL INMATE FORMS (REQUEST, GRIEVANCE, COMMISSARY, ETC.) TO BE PASSED OUT AS REQUESTED.
- * ALL INMATES ARE TO BE OFFERED HYGIENE ITEMS DAILY AFTER EVENING MEAL.
- * WHICHEVER BLOCK HAS REC IS THE BLOCK THAT GETS SERVED FIRST EVERY MEAL FOR THAT DAY.
- * INMATE WORKERS ARE TO BE GIVEN THE OPPORTUNITY TO SHOWER, ETC. AT ANY TIME DURING THE HOURS OF 0600-2300.
- * IF AT ANY TIME YOU HAVE A QUESTION, ASK A SUPERVISOR.
- * PLEASE NOTE: RECREATION TIMES MAY VARY DEPENDING ON CLIMATE.

FOOD SERVICES

Food service will be provided in the inmate dayroom three times a day. Inmates are required to report to the dining area at the assigned time, forming a single line according to cell assignment at the door behind the guard line. One inmate at a time will step up to the guard line to receive his/her meal. Upon receiving your tray, you will move to a table

for consumption of the meal. If there is an issue with the tray provided, report it before you leave the line. When the meal is completed, you are to empty your tray of excess food and trash in the garbage can and neatly stack the trays next to door for collection. If the inmate refuses to comply with the service procedure this will constitute a non-verbal refusal of the meal. It is your responsibility to line up when meal service is announced. The Detention Officers or Kitchen Staff will not wake you for meals and will not come back to the cellblock once they have completed serving the inmates who were in line. Any inmate missing a meal for oversleeping will forfeit that meal. Inmates missing meals due to court appearances, visit by attorneys or other assigned duties will be fed as soon as possible. Armbands must be worn. Conduct in the dayroom must be exceptional. No obscenities or loud talking will be permitted. The meal served is to be eaten the day it is served. Inmates are not to take parts of their meal back to their cell area and store food. Detention Officers will destroy any food served from our kitchen found stored in the cell. Breakfast-5:30 a.m., Lunch-11:30 a.m. and Dinner-5:00 p.m.

INDOOR EXERCISE

Indoor exercise such as sit-ups and push-ups are allowed indoors provided they are done on the lower level. The tables in the day room, the stairs, bunks, shower bar or other items or fixtures in the cellblock are not to be used to assist in any exercise.

CELL DOORS

The cell doors are controlled by the Rear Pod. Items may not be hung in doorways, or placed in the locking mechanisms. If you place anything in the locking mechanisms you may incur a new charge, fine and/or placed in isolation.

DAYROOM/ACTIVITY ROOM

The dayroom/activity room area is defined as that area between the cellblock door and the first step of the stairwell. When televisions are available, inmates will be permitted to watch television from 0800-2245 hours (0900-1000 hours Jail Policy DVD). There will be no loitering behind the stairwell nor on the second floor cellblock area. Blankets are not allowed outside of your assigned sleeping area.

RAZORS

Razors will be issued on Monday and Friday. Each inmate issued a razor will be accountable for its return. Razors will also be issued prior to court appearances. Razors are for shaving only; they may not be used for cutting hair. Taking apart a razor for any

purpose is a serious disciplinary offense and will be dealt with accordingly. From the time of issue to the time of pick up, male inmates will be given 30 min. and female inmates will be given 45 min. to use them. At the end of the time limit they will be collected, used or not, **no exceptions!**

CLOTHING for COURT APPEARANCES

Clothing for court appearances will be accepted during normal business hours, Monday-Friday from 9:00am-4:00pm. Inmates are required to wear issued clothing to bond hearings, preliminary hearings or arraignments where no jury is present. Any clothing accepted for court appearances must be sent home immediately after the court case has

been settled.

TELEPHONE

A “collect call only” telephone is located in each cellblock. Inmates may use this phone to call attorneys, family members or friends and for family emergencies. Pre-paid minutes may be purchased by your family or friends through Amtel or you may purchase a phone card from the Commissary Office for \$21.00. **ALL PHONE CALLS WILL BE MADE ON THE PHONE IN THE CELL BLOCKS. “THERE ARE NO UN-AUTHORIZED EXCEPTIONS”.**

COMMISSARY

The Camden County Jail subcontracts inmate commissary for the benefit of the inmates. Items may be ordered using funds credited to the inmate’s account. Food items are limited to \$50.00 each week. There is no limit on clothing or hygiene type items purchased. Once submitted, commissary orders cannot be changed; all sales are final. Sales tax is added to the prices on the order form. Each housing unit will have an opportunity to order items from the commissary once per week. Commissary order requests are passed out each Sunday evening. A staff member will collect the order forms each Monday morning for processing. You must have your commissary order form filled completely and correctly or your order will not be filled. Inmates must have funds in their account to purchase items ordered. Commissary items are received on Thursday afternoon and distributed within twenty-four (24) hours. Inmates who do not have their facility issued identification will not receive any commissary order they may have placed. Inmates must sign a receipt acknowledging they have received their order. Damages or shortages must be identified upon delivery. If you are released before receiving your order, you will have five (5) days to claim your order. Orders left beyond that time will be destroyed or donated to charity. Indigent packs are provided to inmates without money for sanitation and hygiene products. The cost of the indigent packs will be recovered if money is placed in your account. Inmates will not be allowed to purchase items from the commissary if they owe the jail money for medical visits or medication, or when ordered to make restitution for damaging county property.

UNIFORMS

Inmates housed in a cellblock housing area must be fully and properly dressed in their county issued uniform when outside their individual cell; this includes wearing a shirt. Inmate uniforms will be changed twice per week on Mondays and Thursdays. Inmates will line up single file at the door of their cell block. Each inmate will receive their uniform and change in their individual cell and then bring back the soiled one to the officer. Detention Officers will determine the correct uniform size, not the inmate. Inmates absent from their cell block at the time of uniform exchange will be given the opportunity to exchange uniforms as soon as practical upon their return.

LAUNDRY

At the time inmates are transferred to the Housing Unit, they will receive a mattress and a bedroll. Each bedroll will contain 1-net bag, 1-mattress, 2-blanket, 1-towel, 1-wash cloth, and 1-hygiene kit. It is the inmate’s responsibility to inspect each item to insure each item is present and in good condition. If an item is missing or damaged, the inmate

must notify a Detention Officer immediately. Inmates are responsible for all items they have been issued and may be charged for issued items found to be damaged, stolen or lost. Blankets will be exchanged/washed on the 1st and 3rd Saturdays of the month. Upon being notified of a blanket exchange or wash cycle, inmates should immediately obtain this item and line up single file at their cell block door. The blankets will be exchanged on an item for item basis if available, if not, they will be collected, washed and returned. Inmates absent from the cell block at the time of this exchange/pick up will be given the opportunity to exchange as soon as practical upon their return. Net bags with personals, towels and wash cloths will be collected nightly after lockdown. It is the inmate's responsibility to ensure the net bag's opening is secure. The Sheriff's Office will not be responsible for items being lost due to bags coming open during the washing process. Net bags will be returned by the next morning.

CARE of LIVING AREAS

Each inmate is responsible for cleaning their assigned cell and the common area of the cellblock. Cleaning supplies will be provided to each cellblock at least twice daily; once between 6:00-8:00am and once between 10:00-11:45pm. Beds must be made by 8:00am each day and remain made until after the evening meal. This does not restrict you from lying or sitting on your bed, however; room will remain in order at all times. The television in the cellblock will be turned off until the cleaning supplies are removed. All inmates in the cellblock are expected to participate in cleaning their individual cell and commons area. This includes sweeping and mopping floors, ensuring trash is in proper container, cleaning sinks, showers and toilets. The common area is to include the stairs and the area on the upper level outside the rooms. The tables on the lower level are to be cleaned and kept neat; games, cards and puzzles must be properly stored when not in use. Nothing is to be posted or hung on the walls, vents, windows, light fixtures, doors or sprinkler heads. Anything posted on these items previously mentioned will be considered contraband and will be confiscated and destroyed. Cell searches or inspections may be conducted at any time. The floor and walls in the shower are to be scrubbed daily. Housekeeping violations may result in loss of privileges and lockdown status.

STAIRS and RAILS

Sitting, leaning, standing or loitering on stairs or behind stairs, or on upper level behind the rails is prohibited. No objects of any type may be hung from rails or placed on stairs. The stairwell will not be blocked. Hand rails are to be used going up and down the stairs.

TOBACCO PRODUCTS

All tobacco products and items associated with tobacco use are prohibited.

LAW LIBRARY

A Law Library will be maintained by the Camden County Sheriff's Office for inmates who do not have an attorney. This library is not for personal use, such as writing letters to friends, etc. Inmates ordered by the Court to proceed Pro-Se will be given first priority in scheduling attendance. Copies of books, material contained in the library and

personal papers will not be made. Inmates qualified to visit the library must submit a written request for approval. The Law Library is open to males on Friday nights from 9:30-10:30pm and for females on Saturday nights from 9:30-10:30pm.

INMATE to INMATE COMMUNICATION and VISITS

Detention officers are not allowed to pass notes, letters, commissary items or anything else from one inmate to another. Any correspondence between inmates must be made through the U.S. Postal System. Inmates are not allowed to visit other inmates. All inmate-to-inmate communication via the mail must be approved by the Detention Administrator or his/her designee, including mailing between other federal, state and local institutions.

INMATE MOVEMENT INSIDE the FACILITY

When inside the confines of your cellblock, all inmates will be given the opportunity to eat three (3) times a day approximately at the following times:

0600hrs – breakfast; 1100hrs – lunch; 1700hrs – dinner

During these times all doors need to be opened and inmates lined up for head count as usual. Once count has cleared and meals have served inmates are to decide whether or not they would like to remain in their rooms or stay in the dayroom. Trays will be collected and all cell doors secured. All bedding is to remain in the rooms with the exception of those on day beds. If inmates need to shower they need to make sure they grab all hygiene products at these times, once doors are closed they will remain closed until the next scheduled time. Inmate Workers are to be given the opportunity to shower at any time during the hours from 0600 – 2300. When outside the confines of your cellblock, all inmates will walk in an orderly, single file fashion along the wall to your right. Down the hall you will walk inside the red line. There will be no talking whatsoever except to staff members.

SHOWERS and HAIRCUTS

Showers are permitted during dayroom (cell) access hours. Inmates must be fully dressed while walking to and from the showers. Inmates will have access to get a haircut on a daily basis. Haircuts are standard. **Styling is not available.** Exceptions may be made if the inmate is scheduled for Court appearance for a jury trial. Fingernail clippers will be distributed once a week; they must be clipped to the fingertip length and kept clean. **False fingernails are not allowed.** You are responsible for your own personal hygiene.

OUTDOOR RECREATION

Recreation periods will be provided on weekdays (excluding holidays, weather permitting). Each block will be assigned a different day for a one hour period sometime after lunch. The recreation period includes travel to and from the recreation yard. If you choose to participate in outdoor recreation, please note that once you are escorted to the

recreation yard the door will be closed for that hour, you will not have access to come in and out as you wish. Each cellblock will have equal access to the recreation yard when weather permits; missed time will not be made up. Inmates who participate in outdoor exercise will abide by the rules of the recreation yard.

Recreation yard rules are as follows:

1. Inmates will wear t-shirts, including shoes during exercise yard use.
2. No personal items are allowed on the recreation yard (i.e. bedding, cards, cups, etc)
3. No climbing or hanging on the walls of the recreation yard.
4. Littering on the recreation yard is not permitted.
5. Any inmate vandalizing the recreation yard will be subject to temporary or permanent disciplinary sanctions and/or criminal prosecution as provided by law.
6. No confrontations, regardless of severity will be tolerated. This includes physical or verbal disputes. In the event of a confrontation, regardless of the severity, inmates will move immediately to a designated area and remain there until further advised by a Detention Officer.
7. In the event of a medical emergency, all inmates will move to an area by a Detention Officer and remain there until further advised by an Officer.
8. Transfer to and from the recreation yard will be in a quiet and orderly fashion.
9. When an Officer advises inmates that the recreation period is over, all inmates will immediately line up to return to their cell block.

CHAPLAIN SERVICES

Inmates will be allowed visits with Ministers of their choosing at normal times. No inmate will be refused the opportunity to visit with Ministers. Your personal Minister is welcome to visit provided he/she has the proper identification.

VISITATION

Conducted by Amtel Phone System, Legacy Email or Homewav Video.

LEGAL REPRESENTATION

All inmates at the Camden County Jail have the right to be represented by an attorney. Those inmates who have requested the court appointed attorneys will be notified of the name and phone number of the attorney as soon as the appointment is made. Public Defender forms may be obtained at bond hearings or through detention personnel.

MEDICAL SERVICES

The Camden County Jail subcontracts the jail medical service. Inmates must report any illness or injury to a detention officer as soon as possible. All emergencies must be reported at once. In the event of a medical emergency, all inmates will follow the directions given by a Detention Officer. A Medical Request form will be provided upon

request. Inmates with medical complaints must complete the form and state their complaint or the Medical Staff will not see them. Illiterate inmates may notify a Detention Officer who will assist them in completing the form. Sick call forms are distributed by Detention Officers nightly and are collected only by the Medical Staff every morning. Sick call is generally conducted five (5) days a week Monday-Friday. Filling out multiple requests for the same illness is not necessary and will not expedite the waiting period. Inmates must be available for sick call when their name is announced. Detention Officers will not wake you for sick call and will not come back to your cellblock once they have completed sick call for other inmates in your cellblock. The Medical Staff will evaluate the submitted requests on a daily basis. If after being examined by medical personnel and he/she finds that you need more extensive care, he/she will refer you to either of the following:

- a. Physician
- b. Dentist
- c. Psychiatrist or Psychologist

Under Georgia Law you will be charged a \$5.00 fee each time you request or receive medical services. These charges include, but are not limited to, examination by a Nurse or facility physician, psychological counseling, HIV testing, and dental services. Additionally, you may be charged for ALL expenses incurred as a result of you being in any altercation or causing injury to yourself or someone else. These charges may include all hospital expenses and costs associated with further care or treatment by a specialist. If you have medical insurance, your insurance carrier may be charged for the actual cost of the medical care you receive. You cannot, and will not, be denied medical care because you have no insurance or money with which to pay for such care. If acquitted of your charges, you may receive a refund of your medical charges. It is your responsibility to provide the Camden County Sheriff's Office with the official certification as to the fact that you were acquitted of all charges or otherwise exonerated in order for consideration to receive a refund of medical charges. A refund cannot be obtained for a plea of nolo-contender or when you are placed under the "first offender act". Medical deductions will be maintained for a period of time after release. If there is a balance owed, it may be assessed at any subsequent incarceration.

MEDICATION

Prescription medication will be dispensed as directed (morning, noon and evening). All medication will be dispensed as prescribed by the Facility Physician/Nurse. When pill call is announced, it is the inmate's responsibility to respond to the cell door in a timely manner and stand in line. A Detention Officer will not personally wake inmates to receive his/her medication. Inmates must be properly dressed to receive their medication and be wearing their facility issued identification. Inmates are required to take all their medication in the presence of a staff member. Inmates may purchase some non-prescription medications (such as Tylenol) from the commissary or complete a request for medical service form and receive non-prescription medication during pill call. Should you elect to complete the request for medical services form and receive non-prescription

medication, you will be charged for purchasing the medication from the facility.

PSYCHOLOGICAL/SUBSTANCE ABUSE SERVICES

Psychological and Substance Abuse services are offered through the Camden County Mental Health Center. Any inmate who requests these services is to complete a Medical Request form to be forwarded and collected by medical personnel.

DENTAL HEALTH

Dental services are available for urgent care and pain management only. Examples include, but are not limited to; cracked tooth, swelling, abscesses and infections. dental cleaning, cosmetic or preventative dental care is not provided. Requests for dental care should be forwarded to the medical personnel on a medical request form. Unless medically advised otherwise, extraction is the primary dental service provided.

This concludes the Inmate Handbook. Please be aware that rules and regulations are subject to change at any time for the safety and security of the facility, officers and or inmates.

If at any time you have questions regarding the inmate handbook please direct your questions to a Detention Officer.