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# **NASHVILLE SHERIFF**

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## DAVIDSON COUNTY SHERIFF'S OFFICE

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Daron Hall, Sheriff

### **Handbook**

**August, 2023**

## **Introduction**

This handbook explains housing rules and tells about programs and activities in the Davidson County Sheriff's Office (DCSO). You may find the handbook on the housing unit kiosk. If you need to know more, ask a case manager, correctional officer, or facility supervisor.

While you are here, you have to clean your individual living area and make your bunk each day, keep all your property neatly inside the designated storage area or "bus tub," clean the housing unit per a posted schedule, and follow all instructions and jail rules.

Several sections of the handbook mention "immediate family members." That means: husband, wife, son, daughter, brother, sister, mother, father, or grandparent.

DCSO reviews this handbook annually or as needed.

## **Preventing Sexual Abuse/Harassment in Jail**

The Prison Rape Elimination Act (PREA) of 2003 is a federal law established to support the elimination and prevention of sexual abuse/harassment in jails and prisons. PREA addresses both inmate-on-inmate sexual abuse/harassment and staff-on-inmate sexual abuse/harassment.

**Sexual contact between you and a staff member (even when you raise no objection) is ALWAYS ILLEGAL.** The DCSO fully supports the guidelines set forth in this law, and remains committed to a zero-tolerance policy against sexual abuse/harassment.

While you are incarcerated, **NO ONE** has the right to pressure you to engage in sexual acts. You do not have to tolerate sexual abuse. Sexual activity of any kind in a jail setting is strictly prohibited.

To prevent your actions from being misinterpreted as sexual abuse/harassment, you should not engage in horseplay with others.

## **How to Report Sexual Abuse/Harassment**

**We want to know.** If you report an incident, DCSO staff members will take the situation seriously and will not humiliate, harass, or retaliate against you. Treatment and counseling are available.

You can report the allegation by:

- Telling a staff member
- Writing a note to a staff member
- Filing a grievance
- Telling a friend or family member to notify a staff member, and,
- Calling Adult Protective Services at #9012, or the Sexual Assault Center (SAC) at #1090 using the inmate phone system. You may write SAC at 101 French Landing Drive, Nashville, TN 37228.

Each reported case is documented and investigated. An advocate is available to you upon request to provide emotional support and information during the investigation process. While your complaint is investigated, DCSO classification provides appropriate housing for you.

### **Medical Response**

If your allegation involves sexual penetration that occurred within the last 5 days, **DO NOT CLEAN UP**. It is important to be examined before you wash, brush your teeth, change clothes, or use the restroom. Doing so may destroy physical evidence.

You may need a medical examination. Facility medical staff may perform a medical exam to provide care for immediate medical concerns. When necessary, hospital staff may perform an examination to obtain evidence and document injury. Medical exams are conducted privately and professionally, at no cost to you.

### **Sexual Abuse Counseling**

You may seek counseling and/or advice from mental health staff or chaplains. Crisis counseling, coping skills, suicide prevention, and mental health counseling are all available to you. Many people need help to recover from the emotional effects of sexual abuse. If you have been the victim of sexual abuse recently or in the past, staff is available to counsel you, or the Sexual Assault Center (contact information is listed above) is available to provide confidential emotional support.

### **Avoid Becoming a Victim of Sexual Abuse in Jail**

- Act confidently. Do not permit your emotions to be obvious to others.
- Do not accept gifts or favors from others. Most come with strings attached.
- Do not accept an offer of protection from another inmate.
- Stay alert and make good decisions.
- Be direct and firm if others ask you to do something you do not want to do.
- Choose your friends wisely.

Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns to a staff member.

Remember, DCSO investigates all reported instances of sexual abuse/harassment in jail. If you are a victim, report it immediately.

### **Reporting False Allegations**

If you make a false allegation of sexual abuse or harassment, you may be subject to disciplinary sanction and/or criminal prosecution.

### **Booking & Property**

There are several processes to be completed during the booking phase, and if you fail to comply during this phase, it can delay your release. You were screened for pre-trial release as you were processed into the facility, and other options for release include posting bond or meeting

requirements set by the court. A list of cab companies and bonding companies is posted on the kiosks and tablets. The Metro Transit Authority operates public transportation near all facilities.

The clothes you wore to jail will be stored with your other belongings, and will be inventoried unless they are bloody or soiled. If this is the case, DCSO will dispose of all affected clothing in a biohazard bag. KEEP YOUR RECEIPT so you can release personal property or get it back when you leave. When you are “dressed out” in a jail uniform, you will receive:

- 1 hygiene package (toothpaste, toothbrush, and soap)
- 1 mesh bag
- 1 pair of shower shoes
- 2 pair of socks
- 2 t-shirts (women receive 1)
- 1 pair of shoes
- 1 towel
- 1 washcloth
- 2 underwear (women receive 3)
- 2 sports bras (for women)
- 1 tumbler
- 1 set of earbuds

You also receive a tablet, 2 sheets, and a blanket. Like the jail uniforms, these items are jail property and you must return them when you leave DCSO. You are responsible for your jail uniforms and linens, and can be disciplined and/or charged with a crime if you intentionally damage or destroy them or other jail property.

All your things must fit in your designated storage area including all items you order from commissary. You may have a family member pick up extra property. If you have an abundance of legal papers and it becomes unsafe to store them all in your cell, or if these papers constitute a legitimate security issue, your documents will be stored at your facility so you can swap them out as needed. Please see your case manager.

### **Money**

Your money is put in your jail commissary account. You will get a debit card for any money left in your account when you leave the DCSO. Inmates on work release may be allowed to carry up to \$70.00 while outside the facility. All money must be placed in your locker upon your return. Otherwise, if you are caught with cash inside the jail, it is considered contraband and you won't get it back until you are released from jail.

**Contraband:** It is your responsibility to know what is illegal and not permitted in DCSO correctional facilities. DCSO also supplies general housing rules that list what is considered contraband in correctional facilities.

Money is taken off your account for commissary orders, certain DCSO programs and services, and/or if a court orders it. You will get a receipt when money is taken. The DCSO no longer charges fees for booking, medical services, and the work release program, but if you owed fees when you got out of jail and were arrested again later, old fees will be paid from any money you have with you. If money is put on your commissary account, your old fees are deducted from your account balance.

Indigent Status: If you have less than \$5.00 on your account for 30 days or more, you can apply for free writing materials and hygiene items. You may apply for these items once a month. Use the commissary ordering process on the kiosk in your housing area or your tablet to order an indigent package. Ask your case manager if you have questions about the indigent process or package items.

Commissary: You may use the money on your account to buy commissary items. Commissary ordering and instructions are posted on the kiosks and tablets. Do NOT share your commissary PIN with other inmates; doing so gives them access to the funds on your commissary account. If you share your PIN or use someone else's, you may face disciplinary charges.

You are allowed to order commissary once a week. All of your commissary must fit inside your designated storage area. Do not order more than you can properly store. Ordering may be suspended temporarily if you consistently order more than can fit inside your storage area.

You may also use the money in your commissary account to buy "phone time" from commissary. Once the money has transferred to the "phone/tablet account," it cannot be moved back to the commissary account.

## **Mail**

DCSO personnel scan your incoming mail and you will receive an electronic notification about it on the tablets/kiosks. You may then use your phone PIN to log on to the digital mail app on the tablets/kiosks to check your mail. The hardcopy mail will be maintained in a secure location for approximately 30 days before it is destroyed.

You create a mail recovery PIN when you first log in to the digital mail app while incarcerated. After you are released from custody, you will be able to login to a website to download copies of your scanned mail. You must do so within 30 days of your release from DCSO custody, using your mail recovery PIN. Choose a PIN you will remember after you are released. If you need to change that PIN while incarcerated, contact your case manager. Further instructions are available on the DCSO website.

### What you CAN get in the mail:

- Photos except as noted below;
- Letters and/or standard greeting cards from people who are not in jail;

- Letters from immediate family members who are in jail, after you prove you are related and have seen your case manager to get on the “inmate to inmate mail list”;
- Mail from your lawyer and the courts; and,
- Money orders, cashier’s checks, or government-issued checks.

What you **CANNOT** get in the mail:

- Cash or personal checks;
- Photos/magazines depicting nudity (defined as exposure of nipples of adult women, or genitalia of either gender);
- Sexually-explicit photographs;
- Polaroid or other instamatic photos;
- Stamps, envelopes, paper, or pen;
- Mail that poses a risk to orderly jail operations;
- Books, newspapers, and magazines;
- Mail containing letters from anyone incarcerated who is not on the “inmate to inmate mail list”;
- Greeting cards with glitter or other embellishments; and,
- Packages of clothes or other personal items.

Digital Mail App—This app allows you to view scanned copies of your incoming mail.

Mail comes to you from the post office or other commercial delivery, like FedEx. Because mail that comes through the post office also goes through a Metro post office, delivery usually takes at least 7 days. Your **mailing address for letters** while incarcerated is:

Your Name/OCA Number  
 Davidson County Sheriff’s Office  
 PO Box 196383  
 Nashville, TN 37219-6383

Tell your friends and family they should **NOT** include money orders with mail. Any funds to be added to your commissary account must be sent to a separate address. If the money order and letter are sent together, they will be sent back. Your friends/family must mail **money orders** to:

Your Name/OCA Number  
 Inmate Trust Fund  
 5543 Edmondson Pike, Suite 888  
 Nashville, TN 37211

Your family can contact 1.855.836.3364 if they have questions about the money they place on your account.

The mail you send out must be in a DCSO-approved envelope purchased from the commissary. Writing on the envelope should only include the name and address where the mail is to be delivered, your OCA, and return address. Outgoing mail with artwork or other writing on the envelope, or containing contraband, will be returned to you or destroyed. You must leave the envelope unsealed when you turn it in.

All mail, whether you are sending it or receiving it, must have your OCA number. Mail without this number may be returned to sender. Mail which cannot be returned to sender will be destroyed.

### **Using Inmate Phones and Tablets**

**Making Phone Calls:** There are collect wall phones in each housing area, and a phone app available on the tablets. To use them, you will have to set up an account with the phone company and complete the voice enrollment when offered. You cannot make calls until you enroll. If you have problems with the process, contact your case manager.

You will use your OCA and your phone PIN that was issued to you at dressout to make calls. Do NOT share your phone PIN with other inmates; doing so gives them access to the funds on your phone/tablet account, and it cannot be refunded. If you share your PIN or use someone else's, you may face disciplinary charges.

Calls are NOT private and will be recorded. The recordings may be turned over to others if requested, or if the calls show evidence of criminal activity. Phone calls with your attorney will not be recorded IF the attorney has given DCSO the phone number(s) for designation as non-recorded. You should let your attorney know to give DCSO these numbers. If your attorney does not contact DCSO with these numbers, your calls to the attorney are recorded.

Ask your case manager if you need to make a call that cannot be collect. Jail staff cannot and will not deliver messages to or from you. If you have a family death or emergency, a chaplain, case manager, or other staff member will verify the information and help make arrangements for you to contact your family.

**Using Tablets:** Basic information is available on your tablet along with some free apps, and you have an option to purchase a subscription that allows individualized use called "Make It Mine." Tablet use is a privilege. Damage or misuse of the tablet or its applications may result in loss of the privilege up to the length of your stay and potential disciplinary and/or criminal charges.

The tablets allow you to use several applications, including:

- **Phone App**—You can make calls from your tablets just like you do on the wall phones. You receive one pair of earbuds with a microphone during the intake process. Additional earbuds may be purchased through commissary. All non-attorney calls are recorded and may be monitored. Calling rates from the tablets and wall phones are the same.
- **Game App**—There are free games available on the tablets, and if you have a Make It Mine subscription, other games are available to play for an additional fee.

- **Messaging**—The messaging app allows you to send and receive electronic messages with friends and family who create an account with the service provider. You can also receive photos and short video messages from family members. All messages are monitored, and you can refuse messages if you want to. There is a fee each time a message, photo, or video is sent or received.
- **Phone Account**—You can check your phone/tablet account balance.
- **Job View**—Allows you to search local jobs for future application.
- **Streaming Music**—Music is available on Make It Mine tablets with an additional music subscription.
- **Movie Rentals**—Make It Mine tablets provide the ability to rent movies for an additional fee.
- **Pando App**—This app provides free access to spiritual content such as sermons, bibles, leadership videos, and other self-help materials.
- **Legal App**—This app provides free access to legal research materials concerning your conditions of confinement.
- **eBooks**—There are thousands of free titles available to read.
- **Podcasts**—Free podcasts are available, and there are some which are available for purchase.
- **Educational App**—Currently there is at least one app available to access educational resources.
- **Document Viewer**—Check this area for updated notices and announcements from the facility.

## **Visits**

DCSO offers several options to visit. Visitation is a privilege, not a right. With any type of visit, anyone who acts inappropriately may be placed on a banned visitors list which prevents future visits. If you act inappropriately, staff will end your visit and may write a disciplinary report. Visits may be affected by housing changes, classification changes, and visitation terminal availability. Any schedules for your unit will be posted on the kiosk/tablet. You have the right to refuse any visit. There is no cost for visits unless otherwise noted.

*Remote Visits*—Visitors now visit without coming to the facility by using a home computer or mobile device. They must register an account and schedule visits at [www.videovisitanywhere.com](http://www.videovisitanywhere.com). There is an additional fee for this convenience.

*On-Site Video Visits*—All facilities have the ability to conduct visitation on designated terminals in each housing unit. The visitor registers for a “lobby visit” at [www.videovisitanywhere.com](http://www.videovisitanywhere.com). Once the visit is approved, the visitor reports to the lobby of the Downtown Detention Center at 200 James Robertson Parkway. It is suggested that the visitors allow enough time for parking and check-in at the facility prior to the visit.



*Emergency Visits*—You may ask to visit with an immediate family member who is in critical condition in a medical care facility. If an immediate family member dies, you may ask to visit the church or funeral home to pay your last respects. If you are transported, DCSO officers take you in restraints and in your jail uniform, and the visit must be in Davidson County. Visits may be virtual instead of in-person.

*Professional Visits*—Visits with lawyers and spiritual advisors are usually contact visits, but increasingly some of these visits use the video option. This includes visits with people who come to see you as part of their jobs, such as social workers, probation officers, psychologists, and detectives.

Visits will be canceled if:

- a visitor seems high, drunk, or impaired;
- there is not enough space or available terminals;
- a visitor refuses to check in, be searched, or does not have appropriate ID;
- visitors are not properly dressed;
- you or your visitor act out;
- there is a security emergency or lockdown; and/or,
- visitors arrive after the cut off time has passed.

### **Medical Care**

A health history was completed when you came to jail. You will receive a physical and TB skin test within 10 days of entering custody. If you have a medical emergency, tell a staff member immediately. If you have a medical problem or question that is not an emergency, fill out a sick-call form and put it in the sick-call box for your housing unit. Use the same form to see mental health staff or the dentist. Medical personnel pick up these forms each day. There is always a doctor, psychiatrist, and dentist on call for emergencies or concerns.

The nurses CANNOT change your medicine; they can only give you what the doctor prescribes. If you refuse to take it, the doctor may stop it. If you have medical or mental health questions, fill out a sick-call form and a doctor will evaluate your request.

### **Classification**

You will be classified a few days after you come to jail. DCSO will assign you to a custody level. Your custody level determines where you are housed and what kind of work, services, education, and treatment programs you may qualify for. Classification staff considers your criminal history, current charges, past behavior while in jail, and other factors when deciding your custody level.

There are 3 custody levels:

**Minimum**—standard supervision level and normal program eligibility.

**Medium**—moderate supervision level and restricted program eligibility.

**Maximum**—increased supervision level and very restricted program eligibility.

Each of these custody levels will have an effect on the activities you may participate in such as unit activities or program access.

Classification staff conducts interviews to learn if you have an enemy in jail or other special housing needs. If you refuse to go to the area where you are assigned, you will be housed in a more restricted unit and will also be subject to disciplinary action.

**Appeal**—You do not have the right to choose where you are housed, but you can ask for a change in custody level or housing unit assignment. This appeal can be filed through the grievance process. You must give the reason for appeal.

### **Case Managers**

After you are classified, you will live in a housing unit which has an assigned case manager. You will have an opportunity to see your case manager once a week if you sign the list. A schedule for your case manager is posted on the tablet or kiosk.

A case manager can:

- look up charges, bond amounts, and court dates;
- help you contact your lawyer, probation officer, the court clerk's office, the chaplain, jail staff, etc.;
- set up emergency visits;
- get you to a phone in a family emergency or legal crisis;
- help you request considerations related to gender identity;
- help you apply for education, treatment, re-entry services, and work programs, as well as provide forms and applications for things like work release, parole, property claims, reclassification, and visits;
- help you with questions regarding sentencing credits;
- help you understand the housing rules, handbook or program information if you have a physical or learning disability and need assistance;
- help you with tablet problems; and,
- provide applications for voter registration and absentee ballots if you haven't been convicted of a felony.

A case manager cannot:

- get your bond lowered;
- take care of outside money matters for you;
- move you to another cell;
- accept packages; or,
- take things from the public to give to you.

## **Appearance and Hygiene**

When you are dressed out, you will be given toothpaste, toothbrush, and soap. You can buy more hygiene items from the commissary. If you are indigent, apply for an indigent package on the kiosk to receive these items. Hair care and laundry services are free. All haircuts are standard.

You are responsible for properly maintaining your personal hygiene. You are required to shower at least once every seven days, and may be required to bathe more often if staff determine it is necessary for health or sanitation reasons.

You will be given the opportunity to shave 3 times per week. If you will be attending court, you will be given the opportunity to shave. The razor schedule is posted in the housing unit or on the tablets/kiosks. Dates and times vary by facility.

You can only wear clothes issued by the jail or that you buy from commissary. When outside the housing unit, you must wear your uniform and carry your identification (ID) at all times. When wearing the two-piece uniform, the shirt must be tucked inside your pants; no sagging pants are allowed and pants are not cuffed. Head coverings are not allowed except for when approved for medical or religious reasons, and they are subject to search. Jewelry (home-made or not) is not allowed and religious materials are not allowed to be worn as jewelry.

If your jail ID starts to wear out, ask your case manager to get it replaced. You will be written up if you damage it on purpose. You will not be permitted to leave your cell without your ID, so be sure to keep it on you at all times.

## **Safety and Recreation**

**Safety:** Follow staff instructions if there is an evacuation or other emergency. Tampering with safety equipment such as fire extinguishers, sprinklers, smoke detectors, security doors and locks is a crime, and you will be prosecuted. Even small fires can be deadly because of smoke inhalation. Report any fire at once to the nearest staff member.

**Facility Count Times Begin:** 0600; 1430; and 1800 hours

**Meal Times:** Breakfast is 0300-0500 hours. Lunch is 1000-1200 hours. Dinner is 1530-1800 hours. All times are subject to change.

**Recreation:** If you are in general population, you may go to outdoor recreation every day if the weather and facility security allow. You will not be permitted to attend recreation if you have given up your recreational time to avoid a formal disciplinary action against you. You must wear your jail-issued clothes and closed-toe shoes. No rough sports, horseplay, or fighting is allowed. Recreation schedules are posted in your housing area on tablets/kiosks, if your recreation area is not attached to your housing unit. The schedules are subject to change. Recreation in the

dayroom is permitted for walking, card games, and general exercise. Exercise may be restricted by custody levels.

## **Services**

**Religious:** You have a right to practice your religious faith in any way that doesn't disturb jail safety or security. Religious texts are available on the tablets. Community partners provide all services. Because the services are provided by community partners, they are subject to change.

Your minister or spiritual advisor may visit you in jail. Your advisor must first contact the facility chaplain or the DCSO chaplain coordinator to be approved for a visit. DCSO does not buy religious material, but community partners donate many materials. See your case manager or chaplain if you need other religious items to practice your faith. You must contact the facility chaplain at least a week in advance to schedule specific observances.

You may also request a religious diet through your case manager, who will complete a referral to the facility chaplain. The chaplain will discuss your eligibility for the diet and explain rules about the diets. If you are found to violate these rules, your religious diet may be revoked. Also ask to see the chaplain to request any other religious accommodation.

**Access to legal research materials:** Legal research materials are available via the legal app on the tablets. Materials include: Tennessee and US constitutions, landmark Tennessee cases, and opinions of the Attorney General of Tennessee, Sixth Circuit district court, and all federal courts of appeals. Also available are federal statutes related to inmate rights, US Supreme Court opinions, dictionaries, and rules of Tennessee and federal courts.

You can meet with another inmate in your housing unit for help with research or filing papers with the court. Your case manager can give you forms to file a complaint with federal court if you believe your civil rights have been violated. The court charges a \$350.00 filing fee for civil rights complaints, and the money is taken out of your commissary account.

You may receive legal discovery documents or media/audio files related to your case on a USB from your attorney of record or approved private investigator. DCSO provides your attorney with the USB, and your attorney must send it to DCSO legal before you will receive it.

In order to review legal documents or listen to media/audio files, you must make a request through your assigned case manager. During a cell search, legal documents may be searched, but will not be read.

**Marriages:** If you want to get married, see your case manager for a chaplain referral. You must pay for the marriage license and get your own minister or other qualified person to perform the wedding ceremony.

## **Treatment, Education, Work Release, and Re-Entry**

The DCSO has several treatment, education, work release, and re-entry programs. All have rules for getting in and staying in, and none of them are easy to complete. You may be required to have a clean disciplinary history for a designated time and qualify for housing in the appropriate facility before being approved for some programs.

**Treatment programs:** Treatment programs are for people who are willing to accept help and work hard to change behavior and attitudes. You will be required to get up early, keep your living area clean, do chores, take part in group activities, and complete individual assignments. You must also follow all other treatment program rules, which are posted in the unit; failure to obey them results in termination from the program. There are waiting lists for most treatment programs. If you just want to “do your time,” with as little effort as possible, please don’t take a space that can go to someone who is ready to work toward change.

To apply, you must have at least 60 days left to serve on your sentence. Professionally qualified DCSO staff members lead the programs. Like all DCSO treatment programs, you must be willing to follow the rules and work to help yourself do well.

**New Avenues/Healing Journey:** These are gender-responsive alcohol and drug treatment programs for inmates who are interested in changing their lifestyles.

**SAVE (Sheriff’s Anti-Violence Effort):** This is a batterer’s intervention program to help you with domestic violence and power/control problems.

**12-Step Programs (AA and NA) and other self-help groups:** There are Alcoholics Anonymous and/or Narcotics Anonymous meetings at most facilities. Other programs are available to assist your recovery and the programs vary by facility. These meetings are free to anyone who wants to attend. These meetings are staffed by community partners. Meetings can only be held as community partners are available. See your case manager for more information.

**Work and Educational Release:** Work release lets you earn money at a regular job, but you must return to jail each day. You cannot qualify for work release if you:

- have NOT been sentenced on all charges, have active holds, or outstanding warrants;
- are a convicted misdemeanor with more than one year left to serve;
- were convicted for misdemeanor escape within the last five years, or felony escape within the last ten years;
- have been convicted of a DUI that resulted in death or injury of a person, or are convicted of a second, third, or fourth offense DUI and have not completed the minimum mandatory sentence for that offense;
- are serving a felony sentence based on a crime against person or property and have a previous sentence based on a crime against person;
- have been convicted of a sex offense; or,
- are a registered sex offender.

Convicted felons who are interested in work release should contact their case managers for additional work release eligibility requirements.

You may also apply for a daytime furlough for education programs such as college or vocational schools. See your case manager to learn more about work and educational release.

Other work programs: DCSO has several work programs. State law says you must work if you are convicted and assigned a job. You may be assigned various work details. Some work programs also teach a skill or trade. Refusing to work will keep you out of treatment and other programs. If you are sentenced, you will lose credits and be in jail longer. You may also get a disciplinary write-up and lose privileges.

Integrated Education and Training: All facilities have ESL, technical and occupational training, HiSet (High School Equivalency) classes, and you may earn your diploma while you are here if you qualify for that program. The DCSO offers technical training and education programs such as construction trades, computer education for business skills development, and additional classes such as culinary, barbering/cosmetology, parenting and life-skills classes. Education apps and resources are coming soon on tablets. Please ask your case manager if you are interested.

Re-Entry Services: The re-entry system is designed to assist individuals with resources for transition and release into the community.

### **Your Rights Against Discrimination**

The DCSO complies with Title VI of the Civil Rights Act. Title VI prohibits discrimination in programs, services, or activities because of race, color, or national origin. If you need to file a Title VI complaint, contact your case manager.

If you have a disability, you have a right to reasonable accommodations related to programs, living conditions, and other daily activities. See your case manager to ask for help or to make a complaint about needs related to your disability.

### **Grievances**

You may file a grievance on your tablet or the kiosk available in your housing unit. Use the app on the kiosk or your tablet to submit a grievance. Paper grievances are not accepted. You have 7 days, not including holidays and weekends, after the matter/incident you are complaining about to file your grievance. That time limit may be extended only for a good reason, or if the grievance involves a complaint of sexual abuse/harassment. Be sure to file a separate grievance for each issue so your concerns can be addressed. If the grievance coordinator finds the grievance duplicates one you've already filed, the grievance will be returned to you without a new response. If you are transferred or released before receiving a response to a grievance or appeal, you may contact the records division to obtain the response.

**Grievance Appeals:** If you think the answer to your grievance is unfair, you can appeal to the facility administrator. You must file your appeal within 7 days of receiving your original response. The grievance appeal is activated by clicking "Appeal". You will receive an answer in 9 days. The appeal must only be based on issues from the initial grievance. If you introduce new grievances within the appeal, the appeal authority may choose to answer only issues which appear in the initial grievance.

### **Reporting Crimes**

If you want to report a crime committed against you by someone else, ask to see the on-duty lieutenant or other supervisor at your facility. The supervisor will document the request and contact the sergeant in the main processing facility. The sergeant will complete a police incident report. The report will be forwarded to the appropriate police personnel for further action.

### **Inmate Behavior Credits and Work**

**Requirements for Pre-Trial Inmates:** Behavior credits are awarded once you are sentenced, and are 25% of your time served (approximately 8 days a month). You are not eligible to earn "2 for 1" credits, but you will continue to earn behavior credits while you are incarcerated, unless you are found guilty by the disciplinary officer of violating a jail rule.

You are required to:

- keep your cell clean;
- clean the dayroom, shower, bathrooms, or other parts of the cell block or unit; and,
- maintain your personal hygiene.

Refusing to shower or bathe as directed is a disciplinary infraction, and may result in a write up.

Pre-trial inmates may volunteer to work. If you are a pre-trial inmate wanting to work, you must see your case manager to complete a work waiver form and request to be medically cleared.

**Requirements to Work for Convicted Inmates:** Once you are sentenced, you are eligible to earn "2 for 1" sentence credits. State law requires you to work as directed. If you work a job assigned to you by the inmate scheduling staff, you will receive two days credit for each day you work if your sentence allows it.

Refusing to work will increase the time you spend in jail. Refusal to work, being removed from a job assignment, or failure to comply with medical requirements in order to be assigned a job will result in a loss of the "2 for 1" sentence credits. Sentenced inmates who refuse to participate in work details and/or personal housekeeping are subject to disciplinary action. You can be required to work outside your housing unit. If work or program credits are stopped twice during the same incarceration as the result of disciplinary lockdown sanctions, these credits will not be restarted, and you cannot be assigned to any work detail or program that earns credits.

For health and safety reasons, before you are allowed to work, you must be medically cleared. If you refuse, you will not be allowed to work, and if you do not work, you will not receive "2 for 1" credits.

### **Jail Discipline and Rules**

**Disciplinary Write-Ups:** You may get a "write-up" if a staff member believes you broke jail rules. If your behavior threatens facility security or others, you may be transferred to restrictive housing until your hearing. Some disciplinary charges may also result in criminal charges.

**If you get a disciplinary write-up, you have the right to:**

- a copy of the disciplinary report and any documents or evidence the hearing officer considers, unless information within the document could pose a risk to facility security;
- a hearing within no less than 24 hours and no more than 7 days after you get a copy of the write up;
- be present during the entire hearing, unless your behavior requires removal;
- make a statement and present evidence;
- an interpreter, if you do not understand English or you are hearing impaired;
- the help of a staff member to prepare or present your case, if you are incapable of collecting and presenting evidence on your own behalf;
- call and cross examine witnesses and present evidence in your defense, or be given a written reason why you were not allowed to do so;
- remain silent, but your silence may be held against you;
- appeal the decision in writing within 5 working days; and,
- receive a copy of the disciplinary hearing summary that explains the reason for the decision, the evidence considered, and the punishment or sanction, if there is one. A yellow appeal form is attached to the results of your hearing.

**Disciplinary Infractions and Sanctions:** If you are found guilty, the hearing officer may consider your past institutional behavior when choosing the penalty for your offense. The penalties can include a verbal warning, restriction of privileges such as visits or commissary, and/or disciplinary lockdown for no more than 30 days for a major infraction, or 15 days for a minor infraction. Total confinement is not to exceed 60 days for all violations arising out of one incident.

While you are on lockdown, you will not receive sentence credits. The disciplinary hearing officer may also choose to take away sentence credits you have already received (i.e. dead time), regardless of the other sanctions imposed. While on disciplinary lockdown, the following privileges are forfeited: commissary, non-attorney visits, tablet access, and most program attendance. You will be offered at least one hour out of your cell each day, a personal phone call every 30 days, and the opportunity to shower.

**Disciplinary Appeals:** You may appeal the hearing officer's decision by filling out the yellow appeal form provided or writing it on plain paper with "DISCIPLINARY APPEAL" in big letters



across the top. Give it to the mail clerk once you complete it. You will get a written decision on the appeal within 15 days. Technical errors, such as an omitted date, will not be enough to overturn the results of your hearing.

To win an appeal, you must show that:

- you were denied one of your rights;
- there was no evidence you are guilty;
- policies and/or procedures were not substantially followed; or,
- the sanction is more than is allowed based on the chart below.

INFRACTION	DEFINITION	SANCTION
Arson	Intentionally setting a fire or burning any material	30 days
Assault	Striking another, with or without a weapon or other object, intending to cause injury, pain or harm. Includes using booby traps, bodily fluids or waste	Verbal to 30 days
Contraband Possession	Possessing an unauthorized item, object or substance, including authorized items altered or used for other than its intended purpose	Verbal to 30 days
Destruction of Property	Destroying, altering, or damaging DCSO property or the property of another person	10 to 30 days
Disrespect	Directing vulgar or obscene language or gestures at staff in an abusive manner	Verbal to 15 days
Disruptive Behavior	Conduct such as loud talking, yelling or other actions that create an unnecessary disturbance	Verbal to 15 days
Escape	Escaping, planning escape, or attempting escape, including walking away from a work detail or failing to return on time from a furlough, work release, or approved community activity	30 days
False Report/Allegation	Knowingly making untrue claims against staff or other inmates	Verbal to 15 days
Fighting	A physical altercation with another inmate beyond what is reasonable for self defense	10 to 30 days
Forgery/Fraud	Altering any document, article, identification or official paper without authorization	10 to 30 days
Gambling	Betting on the outcome of an activity or event, or possessing betting paraphernalia such as dice	Verbal to 15 days

Gang Related Activity	Acting in concert with one or more individuals to violate jail rules or the law; possessing items such as letters, notes, ID cards, clothing, or jewelry that are marked, decorated, or inscribed with gang symbols, names, or logos	10 to 30 days
Harassment	Annoying, unwanted behavior or remarks intended to offend or torment the person to whom they are directed	Verbal to 15 days
Hoarding Medication	Saving or stockpiling prescribed medicine	10 to 30 days
Horseplay	Rough, rowdy play with other inmates or staff	Verbal to 15 days
ID Violation	Being out of assigned cell or housing unit without issued jail ID, loaning jail ID to another inmate, or possessing someone else's jail ID	Verbal to 15 days
Indecent Exposure/Lewd Behavior	Intentionally exposing genitals, buttocks or female breasts in order to disrespect, offend, provoke, shock, or sexually proposition anyone	10 to 30 days
Inmate Consensual Sexual Behavior	Willingly engaging in sexual acts with another inmate or visitor, including outside professionals	10 to 30 days
Inmate on Inmate Sexual Abuse	Nonconsensual or coerced sexual contact or penetration imposed on one inmate by another	30 days
Inmate on Inmate Sexual Harassment	Repeated and unwelcome sexual advances, requests for sexual favors, comments, gestures or actions of a derogatory or offensive nature directed at another inmate	10 to 30 days
Inmate on Staff Assault	Striking or attempting to strike a staff member, with or without a weapon or other object, intending to cause injury, pain or harm. Includes using booby traps, bodily fluids or feces to do so	10 to 30 days
Inmate on Staff Sexual Abuse	Nonconsensual or coerced sexual contact or penetration involving an employee, vendor, intern, or volunteer	30 days
Intoxicated: Drugs, Alcohol or Other	Being under the influence of drugs, alcohol or other intoxicants	10 to 30 days
Out of Place	Being in an unauthorized area or location	Verbal to 15 days
Positive Urinalysis	Testing positive for alcohol, a controlled substance, or non-prescribed medication; or	30 days
Possessing Property without Authorization	Possessing property belonging to another person or the government without permission	Verbal to 30 days
Possessing intoxicants, drugs, alcohol or paraphernalia	Possessing or using non-prescribed drugs, alcohol or other intoxicants, or possessing related paraphernalia	Verbal to 30 days

Profiteering	Conducting an operation that sells or trades commissary or other items to other inmates in order to make a profit or obtain a benefit	5 to 30 days
Refusing Direct Order	Refusing to follow staff instructions or directives	Verbal to 15 days
Refusing to Work	Refusing to work or report to work. (Convicted inmates only)	Verbal to 15 days
Refusing Urinalysis	Refusing to provide a urine sample within two hours of request; refusing a "breath test"; or refusing to cooperate	30 days
Riot/Inciting to Riot	Two or more inmates rebelling against and defying lawful orders so as to cause, or attempt to cause, an uprising. Encouraging other inmates to revolt in the same manner	10 to 30 days
Smoking/Tobacco Products	Using or possessing a tobacco product or other nicotine delivery system	Verbal to 15 days
Smuggling	Sending, taking, or causing contraband to be sent, or taken, into or out of a facility, secured area, vehicle, or other area controlled by DCSO	Verbal to 30 days
Solicitation	Giving or offering a bribe, favor, or anything of value to a staff member in exchange for favors or personal gain	Verbal to 30 days
Strong Arm Activity	Threatening or bullying another inmate, or causing another inmate to be threatened or bullied, in order to take property, benefits or privileges	5 to 30 days
Tampering with Security Devices	Destroying, damaging, disabling, tampering with, or blocking any safety or security device such as locks, doors, cameras, control panels, security glass or sprinklers	10 to 30 days
Tattooing	Using a needle or other pricking device to permanently stain a design, picture or words into the skin, or receiving the same	10 to 30 days
Theft	Taking, using, or possessing property belonging to another without permission	Verbal to 30 days
Threatening Behavior	Words or actions used to menace, intimidate, or show intent to cause harm to a person or property	Verbal to 30 days
Unsanitary Conditions	Failing to comply with rules about personal hygiene or sanitation. Causing or maintaining filthy conditions, littering, spitting on walls or floors, dirty sink or toilet, etc.	Verbal to 15 days

Unsatisfactory Detail Performance	Failing to perform work as instructed by staff	Verbal to 15 days
Violating an Order of Protection or other Court Order	Disobeying an order of protection, or any other court order, while in custody	10 to 30 days
Violating Housing Rules	Failing to comply with posted safety and sanitation rules, or other written rules	Verbal to 15 days
Weapons Possession	Possessing a weapon, including an object intended for use as a weapon, or keeping a weapon in an area over which inmate has control, such as his cell or work area	10 to 30 days
Violating Work Release Rules	Failing to comply with any part of the work release agreement	Verbal to 15 days
Related Misconduct: Attempting to Commit; Aiding and/or Abetting Another to Commit; Conspiracy to Commit; Accessory to	An inmate who attempts, assists, conspires, or plays a role in an incident may be written up for the infraction he intended or planned to commit. The inmate is charged with the disciplinary infraction and sanctioned as though he successfully completed the act.	

## **General Rules**

- No gang activity, names, symbols, or codes are allowed anywhere, on anything. That includes your mail or personal property.
- You must use ONLY your own PINs to make phone calls and commissary orders.
- Your bed must be made when not in use.
- You may not store open food or drink in containers in your cell.
- You must stay on your bunk and be quiet during counts and lockdown times.
- You may not write on walls, ceilings, windows, doors, etc.
- You may not put pictures, papers, or similar items on the walls.
- You will not cover bunks, doorways, windows, or vents.
- You will not barter, exchange, sell, or loan money, food, commissary items, jail property, or personal property (including your PINs and tablets) with/to any other inmate.
- Televisions may be shut down temporarily to restore order. One inmate or group will not control them. Officers will keep the TV off at night, during count, and other times when needed.
- Destroying, damaging, or tampering with jail property is a crime. You will be disciplined and may be prosecuted in court.
- Do not pull or force security doors.
- Smoking and tobacco products are not allowed in the housing facility.
- Do not enter any housing area (other than your own) or other part of the building except when staff directs you to.
- When sent to another area, do not stop along the way.
- You must have your jail ID at all times outside your housing area.
- Do not sit or stand on dayroom tables.
- Do not pass items to other inmates, or send notes to other inmates.
- Do not talk to Restrictive Housing inmates or make phone calls for them.
- Do not alter or mark issued clothing or linens.
- You are not to have keys or tools, except when assigned to a supervised work detail, on work release, or when rules at your facility allow it.
- No horseplay is allowed.
- Staff will be addressed by their title, last name, and/or officer.
- All personal property must fit in your DCSO-issued bus tub, assigned storage area, and/or laundry bag.
- You are responsible for maintaining proper hygiene.
- You are responsible for the sanitation of your cell and bunk area.
- You will be responsible for the sanitation of the general housing area, such as the day room, floors, and showers.
- Inmates will follow all reasonable directives given by an officer and staff, as well as any facility-specific rules that are posted.

- Inmates must wear the DCSO issued uniform properly; shirts will be tucked, pants will be pulled up (no sagging and appropriately sized) and not cuffed.
- All units will be kept clean; each bunk area is the responsibility of the inmate assigned to that bunk. Privileges may be suspended until areas are clean and in order.
- Throwing any substance on another inmate or staff will result in property restriction. The administration will evaluate the incident to determine if any other restrictions are needed to provide a safe environment. You may also be written up for a disciplinary infraction and receive formal sanctions.