



# **INMATE HANDBOOK**

**WHITFIELD COUNTY SHERIFF'S OFFICE  
DALTON, GEORGIA**

October 3<sup>rd</sup>, 2019

# Contents

<b>I. INMATE RIGHTS AND PRIVILEGES.....</b>	<b>3</b>
A. RIGHTS INCLUDE:.....	3
B. PRIVILEGES INCLUDE: .....	3
C. INMATE RESPONSIBILITIES: .....	3
D. RESPONSIBILITIES OF INMATE WORKERS.....	4
<b>II. GENERAL FACILITY PROCEDURES.....</b>	<b>4</b>
A. BEGIN OF DAY .....	4
B. LOCKDOWN AND LIGHTS OUT .....	4
C. ROLL CALL .....	4
D. INMATE MOVEMENT INSIDE THE FACILITY .....	4
E. EMERGENCY EVACUATION .....	5
F. CARE OF LIVING AREAS .....	5
G. DAYROOM/ACTIVITY ROOM .....	5
H. CELL DOORS .....	6
I. RESTRICTED AREAS .....	6
J. INMATE MEALS.....	6
K. GROOMING AND PERSONAL HYGEINE.....	6
L. RAZORS.....	7
M. UNIFORMS.....	7
N. LAUNDRY .....	7
O. FACILITY-ISSUED INMATE IDENTIFICATION.....	8
<b>III. INMATE ACCOUNTS AND PROPERTY .....</b>	<b>8</b>
A. INMATE FINANCIAL ACCOUNTS .....	8
B. COMMISSARY .....	9
C. INMATE MAIL.....	9
D. PERSONAL PROPERTY .....	10
<b>IV. DISCIPLINARY .....</b>	<b>11</b>
A. CONTRABAND.....	11
B. GENERAL RULES OF CONDUCT.....	12
C. DISCIPLINARY PROCEDURES .....	12
D. DISCIPLINARY SANCTIONS .....	14
E. DISCIPLINARY APPEALS AND HEARING PROCEDURES.....	15
<b>V. COMMUNICATION.....</b>	<b>16</b>
A. GRIEVANCE PROCEDURES.....	16
B. EARLY OR TEMPORARY RELEASE.....	16
C. INMATE TO INMATE COMMUNICATION .....	16
D. VISITATION.....	16
E. TELEPHONE, VIDEO, AND ELECTRONIC COMMUNICATION .....	18
F. RELEASE DATES .....	19
<b>VI. FACILITY SERVICES .....</b>	<b>19</b>
A. MEDICAL AND SICK CALL.....	19
B. COMPASSIONATE VISITS .....	20
C. RELIGIOUS SERVICES.....	20
D. LAW LIBRARY .....	21
E. INMATE RECREATION .....	21
F. INMATE VOTING RIGHTS.....	22
G. VETERAN’S INFORMATION .....	22
H. RIGHTS OF ALIENS AND FOREIGN NATIONALS .....	22
<b>VII. CONTACT NUMBERS.....</b>	<b>22</b>

This Inmate Handbook is provided to you, the inmate, to inform you of what is expected of you while in our facility, and to provide information about the operations of our facility. The rules and regulations herein contained are intended to demonstrate the standard of behavior at this facility that applies 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. It is your responsibility to ask a jail officer for assistance if you do not understand any rules. The rules and regulations contained in this handbook are hereby adopted by the administration of the Whitfield County Sheriff's Office.

## I. INMATE RIGHTS AND PRIVILEGES

A right is something to which inmates are entitled. Rights are generally determined by law but may be limited or modified due to security concerns, safety issues, or emergency situations.

### ***A. Rights Include:***

- Reasonably safe, clean, and sanitary living conditions.
- A diet providing adequate nutrition.
- Reasonable access to the courts.
- Right to Religion.
- Contact with family and friends.
- Disciplinary due process.
- Adequate Medical Services.
- Time outside of cell.

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.

### ***B. Privileges Include:***

- Attendance in programs, including work programs.
- Access to and use of the inmate telephone system.
- Recreational or outside communication through kiosks or tablets.
- Visits with family and friends.
- Purchase of commissary items.
- Television.

Inmates are responsible for their own conduct and are expected to cooperate with staff, follow facility procedures, and make efforts to interact in a respectful manner with others while in the facility.

### ***C. Inmate Responsibilities:***

- Use commonly accepted courtesy in dealing with others: treat all staff and other inmates with respect.
- Follow staff orders or requests.
- Respect Detention Facility property and the property of others.
- Maintain his or her cell and dayroom in a clean, orderly, and sanitary manner.

- Maintain daily personal hygiene.
- Conduct yourself in a responsible manner.
- Comply with all rules and regulations of this Detention Facility.
- Refrain from any type of sexual misconduct. Sexual misconduct includes but is not limited to: sexual advances, sexual activity with or without consent, “flirting” or inappropriate comments to staff or inmates, requests for sexual favors, verbal statements or physical contact of a sexual nature, indecent exposure, and placing or showing sexually explicit pictures, cartoons or drawings where they may be visible to any person.

#### ***D. Responsibilities of Inmate Workers***

Inmate work positions are voluntary and inmates may resign their position at any time. However, inmates volunteering in these areas operate under the strictest standards due to their access to various parts of the facility, contact with other inmate populations, as well as to areas outside the facility. Inmate trustees who violate procedures, especially in regards to contraband related procedures, will be held to a higher standard than other inmates. In particular, these inmates can be expected to be held accountable for serious infractions with any contraband related issue, as possession and distribution of contraband is a violation of state law. Random drug or tobacco screening may be required of any inmate trustee at any time. Refusing to test will be treated as a serious violation and may be used as evidence that the inmate would have tested positive.

## **II. GENERAL FACILITY PROCEDURES**

#### ***A. BEGIN OF DAY***

Wake up call will be at 5:30am each morning. All cell lights in the pod will be turned on and the door to his or her individual cell will be unlocked at that time (unless inmates are in special management segregation).

#### ***B. LOCKDOWN AND LIGHTS OUT***

All inmates must be in their assigned cells at 12:00 midnight. Inmates are not allowed out of their assigned cells after midnight until the next morning.

#### ***C. ROLL CALL***

Roll call will be conducted at various times. When roll call is announced, all inmates are to stand in front of their assigned individual cell, completely dressed unless a special circumstance exists, such as a medical issue until dismissed by a Detention Officer.

#### ***D. INMATE MOVEMENT INSIDE THE FACILITY***

When outside the confines of his or her cellblock, all inmates will walk in an orderly, single-file fashion along the wall to his or her right. Non-trustee inmates will be restrained during normal movements unless a medical condition exists which makes it unsafe to do so. There will be no talking whatsoever except to staff members. Inmates are not allowed to communicate with other inmates of the opposite sex while inside the facility. Inmates assigned to work details are not to leave the location of the detail or to move unescorted in the halls or within the facility.

### ***E. EMERGENCY EVACUATION***

In the event of an inmate evacuation due to fire, smoke, or other emergency, inmates are to follow the instructions and evacuation route announced by a Detention Officer.

### ***F. CARE OF LIVING AREAS***

Each inmate is responsible for cleaning their assigned cell and the commons area of the cellblock. Each afternoon a cleaning cart containing cleaning supplies will be provided to each cellblock. The television in the cellblock will be turned off until the cleaning cart is removed. All inmates in the cellblock are expected to participate in cleaning their individual cell and their commons area. Any inmate not participating in the cleanup will be subject to disciplinary action. Cell searches of day rooms, sleeping areas or inspections may be conducted at any time.

Cleaning responsibilities include sweeping and mopping floors (dayroom floors, shower floors, and cell floors) and ensuring trash is placed in the proper container, cleaning sinks, showers, and toilets. This includes the stairs, handrails, phones, and the area on the upper level outside the individual cells. All walls are to be wiped down and graffiti removed during cleanup.

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, or sprinkler heads. Anything posted (outside of dark painted squares provided for this purpose) on the walls, vents; windows, light fixtures, or sprinkler heads will be considered contraband and will be confiscated and destroyed

Any inmate not participating in the cleanup will be subject to disciplinary action. We will continue to reward cell blocks that take the initiative to better themselves and their living conditions. Inmates in cell blocks or those in individual cells who fail to properly clean (including removal of graffiti and trash from walls or lights) may not receive privileges such as phone calls, outdoor recreation, television privileges and commissary until the area is properly cleaned.

### ***G. DAYROOM/ACTIVITY ROOM***

The dayroom/activity room area is defined as that area between the cellblock door and the first step of the stairwell.

Day Room Rules Include the Following:

1. Inmates will treat each other, and all staff, in a courteous and respectful manner.
2. All cell doors are to remain open during normal hours, unless the cells have been locked down by staff.
3. All inmates are to be fully dressed and wearing their uniform in an appropriate manner.
4. Head, neck, and face coverings are not allowed.
5. Inmates are not allowed beneath or under the stairs.
6. Inmates are not allowed to exercise while touching the stairs or stair rails.
7. Loitering, sitting or resting on the upper deck (mezzanine) or stairs is not allowed.
8. Inmates will not enter any areas marked with red lines, such as doorways or accesses to side cells.
9. No laundry or bedding items are allowed in the dayroom area, especially on tables.
10. No items may be attached to the rails, furniture, stairwell or walkways.
11. No letters, pictures or notices may be placed on the walls, except for in the dark painted squares provided for this purpose.

12. Sitting, laying, or standing on the tables and standing on the seats is prohibited.
13. Running and horseplay are prohibited.
14. Inmates will line up, single file, with their ID, whenever they are called to the door.
15. Inmates will immediately set at a table upon receiving chow.
16. The TV remote should remain in the day room at all times.
17. All tablets will be returned to chargers at any time the cell block is locked down, including night shift sleeping hours.
18. Cell windows are not to be obstructed by any item.
19. No drawing on county property (graffiti) is allowed.
20. All inmates are responsible for cleaning their cells, the shower, and the day room area.

## ***H. CELL DOORS***

In the cellblock housing areas, the cell doors are to remain open during cell access hours unless an inmate is using the restroom. The sliding doors are controlled by the Control Tower. Items may not be hung in doorways or hung on the windows; this includes anything that blocks vision into individual cells.

## ***I. RESTRICTED AREAS***

Sitting, leaning, standing, or loitering on stairs or behind stairs, or on upper level behind rails is prohibited. The stairwell will not be blocked. No inmates are allowed to enter or loiter in the "Red Line" areas in cell blocks or in other locations without the specific permission of Detention staff. Inmate workers are to stay in their assigned areas and are not to move unescorted or peer into the hallways while in their assigned work areas.

## ***J. INMATE MEALS***

The serving of meals is on a rotating schedule at various times throughout the facility. When a meal is announced, all inmates will proceed to the day room, close the doors to their cells, and take a seat at one of the tables. All inmates will then be directed to form an orderly, quiet, single-file line along the wall near the doorway. Upon receiving the tray, inmates will immediately move to a table for consumption of the meal and remain seated until all meals are distributed. It is the inmate's responsibility to immediately review his or her meal and report any issues prior to leaving the line.

Approximately 15 minutes after the meal is served, the cell block doors will be reopened. When the meal is completed, inmates are to empty their trays of excess food and trash in the garbage can and neatly stack the trays and all cups next to the door for collection. It is the inmate's responsibility to be available when meal service is announced. The Detention Officers or Kitchen Staff are not required to wake inmates for meals. However, officers may conduct a wellness check by intercom or in person to investigate when inmates do not do so.

The meal served is to be eaten at the time it is served. **Inmates are not to take parts of their meal back to their cell area and store food. All meals will be eaten in the dayroom only.** Detention Officers will destroy any food served from our kitchen found stored in the cell. Inmates found handling the food of others, combining then sharing food, hoarding kitchen cups or trays, or otherwise engaging in unhygienic practices of food handling (any food preparation outside of regular kitchen operations) will receive disciplinary action and may be permanently banned from access to commissary food items.

## ***K. GROOMING AND PERSONAL HYGEINE***

It is an inmate's responsibility to remain clean and hygienic when in custody. This includes regularly showering, washing their hands, and engaging in other hygienic practices. 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 once a month. (Exceptions may be made if the inmate is scheduled for Court appearance for a jury trial.) Fingernail clippers will be distributed once a week.

### ***L. RAZORS***

The Detention Division will schedule razors to be issued to inmates once a week. Inmates scheduled for a Superior Court appearance may also request a razor while preparing for Court, but this request must be made between 5am and 6am on the date of the appearance. These are the only times razors will be issued. Razors will only be issued to inmates who personally appear with their facility issued identification. Inmates issued a razor must personally return the razor, and the plastic blade cover, when they are collected and show their facility issued identification during the collection process.

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. In addition, any inmate taking apart a razor may no longer be allowed the use of a razor, face disciplinary action, and may face criminal charges for possession of a weapon within the facility.

### ***M. UNIFORMS***

Inmates must be fully dressed in their county issued uniform when outside their individual cell; this includes wearing a uniform shirt. The only exception to this rule is for inmates who are **currently** receiving a haircut. Inmates receiving a haircut are allowed to be in the day room without their full uniform as long as they are wearing their uniform pants, an non-see through undershirt, and a bra (if a female inmate).

Inmates are not allowed to wear clothing that is not appropriately sized: For example, too large or baggy. Inmates are not allowed to wear any clothing in a manner that exposes any part of their undergarments. All inmate uniforms will be worn in a uniform fashion: raised pant legs, wearing inside/out uniforms, and similar actions are not acceptable.

Inmates will not wear skull caps, masks, head covers or eye covers in the dayroom. Inmates will not use homemade hair bands. Inmates will not wear necklaces of any kind, for safety reasons. Hair ties may be purchased from the commissary, if needed. Inmates must wear uniforms to and from the showers and in the dayroom at all times. Legitimate exceptions to uniform rules may be requested by contacting the grievance officer.

### ***N. LAUNDRY***

At the time inmates are transferred to a Housing Unit, they will receive a mattress and a bedroll. Each bedroll will contain one net bag, one mattress cover, one blanket, one sheet, one towel, and one 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 is damaged, the inmate must notify a Detention Officer immediately. Inmates are responsible for all the items they have been issued, and may be charged for issued items found to be damaged, stolen, or lost.

Inmate uniforms will be changed twice per week. Inmates will line up in single file at the door of their cell block. Male inmates will step to the door with uniform in hand and exchange uniforms. Female inmates will receive uniforms and change in their individual cell. Inmates will receive uniforms that are the correct size. Detention Officers will determine the correct size, not the inmate. Inmates must take the uniform they are issued and may not pick/choose a uniform to their liking. 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.

Soiled laundry (in provided net bags) will be picked up twice per week, after uniforms are exchanged. The net bags may contain personal clothing items, towels, sheets, and mattress covers. Inmates will be informed the date their cell block is scheduled to have their net bags picked up and the location they are to be placed for pick-up. It is the inmate's responsibility to insure the net bag's opening is secured. The Sheriff's Office will not be responsible for items being lost due to bags coming open during the washing process. Net bags will normally be picked up during the morning and returned in the afternoon.

Inmate hygiene kits will be sold once each week during uniform exchange. Inmates found to be indigent will be issued a hygiene kit if they request one and currently don't have funds to purchase the kit. Inmates must present their issued ID bracelet to receive a hygiene kit. Blankets issued to inmates will be obtained and exchanged once a month. They will be exchanged on an item per item basis. Toilet paper will be passed out every two days for male inmates and daily for female inmates. Inmates will receive one roll per cell.

Upon being released, inmates must present all issued items, such as sheets, blankets, towels, mattress, etc., to the Detention Officer when exiting the cell block. Inmates unable to provide issued items or provide issued items that have been damaged may be charged the cost to replace the item(s) and may face criminal charges.

#### ***O. FACILITY-ISSUED INMATE IDENTIFICATION***

Inmates must maintain their facility issued inmate identification on their persons at all times. These must be immediately shown to Detention personnel upon request. Losing or destroying the identification will result in disciplinary action and a monetary charge. Swapping the identification with another inmate will also result in disciplinary action.

### **III. INMATE ACCOUNTS AND PROPERTY**

#### ***A. INMATE FINANCIAL ACCOUNTS***

At the time of the booking/ intake process, personal property will be inventoried, examined for contraband, and secured in the property storage area for safe keeping. Any money in an inmate's possession at the time of arrest will be deposited into the inmate's commissary account, unless these funds are seized by arresting officers. Any outstanding debt owed to this facility from any previous incarceration(s) in our facility will be deducted from amount initially received. After an inmate is booked into this facility, deposits may be made using the online services at JailATM.com or the ATM in the jail lobby that accepts cash or credit cards. Funds in commissary accounts may be used for the posting of bonds, commissary purchases, medical costs, phone debit time and the cost of any items an inmate may have lost or destroyed.

Post arrest, inmates will have a portion (currently 25% of new deposits, but subject to change) of any deposit credited towards his or her ongoing debt, but will be allowed to make purchases as long as the account has a positive balance. The facility reserves the right to take any funds necessary to pay for valid debt, including damage to facility property.



Inmates may request a release of funds for persons or services outside this facility. Any request of this nature must be made in writing to the Commissary Clerk. There will be a \$2.00 handling fee for the first check written for persons or services outside the facility and a \$5.00 handling fee for each check thereafter.

When inmates are released from our custody, the balance of the account is refunded. This balance will be refunded by check or debit card. If the inmates lose or do not cash check and need a replacement check, inmates will be charged a fee for placing a stop payment order on the original check. Debit cards will not be replaced by the facility. Funds less than \$50.00 not claimed within 90 days will be forfeited to the inmate commissary. Funds in excess of \$50.00 will be transferred to the States unclaimed property division if not claimed within five years. Inmate funds may not be transferred to another inmate's account.

### ***B. COMMISSARY***

The Whitfield County Jail subcontracts inmate commissary for the benefit of the inmates. Items may be ordered using funds credited to the inmate's account. The purchase of food items is limited to \$45.00 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. Inmates must have his or her commissary order filled out completely and correctly or his or her order will not be filled. Inmates must have funds in their account by Wednesday morning no later than 6:00 A.M. to purchase items ordered. Commissary items are received on Thursday and staff will attempt to distribute these items 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 be present and respond when his or her name is called; otherwise, his or her order will not be delivered. Inmates must sign a receipt acknowledging they have received their order.

It is the inmate's responsibility to immediately inventory his or her commissary. Damages or shortages not identified upon delivery (prior to leaving the delivering officer's presence) will not be addressed or refunded. If inmates are released before receiving his or her order, inmates will have five days to claim his or her order. Orders left beyond that time will be donated to charity or destroyed.

Indigent packs are provided to inmates who do have not had available funds to purchase their own sanitation and hygiene products. The cost of the indigent packs will be billed to the receiving inmate, even if the inmate has no current funds. Inmates who have a negative balance on their accounts will have this deducted from any funds received at arrest.

### ***C. INMATE MAIL***

All incoming mail must be delivered via the U.S. Postal System. Mail will be distributed to inmates six days a week. 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. All incoming mail shall be opened and inspected for contraband, money orders, cash, or checks. Incoming mail will be scanned, but will not normally be read unless circumstances present a compelling reason to do so. The exception to this policy is legal or official mail.

Legal and official mail must be enclosed in an envelope that is **readily identified as having originated from an official source** before it can be treated as such, **and must be clearly marked "LEGAL MAIL."** Mail from an attorney, court, and court official or identifiable legal entity that is marked "LEGAL MAIL" may only be opened in the inmate's presence and then only to be inspected for contraband, money orders, cash, or checks and to verify it is in fact legal mail. 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.

Any mail containing contraband will not be delivered or returned. Unauthorized items include, but are not limited to; stamps, stationery, writing instruments, items containing glue, drawings, computer generated print-outs, oversized greeting cards, credit cards, blank checks, plastic items, jewelry, candy, food, Polaroid/instant print pictures, sexually explicit photographs, and anything used to conduct a business. Mail containing unauthorized items will be destroyed. Incoming mail not addressed like the following example may be returned to the Post Office as undeliverable or its delivery to the inmate may be delayed considerably:

His or her Full Name (the name inmates were booked in under)  
His or her Assigned Inmate Number  
His or her Block (example A-Block)  
Whitfield County Jail  
805 Professional Blvd. Dalton, Ga. 30721

Outgoing mail must also have the address above shown as the return address. Mail without the correct return address will not be mailed even if it has proper postage affixed, it will be destroyed. Outgoing mail with cartoons, drawings, statements, or any other markings on the envelope will not be mailed even if it has proper postage affixed: it will be destroyed. Outgoing mail containing any type of contraband or anything that compromises facility security will not be mailed; it will be destroyed or held for evidence. Outgoing mail will not normally be opened and read unless circumstances present a compelling state interest to do so. A Sheriff's Office staff member will stamp all outgoing mail identifying it as mailed from an inmate at the Whitfield County Jail.

Inmate-to-inmate communication via the mail is generally not allowed, but it may be approved by contacting the Grievance Officer. This includes mailings between this jail and other federal and state institutions. See Section V.C: *Inmate to Inmate Communication*.

#### ***D. PERSONAL PROPERTY***

Personal property and personal clothing will be stored by this facility until an inmate's release. Inmates may release all personal property (with the exception of one set of personal clothing) to someone of his or her choice, leaving one set of personal clothing to wear upon release. No personal property taken during the admissions process is allowed in the Housing units with the exception non-revealing undergarments, socks, plain white T-shirts and prescription eyeglasses. Otherwise, inmates may only possess issued clothing and items purchased from the commissary or approved by the facility after the individual's arrest. Items brought from another facility will not be allowed, except for the above items, legal mail and inmate commissary that may be bought at this facility.

Inmates may only receive the following personal items while at this facility:

1. Up to three new books. (We do not allow used books, family religious texts, or other irreplaceable written materials).
2. Photos (Only sent via mail. Polaroid/Instacam pictures are not allowed.)
3. Approved Mail sent through the United States Postal Service, UPS, or Fedex.
4. Valid, up-to-date prescription medications, in approved and marked containers. (These will be confirmed through the issuing pharmacy and/or physician.)

5. Required medical equipment (CPAP, Breathing machines, etc.) with proof of a medical need on a case by case basis.
6. Court clothes, if needed in a confirmed and scheduled jury trial.

Formal clothing to be used at trial may be brought to the facility and stored until an inmate's release. Clothing other than for Court is not exchanged. If inmates have issues with their current clothing (such as being soiled, seized as evidence, or no longer fitting) they may contact the grievance officer and the facility will attempt to provide clothing to the inmate for release.

All clothing and personal items will be released with inmates or destroyed after fifteen (15) days. It is an inmate's responsibility to make arrangements for someone to pick-up his or her personal effects within this time frame should inmates be sentenced or transferred to another facility. Inmates are responsible for inventorying all property and notifying personnel of any missing property, **prior to leaving the booking area to be released.** The Whitfield County Sheriff's Office is not responsible for the loss or theft of inmate personal property; this includes an inmate's failure to gather his or her property when instructed to do so by staff, or an inmate's failure to contact someone to obtain his or her property after release.

## IV. DISCIPLINARY

### A. CONTRABAND

Any items not issued by the facility, available for purchase from the facility commissary, or any issued items that are altered or put to use in a manner which they are not intended are considered contraband and will not be allowed. Personal papers, pictures, legal, religious and issued/authorized medical materials are not considered contraband if properly stored. All contraband will be confiscated, destroyed, or entered into evidence in the case of criminal prosecutions. Possession of contraband may result in disciplinary action and/or criminal charges. Inmates should be aware that the possession, distribution, and introduction of contraband are violations of the rules of the facility and criminal offenses under Georgia Law.

The standard for inmate responsibility for contraband is one of possession or control. Inmates who possess, or who have in their area of control, items of contraband will be held fully accountable. **Inmates will be responsible for any items of county property in their possession or control which have been altered, damaged or put to use in a manner other than intended.** This includes linens torn or damaged, homemade necklaces, or items used for "kites" clothing lines or torn rags. As such, the excuse that the item(s) were left by a prior inmate, discarded, or simply in the cell when the inmate arrived will not suffice. Inmates who find contraband are to notify detention personnel at once, or discard the contraband in the trash immediately if it has been abandoned by others.

Specific types of contraband include:

1. Issued item(s) that have been altered, put to use in ways other than intended (hair ties, water bags, necklaces, etc.) or possessed in quantities greater than authorized.
2. Gang related material, pornographic material, tattoo art, racist materials, and items of an inflammatory nature.
3. The personal property, ID, or PIN number of another inmate in any form.

4. Unauthorized personal notes or messages sent or received from other inmates.
5. Illegal Drugs, medications of other inmates, personal medications not taken immediately as directed.
6. Any weapon, items that have been altered (to potentially be used as a weapon), or which may create a health hazard to another individual. This includes tattoo materials, needles, or associated items. (Due to health and safety issues, these may be considered serious contraband and security violations: extreme sanctions or criminal actions may occur.)
7. All tobacco products and items associated with tobacco use are prohibited and considered contraband.
8. Photos, notices, artwork or any other item that is posted on any wall or surface, unless these items are posted in the dark painted-squares provided in inmate living areas for this purpose.
9. Any other items not specifically issued and approved by the facility.

Individuals in possession of damaged or altered county property will be subject to disciplinary sanctions and/or criminal sanctions as noted above, and will be responsible for providing for the cost of replacement of the items in question.

### ***B. GENERAL RULES OF CONDUCT***

While confined inmates have certain responsibilities to themselves, fellow inmates, and staff members. All inmates are expected to maintain their housing areas in a neat, clean, and orderly manner and only maintain items in their areas which are approved by the facility.

Some expectations include:

1. Inmates are expected to conduct themselves in an orderly manner at all times.
2. Inmates are not to run in the building, climb up any railings, jump from levels, or to participate in any act or manner that poses risk of bodily injury to themselves, other inmates, or staff members.
3. Inmates are not to participate in any act or manner that disrupts or threatens the safety, security, and/or general good order of the jail facility or operations.
4. Inmates may not attempt and will not be allowed to have supervisory authority or control over other inmates.
5. Inmates are expected to maintain an acceptable personal appearance and practice personal hygiene habits: Inmates should keep their bodies clean and free of odors and shower on a regular basis.
6. Inmates should keep their clothing and issued linens clean and exchange clothing and linens each week as scheduled.
7. Inmates are not allowed to form groups around the kiosk.
8. No horse playing is permitted.
9. Inmates in segregation should not loiter around other inmates' doors on their assigned time out.
10. Inmates will not attempt to communicate with inmates in other cell blocks. This includes passing notes, email, phone calls or any other means.
11. All Inmates are to be in their correct cell location at all times.

Inmates are subject to the laws of the United States, the State of Georgia, and rules of inmate conduct for the Whitfield County Sheriff's Office Detention Facility. Infractions of these rules and violations of law will result in disciplinary sanctions and may result in criminal prosecution.

### ***C. DISCIPLINARY PROCEDURES***

The Goals of the Disciplinary Process are to ensure safety, security, and good order within the facility while encouraging inmates to work with personnel towards these ends. Disciplinary sanctions will be taken under

careful consideration, and not based on whim, or in retaliation to inmate grievances or legitimate authorized behaviors.

Inmate rules and regulations are divided into two degrees of severity- MINOR and MAJOR offenses. The two categories will include, but not limited to the following:

**Minor Offenses:**

- 1) Beating on walls/windows, rattling food trays, slamming doors, shouting, whistling, producing any noise, or participating in any activity which disrupts the facility or disturbs the staff or other inmates.
- 2) Failure to perform routine daily duties such as, but not limited to, mopping floors, making beds, rising from or retiring to bed at prescribed times.
- 3) Possession of any property not issued or approved by the Detention Facility.
- 4) Possession of or use of any tobacco products or any items associated with the use of tobacco products.
- 5) Wearing clothing in a manner for which it is not intended.
- 6) Altering or possessing an altered authorized item.
- 7) Possession of any authorized item over and above standard issue.
- 8) Being in an unauthorized area including crossing a "red line" zone.
- 9) Failure to cooperate with Roll Call Procedures.
- 10) Participating in any unauthorized legal proceeding (Kangaroo Court).
- 11) Permitting oneself to be tattooed.
- 12) Blocking or obstructing windows, doors, or established lines of vision physically or with other items.
- 13) Simulating an illness.
- 14) Making false statements to any staff member.
- 15) Displaying oneself to others in an unclothed or socially unacceptable manner.
- 16) Making harassing or intimidating telephone calls.
- 17) Sitting, leaning, or standing on stairs, behind stairs, stair rails, or upper level rails.
- 18) Placing or hanging objects on stairs, rails, walls, windows, vents, lights, sprinkler heads, or blocking stairwell.
- 19) Disrupting or interfering with religious, medical, food services, exercise activities, or any other facility program or function.
- 20) Failure to obey any posted rule, regulation, or established procedure.
- 21) Loss, alteration, removal, or destruction of facility issued inmate identification.
- 22) Failure to produce or show one's facility issued identification upon request by any Staff Member.
- 23) Passing letters, commissary items, or anything else to other inmates.
- 24) Possession of or use of any homemade exercise equipment or device.
- 25) Sleeping in a cell or bunk not assigned by staff.
- 26) Handling other inmate's food, combining and sharing served food, or otherwise violating health code or hygiene standards.

**Major Offenses:**

- 1) Three or more offenses which have required disciplinary action.
- 2) Refusal to obey any order from any staff member.
- 3) Possessing another inmate's facility issued identification.
- 4) Any attempt to conceal one's identity or to assume the identity of another person.
- 5) Gambling or any other game of chance.
- 6) Violation of any local ordinance, Georgia or Federal Law or Statue.

- 7) Stoppage of or placement of foreign matter into the toilets, showers, sinks, drains, electronic devices or locking devices.
- 8) Tampering with or impeding any facility locking device, electronic equipment or fire control equipment.
- 9) Interference with or introduction of any foreign matter into another's property, belongings, or food.
- 10) Possession, introduction, or manufacture of narcotics, alcohol, medications, or paraphernalia.
- 11) Profanity, derogatory remarks or gestures, teasing, harassing or threatening staff, visitors, or other inmates.
- 12) Possession of any law enforcement uniform, emblems, badges, or other paraphernalia.
- 13) Extortion, blackmail, intimidation, coercion, or bribery of staff, inmates, or other persons in an attempt to gain privileges, protection, contraband, sex, or anything of value.
- 14) Possession of any pornographic pictures or drawings or possession of any pictures or drawings that display male or female genitalia. Also, possession of any pictures or drawings that display or suggest sexual or physical abuse.
- 15) Possession, introduction, or manufacture of any firearms, ammunition, knives, sharpened instruments, clubs, or any instrument that may be used as a weapon, explosives, or dangerous chemicals. This includes disassembling a razor for any reason.
- 16) Participation in, conspiracy to commit, or inciting to mutiny or riot.
- 17) Any sexual activity of any nature.
- 18) Making any lewd or sexual advances, gestures, propositions, or threats towards inmates, officers or any others.
- 19) Taking a hostage.
- 20) Fighting, attacking, physically resisting staff, or causing or participating in any confrontation between inmates, or making or participating in any plans thereof.
- 21) Setting of fires or using electric outlets or electronic devices to make sparks or to ignite combustible material.
- 22) Any assault including but not limited to physical or sexual.
- 23) Escape from escort, control, custody, or making or participating in any plans thereof.
- 24) Administering a tattoo on another or possessing tattoo paraphernalia.
- 25) Using another Inmate's PIN number, phone account, commissary account, email, or video access with or without permission.

#### ***D. DISCIPLINARY SANCTIONS***

Minor acts of non-conformance or minor violations may be disposed of informally by a staff member as a verbal or written warning. In all cases where the loss of long term privileges, loss of good time, or isolated confinement is imposed, a rules violation report must be filed. The following composes a complete list of all sanctions that can be imposed and is categorized by minor or major offenses. Although more than one sanction can be imposed, the penalty will be in accordance with the severity of the offense. All Rules Violation Reports and the sanctions imposed will be forwarded to the Division Lieutenant for review and a copy of the same will be provided to the inmate. Loss of commissary and visitation for up to five days may be imposed without requiring an Inmate Disciplinary Hearing.

#### **Minor Offenses:**

- 1) Loss of one or more privileges or isolated confinement for a maximum of five (5) days per offense.
- 2) Loss of privileges for a relatively short term (2 weeks or less)
- 3) Restitution

- 4) Loss of good time.
- 5) Transfer to a greater level of institutional custody.
- 6) Prosecution.

**Major Offenses:**

- 1) Isolated confinement for up to (30) days or more, depending on the offense(s).
- 2) Potential long-term loss of privileges (more than 2 weeks or potentially permanent for privileges such as commissary.)
- 3) Restitution.
- 4) Loss of good time.
- 5) Transfer to a greater level of institutional custody.
- 6) Prosecution.

**Privileges that may be limited include, but are not limited to:**

- 1) Visitation
- 2) Tablet Access
- 3) Television Access or control
- 4) Telephone communications
- 5) Recreation
- 6) Commissary
- 7) Inmate programs

Longer term sanctions may occur in certain situations. For example, violent conduct, weapon possession, or other conduct that seriously affects the health and safety of others may result in longer and stricter terms of disciplinary action. Also, violations related to privileges (fighting or gambling over contraband) or reoccurring misconduct (i.e. threats, nudity, or sexual behaviors) during visitation may result in long term or permanent revocation of these privileges.

***E. DISCIPLINARY APPEALS AND HEARING PROCEDURES***

Disciplinary Actions may be appealed to the Grievance Officer.

A copy of the Rule Violation Report will be provided to the inmate accused of facility rule violations. The inmate may waive the hearing if he elects to do so. The Hearing Officer will ensure that the inmate has had at least 24 hours to prepare for his or her defense in a disciplinary hearing. If it is determined that the inmate's behavior would be a problem or the inmate 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 witness to attend the hearing or elect to interview the witness before the hearing. The inmate is solely responsible for his or 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 changing the sanctions imposed, based on the evidence and circumstances. The inmate will receive a written copy of the results of the hearing. The inmate may appeal the Hearing Officer's decision, in writing, to the Detention Lieutenant within two business days. The Detention Lieutenant will review the Hearing Officer's report and may question the inmate and/or others before giving a finding. The decision of the Detention Lieutenant on an appeal is final.

## V. COMMUNICATION

### ***A. GRIEVANCE PROCEDURES***

Grievances may be filed by writing concerns on a Grievance Form provided on the kiosk machine. Inmates must include their full names and housing assignment on their grievances. The Grievance Officer will review/investigate the complaint and return a written response of what action was taken to the complaining inmate. A copy of the written response will be forwarded to the Detention Lieutenant for review. 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. Inmates have three days from the date of the incident to be grieved to file a grievance. Grievances not filed within this time period will be considered invalid. Disciplinary action may be taken on any grievance found to contain false statements. If inmates wish to appeal the findings, inmates must appeal the decision within 48 hours of the response being submitted.

Not all questions or concerns must be forwarded through the Grievance System. Inmates may ask officers for general information or questions as a matter of regular operations. Emergency issues may be handled outside the normal grievance system when a critical incident and immediate incident regarding an inmate's health or safety must be met. Inmates who feel their health or safety is in immediate danger should immediately address these issues with staff and an immediate review will be conducted by the shift supervisor.

Inmate Grievances can only be answered on topics directly controlled by the Whitfield County Jail. Complaints regarding arrests, court delays, attorneys, or civil matters, or any other issues unrelated to Detention issues, should be addressed directly with the responsible agency or individual. The grievance officer, and other officers, may assist if inmates require contact information for other Criminal Justice agencies. Many local contacts are listed at the end of this document to aid in these types of communication.

### ***B. EARLY OR TEMPORARY RELEASE***

Inmates who are held in custody in lieu of bond, are maintained in custody by court order, and/or the authority of a judge. Inmates who are serving a sentence issued by the courts are similarly held by the same authority. Therefore, inmates who wish to have an early release must address these issues through the courts or the appropriate judge who issued the sentence or bond.

### ***C. INMATE TO INMATE COMMUNICATION***

Inmates are not allowed to pass notes, letters, commissary items, or anything else to inmates or personnel. Any correspondence between inmates must be made through the U.S. Postal System. Inmates are not allowed to visit other inmates.

Inmates may request to communicate with other in-custody inmates through a written request to the Housing Lieutenant or Grievance officer. This permission may be given (rarely) to certain individuals who were married at their time of arrest, and whom are neither co-conspirators nor witnesses for each other's cases. All unapproved inmate-to-inmate communication is a violation of security procedures and may be a violation of state law.

### ***D. VISITATION***

Inmates will be allowed to have visits from family and friends unless privileges have been restricted for disciplinary or other reasons. **Note: All communications with inmates are monitored and recorded.**



## **General Visitation Rules**

Inmates must be properly dressed in their jail uniform during all visitations. Visitors must be appropriately dressed in order to visit an inmate. Halter-tops, tank tops, strapless dresses, and clothing which exposes the bare midriff are not allowed. Form fitting, stretch clothing of any type worn in a suggestive manner is not allowed. The Detention Supervisor's decision is final regarding the appropriateness of clothing worn by a visitor. Visitors and inmates are prohibited from displaying themselves in a lewd manner or in states of undress. Failure to comply with any visitation rule or verbal order of a facility employee will result in immediate termination of the visit. Violations may also result in disciplinary action or the temporary or permanent barring of the visitor from further visitation.

## **Visitation Schedule**

Each inmate is allowed only (1) internal visit within a week, but may visit numerous times using external visits on the kiosks or tablets. Each visit will be limited to twenty minutes.

Internal (on-site visitation) is limited to certain dates and times. On site visitation will not be held on Tuesdays or Fridays. Also, the hours are limited to day hours, when inmate meals are not being served. These times are:

8:00 am - 10:30 am

1:00 pm - 3:30 pm

6:00 pm - 9:30 pm

External visits are available from 5:30 am until 11:30 pm each day.

## **Internal (On-site Visitation)**

Visitors sixteen years or older must present a government issued picture identification card in order to be allowed to visit. Contact visits are not allowed. Visitors who have criminal records or who have been previously incarcerated may not be allowed to visit. There will be only three visitors per inmate allowed in each visiting session, including infants or children. Everyone visiting an inmate must do so at the same time. Visitors under the age of **seventeen (17)** must be accompanied by a parent or legal guardian. All children must be kept under control at all times: children will not be left unattended in the lobby or anywhere in or around the facility. Intoxicated visitors will not be allowed to visit and may be subject to arrest. Food, drink, or the use of tobacco products are prohibited in the visitation area.

Visitors are also prohibited from communicating in any manner with inmates except in the visitation area. This includes any form of communication from the facility parking lot. Individuals attempting to do so may be barred from the premises and his or her visitation privileges suspended or revoked.

## **External Visits**

Friends and family of inmates may login to Jailatm.com to create an account and visit with inmates in custody from external locations, such as their homes. This allows family members to visit from their own home, eliminates drive times and waiting periods, and allows visitors to do so in a location convenient to them. Fees are attached to these transactions, and any agreements or disputes in this process are entirely between the purchasing party and the vendor. The facility does not have the ability to provide refunds for any dispute in this process: these issues must be addressed with the vendor directly. External visits are subject to the same rules of conduct as internal visitation. Lewd, inappropriate or disruptive conduct may result in the termination

of the visit, disciplinary action and short-term or long-term banning from visitation of any and all individuals involved.

### **Special Visitation**

A special visitation time may be allowed for a family member of an inmate living greater than 90 miles from the jail or granted to family members in the event of very special circumstances. Each special visitation visitor will be allowed to visit not more than once every thirty days. Any special visitation must be approved by a Detention Lieutenant or higher ranking officer.

### ***E. TELEPHONE, VIDEO, AND ELECTRONIC COMMUNICATION***

**Inmates should understand that all communications with inmates in this facility are monitored and recorded.** Telephones and Kiosks, are provided in each cell block to facilitate communication. Tablets may also be used in many jail locations. Phones will be turned on each morning and turned off at lock down each night. The calls from jail telephones may be made collect or inmates may debit any time on their accounts toward the current call. Requests to use a toll-free telephone will not be honored, except during the initial booking process. The use of three-way calling, transferring a call, putting a call on hold, use of a cellular or cordless phone, depressing any additional numbers on the touch-tone key pad, or moments of no conversation may disconnect the call. Inmates are not allowed to make unauthorized communications to any criminal justice employees.

Any abuse of the electronic communication systems may result in the loss of privileges as well as disciplinary sanctions. **All inmate communications are monitored and recorded.**

The following actions will be considered violations of policy (and may be violations of the law):

1. Contacting other inmates without the specific written permission of the Grievance Officer, a Detention Lieutenant or Captain;
2. The use of three-way calling or emailing; transferring a call; call forwarding; or otherwise attempting to end-run security procedures;
3. Using another inmate's account, or allowing another inmate to use your own account;
4. Nudity, or lewd conduct during a video visit;
5. Contacting a criminal justice employee or a worker at the facility;
6. Contacting witnesses or victims, especially one who has an active TPO or whom a judge has assigned bond conditions for an active case; and
7. Contacting any other person who does not wish to communicate.

### **Tablet Procedures**

Electronic Tablets are available as a privilege in order to provide inmates additional opportunities to communicate, have kiosk access, and for entertainment purposes. Users are responsible for any damage that occurs while they have "checked out" the tablet. Inmates should be aware that no reimbursements will occur if the tablet access must be interrupted or turned off for any reason. This may include any of the following, but also when tablets are turned off for security reasons such as transports, cleanup, lockdown, lights out, etc...

Additional rules regarding tablets include:

1. All tablets must be returned to the charging stations during any lockdown time (day or night).
2. Any damage to docking stations or tablets should be reported immediately.

3. Tablets are not to be used as a writing pad, for physical activity, or for any other purpose other than to utilize the electronic features of the device.
4. Any damage will result in debt owed to facility or criminal charges.
5. Tablets may be taken at any time if damage is seen (broken case, broken screen, damaged charging sensors, trash in charging stations, writing on tablets or charging stations), this action is more likely when it is a result of officers' searches, rather than inmates reporting the damage.

#### ***F. RELEASE DATES***

Inmates who are sentenced to county time should expect to serve the entire sentence authorized by the court. Online release dates show only approximate dates of the half-time evaluation for inmates sentenced to local charges. When an inmate has served half of his or her county time, a review will be conducted that will take into account the seriousness of the inmates' offense, behavior inside the facility, ongoing legal actions that could be interrupted by an early release, and institutional behavior. Official release dates will not be provided to inmates or the family of inmates. Estimated release dates may be available online at [wco.com](http://wco.com), then selecting the option for P2C. However these will not be provided by personnel because they may change over time due to calculations, inmate behavior, and other pending charges.

## **VI. FACILITY SERVICES**

#### ***A. MEDICAL AND SICK CALL***

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.

Medical requests are available on the kiosk and tablet systems. Inmates with medical complaints must complete the form and state their complaint or the Medical Staff will not see them. Illiterate inmates, those with disabilities, and those who have a language barrier, can notify a Detention Officer who will assist them in completing the form. Sick call is generally conducted five days a week. 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 should respond to ensure that inmates are available and in good health if inmates do not immediately report. 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.

Inmates, who fraudulently attempt to obtain drugs or narcotics, give false statements in an attempt to do so, possess the medications of others, hoard medication, or traffic in medications can expect severe penalties. These actions obstruct personnel from giving inmates proper treatment, put the inmate and others in danger, violate facility policy, and violate state law. Inmates can expect these issues to be handled through severe disciplinary and/or criminal sanctions. Also, records of these incidents may be provided to the District Attorney's Office to aid in the prosecution of other crimes for which the inmate is currently incarcerated.

Medication is dispensed four times a day. All prescription medication will be dispensed as prescribed by the Facility Physician. When pill call is announced, it is the inmate's responsibility to respond to the cell door and stand in line. Inmates may refuse medication but are required to report to the distributing officer and sign a

refusal: failure to sign will result in disciplinary action. Detention Officers should respond to ensure that inmates are available and in good health if inmates do not immediately report. Inmates must be properly dressed to receive their medication and be wearing their facility issued identification. Inmates may purchase some non-prescription medications (such as Tylenol) from the commissary or complete a Request for Medical Services form and receive non-prescription medication during pill call. Should inmates elect to complete the Request for Medical Services form and receive non-prescription medication; inmates will be charged for purchasing the medication from the facility.

Under Georgia Law, inmates may be charged a fee each time inmates request or receive medical services. Inmates will be charged for each medical evaluation or treatment. These charges include, but are not limited to, examination by a Nurse or Facility Physician, psychological counseling, HIV testing, and dental services. Additionally, inmates may be charged for ALL expenses incurred as a result of inmates 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 inmates have medical insurance, his or her insurance carrier may be charged for the actual cost of the medical care inmates receive. Inmates cannot and will not be denied medical care because inmates have no insurance or money with which to pay for such care.

If acquitted of his or her charges, inmates may receive a refund of his or her medical charges. It is his or her responsibility to provide the Whitfield County Sheriff's Office with the official certification as to the fact that inmates were acquitted of all charges or otherwise exonerated in order to receive a refund of medical charges. A refund cannot be obtained for a plea of nolo contendere or when inmates are placed under the "first offender program." 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.

Upon release, inmates will receive any of their personal medications brought from home. Also, upon inmate request, they may be provided with up to three days of any other medications that they have been issued while at the facility.

### ***B. COMPASSIONATE VISITS***

The Sheriff's Office may grant inmates a visit to a funeral home in Whitfield County if a death occurs in the inmate's immediate family, while in our custody. If inmates request to visit the funeral home of an immediate family member while in our custody, the request should be submitted in writing to a Detention Sergeant. The request will be reviewed by departmental personnel. Inmates must be able to prove his or her relationship with the deceased. Standard procedure for inmates visiting a funeral home will be for the inmate to be restrained in waist chains and leg irons and to remain in uniform while outside the facility. If funeral arrangements are handled by another funeral home in another county within the state of Georgia, the Sheriff's Office may or may not be available to provide transport. An inmate's security classification, the availability of Deputies to escort inmates to the funeral home, and other factors may prevent inmates from a visit to the funeral home. Visits to funeral homes outside the state of Georgia are prohibited.

### ***C. RELIGIOUS SERVICES***

Church services are available to inmates each week. Religious services and inmate Pastoral visits (regardless of religious affiliation) are arranged by the Jail Chaplain. The Chaplain's Office is responsible in assisting inmates with their spiritual and religious needs. Chaplain Staff will be available to assist inmates and their families with spiritual and emotional needs. Our Chaplain Staff will provide pencils, paper, envelopes, religious texts, and other religious material to all inmates regardless of religious affiliation, free of charge. Inmates may not receive any religious material from the mail or directly from family members, all religious materials must be

submitted to the Chaplain's Office and cleared before an inmate may possess it. The Chaplain's Office or Chaplain Staff will not become involved with the legal process related to the inmate's criminal charges.

Chaplain Staff may assist in notifying inmates of the death of an immediate family member after independently confirming the death. However, transportation to the funeral services must be arranged and approved through Detention Supervisors. Inmates who need chaplain services need only request through any officer. Inmates who have specific religious needs may contact the Grievance officer for assistance.

#### ***D. LAW LIBRARY***

A Law Library is maintained by the Whitfield County Sheriff's Office as a means of providing reasonable access to the courts. In general, this resource is provided to inmates who do not have legal counsel in whatever legal matter they are pursuing. Therefore, Inmates ordered by the Court to precede 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 to the Division Lieutenant in order to be scheduled.

#### ***E. INMATE RECREATION***

Indoor exercise such as sit-ups and pushups are allowed indoors provided they are done on the lower level. The tables in the day room, the stairs, bunks or other items or fixtures in the cellblock are not to be used to assist in any exercise. Under no circumstance will issued items be altered to produce homemade weights; No homemade exercise equipment will be allowed.

Outside recreation periods will be provided on weekdays, excluding major holidays. The time and availability of outside recreation will be dependent on manpower, weather conditions, and current facility operations. The exercise period includes travel to and from the exercise yard. Each cellblock or dormitory will have equal access to the exercise yard when weather permits; missed time will not be made up. Once exercise yard is announced and inmates have been transferred to the exercise yard, other inmates left in the cellblock cannot then request access to the exercise yard. Inmates who choose to go to the exercise yard must remain there for the allotted time unless weather conditions, an emergency, or an unusual situation dictates otherwise. The inmates who participate in outdoor exercise will abide by the exercise yard rules.

#### **Exercise Yard Rules:**

- 1) Inmates will wear full uniform, including shoes during exercise yard use. Socks may not be worn over the footwear.
- 2) No personal items are allowed on the exercise yard.
- 3) No climbing or hanging on the fence or walls of the exercise yard.
- 4) Littering on the exercise yard is not allowed.
- 5) Any inmate vandalizing the 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 designated by a Detention Officer and remain there until further advised by an Officer. Notification of an emergency should be made immediately to a Detention Officer.
- 8) Transfer to and from the exercise yard will be in a quiet and orderly fashion.

- 9) When an Officer advises inmates that the exercise period is over, all inmates will immediately line up to return to their cellblock.

### ***F. INMATE VOTING RIGHTS***

Inmates within the facility, which have the legal right to vote, may apply for absentee ballots through the appropriate state agency.

In order to vote, or register to vote, you must be:

- 1. 18 yrs. Old**
- 2. A citizen of the United States**
- 3. Reside at a permanent address**
- 4. Not be convicted of a felony**
- 5. Be mentally competent**

Application for voter registration can be obtained by contacting the County Registrar's office where your permanent address exists. If you are already a registered voter, absentee ballots can be provided by contacting the same agency. You may contact the Grievance Officer for the contact information of your county of residence.

### ***G. VETERAN'S INFORMATION***

Inmates now have access to the Department Of Veterans Affairs. Any inmate that qualifies for these services can contact the Grievance Officer by letter or by sending an electronic message via Kiosk under "Veterans Affairs". This is located under general inquiries.

### ***H. RIGHTS OF ALIENS AND FOREIGN NATIONALS***

Inmates who are foreign citizens have certain rights. They may contact their nation's consulate; obtain lists for pro-bono (free) legal services for their immigration case, contact ICE, or contact 287(g) ICE officers for questions or complaints regarding their condition. These issues can be addressed by contacting the Grievance Officer, a local 287(g) task force officer, or by speaking with any officer to facilitate this request.

The Pro Bono phone hours are Monday - Friday, 9:00a.m. To 5:00p.m. To place a Pro Bono call from an inmate phone, select a language, dial '1' (one) for collect, dial 0-706-999-9999 and follow the voice prompts. Once connected to the platform:

- **Press 1 for English, marque 2 para Española.**
- **Enter your 9-digit Alien Number. If your A-number is less than 9 digits, put a "0" before your A-number**
- **Enter the Speed Dial number from the list below followed by the # Key.**
- **Then Stay on the line**

DHS Inspector General: **518**

ICE Office of Professional Responsibility: **5673**

## **VII. CONTACT NUMBERS**

### **WHITFIELD COUNTY CONTACTS**

**Whitfield County Clerk of Superior Court**  
**Melica Kendrick**  
**205 N. Selvidge Street**

**Whitfield County Public Defender's Office**  
**P.O. Box 548**  
**Dalton Ga. 30720**

**Dalton, Ga. 30720**

**Whitfield County Magistrate Court  
205 N. Selvidge Street  
Dalton, Ga. 30720**

**Whitfield County Probate Court  
205 N. Selvidge Street  
Dalton, Ga. 30720**

**Dalton Municipal Court  
P.O. Box 1205  
Dalton, Ga. 30722**

**Tunnel Hill Court  
P.O. Box 159  
Tunnel Hill, Ga. 30755**

**Cohutta Municipal Court  
5002 Red Clay Rd NW  
Cohutta Ga. 30710**

**Varnell Municipal Court  
P.O. Box C  
Varnell Ga. 30756**

#### **PROBATION SERVICES**

**Georgia Department of Community Supervision  
230 Brickyard Rd  
Dalton Ga. 30721**

**Ga. Probation Services  
112 E. Emory St  
Dalton Ga. 30720**

**Alternative Probation  
2709 Airport Rd. #105  
Dalton, Ga. 30721**

#### **APPROVED LOCAL BONDING COMPANIES**

**A-1 Bonding  
1428 Cleo Way  
Dalton Ga. 30720  
706 259-3511**

**Cohutta Bonding  
448 N. Thornton Ave  
Dalton Ga. 30720  
706 277-0095**

**Express Bonding  
1510 N. Thornton Ave. #210  
Dalton Ga. 30721  
706 529-8560**

**Huckabee Bonding  
1204 N. Thornton Ave  
Dalton Ga. 30720  
706 226-5474**

#### **OTHER COURTS**

**Murray County Clerk of Superior Court  
101 N. 3<sup>rd</sup> Ave.  
Chatsworth, Ga. 30705**

**Catoosa County Courthouse  
7694 Nashville St  
Ringgold, Ga. 30736**

**Catoosa County Public Defender's Office  
P.O. Box 1810  
Lafayette, Ga. 30728**