

Desoto County Sheriff's Department

Inmate Handbook Adult Detention Facility



Bill Rasco, Sheriff
Chad Wicker, Director

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Mission

We, the Desoto County Sheriff's Office will be employing sound correction practices, provide a safe humane environment for both staff and inmates in which public safety is emphasized and integrity in works and actions is practiced.

Message from the Director

A message from Director Wicker: You are here for one or more reasons. While it certainly cannot be described as a pleasant experience, it hopefully will be a point where you stop reflect on your life; the past, the present, and future. Your stay here will be aided greatly by following a few simple rules.

1. Read and learn this handbook. Many of the questions you will have about visitation, commissary, medical care, and other day to day matters important to you, can be found in the handbook.
2. Follow the orders of the detention officers and staff members. They are here to protect you as well as manage you. Obey their orders quickly do not argue with them. If you feel a member of the staff is in error, you may file a written grievance at the appropriate time.
3. Do not become involved in arguments with other inmates. If you and another inmate disagree; or, if you are threatened, assaulted or victimized in any way, notify a detention officer or staff member at once. Let the detention officer or staff member resolve the incident do not attempt to take matters in your own hands.
4. Keep yourself and your area clean. It is your responsibility to keep yourself clean and take a shower once a day. It is your responsibility to keep your cell, day room, and pod clean and sanitary.
5. No Smoking. Smoking is prohibited in all area of the Desoto County Detention Facility. The possession of tobacco products of any kind by an inmate is prohibited.
6. Remember the golden rule. Treat detention officers, staff members, and your fellow inmates in the same way you would want them to treat you.

This handbook cannot anticipate every situation which you may encounter. When established rules and procedures do not provide the answer, consult with the on duty staff, they will tell you what to do.

Chad M. Wicker
Director of Detention Services

Identification Wristbands

When you are processed into the facility, an identification wristband was placed on your wrist. The wristband is very important. The services you receive while housed in this facility depends on this wristband. You are required to wear it at all times. The removal of the wristband will result in disciplinary action. If your wristband breaks or falls off, you must report it immediately to a detention officer. Do not tamper with or alter this wristband in anyway. There will be a replacement fee of \$5.00 deducted from your commissary account for any wristband that has to be replaced due to detainee neglect, damage, or loss.

Rights and Responsibilities

You have the right as a human being to be treated impartially, fairly, and with respect by all personnel.

You have the responsibility to treat others, both employees and inmates, in a respectful manner.

You have the right to be informed of the rules, procedures, and schedules concerning the operation of this institution.

You have the responsibility to promptly adhere to all rules, procedures, and schedules of this institution.

You have the right to freedom of religious affiliation and voluntary religious worship.

You will receive nutritious meals, proper bedding and clothing, the opportunity to shower regularly, proper ventilation, toilet articles, and medical treatment.

You have the responsibility to maintain neat and clean living quarters and to maintain personal hygiene.

You will be allowed to correspond with family and friends as security dictate. It is your right to correspond and visit family member and friends with the guidelines stated in jail policy. Any questions concerning this policy should be directed to the detention officer working your housing unit.

You have the responsibility to conduct yourself property during visits and not violate the laws of the state through correspondence.

You have the right to access the courts by written correspondence.

Inmate Regulation

The following regulation will be enforced in all areas of the facility by the Desoto County Adult Detention staff. Inmate not adhering to any one of these regulations will be disciplined. The severity of the violation and the situation encountered will determine the type of discipline that is used. The way you conduct yourself while in our facility will also determine where and how you are housed. Remember that the staff is constantly monitoring your behavior and documenting their observations. This includes the good and the bad.

If you stay longer than eight (8) hours, the following will be issued.

- | | | |
|---------------------------|-----------------------|--------------------------|
| (1) Handbook | (1) Clear in cell bag | (1) Face Cloth |
| (1) Pair of jail slippers | (1) Inmate Jumpsuit | (1) Roll of toilet paper |
| (1) Towel | (1) Blanket | (1) Mattress |
| (1) Hygiene Pack | | |

The following is a list of items that inmates will be allowed to possess.

- | | | |
|--------------------------|---------------------------|------------------------------------|
| (3) White t-shirts | (1) Thermal shirt | (1) Cubic foot legal/personal mail |
| (3) Pair of white socks | (1) Thermal pant | (50) Dollars' worth of commissary |
| (3) Pair white underwear | (1) Handbook | (3) wireless bras (female only) |
| (1) Pair of shower shoes | (1) Blanket | (1) Clear in cell bag |
| (1) Towel | (2) Rolls of toilet paper | No photos larger than 4X6 |
| (1) Face cloth | Flexible pens only | |

Anything in excess of authorized property in your possession will be disposed of as institutional contraband. Possession of items not purchased by you will be treated as contraband.

Dress Code

1. You are required to be in complete uniform and adhere to the following between the hours of 08:00-22:00
2. Must be fully dressed including uniform shirt, pants, and slippers whenever exiting cells.
3. T-shirt is to be tucked in
4. Hands are to remain out of pants at all times, unless retrieving an item.
5. Must wear pants or jumpsuit (pulled up around waist, can't roll ankle or tuck in socks)
6. Must wear footwear
7. Must wear color of uniform that is issued to you
8. No headgear of any kind
9. Must wear wristband at all times
10. No combs, rubber bands, strings, or adornments in hair

Cell Maintenance

1. Floor will be swept and mopped and kept free from litter at all times
2. Nothing will be hung from or affixed to the sprinkler head, walls, mirror, door, ceiling, or furniture.
3. All windows, window sills, vents, and light fixtures will be kept clean and free from obstructions.
4. Toilet, sink, and mirror will be kept clean at all times

5. Shoes and other footwear will be kept under the boot of the bunk when not in use
6. The clear in cell storage bags will be kept under the bunk when not in use.
7. Nothing can be placed or hung in the cells that block the officer's view at any time.

Cell Inspections/Shakedowns

1. The detention officers in your housing units will conduct cell inspections daily. All areas of the cell or dorm will need to conform to neatness and cleanliness standards as determined by the detention officers. The detention officers will direct you to fix any problem found in your cells. You will be required to immediately begin working on these things. You may be required to remain in your cell until the problems are taken care of. Your cooperation is not only expected, it is required. Shakedowns will occur at any time, day or night as determined necessary by staff. You will be required to cooperate during all phases of the shakedown and respond promptly to directions given by staff. Any misuse of any article will result in the immediate removal from your possession.

Showers

1. One inmate per shower head
2. Must be fully clothed when entering and exiting the shower stall
3. No loitering in the shower
4. Remove all soap, shampoo, and other toiletry items when leaving the shower
5. Showers will be close on half hour before rack down time

Meals

1. Follow your pod officer's instructions
2. No loud or boisterous behavior allowed
3. Take only one tray and beverage per meal
4. The responsibility to awake for every meal and get a tray is yours

Room Usage

1. No entering a cell you are not assigned to unless directed by staff
2. Lights out from 22:00 to 06:00, talking limited to cell mates only
3. You are responsible to keep your cell clean at all times and failure to do so will result in progressive disciplinary action
4. No yelling or talking in vents at any time
5. No standing on toilets, sink, desk, storage bin, bunks, or handicap railings
6. No talking to an inmate that is on cell restriction
7. **Dayroom**
 1. No loud or boisterous behavior
 2. No sitting or standing on tables, no feet on furniture or walls
 3. No standing on chair or benches
 4. No loitering on stairs
 5. Leave area in a neat and orderly condition
 6. No loitering in front of cells or dayroom area.

Telephone

1. Only one inmate on each telephone

2. No sharing telephone calls
3. No congregating around the telephones
4. No feet on the walls
5. Time limit on telephone is 15 minutes per inmate
6. Three way calls are not permitted
7. Inmates are required to use their unique pin number to make phone calls. Inmates should not share this number.

Movement

1. While in the hallway, there will be not talking
2. Must submit to a pat search whenever requested by staff
3. Follow staff direction immediately
4. No loud or boisterous behavior
5. Must be fully dressed including uniforms, shirt, pants, and shoes
6. Hands must remain out of pants at all times
7. Must walk on the right side of the hallway

Rack down and Emergency situation

1. Rack down of inmate is conducted at schedule times daily and as necessary. When rack down is in effect, all inmates must return to their cells/bunks. At the discretion of the pod officer, lockdown may be imposed for all or part of the housing based on behavior.
2. Emergency situation may arise. In the event of an evacuations, follow the instructions of the pod officer

Grievance and Request Procedure

Inmate grievances are written inmate complaints about facility policies, procedures, condition, or actions in the jail. The grievance procedure is designed to ensure that you have the opportunity to express concerns and resolve problems. You must first try to resolve the grievance with your pod officer. Any inmate who wished to file a grievance may do so by submitting an inmate grievance/request form in the box listed “grievance located in the housing units. The inmate grievances/request forms can be obtained by asked the pod officer.

Inmate requests at this facility are allowed to submit written requests to staff. All requests should be written on an inmate grievance/request form and placed in the box listed “grievance” in the housing units. All inmate grievances/request forms are collected on Mondays, Wednesdays, and Fridays excluding holidays.

Access to Health Care

You will have access to medical care, dental care, and mental care services during your stay here. Your initial medical assessment will be provided at no charge. Any medical visits initiated by you from that point, you would be charged a minimum fee. It is important that you understand you will receive medical care regardless of your financial status. However, if you have money on your inmate trust account, the following medical will be deducted from your account. Doctor visits \$10.00, Nurse visits \$3.00, and Dental Visits \$10.00. If you receive money at a later date, your medical fee will be deducted from your account.

Mail

You may write anyone as often as you wish as long as you pay for postage and do not violate United State Postal Regulations. Whenever giving your address, you need to list the following:

Inmate's Full Name
311 West South Street
Hernando, MS 38632

Be certain to show on the envelope the complete address of you correspondent. The mail will not be delivered without a stamp. Show your address as listed above. A box listed "mail" is located is located in your housing unit. All outgoing mail should be placed in that box. Advise all your correspondents that you are allowed to receive letters, postcards, and greeting cards. All other items will be returned to sender, **THIS INCLUDES ALL CASH AND MONEY ORDERS. WE DO NOT ALLOW MONEY ORDER OR CASH TO BE RECEIVED IN THE MAIL.** Incoming mail will be opened and inspected for contraband in the mailroom prior to deliver. You may correspond to other correctional and detention institutions upon approval of the director of detention services or his designee. The mail room personnel will inspect pictures sent through the mail before being given to you. The pictures may not be larger than 4 X 6 inches and if they are deemed pornographic in nature, they will be destroyed.

Mail will be collected on Sundays, Tuesdays, and Thursdays

Mail will be distributed on Mondays, Wednesdays, and Fridays excluding holidays

Money

Cash and checks that you had with you at the time of booking will be deposited into your inmate trust account. You will be able to buy from the commissary and the amount you spend will be deducted from that account. Friends and family are eligible to deposit money into an inmate trust account by using the two kiosks located in the visitation center or by going online at www.psldeposits.com .

Property

Inmates that are being transferred to MDOC or any other agency will only be allowed to take a limited amount of property. Upon transfer, you will fill out a property release form. It will be our responsibility to notify the authorized recipient of you property. All unclaimed property will be disposed of after 30 days.

Protective Custody

Any inmate may request and receive protective custody at any time. The request may be made to any staff member. Any staff member may recommend placing an inmate on protective custody, whether requested or not, if there is a valid concern about the inmate's immediate safety.

Visitation

As of 12-3-2012 all visits for inmates will be conducted via video. Inmates are allowed one visit a week. Friend and family make come by the visitation center and schedule a visitation appointment or they can go online at www.securustech.net/videovisitation to schedule an appointment.

Law Library

Inmates may request access to the law library by submitting a request form. Inmate will be allowed to visit the law library once per week. Inmates whom are pro se (representing themselves on a case that they are inmate jail on) may receive additional time in the law library when possible with the approval of the Director of Detention Services.

Commissary (Canteen)

The Desoto County Detention Center offers inmate the opportunity to order food, drinks, hygiene, and other miscellaneous items from a commissary. Commissary is delivered to the inmates on Tuesday with the exception of holidays. In order to receive your order is must be completed using the inmate phone system by 10:00 pm on Thursday

Indigent Inmates

Inmates will be deemed to be indigent if there monthly inmate account balance is below \$2.00. An inmate must be in custody at least one calendar month prior to be considered indigent If an inmate is deemed indigent, he/she will receive two stamped envelopes a week upon request. Inmate will also have access to hygiene items.

Disciplinary Procedure

A set of rules and regulation has been established to maintain appropriate behavior. The disciplinary procedure is designed to conduct hearings on inmates who are in violation of jail policy. An inmate shall be notified of charges. The inmate will be allowed to call witnesses on his/her behalf and to present other evidence, unless doing so would cause a security risk. No inmate shall be disciplined prior to his/her hearing. Disciplinary hearings are conducted as soon as possible, but no later than seven days, excluding weekends and holidays after the alleged violation. An inmate may only be placed on administrative segregation prior to a hearing for his/her safety or protection from others. Each decision of the disciplinary hearing officer will indicate the penalty the inmate is to receive. An inmate may appeal the hearing officer's decision to the Jail administrator or his designee within 3 days after receiving the written decision. The jail administrator or his designee will respond to your appeal with 15 days of the appeal.

Disciplinary Guidelines

Sanctions for violations are as follows:

	<u>Class A</u>	<u>Class B</u>	<u>Class C</u>
Segregation	0-60 Days	0-60 Days	0-15 Days
Loss of commissary	0-60 Days	0-30 Days	0-15 Days
Loss of Visitation	0-60 Days	0-30 Days	0-15 Days
Criminal Charges	Yes	Yes	No
Restitution	Yes	Yes	No

Class A violations

- | | | |
|------------------------------|-------------------------------|-----------------------------|
| -Aggravated assault | -Attempt to commit offense | -Murder |
| -Assault with intent to riot | -Conspiracy to commit offense | -Promoting contraband |
| -Sexual assault | -Escape | -Tampering security devices |
| -Arson | -Kidnapping | -Rioting |

Class B violations

- | | | |
|----------------------------|-----------------------------|---------------------------------|
| -Refusal of an assignment | -False reporting | -Tattooing |
| -Assault of inmate | -Forgery | -Theft of property |
| -Conspiracy to commit off. | -Gambling | -Unlawful assembly |
| -Attempt to commit off. | -Indecent exposure | -Poss of drugs |
| -Bribery | -Poss of drug paraphernalia | -Positive urinalysis test |
| -Bullying | -Poss of intox substance | -Participating in gang activity |
| -Criminal Damage | -Disobeying order | -Tampering with public rec. |
| -Disorderly Conduct | -Stalking | -Extortion |

Class C violation

- | | | |
|-------------------------------|----------------------|-------------------------------|
| -Altering Id | -Horse playing | -Poss. of nuisance contraband |
| -Bartering | -Littering | -Smoking or use or tobacco |
| -Displaying explicit material | -Malingering | -Threatening |
| -Disrespect to staff | -Misuse of mail | -Access to internet |
| -Maintain grooming standards | -Misuse of telephone | -Misuse of medication |

The Prison Rape Elimination Act of 2003

This act was entered into federal law establishing a zero tolerance approach to prison rape and sexual assaults, which makes identification, prosecution, and elimination of prison rape a top priority of correctional agencies and institutions across the nation. As a new inmate at this facility, you are notified of the zero tolerance for sexual assaults, rapes, and/or sexual misconduct between inmates/inmates and inmates/staff will not be tolerated. An abusive sexual act is one in which a person engages in sexual contact with another person without their permission. Even sexual contact within the institution with permission is prohibited. In the event any sexual misconduct is deemed inappropriate, it will be investigated as a crime. The criminal investigation will be turned over for prosecution. In the event a sexual assault is committed upon you by staff or other inmates you may report this sexual assault/abuse in the following ways:

1. Immediately report the incident to a staff member. You can tell a jailer, chaplain, medical staff member, ranking officer, or any other staff member.
2. File a grievance
3. Write directly to senior staff members
4. Call family members collect to have them call the jail administrator.
5. Seek medical assistance. You must seek medical assistance if:
 - a. You have been sexually assaulted
 - b. You may be pregnant
 - c. You may have been exposed to HIV virus or sexually transmitted diseases.
6. May seek counseling and/or advice from a psychologist or chaplain. Crisis counseling and mental health counseling will be made available to you
7. Once the sexual assault has been reported or is other found to have occurred, the sheriff's office will immediately initiate an investigation. Other investigating agencies will be called into assist with this process. The purpose of the investigation is to determine the nature and extent of the abuse/assault. You may be asked to testify during the court proceedings. You will offer immediate protection
8. Information covering the identity of the victim reporting the sexual assault will be limited to those who have "a need to know" in order to make proper decisions during the investigative process.
9. Sexual assault is a serious crime, and the sheriff's office will investigate any accusation. Also, if you are a perpetrator, you will be disciplined to the fullest extent and prosecuted. You have the right to be safe from sexual assault. You should not be persuaded into any sexual act. You do not have to tolerate sexual assaults or pressure to engage in unwanted sexual behavior regardless of your age, size, race, or ethnicity. Regardless of sexual orientation, you have the right to be safe from unwanted sexual advances and/or acts.

