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**INMATE RULES AND INFORMATION HANDBOOK
MADISON COUNTY DETENTION CENTER**

Randall Tucker, Sheriff

Captain Brian Watson, Warden

Expectation of Privacy:

There is no reasonable expectation of privacy for inmates confined to the Madison County Detention Center.

Damaging County Property:

Your canteen account will be charged for all damages to county property and you may also be held criminally responsible for damages.

Telephone Calls:

Telephones are available for your use when not in Disciplinary Segregation. You must complete the inmate automated phone system enrollment when booked into the Madison County Detention Center. You may only change your authorized phone numbers during the first five (5) days of each month.

All calls from the Madison County Detention Center are collect. Your family will have to set up a phone account with Securus Technologies (1-800-844-6591). PHONE CARDS are available for purchase in the front lobby kiosk and through your commissary account. *All calling card purchases are final and non-refundable. It is your responsibility to keep up with your card. The Madison County Detention Center is not responsible for lost, stolen or unauthorized use of your card.*

Release Procedure:

You may be released by written bond, cash bond, property bond, or court order. It is violation of policy for any officer or employee to recommend a bondsman or bonding company.

Court:

If you have questions about your case, please contact the court that has jurisdiction. A list of phone numbers and addresses of the courts are attached to this handout. The Case Manager will also be available to answer questions. You must fill out a request form and send it to case management services stating your question.

Medical/Dental/Mental Health Services:

QCHC provides all medical, dental, and mental health services to inmates. You must complete a medical request form. You may obtain the medical services request form from a Detention Officer or QCHC employee. If your medical condition is an emergency, please notify your Hall Officer or Central Control Room Operator. There is a \$10.00 fee for each medical, dental, or mental health visit. There will also be a \$2.00 fee per **prescription**. You will be charged for all **OVER THE COUNTER MEDICATION** that is ordered for you. NOTE to Federal Inmates: you will be charged \$10.00 fee for medical services as outlined in the Federal Prisoner Health Care Co-payment Act of 2000, 30 days after you are here. Your inability to pay will not prevent the delivery of medical services.

Medical Records:

Inmates may request a copy of their own medical records. You must complete an **Authorization for release of patient medical records form**. This form may be obtained from Medical. There will be a \$0.35 cent per page charge and you must have the money in your canteen account before copies will be made. All medical records request must be forwarded to the Jail Administrator's Office

Eye Glasses:

Inmates that require prescription glasses are to limit them to one pair. These glasses will be supplied by your family. Reading glasses may be purchased from canteen.

Hepatitis and Aids:

Hepatitis and AIDS are blood-born pathogens. Do not share needles, tattooing equipment, or body fluids. Both diseases are also spread through sexual contact.

Money:

Your money, acquired at the time of your arrest, will be deposited in your canteen account for future purchases. We will mail all remaining funds by check to your home address within 7 to 14 business days after your release. It is your responsibility to provide us with your correct mailing address. Failure to provide the correct address may delay the time it takes to get your refund (**MONEY**).

Photo copies:

We will make copies for you if you put in a request. The cost will be \$0.45 cents per copy. You must have the money on your account in order for the copies to be made. All photo copy request forms should be addressed to the Administrative Assistant.

Inmate Accounts:

We do not accept cash or checks for deposit on inmate accounts. Money orders can be mailed in to the address listed below. Money may also be deposited online at www.commissarydeposit.com or delivered to the kiosk located in the front lobby.

Money orders posted after 5:00 p.m. on Thursday will not be available until the following week. Funds deposited in the kiosk and online are available immediately

**Madison County Detention Center
Inmate Canteen Account
2935 Highway 51
Canton, MS 39046**

The money order must contain your name and inmate identification number. **MONEY ORDERS WITHOUT THE INMATE'S ID NUMBER WILL BE RETURNED TO SENDER.** Your money order will be credited to your account and the adjusted balance will be on your canteen sheet. This amount may include other jail related charges. Inmate account system will track negative balances. Negative balances will be indicated by parentheses around the amount. A balance of (\$5.25) indicates a negative balance. If you do not have money on your account and you acquire charges from the jail, your account will reflect a negative balance. A negative account balance from a previous arrest will transfer to your next arrest.

Canteen:

If you have money in your account, you may order items from the canteen once per week. The cut off day to order is Friday at 8:00 am for delivery the following Tuesday. All orders placed after 8:00 a.m. on Friday will be delivered the Tuesday following the next order deadline. Inmates housed in Disciplinary Segregation will only be allowed to purchase hygiene and writing materials.

Inmates or their designee who are released before canteen order is delivered may return to the jail the following Tuesday to pick-up their order. Federal inmates will receive a full refund and a check mailed to them. Canteen not picked-up within 72 hours after delivery, will be destroyed.

Inmates are allowed one (free) call a week to place an order or check balances. If you call more than once in the time frame outlined below you will be charged \$0.50 per call.

If you have a zero balance you will still be charged for every attempted call to check the balance. So to avoid this charge don't make more than your one phone call a week.

The time to make your call begins Friday at 8:00 a.m. and ends the following Friday at 7:59 a.m.

Account Statements:

You will be provided one **Statement** sheet per month at your request with no cost. If you request additional sheets in the same month you will be charged a fee of \$1.00. If you have no money in your account you can not request additional sheets.

Inmate Request Forms:

Inmate Request Forms are used to request all types of information. Simply complete the Inmate Request Form and give it to your Hall Officer.

Personal Appearance:

How you care for yourself is very important to your health. We recommend you shower each day. When an inmate refuses to shower, a shower will be given under the supervision of an officer. You are required to keep yourself neat and clean in appearance and maintain acceptable standards of hygiene. When you are out of your cell for any reason, except going to and from the shower, you must be fully dressed in facility issued clothes and shoes. You must wear a towel and shower shoes going to and from the shower.

Meals:

Meals are planned to meet dietary standards and to provide adequate nutrition and variety. Special diets are available for medical and religious reasons. If you require a special diet for religious reasons, you must complete an Inmate Request Form and address the form to the Warden; if it is due to Medical Reasons you will need to forward it to Medical.

Meals will be delivered to your cell. You will have 15 minutes to eat your meal before trays are picked up.

Daily Activity Schedule:

Your daily wake-up time shall be 5:30 a.m. Your normal lights out time will be 12:00 a.m. You must be in your bed by 1:00 a.m. Your light-out time may also be determined by your custody status based upon behavior and current classification status. ***Times are subject to change without notice.***

All inmates shall be up, beds made, dressed and in the Day Room by 05:45 a.m. for breakfast trays. Inmates will not be allowed back into their cells until all trays are picked up and head count has been completed.

Your lunch schedule will be as follows: all inmates will be in the dayroom at 10:45 a.m. and will not be allowed back in their cells until after all trays are picked up.

Your diner schedule will be as follows: all inmates will be in the dayroom at 3:00 p.m. and will not be allowed back in their cells until all trays are picked up and headcount has been completed.

The above schedule will be followed by all inmates with the exception of the inmates in the main jail; you will be allowed to return to your bunk after trays are picked up.

The Food Services Manager shall determine the meal serving times.

Packages:

Visitors are not permitted to bring any packages or food for an inmate.

Publications:

You may have your family or friends order approved magazines or soft back books. The magazines or books must be ordered from a publishing company, not a bookstore. We will not accept magazines with pornographic photographs or scantily dressed pictures.

Personal Property:

Personal property and personal clothing will be stored by this facility until your release. You may release all of the personal property to someone of your choice on your visitation day only. All clothing and personal items left after the release of an inmate will be held 30 days. After this time, the property will be destroyed.

Recreation Yard:

You may have access to outdoor recreation as scheduled for each cell **weather permitting.**

Counts:

Detention Officers will conduct head counts. You must cooperate with counts. When count is called you will immediately stand outside your cell door if you are located in **D or E POD**. If you are in the main jail, you will stand by your bunks fully dressed. All inmates will follow the instructions of the officers---**NO QUESTIONS ASKED.**

Visitation:

You must provide each visitor’s name, address, phone number, race, sex, and date of birth. Inmates refusing to provide this information will be denied the right to visit with their requested visitor. We will obtain visitor information during the booking process or by an Inmate Request Form during the first 10 days of each month. You may have five pre-certified visitors. **Any visitor violating the following rule will not be allowed to visit at the Madison County Detention Center.**

1. All visitors must wear shoes. No bare midriff, low cut tops, tank tops, shorts, mini skirts, see-through clothing, sports team attire, or gang colors will be permitted.
2. All visitors must have a valid photo I.D. A driver’s license or state I.D. card.
3. An adult must accompany minors.
4. No more than one visitor may visit an inmate at a time.
5. Children must stay with an adult and be kept under control.
6. Any person under the influence of alcohol or drugs will not be allowed to visit and may be arrested.
7. Visitation days are assigned by cell assignment.
8. Visitors must demonstrate appropriate behavior, no profanity or drunkenness.
9. It is your responsibility to notify your family and friends of all visitation rules.
10. Visitation is a privilege.
11. All visitors must be registered 15 minutes before visitation begins.
12. No cameras or other recording devices to include tape recorders, movie cameras, or other photographic equipment will be allowed in the visitation room.

Mail:

Stamped envelopes are available through the canteen. Mail containing gang messages or symbols will not be processed. Outgoing mail may be given to your 2nd Shift Hall Officer unsealed or the mail person. We reserve the right to inspect your mail. Mail to your attorney, the courts, or the Sheriff is strictly confidential and shall not be read unless such mail contains contraband or weapons. You must include the following return address on the top left corner of the envelope:

INMATE NAME _____ INMATE # _____
Madison County Detention Center
2935 Highway 51
Canton, MS 39046

All incoming mail will be opened and inspected for contraband. However, your mail will not be read unless there is a good cause to believe that the contents information relating to escape plans, criminal activities, and violation of facility rules, coded language, or racially inflammatory information. All incoming mail must contain a complete return name and address. Legal mail will be opened in your presence. **We will confiscate mail containing gang related messages or symbols. No mail between inmates will be allowed. MAIL WITHOUT INMATE NUMBER WILL BE RETURNED TO SENDER.** If you are indigent, you will be provided three (3) stamps and envelopes per week for **legal mail only**. Legal mail is defined as any and all mail addressed to a legitimate law firm or courts. The postage will be charged to your canteen account, regardless of account balance.

Grievances:

The inmate grievance procedure may be used to address violations of inmate rights. If you feel that you have a serious complaint regarding your treatment or other conditions, **first** speak with your Hall Officer. If that doesn't provide satisfactory results, ask to speak with the Watch Commander. The Watch Commander should be able to satisfactorily handle your grievance. If still not satisfied, you may file a formal grievance with the Grievance Officer. If the Grievance Officer is unable to resolve your issue you may file your grievance with the Warden.

You must complete each step in the Grievance process in the order that they are presented.

There is a box located on the outside recreational yard for grievances that are for the Warden or the Jail Administrator.

Inmate Tip Line:

We have installed a tip line for inmates to report crimes that happened either in jail or out. The number is 601-555-1212. If you have information you want to share us with us please call and leave a message.

Sexual Assault:

The Madison County Detention Center has a ZERO-TOLERANCE on Inmate on Inmate Sexual Assault. You may face disciplinary action or criminal prosecution or both. If you are or somebody you know has been a victim of *sexual assault* please notify the staff or send a request to the Jail Administrator's office. We also have a tip line 601-555-1212 or you can put a request in box on the yard.

Escape and Contraband:

If you escape, attempt to escape, or aid any other inmate in escaping, you will be prosecuted according to the laws of the State of Mississippi. If you are responsible for bringing, assisting or attempting to bring any weapon, cigarettes, narcotics, or other contraband into the detention center, you will be prosecuted according to the laws of the State of Mississippi. If you attempt to escape, you may be placed in permanent lockdown housing for the protection of the facility.

Religious Services:

The Detention Center offers Religious Services for those who wish to attend. If you have any questions about religious services please contact the chaplain.

Law Library:

A law library is available. A request form must be completed for access to the law library. All books and other materials are to remain in the library. You will have a time limit of twenty (20) minutes. **All state inmates may contact their designated correctional facility to request legal assistance. The inmates must complete a legal assistance form. This form may be obtained from the Case Manager.**

GENERAL HOUSING UNIT RULES AND REGULATIONS

You are expected to follow all Detention Center Rules and Regulations. Failure to do so will result in disciplinary action. All questions and comments are to be addressed to your Hall Officer. If you have an **EMERGENCY** notify the Hall Officer immediately. **DO NOT TALK** to other inmates through closed cell doors, or pass notes of any kind. Keep your I.D. bracelet on at all times are you will be charged for a replacement bracelet. You will be fully dressed in your issued uniform in the day room. Under no circumstances will uniforms, sheets, walls or furniture be damaged or defaced in any manner. **If you are found with damaged articles in your possession, you will be disciplined, criminal action may be taken against you, and you will be required to pay for the damaged item.**

Mattresses	\$ 92.00	Defacing or Damaging County Property	\$100.00
Damaging Light Fixtures	\$350.00		
Sheets	\$ 10.00 each	Shirts	\$ 10.00 each
ID Bracelet	\$ 20.00 each	Sprinkler Head	\$200.00 each
Visitation Phone	\$100.00 each	Damaging/Jamming Lock	\$ 50.00 each

Damaging Bunk Bed Storage Bin	\$100.00 each	Covering A/C vents	\$ 25.00 each
Flooding Cell	\$ 50.00 each	Flushing Objects in Commode	\$ 50.00 each
Covering Light Fixtures	\$ 25.00 each	Damaging Light Fixtures/Bulbs	\$ 50.00 each
Shower Curtain	\$ 50.00 each	Jumpsuit	\$ 30.00 each
Blanket	\$ 12.00 each	Boxers	\$ 6.00 each
Socks	\$ 3.50 pair	Covering of intercom	\$ 25.00 each
Damaging or Tampering Intercom	\$120.00	Towels	\$ 7.00 each
		Trousers	\$ 10.00 each

You are responsible for cleaning your own cell. Beds will be made neatly with blanket and sheets tucked under the mattress when the bed is not in use. All personal property must be kept in a neat and orderly manner. Shoes will be placed on the floor underneath the bunks.

INMATE DISCIPLINARY RULES AND PROCEDURES

1. You will be punished for conduct that violates existing jail rules.
2. The Watch Commander may isolate any inmate considered a danger to others.
3. Any jail officer may informally handle minor rule violations.
4. If you are accused of a rule violation, the Watch Commander or Inmate Disciplinary Hearing Officer shall provide you a written notification of the rule infraction.
5. You may ask for a due process hearing by the Inmate Disciplinary Hearing Board. You may accept or offer a plea prior to a disciplinary action.
6. If you accept a plea, you will sign a plea agreement and sanctions will begin.
7. If you refuse a plea, you will appear before a disciplinary hearing as soon as possible.
8. You will be allowed to attend your disciplinary hearing, unless your behavior poses a threat to staff or facility security. In which case, you will be asked to submit a written statement. A maximum of three (3) witnesses will be allowed for the hearing. However, if any witness is disrespectful or unruly he or she will be removed immediately.
9. You have the right to appeal to the Warden within five (5) calendar days after the Disciplinary Committee's decision. You may complete an Inmate Request Form requesting appeal to the Warden.

Disciplinary Rules and Punishments:

MINOR OFFENSES

- A. Noisy, loud and/or profane language, gambling or beating on doors.
- B. Improper wearing uniform/no uniform.
- C. Out of Bounds (Being in unauthorized area).
- D. Failure to maintain a neat and sanitary housing area or make up bed.
- E. Failure to maintain personal hygiene.
- F. Talking or communicating with inmates in disciplinary segregation. ***(This doesn't apply to inmates already in the lockdown unit)***
- G. Hanging blankets, sheets, towels, or other articles to block bunk beds, electrical devices, or windows.
- H. Removal or damage of books or other materials in the law library.
- I. Removal of mattress pad from bed—sleeping on floor w/o authorization.
- J. Storing/keeping fruit/food (other than canteen purchased) and milk in cells.
- K. Violation of General Housing or Canteen Rules and Regulations.
- L. Writing on inmate clothing or other jail issued items.
- M. Wearing headband/head wrap.
- N. Unauthorized use of Inmate Request Forms, grievance forms, or other jail forms.
- O. Attaching items, pictures, etc., to walls, furniture or windows.
- P. Misuse of intercom system.
- Q. Possession of eating utensils at other than meal times.
- R. Possession of food, other than canteen purchases, in cell.
- S. Possession of unauthorized razor (outside of shaving time).
- T. Unauthorized Possession or use of Inmate calling card.
- U. Using another inmates pin number.
- V. Sagging pants (pants below the waist).
- W. Misuse of Indigent Mail.

PUNISHMENT:

A day will consist of 23 hours locked in a cell with 1 hour in the day room.

Disciplinary segregation for up to fifteen (15) days.
Loss of canteen for up to fifteen (15) days.

Loss of visitation for up to fifteen (15) days.
Loss of phone privileges for up to fifteen (15) days.

MAJOR OFFENSES

- A. Assault by Threat.
- B. Inmate or Inmate Worker in property room/CBO w/o officer present.
- C. Setting a fire.
- D. Possession/Distribution of contraband.
- E. Extortion or blackmail.
- F. Engaging in, or encouraging, a group demonstration or riot.
- G. Engaging in sexual acts with another.
- H. Assault/Fighting.
- I. Possession of drugs (other than authorized Medication) and/or paraphernalia
- J. Theft.
- K. Possession of (Shank) weapon.
- L. Tampering with security devices/Opening Food Pass Door.
- M. Escape/Attempted or aiding in escape.
- N. Smoking/Possession of smoking paraphernalia.
- O. Possession/ introduction of any explosive or ammunition.
- P. Giving or offering an officer a bribe.
- Q. Refusing to obey an officer/Insolence toward an officer.
- R. Misuse of authorized medication.
- S. Lying to a staff member.
- T. Failure to stand/interfering with count.
- U. Interfering with staff.
- V. Indecent exposure.
- W. Disorderly Conduct (some examples: throwing objects, food, liquids, beating on doors).
- X. Possession of gang related paraphernalia.
- Y. Possession of tattooing paraphernalia/Tattooing.
- Z. Answering to the name of another inmate.
- AA. Possession of Cell Phone or another part of a phone.
- BB. Defacing County Property.

PUNISHMENT:

A day will consist of 23 hours locked in a cell with 1 hour in the day room.

Disciplinary segregation for thirty (30) days.
Loss of canteen thirty (30) days.

Loss of visitation for thirty (30) day.
Loss of phone privileges for thirty (30) days.

USE OF FORCE: All Detention Center staff members have authority to take immediate necessary action to prevent acts of violence, destruction, escape attempts, or to restore order. Such action includes the use of OC (Pepper) spray and/or physical force for personal protection, protection of other persons, and to maintain order. If you decide to physically assault or harm an officer, your efforts will be met with physical force and your efforts will be futile. Any inmate who assaults an officer or staff member will be prosecuted for assault on a law enforcement officer.

This policy in no way restricts the authority of the Sheriff or Jail Administrator to remove or restrict privileges or lockdown inmates to ensure the security of the facility.