



FORSYTH COUNTY JAIL

INMATE HANDBOOK

This handbook was reviewed and approved February 8, 2019

PREFACE

The Forsyth County Jail is managed and operated by the Sheriff of Forsyth County and his staff. These rules will explain what is expected of you, and what will be done for you during your period of confinement.

While in the custody of the Jail, you have the right to expect fair, humane and equitable treatment. In addition, you have the responsibility to treat others in the same manner. You have the right to be informed of the rules, regulations, and procedures of facility operations, and the responsibility to know and abide by these directives.

You are required to read this handbook and electronically acknowledge that you have completed this requirement.

IMPLIED CONSENT

This booklet contains the rules and regulations governing each inmate's conduct and behavior at the Forsyth County Jail, Cumming, Georgia.

Electronic acknowledgement of this handbook by the inmate shall be presumed to be prima facie evidence of knowledge of its contents and consent to obey and follow the policies and procedures contained therein.

Violation of the rules and regulations contained herein will subject the violator to disciplinary action and/or punitive damages.

NOTICE

The information and regulations contained in this manual are subject to change based on the changing needs and requirements of the jail. Housing deputies are available upon request to explain any changes. All inmates are expected to abide by those changes. Additionally, you are required to maintain and return in good condition **ALL** issued items or be responsible for payment of their replacement prior to being released from the Jail. Items include but are not limited to: inmate uniforms, sheets, towels, shoes and mattress.

This handbook is designed to be a general overview of operations, and is not designed nor intended to cover all circumstances/conditions. If you have any questions or concerns, contact your housing deputy for assistance.

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SMOKING PROHIBITED

*The Forsyth County Jail is a smoke free environment. **This means no smoking of any substance, as well as, no use of ANY tobacco products will be allowed.** All forms of tobacco, as well as smoking accessories (lighters, cigarette papers, electronic cigarettes/cigars, etc.) are considered contraband. Any smoking items brought with you to the jail will be held with your personal property. Tell your friends and family NOT to bring or mail you tobacco products, they will not be accepted, NOR will they be returned. Contraband items will be destroyed upon discovery by the staff at the Jail.*

I. ADMINISTRATIVE PROCESS

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

- A. To provide current and accurate information for personal identification and proper completion of all forms and reports.
- B. To relinquish items such as money, jewelry, securities, and all personal property for inventory and secure storage.
- C. To cooperate fully in the preparation of personal health screen and medical history forms.
- D. To submit to appropriate identification, search and hygiene procedures.

****All phone calls will be limited in frequency and duration.**

II. INTAKE PROCESS

Inmates are restricted from bringing personal items into the Forsyth County Jail at the time of arrest. During the intake process, the arrested person will relinquish all items in their possession to the property clerk for safe keeping until they are released from the facility. Any items not accepted by the Forsyth County Jail will be placed into evidence by the arresting deputy.

A. Restricted Items

No opened commissary, or other items, brought from any other facility will be accepted into the housing area of the Forsyth County Jail, for any reason whatsoever.

If you have items from another facility with you upon your arrival, these items will be stored with your personal property, and be returned to you upon your release. The exception to this exclusion would be **legal material and unopened commissary items that have been approved by this facility.** Approval of requested items will be left to the discretion of the **Shift Supervisor or Operation Supervisor.** If you do not agree with the decision reached, you may appeal it, in writing, to the Jail Administrator.

The Sheriff's Office will **not** accept property being mailed or dropped off at the Jail for inmates to take to other detention facilities.

B. Personal Property

Eyeglasses/contact lenses, hearing aids, prosthetics and / or dentures on an arrestee at the time they are brought to the jail will remain with the inmate through the booking process and housing assignment. Medications and other hygiene items will be given to the Medical Unit for inspection and storage until deemed needed by the inmate and approved by the Medical Unit.

Prescribed items, to include nebulizers and C-Pap machines, brought to the jail by family members for the inmate will be accepted by the Medical Unit, documented and distributed to the inmate as deemed necessary by the Medical Unit.

C. Issued Items

Inmates are allowed to have, in their possession or housing area, the following items and/or materials.

1. Uniforms

- 1 inmate identification card
- 2 uniforms (or two sets of other clothing, as applicable)
- 1 pair of sandal style footwear
- 1 pair of underwear, 1 pair of socks, 1 t-shirt, and 1 bra (females) (ONLY provided if personal underwear is not solid white at intake)

2. Clothing

Friends and family will be allowed to deposit money on your commissary account to purchase personal whites. Family and friends **WILL NOT** be allowed to drop off any whites to you. You will be allowed to have the following in your possession during your stay:

- 3 T-shirts (solid white crew or V-neck only)
- 3 pair of socks (solid white)
- 3 pair of boxers or briefs / panties (solid white)
- 3 bras (wireless/solid white)
- 2 white thermal shirt
- 2 white thermal pants

Any extra items shall be authorized only by the medical department, and/or the facility Administrator or designee. Items in excess of those listed above, which are not authorized, shall be removed by the facility staff and stored in the inmate's property until release.

Inmates are responsible for maintaining, in good condition, all items issued for their use while in the Forsyth County Jail. Any issued property that is damaged while assigned to an inmate will be charged back to the inmate regardless if the damaged property was in the possession of the assigned inmate or another inmate when damaged. The replacement cost schedule is listed below.

Mattress	\$ 64.00
Green Mesh Bag	\$ 6.00
Uniform Pant	\$ 6.00
Uniform Shirt	\$ 6.00
Male Underwear	\$ 2.00
Female Underwear	\$ 2.00
Sports Bra	\$ 6.00
T-shirt	\$ 3.00
Socks	\$ 1.00
Inmate Shoes	\$ 5.00
Towels	\$ 1.00
Washcloth	\$ 1.00
Bed Sheet	\$ 3.00
Blanket	\$ 6.00
ID Badge	\$ 5.00
Medical/Suicide Blankets	\$126.00

D. Commissary

Inmates will be allowed to purchase snacks from the commissary once weekly. Only disposable containers and items contained in disposable wrappings will be permitted within the housing area. Waste and trash will not be allowed to accumulate, and must be discarded in appropriate containers. All purchases are deducted from the inmate's commissary account, which is maintained by the commissary manager, provided that the inmate has funds in his/her account at the time the order is processed. **Commissary orders should not exceed the storage space allowed each inmate in their assigned cell.**

Friends and family can order commissary items for an inmate through www.jailatm.com only. No other outside commissary packages are approved or accepted. Inmates who receive care packages ordered from friends or family members will only be allowed to receive one care package per week. Commissary orders shall be limited to a specific dollar amount, as determined by the Jail Administrator. Should you have a question regarding dollar limits, check with your housing deputy.

Commissary can be restricted by medical diets.

Indigent commissary requests: You must be detained in the Forsyth County Jail for a period of ten (10) days with a commissary account balance which has not exceeded \$5 and have not received a care package from outside the jail to be considered indigent. Indigent commissary requests can be made through the inmate kiosk. Indigent basic packages include three (3) postcards and one (1) pencil can be ordered weekly. Indigent clothes packs include one (1) pair of whites and can be ordered monthly.

If you have already placed a commissary order, and you are released or transferred prior to receiving your order, it will be returned to the Commissary company and your account will be credited.

All monies in the form of cash, money order, or certified check that an inmate has in their possession when brought into the booking area, will be immediately credited to that inmate's commissary account. No personal checks will be accepted for deposit into an inmate's account. Checks from other detention facilities will be deposited with the funds available to the inmate in **48** hours.

Any person wishing to make a deposit into an inmate's account may do so by bringing the deposit to the Jail and utilizing lobby kiosk or online at www.jailatm.com.

1. **NO MONEY SHALL BE TRANSFERRED FROM ONE INMATE'S ACCOUNT TO ANOTHER.**
2. **NO STAFF MEMBER (INCLUDING CONTRACT VENDORS, VOLUNTEERS, ETC) SHALL BE ALLOWED TO PUT MONEY ON ANY INMATE'S ACCOUNT, OR PURCHASE COMMISSARY ITEMS FOR ANY INMATE.**
3. **NO COMMISSARY ORDER MAY BE LEFT FOR ANOTHER INMATE UPON YOUR RELEASE OR TRANSFER.**

*****NOTICE*****

ALL property in your possession, issued or otherwise, will be placed in your property box or property bag and stored in the designated areas of your cell. You are not allowed to keep more property than will fit into this box or bag. ANY excessive items, items that do not fit into the proper place or items constituting a safety, security or health hazard, will be considered contraband and will be confiscated by the staff and disposed of.

ANY misuse or abuse of authorized items or materials will make the inmate subject to disciplinary procedures. ANY issued items which are altered or destroyed will be paid for by the inmate who has the item(s) in his / her possession prior to release from the jail. If necessary, criminal charges will also be brought for Interference of Government Property.

III. CLASSIFICATIONS

The classification process determines an inmate's housing assignment, and program participation. Inmate classification is reviewed on a regular basis throughout the month.

An identification I.D. card will be issued to every inmate at book-in. **This form of identification is to remain on your person at all times and is not to be tampered with. There will be a \$5.00 fee for a replacement I.D.**

IV. INMATE HOUSING

The following rules will govern each housing POD and all cells:

"Lights on" will be at **4:30 am** daily. A **formal** head count will be conducted at each shift change and **census** counts throughout the day as deemed necessary by jail staff. As a general rule, televisions and inmate telephones will be turned off during the head-count process. Inmates will be required to stand by their cell door with their uniforms on and show their jail issued identification card during headcount.

Prior to headcount being conducted, inmates are to make their bunks properly and neatly. All personal items will be placed inside the box provided and the box will be stored appropriately.

During the "Light's on" hours (4:30 a.m. –10:00 p.m.), while in cells, inmates may lie on their bunks over their covers. Unless the inmate is sick and has written permission from the medical office or authorization has been granted by jail staff, they **may not** be in their bunk under the covers prior to 10:00 pm.

When inmates are out of their bunks, they must be wearing their full uniform. No bare chests, midriffs, "body shirts", etc., will be allowed. At no time will inmate issued bedding be used as clothing or as a wrap. Inmates may purchase thermal clothing through commissary if they are uncomfortable due to POD temperatures.

Personal property, which is not immediately being used, will be placed inside your personal box or neatly stored on the shelf. **ANY property not in your box or shelf, which is found during any cell inspection by staff members, will be confiscated and placed in the inmate's property.**

A. Bedding and Personal Hygiene Items

- 1 Mattress
- 2 Sheets
- 1 Blanket
- 1 toothbrush (issued)
- 1 bar of soap (issued or purchased)
- 1 comb (issued or purchased)
- 1 tube toothpaste (issued or purchased)
- 1 bottle shampoo (issued or purchased)
- 1 solid deodorant (issued or purchased)
- Feminine hygiene items (issued as needed)

B. Dress-In Kit

- 1 Towel
- 1 Washcloth
- 1 Green Laundry Bag
- 1 8oz. Cup
- 1 Eating Utensil (Spork)
- 2 Inmate Uniforms

1 pair of whites (t-shirt, socks, underwear)

You will be provided with one pair of whites if, at intake, you do not have permissible under garments on. These white undergarments will be the property of Forsyth County and you will be charged appropriately for any damage to these items. You **MUST** turn these items in upon release from the facility.

Razors will only be issued prior to your scheduled court date. Once it is confirmed that you have court the pod officer will provide a razor to groom facial hair.

Items in this hygiene kit are consumables. All personal hygiene items will be issued initially by the jail, and supplies will be re-issued by staff on scheduled supply days.

In order for you to receive replacement items, empties and/or old items must be exchanged. If you do not turn in the empty or used items, you **WILL NOT** receive replacements. Totally consumable items, such as bar soap, are excluded from this regulation.

V. GENERAL INMATE INFORMATION

A. Mail (Generally)

As a general rule, both incoming and outgoing mail shall be limited to the following:

- Standard postcard, of which the minimum size is 3.5 x 4.25, and maximum size is 4.25 x 6.
- Physical stamps are not allowed; both incoming and outgoing postcards must be either metered mail, or else have a pre-printed stamp.
- Postcards must be white in color.

The following **will not** be accepted, and will be placed in the inmate's property bag for storage:

- Defaced or altered postcards
- Postcards with plastics or other types of wrapping or covering.
- Postcards with any type of label or sticker.
- Postcards with watermarks, or stains.
- Postcards with any biohazards.
- Postcards depicting nudity, weapons, or gang references.
- Postcards containing an affixed, physical stamp.
- Postcards not containing a valid return address.

Outgoing mail will be collected daily by staff members, and will be forwarded to the U.S. Postal Service unless:

- Mail is being held as evidence to substantiate any breach of Jail security. Mail is deposited on the weekend, and/or a legal holiday.
- Mail is being held because it contains contraband; plans to **INTRODUCE** contraband into the facility; plans for escape; threats of bodily harm to another; plans for riot or other disorder; and/or plans for the production of any explosive, incendiary or pyrotechnic device.

Incoming mail can be received in care of the **Forsyth County Jail, 202 Veterans Memorial Blvd., Cumming, Georgia, 30040**. Mail correspondence of a general nature will be inspected by staff members for contraband, and randomly read for information that may constitute a threat to the safety or security of the facility. An inmate will be notified of any seizure of mail, and will be notified of the reason of such seizure. A notice of seizure will also be sent to the sender.

Mail clearly marked as legal mail from attorneys will be considered privileged mail. Privileged mail will be inspected for contraband, but only in the inmate's presence. Again, legal mail must be clearly marked as being from an attorney's office; someone simply writing "legal mail" on a plain envelope does not make it legal mail.

Stamps, pre-stamped envelopes, and/or postage-paid envelopes received from outside this facility shall be stored in the inmate's property and shall not be allowed into housing areas.

*****NOTICE*****

All incoming and outgoing mail will be inspected for contraband. All incoming mail must have a VALID return address, or it will be considered contraband. NO communications by mail between Forsyth County inmates, in this facility or elsewhere, will be allowed. Any incoming or outgoing mail discovered to be in violation of this rule will be considered contraband.

Indigent Correspondence

Any inmate who is indigent (subject to the rules explained previously in this inmate handbook) may receive the following:

- Reasonable postage provided for letters to attorneys and/or courts will be provided, as required, on a case-by-case basis after a review of the individual's circumstances by the Programs Director.

If an inmate is declared indigent, receives indigent assistance, and later has money deposited into his/her account, the money deposited will go towards repaying the indigent fund.

B. Photographs

Photographs will be accepted via mail, subject to the following rules:

- The photographs must be addressed to a specific inmate. **NO** Polaroid style photographs will be accepted, and will be placed in the inmate's property if received.
- No more than 4 photographs at any given time per inmate.
- Photographs can only be single sided on photograph paper.
- Photographs may not be larger than 4 x 7 inches.
- The inmate's name must be written on the back of photograph(s). NOTHING ELSE will be written or depicted.
- Photographs must be unaltered, printed on true photograph paper and may not contain any adhesives, such as stickers or labels.
- Photographs must not depict sexual activity, visibly exposed breasts including cleavage, pubic areas or buttocks, nor contain any gang signs, codes, or in any way promote or display illegal activity. Any photographs of this nature received at the jail will be placed in the inmate's property. Content matter must be deemed appropriate by screening staff.
- Any envelope with photographs which contains **any** additional correspondence will be placed in the inmate's personal property for storage.
- Inmate will be notified of any inappropriate photographs confiscated as well as the sender.

C. Money Orders

Money orders will no longer be accepted at any time, except as designated on a case-by-case basis as determined by the Jail Administrator or his/her designee. For inmates whose family wishes to deposit money to their accounts, this may be accomplished by one of the following methods:

- Family may deposit money/credit card in the lobby kiosk at the jail.
- Family may utilize online payments at the following website: www.jailatm.com. They will need your inmate number, which **you** need to provide to them.

Any envelope mailed to this facility containing a money order will be documented and returned to sender.

D. Legal Mail

Legal mail will be accepted and delivered to inmates. **Legal mail is defined and limited to the following:**

- Any **incoming mail**, addressed to a specific inmate, contained in an envelope which is clearly denoted by the return address as being from an attorney's office, and which has the words "Legal & Confidential" clearly and legibly stamped on the front of the envelope. Any envelope which has a return address which, in case of question cannot be verified, shall be returned to the sender.
- Any incoming mail, addressed to a specific inmate, which is contained in an envelope which is clearly identifiable as having been sent from any judicial office, probation office, parole office, etc.
- Legal mail will be logged/documented and will be opened and inspected in the presence of the inmate to whom the mail is addressed.
- Addresses will be verified for all out-going legal mail. If there are items you wish to turn over to your attorney, contact his/her office, and request that he/she pick up the items from you during a consultation when they are at the jail.

E. Legal Papers and Books

Items listed below are allowed to be in the inmate's possession as long as all items can be stored properly in the inmates property bin and stowed in the designated space in the inmate's cell.

- Legal papers
- Personal mail/postcards
- 1 Bible, Quran, or Prayer Book

Three (3) books (paperback only) will be allowed only if they come from the Jail book cart.

Mail shall not be allowed to accumulate. All excessive items will be confiscated and placed in the inmate's property.

F. Telephone

Possession of cellular phones by inmates is strictly prohibited. Housing areas have telephones available between the hours of 7 a.m. and 10 p.m., seven days a week during free time. If you have a legitimate, emergency need to use the telephone at any other time, speak to the housing deputy. Abuse of the telephones (such as allowing others to use your P.I.N. to make calls) can result in the loss of the privilege. The Jail Division Administrator, based upon the inmate population and the number of telephones available, will determine telephone time limit.

For inmates who are hearing/speech impaired, the Sheriff's Office maintains a TTY device to facilitate telephone communication; please complete an inmate request via the POD kiosk to use this device and address the request to the watch commander on duty. He or she will make every effort to accommodate your request in a timely manner.

Telephone communications for inmates does not include the same degree of privacy as that of the general public, with the exception of communications with legal counsel, the courts, or other "privileged" individuals. Therefore, non-privileged telephone calls will be recorded, and may be monitored by staff members for information that may constitute a threat to the safety and security of the facility.

If you need to contact your attorney, you should call them from your housing POD. If you have an appointed attorney, and they refuse your call, you should send a request via the POD kiosk to speak with a representative of the Indigent Defense Office outlining the issues.

G. Visitation

Visitation with family, relatives, and friends will be conducted on the designated days and times, via the video visitation system. Each inmate will be allowed a maximum of 30 minutes for visitation per week. The visitation begins at the designated time and not when the visitor arrives.

Inmates are solely responsible for letting family and friends know their visitation time. Potential visitors should NOT be told, nor should they be encouraged, to call the jail for visitation information; jail staff will not give visitation information for specific inmates.

It is the inmate's responsibility to designate their visitors by specific / exact name. No one else will be allowed in the visitation room. No substitutions will be accepted for any reason.

All visitors must possess a valid state ID or valid passport to gain entry to the visitation session with the inmate. Any visitor not possessing a valid state ID or passport will be refused entry and denied visitation. It is the responsibility of the inmate to notify his or her visitors that this is a requirement for inmate visitation. **No exceptions will be made.**

Two (2) adult visitors at a time are allowed to visit each inmate during his/her visitation period. Adults may be accompanied by up to two (2) children each, and **will** be responsible for control of, and care for, any children. Adults with disruptive or unruly children will be asked to remove children from the jail premises; this will impact YOUR visitation time, as it will not be rescheduled or extended.

Children up to the age of sixteen will not be allowed as an adult visitor; and no child will be allowed to be left unattended in visitor or other public areas. Therefore, visitors should be advised to plan ahead to accommodate child-care needs.

Visitors will be denied a visit if he/she is under the influence of alcohol and/or drugs, or is disruptive or refuses to follow facility

rules.

All Inmate visitation sessions are recorded and monitored by jail staff with the exception of attorney visitations.

No items are allowed in the visitation room; this includes purses, backpacks, diaper bags, cell phones, suitcases, brief cases (except for attorneys and/or other legal representatives), food/drinks, cigarettes, lighters, cameras, etc. **YOU** are required to notify your scheduled visitors of these prohibitions when you notify them of your visitation time. If your visitor shows up and is directed to return items to their car, **this will affect the length of your actual visitation time.**

Visitation by legal counsel, ministers, and other privileged individuals will be conducted with the most privacy available. Such visitations may be suspended or delayed during scheduled facility programs and services, or if a safety or security problem precludes the visit.

Contact visits are **NOT** permitted, except with the express permission of the Jail Administrator (or higher in rank) on a case-by-case basis.

H. Sanitation, Personal Hygiene, Cell Cleanliness and Orderliness

All housing units are provided with cleaning supplies and all inmates are required to clean their cells daily. Televisions and telephones will, if necessary, be turned off and not be turned on until cleanliness and orderliness in each cell area passes the inspection of the Watch Commander or his/her designee. Additionally, other privileges may be suspended if compliance to the housing area deputy's order(s) is not forthcoming.

Each inmate will be entitled to shower daily and will be **REQUIRED** to shower at least twice each week. Inmates on medical watch shall be allowed the opportunity to shower at least once every 48 hours.

At 10:00pm the lights, television, and phones will be turned off; exceptions may be made by the housing deputy, after clearance with the Watch Commander. After lights out, no inmate will be out of his/her bunk unless they are told to do so by an officer, or in the event he/she needs to use the restroom. Any deviation from this rule will be at the sole discretion of the Watch Commander or, with his/her permission, by the housing area deputy.

I. Laundry

Laundry will be done according to a set schedule. Since this schedule may vary from time to time, check with your housing POD deputy for the current laundry schedule.

J. POD Tablets

Each housing POD is equipped with hand held tablets that the inmate can rent for a fee. The tablet can be used in place of the POD kiosk to request kiosk items such as documents, commissary and inmate programs participation. The tablet is loaded with music, games, movies and entertainment channels. The inmate is required to use ear buds when the tablet is in use and the inmate is responsible for any damage to the tablet. Any damage/misuse while in possession of a tablet may result in disciplinary action and loss of tablet privileges.

*******TABLETS ARE ONLY AUTHORIZED FOR USE DURING FREE TIME PERIODS IN THE DAYROOM*******

Tablets are not authorized in individual cells unless approved by Housing Unit Deputy or above.

If the tablet is misused, it can and will be taken from the inmate and made available to others. The inmate will not be reimbursed for any remaining rental time. Inmates cannot hoard/save/hide tablets if not actively paying for rental.

All tablets must be returned to the docking station prior to lights out each night, failure to do so may result in disciplinary action/loss of privileges.

K. POD Kiosks

Kiosk are located in every housing POD in the jail and are specifically designed and programmed for inmate use. Most all Inmate requests can be submitted and answered through the kiosk system. If there is a question as to the appropriate section to place a request, ask the housing deputy. Please take the time to familiarize yourself with the kiosk and the individual categories. Inmates often submit a request using an incorrect category and that delays processing. Abuse of the kiosk program may subject the inmate to disciplinary action.

VI. SPECIAL NEEDS INMATES

The Forsyth County Jail makes every effort to accommodate inmates with specific needs outside the scope of an average inmate. The jail facility meets all state and federal ADA requirements as well as every deputy on staff is trained and complies with all Americans with Disabilities protocol.

Any inmate requiring assistance, special in nature, should notify their POD deputy of any special needs.

Examples:

Wheelchair Bound	Specific Medical Issues
Amputee	Psychological Disabilities
Hearing Impaired	Behavioral Disabilities
Sight Impaired	Language Barrier

VII. INMATE RIGHTS AND DISCIPLINE

A. General Rules and Conduct

While confined, you have certain responsibilities to yourself, fellow inmates, and staff members. You are expected to maintain your housing area in a neat, clean, and orderly manner, and retain in your possession only authorized articles necessary for personal hygiene or recreational and leisure activities. Do not allow your personal area to become cluttered or constitute a health or safety hazard.

You are expected to maintain an acceptable personal appearance and practice personal hygiene habits. You are to keep your body clean and free of odors, and shower at least once every 72 hours. You are to keep your clothing and issued linens clean, and launder clothing and linens each week as scheduled.

You are expected to remain within your assigned housing or day room area unless accompanied to an activity, service, or program by a staff member. **You are expected to understand and comply with the facility rules.**

B. Purpose and Scope

So that inmates may live in a safe and orderly environment and so that correctional goals may be achieved, it is necessary for the Forsyth County Jail authorities to impose discipline on those inmates whose behavior is not in compliance with Jail rules, standards of conduct, institutional safety and correctional goals.

C. Rules of Disciplinary Action

Only the Sheriff, his designee, or jail staff may take disciplinary action against an inmate.

1. In order to promote a safe and orderly environment, disciplinary action could be necessary and reasonable to regulate inmate behavior.
2. The control of inmate behavior should be conducted in an impartial and consistent manner.
3. The imposition of corporal punishment is not allowed.
4. If it appears, at any stage of the disciplinary process, that an inmate is mentally ill, staff shall refer the inmate to a mental health professional for determination of whether the inmate is responsible for his or her conduct and/or whether the inmate is capable of understanding the disciplinary proceedings.
5. Accurate, detailed reports of any disciplinary actions will be filed and forwarded to the Jail Administrator for review.

D. Disciplinary Plan and Procedures

Violations of facility rules and/or statutory law may be reported to any staff member. Staff members observing violations, or making inquiry of suspected violations, will initiate appropriate action and documentation.

Disciplinary reports will be written, including a description of the violation, staff members' comments and suggested disciplinary penalties. Disciplinary reports will be forwarded and reviewed by the Watch Commander.

The following are the three forms of disciplinary measures that inmates can expect to encounter while housed at the jail:

- Verbal Correction
- Loss of free time up to 24 hours (Lockdown)
- Formal Disciplinary Report

The Disciplinary Report serves as a "notice" to the inmate that they had indeed been charged; it informs the inmate what specific charges are being examined; it informs the inmate and deputy the date of the pending disciplinary Hearing (up to 5 days); it gives that inmate twenty- four (24) hours notice prior to the hearing; it states in writing who was on the Disciplinary Committee (post hearing); it states the inmates pleas and statements made (post hearing); it states the Disciplinary Board's findings and what disciplinary recommendations are being forwarded to the Jail Administrator (post hearing); and it serves as a permanent part of the inmate's record.

E. Disciplinary Process:

Serving the Inmate - The inmate charged must receive notice that they are being charged with violating Facility rules. The inmate will be asked by the deputy serving the disciplinary report whether or not they would like to plead guilty or not guilty.

If the inmate pleads guilty they are acknowledging that they committed the violation and willing to accept the disciplinary measures decided by the disciplinary hearing committee. The inmate forfeits their right to a hearing when pleading guilty.

If the inmate pleads not guilty this will trigger a disciplinary hearing to be held.

F. Disciplinary Hearing Committee:

Actions of the Committee - It is the responsibility of the Committee to make fair and impartial punishment recommendations to the Appointing Authority (Jail Administrator). These recommendations must take into consideration the inmates past and present attitude, offenses, the seriousness of the offense committed and any recommendations from other deputies. The committee may make any of the following recommendations to the Appointing Authority:

"Guilty" or "not guilty" verdict on each offense

Full or partial disciplinary segregation based on Discipline Guidelines

Run violations consecutively or concurrently

Begin Segregation on date the inmate was placed in segregation or beginning the date of the hearing

Suspension of all or any part of the punishment

Probation for a period no less than one (1) month and not to exceed three (3) months.

Reduction of the Disciplinary Report to a Disciplinary Warning or less

Drop any or all charges based on cause or lack of evidence

Continuance (must be justified and documented)

Loss of any or all privileges without disciplinary segregation. If disciplinary segregation is imposed, loss of privileges is automatic.

Indefinite administrative segregation upon completion of disciplinary segregation (recommendation only)

Forward charges for prosecution through the courts.

G. Inmate Rights:

Cross Examination –

Inmates do not have the right to confront and cross-examine witnesses. (Mendoza v. Miller, 779F.2d 1287-CA7, 1985; McCollum v. Williford 793F. 2d 903-CA7, 1986 and Wagner v. Williford, 804F.2d 1012-CA7, 1986.)

Issues Related to Witnesses –

Inmates have the right to call witnesses unless calling the witness would be hazardous to the good order and safety of the Facility. There are five (5) basic reasons why the facility can deny an inmate's requested witnesses. They are:

The information the witness has is irrelevant.

The information the witness has is not material to any of the issues involved in the matter.

The witnesses' testimony would be repetitive.

Producing the witness would be disruptive to the proceedings.

Producing the witness would present a threat to the good order and security of the facility.

If a witness is denied for any reason, the accused inmate will be informed of the reason(s) of the denial and this documented on the Notice of Disciplinary Hearing Form.

If the accused inmate pleads guilty, there is no need to call witness. There will be a limit of three (3) witnesses in order to keep the disciplinary hearing manageable and time efficient.

Preponderance of Doubt –

There is no right to the appearance of counsel during this hearing. This is not a criminal trial, but an administrative proceeding. Its purpose is to determine whether an offense was committed and to provide punishment, if appropriate. Such punishment is primarily corrective in nature, designed for minor misconduct in a non-judicial form. As such, the standard of proof by which facts must be established is by "preponderance of the evidence" rather than "beyond a reasonable doubt." This means that based on all facts, paperwork, and statements, the Disciplinary Committee "believes" that the act was or was not committed and to what extent.

Continuance - If deemed necessary, the Disciplinary Committee Facilitator may request a postponement of the hearing. Documentation of such must be documented on an attached Activity Report substantiating why a continuance occurred and when the Committee will reconvene.

H. Violation Types and Categories:

• **CATEGORY 1**

1.1 Murder: Unlawful killing of another human being.

1.2 Assault: (including sexual assault) - To intentionally and without consent strike, touch, or apply force to the person of another, either directly or indirectly, resulting in either bodily harm or, any offensive touching of any form.

1.3 Fighting: To take part in a hand-to-hand struggle to gain control and or do harm.

1.5 Sexual Misconduct: Soliciting, threatening or engaging in sexual or lewd conduct with or directed towards another.

1.6 Escape: Leaving custodial control, including departing the Facility, housing block or job site without proper authority.

1.7 Damaging or Destroying Property: Defacing, altering or destroying property belonging to the County or to an individual. Anything issued to an inmate is County property to include the Inmate Handbook, furnishings, equipment, etc. This offense also includes marking, defacing or destroying any posted instructions or orders.

1.8 Extortion: Demanding or receiving anything of value, to include personal services, from another under threat of harm, exposure to authorities, or disgrace.

1.9 Arson: Igniting any item that could cause injury or damage to personnel or property.

1.10 Possession, Introduction, or Use of a Weapon: Construction, introduction, possession or use of a weapon is expressly forbidden. Weapons include, but are not limited to guns, knives, clubs, hard objects in a sock or similar container, or any item modified so it may be used as a weapon.

1.11 Possession of Intoxicants: Possession, introduction or use of any narcotic, inhalant, drug or paraphernalia not prescribed by the Medical Staff. This includes the possession of 'homemade' intoxicating drinks and tobacco.

1.12 Riot or Breach of Peace: Use of rough, loud, profane, intimidating, abrasive or boisterous language or, any cult, gang or cult and gang related activity which includes slogans, paintings, tattoos, handmade emblems, bracelets, necklaces, etc., or other actions that disrupt, intimidate or threaten the peace and good order of the Facility.

- **CATEGORY 2**

2.1 Tampering: Tampering with locking devices or other security equipment to include obstructing doors to prevent their locking.

2.2 False Statement: Lying to a staff member about an official matter, either verbal or written.

2.3 Communicating a Threat: Communicating verbally, in writing, or by physical gesture, a message intended to, or which may reasonably be expected to intimidate or threaten another, either directly or indirectly. This includes conditional threats or intimidation.

2.4 Larceny or Theft: Taking the property of another without authority or consent.

2.5 Medicine Misuse: Use, possession or storage of medicine, to include over-the-counter medicines, except as authorized by the medical staff.

2.6 Bribery: Giving or offering anything of value, to include personal services, to influence someone in the performance of the official duties.

2.8 Mutilation: Tattooing, piercing, marking, or maiming any part of the body or another person's body.

2.9 Possession of Stolen Property: Having on one's person or in one's living area property belonging to another which has been stolen. While actual knowledge that the property was stolen is required, such knowledge may be inferred and proven by circumstantial evidence (example: Possession of another inmate's property that has been marked).

2.10 Indecent Exposure: Intentionally exhibiting or exposing one's sexual parts to another.

- **CATEGORY 3**

3.1 Conduct Which Disrupts or Threatens: Any conduct that interferes with the orderly running or security of the Facility. This includes any incident where another Deputy may be called or requested for assistance.

3.2 Communications Tampering: Disassembling or tampering with any part of a radio, television, telephone or other communications device.

3.3 Disorderly Conduct: Conduct of such a nature to affect the peace and quiet of persons who may witness it and who may be disturbed or provoked to resentment thereby. The charge could encompass all participants in a fight, regardless of who started the fight.

3.4 Malingering: Self-inflicted injury or faking an injury or sickness (to include abuse of sick call) for the purpose of avoiding work, appointment, court, etc.

3.5 Provoking Words or Gestures: Verbal or written communications or physical gestures that may anger, irritate or excite another into performing a prohibited act.

3.6 Unauthorized Writing: Writing, distributing or possessing with the intent to distribute any motto, creed, saying, or

drawing within the Facility whose intent is to disrupt the Facility by encouraging strikes, riots, fights, racial or religious hatred, or prohibited acts. Written correspondence between inmates is also prohibited, to include other penal institutions and staff personnel, unless authorized by the Jail Administrator.

3.7 Disobedience: Failure to obey an order from any staff member while in performance of their duties. This also includes failure to respond immediately to a given order.

3.8 Unauthorized Use of Another Inmate's Identification: Any use of another inmate's identification including Name, MNI, Date of Birth, Social Security Number, or any other identifier for the purposes of making phone calls, ordering commissary, send and receive mail, using the kiosk, or the filing of any form with the Forsyth County Sheriff's Office Jail.

3.9 Disrespect or Insolence: Being disrespectful in language or actions towards another.

3.10 Staff Harassment: Any comment, conversation, or question intended to, or which may reasonably be expected to, anger or irritate a staff member. Such communications will be considered staff harassment when directed towards a staff member or overheard by another staff member.

- **CATEGORY 4**

4.1 Running: Running anywhere inside the confines of the Facility is prohibited. This includes the Recreation Yard.

4.2 Possession of Contraband: Possession of any item not authorized, or any excess number of authorized items is considered contraband.

3.6 Bartering: Selling, buying, trading, giving, receiving or lending any item(s) within the Facility is prohibited except as specifically authorized by proper authority.

4.4 Gambling: Participating in games of chance for anything of value to include personal services, personal items, food items, etc., this includes possession of gambling paraphernalia.

4.5 Interfering with Count: Delaying or interfering with count. Inmates will position themselves, so they are readily visible to the staff member conducting the count.

4.6 Being Unsafe, Unsanitary or Untidy: Intentionally performing acts which are unsafe to self or others. Failing to keep one's person, clothing, or living area sanitary and in accordance with prescribed standards. Includes littering of all common areas.

4.7 Failing to Display the Inmate Identification Card: Intentionally or unintentionally failing to display the inmate ID card. Must be worn at all times.

4.8 Failing to Perform Work as Instructed: Failure to complete or perform a given task as ordered by a staff member. This task must have been understood prior to being attempted.

4.9 General Regulations: The following general regulations apply to all inmates and are necessary to ensure good order and discipline within the Correctional Facility. All violations of these regulations may be considered a Category 4 offense.

All inmates will:

- a) Keep themselves neat and clean; fingernails trimmed (not to exceed the tips of the fingers)
- b) Not conceal yourself or hide
- c) Not exchange any items with other inmates without deputy approval.
- d) Not handle keys at anytime
- e) Not hide any items from view of deputies
- f) Not waste food
- g) Not use loud or boisterous profanity offending others
- h) Be subject to search at all times
- i) Remain at least one arms distance from deputies unless being searched or escorted

- j) Report all emergency situations or situations they are not sure about to the nearest Deputy
- k) Not place any objects over your light fixture
- l) Not place any objects over your vent
- m) Not jam or jimmy their water switch
- n) Not use or construct "clothes lines"
- o) Not attempt to send "handmade" or food items through the mail
- p) When told to return to your assigned cell; do so **immediately**
- q) Not stand on furniture or sit on the table tops
- r) Not hang or slide on the stair rails
- s) Use the toilet or shower one inmate at a time
- t) Not loiter or sit on the stairs or mezzanine levels

- **CATEGORY 5**

Aiding Another or Encouraging Another. Conspiring with, soliciting, or aiding another to commit or attempt any prohibited act, to include failing to report a prohibited act. This offense stands alone and will carry the same category offense which the inmate was aiding or encouraging another inmate or deputy to commit. Therefore, it may be considered a Category 1, 2, 3, or 4 offenses.

- I. **Penalties for Violations:**

- The following guidelines are established in administering disciplinary segregation for rules violations. If more than one violation has been committed, the days may be run consecutively or concurrently. The Jail Administrator will approve all periods of segregation.
 - Category 1- Not less than 15 days and not to exceed 30 days per offense.
 - Category 2- 10 to 14 days per offense
 - Category 3- 5 to 9 days per offense
 - Category 4- 0 to 4 days per offense
 - Category 5- To be determined by associated offense

Forfeiture of Two for One Time - Inmates that are sentenced will be eligible for, and receive, two for one time.

Recommendations that the inmate's two for one time be revoked can be made on the disciplinary report and reviewed by the disciplinary committee. If the committee concurs with the recommendation for revocation, the Jail Administrator or their designee will make the final decision.

Loss of Privileges - Disciplinary segregation should be spent, when possible, in a single occupancy cell where the inmate cannot communicate with other inmates or unauthorized personnel. Normally, if an inmate is found guilty by the Disciplinary Committee and placed in disciplinary segregation with approval by the Jail Administrator, loss of all privileges is automatic. Inmates in disciplinary segregation will be permitted to receive mail and write letters unless the violation was directly connected with such a privilege. Official visits will be permitted as authorized by the Jail Administrator or appropriate representative. Religious reading material, meals and daily showers will not be forfeited. Phone calls to attorneys are authorized while in disciplinary segregation during 1 hour free time period.

Findings of Not Guilty - When an inmate is found "not guilty" of an offense, all actions of that offense will be noted as "not guilty" in the inmate's record. If an inmate is found not guilty of an offense but has other offenses, they were found guilty of; the not guilty charge will be clearly documented as such.

Disciplinary Hearing if Removed from Current Status - If an inmate was removed from their status, i.e., sent to Administrative Segregation, that inmate will receive a Disciplinary Hearing within seventy-two (72) hours from the time they were served the notice of violation. However, the inmate must have a minimum of twenty-four (24) hours to prepare for the Hearing.

Disciplinary Hearing if Remains in Pending Status - If an inmate's status was not changed after a violation occurred, their Disciplinary Hearing must be conducted within five (5) days from the time they were served their notice of violation.

J. Disciplinary Hearing Committee Appeals:

Inmates will have the right to appeal any measure rendered to the Jail Administrator by the Disciplinary Committee. This must be completed in the Disciplinary Segregation section of the kiosk within seventy-two (72) hours after the Disciplinary Hearing. The Disciplinary Committee shall advise the inmate of this procedure at the conclusion of the hearing. If the inmate has plead guilty they also will have 72 hours from the time they receive the Disciplinary Committee's findings to file an appeal. The Jail Administrator or their designee will either affirm or reverse the decision of the disciplinary committee within five (5) days of the appeal. The decision made by the Jail Administrator or designee is final and non-appealable.

Privileges - Inmates may be placed pre-hearing administrative segregation. This may be acted in order to maintain security, to conduct an investigation or for the safety of the inmate charged or safety of others. This segregation is considered administrative in nature. The inmate does not lose privileges at this stage.

- Indefinite Administrative Segregation - The Jail Administrator may place an inmate in Administrative Segregation for an unlimited period of time if that inmate is a security threat, a threat to others, has received threats from others, or has received three (3) or more guilty verdicts from disciplinary hearings. Inmates may be placed in Administrative Segregation after their time has been served in Disciplinary Segregation. If this action occurs, the inmate will be given all items they had prior to being placed in the disciplinary status and begin receiving all privileges afforded general population inmates

*****NOTICE TO STATE INMATES*****

Inmates sentenced to the Department of Corrections who violate these rules will be written up on Disciplinary Reports. All reports will be investigated and forwarded to the Department of Corrections. State inmate disciplinary write-ups will be forwarded with the inmate to the state system.

K. 2 for 1 – Sentence Credit

The Sheriff, at his discretion, has the authority to allow a credit of no more than one half of sentenced time which will be served in the Forsyth County Jail. This authority **does not** include sentences to the Georgia Department of Corrections, nor any sentence which is found by a Judge or Jury to be high and aggravated; nor on any charge in which the sentence specifically prohibits good time credit, or in which Georgia statute prohibits good time credit.

2 for 1 MAY BE REVOKED AT THE DISCRETION OF THE JAIL ADMINISTRATOR OR HIS DESIGNEE.

L. INMATE GRIEVANCE

- Policy - All inmates shall be allowed to file a grievance whenever that inmate believes that they have been subject to abuse, harassment, denied privileges specified in the rules and regulations, or believes their rights have been violated. The grievance is restricted to incidents which occur while the inmate is incarcerated at the facility. If an Inmate has a grievance that inmate must report it in the appropriate grievance section on the kiosks located in the housing units within seventy-two (72) hours of the incident. An Inmate should receive a response within three (3) working days (seventy-two (72) hours) excluding weekends, holidays, and Grievance Officer Vacations from the date it was initially received. Inmate grievances will be processed by the Grievance Officer and may be resubmitted to each higher level if the Inmate is not satisfied with the response received.
- Inmates are encouraged to informally resolve grievances between themselves, and members of the staff, when possible. If this is not possible, the inmate may complete a grievance stating the grievance within seventy-two (72) hours of the complained incident. The grievance must be in the appropriate section to be processed.
- The supervisor assigned the grievance must investigate and decide if a staff member or Inmate has acted improperly, if an Inmates rights were violated, if privileges were unjustly denied, or if a crime was committed. After reviewing the grievance, they must write their response in the 'comments' section of the grievance tracking system, giving findings which substantiate or disprove the complaint and, if applicable, a remedy.

- If an inmate is dissatisfied with the response they receive, they may appeal, in writing, to the Watch Commanders within seventy-two (72) hours of receiving the response. The Watch Commanders will have seventy-two (72) hours from the date of the appeal to investigate the matter and issue a response. If an inmate is dissatisfied with the response, they receive from the Watch Commander, they may appeal, in writing, within seventy-two (72) hours of receiving the response, to the Jail Administrator, who will have seventy-two (72) hours from the date of appeal to investigate the matter and issue a final response.
- Appeals should be made on a new Grievance Form stating the response from which the Inmate is appealing. A copy of the inmate's grievance or appeal, containing the response by Forsyth County Jail Staff, will be maintained on the grievance tracking system. No negative sanction may be taken against any Inmate for filing a grievance.

VIII. INMATE PROGRAMS

A. Recreation and Exercise

Each inmate incarcerated will have the opportunity for outdoor time, weather permitting.

Indoor recreation and leisure activities will consist of entertainment (television), reading, cards, etc.

Except for those inmates who have a medical excuse from the facility doctor, all inmates are free to participate in outdoor time.

Conflicts that may arise between scheduled free time and unscheduled programs or services may require a forfeiture of some services or programs without redemption.

B. GED Program

The Forsyth County Jail offers a G. E. D. program to all inmate's that qualify. If you wish to participate, you should apply using the POD kiosk. The Jail Programs Director will review the inmates file and determine if the inmate applicant is qualified to participate in the program. If at any time a G. E. D. participant is disciplined by the jail staff for any reason, the Programs Director can remove the inmate from the program.

C. Religious Services

The Forsyth County Jail is in partnership with many religious organizations throughout the county and will do its best to accommodate inmate religious beliefs. Religious services will be held on specified days and times during the week. Any inmate wanting to participate must be fully clothed during the service. All participants must remain with the group until the end of the service unless the POD Deputy approves early release from the service. No items are to be taken into the group service except reading materials pertinent to the religious service.

Inmates are expected to recognize and respect the religious preference of others.

K. Pastoral Visits

An inmate may request, through the POD kiosk, pastoral visits from their personal minister / church pastor for counseling, confessional, or observance of religious rights. The Jail Programs Director will review, approve and schedule a personal pastoral visitation upon determination of a *bona fide* belief and practice.

Visitation by Chaplains, Ministers and Pastors will be conducted with the most privacy available. Such visitations may be suspended or delayed during scheduled facility programs and services, or if a safety or security problem precludes the visit.

E. Library Services

The Forsyth County Jail will provide a variety of books to the housing unit for inmate use. Library carts are delivered to each housing POD once a week for inmates to select reading material. ***Each inmate will be allowed only three books in their possession from the library cart at any given time.*** Inmates are expected to maintain the book in good condition and notify the POD Deputy if the book is damaged in any way. Inmates will be required to return all library books prior to their release from the facility.

No excess accumulation of library / reading material will be allowed in inmate cells.

F. Group Sessions

The Forsyth County Jail offers a number of additional programs to the inmates. Alcoholics Anonymous, Narcotics Anonymous and Al-Anon meetings are conducted by trained representatives at specified dates and times in the facility. If you would like to participate, please submit a request through the POD kiosk.

G. Legal Services

Policy - At any point during an inmate's incarceration they may request a court appointed attorney, the inmate can request through the 'Indigent Defense' section in the kiosk.

Procedure – Inmate will have continuous access to the kiosk to request 'Indigent Defense' and will have the opportunity during the first appearance hearing to request one.

Responsibility – It is the responsibility of the 'Indigent Defense Office' to ensure all inmate request for appointed attorneys are handled appropriately. It is the responsibility of the inmate to request appointed counsel.

Inmates should direct inquiries and requests of a legal nature to their legal counsel (attorney). When the inmate is indigent, without counsel, or intends to represent himself / herself, requests for specific legal resources will be coordinated with the county.

Inmates are permitted visits from their attorney(s) at any time, day or night. These visits will not be counted against your weekly scheduled visitation. A private area is provided in the housing POD for privacy.

Upon request through the POD kiosk, Inmates can request copies of their charges and or court dispositions from the Office of Professional Standards. Due to privacy restrictions regarding any outstanding charges against you, Deputies **will not** make copies of any legal documents the inmate receives. Likewise, **paperwork of any type (attorney/client or other) will NOT be copied for an inmate for any reason whatsoever.**

G. Habeas Corpus

Pursuant to Georgia law (42-12-7), when an inmate files for a writ of ***Habeas Corpus***, the Clerk of Court is to forward the information to the Jail Division Commander, who is to pay the cost of the action out of the inmate's (commissary) account.

If the inmate is indigent at the time of the writ of ***Habeas Corpus***, the Jail Division Commander is to place a freeze on the inmates account. From that point forward, any monies deposited into the inmates (commissary) account are to be forwarded to the Clerk until all court costs and fees are satisfied.

H. Access to the Law Library

Access to the law library will be allowed **ONLY** pursuant to a Pro Se order from State or Superior court. If granted, time will be allocated pursuant to the order. Absolutely no assistance with research, (i.e. copying and explanations, etc.) will be rendered by employees of the Forsyth County Sheriff's Office.

I. Special Circumstance Escorts (Funeral, Hospital Visits, etc.)

Escorts for special circumstance events shall be limited to incidents which occur within the geographic limits of Forsyth County only, and involve immediate family members only. Escorts are handled as an **off-duty** task by Forsyth County Sheriff's Deputies, which means that the requesting inmate (or his or her family) will be responsible for paying the fees incurred to handle the requested escort. **48 hours prior** to the event requested (weekends and holidays excluded) a family member should contact the Transport Unit Supervisor. The Transport Unit Supervisor will give more detailed information at the time the request is received and is to be acted upon. These requests may be denied if circumstances dictate.

J. Inmate Worker Status

The Forsyth County Jail has an *Inmate Work Force*. Inmates who are selected for work details are chosen after a review of their file by the Operations Division Commander or his designee.

An inmate may apply / request to be placed on a work detail through the POD kiosk. Requests to participate in this program should only be entered once. Any inmate placed on the Inmate Work Force will be given a set of rules and must abide by all rules and regulations of inmate worker status.

Inmate Workforce qualifying factors:

- Must not be convicted or currently charged with any violent felonies against a person (Murder, rape, robbery, etc.).
- Must not be convicted or currently charged with any drug “trafficking” charges.
- Must not be convicted or currently charged with any crimes against children (sexual or otherwise).
- Must not be convicted or currently charged with escape from any jurisdiction.
- Must not be guilty of more than 3 “Category 4 and 5” written infractions.
- Must not be guilty of more than 1 “Category 1, 2, or 3” written infraction.
- Must not have any negative report (in writing) of any type from 2 or more detention officers.
- Must be approved by the Jail Medical Unit.

Inmate Worker status can be terminated at any time by any jail staff.

Community Service Credit:

As of September 1, 2016, inmate’s that participate in the Inmate Work Force **outside of the POD environment** qualify for credit towards their court ordered community service. Each inmate will be given four (4) hours of service for every assigned day worked. It is the responsibility of the inmate worker to notify his or her probation officer that they participated in the workforce and have credit hours. The probation officers must contact the programs section of the jail for credit hour confirmation.

IX. FOOD SERVICES

All inmates will **personally** respond to pick up a meal tray according to the meal policy. Inmates are to respond **properly dressed** and in possession of their jail issued identification card.

Once the last tray is issued, all inmates will have 20 minutes to complete their meal.

Three meals are served daily. Each meal is prepared under conditions approved by the County Health Department. Menus will be certified to contain minimum daily adult requirements.

Special diets require approval. Requests for medical diets and religious diet must be submitted on the *kiosk*. Medical diets will be approved by the licensed facility Physician or his/her designee. The Operations Division Commander or his/her designee will approve religious diets.

X. HEALTHCARE SERVICES

A. Health Assessments

Medically trained personnel under the authority and direction of a licensed physician will provide health and medical services. Staff members are trained in basic life support and emergency first aid.

Upon admission to the Jail, you will be given a physical exam within 14 days of intake. Your TB test will be read in forty-eight (48) to seventy-two (72) hours. If there is a reaction, you will receive a chest X-ray. If you refuse a physical exam and/or testing, you will be assumed to have an infectious disease, and will be segregated from the general population. There is no charge for the screening test or examination.

B. Contagious Disease

The Jail makes every effort to limit the spread of contagious disease, but there are steps each individual must take on his/her own to make this most effective.

1. *Tuberculosis*: This is a respiratory disease spread by the cough of an infected individual. For this reason, everyone is tested within fourteen (14) days of admission into the Jail. Having a positive skin test does not mean that you have contagious Tuberculosis. Write to the medical staff if you have any questions.
2. *HIV and Hepatitis B*: These are blood borne diseases not easily acquired unless you share needles with, have sex with, or come into intimate contact with the blood or body fluid of an infected individual. You must assume responsibility for protecting yourself against these diseases.

3. *Blood and body fluid precaution*: Exposure to blood and certain other bodily fluids may increase your risk of acquiring HIV or Hepatitis. Protect yourself by practicing **universal blood and body fluid precautions**, which are as follows:
- a. **Since you cannot know or tell by looking at an individual, you must always treat the body fluids of others as though they were infected with a contagious disease.**
 - b. **Avoid direct skin contact with any body fluids from others.**
 - c. **You will also protect yourself from infection from a number of other sexually transmitted diseases by practicing body fluid precautions.**

Safe Practices:

- *Do not clean up blood spills.*
- *Dispose of used razors, old bandages, and sanitary napkins in appropriate biohazard containers.*
- *Wash hands with soap and water after handling potentially infected body fluids.*

C. Chronic Medical Needs

If you have a chronic medical condition, you need to notify a staff member during admission prior to or during your intake, or complete a “*Request for Medical Care*” form through the POD kiosk. All items under the section entitled “*to be filled out by inmate*” must be completed before you will be seen by the jail physician. If you are unsure of how to do this, or if you have difficulty reading and/or writing, ask a staff member to assist you. The completed form must then be given to a staff member in order for your name to be put on the sick call list. Requests from inmates not properly recorded on the sick call list at the time of the Physician’s visit will be postponed until his next visit.

If you fill out a medical request, you will be **REQUIRED** to see the Doctor or Nurse when you are called; you will not be allowed to tell the officer working the floor you are refusing treatment. Any refusal on your part for medical treatment will be made to the Doctor or Nurse, face to face. At that point, if you still wish to refuse medical treatment, you will be returned to your cell, and your refusal will be regarded as a withdrawal of your request for treatment, and will be documented as such.

The jail physician and their assistants are the only medical personnel available to inmates at the Jail. The county does not provide trips to your family physician’s office. The jail physician may arrange a visit for you at a specialist’s office, if they feel this is necessary. He may also contact your family Physician by telephone if he or she feels this will contribute to your care. Real medical complaints will be treated as carefully and efficiently as possible.

Malingering or faking medical problems will cause the inmate to be put on ‘*Essential Treatments Only*’ status, which means that only treatments that are required to prevent serious illness (such as insulin, or seizure medications) will be used. No pain medications, cold medicines, or other comfort type treatments will be given.

General dental care will be provided.

Emergency medical technicians or staff members will transport inmates requiring emergency treatment to a designated hospital emergency room or Physician’s office.

D. Inmate Medications

All medications will be prescribed or approved by the licensed facility Physician. Medical personnel and staff members will insure that medications are administered and taken as directed. Medical Office staff members, according to the licensed facility Physician’s instructions, will dispense non- prescription medications. All administered medications will be documented, as will any refusal on your part to take your medication.

To prevent hoarding medications, or attempts to “sneak” medications back to cell areas the inmate shall be given a cup of water at the time he/she receives the medication, and he or she will be required to take the medication in the presence of a Medical Office staff member.

Hoarding or saving up medicines, and/or trading or selling medicines to other inmates, is considered a serious danger to inmates at the Jail. Any inmate involved in these activities will be placed on Essential Treatments Only status. If deemed necessary by the supervisor on duty, the inmate may be physically isolated from other inmates to protect the inmate and

others.

E. Medical Records

Inmate medical records shall remain confidential, separate from jail records, and access limited to the licensed facility Physician, medical personnel, and designated medical liaison (staff member) during a medical emergency.

F. Charges for Medical Care

Inmate requested medical or dental care will be subject to a charge not to exceed the fee and charge rates outlined by Georgia law (O.C.G.A. 42-4-71).

XI. BONDING PROCESS

A bond can be made at any time, day or night, to release you from the Forsyth County Jail. If you are charged with a bondable offense, you have the right to seek a bond for your release from the facility. Bonding requires that some type of surety be posted as a good faith promise that you will appear for your court date; and in many, if not most instances, may be subject to conditions imposed by court.

NOTE: If you are released on bond, and fail to appear for court, normally you will be re-arrested on a bench warrant, which many times has no bond. The bondsman or person posting the security is held accountable for the full amount of the bond. Posting a bond can be accomplished in several ways. The following paragraphs briefly explain how each type of bond is made. In some cases, bonding methods are restricted, and some types may not be allowed.

A. Cash Bonds

If funds are available in your existing commissary account to cover the entire bond amount, the commissary funds may be used to secure your bond.

B. Credit Card Bonds

Credit cards can be used to secure a bond for a Forsyth County Sheriff's Office arrestee as long as the bond does not exceed \$10,000.00. Inmates must call 1-888-726-6301 and speak to a representative from Cash Bonds Online to arrange a credit card bond. Credit cards cannot be used for cash purges, fines or fees.

C. Property Bonds

A property bond can be posted by persons owning tangible real estate within Forsyth County at any time. This does not apply to automobiles, travel trailers, industrial equipment, boats, or similar property. It must be deeded *real property*, usually with a residential home built on it. Undeveloped property may be accepted if the fair market value is sufficient to meet the bonding standards. A homeowner desiring to post his/her property for someone's bond must meet certain criteria.

D. Transfer Bonds/Out of County Bonds

A bond made using property from a county other than Forsyth County Georgia is called a *Transfer Bond*. Procedures and requirements for this type of bond are the same as required from a regular property bond. In addition, specific instructions or restrictions imposed by other counties must be followed as well.

E. Professional Bonding Companies

Professional bonding companies, licensed as businesses in Forsyth County, and registered with the Forsyth County Sheriff's Office, are available for hire. These companies provide bonding services in return for a paid fee. The fee for hiring their services is normally not refundable. Criteria for selecting customers seeking a professional bondsman vary from one company to another. All companies are available 24 hours a day and are located within the immediate vicinity. Lists of all approved bonding companies, and their telephone numbers, are located in different areas of the Jail. Employees of the Forsyth County Jail are restricted by law from recommending ANY bonding company. Not all bonding companies are approved to be used by City of Cumming cases. Please have the bonding company you select confirm bonding eligibility.

XII. PROPERTY RELEASE PROCESS

To prevent accumulation of excessive items, you may release personal property to a designated person by sending a request to the property section through the kiosk in the housing POD. The request must include the person receiving the items' full name, phone number and address. The designated person will be required to present photo identification and sign a property release document confirming receipt. Additionally, clothing will not be released unless there is another set of clothes brought as a replacement. This is so that you will have clothing to wear upon your release or transfer.

It is the sole responsibility of the inmate to arrange for personal property to be picked up by an approved family member or friend ***prior to the inmate being transferred to another facility*** with the exception of an inmate being transferred temporarily for judicial proceedings. Any personal property left at the Forsyth County Jail after an inmate is released or transferred will be disposed of after thirty (30) days. It is not the responsibility of the Forsyth County Sheriff's Office to store items once an inmate is no longer in the custody of Forsyth County.

Notice: *Many detention facilities, i.e. PDC's and DOC, will not allow inmates to bring personal property to their facilities.* As of May 2015, the Georgia Department of Corrections will allow inmates entering a state facility to bring **ONLY** the items listed below.

DOC Accepted Items:

- Money (checks, cash and money orders)
- Jewelry (1 watch and 1 ring)
- Prescription eyeglasses (1 Pair)
- Prescription medications
- Bible or Quran (1)
- Personal Photographs (10)
- Letters or Postcards (4 total)
- Legal materials
- Stamps (20)

All other items will be refused and destroyed by the receiving facility. This is strictly enforced.

XIII. COURT PROCESS

A. Court Appointed Attorneys

There are two (2) ways to obtain a court appointed attorney. At your First Appearance hearing, you may ask the Magistrate Judge to assist you in getting an appointed attorney at your First Appearance hearing. If you have already had your First Appearance hearing and would like to have an appointed attorney, you must fill out a request to have an attorney appointed. You can accomplish this by completing a request through the POD kiosk under 'Indigent Defense'.

B. First Appearance Hearing

You are formally advised of your charge(s), but no evidence is presented. Bond may or may not be set.

C. Preliminary Hearing

You are formally advised of your charge(s), and evidence is presented. If there is no probable cause, or enough evidence is not found, the case can be dismissed. If probable cause or enough evidence is found, the case is bound over to the appropriate court for trial.

D. Grand Jury

Probable cause and evidence is presented to the Grand Jury. If there is insufficient evidence, there is no indictment and the case is dismissed. If there is sufficient evidence (in the opinion of the Grand Jury), there is an indictment, and the case is bound over for trial. Only the arresting officer is present for Grand Jury presentment.

E. Arraignment

This hearing will formally advise you of your charge(s), and make inquiry of your plea. A trial date can be set, and (upon your request) an attorney can be appointed.

F. Trial

You will be notified by your attorney and/or court of your trial date.

If you Are Found Guilty

1. Pre-Sentence Investigation (PSI):

A PSI may be ordered by the Judge, to assist in determining your appropriate sentence. You will be visited by a parole and/or probation officer, who will ask you for background information to assist the Judge in his decision.

2. Sentencing results can or will be one of the following:

- a. Incarceration
- b. Probation
- c. Suspended sentence
- d. Fine

NOTE: Not all of the steps in the system of justice, which have been described, will apply in each case.

XIV. SECURITY

Inmates will be allowed to have in their possession and/or housing area only authorized items and materials. All other items, **INCLUDING ALTERED AND/OR MISUSED ITEMS OR MATERIALS**, will be considered contraband and will be confiscated and destroyed (this includes crosses, "dream catchers", hearts, or any other items that are made from material that is altered from its original condition).

For the purposes of this handbook, contraband shall be defined as any item prohibited in the jail by the Jail Administrator; or any permitted item that has been altered from its original condition, or any item that is abused or misused beyond its original intent and/or design.

Daily inspections will be conducted. Searches are routine and are used to control the introduction of contraband, and you are expected to cooperate fully with staff members.

Any interference during searches is prohibited. Facility staff members are trained, authorized and expected to employ the degree of force considered necessary and reasonable to maintain control of the facility, and to dispel any disruptive situation.

This may include the use of restraining devices, chemical agents, and other intermediate weapons, as determined by the nature and extent of the situation.

A. Personal searches

No inmate housed at the Forsyth County Jail shall have any **Expectation of Privacy** at this facility, under Supreme Court ruling **468 U.S.517 (1984)**.

Inmates are subject to a *frisk* or *pat down* search at any time during incarceration. These searches shall be defined as the use of an officer's hand to physically touch the outer garments of a real and/or suspected violator of law for reasons of determining whether or not the inmate is carrying a concealed weapon, contraband, or evidence. During this search, you may be required to remove your shoes and socks.

If, at any time, a staff member has a reasonable cause to suspect that an inmate has contraband in his/her possession, a strip search may be conducted. All clothing will be removed, and searched as directed by the staff member. The staff member will visually inspect all body areas including the mouth. Strip searches will be held in a private area, and conducted by a staff member of the same sex as the inmate.

B. Special Problems

If an inmate is threatened or assaulted, the incident should be reported to jail personnel as soon as possible. The inmate has a right to be separated from the person who has threatened or assaulted them. The person or persons who committed the assault will be subject to disciplinary procedures and/or prosecution via the court system.

Any inmate, who believes he or she is in danger from other inmates, may request placement into protective segregation. The Watch Commander shall investigate this request and, if the danger is substantiated, the inmate shall be placed into protective segregation.

Any inmate reporting threats or assaults, which are subsequently discovered to be false, shall be subject to sanctions up to and including administrative as well as criminal and/or civil prosecution.

XV. EMERGENCY PROCEDURES

A. Emergency Instructions

In the event of an emergency, you may be given instructions by the jail staff for the orderly evacuation of the facility, or any portion thereof.

For your protection and safety, staff members have been trained in emergency procedures, emergency zones, and evacuation routes. Your complete cooperation is essential. Please familiarize yourself with your exact housing location, and the available evacuation routes on posted floor plans. Staff members will escort you to a safe location.

DO NOT PANIC. Follow the instructions and directions of staff members exactly. Any deviations from prescribed routes without specific and direct instructions of a staff member may constitute an attempted escape, and subject you to disciplinary sanctions and criminal prosecution.

B. Emergency Situations

In the event of a sudden or disruptive situation within the facility, a general security lockdown and inmate count will be initiated.

During any disruptive period, you are instructed to remain calm, within your assigned housing or activity area, and comply with the instructions or directions of staff members exactly.

If you are not already a participant, **DO NOT** become involved.

If you are a participant, you are ordered to cease and immediately refrain from all overt, subversive, and/or aggressive activities, and comply exactly with the orders of staff members. Failure to comply with this directive during disruptive situations will result in disciplinary sanctions and criminal prosecution of all participants under the laws of the State of Georgia and/or the laws of the United States.