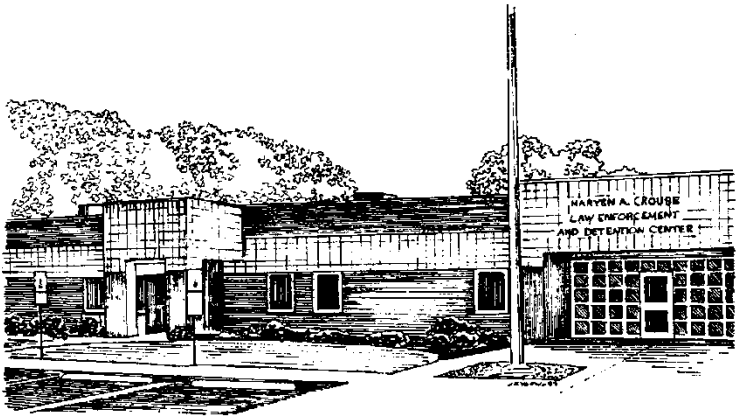
Inmate Handbook



Harven A. Crouse

Law Enforcement & Detention Center

Lincolnton, NC (Lincoln County)

Sheriff Bill Beam

Captain Vida Reid, Jail Administrator

Lieutenant Jonathan Propst, Asst. Jail Administrator

INTRODUCTION TO OUR FACILITY

WHILE IN THIS FACILITY, THERE ARE REGULATIONS AND RULES YOU ARE EXPECTED TO FOLLOW. YOU WILL BE TREATED WITH RESPECT AND DIGNITY, AND WE EXPECT YOU TO TREAT OUR DETENTION OFFICERS THE SAME. THIS IS A SMOKE-FREE FACILITY FOR STAFF, INMATES, AND VISITORS.

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NO TOBACCO OR CELL PHONES POSSESSED BY INMATES IN THE CUSTODY OF A LOCAL CONFINEMENT FACILITY.

GUILTY OF CLASS 1 MISDEMEANOR

OUR FACILITY HAS A ZERO TOLERANCE FOR ASSAULTS, sexual assault, sexual misconduct, staff sexual misconduct and sexual harassment. **CHARGES WILL BE FILED AGAINST ANY INMATE WHO ASSAULTS AN OFFICER OR ANOTHER INMATE.**

G.S. 14-258.1: (EFFECTIVE MARCH 1, 2010)

VIDEO VISITATION IS BY APPOINTMENT ONLY: Inmates are allowed one 15-minute On Site visit per weekend! All appointments must be scheduled 24 hours prior to visitation. *Appointments cannot be rescheduled.* **Your visitor must choose either Saturday or Sunday to visit.**

1. You can have up to 4 adult visitors during your visit. Anyone less than 18 years (including children) is not counted as a visitor but must accompany an adult. They are the responsibility of the adult and must be supervised at all times. All visitors 18 years & older must show valid picture identification at each visit.
2. The first person to call will receive the appointment for the week. We will not relay the appointment time or day to anyone other than the person making the appointment.
3. Visitors are directed to leave all bags, purses, and personal property in their vehicle.
4. Visitors can be denied visiting rights if intoxicated, cause a disturbance, wear inappropriate attire, or are late for the appointment. Visitors can be revoked permanently by the Jail Administrator.
5. Visitors **MUST** create/register for an account with HomeWAV, at HomeWav.com, to schedule an On Site visit with an inmate. Once their account has been created they will then go and select an inmate and the date/time they would like to come in and visit. This onsite visit must be approved by the inmate at least 24 hours prior to visitation. If the visitor has any questions or needs further assistance, please contact HomeWAV at (844) 394-6639.

VIDEO VISITATION FROM FAMILY OR FRIENDS FROM HOME: HomeWAV provides at-home video visitation. Family or friends **MUST** create/register for an account with HomeWAV, at HomeWAV.com. Once their account has been created they will then go and select a facility, select an inmate, add funds, and then wait for the inmate to call. If the visitor has any questions or needs further assistance, please contact HomeWAV at (844) 394-6639.

The visitor must have high-speed internet access, webcam, and an online account with HomeWAV. This system will work with iPhone or Android mobile devices.

Off-site visits are by-the-minute and do not require minimum block purchases or scheduling. Watch for your name to be displayed on one of the HomeWAV video monitors, which will tell you when you have visitors online. Log-in, connect the call, and within minutes you will be visiting face-to-face with your loved ones.

PROFESSIONAL VISITATION OR PHONE CALLS

1. Attorneys may visit inmates at any time. Attorneys can place calls into the facility to speak to their client. You will be notified to go to the Library for an Attorney phone call. The phone in the library will only receive phone calls; no calls can be made out on this phone.
2. *DO NOT PICK UP THE PHONE RECEIVER UNTIL IT RINGS.*

CLERGY VISITATION: Leaders of different religions, faiths, and practices may schedule an appointment on Thursday afternoons for a 20-minute visit. Female Inmate Clergy visits are at 3:00 pm; Male Inmate Clergy visits are at 3:30 pm. An appointment must be scheduled. No family members are allowed during this visitation unless prior approval from the Jail Administrator, Assistant Administrator, or the Sheriff.

TELEPHONES

The inmate telephones are on every day from 10:00am – 1:30pm; 7:00pm – 10:30pm. **Telephone calls cannot be made during VISITATION, lockdowns, meals, shift changes, and transportation. Inmates will be issued a Phone ID pin number during booking, and must use this Phone ID pin number to access the phone system. You must use your Inmate Id number along with your Phone Pin number to use the phone. You will be allowed to make a free local call during booking.**

Inmates must use their own pin number and phone account to make telephone calls, an inmate may not use another inmate's account to make phone calls. Any Inmate allowing another inmate to use their phone account or another inmate using another inmate's phone account will be subject to disciplinary actions.

Long Distance:

You can make local calls, North Carolina long distance calls, and out-of-state long distance calls. Inmates can make collect calls at the cost of $1.71 for 1 to 15 minutes. N.C. long distance surcharge $1.85 plus $.50 a minute. Out of state long distance rates $2.85 plus $.50 a minute. Out of country rates are $.95 per minute.

Local rates: **At the cost $0.21 Per Min. for 1 to 15 minutes**

Phone rates may change without notice.

1. Phone minutes are available through commissary. Phone minutes can be transferred from your trust fund account to a Paytel Phone account by using the Kiosk Machine that is available in each block. If you don't have a sufficient balance, the call will not be completed. Calls will disconnect after 10 minutes.
2. Kimble's enables inmates to purchase telephone time directly through Lockdown software without calling cards. They simply transfer money to their phone account using the commissary ordering feature from the touchscreen on their pod's Kimble's Kiosk™ or through their commissary order.
3. Lincoln County Sheriff's Office/Detention Center is not responsible for the Inmate phones. Paytel Communications is the carrier. Advise family/friends to **contact Paytel at 1-800-729-8355** or go to **www.paytel.com** to set up an account.
4. **For one time only, you can call a cell phone free for first 60 seconds if this cell phone has not had a previous call from a Paytel phone system. Phone calls will cut off after 60 seconds. After that time, the cell phone owner must set up an account through Paytel Communications to receive calls.**
5. If your attorney will not accept collect calls from the Detention Center, your correspondence must be conducted through the US Postal Service. ***There are no other options*.**
6. Inmates, who make harassing phone calls or violates a no-contact court order will be prosecuted, placed in segregation and will have their phone privileges revoked.
7. An inmate's privileges will be revoked if an attempt to contact any Sheriff's Office staff member, either directly or indirectly (3-way calling).

E-Mail

Inmates are allowed to use the TurnKey kiosk to send electronic mail to someone outside the facility, and allow the recipient of the electronic mail to send a reply to the resident. The facility can monitor, control, and restrict all inbound and outbound emails for both the outside user and the incarcerated resident.

Inmates must use their own pin number and account to send and receive emails. An inmate may not use another inmate's account.

Inmates who send harassing emails or violates a no-contact court order will be prosecuted, placed in segregation and will have their email privileges revoked.

Outside User Application

The email user application is used by persons outside the facility who receive emails from residents and send replies to residents. Here is how it works:

- A facility resident sends an email to a person outside the facility.
- The outside person receives the email via a standard email application on the internet and external to the facility network.
- Within the email, there is a link to a email web site. The outside user clicks this link and is transferred to the web site.
- On the TurnKey email web site, the outside user reads the email. The outside user sends a reply if desired.
- The number of times that the outside user can send a reply to a single email is restricted by the facility.
- The outside user cannot initiate an email to a facility resident. <u>The outside user can only reply to an email received from a facility resident.</u>

Resident Kiosk Application

The TurnKey resident kiosk application allows a facility's residents to send and receive email using the resident kiosk. Here is how it works:

- A resident logs into a TurnKey kiosk and selects the email option from the kiosk's main menu.
- The resident must have enough funds in his commissary balance to pay the usage fees.
- The resident writes an email to a person outside the facility and submits it to be sent.
- If the email passes validation against blocked words, addresses, and domains, it is sent.
- The resident can receive replies to previously sent emails.
- The resident can review emails previously sent and received.
- The facility can define an "email" restriction in TurnKey. If the facility applies this restriction to the resident, the resident cannot access the email application.

ALL EMAIL SALES ARE FINAL. REFUNDS ARE NOT GIVEN IF THE SYSTEM GOES DOWN.

PERSONAL ITEMS

1. All personal items, including clothing, jewelry and shoes, will be stored for you until your release. You will be permitted to keep your wedding band, if desired. **No jewelry or watches can be brought to inmates by visitors.** Body jewelry is NOT allowed. Body piercing items will be removed by the inmate.
2. If an inmate refuses to remove the item or the item cannot be removed, the inmate will be placed in a disciplinary housing unit for their own safety. This is treated as a disciplinary matter (contraband) and the formal disciplinary process will be followed. You will be assigned a storage bin where **one** set of clothing may be stored. You will be expected to sign a personal property sheet upon booking and a receipt upon release to get your personal items back.
3. No magazines or books are allowed to be brought to the detention center for Inmates by family or friends.
4. No inmate will be allowed to keep money in their property bins while in this facility (see *Inmate Trust Account*).
5. Any property left (not returned by officer upon your release) will be held for 30 days. After thirty (30) days this property will be disposed of. Property may be picked up Monday – Friday, 8:00 am – 5:00 pm.

DETENTION CENTER PROPERTY

1. Inmates are issued a plastic bin and lid at the time of booking. This bin will contain: 1 laundry bag, 2 towels, 2 washcloths, 2 flat sheets, 1 blanket, 1 comb, 1 toothbrush, bar soap, and toilet paper. You will also be issued 1 shirt, 1 pair of pants, and a pair clogs or step-ins.
2. Upon your release, you must turn in a laundry bag, 2 towels, 2 washcloths, 2 flat sheets, 1 blanket, plastic bin and lid. These items are to be in the same condition as was issued to you. If any item is missing or damaged, your account will be debited the replacement cost of the item. If you do not have money in your account, it will show a negative balance. This will remain on your account during future bookings until paid.
3. It is your responsibility to pay for detention center property (including mattress) that is damaged while assigned to you. Charges may be filed.

INMATE FUNDS

While you are in our facility, your money will be held for your use in an inmate trust account. This money can be used for commissary, to pay fines or bonds, to pay an urgent bill, or for emergency type situations. Commissary items are available (see *Commissary)*.

Family and/or friends may deposit money for the inmate 24 hours a day into a money kiosk (ATM) at the entrance into the sheriff's office. Funds can also be added by going online. (See chart.)

Money orders and personal or business checks will NOT be accepted.

INDIGENT KITS: INMATE WITHOUT FUNDS (indigent)

Inmate without funds can request an indigent kit **after you have been here for 7 days.** Your inmate account will be charged for each kit or item requested, even if you have no funds. To receive a replacement item, an empty container or bottle must be turned in.

ONLY 1 KIT EVERY 7 DAYS WILL BE ISSUED FOR AN INMATE THAT HAS NO FUNDS. If money is deposited in your inmate trust account, we will deduct any amount owed to our facility. Future accounts will also be deducted if money is owed to our facility. This means if you're booked into our facility in the future, we will still deduct the amount owed from your account.

1 Toothbrush

2 Stamped Envelopes

1 Bendable Pen

4 Sheets of Writing Paper

1 Deodorant

1 Toothpaste

1 Bar Soap

Envelopes and hygiene items can be purchased during regular commissary order.

Indigent Inmates can receive up to 4 envelopes for legal mail per week. You must put in a request for Legal Mail to the Jail Administrator. Your account will be charged. We will place stamps on the envelopes before mailed out.

COMMISSARY

Commissary is a service and a privilege we furnish to you. Inmates CANNOT purchase commissary for another inmate. Commissary Services offers items such as snacks, personal need items, clothing and stamped envelopes. Clothing is not included in the spending limit, but there is a limit on number of items or clothing that can be ordered.

Orders can be placed until 10:00PM Monday night. Commissary will be distributed on Wednesday night; depending upon delivery. If you have been on lockdown any time during the week from Monday night at 10:01pm to the following Monday night at 10:00pm, you will lose the privilege to order commissary (only hygiene, clothing, medical, and/or stationary items can be ordered). If your lockdown time goes into next disciplinary period, you will lose commissary privileges **for that week also**. If you have ordered commissary and then lose your privileges, the order will be placed in your property bin. You will receive your order when privileges are restored.

Care Packs

Family and friends are able to order items for their incarcerated loved ones. TurnKey offers a multitude of products for order, including non-perishable food items. Simply have your family or friends visit their website, team3.inmatecanteen.com, to place an order.

SUPPLEMENTAL KITS, ARE AVAILABLE AFTER BOOKING. After booking you may purchase a supplemental kit (a variety of food items) for $15.20. This is considered a "snack pack." Additional items are to be ordered through commissary.

RECREATION: Recreation will be offered daily during daylight hours, weather permitting. The recreation yard will be closed during meals, visitation, lockdown, headcount, sick call and cell searches.

MAIL (Incoming and Outgoing)

- **BEGINNING AUGUST 17, 2020 OUR FACILITY WILL ONLY ACCEPT POST CARDS FOR INCOMING MAIL. ANY INCOMING STAMPED ENVELOPES, LETTERS, CARDS, ETC. WILL BE RETURNED TO SENDER.**
- You are allowed to receive and send mail while in our facility. Mail is received and sent out Monday through Friday (except holidays).
- All incoming mail must have the sender's name and address. If this information is not displayed on the postcard, it will either be returned to sender or placed in your property bin to receive upon your release. All incoming mail will be inspected for contraband (example: drugs, etc.) Any contraband items mailed into the facility without name and address will not be placed in your property; these items will be destroyed.
- All outgoing mail must have your name and address. If correct booking name is not on envelope, this will delay the letter being mailed out.
- We have the right to inspect outgoing mail if there is a probable reason.
- Any mail from an inmate containing threats of violence, blackmail, extortion, escape plans, criminal activity plans, illegal activity plans, threatening securing of facility will be put in inmate's property bin and a citation will be issued to inmate or the letter will be returned to sender.
- No delivery of mail from one Lincoln County inmate to another Lincoln County inmate is allowed
- Inmates cannot order magazines to be received through the mail and will be returned to sender.
- Your mail will be inspected for items not allowed in this facility. All incoming mail will be inspected.
- Books are no longer allowed to be ordered and mailed in by friends and family (as of February 1st, 2021). This includes from Amazon as well.
- **Not allowed in mail:**

  Cash, checks, or money orders

  Crayons, markers, paint

  Envelopes, paper, notebook paper.

  Glitter or glittered postcards

  Inappropriate. No sexually explicit written, pictorial, or obscene materials allowed

  Lipstick or inappropriate personal hygiene on mail

  Perfumed or scented mail

  Photographs or copies of photographs

  No books, magazines, newspaper and magazine articles, pamphlets

Stamps, stickers, etc.

Tape, foam tape, or sticky items, glue, glued items, labels

Unknown substance on postcards

Any other items deemed by Jail Administrator

EXAMPLE OF INMATE'S MAIL

MAIL WITHOUT SENDER'S NAME AND/OR ADDRESS WILL BE PLACED IN THE INMATE'S PROPERTY BIN.

YOUR FULL NAME AND ADDRESS MUST BE ON OUTGOING MAIL. FAILING TO DO SO WILL DELAY YOUR OUTGOING MAIL BY AT LEAST 1 DAY.

LEGAL MAIL

1. Privileged (Legal) mail refers to mail sent to or received from an attorney, court official, other government official and/or probation/parole. The envelope must be marked as being "Legal Mail". Legal Mail is: All city, county, state, and federal officials having responsibility for the inmate's present, prior, or anticipated custody, parole, or probation supervision; all State and federal judges and courts; an attorney at law registered with a state bar association; and the State Corrections Standards Authority.

2. After you sign the form showing legal mail received; your legal mail will be opened and inspected in your presence.

MEDICAL (CONTRACTED COUNTY SERVICE)

1. There is a medical office with a nurse on duty or call at all times. If you have a medical emergency, notify your housing officer immediately.
2. You will be given the opportunity to request medical assistance by filling out a medical request form on the Kiosk Machine that is in every block. These forms are sent directly to the medical staff.
3. There is a charge for medical. Any medical expense will be deducted from your inmate trust account. MEDICAL CARE IS NEVER REFUSED FOR INMATES WHO DO NOT HAVE MONEY**,** however the inmate's account will be charged. When funds become available, the cost will automatically be deducted. (These charges will remain on your account and will be deducted from future incarcerations).
4. Medical call is giving twice per day. Inmates must be standing at their cells doors in order to receive their medicine. **If the inmate is not standing at their cell door, the inmate is stating to the medical staff that they do not want their medicine for that period. Medical call is announced over the loud speaker before the nurse enters the block.**

WHAT IS HIV?

HIV or Human Immunodeficiency Virus is the virus that causes AIDS or Acquired Immunodeficiency Syndrome. HIV damages the body's ability to fight disease. This damage leaves the body open to attack by infections and cancers that are not usually a threat to people who do not have HIV. AIDS does not kill, but the infections it allows to invade the body will.

THERE IS NO CURE FOR HIV

Once someone becomes infected with HIV, they are infected for life. People who have HIV can be infected for years before they know they have HIV or ever become sick. Symptoms and infections that range from mild to severe develop gradually and final progress to AIDS. **During that period of time people infected with HIV can spread this deadly virus to others.**

If you have been diagnosed as having HIV, you have a responsibility to avoid spreading the virus to others. You can do that by knowing how HIV is transmitted.

HIV is transmitted by:

- Having vaginal, anal or oral sex, especially without latex condom/rubber. The risk is greater if a person has or has had other sexually transmitted diseases such as herpes or syphilis.
- Sharing needles while injecting drugs, including steroids.
- Other means of transmitting HIV are: A woman can give the virus to her unborn child before or during birth, and sometimes through breast milk.
- Alcohol and other drugs can affect your judgment about protecting yourself. Avoid drugs and alcohol.
- Avoid all risky sexual behavior. **NEVER** have vaginal, anal or oral sex *without a condom or rubber.*
- Contact the Health Dept. for additional HIV testing information. This is free.

DRESS CODE

- You are provided clothing upon coming to this facility that you are required to wear. You must be fully dressed anytime you are not in your cell.
- You are required to keep your clothing orderly and clean.
- You may take your uniform shirt off while inside the recreation yard if you have a t-shirt on.
- **You must have a shirt on at all times**!!
- Your pants will be worn around the waist. Pants legs must be rolled down to the ankle. Keep hands out of pants.
- Your uniform shirt sleeves are not to be rolled up and your arms must be through the sleeves.
- If you have on a t-shirt, it **MUST** be tucked inside the pants at all times.
- Footwear is required at all times.
- Head coverings are allowed **inside** your cell only. You **cannot** use issued Detention Center property as head coverings. No combs or picks are allowed in your hair.
- Do not alter issued clothing. They are property of the Lincoln County Detention Center. You will be charged for altered clothing.
- You can request from the on duty sergeant for family members or friends to bring personal clothing for **Superior Court**. Personal clothing may only be worn when attending a jury selection or trial. These articles of clothing will be stored for you in the inmate property storage area.
- **WHITE CLOTHING ITEMS available for purchase. CLOTHING WILL NOT BE ACCEPTED FROM FAMILY MEMBERS OR FRIENDS.**

CLOTHING LIMIT:

Males: 5 t-shirts, 5 underwear, 5 socks, 1 set thermal underwear.

Females: 5 t-shirts, 7 panties, 5 socks, 5 wireless bras, and 1 set thermal underwear.

Clothing is available to purchase through commissary. You may purchase 1 pair of underwear and 1 pair of socks within the first 14 days of entry, unless you have ordered commissary. If you have ordered commissary, clothing items have to be purchased at this time. The clothing limit will still be in effect. Inmates that has met clothing limit can order new items. Old clothing items (same as ordered) must be turned in before new items will be received! Items will be disposed! No old clothing will be placed in property or given away.

Weekenders CANNOT bring in extra clothing (1 set on person will be allowed).

PERSONAL CLEANLINESS:

1. Bathing is required every day. Inmates who refuse to bathe will be placed in segregation. **Showers are available from 10:00am-1:00pm and 7:00pm-9:00pm, except during meals and lockdown times.**
2. You are required to keep yourself clean. Hygiene items will be included in your Weekly Kit.
3. Both Male and Female Inmates will be supplied a razor on Monday, Wednesday and Friday of each week. You are required to sign a razor log. Once you have completed shaving, you must show the officer in charge the razor with the blade intact. The officer will check your name off, and you will deposit the used razor in the decontamination bucket. Any razor not accounted for will result in a full search of the housing unit and disciplinary action.

CARE OF YOUR LIVING AREA

1. You are required to keep your own cell clean and orderly (bunk, mattress, toilet, sink, and mirror). Cleaning materials are made available 7:00am-10:15am, 11:45am-12:15pm, 7:00pm-7:15pm, and 8:45pm-9:00pm. As well as any other times deemed necessary by detention officers.
2. Cell inspections will be made daily. Inmates will be assigned each day to clean the dayroom and shower areas.
3. **There will be no marking on walls or bunks in any manner. There will be no pictures, posters, calendars, or charts attached to the walls, ceilings or under bunks. Do not cover a light fixture, window or air vent.**
4. All beds are to be made before any privileges will be allowed. You will make your bed by using two sheets over the mattress covered by one blanket. All sides are to be tucked under the mattress. The mattress is to be laid flat on your bunk. Bed or bedding cannot be placed on floor without permission.
5. When you exit your cell it will be left in inspectional order. Beds are to be made; personal property placed inside your cell organizer, property bin will be placed under your cell organizer. **No items are to be left on the desk or seat.** The shelf above the towel rack is for personal need items only. Towels and washcloths will be hung from the towel rack provided.
6. Pictures are not allowed.
7. Mattresses should remain flat. Do not roll the mattresses. This damages the material and you will be charged for any damages.

SEARCH AND INSPECTIONS

1. Search or inspections of inmates, cells, property, etc. will be conducted at any time for health, safety, and security reasons.
2. You must cooperate during these searches and/or inspections.
3. You may be transferred to another housing unit at any time.
4. You may not change cells or beds without permission from the classification officer.

HEADCOUNT

Wake up call is at 5:20 am; B, C, D, and E block inmates are required to be sitting up on your bed for roll call at 5:45 am and 5:45 pm. A Dorm Inmates are to be sitting at your bunk. Detention officers can conduct headcount any other time deemed necessary.

ROTATION: LOCKDOWN

Male and female inmates are on lockdown rotation (rotates every other day).

If you choose to stay in your room when lockdown is over, you will not be allowed out that day.

A Dorm – Must stay up between 10am-1pm; 7pm-11pm (optional bedtime at 9pm).

FOOD SERVICES

You are provided three meals daily. Meal trays are served through the food pass door. Trays will be picked up by the assigned cleaners for the day. Once fed and trays accounted for, current rotation will be released into the day room. Extra trays will not be served. Leftover food and condiments shall be left on your meal tray, not placed in the garbage. You can request a special diet for verified religious or medical reasons by completing an inmate request form. The medical staff will give approval for the medical request. Jail Administrator will give approval for the religious request.

LAUNDRY

Laundry duties will be accomplished during the one-hour lockdown. The laundry schedule is as follows:

Detention Laundry: sheets, uniform shirts, uniform pants, towels and washcloths. Detention Uniform: 1 uniform per inmate (Uniforms 6:00-7:00 – floor that's up; floor that's out changed out 1st 15minutes they are out)
Linen and uniforms are not to be knotted, tied, or with markings.

Monday: Detention Laundry for B & C Block

Tuesday: Detention Laundry for D & E Block and "A" Dorm.

Personal Laundry: underwear, socks, t-shirts, braziers and blankets.

Wednesday: Personal Laundry for B & C Block

Saturday: Personal Laundry for D & E Block and "A" Dorm.

The laundry procedures are follows:

As you enter your cell for 6:00 pm lockdown, place your laundry neatly outside your door and pull your cell door shut. "A" Dorm laundry is taken up at lunch. Laundry should be gathered inside your cell earlier in the day to make this process quick as possible.

INMATE REQUEST FORM

If you have a question or problem, you should first present it to the housing officer. If the officer cannot answer your request, you must complete an inmate request form. This request must be presented through the Kimble's Lockdown grievance and request tracking and processing system. This system can be accessed through the housing kiosk machine that is available in each block. Your request will be forwarded to the appropriate personnel and answered in a timely manner through the Kimble's Lockdown system.

Do not submit numerous or repeated requests once the initial first request has been answered. This will be considered a violation of the rules.

LIBRARY PROCEDURE

Library/Book cart is done when the Captain has available time and is able to do it. Requests can be placed on the kiosk to Captain and Captain only.

LAW LIBRARY

Any inmate **WITHOUT AN ATTORNEY** may turn in a written request through the Kiosk for **LAW LIBRARY** material.

INMATE GRIEVANCE

An inmate grievance is a written complaint concerning policy, conditions or actions by other inmates or staff which have the effect of depriving the inmate of a guaranteed right, service or privilege. To be timely, a grievance must be submitted within ten (10) days of the event giving rise to the grievance.

The following information must be included on the Inmate Grievance. Any grievance submitted that does not include the following information will be returned to the inmate for re-processing:

- Date and approximate time of the alleged incident or action that caused the grievance to be filed;
- A brief summary of the incident, policy, procedure or condition prompting the grievance;
- If the grievance involves a specific detention center policy and procedure, the title and/or number of the policy and procedure;
- If the grievance involves a property claim, a detailed description of the item(s) of property involved;
- The names of any officer(s), inmate(s), or other person(s) involved in the incident.

Grievances must be sent through the Kimble's Lockdown grievance, request tracking and processing system. This system can be accessed through the housing kiosk machine that is available in each block. The Shift Supervisor on duty will investigate all grievances and will provide a response to the inmate within five (5) working days through the Kimble's Lockdown grievance, request tracking and processing system.

GRIEVANCE APPEAL

- Upon receipt of the response to the grievance, the inmate may file an appeal if not satisfied with the response received from the Shift Supervisor concerning the grievance. **This appeal must be filed within 24 hours** and will be forwarded to the Detention Administrator.
- When a grievance is denied because it was untimely, the denial will not be reversed on appeal unless the inmate establishes extraordinary circumstances excusing the untimely submission.
- The Detention Administrator will be responsible for reviewing all appeals and for responding, in writing through the Kimble's Lockdown grievance, request tracking and processing system, to the inmate **within ten (10) working days** of his/her receipt of the appeal.
- The Detention Administrator may opt to either agree or disagree with the Shift Supervisor's response. Should the Detention Administrator disagree with the ruling of the Shift Supervisor, the Detention Administrator will indicate in his/her response the action necessary to be taken to resolve the inmate's grievance. The decision of the Jail Administrator is final.

- State court and federal court decisions, disciplinary actions and other matters that are beyond the control of detention personnel, cannot be used as a grievance.

CRIMINAL OFFENSES

An inmate may be charged with a criminal offense for the commission of a crime while housed in the detention center. Internal disciplinary proceedings may be applied to inmate in criminal cases. Information revealed during inmate disciplinary hearings will not be admissible as evidence in a court of law.

VIOLATIONS

There is zero tolerance for failure to follow written guidelines and rules. If North Carolina State Law is violated, Criminal Charges may be filed. The following rules will be strictly enforced during your stay at the detention facility.

MAJOR MISCONDUCT – 48-168 HOURS

*Horse playing, teasing, or harassing other inmates.

*Excessive loud noise.

*Crossing over yellow line in Dorms or Intake without permission.

*Failing to keep yourself, clothing or living area orderly and clean.

*Gambling

*Altering issued clothing or being out of uniform.

*Standing or lying on tables, chairs or lying on the floor.

*Sliding down stair rails, setting on stairs, hanging out on the stairs.

*Covering lights, air vents windows or toilets.

*Wearing unauthorized head coverings out of cell.

*Placing bed or bedding on floor without permission.

*Having meal condiments, cups, and extra books inside of cell.

*Keep hands out of pants and shirts tucked in.

MAJOR MISCONDUCT – 48-168 HOURS

*Repeated minor misconduct violations

*Disobeying lawful orders from officer.

*Threatening or intimidating officers/inmate (verbally or by gestures).

*Creating a health hazard.

*Possessing or accumulating medicine.

*Disrupting any activities of the facility.

*Possession of contraband (extra laundry or magazines).

*Being in unauthorized area unless directed by an officer (shower, room of another inmate, etc.)

*Failure to exit or return to cell after lockdown has been called.

*Failure to stand headcount.

*Indecent exposure.

*Tampering with safety equipment, locking devices or other detention center property (food pass, recreation yard exits, cell doors, etc.)

*Mail containing threats of violence, blackmail, extortion, escape plans, criminal activity, illegal activity, threatening security of facility.

SERIOUS MISCONDUCT -- 168-240 HOURS

*Repeated major misconduct violations.

*Refusal to remove barricades from door.

*Possession of any object, chemical or agent that was attempted to use as a weapon.

*Larceny.

*Injury to real property (mattress, pillow, issued clothing, property bin, building, tables, etc.)

*Plugging or stopping up drains and/or showers.

*Extortion, blackmail, demanding or receiving money or anything of value in return for protection.

*Engaging in sexual acts or making sexual propositions or threats to another.

*Tattooing or self-mutilation.

MANDATORY LOCKDOWN: Immediate Lockdown for 30 Days (additional criminal charges may apply).

*Smoking, possession of tobacco products and/or lighters, matches, etc.

*Fighting: Assaulting another inmate or engaged in combat.

*Assaulting an officer: injuring physically, throwing body fluids, use of weapon, etc.

*Escape, attempted escape, conspiracy to escape or assisting in an escape.

*Making intoxicants or being intoxicated.

*Arson (starting a fire in the facility or on personal belongings).

* Possession of illegal drugs.

30 DAY LOCKDOWN WITH NO PRIVILEGES

Any inmate that assaults or engages in fighting with an officer or an inmate will be locked down for 30 days with no privileges. After the first 10 days of lockdown, the Jail Administrator or 1st Sgt. may restore the inmate's privileges after reviewing their case.

DISCIPLINE

Inmates who are disciplined for violation of a written rule or regulation will be provided the appropriate due process procedure. Due process shall include the right of the inmate to be provided a hearing and a written notice within 48 hours of said hearing, describing charges against him/her and the proposed sanctions to be taken.

The inmate has the option to waive the hearing and plead guilty to the infraction. The inmate has a right to call witnesses and present a defense on his/her behalf. (The Administrator may exclude an inmate's presence at a hearing if he/she determines that it would create a security problem.)

If the inmate is illiterate or non-English speaking, he/she has the right to receive assistance in preparing and presenting his/her case from either another inmate, a staff member or from an inmate designated by staff.

Disciplinary Actions for Violations of Rules of Conduct

- Lockdown with revocation of privileges for a minimum of 48 hours.
- Loss of phone, visitation, commissary privileges and/or lockdown in segregation cells.
- Violent Inmates who endanger themselves, other inmates or officers may be placed in the safety chair or safety cell.
- An inmate's money account will be charged for any monetary damages cause to property or person, directly or indirectly, by an inmate because of misconduct actions. These charges may include property replacement fee, medical bills, cleanup expenses, etc.

Our facility has a zero tolerance for assaults. Charges will be filed against any inmate who assaults an officer or another inmate.

G.S. 14-258.1: (Effective March 1, 2010)

RULES OF CONDUCT

- When lockdown is called, you are to immediately stop what you are doing, return to your cell and close the door behind you.
- No inmate is allowed in another inmate's cell or bunk at any time. Do not stand in another inmate's doorway.
- You may not possess any object, chemical, or agent that could be used as a weapon.
- Do not store canteen items and/or facility-prepared food to sell for profit.
- Canteen items are not allowed in the recreation areas.
- Inmates are not to violate any county, state, or federal laws while incarcerated in this facility.
- Do not assault, threaten to assault, harass or attempt to intimidate officers or other inmates at any time. Assaults can result in administrative segregation and/or criminal charges.
- Do not interfere with, obstruct or prevent any facility activity or staff member from the performance of his or her duties.
- Tobacco products and illegal substances are not allowed. This includes any materials used to ignite smoking materials (lighters, matches, etc.)
- Do not go into other inmates' cells or look in their windows.
- Inmates are not allowed to place mattresses or bedding on the floor without staff or medical approval.
- Sexual harassment of staff or other inmates in any form. Lewd comments and gestures will not be tolerated. This can result in disciplinary actions.
- Do not provide false information for documentation of proceedings.
- No horseplay, teasing or harassing other inmates.
- Excessive loud noise: Do not yell across the housing unit.
- Do not talk in the shower area, television or hallway areas.
- Do not change assigned bunks without permission from a Detention Officer.
- Do not cross over the red line in Dorms or Intake without permission.
- Do not move about or talk during headcount and/or housing orientation. Your presence is required unless your absence is documented and approved by the medical staff.
- Do not approach another staff member without the housing officers' permission.
- Do not stand or lie on tables, chairs, steps or on the floor.
- Do not sit on the tables.
- Obey and follow any orders given by staff.
- You are to respect staff, other inmates, and visitors to the facility.
- Do not use profane language toward staff or other inmates.
- Your bunk must be made before any privileges will be allowed.
- No cleaning supplies of any kind are allowed in the cells after cleanup.
- There will be no changing of bunks. You must keep the one assigned to you unless approved by a staff member.
- No gambling of any kind.
- Do not talk or move about after lights out.
- Do not throw items in the housing area. This includes items being thrown from one level of the housing unit to another.

- No sliding down stair rails, sitting on or hanging out on the stairs.
- Do not cover lights, air vents, windows or toilets.
- Do not tamper with smoke detectors, televisions or any safety equipment, cameras or locking devices, or other detention center property.
- Fighting and/or disorderly conduct is NOT allowed at any time.
- Do not misuse the Inmate phone system; do not use another Inmates phone ID number.
- Do not steal from another inmate, (canteen, personal property, phone minutes, etc.)

NO TOBACCO OR CELL PHONES POSSESSED BY INMATES IN THE CUSTODY OF A LOCAL CONFINEMENT FACILITY.
Guilty of Class 1 Misdemeanor

Prison Rape Elimination Act Orientation Information

Lincoln County Detention Center has a zero tolerance towards sexual assault, sexual misconduct, staff sexual misconduct and sexual harassment. This includes any sexual act, touching, comments or gestures. Inmates may confidentially disclose incidents of sexual misconduct, sexual assault, sexual contact, sexual abuse, rape and/or sexual harassment to Lincoln County Detention staff, either verbally or in writing. Inmates may also confidentially disclose these incidents to any Sheriff's Office employee by filing a sexual misconduct complaint through the Kiosk grievance system.

If you are a victim of sexual assault, sexual misconduct, sexual harassment or staff sexual misconduct, you can report it in one of the following ways:

- Notify a staff member
- Report it directly to the Medical Staff
- Speak directly to members of Pathways.
- Report it through Grievance Tracker system by using the Kiosk Machine that is available in each block
- Write a letter to the Sheriff and/or the Jail Administrator of the Detention Center
- Notify your Lawyer or contact the District Attorney office of Lincoln County

If you are in need of rape crisis counseling, please notify staff so that they can assist you. If you want to receive confidential counseling you can contact the following agency:

Rape Crisis Center of Catawba Inc.

260 1st Ave NW, Hickory, NC 28601, (828) 322-6011

Partners Behavioral Health Management

901 S. New Hope Rd | Gastonia, NC | 28054 | Toll free: 877-864-1454

VETERAN OUTREACH

The United States Department of Labor (DOL) is committed to serving transitioning service members, veterans, and their families. They do this through programs such as Workforce Investment Act, Wagner-Peyser Employment Service and the Jobs for Veterans State Grant programs and many others. These DOL–funded programs are an important part of fulfilling our national obligation to the men and women who have served our country.

Recently the Lincoln County Division of Workforce Solutions (formerly the Employment Office) was assigned a new position, the Disabled Veterans' Outreach Program (DVOP) Specialist. The specialist is to "provide case management/intensive services to veterans identified as having at least one significant barrier to gaining meaningful employment. Barriers may be physical, mental, emotional, psychological, educational, economical, or moral."

If you are a veteran who needs help getting back into the workforce please contact the DVOP Specialist at 529 N. Aspen Street, Lincolnton, North Carolina, 28092 or by phone at 704-735-8035 to schedule an appointment to get started.

I have been advised with information regarding policies and procedures for reporting sexual assault, sexual misconduct and sexual harassment and how to access crisis counseling. I have also been advised about the Veteran Outreach program and have also been advised that this information is in the Inmate Handbook which can be accessed from the Swanson Kiosk machines that are available in all Blocks within the Detention Center.

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Inmate Signature Date