

FOREWORD

The City of Anderson Police Department/Detention Center is managed by Chief Jim Stewart and his Staff. This Handbook will explain what is expected of you during your period of confinement.

While in custody at this facility you have the right to expect fair, humane and equitable treatment and assume the responsibility to treat others in the same manner. You have a right to be informed of the rules and regulations of this facility and the responsibility to know and abide by these directives. Read this Handbook carefully.

This Inmate Handbook is to be returned in good condition when you are released. If you should lose, fail to return or in any way damage the Inmate Handbook, The City of Anderson Police Department/Detention Center has the right to charge you criminally with Malicious Destruction of City Property 62-175.

City of Anderson Police Department/ Detention Center Inmate Handbook

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INTRODUCTION

This Inmate Handbook is provided to assist you during you're incarceration at the City of Anderson Police Department/ Detention Center. The Inmate Handbook is a "General Guide" to the operations of the facility, available Inmate Programs, explaining Rules and Regulations concerning your day to day behavior. This Inmate Handbook will be reviewed annually with necessary revisions made. The information contained in the Inmate handbook is subject to change, as needed to ensure the Safe and Secure Operation of the City of Anderson Police Department/ Detention Center.

I. ADMISSIONS

During the intake process, each person arrested will be required to:

- A. Provide current and accurate information for personal identification and proper completion of all forms and reports.
- B. Relinquish all items of money, securities, identification and personal property for inventory and secure storage. City inmates may keep up to \$50.00 on their person.
- C. Cooperate fully in the preparation of medical history and health screening forms.
- D. Submit to standard or strip search, identification and dress out procedures.
- E. Receive a wristband that will be attached to your right wrist that identifies you as an inmate of this facility. **This wristband must be worn at all times. It shall not be removed or altered for any reason.**
- F. Immediately after completion of the intake and booking process, each inmate will be allowed a reasonable number of collect telephone calls for personal and legal purposes.

II. CLASSIFICATION

- A. Inmates will be assigned an initial classification based on sex, pending charges, past and present observed behavior, criminal history, medical and mental health concerns and any other pertinent information.
- B. Housing assignments will be based on the inmate's assigned classification in order to help ensure the security of the facility and the safety of its staff and inmate population.
- C. The wristband issued to you identifies you. **You are prohibited from removing, tampering with, or in any way altering the wristband assigned to you.** If you are found to be in violation of this, your participation in programs, activities and privileges

afforded inmates in this facility will be suspended until the violation is corrected. This includes but is not limited to commissary, church services, visitation, razor issuance, receipt of property and mail. If you need to have wristband re-issued you must submit a written request for replacement.

- D. Re-classification may occur as the result of a change in an inmate's legal status, behavior or any other appropriate reason. After a City inmate has been sentenced they will be re-classified to purple/ work side if they do not have a cash/surety, State bond or hold for another agency.

When an inmate has been re-classified to work side, it is noted that any inmate that has a crime that involved a victim they will not be allowed to work outside of the jail. (Cemetery, Work Crew)

Once an inmate has been fired or has quit a job they will no longer be allowed to work for the duration of their current stay.

III. INMATE PROPERTY

- A. Inmates will be allowed to have in their possession or housing area only authorized or issued items. All other items (including those altered or misused) will be considered contraband. Contraband will be confiscated and discarded and inmate could possibly face prosecution SC 24-3-965 or 24-7-155.

Inmates are allowed to have in their possession or housing area only authorized or issued and purchased items from jail canteen:

1. Bedding:
 - 1 mattress 2 sheets
 - 1 blanket
2. Personal hygiene items:

Toothbrush/ toothpaste deodorant shampoo 1 towel
soap comb 1 wash cloth
feminine hygiene products

3. Clothing:

3 white t-shirts

3 pair of white socks

3 pair of white panties, boxers or underwear

3 white bras (without underwire)

4. Misc:

Envelopes

Writing paper

Eye glasses

Legal papers (pertaining to the case/charges inmate is in jail for currently)

Religious material

Purchased canteen

- B. Inmates may have property released to designated individuals. A property release form must be correctly filled out and witnessed by an officer, the individual wishing to receive the belongings must have proper identification before items will be released. UPON RELEASE, YOU HAVE 14 DAYS TO HAVE PROPERTY LEFT AT THIS FACILITY PICKED UP BY FAMILY OR FAMILY REPRESENTATIVE.

IV. SECURITY/ INMATE RULES AND REGULATIONS

- A. Inmates are not allowed to have the following items in their possession or housing area.

1. Any type of weapon or tool.
2. Any substance containing alcohol or drugs.
3. Any flammable, toxic or caustic substance.
4. Any wig, mask or disguise.
5. Anything that has the appearance of being human, but is not;

6. Unauthorized facility property.
 7. Any items, substances or materials that present a safety, security or health hazard.
 8. "Home-made" Jewelry
 9. Clotheslines
 10. No pictures are allowed
 11. There are to be no drink bottle caps in the cell or dayroom at any time. LEAVE THESE IN THE CANTEEN AREA OR DESIGNATED AREA.
- B. Accumulation of authorized items considered excessive or constituting safety, security or health hazards will be confiscated as contraband. Any misuse or abuse of authorized items or a material that hinders or restricts safety and security surveillance by staff members is prohibited. THE AIR VENTS, WINDOWS AND DOORS ARE NOT TO BE COVERED AT ANY TIME.
- C. Unannounced inspections will be conducted. Searches are routine of both ones person and dwelling and are used to detect violation(s) of inmate rules and to confiscate contraband. Cooperate fully with staff members. Any interference during searches is prohibited.
- D. Facility staff members are trained, authorized and expected to employ the degree of force considered necessary and reasonable to maintain control of the facility, its inhabitants and dispel any disruptive situation. This may include the use of restraining devices and weapons as determined by the nature and extent of the situation.
- E. In the event there is a disturbance in the cell block, you are to obey the directions of the officer. All unnecessary noise is to cease. Unless directed otherwise you are to return to your bunk (dormitory housing) or to the door of your cell and remain there until instructed otherwise.
- F. During an inmate count you are to be silent, stop all movement and comply with the directions of the officer. You are to remain at your cell door until the count is finished. You are to only be in the cell in which you are assigned to, NO VISITING OTHER CELLS.

- G. Head count is conducted at the change of each shift, and at any time Detention Staff deems necessary to do so.
- H. You are responsible for keeping your cell and bunk at all times. You will be held responsible for any damage. Bunks are to be made daily.
- I. WRISTBANDS MUST BE WORN AT ALL TIMES. Failure to wear issued bracelets will result in denial/loss of privileges and/or disciplinary action.
- J. Uniforms must be worn at all times when out of the cell. Nothing is to be worn on the head including towels, rags or any type of clothing.
- K. No items posted on the walls.
- L. No food or drink to be left in cells from meal times.
- M. There is no sitting allowed on table tops. DO NOT STAND ON TRASHCANS TO CHANGE THE TV CHANNEL OR FOR ANY OTHER REASON.
- N. No more than two inmates at a time go to the canteen. Inmates are not allowed in the visitation rooms during canteen. Canteen will be done at the discretion of Detention Staff at least once a day. No one will be allowed to go to canteen when it is being restocked or if any contactor from the vending company is present.
- O. No gambling is allowed. All money will be confiscated and seized for evidence.
- P. You are to be up and out of your cell/bunk with door closed every morning at 5:00 am.
- Q. Lights and television will be turned off promptly at 11:00 pm every night.
- R. OFFICERS INSTRUCTION AND ORDERS WILL BE FOLLOWED OR DISCIPLINARY ACTION MAY OCCUR.
- S. Any inmate that assaults a Detention Officer will face prosecution under SC Code Section 16-3-600 or other state statutes.

V. PRISON RAPE ELIMINATION ACT OF 2003

- A. General

1. The Prison Rape Elimination Act (PREA) was passed by Congress on September 04, 2003 with additional standards put in place in 2010.
2. The City of Anderson Police Department/ Detention Center has established a **ZERO TOLERANCE** philosophy and policy regarding Inmate Sexual Assault/ Abuse.

Anderson Police Department along with Anderson City Detention Center is committed to a zero-tolerance standard toward all forms of sexual abuse. This policy provides uniform guidelines and procedures to reduce the risk of sexual abuse in Anderson Police Department and Anderson City Detention Center. This policy also covers any and all facilities associated with Anderson City Detention Center, along with its contracted programs. Anderson Police Department, Anderson City Detention will adhere to and be in compliance with The Prison Rape Elimination Act (PREA) of 2003.

3. Sexual Assault/Abuse Investigations will be actively pursued by the Anderson Police Department and the agency's response shall not vary on the basis of the characteristics, status or profession of the victim or the perpetrator.
4. It is the policy of the Anderson Police Department/Detention Center to participate with Congress in reducing the incidence and severity of sexual violence, protect victims of sexual violence and promote officer safety.
5. All incidents of sexual Assault or Abuse will be reported promptly and investigated thoroughly.
6. Inmates under investigation for Sexual Acts will be placed in Administrative Confinement during the investigation, pending Disciplinary Charges and possibly Criminal Charges.
7. Sexual misconduct is defined as:
 - a. Any behavior or act of a Sexual Nature directed towards an inmate by a Member of Staff, Inmate, Volunteers , Visitor, Agency Representative or other person while within The Detention Center or any of its affiliations.

- b. This includes acts or attempts to commit acts including, but not limited to:
1. Sexual Battery
 2. Sexual Assault
 3. Sexual Abuse
 4. Activities to provide Sexual Gratification of another
 5. Sexual Harassment
 6. Sexual Conduct
 7. Obscenity
 8. All unreasonable invasion of privacy
 9. Conversations or correspondence that suggests a “Romantic Sexual Relationship” between an inmate and an inmate or any of the above named representatives of this department.

B. Prevention

1. Be aware of your surroundings. Do not accept gifts or favors, most gifts or favors from others come with strings attached.
2. Do not accept offers for protection that is what the Detention Staff are here for.
3. Be alert, using contraband narcotics can impair your judgment.
4. Be direct and firm when saying no to unwanted activity.
5. If you fear for your safety report it to staff immediately.

C. Reporting

1. Reporting Acts of Sexual Assault/ Abuse can be done verbally or by using an “Inmate Request Form” as well as third party disclosure.
2. You can report verbally to any Detention Officer or Staff Member.
3. You can report anonymously, verbal or written.

4. You will be protected from the assailant and the incident will be referred to an investigator.
5. You may need a medical exam, do not clean up, it is important to be examined prior to washing, changing clothes or using the restroom.
6. All reports concerning the identity of the victim of Sexual Battery and the facts of the report are only limited to those who have a need to know to make decisions concerning your welfare and for investigative purposes.
7. "We want to know" no staff member will demean the situation through any type of Humiliation, Harassment or retaliation.
8. The Anderson City Police Department/ Detention Center takes all complaints very seriously and if a claim is made and found to be fabricated, there will be consequences and possible criminal charges for filing a false report depending on the severity of your actions.
9. Treatment will be provided, at no cost, if needed by medical personnel within, or outside our facility.
10. You will be referred to a Victim Advocate for assistance.

VI. INMATE RIGHTS

- A. The Anderson City Police Department/ Detention Center affirms its determination to protect and promote the Safety and Constitutional Rights of Inmates, and shall seek a balance between the expression of individual rights and the preservation of facility security and order. No inmate shall be discriminated against and an inmate's work assignments and participation in religious services or other programs available, as well as administrative decisions shall be made without regard to an inmate's Race, Religion National Origin, Sex, Sexual Orientation, Handicap or Political views.

Inmates shall not be subject to personal abuse or injury, corporal punishment, disease, property damage or any form of harassment. Furthermore, inmates shall be expected to treat one another with mutual respect, mindful of others rights, without discrimination, violence or threat of violence.

- B. In addition, inmates have the following rights:
1. The right of access to courts.
 2. Access to legal materials.
 3. The right to communicate and correspond in order to maintain family and community ties.
 4. The right to participate in religious practices that do not threaten or disrupt facility security and order.
 5. The right to access the "Inmate Grievance" process.

VII. INMATE GRIEVANCE

- A. The Anderson City Police Department/Detention Center "Inmate Grievance Process" is available for inmates to express their grievances without fear of retaliation or disciplinary action. This process has been made available to ensure the objective and fair review of inmate complaints.
- B. A grievance is defined as- an issue personally affecting an inmate in the area of health, welfare, or services in the Detention Facility.
- C. The following are not recognized grievance issues:
1. Policies, rules, regulations, and procedures of the Anderson City Police Department/ Detention Center.
 2. Group Grievances.
 3. Grievances submitted on behalf of others.
 4. Penalties as a result of disciplinary action.
 5. Federal Laws.
 6. State Laws.
 7. Local statutes or ordinances.
 8. Court decisions.

9. Decisions of an inmate's attorney.
 10. Decisions of an inmate's Parole/ Probation Officer.
 11. Decisions made by DSS.
 12. Any matter that the Detention Center has no control over, this includes and is not limited to the loss of mail by Postal Service.
 13. Routine transfers of inmates from one housing unit or bunk for the ease of facility operations.
 14. The inmate should not form a pattern of filing frivolous and unfounded grievances. This behavior will be documented and appropriate action taken. The abuse of the "Inmate Grievance" system will not be tolerated and inmates that abuse it may be subject to disciplinary action.
- D. Inmate Grievance Process:
1. You must first attempt to resolve all grievances on an informal basis with a Detention Officer and/or shift Supervisor.
 2. If you are unable to resolve the issue, you must fill out an inmate request form with the reason for your grievance. This must be done within 3 days of the incident in which you are reporting.
 3. The completed form with date and time of incident, the names of staff members and inmates involved and a detailed description of the incident must be turned into a Detention Staff.
 4. Grievances that contain profanity, obscene language or sexual connotations that do not apply or relate to the matter being grieved will not be accepted.
 5. The Detention Officer will forward the Grievance to the Detention Lieutenant who will then assign a Shift Supervisor to answer the grievance.
 6. The Shift Supervisor will provide a written response within 5 working days of receiving the grievance.

VIII. MEDICAL

- A. Medically trained personnel under the authority and direction of a licensed physician will provide health and medical services. These services will be provided at this facility or at another as determined by medical staff. All visits will be by appointment only Monday through Friday. The medical clinic is staffed part-time and medical staff is not available on weekends or holidays.
- B. Inmates requesting medical care must submit a written request on a medical request form. These forms will be collected daily and will only be given to medical staff.
- C. All medications will be prescribed or approved by the facility physician. Medical personnel will ensure that medications are dispensed and taken in accordance with the facility physician's instructions. You are required to take the medication in the presence of the medical staff or detention staff administering it with your uniform on and in the manner in which it is prescribed. If you are not willing to comply with this it will be documented as a refusal and you will not receive the medication. If you wish to refuse the medication you must tell the person administering it who will document it as a refusal. All administered medication will be documented.
- D. Non- prescription drugs are available in vending machines. Medical and Detention Staff will not provide non- prescription drugs at will. Vending machines and their supplies are re-stocked through an outside contractor and not the responsibility of the detention facility. Family members may not bring in at will "over the counter" medications, creams, lotions, shampoos and soaps for inmate use.
- E. The medical clinic does not authorize additional items for comfort, as in mattresses, shoes, pillows, blankets, lotions, soaps, special shampoos or OTC creams. Facility policies will be followed regarding these and similar items.
- F. The medical clinic does not have the authority to alter facility policy related to meals, telephone calls and heating and air comfort.
- G. The Detention Facility and Medical Clinic are not responsible for providing medications, blood testing or other services for conditions

that were ignored prior to incarceration, examples: Blood Pressure medications, diabetic medications, mental health medications and seizure medications. Health problems and medications ignored prior to coming to this facility **ARE NOT OUR RESPONSIBILITY TO CORRECT**. Medical conditions will be verified through telephone or medical records and evaluated on an individual basis to determine the necessity of treatment.

- H. The medical clinic is not a chronic pain medication or methadone clinic. We do not allow narcotic pain medications, Xanax, Methadone or other controlled substances to be administered in this facility.
- I. Medication delivery times are mandated by the medical clinic staff and are not to be altered for any reason. Inmates do not have the option to store their medications or take them “when they see fit”. Refusal of medications will be documented. Hoarding of medications will result in immediate removal of all medications. Medications found in other cells will result in immediate removal of all medications.
- J. The City of Anderson Police Department/Detention Center is not responsible for nor required to pay for emergency room visits, tests or prescriptions given or ordered by the emergency room doctors. The Emergency Room is utilized for LIFE THREATENING EMERGENCIES ONLY.
- K. The Medical Clinic does not have the facilities to manage female GYN problems. Female GYN problems are cared for by the County Health Department or regular physician after release. In case of emergency The Detention Center will provide medical care by the County Health Department by appointment only.
- L. Dental care is not the responsibility of the Detention Facility.

IX. EMERGENCY PROCEDURES

- A. In the event of an emergency you may be given instructions by the facility staff for the orderly evacuation of the facility or any portion thereof.
- B. For your protection and safety, staff members have been trained in emergency procedures, emergency zones and evacuation routes. Your complete cooperation is essential. Staff members will direct you to a safe location.
- C. **DO NOT PANIC.** Follow the instructions and directions of staff members exactly. Any deviations may constitute an attempted escape and subject you to disciplinary sanctions and criminal prosecution.
- D. In the event of a sudden emergency or disruptive situation within the facility, a general security lock-down and inmate count will be initiated.
- E. During any disruptive period, you are instructed to remain calm within your assigned housing or activity area and comply exactly with the instructions or directions of staff members.
- F. If you are not a participant **DO NOT BECOME INVOLVED.**
- G. If you are a participant you are ordered to cease immediately all subversive and aggressive behavior 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.

X. GENERAL INFORMATION

A. MONEY

1. Money will be received Monday through Friday from 9:00 am until 4:00 pm.
2. No money will be received on weekends or holidays.
3. Money will be given out daily Monday through Friday.

4. No cash money is to be sent in the mail, cashier checks and money orders only. They should be in increments of \$20.00, \$10.00 or less.
5. At the time of Booking, up to \$50.00 can be kept on your person.

B. COMMUNICATION

1. Telephone access for communication with family, friends and legal counsel will be provided through the use of collect-call only telephones in the cell blocks and are limited electronically in their duration.
2. Telephones may be used from 6:00am to 10:00pm.
3. Personal telephone calls may be monitored and/or recorded and may be reviewed by staff members for information that may constitute conspiracy to commit criminal activity or a threat to the security of this facility. Telephone communication for inmates does not include the same degree of privacy as that of the general public. An exception to this is communications with legal counsel, courts and other privileged individuals.
4. When using the telephone inmates will not engage in any conduct that can be considered harassing, abusive or otherwise criminal in nature. Inmates will not be unnecessarily loud while using the telephone. Any inmate violating these guidelines will have their telephone usage restricted or terminated as determined by Detention Staff and Administration.
5. Inmates that intentionally damage, alter, deface or attempt to remove telephones from the cell walls will be charged criminally and be liable for damages as well as having all phone privileges revoked indefinitely.
6. **Telephone rate issues, blocked phones and any billing issues or to establish account services call the vendor at 1-800- PAY-TELL.**

C. MAIL

1. Mail is delivered Monday through Friday only. No mail will be delivered on weekends or holidays.
2. Pencils, paper and envelopes will be provided if needed. Stamps will only be given to an inmate that has been proven indigent.
3. A staff member in accordance with current State Statute inspects all "outgoing and incoming mail". The exception being Privileged mail.
4. Privileged mail is defined as; mail incoming or outgoing to Attorneys and courts.
5. Incoming "privileged mail" will be delivered to you by a Detention Officer, at which time it will be opened in your presence, inspected for contraband and legitimacy.
6. Correspondence will be accepted through United States Postal Service and other commercial delivery services. They will be opened and inspected by staff for contraband and read for information that may constitute criminal activity or a threat to security of this facility.
7. Any item enclosed with correspondence that may be considered contraband will either be disposed of or returned to the addressee. Some Examples are as follows: Pictures, Color pages, Crosswords.
8. Mail or envelopes with obscene drawings, language or profanity will not be mailed.
9. No inmate will be allowed to send or receive mail to any individual incarcerated in a Federal or State Prison, County or City Detention Facility, Jail or Municipal lock up.
10. Mailing Address: Inmate Name C/O Anderson City Detention
401 S. Main Street
Anderson, SC 29624

D. MEALS

1. The Anderson City Police Department/ Detention Center's food service is provided by an outside vendor.

2. Meals are served three times daily at 6:00am, 12:00pm and 6:00pm. Each meal is prepared and served under conditions approved by a dietician and contain minimum daily adult requirements.
3. If you have a medical problem that requires a “special diet”, one will be developed under the guidance of medical and kitchen staff.
4. Any requests for a “special diet” must be approved by facility administrator examples are religious and vegetarian. Those requests should not go to medical staff. Medical staff are only responsible for diabetic and/or pregnant diets.
5. At the end of each meal all trays and unfinished meals will be returned to the meal cart for prompt removal from your housing area. Inmates are prohibited from retaining food that has been issued by this facility after completion of a meal.

E. VISITATION

1. The purpose of visitation is to encourage family and friend contact as well as provide opportunities for associations beneficial to the inmates overall adjustment.
2. Inmates will be allowed one 60 minute visit per week, from 10:00am to 12:00pm and from 1:00pm to 5:00pm, every day except for Fridays. The last visitor is taken at 4:30pm and will only last until 5:00pm.
3. Visits are limited to two persons per visit to the first person arriving. If visitors arrive after the inmates 60 minute time slot is used, they will not be allowed to visit. Visitations will need to be coordinated by the inmate and family/friends since the inmate will only be pulled once for visit.
4. All adult visitors must present photo identification such as driver license, state issued I.D card, etc.
5. Visitations are monitored and recorded at all times.

6. Visitors entering the facility are subject to a pat-down search. Visitors have the right of refusal; however, refusal terminates visitation privileges for that day.
7. Officers may refuse a visit if a visitor appears under the influence of any intoxicating substance, refuses to cooperate, fails to produce identification or acts in a disorderly manner. All visitors are required to follow the instructions of the Detention Staff. Visitors failing to cooperate will be asked to leave, terminating the visit and are subject to the revocation of visiting privileges.
8. There are no visits allowed for inmates that are on disciplinary lock-down.
9. Visitors must wear conservative clothing. Short skirts, miniskirts, bathing suits, halter tops, or other revealing clothing is prohibited and will prevent them from visiting. Any visitor who intentionally exposes themselves is in violation of state law during a visit will be prosecuted criminally.
10. Visitors 12 and older must have a picture I.D.
11. Any children under the age of 12 accompanying visitors will be kept under supervision and control at all times. Failure to comply may result in the visit terminating early, revocation of visiting privileges, and instruction to leave the facility. Children under 12 are not allowed in the Detention Lobby.
12. Professional visits such as clergy or attorneys do not count against the visits. Ordination documentation must be provided to reception prior to visit. Clergy may also visit with the family during normal visits provided they show ordination documentation. Attorney visits will be accommodated during normal business hours and after hours by special arrangement. Fridays are reserved for attorney visits. Attorney's bondsman, etc. are asked not to visit during the lunch meal period from 12:00pm until 1:00pm.

13. Problems encountered with visitation may be addressed with the Shift Sergeant, acting supervisor or the Detention Lieutenant in person or by calling 864-231-2277.

F. HYGIENE AND LAUNDRY

1. You are required to bathe at least three (3) times each week and encouraged to keep your hair clean and neat.
2. Razors will be issued three (3) times per week and will be collected within one (1) hour after issued. **Failure to return the razor in its original condition in the allotted time will result in disciplinary action.**
3. Hygiene items such as soap, shampoo, etc. will be issued at least once a week on Day Shift.
4. All inmates are required to exchange their City issued uniform, sheets and personal under garments on the Pod specific laundry days. Personal garments will be laundered at your own risk. Missing, damaged or lost items will not be replaced.
5. The following schedule is in place:

CITY JAIL (EVENINGS)

MONDAY: Uniforms for Blue and Purple Pods

TUESDAY: Uniforms for Orange and Green Pods

WEDNESDAY: Sheets (ALL PODS)

THURSDAY: Uniforms for Blue and Purple Pods

Towels and Washcloths

Personal Garments

FRIDAY: Uniforms for Orange and Green Pods

Towels and Washcloths

Personal Garments

FEDERAL JAIL (MORNINGS)

MONDAY: Sheets and Toilet Paper

TUESDAY: Uniforms

WEDNESDAY: Pick Up Personal Laundry

THURSDAY: Deliver Personal Laundry

FRIDAY: Uniforms

G. GOOD TIME CREDIT AND WORK CREDIT

The following is an explanation of the following terms:

1. Good Time Credit: Credits automatically given to inmates sentenced to 90 days or less (or Family Court) which entitles them to a deduction in their sentence of one (1) day for every two (2) days served, beginning on the day of sentencing. **Good Time Credit is subject to disciplinary forfeiture.**
2. Work Credit: In most cases inmates who are sentenced and serving time at minimum security can receive a 2 for 1 credit against their original sentence. This means an inmate can get two (2) days of his/her sentence for every one (1) day he/she works on the detail such as kitchen, laundry, litter crew, or cemetery crew.

If you are assigned to a crew and quit your job you may be subject to removal of the work credit program and will not be allowed to join another work crew program.

3. All extra work credit such as kitchen, laundry, litter crew, or cemetery crew **DO NOT** receive the same amount of credit. If you work above or beyond the requirement of eight (8) hours per day you receive more time.

LITTER CREW: Hours vary per day... 1 day credit per day if full day is worked.

CEMETERY CREW: 1 day credit per day if a full day is worked.

KITCHEN: 4 hours per each meal, 12 hours credit daily, a day and a half per day.

LAUNDRY: 12 hours per day, a day and a half credit per day. (Job entails assisting State Trustees and any other given by Detention Staff).