

## Pod Rules

1. **The Officer/Staff is always in charge.** Instructions from the Officer/Staff will be followed at all times. Any dispute regarding a pod rule or a decision by an Officer/Staff should be addressed to a supervisor on an Inmate Request Form or thru a kiosk using the electronic system. All instructions will be followed **immediately and without argument.**
2. All questions shall be directed to the Officer/Staff.
3. **No** inmates will enter any room unless assigned to that room. **No visiting each other in their rooms.** Your room door will be open at all times, unless instructed otherwise by the Officer/Staff.
4. Once you have been assigned a room, **you cannot change** your room assignment unless authorized by a Supervisor. Otherwise, room assignments will not be changed unless a special instruction directs so.
5. **No** loitering on the second floor level. **Do not loiter** on the stairways. If you are not assigned a room on the second floor, you are not allowed on the second floor or the stairwell. Persons assigned on the second floor are not to hang around near the railing.
6. Noise level will be kept to a minimum. TV's as well as conversations between persons will be kept low. Officers will adjust sound level on the TVs. Persons viewing the TV will not talk in front of the TV. **TV'S will not be cut on before 12:00pm.**
7. Your bed must be made when you are not in it after 12.00 pm. If you leave your room, your bed will be made up. Except for a Bible or a Koran, your personal items to include clothing items and hygiene products must be stored in a property bin/laundry bag. A laundry type bag may be purchased through the commissary and may be used for the storage of commissary items. Only the laundry type bag purchased through the commissary is approved.
8. The Officer/Staff will issue cleaning supplies. Inmates are expected to keep their rooms clean at all times.
9. No defacing or destruction of any city property. Persons defacing or destroying city property will be charged for the damage. No items will be attached to the walls or covering any window or light fixture. Furniture in the day area will not be moved unless directed by an Officer/Staff. Do not place your feet on any furniture.
10. Uniforms will be worn at all times when you are not in your room. Pant legs will not be rolled up past the ankle. Uniforms will be worn to and from the showers.
11. **All** Inmates are required to take showers. Showers are to be kept clean.

12. **Armbands will be worn at all times on the right arm.** If your armband becomes damaged, let the Officer/Staff know immediately.
13. Inmates are not to be in possession of any contraband items. Contraband is any item not officially authorized by the Anderson City Detention Center, any item authorized but which has been modified for another use, or any item brought into the facility by other than proper channels. Possession of contraband shall result in disciplinary and/or criminal action.
14. Commissary items can be eaten in your room or in the day area **only**. Commissary items are not to be taken into the multi-purpose rooms or visitation rooms. Food items not consumed during the meal period will be discarded. Unless directed by the Officer/Staff, kitchen food items are not allowed in rooms.
15. During any emergency you are required to follow all instructions given by the Officer/Staff. If a fight or disturbance occurs, you are to report to your room immediately without question. This is for everyone's safety.
16. During inmate counts you are required to stand outside the room next to your door. Moving around, talking, interfering with the officer or any type of disruptive behavior is prohibited and may result in disciplinary action.
17. Telephones are available during free time until 11:00 p.m. every day. Watching TV, telephones and other privileges are allowed at the discretion of the Officer/Staff. Pod Rule violations or other inappropriate behavior may cause a suspension of any privilege.
18. Uniforms and linens will be exchanged on assigned days. Personal clothing such as socks; underwear will be washed on a scheduled basis. Check with the Officer for the schedule. **No personal laundry will be washed in your room.**
19. Blankets, mattresses, bed linens and pillows are not allowed in the day area. Any of these items in excess of the issued amount is considered to be contraband.
20. Pod workers will be assigned by the Officer/Staff. The entire pod must be kept clean at all times. Cleaning supplies will be provided and it will be mandatory that you clean your room. Inspections by Officers/Staff will be unannounced.
21. Medical services are available. A medical request form is required. This form can be received from an Officer/ Staff or thru a kiosk using the electronic system. If you request medical attention, a charge of 5.00 dollars may be applied to your commissary account. When medical attention is deemed an emergency by medical clinic staff, there will be no charge. No one will be denied medical services due to lack of funds.

22. Commissary service is available to all inmates. To order commissary, use the provided kiosk or telephone ordering system. **Indigent is defined as having less than \$1.00 in an inmate account for a period of 7 days or more.** Indigent items consisting of soap, toothpaste, comb, shampoo and body wash, and deodorant are available and requested through the kiosk. Should you receive any funds while incarcerated, the amount given to you for indigent services or items will be deducted from your account at a rate of 50% of each deposit.
23. Credit cards or cash are accepted in our lobby ATMs, seven days a week. Government checks and checks from other institutions payable to an inmate are acceptable. Only these items will be deposited to an inmate's account. Online debit and credit card deposits can be made by your family and friends at JailATM.com.
24. Underclothing such as socks, underwear and under shirts are not accepted through the public lobby. Stamps, paper, and envelopes will not be accepted through the public lobby. You may purchase these items through the Commissary system. Thermal underwear is sold as a seasonal item beginning October 1 to March 31 each year.
25. **Horseplay** will not be tolerated within the pods.
26. Inmates **will not comb** their hair in the day area or any other area except for their room; this is a hygiene problem. Combing of one's hair or combing another person's hair will not be done once a person exits their room.
27. Visitation is permitted once weekly, lasting for one hour each visit between 10:00 am to 12:00 pm and from 1:00 pm to 5:00 pm. A week is considered Monday through Sunday. There are no visits on FRIDAYS. A visitor must have a legal picture I.D. Your visitor reports to the public lobby and checks in with the desk officer to schedule a visit if there is a slot available. Visits are on a "First Come, First Serve" basis. The Control Room Officer will notify the inmate that they have a visit.
28. If you are assigned to a room with two bunks and no one else is in the room, you will sleep on the bottom bunk.
29. When your uniform is not being worn, it is to be folded neatly and set on top of your property bin or hung from the wall hooks.
30. Before you're released, the Officer will inspect your room as well as all items issued to you. All issued items and the condition of the room must be in the same condition when received. **You will be held responsible for any damages.**