

Foreword

The 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.

Introduction

This Inmate handbook is provided to assist you during your incarceration at the Anderson Police Department Detention Center. The Inmate Handbook is a “General Guide” to the operation of the facility, available Inmate Programs, explaining Rules and Regulations concerning you 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 Anderson Police Department Detention Center.

1. 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.
- C. Cooperate fully in the preparation of Intake Assessment, PREA Confirmation Form and booking questions.
- D. Submit to standard search, wand search, and/or strip search, identification and dress out procedures, which includes a shower.

E. Receive a wristband, which will be attached to your right wrist that identifies you as an inmate of this facility. The wristband will always be worn, shall not be removed or altered for any reason. Immediately after completion of the intake and booking process, each inmate will be allowed to make a collect telephone call for personal or legal purposes.

2. 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 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, your participation in 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, medical treatment/medications, razor issuance, visitation, and work assignments. If you need to have a wristband re-issued you must submit a request on kiosk 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. 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.

3. Inmate Property

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

A. Bedding:

- 1 Mattress
- 1 Blanket
- 2 Sheets

B. Personal hygiene items:

- a. Indigent packet
- b. Purchased items from commissary

- 1 towel
- 1 wash cloth

C. Clothing:

- 3 white t-shirts
- 3 pairs white socks
- 3 pairs white underwear, boxers, panties
- 3 white bras without underwire

D. Miscellaneous Items:

Items available through commissary

Legal papers (pertaining to the case/charges inmate is currently held on)

Approved Religious materials

E. Inmates may have property released to designated individuals.

A property release form must be submitted. The individual receiving the property must have proper identification before items will be released. Upon released from Anderson Police Department Detention Center, you have 15 days to have property picked up by family representative.

4. 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 material;

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;

- 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 or security surveillance by staff members is prohibited. The air vents, windows, lights, and doors are not to be covered at any time.
- C. Unannounced inspections will be conducted. Searches are routine of both one's person and/or 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 cell 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 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 to which you are assigned. No visiting other cells.
- G. Head count is conducted at the change of each shift, and at any time the Detention Staff deems necessary. You are to be dressed in jumpsuit and all snaps closed.
- H. You are responsible for keeping your cell and bunk clean at all times. You will be held responsible for any damage.
- I. Uniforms must always be worn when out of the cell. Nothing is to be worn on the head including towels, rags, blankets or any type of clothing.
- J. No items posted on the walls.
- K. No writing on the walls.
- L. No food or drink to be left in cells from meal times, unless approval is given.
- M. No sitting on table tops. Do not stand on trashcans.

- N. No gambling.
- O. Televisions will be turned on every day at 12 noon.
- P. Lights and television will be turned off promptly at 11:00 pm every night.
- Q. Officer's instructions and orders will be followed, or disciplinary action will be taken.
- R. Any inmate that assaults a Detention Officer will face prosecution under SC code Section 16-3-600 or other state statute. S. ALL Pod Rules will be followed.

5. Prison Rape Elimination Act (PREA) of 2003:

The City of Anderson Police Department Detention Center (APDDC) is committed to the safety and security of inmates, staff and others. To this end, the APDDC along with the City of Anderson Police Department will establish guidelines and procedures to address the Prison Rape Elimination Act (PREA) of 2003. The APDDC will have a **ZERO TOLERANCE** policy towards all forms of sexual abuse, sexual harassment, sexual misconduct, sexual coercion, and/or staff sexual misconduct. Any staff, contractor, or volunteer found, upon investigation, to have been involved in any incident of inmate sexual abuse or harassment will be subject to disciplinary action, up to and including immediate termination of employment, services or contract, and criminal prosecution, if applicable. Any inmate who, upon investigation, is determined to be the perpetrator of sexual abuse or harassment will be subject to disciplinary action, to include criminal prosecution, if applicable.

A. Reporting:

Notify any Officer or Staff Member

Call from Inmate phone system using Option 7

Report violations on Kiosk

Tell family member to report to Foothills Alliance
(800)585-8952

Inmates held solely for Immigrations:

Any of the above or DHS OIG Hotline

245 Murray Drive, SE

Building 410
Washington, DC 20538

Or call 1-800-323-8603

- B. All reports are confidential, and procedures are in place to prevent retaliation. All the facts reported are limited to those who have a need to know to make decisions concerning welfare of inmates and for investigative purposes.
- C. You will be protected from your assailant.
- D. No staff member will demean the situation through any type of humiliation, harassment, or retaliation.
- E. All complaints are taken very seriously. If a claim is found to be fabricated, there will be consequences and possible disciplinary actions.
- F. Treatment will be provided, at no cost, if needed by medical personnel within or outside the facility.
- G. You will be referred to a Victim Advocate for assistance.
- H. Prevention:
 - Be aware of surroundings
 - Do not accept gifts or favors.
 - Do not accept offers for protection.
 - Be alert, using contraband narcotics can impair your judgement.
 - Be direct and firm when saying no to unwanted activity. If you fear for your safety, notify staff immediately.

6. Inmate Rights

- A. The City of Anderson Police Department Detention Center is committed to protect and promote the Safety and Constitutional Rights of Inmates and will work to provide a balance between an expression of individual rights and the preservation of facility security and order. No inmate shall be discriminated against, an inmate's work assignments, 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:

- a. The right of access to court.
- b. Access to legal materials.
- c. The right to communicate and correspond to maintain family and community ties.
- d. The right to participate in religious practices that do not threaten or disrupt facility security and order.
- e. The right to access the "Inmate Grievance" process.

7. Inmate Grievance

A. The Inmate Grievance Form is to be used when the inmate has a question or complaint regarding custody treatment, medical treatment, jail policies and procedures, or other related matters, as well as actions by employees and inmates, and incidents occurring within the facility that affect them personally. The grievance procedure shall not be used as a disciplinary procedure.

B. The following are not recognized as grievance issues:

1. Policies, rules, regulations, and procedures of the facility.
2. Group grievances.
3. Grievances submitted on behalf of others.
4. Penalties resulting from 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 by DSS.
12. Any matter that the facility has no control over, this includes and is not limited to loss of mail by US Postal Service.
13. Routine transfers of inmates from one housing unit or bunk to another for the ease of facility operation or security.
14. The inmate should not form a pattern of filing frivolous and unfounded grievances. The behavior will be

documented, and appropriate action taken. The abuse of the "Inmate Grievance" system will not be tolerated and inmate that abuse it will be subject to disciplinary action.

C. Medical

- A. Medical personnel are provided by a contracted medical provider. Medical services will be provided at this facility or at another as determined by medical staff. All visits will be scheduled by medical staff Monday through Friday with no medical staff is available on weekends or holidays.
- B. Inmates requesting medical care must submit a sick call form. The nurse will review and schedule appointments. Inmates will be charged \$5.00 per sick call from the inmates account.
- C. All medications will be prescribed or approved by the facilities Healthcare Provider. Medical personnel will ensure that medications are dispensed and taken in accordance with the facility's Healthcare Providers instructions. You are required to take the medications in the presence of the medical staff or detention staff administering it, in the manner prescribed, with your jumpsuit on and snapped up. If you are not willing to comply with this, documentation of your refusal will be completed. Multiple refusals will result in termination of medication. All administered medications will be documented.
- D. Non-prescription medications are available through the kiosk. Medical and Detention Staff will not provide non-prescription medications. Family members may not bring in "Over the counter" medications, creams, lotions, shampoos, and soaps for inmate use.
- E. Medical 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. Medical does not have the authority to alter this facility's policies related to meals, telephone calls and heating and air comfort.
- G. Medical and the Detention staff 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 incarceration ARE NOT THE RESPONSIBILITY OF MEDICAL 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. Medical is not a chronic pain medication or methadone clinic. Narcotic medications, Xanax, Methadone or other controlled substances will not be allowed or administered in this facility.
- I. Medication delivery times are mandated by Medical and are not altered for any reason. Inmates do not have the option to store medications or take them "when they see fit". Hoarding of medications will result in immediate removal of medication. Medication found in other cells will result in immediate removal of medications.

D. Emergency Procedures

- A. In the event of an emergency, you may be given instructions by staff members for the orderly evacuation of the facility or any portion of facility.
- 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 deviation may constitute an attempted escape and subject you to disciplinary actions 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 unit and comply exactly with the instructions 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 behavior will result in disciplinary actions and criminal prosecution of all participants.

E. General Information

A. Money

B. Communication

1. Telephone access for communication with family, friends and legal counsel will be provided through collect-call only telephones in the pods and are limited electronically in duration.
2. Telephones may be used from 6:00 am to 10:00 pm.
3. Communications, electronic and otherwise 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 communication 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 pod walls will be charged criminally and be liable for damages as well as having all phone privileges revoked indefinitely.
6. Telephone rate issues, blocked phone numbers 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 is delivered on weekends or holidays.
2. A staff member, in accordance with current State Statute inspects all 'outgoing and incoming mail'. The exception being "privileged mail".

3. "Privileged mail" is defined as: mail incoming or outcoming to attorneys and courts.
4. 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.
5. 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 the security of this facility.
6. Any item enclosed with correspondence that may be considered contraband will either be disposed of or returned to the addressee.
7. Mail or envelopes with obscene drawings, language or profanity will not be mailed.
8. 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.
9. Mailing Address: Inmate Name
c/o Anderson City Detention
401 S. Main St.
Anderson, SC 29624

D. Meals

1. The City of Anderson Police Department Detention Center's food service is provided by an outside vendor.
2. Meals are served three times daily at 6:00 am, 12 pm, and 6:00 pm. 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 request for a "special diet" that pertain to religious beliefs must be approved by facility administrator. 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 pods. Inmates are prohibited from retaining food that has been issued by this facility after the 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 10:00 am to 12:00 pm and 1:00 pm to 5:00 pm, every day except for Fridays. The last visitor is taken at 4:30 pm and will only last until 5:00 pm.
3. Visits are limited to two persons per visit to the first arriving. If visitors arrive after inmates' 60 minute time slot is used, they will not be allowed to visit. Visits are 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's license, state issued I.D. card, etc.
5. Visits are monitored and recorded.
6. 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 loss of visiting privileges.
7. There are no visits allowed for inmates that are on disciplinary lock-down.
8. Visitors must wear conservative clothing. Short skirts, miniskirts, bathing suits, halter tops, or other revealing clothing is prohibited. Any visitor intentionally exposes themselves is in violation of state law during a visit and will be prosecuted criminally.
9. Visitors 12 years old and older must have a picture I.D.
10. Any children under the age of 12 accompanying visitors will be kept under supervision and control. Failure to comply may result in termination of visit early, loss of

visiting privilege and instruction to leave facility. Children under 12 are not allowed in the Detention Lobby.

11. Professional visits such as clergy or attorneys do not count against the inmates' visit for week. Ordination documentation must be provided at sign in. Clergy may also visit with the family during normal visit provided they show proper documentation. Attorney visits will be accommodated during normal business hours and after hours by special arrangements. Friday are reserved for attorney visits. Attorneys and other professional visitors are asked not to visit during meal time from 12:00 pm to 1:00 pm.
12. 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 3 time a week and encouraged to keep your hair clean and neat.
2. Razors will be offered once a week. A log will be maintained to show which inmates received razors and that the razors were collected and inspected after use. Failure to return the razor in its original condition in the allotted time will result in disciplinary action.
3. Hygiene will be issued upon arrival, with additional items to be purchased from canteen.
4. All inmates are required to exchange their City issued jumpsuits, sheets and personal under garments on the Pod's specific laundry days. Personal items will be laundered at your own risk. Missing, damaged, or lost items will not be replaced.

Federal Jail:

Monday: Sheets

Tuesday: Uniforms

Wednesday: Personal Laundry

Thursday: Deliver Personal Laundry

Friday: Uniforms

City Jail:

G. Work Credit:

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: Inmate receives two (2) days credit for each (1) day worked in kitchen or laundry.

If you are assigned a job and quit, you may not be allowed to work in another area.

3. All extra work credit such as kitchen, laundry, or halls DO NOT receive the same amount of credit. If you work above or beyond the requirement of 8 hours per day, you will receive more time.

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

Laundry: 12 hours per day, a day and half credit each day.