

# INMATE HANDBOOK

Macon County Law Enforcement Center

*Sheriff Robert L. Holland*





# Macon County Detention Center Inmate Handbook

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Macon County Detention Center  
Inmate Handbook

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## **Introduction**

The Macon County Detention Center is managed and operated by Sheriff Robert L. Holland and his staff. You are now in the custody of the Sheriff of Macon County. The Macon County Detention Center is designed to make your stay productive, safe, and secure. If you have a problem with reading or writing inform the Shift Supervisor. The Shift Supervisor will assist you. There are many programs available to enhance your opportunities after you leave this facility. These include drug rehabilitation and alcohol dependency programs and religious programs. Whether or not you participate in any facility programs, you will be expected to obey facility rules and regulations. You must conduct yourself in an orderly manner, with respect for the rights of others. Willingly disobeying any rules and regulations will result in immediate disciplinary action. This handbook outlines rules and procedures to be followed during your incarceration at the Macon County Detention Center. You are expected to know and to follow all guidelines listed in this handbook. Be advised that a claim of ignorance of the rules will not be accepted as an excuse for misbehavior, which will result in disciplinary action. Indeed, any violation of facility rules, federal, state, or county ordinances, will result in criminal prosecution and/or disciplinary action. Please review this handbook carefully. It contains the answers to many questions involving your confinement. If you have any additional questions, feel free to ask your Shift Supervisor. You are in control of the quality of your confinement. Your experience here depends solely on your attitude and behavior. This handbook is to be returned in good condition when you are released. There will be a \$5.00 charge for damaged or missing pages.

**POSITIVE BEHAVIOR WILL BE REWARDED!  
NEGATIVE BEHAVIOR WILL BE DISCIPLINED!**

## **1. Admissions**

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

- a. To provide current and accurate information for personal identification including photographing tattoos and identifiable marks and proper completion of all forms and reports.
- b. To relinquish all items of money, securities, and personal property for inventory and secure storage.
- c. To cooperate fully in the preparation of personal health screen and medical history forms.
- d. To submit to appropriate identification, search and hygiene procedures.
- e. To acknowledge receipt and understanding of the inmate handbook.

After the completion of the intake process each arrestee will be allowed:

To use the phone to communicate with family members and legal counsel. Initial access to free phone calls will be allowed. All phone calls will be limited in duration to no more than fifteen (15) minutes. Other telephone calls will be on the inmate telephone system which is charged to the answering party.

## **2. HEADCOUNT/ROLL CALL**

1. At least two (2) headcounts/roll calls will be performed daily at shift discretion.
2. You are to be present during each headcount and roll call. You are not allowed to be absent on these occasions except for medical reasons approved by the medical department or for court appearances and facility programs.
3. You will be fully clothed in a complete jail uniform, wearing your armband at all times.
4. There must be NO TALKING during any headcount/roll call.
5. Headcounts/roll calls will be conducted as deemed necessary by the jail staff.
6. All TV's will be muted or turned off.

## **3. SEXUAL ABUSE/ASSAULT**

Sexual misconduct is illegal!

Sexual misconduct is sexual abuse or sexual assault. It includes inmate-on-inmate sexual activity and staff-on-inmate sexual activity.

**Inmate-on-Inmate Sexual Abuse/Assault:** One or more inmates engaging in, or attempting to engage in any sexual act with another inmate, including any of the following: use of threats, intimidation, inappropriate touching, or other actions and/or communications by one or more inmates aimed at coercing and/or pressuring another inmate to engage in a sexual act. It is inappropriate for an inmate to approach a staff member for the purposes of sexual activity.

**Staff-on-inmate Sexual Abuse/Assault:** To solicit/engage in sexual acts with inmates or persons in custody. Staff refers to Detention Officers/Deputies,



contractors, representatives, and volunteers. This also includes staff from federal, state and local jurisdictions. Sexual misconduct includes any solicitation of sexual activity by making promises of favors or threats toward inmates for refusing sexual advances, and it is an invasion of privacy beyond that which is necessary for safety and security of the Facility.

Assailant: A person who attacks another.

It is strongly encouraged that you identify any assailant in order to protect yourself and others from future attacks. Individuals that sexually abuse or assault inmates can only be disciplined and/or prosecuted if the assault is reported and they are identified. You have the option of reporting an act of sexual misconduct to any staff member you trust or your Shift Supervisor, Sergeant or Jail Administrator. You will be taken to medical for a medical exam, clinical assessment, treatment and counseling. It is important that you do not shower until you are seen by medical personnel. An investigation will be conducted and documented and you will be separated from the assailant for protection. If you make an allegation of misconduct against a staff member or inmate, which is false, you will be subject to disciplinary action.

#### **4. ACCEPTABLE AND UNACCEPTABLE PROPERTY**

Only authorized items will be allowed in your possession and should be kept in your cell organizer (Gray bin). Any items that are illegal, not issued by the facility, not purchased from the commissary, or not specifically authorized or approved will be considered contraband.

##### **The following items are allowed in your possession:**

1. Canteen items purchased from the commissary.
2. Three (3) books. There are three (3) exceptions to these limits: the Bible; other religious books; and legal texts.
3. Letters and writing material.
4. Personal hygiene items
5. Prescription glasses and/or contact lenses, along with the required cleaning solution approved by the facility doctor or nurse.
6. Three (3) photographs 4"x6" in size. The photos should not be erotic or pornographic in nature or give the impression of being such. Photos must be stored in your gray bin, not affixed to any wall, ceiling, or other surface; if they are it will be Shift Supervisor's discretion to place these items in your property or dispose of them.

##### **The following items are considered contraband:**

1. Any items or articles of clothing found to be altered or used for a purpose other than originally intended.
2. Any incendiary device (matches, lighters, etc.) or item detailing or used for the manufacture of weapons or explosives. Any item that could injure another person will be confiscated.

3. Any gang-related items, symbols, drawings, literature, signs, or paraphernalia will be confiscated.
4. Tobacco products.
5. Money, checks, or money orders.
6. Jewelry.
7. Excessive possession of authorized items.

#### **5. PERSONAL PROPERTY**

1. While you are incarcerated, any items seized during shakedowns, cell inspections, etc. will be considered contraband and will be disposed of. **No food items will be stored in your property bag.**
2. If you are placed on Lockdown status, an officer will search all of your belongings. Only permitted items can be taken with you. However, you will NOT be allowed to keep your pictures, books, magazines, or newspapers while in Lockdown. These items will be placed in your personal property bag. You may keep your personal and legal mail and your religious material.
3. Any personal property left at the jail must be claimed within seven days (7) of your release or the items will be disposed of. You may pick up your property at the Macon County Detention Center between 8 a.m. and 5 p.m., Monday-Friday.
4. Belongings deemed excessive and sent from your cell to your property bag, or property taken from you in arrest processing, can be released from 8:00 a.m. to 5 p.m., Monday-Friday, excluding holidays at the Macon County Detention Center. An Inmate Property Release Form must be completed and signed by you, SGT and/or Jail Administrator.
5. At no time will money, checks, or money orders be placed in your property bag.
6. Shoes will be accepted for you only when a medical approval has been granted.
7. No other clothing or personal items will be accepted for you.
8. Other clothing items will only be accepted with the permission of the Jail Administrator.

#### **6. PERSONAL FINANCE**

1. Money that you may receive will be posted and deposit receipts will be forwarded to you. Any check or money order that does not meet the proper criteria for deposit in your account will be returned to sender. Money order or check will be returned to sender at your expense. A receipt of all transactions will be given to you at the time when deposited. Payroll checks will be deposited with the permission of the Jail Administrator.
2. You must send a Request Form to Shift Supervisor when you have questions about your Inmate Account.
3. All **money orders** sent to you needs to be mailed to this address.

**(Your name as it appears on your armband)**

**1820 Lakeside Drive  
Franklin, N.C. 28734**



4. Only money orders and cashier's checks will be accepted by mail for deposit to your account, with the exception of a check from another prison or jail.
5. A money order/cashier's check must be made payable to your name as it appears on your armband. The purchaser's name and address must also be written on the money order or cashier's check for deposit to your account. All money orders and cashier's checks are deposited without endorsement; they will be stamped "For Deposit Only". It is your responsibility to give the proper information to your family and friends. If these procedures are not followed, money orders and cashier's checks will be returned at your expense.
6. Any cash sent will be returned to the sender.
7. Money deposited to your inmate account at the time of admission can be used for cash bonds. If you qualify for a cash bond you can sign a money release payable to the Clerk of Superior Courts and a check will be forwarded.
8. Cash may be deposited into your account utilizing the lobby kiosk or online transactions can be made by family members at jailatm.com
9. You are prohibited from engaging in financial transactions or sharing your inmate account.

#### **7. COMMISSARY**

Inmates may purchase available snacks, health and beauty aids from the commissary, utilizing commissary phone ordering system. Only disposable containers and items contained in disposable wrapping will be permitted within the housing area unless approved by Jail Administrator.

Waste and trash must be removed in appropriate containers.

Upon your booking into this facility you are issued a unique PIN number that you will be identified by the commissary provider. Please ensure you remember and keep secret.

Once inmate places a commissary order and it is filled, the inmate has purchased that order. If the inmate is released before the commissary order is received, the inmate will have 72 hours post-delivery, to pick up order.

1. No other inmates will be allowed to sign for your commissary items. If you are not present to receive you commissary order.
2. All commissary items are to be placed in your tub. Items which can not fit in the tub will be disposed of. Excess edible food will be discarded.
3. You must be wearing an undamaged wristband. If you do not have an undamaged wristband, your commissary items will not be distributed.

#### **8. INDIGENT FUNDS**

1. You are considered indigent if you are without funds; zero dollars (\$0.00) or less in your Inmate Account. You may order one (1) indigent hygiene kit per

week. Items included in a Hygiene kit are soap, tooth brush, tooth paste, comb, deodorant, pen, three (3) pieces of paper and three (3) envelopes. Only one kit is allowed weekly and is ordered via the inmate commissary phone system.

2. You will have access to health care, programs, and activities, regardless of your indigent status.

#### **9. Intercom**

The intercoms in the inmate living areas are for official use only. When the intercom is activated it turns a light on in the control room. The intercom will not work until the control room turns on the intercom. Until the intercom is turned on, and the detention officer calls you, your call will not be heard. Repeatedly pushing the intercom button will not hurry the process. No frivolous use of the intercom will be tolerated. Misuse of the intercom system will result in disciplinary action.

#### **10. DRESS**

1. You will wear the issued jail uniform, which consists of one (1) shirt and one (1) pair of pants.
2. While out of your cell or bunk area, you are to be fully clothed in the jail uniform, with the shirt tucked inside the pants. Pants legs must be worn down to the ankle and your arms must come through the sleeves, which may not be rolled up.
3. Gang signs or insignia will not be allowed on the jail uniform.
4. You are allowed to have six (6) sets of underclothes in addition to the one you are wearing. These include t-shirts, socks, underwear, and, if you are a woman, bras.
5. You are not allowed to wear any type of head cover, even by using authorized items such as t-shirts.
6. For a jury trial (only), any other clothing you intend to wear in court should be approved. Your attorney should make this request to the Jail Administrator and bring clothing to the Detention Center. Upon completion of the trial, all court clothing must be placed back into the property bag or returned to attorney.

#### **11. PERSONAL CLEANLINESS**

1. Showers are required daily while in this jail. The showers are open every day from 7:00 a.m. to 10:00 a.m. for females and 10:00a.m. to 5:00p.m. for males. Razors are given out two (2) times a week.
2. If you refuse to shower as required, you will be subject to disciplinary actions.
4. You will be allowed to shave on Tuesday and Friday mornings.

#### **12. CLEANLINESS OF CELLS**

1. Cleaning supplies will be made available in the mornings.
2. Jail staff will perform cell inspections daily.
3. All inmates are required to clean their cell, the day room, and showers and other areas assigned by the Shift Supervisor.
4. You must clean sinks and toilets daily as assigned.



5. You may not write or put marks on the walls. If you do you will be charged a fee to repaint the walls or criminal charges.
6. There will be no pictures, posters, calendars, or charts attached to the walls, ceilings, affixed to any seams or behind fixtures attached to the walls. This does not apply to items posted by jail staff.
7. No light fixture or air vent can be covered. If you damage the light fixture or vent by covering them you will be charged a fee or criminal charges.
8. All beds are to be made before you come out for breakfast and must remain made until 10:00 p.m. Beds will be made using two (2) sheets over the mattress covered by one (1) blanket. All sides are to be tucked under the mattress. Sheets and blankets are not to be tied or knotted for any reason. If you cause damage to the sheets or blankets because you tied them you will be charged a replacement fee. The mattress is to be laid flat. If you cause damage to the mattress you will be charged a replacement fee.
11. If you wish to lie down on your bunk before 9:00 p.m., you must lie on top of the blanket unless you have a medical pass.
12. No blanket or sheet will be laid on the floor and used as a rug; nor will they be laid on a table and used as a tablecloth.
13. Nothing can be stored under the mattress.
14. Newspapers more than three (3) days old will be discarded, according to the delivery mail date. Newspapers will not be stored in your property.

**The hours 11:00 PM to 6:00 AM are considered quiet hours and noise will be kept to a minimum and all inmates are required to be in their assigned bunks.**

### **13. SEARCH & INSPECTION**

For health, safety, or security reasons, search and inspection of an inmate, cell, property, etc. may be conducted at any time. All inmates must cooperate during these searches and/or inspections. If you do not cooperate, you will be subject to disciplinary action.

### **14. LAUNDRY**

1. Twice a week you will exchange your jail uniform.
2. One (1) towel, One (1) washcloth, Two (2) linen sheets and one (1) blanket will be exchanged at least once per week.
3. Do not tie, write, or put knots in your linen and uniforms.
4. **YOU MUST EXCHANGE ALL OF YOUR LAUNDRY ITEMS ON THE DESIGNATED DAYS. IF NOT YOU WILL BE SUBJECT TO DISCIPLINARY ACTIONS.**

### **15. MEALS**

1. Three meals are ordered daily. Each meal is prepared, transported and served under the conditions approved by the Macon County Health Department. Menus will be certified to contain minimum daily adult nutrition requirements.
2. **NO EXTRA TRAYS will be ordered or GIVEN OUT, so do not ask.**

3. Food from facility meals **will not** be stored in your cells, bunks, or in the POD. This does not include purchased commissary items.
4. Special diets will be provided for verified religious and medical reasons. However, they must be requested through the medical staff.
5. Refusal of meals by any inmate will be documented.

### **16. Notary Public**

The detention center will provide the services of a Notary Public to any inmate who submits a written request (inmate request form) and who has a legitimate need for such services. There will be a \$5.00 fee.

### **17. TELEPHONES**

1. All calls from a dorm will be collect calls. Each call will be charged to the person you are calling. Calling outside of the U.S.A. is allowed by purchasing international phone time through the commissary. Long distance calls will be at the applicable rate.
2. **Telephone calls may be monitored and recorded, and any use of the telephone will signify an implied consent to this.**
3. Telephones will be turned off at 11:00PM before lockdown.
4. If you make any harassing phone calls to another person, you may be prosecuted, placed in confinement, and have your telephone privileges revoked.
5. **You may not contact any jail staff directly or through three-way calls. If you do so, your telephone privileges will be revoked and you will be subject to disciplinary action.**
6. If you have questions about billing or blocked calls, you may ask the called party to call the Customer Service at 1-800-844-6591.

### **18. GAMES**

1. All games are to be played at tables located in the center of the day room.
2. Games are to be played quietly. Do not slap cards, checkers, etc. on the table. Do not talk or laugh loudly or yell across the dorm.

### **19. MAIL**

1. Mail will be censored.
2. All incoming mail must have a return address, or it will be placed in your personal property bag.
3. All incoming and outgoing mail will be inspected for contraband.
4. An officer will open mail from the courts, attorneys, and probation/parole officers in your presence.
5. All mail must be sent through the U.S. Post Office.
6. You must write your name and the jail's return address on all outgoing mail. **(NO LABELS are permitted.)**
7. The Macon County Detention Center will accept letters, magazines, newspapers, and books. All books and magazines must be in their original packaging and sent directly from the publisher/printer. Only soft back books will be accepted. Any unacceptable packages will be returned to the senders at their expense.



8. Letters or cards containing indecent, sexually-oriented items, or stickers not approved by jail policy, as well as those containing items that can be obtained in the commissary, will be returned to the sender.
9. Supplies (paper, envelope, pen and postage) will be furnished to any indigent inmate to communicate with legal counsel, the courts and (within reason) family members.
10. No inmate to inmate, jail to jail and prison to jail mail unless approved by the Jail Administrator.
11. Personal mail for inmates incarcerated in the Macon County Detention Center must be mailed to the following address:

**(Your name as it appears on your armband)**

**1820 Lakeside Drive  
Franklin, N.C. 28734**

The following is a list of items that if sent by mail will not be accepted into the MCSO jail facilities. The list includes but is not limited to the following:

1. Checks, or money (currency), will be returned to the sender, along with the correspondence, at your expense if mailed to the above address.
2. Polaroid's, stickers, tape, plastic, wood, cloth, glass, ribbon, metal, magnets, staples, paper clips
3. Illicit or enticing photos
4. Material containing instructions for the manufacture of explosives, drugs, or other unlawful substances.
5. Material advocating violence within the facility.
6. Material advocating racial, religious, or national hatred.
7. Material advocating and encouraging sexual behavior that is criminal or in violation of the facility rules or detrimental to rehabilitation.
8. Material that is pornographic, illicit, erotic, and enticing in nature.
9. Gang-related material such as signs and/or symbols.
10. Material that contains nudity or is sexually explicit in nature.
11. Perfume sprayed on the envelope or letter
12. Glued contents, paperclips, clasps
13. Sticker address labels not allowed (handwritten only)
14. Gang symbols or drawings
15. Profanity on envelopes
16. Music lyrics printed from the internet that are obscene, violent or deemed inappropriate
17. Newspaper clippings, pamphlets, stamps or envelopes
18. Correspondence sent in bubble envelopes
19. Photocopies of books or magazines will not be accepted
20. No more than ten pages printed from the internet per envelope will be accepted.
21. Oversized cards larger than 9" x 6" will not be accepted.
22. Packages or deliveries from UPS or Federal Express **will not be accepted** without permission from the Jail Administrator.

## **20. REQUEST AND /OR GRIEVANCE FORMS**

1. **If you have a problem or question, you must first contact your Shift Supervisor.** If they cannot answer the question or concern, you can complete an Inmate Request or Grievance Form. Your first Request or Grievance form will be forwarded to the proper authority, and you will receive a response within ten (10) days, excluding weekends and holidays. If you are illiterate the Shift Supervisor will assist you in completing a Request and/or Grievance form.
2. **Request Form** is used to request information or services from another area in the facility.
3. **Grievance Form** is used for a circumstance or action in which you consider to be in violation of the Agency Policy and Procedure or if you believe your constitutional rights have been violated.
4. You will be allowed one level of appeal to your initial response to your grievance; you may do so within seventy-two (72) hours, excluding weekends and holidays.
5. **If you continually submit forms for matters already addressed, it will be deemed an intentional misuse of this process, and you will be subject to disciplinary action.**

## **21. VISITATION**

1. You are allowed one (1) thirty-minute (30) visit per week. Based on your housing assignment, you will be assigned a specific visiting day. Each inmate may designate six (6) persons as visitors during the admissions procedure. Two (2) visitors are allowed to visit during each visitation period. The Macon County Detention Center Administrator (or designee) will review and approve visitors. This process is completed by calling persons on visitation list and verifying information is complete. Only the designated and approved will be allowed to visit. Any change in the designated persons must be submitted in writing to the Detention Center Administrator for approval. Visitation forms will be changed only on the first of each month. Visitation by legal counsel, ministries and other privileged individuals will be conducted with most privacy available and will not be limited or restricted during normal hours. However, such visitations may be suspended or delayed during scheduled facility programs and services. For Security reasons visits can be stopped at anytime.
2. All adult visitors must have valid US State/Government issued picture identification, such as a Driver's License, Military I.D., US State I.D., or Passport.
3. Visitation hours are Saturday 1:00PM to 3:30PM for dorm 1 and 3:30PM to 5:00PM for Male Lockdown. Sunday 1:00PM to 3:30PM for dorm 2 and 4:00PM to 5:00PM for Females.
4. No items are allowed into visitation this includes pocket knives, pocketbooks, oversized bags, books and cellular phones.
5. Visitors are subject to search by jail staff.
6. Visitors need to maintain control over children.
7. Some visitations may be denied because of conditions of pre-trial release.
8. Certain restrictions may apply concerning those who may visit.
9. No food, drink, or smoking is allowed in the visitation area.



10. Visits can be terminated for any violations of these rules.

## **22. SPECIAL VISITATION**

Jail Administrator or designee may consider special visitation on a case by case basis.

## **23. DAMAGE TO JAIL PROPERTY**

Jail property must not be altered or destroyed. You may be prosecuted for the destruction of property and/or ordered to pay a fee for damages. All items provided by the jail, such as razors, nail clippers, hair clippers, etc., and are to be returned in the same condition as they were issued.

## **24. MEDICAL ISSUES**

1. You will be asked questions about your medical history upon your arrival and referred to the medical staff if necessary.
2. All inmates will have access to full medical care if needed.
3. Emergency medical care is available and provided to you at any time. However, there will be a charge to your account when you are provided with any medical care whether it is and emergency or non-emergency. The definition of non-emergency is when you have a symptom or injury that is not life threatening, and this determination will be made by the Nurse or Doctor.
4. Sick Call will be conducted on a daily basis Monday-Friday between the hours of 7a.m. and 9 a.m. To be seen at Sick Call, you must ask the Shift Supervisor for an Inmate Medical Request Form and place it in the medical box. A qualified medical representative will see you the following day at Sick Call. If you fail to complete the Inmate Medical Request Form or miss Sick Call for any reason, you must wait until the next scheduled Sick Call day. Inmate initiated contact during Sick Call, which results in any medical evaluation, will be documented and considered a Sick Call..

### **5. Medical Fee Schedule:**

- a. Sick Call \$5.00
- b. MD Call \$10.00
- c. Medication Co-Payment (maximum per each medication) \$5.00
- d. Over the Counter (OTC) Medications are \$5.00

### **6. There will be no charge for the following services:**

- a. Initial Screening in Arrest Processing.
  - b. Follow-up treatments/tests ordered by the Medical Department.
  - c. Use of force, inmate confrontations, and restraint checks.
7. We dispense seven (7) days worth of medications upon being released the only exception to this is if the medication that was purchased and brought in by inmate or family.
  8. If you bring your own medication to the facility, you will have thirty (30) days to claim it once you are released or it will be disposed of.
  9. If you refuse medical attention, you will be requested to sign a refusal form.
  10. An Inmate Grievance Form can be filed for any concerns or problems regarding your medical treatment or changes.

## **25. LIBRARY**

1. You are responsible for lost, stolen, damaged, or destroyed reading materials.
2. Disciplinary action will be taken against those who damage or destroy reading materials. There will be a five dollar (\$5.00) fine for deliberate loss or damage.
3. A North Carolina Criminal Law and Procedure book is available to be checked out and if destroyed you will be charged the initial purchase price of the book.

## **26. INMATE PROGRAMS**

While incarcerated, you may have the opportunity to participate in a wide variety of educational and therapeutic programs. Eligibility is determined based on your classification, the availability of program space, and the location of the programs. Requests for participation in a specific program should be made on a Request form.

**1. Second Chance Substance Abuse Program.** Is a treatment program for people with substance abuse and dependency issues. The matrix model program has been used with successful outcomes for over twenty five years. Maintaining an open mind and having the willingness to try new and different ways of thinking and behaving is crucial to success.

Primary goal is to learn recovery skills to achieve/ maintain abstinence from alcohol and other drugs.

Other Potential Benefits:

- Improving relationships with children, family members ect.
- Decreasing legal and/or DSS involvement or intervention.
- Addressing and improving employment/financial issues.
- Improving social support network.
- Improving General health

**2. Alcoholics Anonymous/Narcotics Anonymous.** AA and NA meetings are available to inmates who desire group therapy sessions for help in dealing with their addiction.

**3. Religious Programs.** Religious services and spiritual counseling are available to all inmates, regardless of classification, housing status, or reason for incarceration. Ask the Shift Supervisor for a Request Form to request a visit by the Chaplain.

**4. Recreation/Exercise.** Each inmate could be allowed at least three (3) hours of exercise (outside-weather permitted and not required) each week. Indoor activities and leisure activities will consist of entertainment; television, reading, board games and cards.



Television- ALL programs will be selected by majority vote of the inmates watching the TV. Normal TV viewing programs end at 11PM each night. Permission to view special programs of events that extend beyond the allocated viewing periods must be approved by the Shift Supervisor. TV will not be turned on until clean up is completed and inspected by the detention center staff. If a problem arises because of a channel change there will be a loss of changes.

**6. Legal Resources.** Inmates should direct inquiries and request of a legal nature to their attorney. Where the inmate is indigent, without counsel, or intent of representing themselves; requests for specific legal resources will be coordinated with the county law library by facility staff. However, neither the law librarian nor members are obligated to conduct legal research.

Detention Officers are not allowed to offer any type of legal advice to inmates.

## **27. Infractions and Violations**

As an inmate you are subject to the laws of the United States, the state of North Carolina and the rules and regulations of the Macon County Detention Facility. **Failure to obey these rules, regulations and laws will result in disciplinary sanctions and criminal prosecution.**

Infractions will be classified as minor, major and serious as follows:

**1. Minor-** Acts which do not constitute a present or immediate threat to the security of the facility, inmates, staff, or visitors. These violations shall include, but not limited to:

- a. Failure to comply with the lawful orders of staff members.
- b. Failure to maintain a neat, orderly, and sanitary housing area.
- c. Failure to maintain acceptable personal hygiene and appearance.
- d. Providing false information to staff members.
- e. Using profane, derogatory, or abusive words, remarks or gestures.
- f. Teasing, taunting, or verbally harassing fellow inmates, visitors or staff members.
- g. Possession of unauthorized or excessive items.
- h. Misuse or abuse of authorized items.
- i. Disorderly Conduct.
- j. Bartering- the unauthorized exchange or sale of any goods or services.
- k. Gambling.
- l. Possession of money, currency, or securities.
- m. Unauthorized verbal communication/material exchange between housing units.
- n. Disrespect to staff.
- o. Sending or receiving mail through unauthorized sources.

In the living areas you will see red lines; in the exercise yards you will see red lines at each side exit door and fence. These areas are off limits to all inmates. Any inmate in violation will be subject to disciplinary action.

**2. Major-** Acts which may constitute a present and immediate threat to the security of the facility, inmates, visitors, or staff members, or where a determination is made that the remedy for a minor violation serves as no deterrent effect. These violations shall include, but not be limited to.

- a. Repeated minor violations.
- b. Disobeying orders by a staff member.
- c. Providing false information for official documents or forms.
- d. Attempted assault.
- e. Fighting.
- f. Unauthorized absence from an assigned area.
- g. Presence in an unauthorized area.
- h. Damage to facility property.
- i. Attempting to control the behavior of other inmates.
- j. Misuse or abuse of facility programs (food service, medical complaints, recreation, exercise, library, or religious services).
- k. Misuse or abuse of facility services (telephone, mail, visitation, or commissary).
- l. Interference or disruption of any facility programs, service, or activity.
- m. Misuse or abuse of authorized medications.
- n. Tampering with any lock, locking device, electronic monitoring device, or security equipment and hardware.
- o. Misuse and abuse of issued or approved materials with hinders, inhibits, or interferes with safety equipment and hardware.
- p. Wearing a mask or disguise.
- q. Possession of human replica.
- r. Possession of any facility or departmental property.
- s. Placement of foreign or excess material into toilets, sinks, showers and drains.
- t. Refusal to be handcuffed when directed by staff members.

**3. Serious-** Acts which constitute a present or immediate threat to the security of the facility, inmates, visitors and staff members; or constitutes a violation of statutory law; or where a determination is made that the remedy or a major violation serves as no deterrent affect. These violations shall include, but not be limited to:

- a. Repeated major violations.
- b. Murder/attempted murder.
- c. Physical assault on staff or inmates.
- d. Rape or sexual acts against inmates or staff.
- e. Escape/attempted escape or aiding in an escape.
- f. Arson.
- g. Weapon possession.



- h. Making or smuggling of weapons.
- i. Theft or possession of stolen property.
- j. Fraud/forgery/deceit.
- k. Involvement in riot.
- l. Threatening staff.
- m. Hostage taking.
- n. Property defacement of any kind.
- o. Violation of any local, state, or federal law.
- p. Smoking; sale and/or possession of tobacco products; sale and/or possession of incendiary devices.
- q. Providing false information on official documents or during proceedings.
- r. Possession of any object or chemical agent, which could be used as a weapon.
- s. Sexual harassment.
- t. Possession of illegal drugs.
- u. Possession of alcoholic beverages.
- v. Kicking/beating cell door.
- w. Interfering with lockdowns/count or searches.
- x. Indecent exposure.
- y. Aiding in the commission of the above.

Attempting to commit any offense listed above (minor, major and serious) or aiding another person to commit any offense listed above (minor, major and serious) shall be punished the same as committing the offense itself.

## **28. Disciplinary Plan and Procedures**

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

Disciplinary reports will be written, include a description of the violation, staff member comments and suggested disciplinary action. Disciplinary reports will be forwarded and reviewed by the detention administrator.

### **1. Minor Infractions:**

- a. Minor acts of nonconformance or minor violations may be disposed of informally by staff members as a verbal warning or written reprimand. Both occurrences are documented.
- b. Where the loss or limitation of privileges is recommended, a rules violation report must be filed.

### **2. Major or Serious Infractions:**

- a. Major or serious violations must be documented on an Incident Report. If the violation is a major/serious infraction the inmate must either sign a waiver of hearing or request a hearing before the disciplinary board.

1. Where a report is forwarded, the Detention Administrator will determine the punishment (or approve the administered sanction) and notify the inmate.

2. Where a report and inmate request for hearing is forwarded, the Detention Administrator will submit the case to the disciplinary board for review and initiate an appropriate investigation.

b. The disciplinary hearing will be conducted by the disciplinary board. The board will review all information regarding the violation and inform the inmate of their final decision.

## **29. VOTING**

If you have a misdemeanor charge you still can vote in North Carolina. You can vote while serving your sentence. To register you can write to your County Board of Election or State Board of Elections PO Box 27255 Raleigh, NC 27611 to locate your County Board of Elections. If you don't know whether or not you will be incarcerated on Election Day, you can request the registration form and the absentee ballot at the same time. You must include your name, address, and date of birth as they appear on the registration records and the address where the ballot is to be mailed. Once it's determined that you are eligible to vote, The Board of Elections will send you the forms to be completed. When you complete the forms you can use your home address (if you know where you will be living after completing your sentence) or your jail address as your current address. The completed forms need to be mailed 25 days before the election. The County Board of Elections will send your Voter Registration Card to you once it's been determined that you are eligible to vote. To vote by absentee ballot, the signed written request must be sent to the County Board of Elections at least 50 days before Election Day. The written request must be received by The County Board of Elections no later than the Tuesday before Election Day. The request must be signed by you or your near relative. It must include your name and address as they appear on the registration records, and the address where the ballot is to be mailed. If the request is by a near relative, include your relative's address and their relationship to you. When you receive the ballot follow the instructions, mark your votes, obtain signatures and addresses of two witnesses, and mail it back to the County Board of Elections. In order to be counted, your ballot must be received in the County Board of Elections office by 5:00 pm on the day before the election. When a person is convicted of a felony in North Carolina, they lose their citizenship rights, including the right to vote. However, these rights are automatically restored when the person convicted of felony completes his or her sentence (including parole), is unconditionally pardoned, or completes the conditions of a conditional pardon. If you are a former convicted felon you must register again even if you were registered before your conviction. You can register at any point after completing your sentence. Follow the procedures above for registration and absentee ballot.



### **30. IDENTIFICATION OF PRETRIAL RELEASE**

If you meet the Pretrial Release eligibility criteria, you may be released on one of the following:

- Placed in the custody of a designated person or organization agreeing to supervise you (Contractual agreement).
- Unsecured appearance bond in an amount specified by the Magistrate or court services.
- Secured appearance bond.

**These rules are subject to change at the discretion of the Detention Shift supervisor when required by a change of circumstance.**