

# MECKLENBURG COUNTY JAIL



## INMATE HANDBOOK

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## **Introduction**

You are now in the custody of the Sheriff of Mecklenburg County. The Mecklenburg County Jail is designed to make your stay productive, safe, and secure. If you have a problem with reading or writing inform the Pod Supervisor. The Pod 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, as well as vocational and educational training. 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 all rules and procedures to be followed during your incarceration at the Mecklenburg County Jail. You are expected to know and to follow all guidelines listed in this handbook. This is your personal copy. 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 POD Supervisor.

You are in control of the quality of your confinement. Your experience here depends solely on your attitude and behavior.

**POSITIVE BEHAVIOR WILL BE REWARDED!**

**NEGATIVE BEHAVIOR WILL BE DISCIPLINED!**

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## **1. HEADCOUNT/ROLL CALL**

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1. At least five (5) headcounts/roll calls will be performed daily at shift changes and at all meals.
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.
3. You will be fully clothed in a complete jail uniform, wearing your armband at all counts.
4. Fifteen (15) minutes before a shift change, you will come to the dayroom and follow instructions from the POD Supervisor. When a shift change is under way, you will be instructed by your POD Supervisor to line up against the walls of the POD in alphabetical order. You are not to sit on the floor, windows, or counters. You must stand. The incoming officer will conduct an inspection, a headcount, and then call the roll. When the POD Supervisor calls your last name, you are to answer with your first name and approach the officer to show your inmate armband. Then you must sit properly at a table that does not exceed its capacity. The POD Supervisor will conduct the POD Orientation in which you must be present.
5. There must be NO TALKING during any headcount/roll call or POD Orientation.
6. Headcounts/roll calls will be conducted as deemed necessary by the jail staff.

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## **2. SEXUAL ABUSE/ASSAULT**

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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 Pod supervisor, Sergeant, Captain, or the Office of Professional Compliance (OPC). Staff members have been instructed to keep reported information confidential and only discuss it with the appropriate officials on a need to know basis. 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.

Below are some things you can do to protect yourself against sexual assault:

- Carry yourself in a confident manner at all times. Do not permit your emotions (fear/anxiety) to be obvious to others.
- Do not accept gifts or favors from other inmates. Most gifts or favors come with strings attached.
- Do not accept an offer from another inmate to be your protector.
- Be direct and firm if another inmate asks you to do something you don't want to do.
- Do not give mixed messages to other inmates regarding your wishes for sexual activity.
- Stay in well lit areas of the POD.
- Choose your associates wisely. Look for people who are involved in positive activities like educational programs or religious services. Get involved in these activities yourself.
- Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns to staff.
- Don't go into another inmate's cell, this is a rule violation.
- Find a staff member with which you feel comfortable discussing your concerns about sexual abuse/assault.

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### **3. ACCEPTABLE AND UNACCEPTABLE PROPERTY**

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Only authorized items will be allowed in your possession and should be kept in your cell organizer (white 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 and five (5) magazines. There are three (3) exceptions to these limits: the Bible; other religious books; and legal texts.
3. Letters and writing material (but NO INK PENS).
4. Shower shoes.
5. Personal hygiene items.

6. Prescription glasses and/or contact lenses, along with the required cleaning solution approved by the facility doctor.
7. Five (5) 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 white bin, not affixed to any wall, ceiling, or other surface, if they are it will be Pod Supervisor's discretion to place these items in your property.

**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.

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**4. PERSONAL PROPERTY**

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1. While you are incarcerated, any items seized during shakedowns, cell inspections, etc. will be placed in your personal property bag. These items will not be returned to you until your release from the facility. **No food items will be stored in your property bag.**
2. If you are sent to the Disciplinary Detention Unit (DDU), 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 pencil, pictures, books, magazines, or newspapers while in DDU. These items will be placed in your personal property bag and will be returned to you when a Hearing Officer authorizes the Inmate Property Department to return your property. You may keep your personal and legal mail and your religious material.
3. Any personal property left at the jail must be claimed within ninety days (90) of your release or the items will be disposed of. You may pick up your property at Jail Central between 8 a.m. and 5 p.m., seven (7) days a week.
4. Belongings deemed excessive and sent from your cell to your property bag, or property taken from you in Arrest Processing (AP bag), can be released from 8:00 a.m. to 5 p.m., seven (7) days a week, excluding holidays at the Jail Central facility. An Inmate Property Release Form must be completed and signed by you.
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, or when you have been approved as a trustee and inappropriate shoes are being held in your property bag.
7. No other clothing or personal items will be accepted for you.

## **5. PERSONAL FINANCE**

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1. Money that you may receive will be posted and deposit receipts will be forwarded to you Monday-Friday. Finance/Property personnel are responsible for maintaining this account. Any check or money order that does not meet the proper criteria for deposit in your account will be held in the safe and given to you when you are released or the 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 Finance takes possession of your money for safe keeping and control. Payroll checks cannot be deposited but it will be held and can be released as a money release. Any money withheld by you at dress-out or received in the mail and found in your possession will be considered contraband. If you find money it will be forwarded to inmate Finance and charged as facility credit which prohibits you from releasing the money. If money is found by you on County property give the money to the Pod Supervisor. This money will be sent to Inmate Finance. Business Management will receive this money for proper distribution.
2. Sheriff's Personnel are **not** allowed to call the Inmate Trust Division to inquire about your account. You must send a Request Form to Finance when you have questions about your Trust Account.
3. **No personal mail will be accepted at this address.** All money sent to you must be mailed to this address.

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

**P.O. Box 31427**

**Charlotte, N.C. 28231-1427**

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. You are allowed to receive a maximum of \$300.00 in your Trust Account. A money order/cashier's check must be made payable to your name as it appears on your armband and must have your DOB and PID number written on it. 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. Funds can also be deposited into your Inmate Trust Account when using any participating ACE Cash Express stores.
8. A Touchpay Kiosk machine is located at Jail Central and Jail North. Money deposited in this machine will go to your Inmate Trust Account. Touchpay can also be accessed for deposit to your account at [www.payments.touchpaydirect.com](http://www.payments.touchpaydirect.com).
9. One (1) Money Release will be granted from your account. A \$2.00 charge is applicable on all money releases. Only the money that you were in possession of when arrested can be released. Money releases can be presented seven (7) days a week from 8am-5pm, excluding holidays at the Finance/Property Customer Service window at the Jail Central facility. The money release form must be completed and signed by you on the same day the money is to be released. The person the money is being released to must have a valid ID and must retrieve the money release form at the Main Lobby you are housed of the facility you are in housed. They need to bring the completed form to Inmate Finance at Jail Central on the same day the form was completed. Ask your Pod

- supervisor for the Money release form to be taken to the Jail Lobby, in order for your designated person to receive. Finance verifies all money releases.
10. Money deposited to your Trust 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. Money releases for cash bond can be processed anytime, 24//7.
  11. If you do not receive your money when you are released, you may pick it up at Jail Central seven (7) days a week, from 8 a.m. to 5 p.m. (or a check can be mailed to you).
  12. You are prohibited from engaging in financial transactions or sharing your Trust Account.
  13. You can request a balance history for \$0.15 a page of your inmate Trust Account, only if you have funds in your account.
  14. Legal documentation that requires confirmation of the identity of the person executing the document, such as affidavits and pleadings in litigation, real estate transaction documents and any other documents filed in the Court system, powers of attorney and wills. The Notary is not attesting to the truthfulness of any information provided in the document, but attesting that the person signing the document has presented identification sufficient to identify himself/herself as the signer of the document. You will be charged \$5.00 per signature, if you need documents notarized. Send your Request Form to Inmate Programs.

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## 6. COMMISSARY

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1. All orders will be placed by telephone. Each time you call the commissary, you will use your PID number and PIN number to access the automated system. These numbers are given to you by the Finance Division at the time of your admission. Be sure to remember these codes. If you do not know them, you must send a Request Form to the Finance Division. This information will not be given to anyone over the telephone or in any other fashion.
2. There are two (2) designated days per week to place orders.
3. You may order up to one hundred dollars (\$100.00) worth of commissary items per week, with a maximum of fifty (\$50.00) per call.
4. No other inmates or officers will be allowed to sign for your commissary items. If you are not present to receive your commissary order, it will be re-delivered the next business day. Weekends are excluded.
5. **No refunds or credits will be given for orders not received when you are released from jail. If you are released from jail, you may pick up your order(s) from the Finance Division at Jail Central from Monday to Friday, 8 a.m. to 5 p.m., within seven (7) days of your release.**
6. If you are transferred by DOC, BOP, or Immigration, you may receive a refund for orders(s) not received. If you do not receive credit when released, a check will be forwarded to the prison or agency to which you are transferred or to an address you request.
7. If you have complaints regarding the commissary system, obtain an Inmate Grievance Form from your POD Supervisor. If the commissary system malfunctions report this to your Pod Supervisor.
8. All commissary items are to be stored in your white bin.
9. **You are to lock down for commissary distribution. When your name is called, come to the tables, check your order for errors, sign your name and obtain your**



**commissary items. No returns or exchanges will be permitted after you sign your name.**

10. You must be wearing an undamaged armband. If you do not have an armband, your commissary items will not be distributed.
11. To place a Commissary order by telephone:
  1. Lift the handset and listen for instructions. For English, press 1. For Spanish, press 2.
  2. Press 0 – for long distance
  3. Dial \*01 for area code
  4. Enter your 10 digit PIN number. (This will be your PID number and PIN number together.) Listen for instructions.
  5. For English, press 1. For Spanish, press 2. Wait for instructions.
  6. Enter your six (6) digit inmate number (PID number). Wait for instructions.
  7. Enter your four (4) digit inmate password (PIN number-written on your commissary form received at dress-out).
  8. You will then receive the balance in your account.
  9. Enter the PLU number of the item you are ordering, and then press #.
  10. Enter the quantity of the item you are ordering, and then press #.
  11. Enter 1 to confirm your item or 2 to cancel your item.
  12. Enter the next item or press 0 then # to end your order.
  13. Enter 1 to charge your order, 2 to add to your order, or 3 to cancel your order.

**Note:** You must hear that your order has successfully charged before hanging up. All indigent orders will be a zero dollar order, but the inmate will still be charged.

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## **7. INDIGENT FUNDS**

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1. You are considered indigent if you are without funds for ten (10) days and have three dollars (\$3.00) or less in your Inmate Trust Account. You may order one (1) indigent hygiene kit and/or one (1) indigent stationery kit per week. Items included in a Hygiene kit are soap, tooth brush, tooth paste, comb, and deodorant. Items included in a Stationery kit are two sheets of paper, two stamped envelopes, and a golf pencil. The code for an indigent kit and/or stationery kit is located on the Mecklenburg County Commissary Price list. Only one of each kit is allowed weekly.
2. The cost of the indigent hygiene kit and/or stationery kit will be charged to your account.
3. If you have a negative balance in your account and funds are sent to you, the amount you owe to the County will be deducted from your funds at once.
4. You will have access to health care, programs, and activities, regardless of your indigent status.

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## **8. DRESS**

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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. However, you may take

your uniform top off while in the recreation yard, provided you are wearing a white t-shirt.

3. Gang signs or insignia will not be allowed on the jail uniform.
4. You are allowed to have three (3) 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. You are provided a pair of shower shoes when admitted into the jail. However, if you are working in the facility or possess a medical pass, you will be allowed to wear other shoes (even if they have laces). Purchased commissary shoes can be worn anywhere inside the facility. You are not allowed to wear purchased commissary shoes to court or if you are transferring to another facility. Federal inmates will be allowed to keep their prison issued shoes at dress out.
7. For a jury trial (only), any other clothing you intend to wear in court should be approved by a motion signed by a judge. Your attorney should forward this motion to the Inmate Property Division, unless your attorney makes other plans. Upon completion of the trial, all court clothing must be sent back to the Property Division if received from property and then a person of your choice must pick it up from there within seven (7) days.

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## **9. PERSONAL CLEANLINESS**

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1. Showers are required daily while in this jail. The showers are open every day from 8:00 a.m. to 10:50 a.m., from the period after lunch to 3:50 p.m., and from 8:00 p.m. to 10:30 p.m., subject to facility activities. Razors are given out three (3) times a week.
2. If you refuse to shower as required, you will be subject to disciplinary actions.
3. Hair clippers will be placed in the pods on Friday and removed during the day on Sunday.
4. You will be allowed to shave on Tuesday, Thursday and Sunday nights.

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## **10. CLEANLINESS OF CELLS**

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1. Cleaning materials are made available after meals and at other designated times during the day and night. You will be trained on how to safely use flammable, toxic and caustic materials.
2. Jail staff will perform cell inspections daily.
3. Pretrial and non sentenced inmates are required to help clean the POD even if they are not Inmate Workers. All inmates are required to clean their cell, the day room, showers and other areas assigned by the POD supervisor.
4. You can volunteer to become an Inmate Worker by filling out a request form to Classification.
5. All able-bodied/sentenced inmates who are eligible to participate in the Inmate Work Program are expected to work, dependent on classification and medical approval, unless they are assigned to an approved education or training program. Failure to participate as an Inmate Worker may result in disciplinary action.
6. You must clean sinks and toilets daily as assigned.
7. You may not write or put marks on the walls. If you do you will be charged a fee to repaint the walls.

8. 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.
9. 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.
10. All beds are to be made before you come out for breakfast and must remain made until 9:00 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.
15. Magazines, newspapers, or other materials will not be folded or rolled up -- as a measure against draft/dust.

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## 11. SEARCH & INSPECTION

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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.

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## 12. LAUNDRY

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

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## 13. MEALS

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1. At meal times, you will form a single line on the left side of the pod or be seated at a table that does not exceed its capacity. There is NO TALKING during roll call. When your last name is called, you are to answer with your first name and approach the food cart for your tray. After obtaining your tray and drink, you are to be seated at a table. No one is allowed back to the food cart to return his or her tray until EVERYONE has received a tray.
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 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.

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## 14. TELEPHONES

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1. All calls from a POD 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 an international calling (debit) card 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 thirty (30) minutes before lockdown and during meals and shift changes.
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. Free calls to the Public Defender's office may be made from 10:00 a.m. to 11:00 a.m. and from 3:00 p.m. to 4:30 p.m.
6. **Your call may disconnect if you:**
  - a. Place the call on hold.
  - b. Use or answer call waiting
  - c. Transfer a call
  - d. Use 3-way calling or call forwarding
  - e. Use a cellular or cordless phone (static noise may cause you to disconnect).
  - f. Press extra (additional) numbers on the keypad.
  - g. Stop your conversation for any length of time (a period of extended silence may cause a disconnection).
7. **To make a collect call:**
  - a. Lift the handset and listen for instructions. For English, press 1. For Spanish, press 2.
  - b. For a collect call press 0, for a debit call press 4 (see international call instructions for international calls).
  - c. Enter the area code and telephone number you are calling now (or \*01 for Commissary or \*05 for Public Defender's Office).
  - d. Enter your 10 digit PIN number now.
  - e. Please state your name at the beep.
  - f. Please wait while your call is being processed. There may be moments of silence during the acceptance of your call.
8. **To make International telephone calls using a calling card:**
  - a. Press 1 for English or 2 for Spanish
  - b. Press 0 to make a collect call or to use a calling card. Press 4 for a debit (prepaid) call.
  - c. At this point, when the system asks you to enter the area code and the telephone number, you are to enter # 56 (Pound 56).
  - d. Now, enter your 10 digit PIN number. This is your PID number followed by your 4 digit password.
  - e. Once you are connected to AT&T/GTL, enter the 10 digit card code.
  - f. You will hear your card balance.
  - g. Enter the telephone number you wish to call starting with the Country Code.

- h. You will hear how much time you have available for your call considering the country's destination and the card balance.
9. **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.**
10. Telecommunications Devices for the Deaf (TDD) will be available to inmates with hearing or speech disabilities or inmates who wish to communicate with parties that have such disabilities. Inform your Pod supervisor if you need a (TTD) phone.
11. 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.

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## 15. GAMES

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1. All games are to be played at tables located in the center of the day room. No games may be played in cells, on couches, in the recreation yard, etc.
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 POD.

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## 16. MAIL

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1. Mail will not 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, PID number, and the jail's return address on all outgoing mail. **(NO LABELS are permitted.)**
7. The Mecklenburg County Jail will accept letters, magazines, newspapers, and books. All books and magazines must be in their original packaging and sent directly from the publisher/printer. 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. Personal mail for inmates incarcerated in the Mecklenburg County Jail System must be mailed to the following address:

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

**P.O. Box 34429**

**Charlotte, N.C. 28234-4429**

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. Money orders, 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 Facility Commander.

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## 17. REQUEST AND /OR GRIEVANCE FORMS

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1. **If you have a problem or question, you must first contact your POD 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 Pod 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. Make sure you put the original Grievance number on the appeal Grievance form.

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.**

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## 18. VISITATION

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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. You may have two (2) adults and one (1) child per visit, or one (1) adult and two (2) children. **(Anyone under the age of 16 will be considered a child.)**
2. All adult visitors must have valid state/government issued picture identification, such as a Driver's License, Military I.D., State I.D., or Passport.
3. Visitation hours are from 8:00 a.m. to 11:00 a.m., 1:00 p.m. to 4:00 p.m., and 8:00 p.m. to 10:00 p.m. (Jail Central: 8:00 p.m. to 11:00 p.m.)
4. Pocketbooks or oversized bags are not allowed in the visitation area.
5. Visitors are subject to search by jail staff.
6. Certain restrictions may apply concerning those who may visit.
7. No food, drink, or smoking is allowed in the visitation area.

Your visitor has two transportation options. (1) They can access the Charlotte Transit System (CATS) or (2) drive their personal vehicles. For Jail Central they can request stops on East Trade Street and East 4<sup>th</sup> Street. If your visitor drives, they can pay to park in a parking lot near the jail or use the parking meters on the side of the street near the jail. Jail-North is located off Sunset and Statesville Road on Spector Drive. CATS does not travel to Spector Drive, however, they make stops on Sunset Road. If your visitor takes the bus, he/she will have to walk approximately  $\frac{3}{4}$  of a mile to get to Spector Drive. Directions from Jail Central: I-77 North, exit 16A Sunset Road, left on Statesville Road, left on Spector Drive. Jail North is located at the end of Spector Drive. Personal vehicle parking is available at Jail North free of charge.

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## 19. SPECIAL VISITATION

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A Shift Captain or designee may approve special visits if the following criteria are met:

1. The visitor(s)' residence is fifty miles (50) or more from Charlotte.
2. You have no disciplinary write-ups in the past sixty (60) days.
3. There is a family emergency or hardship that prevents a visit on your regular visitation day.
4. You may only receive one (1) Special Visit every sixty (60) days.

If you meet the above requirements, submit an Inmate Request Form to your POD officer, listing the reason for your request and the names, ages, and addresses of your visitors.

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## 20. DAMAGE TO JAIL PROPERTY

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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., are to be returned in the same condition as they were issued.

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## 21. MEDICAL ISSUES

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1. You will have a medical screening upon your arrival.
2. The interviewing officer will ask your permission for the medical staff to treat your medical needs while you are incarcerated.
3. Pregnant females will have full access to medical care.
4. 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 non-emergency care. 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.
5. Sick Call will be conducted on a daily basis Monday-Friday. To be seen at Sick Call, you must ask the Pod 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.
6. **Medical Fee Schedule:**
  - a. Sick Call \$10.00
  - b. Nurse/MD Call \$10.00
  - c. Medication Co-Payment (maximum per each medication)  
\$10.00
  - d. Over the Counter (OTC) Medications are \$10.00 or are charged at Commissary Prices.
7. **There will be no charge for the following services:**
  - a. Initial Screening in Arrest Processing.
  - b. Physical Assessment (including STD's and TB testing/treatment).
  - c. Follow-up treatments/tests ordered by the Medical Department.
  - d. Medical emergencies as determined by the Medical Staff.
  - e. Use of force, inmate confrontations, and restraint checks.
  - f. Medication or MD visits for chronic illnesses, i.e. diabetes, hypertension, asthma.
8. All remaining medications ordered during your incarceration can be claimed once you are released.
9. If you bring your own medication to the facility, you will have fourteen (14) days to claim it once you are released or it will be disposed of.
10. If you refuse medical attention, you will be requested to sign a refusal form.
11. An Inmate Grievance Form can be filed for any concerns or problems regarding your medical treatment or changes.



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## 22. LIBRARY

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1. You are allowed to check out library resources according to the policies and procedures specific to the library in the facility where you are housed.
2. You are responsible for lost, stolen, damaged, or destroyed reading materials that you check out.
3. Disciplinary action will be taken against those who damage or destroy reading materials. There will be a fifteen dollar (\$15.00) fine for deliberate loss or damage.
4. **Inmates in DDU will not have general library privileges.**

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## 23. LAW LIBRARY

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1. The Law Library is available to the following inmates:
  - a) Inmates who do not have a private or court- appointed attorney.
  - b) Inmates who are sentenced and wish to file an appeal but do not have an attorney.
  - c) Inmates who wish to file a civil suit.
2. You may request permission to use the Law Library by completing a Law Library Request Form.
3. Legal materials may NOT be removed from the library, and any damage to legal materials, or theft thereof, may result in your prosecution and in disciplinary action. There will be a fifteen dollar (\$15.00) fine for deliberate damage.
4. Copies and computer printouts are available at a cost of \$0.15 per copy.
5. A word processing station is available by request. The user must be knowledgeable of word processing software.
6. Inmates in Disciplinary Detention Unit (DDU) will be allowed to request Law Library materials.

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## 24. INMATE PROGRAMS

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While incarcerated, you may have the opportunity to participate in a wide variety of educational, literacy, 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. **GED Program.** Adult basic-education classes are offered through CPCC for those who have not earned their high school diploma or the equivalent. Class sessions are offered mornings, afternoons, and evenings, based on space availability. Participation in classes is on an open entry/open exit basis. This program is available to male and female inmates. Final testing is also provided for students who qualify.
2. **Personal Tutoring.** Individual or small group tutoring may be available to those who need any type of basic instruction (reading, writing, etc.).
3. **Life Skills.** In-depth classes are offered through *Life Connections* that challenge participants to accept responsibility for their behavior and to take deliberate steps towards change. Key topics include personal relationships, money management,

controlling emotions, job readiness, and pre-release planning. This program is available to male and female inmates approximately six (6) times per year.

4. **Spanish Language Life Skills.** A 27-hour course designed to assist Latino inmates with limited English ability to learn the essentials of how to get along effectively in the southern U.S. metropolitan culture. Topics include housing, financial services, legal issues, job readiness, and family dynamics. Classes are offered on an open entry/open exit basis.
5. **English as a Second Language.** Classes are offered through CPCC for those whose primary language is not English. Beginner and intermediate classes are available based on language competency.
6. **Spanish Language Domestic Violence Education.** Domestic violence education is provided for those with a limited understanding of English. Classes are conducted in Spanish.
7. **Spanish Language Drug Education.** Drug education is provided for those with a limited understanding of English. Classes are offered in Spanish.
8. **Art/Drawing.** A 10-week class for those interested in improving their drawing skills. Motivation to learn is valued above talent. Various experts in the field serve as guest instructors from time to time.
9. **Reading and Writing Creatively.** A 10-week class designed to challenge inmates who read on at least a 6<sup>th</sup>-grade level to expand their abilities to understand literature and to express themselves through writing.
10. **Biology.** A 10-week class for serious students of science and life. A college-level textbook is used and weekly homework exercises are assigned. Some simple lab experiments are conducted in the classroom as well.
11. **Family Ties.** Practical parenting instruction for incarcerated parents is offered through *Energy Committed to Offenders* (ECO). Key topics include child development, love, discipline, and parent-child communication. This program is available to male and female inmates.
12. **Nutrition Education.** A mini-course focusing on key areas of health, nutrition, and physical fitness is offered four times a year. This program is only available for female inmates.
13. **Domestic Violence Education: Mandatory.** This program is provided to male population via video in housing units on Saturday and Sunday. It is a mandatory class for females. Small group classes and individual counseling on domestic violence and victimization are also available upon request.
14. **Health Education: Mandatory.** Educational awareness program focusing on sexually transmitted diseases is offered through the County Health Department on a rotating

basis. Presentations are conducted directly in the male and female inmate housing units.

15. **Substance Abuse Program.** Are available to male and female inmates who are classified at minimum or medium security levels. Anyone requesting treatment will have clinical assessment conducted by a member of the treatment staff, and will then be referred to the appropriate treatment program. A certificate is awarded upon completion of the 28 days program.
16. **Aftercare.** An aftercare program is available to male and female inmates who complete the substance abuse treatment program.
17. **Alcoholics Anonymous/Narcotics Anonymous.** AA and NA meetings are available to inmates who desire group therapy sessions for help in dealing with their addiction. This famous twelve-step program has helped millions of addicts develop a solid foundation for recovery and has led them to living useful, sober lives.
18. **Reading Fathers.** Fathers with children up to five (5) years of age are taught the importance of reading aloud to their children. The goal of the program is to increase the number of fathers who read aloud to their young children on a regular basis.
19. **Library Assistant Vocational Training.** This class provides sufficient educational skills training to prepare participants for entry-level positions in either a specialized or public library. Graduates of this 20-hour course acquire on-the-job experience while voluntarily working in the MCSO library system.
20. **Sister Friends.** Sister Friends is a book club that meets at Jail Central. Many of the book discussions often lead to other topics of interest, such as health, marriage, and childhood experiences. Members read selected books and gather every two weeks for reviews and discussions. Community volunteers provide leadership for this program.
21. **Religious Programs.** Religious services and spiritual counseling are available to all inmates, regardless of classification, housing status, or reason for incarceration. Ask the POD Supervisor for a Request Form to request a visit by the Chaplain.

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## **25. WORK RELEASE AND RESTITUTION CENTER (WRRC)**

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**WRRC** is a residential facility designed to provide the opportunity for work, education, counseling, community involvement, home visitation, etc., to those individuals who are screened and accepted into the program. The program is voluntary.

To be eligible you must be:

1. In the custody of the Mecklenburg County Sheriff's Office.
2. Have a special probation sentence containing at least 30 days of active time.
3. Have an active sentence of 45 days or greater but less than 18 months.

In order to participate you must:

1. Be a resident of Mecklenburg County or Community ties.

2. You must apply and volunteer for the program.
3. You will be screened by the WRRC and approved by the Administrator.
4. If you have been charged with a violent crime or that of a sensitive nature, you will be screened carefully for eligibility.
5. If you have any charges for sexual assault or relating to sexual charges you will not be accepted.
6. You must be free of detainers for serious charges.
7. You cannot be an escape risk.
8. You must pass a medical screening.

To apply ask your Pod supervisor for the Application for Work Release and Restitution Program. Your pod supervisor will forward it to the appropriate area to be sent to WRRC.

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## **26. ELECTRONIC MONITORING PROGRAM (EM)**

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EM is a program that relocates moderate risk inmates from the jail to their home where they are tracked using radio frequencies (RF) or Global Positions Systems (GPS).

To be eligible you must:

1. Be a pretrial defendant only.
2. Be a US citizen.
3. Have non-violent offenses (e.g. theft, fraud etc.).
4. Be a Mecklenburg County resident for the past 6 months to include a stable verifiable resident.
5. Be willing to participate and obey all program requirements.
6. You cannot have a cash or custody bond.

If you have the following offenses you will be considered ineligible:

1. All homicide charges-1<sup>st</sup> and 2<sup>nd</sup> degree murder, Voluntary and involuntary manslaughter and death/Misdemeanor Death by vehicle.
2. All charges that involves a use of firearm.
3. All sexual charges.
4. All assault charges.
5. Probation/parole violation charges.
6. Federal charges.
7. Registered sex offender.

To apply for this program you must send a Request Form to Electronic Monitoring.

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## 27. DISCIPLINE

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1. **Administrative Detention.** Confinement to a secure cell either within the POD or in a detention unit. You will be subject to administrative detention when you pose a serious threat to life or property, when you cause a disruption of normal POD operations or while you are awaiting a disciplinary hearing.
2. **Disciplinary Detention.** Confinement to a secure cell in a detention unit if you are found guilty as a result of a disciplinary hearing for any documented case of misconduct or any Class "A," "B," or "C" violation that threatens the security of the facility, staff, inmates, or visitors.
3. **Informal Disciplinary Action.** Any Deputy or Detention Officer may, for minor violations of the jail rules, revoke privileges, counsel inmates about their behavior, or assign extra work details or be placed on lock down .
4. **Formal Disciplinary Action.** Any Deputy or Detention Officer may, for major violations of jail rules, place you in confinement to face a formal disciplinary hearing. You may be charged criminally for serious violations or continued violations. Hearings will be conducted by hearing officers, which are appointed by the facility's Commander. If you do not dispute the alleged violation(s), you can waive your hearing and sign a waiver. Your time will start immediately. If you wish a formal hearing, you must wait at least twenty-four (24) hours unless you sign a waiver for a hearing within the 24 hours, but no more than seven (7) days, excluding holidays and weekends or sign a waiver .

### **ASSISTANCE FROM STAFF/AGENCY REPRESENTATIVE**

Before your disciplinary hearing, only if it is apparent you are not capable of collecting and presenting evidence on your behalf and need assistance you may request assistance from a staff member or agency representative. Complete a Request Form.

**Youthful offenders will follow the same rules set for the adults in Categories A, B, C, and D as well as the rules for Youthful Offenders.**

### **CATEGORY "A" VIOLATIONS – MAJOR OFFENSES**

Violations that include, but are not limited to, acts that present an immediate threat to the safety and security of the facility, staff, inmates, or visitors.

1. Murder/attempted murder.
2. Physical assault on staff or inmates.
3. Rape or sexual acts against inmates or staff.
4. Escape/attempted escape or aiding in an escape.
5. Arson.
6. Weapon possession.
7. Making or smuggling of weapons.
8. Theft or possession of stolen property.
9. Fraud/forgery/deceit.
10. Involvement in riot.
11. Threatening staff.
12. Hostage taking.

13. Property defacement of any kind.
14. Violation of any local, state, or federal law.
15. Smoking; sale and/or possession of tobacco products; sale and/or possession of incendiary devices.
16. Providing false information on official documents or during proceedings.
17. Possession of any object or chemical agent, which could be used as a weapon.
18. Sexual harassment.
19. Possession of illegal drugs.
20. Aiding in the commission of the above.

### **SANCTIONS**

- a) Filing of criminal charges.
- b) Disciplinary Detention for up to sixty (60) days per incident.
- c) Loss of privileges for up to sixty (60) days.
- d) Loss of programs and/or work assignments.
- e) Writing on walls 1<sup>st</sup> offense, no pencil or writing instrument for 15 days and subsequent offenses, 30 days.

### **CATEGORY "B" VIOLATIONS – SERIOUS OFFENSES**

Violations that include, but are not limited to, acts that present an immediate threat to the safety and security of the facility, staff, inmates, or visitors.

1. Threatening/intimidating other inmate(s), including extortion, blackmail, or physical force.
2. Kicking/beating cell door.
3. Interfering with lockdowns/counts or searches.
4. Unauthorized changing of cells.
5. Refusal to leave any area of the facility.
6. Violation of worker status, including unauthorized absence or being in an unauthorized area.
7. Participation in a disturbance or work stoppage.
8. Possession or consumption of intoxicants.
9. Possession of tattoo paraphernalia.
10. Indecent exposure.
11. Physical contact or harassment to inmates or staff.
12. Misuse or abuse of authorized medications or possession of unauthorized medications.
13. Tampering with or destruction of any locking device.
14. Interfering with, obstructing, or preventing any facility activity or any staff member from the performance of his or her assigned duties.
15. Harassing telephone calls.
16. Tampering with an elevator, smoke detector, or other safety equipment.
17. Damaging bunks.
18. Gambling.
19. Failure to obey and follow orders given by POD Supervisor/Staff.
20. Possession of pornography or sexually explicit materials.
21. Aiding in the commission of the above.

### **SANCTIONS**

- a) Disciplinary Detention for up to forty (40) days per incident.
- b) Loss of privileges for up to forty (40) days.
- c) Loss of programs and/or work assignments.

### **CATEGORY “C” VIOLATIONS – LESS SERIOUS OFFENSES**

Violations that include, but are not limited to, acts that do not present an immediate threat to the safety and security of the facility, staff, inmates, or visitors.

- 1. Lying to staff.
- 2. Failure to maintain personal hygiene and/or a clean cell.
- 3. Failure to keep Pod sanitary.
- 4. Disrespect to staff.
- 5. Sending or receiving mail through unauthorized sources.
- 6. Misuse or abuse of authorized items.
- 7. Passing or aiding in the passing of unauthorized materials.
- 8. Providing false or frivolous information or requests.
- 9. Wearing jewelry (including body piercing).
- 10. Disorderly conduct.
- 11. Entering another inmate’s cell.
- 12. Putting foreign/excessive material into the plumbing system.
- 13. Tampering with heating or air conditioning ducts and outlets.
- 14. Multiple rule violations.
- 15. Aiding in the commission of the above.

### **SANCTIONS**

- a) Disciplinary Detention for up to ten (10) days per incident.
- b) Loss of privileges for up to ten (10) days.
- c) Loss of programs and/or work assignments.

### **CATEGORY “D” VIOLATIONS – MINOR OFFENSES**

Violations that include, but are not limited to, acts that do not present an immediate threat to the safety and security of the facility, staff, inmates, or visitors.

- 1. Speaking to staff or visitors without POD Supervisor’s permission.
- 2. Disorderly conduct during headcount/roll call.
- 3. Being unclothed outside the cell area.
- 4. Affixing items to walls, ceiling, or bunk.
- 5. Being improperly clothed while on work assignments.
- 6. Covering windows, lights, drains, or doors.
- 7. Removing bedding or linen from cell.
- 8. Loss of cell key and failure to notify POD Supervisor of lost key (Jail North).
- 9. Wearing items on head, such as “doo rags.”
- 10. Talking or other activities after lights are out.
- 11. Failure to maintain recreation area free of trash and debris.
- 12. Talking in unauthorized areas: showers, toilet, TV area, and corridor.
- 13. Eating or drinking in unauthorized areas.
- 14. Failure to wear jail uniforms properly.
- 15. Standing or lying on tables, couches, bunks or stools.
- 16. Failure to keep personal property in white bin.

17. Failure to wear armband at all times.
18. Unnecessary walking or movement on the second level.
19. Use of profane language and/or gestures, or excessive noise.
20. Horseplay.
21. Non-commissary food items in cell.
22. Unauthorized use of telephone.
23. Abuse of recreational equipment.
24. Unauthorized clothing or bedding items.
25. Stockpiling of commissary items.
26. Hoarding of condiments or medications.
27. Failure to make beds.
28. Approaching the staff's workstation without permission.
29. Tying knots in sheets and blankets.
30. Gang-related graffiti.
31. Aiding in the commission of the above.

### **SANCTIONS**

- a) Warning/Counseling by POD Supervisor.
- b) Special cleaning
- c) Hall Holding Cell
- d) Lockdown from one (1) to four (4) hours.
- e) Loss of visitation, telephone, and/or commissary privileges.
- f) Determination by POD Supervisor of need for formal disciplinary actions.
- g) A sustained category "D" violation in conjunction with any violation resulting in Disciplinary Detention may extend the Disciplinary Detention by up to five (5) days per incident.

### **YOUTHFUL OFFENDERS**

#### **CATEGORY 1 VIOLATIONS – MAJOR OFFENSES**

Violations that include, but are not limited to, acts that present an immediate threat to the safety and security of the facility, staff, inmates, or visitors.

1. Three classroom suspensions within ninety (90) days.
2. Fighting.
3. Stealing.

#### **SANCTIONS**

Administrative Detention Unit (ADU) and/or Disciplinary Detention Unit (DDU).

#### **CATEGORY 2 VIOLATIONS – SERIOUS OFFENSES**

Violations that include, but are not limited to, acts that present an immediate threat to the safety and security of the facility, staff, inmates, or visitors.

1. Gang activity (graffiti, showing signs).
2. Making threats.
3. Being in another person's room.
4. Disrespecting a teacher or another student.
5. Refusal to do class work.
6. Refusal to follow directions (Category 2 or 3).



7. Disrupting the classroom (Category 2 or 3).
8. Use of profanity (Category 2 or 3).
9. Cheating on tests.
10. Inappropriate behavior with a teacher or student.
11. Confrontational behavior (Category 1 or 2).
12. Refusal to attend or participate in any program activities.

### **SANCTIONS**

#### **a) First offense**

1. Suspension from class and lockdown up to 10:00 p.m.
2. Lockdown up to 10:00 p.m.

#### **b) Second offense.** Lockdown up to forty-eight (48) hours.

#### **c) Third offense.** Administrative Detention Unit (ADU).

### **CATEGORY 3 VIOLATIONS – LESSER OFFENSES**

Violations that include, but are not limited to, acts that do not present an immediate threat to the safety and security of the facility, staff, inmates, or visitors.

1. Horseplay.
2. Slap boxing.
3. Gambling.
4. Being disrespectful.
5. Talking at shift changes.

### **SANCTIONS**

#### **a) First offense.** Points will be subtracted from your behavior card.

#### **b) Second offense.** You will look up the infraction in the handbook and write an essay about the behavior, listing the rule and page number in the handbook. You may write about the possible reasons for the behavior and how you can make restitution for the behavior.

1. If in class, you will receive a referral for counseling.

#### **c) Third offense.** Clean up.

#### **d) Fourth offense.** Lockdown for four (4) hours.

### **CATEGORY 4 VIOLATIONS – MINOR OFFENSES**

Violations that include, but are not limited to, acts that do not present an immediate threat to the safety and security of the facility, staff, inmates, or visitors.

1. Playing with your hair.
2. Talking loudly.
3. Rapping and beating.
4. Placing your hands in your jumpsuit.
5. Name-calling.
6. Slapping cards on the table.
7. Using profanity.
8. Talking in TV area.

### **SANCTIONS**

#### **a) First offense.** Verbal warning.

#### **b) Second offense.** Points will be subtracted from your behavior card.

- c) **Third offense.** Your behavior card will be affected. Referral to Case Manager.
- d) **Fourth offense.** Your behavior card will be affected. Lockdown for four (4) hours.

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## **28. DISCIPLINARY APPEAL PROCESS**

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After a disciplinary hearing, if you are found guilty, you may appeal the decision. The appeal must be submitted on a Request Form from the POD Supervisor. You will receive specific instructions at that time. You will have twenty-four (24) hours to file an appeal concerning the outcome of your disciplinary hearing. If you waive your right to a formal hearing or plead guilty to the rule violation, you lose your right to an appeal. The facility's Commander or designee will respond to you within fifteen (15) working days.

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## **29. CLASSIFICATION APPEAL PROCESS**

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If you are dissatisfied with your Classification level you can appeal the decision in writing on an Inmate Request form to Classification within ten (10) days of your primary classification or reclassification. You must write this on your Request form APPEAL OF CLASSIFICATION.

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## **30. VOTING**

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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.

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### **31. IDENTIFICATION OF PRETRIAL RELEASE**

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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.

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### **32. RELEASE PREPARATION INTO COMMUNITY**

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If you have been incarcerated for longer than one hundred and eighty (180) days, there is a release preparation program available to assist you with reintegration into the community. You may request this information from your Classification Housing Manager when you are within sixty (60) days of your anticipated release.

