

# 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 Facilities are designed to make your incarceration productive, safe, and secure. If you need assistance with reading or writing, notify your Pod Supervisor and he/she will assist you. There are various programs available to assist in rehabilitating you back into the community which can be found in the inmate programs section of this handbook. Whether or not you participate in any of the facility's programs, you are expected to obey all facility rules and regulations in an orderly manner, while respecting the rights of others as outline in this inmate handbook. Willingly disobeying the rules and regulations set by the Office of the Sheriff will result in immediate disciplinary action.

This handbook outlines all rules and procedures to be followed during your incarceration in the Mecklenburg County Jail Facilities. You are expected to know and to follow the guidelines listed. This is your personal copy; therefore, claims of ignorance of the rules will not be accepted as an excuse for violating rules. Disciplinary action will be taken if such rules are violated. Any violations of County Ordinances or State and Federal laws will result in criminal prosecution and disciplinary action.

Please review this handbook carefully. It contains the answers to many questions involving your confinement. If you have any additional concerns, feel free to ask your POD Supervisor.

Remember, 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!**

**This is a smoke free facility.**

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## 1. HEADCOUNT/ROLL CALL

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1. At least five (5) headcounts/roll calls will be performed daily for shift changes and each meal.
2. You are to be present during each headcount and roll call. Absences are only allowed for court appearances and medical reasons approved by the medical department.
3. You will be fully clothed in a complete jail uniform and wearing your armband during each count.
4. Fifteen (15) minutes before a shift change, you will come to the dayroom and follow instructions from the POD Supervisor. At the beginning of shift change, you will be instructed by your POD Supervisor to line up against the walls of the POD in alphabetical order. You must stand during this process and not sit on the floors, windows, or counters. The oncoming officer will conduct an inspection, a headcount, and roll call. 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. You will then sit properly at a table that does not exceed its capacity. The POD Supervisor will conduct the POD Orientation and every inmate is to be present.
5. There is NO TALKING during any headcount/roll call or POD Orientation.
6. Additional 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 the 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.

**Report sexual assaults immediately.**

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 also.
- 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.
- Do not go into another inmate's cell, this is a rule violation.
- Find a staff member whom 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 is considered contraband.

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

1. Canteen items purchased from the commissary.
2. Five (5) books, which includes religious and legal texts and five (5) magazines only. Magazines must be discarded on a monthly basis. Excessive books will be sent to inmate property and a disposition form must be completed. Federal inmates will need to provide a United States address for excessive books to be shipped via FedEx. State inmates must have someone to pick up the excessive books within 7 days or the items will be donated or discarded.
3. Letters and writing material (NO INK PENS).
4. 1 pair of Shower shoes.
5. Personal hygiene items (No more than 5 items, any more will be considered contraband and destroyed).
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, and not affixed to walls, ceilings, or other surfaces, if violated it will be at the Pod Supervisor's discretion to place these items in your property.
8. Shoes: No more than 2 pairs of shoes (Canvas/Commissary/Medical), any more will be considered contraband and placed in 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 incarcerated, any items seized during cell searches/cell inspections with the exception of contraband will be placed in your personal property bag. These items will not be returned to you until your release from the facility. **No food or drinks 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 and only the permitted items for that unit will be taken with you. You will NOT be allowed to keep your pencils, 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 do so. You will be allowed to keep your personal and legal mail and your religious material.
3. Any personal property left at the jail must be claimed within 90 days of your release or the items will be disposed. Property may be picked up daily at the Arrest Processing Center

between the hours of 8 a.m. and 5 p.m., excluding holidays and inclement weather (See County closings due to inclement weather).

4. Belongings deemed as excessive in your cell and are sent to Inmate Property Division and will be held in your personal property until your release.
5. Federal/ICE inmates with excessive property must provide an address on the property disposition form to have property shipped instead of picked up. Failure to provide shipping address or have property picked up will result in property being donated or discarded by the Inmate Property Division.
6. State inmates with excessive property being held must have their property picked up within a 7 day period. An inmate property release form must be completed and signed by you before any property can be released. If property is not picked up within the 7 days, the property will be donated or discarded by the Inmate Property Division. Property may be released daily between the hours of 8:00 a.m. and 5 p.m. at the Arrest Processing Center Property Division, excluding holidays and inclement weather (See County closings due to inclement weather).
7. At no time will currency, checks, or money orders be placed in your inmate property.
8. Shoes will be accepted only under the following circumstances:
  - A medical approval was granted and inappropriate shoes are stored in your property
  - You are indigent and do not have the funds to purchase them through commissary

The shoes must be new and accompanied by a receipt indicating the cost to be \$35 or less

9. No other clothing or personal items will be accepted.

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## **5. PERSONAL FINANCE**

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1. Money you receive will be posted to your Inmate Trust Account. You will be able to check all deposit balances through the pod Kiosk System. The Finance/Property personnel are responsible for maintaining your account. Any check or money order that does not meet the proper criteria for deposit will be held in the Finance Department's safe and given to you upon your release or returned to the sender at your expense. A receipt of all transactions will be given to you once Finance is given custody of your money for safe keeping and control. Payroll checks cannot be deposited in an inmate account but will be placed in the Finance Department's safe or can be released to a family member or friend for pick up by signing a money release Form. Any money/currency found in your possession or received in the mail will be considered contraband. If you find money it will be forwarded to inmate Finance and charged as facility credit which will prohibit 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 and Business Management will receive this money for proper distribution.
2. You may send a Request Form to Finance if you have questions concerning your Trust Account.
3. Money sent to you must be mailed to this address. No personal mail will be accepted at 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 deposits to your Inmate Trust Account from family and friends as long as the deposits do not put your Inmate Trust Account balance over the allowed maximum of \$300. Money orders/cashier's checks must be made payable in 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 before it is deposited in your account. All money orders and cashier's checks are deposited without endorsement and are 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 mailed in will be returned to the sender.
7. A Touchpay Kiosk machine is located in the Front Lobby of all Mecklenburg County Jail Facilities...Jail Central, Jail North, and the Arrest Processing Center. Money deposited in the Touchpay machine will be credited to your Inmate Trust Account. Touchpay can also be accessed for deposit to your account at [www.payments.touchpaydirect.net](http://www.payments.touchpaydirect.net)
8. Only one (1) Money Release will be granted from your account. A \$2.00 charge will be applied to all money releases. Only the money that you were in possession of when arrested can be released. Money releases can be presented daily from 8am-5pm, excluding holidays and inclement weather (See County closings due to inclement weather) from 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 you wish to release the money to must have a valid ID and must obtain your signed Money Release Form from the Main Lobby of the facility where you are housed. The person wishing to receive the funds must bring the completed form to Inmate Finance at Jail Central on the same day the form was completed. Ask your Pod supervisor for a Money Release Form and request it to be taken to the Jail Lobby to ensure your designated person receives it. Finance will verify all money releases.
9. 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.
10. If you do not receive your money when you are released, you may pick it up at the inmate finance section of Jail Central anytime between 8 a.m. to 5 p.m. daily, excluding holidays and inclement weather (See County closings due to inclement weather) or a check can be mailed to you.
11. You are prohibited from engaging in financial transactions or sharing your Trust Account.
12. Legal documents that require validation of the identity of a person executing affidavits, pleadings in litigation, real estate transactions, wills, powers of attorney, or any other document(s) filed in the Court system will require a notary. The Notary will not attest to the truthfulness of any information provided in the document, but will attest that the



person signing the document has presented sufficient identification to be the signer of the document.

13. Notarized documents will be charged \$5.00 per signature. The Programs Section will process your request for notary within one week from the time that they receive your inmate request form. Notary request be submitted on an Inmate Request Form to the Inmate Programs Section.

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## 6. COMMISSARY

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1. All orders will be placed by using the Pod Kiosk system. Your PID number and PIN number will be needed to access the automated system. Your PID number is on your armband. The PID number for all inmates entering the Mecklenburg County Jail System will always be 1111. When you enter 1111 it will prompt you at that time to enter whatever 4 digit code you choose to be your personal PIN number. The PIN number for all inmates – new or returning – is always set at 1111. It is up to the inmate to enter whatever 4 digit pin they want to us.
2. There are two (2) designated days per week to place orders (See Activity schedule).
3. Minimum and Medium security inmates may order up to \$100 worth of commissary per week with a maximum of \$50 per call.
4. Maximum-2 security inmates may order up to \$50 per week.
5. Maximum-1 security inmates may order up to \$30 per week.
6. A free 3 oz bar of soap is available for all inmates on a weekly basis.
7. 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.
8. **No refunds or credits will be given for orders not received when you are released from jail. You may pick up your order(s) within 7 days of your release from the Finance Division at the Arrest Processing Center between 8 a.m. to 5 p.m. daily, excluding holidays and inclement weather (See county closings due to inclement weather).**
9. 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.
10. If you have complaints regarding the commissary system you may complete an Inmate Grievance Form and submit it to the Inmate Finance Division. If the commissary system malfunctions report this to your Pod Supervisor.
11. **You are required to lock down for commissary distribution. When your name is called, come to the table, check your order for expiration dates and errors before signing your name and obtaining your commissary items and receipt. No returns or exchanges will be permitted after you sign your name.**
12. During the distribution process of your commissary you must be wearing your inmate armband; it must be in good condition and not damaged to receive your purchase.
13. No inmate will be allowed to order commissary upon being placed in ADU Pre-Hearing status. Any commissary orders that are in process will be returned and a refund will be credited to your account.
14. All commissary items (including food items) will be confiscated once an inmate is placed in the ADU Pre-Hearing status. If you are found guilty of the alleged rule violation, and placed in a DDU status, all stored items will be discarded.

15. Any Inmate found not guilty of an alleged rule violation(s) will have their commissary items (including food items) returned to them upon being reassigned to a general population housing unit.

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## **7. INDIGENT FUNDS**

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1. You are considered indigent if you are without funds for 10 days and have \$3.00 or less in your Inmate Trust Account.
2. You will have access to healthcare, programs, and activities, regardless of your indigent status.
3. You may order one (1) indigent hygiene kit, one (1) indigent 3 oz bar of soap, and/or one (1) indigent stationery kit per week. Items included in a Hygiene kit are 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.
4. A free bar of soap can be obtained weekly by placing an additional order with your hygiene kit. See instructions: enter code PLU#917 for hygiene kit and code PLU#969 for soap at the same time. To order the stationary kits enter code PLU#999.
5. The cost of the Sick call, indigent hygiene kits and/or stationery kits will be charged to your account.
6. If you have a negative balance in your account and you receive funds, the amount you owe the County will be deducted from your funds at once.

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## **8. DRESS**

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1. You will be issued a 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 your shirt tucked inside your pants. Pants legs must be worn down to the ankle and your arms must come through the sleeves and the sleeves must not be rolled up. You may take your uniform top off while in the recreation yard, provided you are wearing an undamaged white t-shirt.
3. Gang signs or insignia will not be allowed on the jail uniform or any items.
4. You are allowed to have 6 sets of underclothes in addition to the one you are wearing. These include t-shirts, socks, underwear, and bras without under wire/ hard plastic for female inmates. Excessive items will be placed in property.
5. You are not allowed to wear any type of head cover, even by using authorized items such as t-shirts.
6. 1 pair of shower shoes is provided to you when you are admitted into the jail. If you possess a medical pass, you will be allowed to wear other shoes. Purchased commissary shoes can be worn on the recreational yard only. You are not allowed to wear purchased commissary shoes to court or while being transferred to another facility. You must wear shower shoes anytime you are out of your cells. The only exception is if you are an inmate worker, you are on the recreational yard, or you have a medical pass.

7. Federal inmates will be allowed to keep their prison issued slip on shoes at dress out (prohibited are prison issued lace up shoes). The same rules apply with these shoes as the above for commissary purchased shoes.
8. The Property Division does not accept or store clothes for court.

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## **9. PERSONAL CLEANLINESS**

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1. Showers are required daily while incarcerated. An initial shower is also required once you are placed in a classification pod. Jail Central showers are open every day from the hours of 8:00 a.m. to 10:50 a.m., after lunch until 3:50 p.m., and 8:00 p.m. to 10:30 p.m. Jail North Showers are from 8:30 am to 11:00 am, 1:00pm to 4:00pm, and 8:30 pm to 11:00 pm. These hours may vary to accommodate facility programs and activities.
2. A free bar of soap will be given each week through commissary by placing an order using code PLU#970.
3. If you refuse to shower as required, you will be subject to disciplinary actions.
4. Hair clippers will be placed in the pods on Friday and removed during the day on Monday. They must be cleaned and disinfected after each inmate use with the disinfected chemical that is accompanied with the delivery of the hair clippers.
5. Razors for shaving are given out three (3) times a week on Tuesdays, Thursdays and Sundays at 10 p.m.

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## **10. CLEANLINESS OF CELLS**

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1. Cleaning supplies are made available after meals and at other designated times during the day and night.
2. Jail staff will perform cell inspections daily.
3. All inmates are required to help clean the POD even if they are not Inmate Workers. All inmates are required to clean their cells, the dayroom, showers and other areas assigned by the POD supervisor.
4. You must clean sinks and toilets daily as assigned.
5. You are not allowed to write or mark on the walls. If you do, you will be charged a fee to repaint the walls.
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. Light fixtures or air vents are not allowed to be covered. If you damage the light fixtures or vents by covering them you will be charged a fee.
8. Beds must be made before you come out for breakfast and must remain neatly made. Beds will be made whenever you are not in your cell. 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.
9. You are allowed under your covers while on your bunk during the day. However, your bunk must be made up each time you leave your cell. Failure to do so will result in a violation of facility rules and you will be subject to disciplinary action.

10. Blankets and sheets are not allowed on floors and/or used as a rug; nor will they be laid on a table and used as a tablecloth.
11. Nothing can be stored under mattresses.
12. Newspapers more than five (5) days old will be discarded, and will not be stored in your property.
13. Magazines, newspapers, or other materials will not be folded or rolled up as a measure against draft/dust.

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## **11. INMATE WORKERS**

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All inmates, regardless of their housing pod assignment, are eligible to volunteer for work assignments following their first appearance court hearing, except inmates with: Maximum security classification, major medical conditions, serious mental conditions, suicide risk, violent inmates, Escape Risk, Federal or Immigration Detainer, parole violations, protective custody, and Youthful Offenders.

1. You may volunteer to become an Inmate Worker by submitting a request form to Classification.
2. Sentenced inmates who have obtained classification and medical approval, are eligible to participate in the Inmate Work Program and are expected to work, unless they are assigned to an approved education or training program. Failure to participate as an Inmate Worker may result in disciplinary action.
3. Inmate workers will be housed in pods that are separate from General Housing.
4. You will be trained on how to safely use flammable, toxic and caustic chemicals by the KKC maintenance staff.
5. A pair of inmate worker shoes and an inmate worker uniform will be issued to each inmate worker along with any necessary protective supplies needed to perform their daily duties.

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## **12. SEARCH & INSPECTION**

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A random Search and Inspection of an inmate, his/her cell, and property will be conducted for health, safety, or security reasons. Inmates must cooperate during these searches and/or inspections or they will be subject to disciplinary actions.

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## **13. LAUNDRY**

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1. Jail uniforms will be exchanged twice a week.
2. You will receive two (2) linen sheets and one (1) blanket upon your incarceration which will be exchanged at least once week.
3. Towels will be exchanged at least twice a week.
4. Do not tie, write, or put knots in your linen or jail uniforms.
5. Personal laundry will be collected and washed weekly on designated days according to facility schedules. You are not allowed to wash personal laundry inside the pods. A laundry bag will be provided to you to place your personal laundry in for collection. You must ensure all items are labeled with your PID number on each item and it is written with a permanent ink pen provided by the Pod Supervisor.

6. **YOU MUST EXCHANGE OR TURN IN ALL OF YOUR LAUNDRY AND/OR PERSONAL LAUNDRY ITEMS ON THE DESIGNATED DAYS. IF NOT YOU WILL BE SUBJECT TO DISCIPLINARY ACTIONS.**

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#### 14. MEALS

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1. During meal times, roll call will be conducted and there is to be NO TALKING during this time. 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 that does not exceed its capacity. No one is allowed to return his/her tray to the food cart until EVERYONE has received a tray.
2. NO EXTRA TRAYS will be ordered or GIVEN OUT.
3. Food from facility meals **will not** be stored in your cell, bunk or POD. This does not include purchased commissary items.
4. Special diets will be provided for verified medically approved inmates. Requests must be made through the medical department. Special diets needed based on Religion must be requested and approved by the Chaplain.

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#### 15. TELEPHONES

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1. All calls from the 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 applied 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, during meal time, 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:**
  - a. Your party places the call on hold.
  - b. Your party uses or answers call waiting
  - c. The call is transferred.
  - d. There is use of 3-way calling or call forwarding
  - e. There is use of a cellular or cordless phone (static noise may cause you to disconnect).
  - f. Someone presses extra (additional) numbers on the keypad.
  - g. You or your party stops the 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. Enter your 10 digit PIN number now.

- c. For a collect call press 0, for a debit call press 4 (see international call instructions for international calls).
  - d. Enter the area code and telephone number you are calling now (or \*01 for Commissary or \*05 for Public Defender's Office).
  - e. Please state your name at the beep (Voice activated with only one attempt).
  - 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 are not allowed to contact any jail staff directly or through three-way calls. If you do, 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 (TDD) phone.
11. If you have questions about billing or blocked calls, you may ask the party you called to contact a Customer Service Representative at 1-800-483-8314.

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## 16. GAMES

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1. All board and card games are to be played at the tables located in the center of the day room. No board or card games may be played in cells, on couches, or on 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. Absolutely no gambling allowed.

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## 17. MAIL

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1. Any mail or contents that the mailroom deems as unacceptable will be returned to sender
2. All incoming mail must have a return address, or it will be placed in your personal property.
3. All incoming and outgoing mail will be inspected for contraband.
4. While in custody, you are not allowed to mail/send correspondences or letters to other inmates who are also in custody in one of the Mecklenburg County Jail facilities.

5. An officer will open mail from the courts, attorneys, and probation/parole officers in your presence.
6. All mail must be sent through the U.S. Post Office.
7. You must write your name, PID number, and the jail's return address on all outgoing mail. **(LABELS are not permitted.)**
8. 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.
9. Letters or cards containing indecent, sexually-oriented items, or stickers will not be approved according to jail policy and will be returned to the sender.
10. Items that can be obtained through commissary will be returned to the sender.
11. Mail received for inmates who are no longer in the custody of the Mecklenburg County Sheriff will be returned to the sender within 24 hours.
12. 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 list of items that if received by mail will not be accepted by 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. These will need to be sent to: (Your name as it appears on your armband and PID number, P.O. Box 31427, Charlotte, N.C. 28231-1427
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 or lipstick on the envelopes, cards, or letters
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 cardboard envelopes or bubble envelopes

19. Photocopies of books, pictures, and magazines will not be accepted
20. No more than ten internet printed pages 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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## 18. REQUEST AND /OR GRIEVANCE FORMS

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1. **If you have a question or concern, you must first advise your POD Supervisor.** If they cannot answer the question or concern, you should complete an Inmate Request or Grievance Form. Your Request or Grievance form will be forwarded to the proper authority, and you will receive a response within 10 days, excluding weekends and holidays. If you are unable to read or write the Pod Supervisor will assist you in completing a Request and/or Grievance form.
2. **Request Forms should be** used to request information, services, and programs that are provided through the Sheriff's Office.
3. **Grievance Forms should be** used for circumstances or actions which you consider to be in violation of the Agency's Policies and Procedures or what you believe to be a violation of your constitutional rights. Staff members will not retaliate against an inmate for filing a grievance.
4. You will be allowed one level of appeal to the initial response of your grievance and the appeal must be made within 72 hours, excluding weekends and holidays. The original Grievance number is to be written on the appeal Grievance form.
5. **Continuously submitting forms for matters already addressed may be looked upon as an intentional misuse of this process and may be subject to disciplinary action.**
6. **Disciplinary appeals must be placed on a request form and not a grievance form.**

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## 19. VISITATION

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1. Clergy visitation:
  - Clergy visits are non-contact
  - A Clergy may visit an inmate only one time each week
  - A Clergy that is related to an inmate that they wish to visit may not use their clergy status to visit. They must follow the regular visitation procedures.
2. You are allowed one (1) thirty-minute (30) visit per week. Based on your housing assignment, you will be assigned visitation on a designated 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.)** Please note: Inmates must be incarcerated 48 hours before being eligible for a visit (except for ICE inmates).
3. All adult visitors must have valid state/government issued picture identification, such as:
  - a Driver's License
  - State or Military I.D



- Passport

4. Regular visitation and Clergy visitation hours:

- Jail Central: 8:00am to 11:00am, 1:00pm to 4:00pm, and 8:00pm to 11:00pm
- Jail Annex: 8:00am to 11:00am, 1:00pm to 4:00pm, and 8:00pm to 11:00pm
- Jail North: 8:00am to 11:00am, 1:00pm to 4:00pm, and 8:00pm to 10:00pm

**Jail Annex visitations will be done via video with exception of Attorney and Clergy visits. All regular visitations will be recorded at the Jail Annex facility.**

5. Jail Central Attorney visitation hours:

Morning	8:00 am to 11:30 am
After Lunch	1:00 pm to 4:30 pm
After Dinner	5:30 pm to 6:30 pm
Evening	8:00 pm to 11:00 pm

**Jail North** visitation hours:

Morning	7:45 am to 11:30 am
After Lunch	1:00 pm to 4:30 pm
After Dinner	5:30 pm to 6:30 pm
Evening	7:45 pm to 11:00 pm

6. Pocketbooks and oversized bags are not allowed in the visitation area.
7. All visitors are subject to search by jail staff.
8. Certain restrictions may apply concerning those who may visit.
9. Eating, drinking, or smoking is not allowed in the visitation area.

Your visitor has two transportation options. (1) They can access the Charlotte Area 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 at 5235 Spector Drive north of Sunset Road and Statesville Road. Jail Annex is located at 5225 Spector Drive in the same location. CATS does not travel down Spector Drive, however, a scheduled stop is available at Sunset Road and Spector Drive. Directions to Jail North and Jail Annex are: I-77, exit 16A Sunset Road, left on Statesville Road, left on Spector Drive. Personal vehicle parking is available free of charge at Jail North and Jail Annex.

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**20. SPECIAL VISITATION**

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1. The Administrative Captain or designee may approve special visits if the following conditions are met:
  - a. The visitor(s)' residence is 50 miles or more from Charlotte.
  - b. You have no disciplinary write-ups in the past 60 days.



- f. Medication or MD visits for chronic illnesses, i.e. diabetes, hypertension, asthma.
  - g. Mental Health services during sick call, including follow-up.
8. Remaining medications ordered during your incarceration can be claimed upon your release.
  9. If your medication was brought to the facility, you will have 2 days to claim it once you are released or it will be disposed of.
  10. If you refuse medical attention, you will be asked to sign a medical refusal form.
  11. An Inmate Grievance Form can be filed for any questions or concerns regarding your medical treatment or charges.
  12. For all Federal inmates, after a 30 day incarceration period has passed, all medical charges will be applied to you when you request medical services. Over-the-counter medications that are requested or ordered by you will be charged to your account on your first request.

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## **23. LIBRARY SERVICES**

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Inmates at Jail Central and Jail North facilities have access to library services through procedures relevant to the population size and demographics of both locations. Additional information regarding your specific facility's procedures for library services can be obtained from the library staff or your Pod Supervisor.

### **1. Circulating Reading Resources**

A collection of books similar those at a local branch of a public library are available to loan to readers. Guidelines regarding overdue, lost, or damaged items follow the American Library Association standards. Reading materials are available to all inmates except inmates housed in DDU.

### **2. Law Library**

Access to law library services is uniformly consistent in all locations for all inmates including inmates in DDU. Permission to use the Law Library may be obtained by completing, according to printed instructions on the form, a Law Library Request Form that may be obtained through the Pod Supervisor.

- a. Library staff is available Monday thru Friday from 7:00 a.m. to 4:00 p.m. Jail Central's Law Library is located on the 4<sup>th</sup> floor of the facility. Jail North's Law Library is located on the 1<sup>st</sup> floor of the facility. Visits to the Law Library are made by scheduled appointments.
- b. Scheduled appointments are prioritized and based on:
  - Legal representation (Private, Public Defender, or representing yourself)
  - Your status in the judicial process (pretrial inmate, sentenced inmate, or an inmate in the appeal process)
  - Previous appointments
- c. Services may be granted through document delivery or appointments.
- d. Word processing is available but users must have some level of computer skills.

### 3. Fines, Cost, and Penalties

- There will be a \$15.00 fine for lost/damaged books, or the actual price value of the book, whichever is highest
- Loss of leisure library services if inmate cannot pay fine
- Temporary loss of leisure library services when items are overdue
- Law Library copies will be .15 cents each and will only be allowed for inmates with a balance in their account to pay for the copies. If you are indigent and do not have a private or court appointed attorney and are representing yourself, you will be allowed copies, and your account will be charge accordingly. If you have an attorney and are indigent, you will not be allowed copies.
- Legal materials may NOT be removed from the library. Damage to legal materials or theft thereof, may result in your prosecution and disciplinary action.
- Disciplinary actions will be taken against those who damage or destroy reading materials.

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## 24. INMATE PROGRAMS

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Both Youth and Adult inmates have the opportunity to participate in a wide variety of educational, literacy, therapeutic, and vocational services while incarcerated. These programs are designed to prepare individuals for re-entry in the community through education, training, skill development and vocational awareness. Participation in these programs during incarceration is a critical step for inmates preparing for release and reintegration. Services are provided by qualified provider agencies from the community (Charlotte Mecklenburg Schools, Q Foundation, and etc). Program schedules will be posted on program boards as they become available. Eligibility is determined based on your classification, the availability of program space, and the location of the programs. To request participation in any of these programs, submit an Inmate Request form to the programs section.

### Youthful Offenders

1. **A.B.E Tutoring:** Individual or small group tutoring may be available to those who need any type of basic instruction (reading, writing, etc.).
2. **Anger Management:** This course is designed specifically for youthful offenders to teach tips, tools, and techniques on how to manage anger, stress, and life choices in a positive manner. There is a certificate of completion for all those that matriculate through the course given by the Women's Commission.
3. **Changed Choices:** Provides mentoring and comprehensive services for female youthful offenders while incarcerated to assist in their transition back into the community.
4. **CMS Classes:** District style classrooms which are part of the Right Choices program of the Charlotte Mecklenburg School system. Students' receive full academic and attendance credit while housed in the Jail North/Jail Central facilities. Classes are

taught by certified CMS teachers. Courses offered are English, Social Studies, Math, Science, PE, and Electives for 9<sup>th</sup>-12<sup>th</sup> grade.

5. **Communities in Schools:** CIS is the nation's largest and most effective dropout prevention organization, helping young people stay in school, successfully learn, and prepare for life by connecting needed community resources with schools. CIS of Charlotte-Mecklenburg currently serves more than 5,000 students annually in 42 selected Charlotte-Mecklenburg Schools. The scope of current CIS programming includes school-based dropout prevention for grades K-12; college access and career exploration; support for teen mothers balancing the challenges of childcare and high school graduation; and working with youthful offenders housed at Jail North/Jail Central to continue their education.
6. **GED Program:** Basic-education classes are offered through the Q Foundation for Youthful Offenders who have not earned their high school diploma or the equivalent. Class sessions are offered in the morning, afternoon, and evenings based on the space and availability. Participation in class is on an open entry and open exit basis. Final testing is also provided for students who qualify.
7. **Health Education:** Educational awareness classes are taught by outreach workers and health educators from the Mecklenburg County Health Department on how to prevent disease transmission, general health education, and population specific health issues.
8. **Project Toward No Drug Abuse (PTND):** This is an interactive program designed to help high school youth (ages 16-19) resist substance use. It is taught in both English and Spanish. This school-based program consists of twelve 40-50 minute lessons that include motivational activities, social skills training, and decision-making components that are delivered through group discussions, games, role-playing exercises, videos, and student worksheets over a 4-week period. (This course is for female youthful offenders)
9. **Reasoning & Reacting:** In-depth classes are offered through *the Q Foundation*. This class will teach participants to accept responsibility for their behavior and to take deliberate steps toward change. Key topics include personal relationships, money management, controlling emotions, job readiness, and pre-release planning.
10. **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.
11. **Religious Programs.** Religious programs are available through the Chaplain's Unit. Religious material and spiritual counseling can be requested from the Chaplain's Unit by submitting a request form to the POD Supervisor.
12. **Safe Dates:** Safe Dates is a program designed to stop or prevent the initiation of emotional, physical, and sexual abuse on dates or between individuals involved in a dating relationship. Intended for male and female youthful offenders and classes are taught by SAPS staff.

13. **SAT Prep for Youthful Offenders:** A course designed for our GED/CMS graduates that will prepare them for taking the SAT in order to enroll in college.
14. **Spanish Language Domestic Violence Education:** Domestic violence education is provided for those with a limited understanding of English. Classes are conducted in Spanish.
15. **Spanish Language Drug Education:** Drug education is provided for those with a limited understanding of English. Classes are offered in Spanish.
16. **Substance Abuse Program:** Available to Youthful Offender inmates who are classified at minimum or medium security levels. Anyone requesting treatment will have a clinical assessment conducted by a member of the treatment staff and will then be referred to the appropriate treatment program.
17. **Teen Health Connection:** This class is conducted by teen health connection volunteers. Topics that will be discussed on a weekly basis are: Healthy sexuality, relationships, dating, STD, pregnancy, hygiene and conflict resolutions. This course is designed for youthful offender females only.
18. **Vocational Service:** A variety of comprehensive vocational training programs are offered to assist inmates in their transition from jail to potential employment in the community. Instruction methods for vocational services vary from computer based to classroom style for each training component. Vocational trainings may include a one day session of a vocational awareness topic to a 4 week training focusing on development of employment skills, employment goals, and an individualized resume'. Specific dates and times will be displayed on Program boards within each POD. Request should be submitted on an Inmate request form to the programs section.
19. **Young Adults Personal Life Skills [Becoming the Person You Really Want to Be]:** This course is designed for those individuals who are committed to looking closely at how they have been living their lives and are ready to take an even closer look at how they want to live their lives in the future. Participants will work on developing a BE-Print [a human blueprint] consisting of what principles they want to live and set goals that support them. Subject matter includes relationships, financial independence, health, and education.
20. **Youth Empowerment Services:** A mini-course taught by the Queen City Optimist Club, focusing on areas of literacy and personal success for youthful offenders.

### **Adult Offenders**

1. **Aftercare:** An aftercare program is available to male and female inmates who complete the substance abuse treatment program once released from custody.

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. 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.
3. **Anger Management:** A one week 10 hour class available to male and female inmates. The goal is to provide inmates with information on anger and provide them with the necessary tools to recognize, diffuse, and control anger before it results in negative behavior. A certificate is awarded to those who meet the course completion requirements.
4. **Computer Skills Education:** This purpose of this program is assist with the development of Basic Computer Skills such as Excel, Power Point and Microsoft Word. Inmates learn about basic hardware and software components of a computer.
5. **Domestic Violence Education (Mandatory):** This program is provided to male population via video in housing units on Saturdays and Sundays. It is a mandatory class for females. Small group classes and individual counseling on domestic violence and victimization are also available upon request
6. **English as a Second Language:** Classes are offered through a contract provider for those whose primary language is not English. Beginner and intermediate classes are available based on language competency.
7. **Family Ties:** This evidence based program is offered by a contract provider and provides inmates the opportunity to reflect on their past interactions and how to improve their relationships with children and family members in the future. This program is offered to men at Jail North and Jail Central.
8. **GED/ABE Program:** Adult basic-education classes are offered through a contract provider for those who have not earned their high school diploma or the equivalent. Class sessions are offered mornings, afternoons, and evenings, based on space and availability. Participation in classes is on an open entry and open exit basis. This program is available to male and female inmates. Final testing is also provided for students who qualify.
9. **Health Education:** Educational awareness classes taught by outreach workers and health educators from the Mecklenburg County Health Department on how to prevent disease transmission, general health education, and population specific health issues.
10. **Ladies First book club:** Ladies First 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. (This program is available for female inmates only)
11. **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. (This class is available at Jail Central for female inmates only)

12. **Life Skills:** In-depth classes are offered through *several contract providers* 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 throughout the year at Jail North and Jail Central.
13. **Parenting Class:** Practical parenting instruction for incarcerated parents offered through Contract Providers. Key topics include child development, love, discipline, and parent-child communication. This program is available to male and female inmates.
14. **Personal tutoring:** Individual or small group tutoring may be available to those who need any type of basic instruction (reading, writing, etc.).
15. **Reentry Programs:** Reentry Programs are available to adult male and female inmates housed at Jail Central, (5500 males) (4900 females) and at Jail North (HL). Reentry programs that are provided to individuals in these PODS include employment readiness, anger management, health education, parenting and basic and advanced life skills. These structured programs are offered Monday through Friday, 9 am – 4 pm.

Inmates participating in Reentry programs are also provided with transitional services that link them with community agencies that assist them with individual needs such as housing, employment, etc. to prepare them for successful transition into the community. An Inmate Request form must be submitted to Programs in order to participate in Reentry Programs.

16. **Religious Programs:** Religious Programs are available through the Chaplain's Unit. Religious material and Spiritual counseling can be requested from the Chaplain's Unit by submitting a request form to the Pod Supervisor.
17. **Spanish Language Domestic Violence Education:** Domestic violence education is provided for those with a limited understanding of English. Classes are conducted in Spanish.
18. **Spanish Language Drug Education:** Drug education is provided for those with a limited understanding of English. Classes are offered in Spanish.
19. **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 and open exit basis.



20. **Spanish Parenting Class:** Practical Parenting instruction for incarcerated parents offered through a Contract Provider. Key topics include child development, love, discipline, and parent-child communication. This class is offered at Jail North only.
21. **STD Education:** The Syphilis Elimination Project is a STD education and screening collaboration between Mecklenburg County Sheriff's Office and the Mecklenburg County Health Department. The participants are given firsthand knowledge and awareness of STD/Syphilis and HIV education. The program provides early intervention through education and testing of STDs. The program also provides counseling and treatment of STDs for the inmates.
22. **Substance Abuse Program:** Available to male and female inmates who are classified at minimum or medium security levels. Anyone who request treatment will have a clinical assessment conducted by a member of the treatment staff, and then be referred to the appropriate treatment program. A certificate is awarded upon completion of the Primary Care, Continuing Care, or Relapse Prevention Programs.

The services listed below are offered through program collaboration between MCSO and the Mecklenburg County LME (Mental Health/Developmental Disabilities/Substance Abuse Authority). Anyone requesting treatment will have substance abuse screening conducted by a member of the treatment staff and will then be referred to the appropriate treatment program. A certificate is awarded upon satisfactory completion of the programs listed.

- Primary Care - A 28 day program provided to individuals who have never had treatment or those who were unable to obtain abstinence upon completion of a SA Program.
- Relapse Prevention - A 28 day program for individuals who have successfully completed a program and remained clean and sober in their community prior to a relapse episode.
- Aftercare - An in custody continuation of care after successful completion of primary care or relapse prevention. Aftercare Substance Abuse Program for individuals who have completed a 28 day program previously.

23. **Therapeutic and Program PODS:** These PODS are specifically designed to provide inmates the opportunity to voluntarily participate in a Structured Program POD. When an inmate voluntarily participates in the program POD, participation during POD activities is mandatory. Inmates are provided an array of educational and reentry programs to include GED, ABE and Reentry preparation classes.
24. **Yoga:** The purpose of this class is to learn the use of deep breathing, meditation, and exercises to promote healthy living. This program is offered to male and female inmates.
25. **Vocational Services:**

A variety of comprehensive vocational training programs are offered to assists inmates in their transition from jail to potential employment in the community. Instruction methods

for vocational services vary from computer based to classroom style for each training component. Vocational trainings may include a one day session of a vocational awareness topic to a 4 week training focusing on development of employment skills, employment goals, and an individualized resume'. Specific dates and times will be displayed on Program boards within each POD. Request should be submitted on an Inmate Request Form to the programs section.

- **Carpentry:** This 4 week course provides individuals with a certification of competency in basic construction knowledge. Topics covered in one semester include safety practices; construction math; blueprint reading; hand tool use; power tool use; building materials, fasteners; and adhesives. Competency testing is required for area certification and will be both in written and practical form.
- **Culinary:** The culinary program, In2Work is a 6 week course designed to teach individuals the fundamentals of working in a food service environment to help them gain skills and experiences that can be leveraged as they reenter the workforce. The course consists of 3 two-week sessions in the areas of Kitchen Basics, Retail Basics, and ServSafe®. Classes are held at the Work Release and Restitution Center.
- **Horticulture:** The Horticulture curriculum is a 4 week course designed to prepare individuals for various careers in horticulture. Classroom instruction and practical laboratory applications of horticultural principles and practices are included in the program of study. Course work includes plant science, plant materials, propagation, soils, fertilizers, and pest management. Also included are courses in plant production, landscaping, and the management and operation of horticultural businesses.
- **Landscape Design:** The landscape design classes introduce students to landscaping terminology, garden design, horticulture skills, and landscape construction .Participants learn about plant selection for different conditions, soil preparation, irrigation systems, lighting systems and landscape drawing and design.
- **OSHA Safety Training:** This is a ten hour course designed to teach individuals the recognition, avoidance, and prevention of construction safety and health hazards in the workplace.
- **Weatherization/Energy Audit:** Participants learn the specifics of auditing and evaluating energy usage, and also learn how to make needed repairs to make structures more energy efficient. Participants also learn how to use diagnostic techniques to measure energy efficiency and learn how to develop a weatherization plan to improve energy inefficiency.

**Onsite/Offsite Maintenance Industrial Technical Training (OMITT)** A 144 hour training course offered at Jail North to include the following components:

- **Basic 4-Function Math:** 1st component of a 4 class series offered by OMITT. A 3-week class overview of basic business math skills providing the foundation of

arithmetic, mathematics and measurements used in common business and industry practices. Designed for inmates who read on at least an 8th grade level.

- **Simple Machines:** 2nd component of a 4 class series offered by OMITTA 3-week class explaining the physics associated with the basic devices and describes how every modern machine is built using these basic devices. Designed for inmates who read on at least an 8th grade level.
- **Blueprint Reading:** 3rd component of a 4 class series offered by OMITT. A 3-week class to teach inmates how to visualize the part represented in a drawing, to recognize key features, and to correctly interpret their specifications. Designed for inmates who read on at least an 8th grade level.
- **Basic Electricity:** 4th component of a 4 class series offered by OMITT. A 3-week class designed to introduce the non-electrician to basic industrial electrical concepts with a slant towards industrial electrical maintenance. Designed for inmates who read on at least an 8th grade level.

OMITT provides participants with the opportunity to continue in advanced training upon release. Inmates must complete and submit an Inmate Request Form to apply for OMITT classes.

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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 have Community ties.
2. You must apply and volunteer for the program.
3. You will be screened by the WRRC Staff 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 any of a sexual nature 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. PRETRIAL SERVICES

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Through Pretrial Services, a non-sentenced inmate may be released from jail pending trial if they meet the program's requirements. The requirements include the following:

- 1) Sixteen or older
- 2) Resident of Mecklenburg County or an adjacent NC county
- 3) U.S. Citizen.
- 4) Established place to live
- 5) Local references and contacts
- 6) No warrants or detainers
- 7) Secured bond only (no cash bonds)

In addition, certain offenses are ineligible for release to the program. These offenses include, but are not limited to, the following:

- 1) All offenses involving a death.
- 2) All felonious offenses against a person.
- 3) All offenses that include the use of a firearm.
- 4) Certain drug charges (trafficking, selling, distributing).
- 5) Habitual felons.
- 6) Registered sex offenders.
- 7) Any offense when and Order for Arrest was issued.

Other factors that influence eligibility are:

- 1) Criminal history.
- 2) Past performance on pretrial release, probation, or parole.
- 3) Honesty during the screening process.

Inmates who were initially turned down by Pretrial Services may be reconsidered for release if they meet the requirements listed above and one of the following changes has occurred:

- 1) One or more of the charges against you has been dismissed or withdrawn.
- 2) Your bond has been reduced.
- 3) The order for arrest (OFA) was stricken by the court.
- 4) A hold or detainer against you has been dropped.
- 5) Your attorney requests that the court refer you to the program.

Individuals released through Pretrial Services must agree to abide by program rules. Program rules include the following:

- 1) Obey all laws.
- 2) Attend all court hearings and attorney appointments.
- 3) Report to case manager by phone and/or office visit.
- 4) Submit to drug testing.
- 5) Comply with any special conditions imposed by case manager.

To apply or be reconsidered for release through Pretrial Services, you must submit a Request Form to the program.

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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 single cell confinement to face a formal disciplinary hearing. You may also be charged criminally for violations which also violate criminal laws. Disciplinary hearings will be conducted by Hearing Officers, who are appointed by the Facility Commander.
  - a. You will be provided at least 24 hours, but no more than seven days (excluding weekends and holidays) in which to prepare your defense and request witnesses to be interviewed on your behalf. You may sign a waiver to have your hearing conducted earlier than 24 hours
  - b. If you do not dispute the alleged violation(s), you can waive your disciplinary hearing by signing a waiver. Refusal to participate in your disciplinary hearing will be treated as a waiver.
  - c. Any period of confinement in a Disciplinary Detention Unit resulting from a hearing will begin following the disciplinary hearing or waiver. Time spent in pre-hearing detention will not be credited towards your DDU sentence.
  - d. A staff member or agency representative will be appointed to assist an inmate when it is apparent that the inmate is not capable of collecting and presenting evidence on his/her own behalf.

**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; fighting/affray

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 damage or defacement of any kind; graffiti
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 and/or drug paraphernalia
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. Gang related items, symbols, drawings, signs, literature, or paraphernalia
22. 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 or allowing another inmate to enter your 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. Possession of contraband (unauthorized or excessive authorized items)
16. Violation of rules
17. 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. Being unclothed outside the cell area
3. Affixing items to walls, ceiling, or bunk
4. Being improperly clothed while on work assignments
5. Covering windows, lights, drains, or doors
6. Removing bedding or linen from cell
7. Wearing items on head
8. Talking or other activities after lights are out
9. Failure to maintain recreation area free of trash and debris
10. Talking in unauthorized areas: showers, toilet, TV area, and corridor
11. Eating or drinking in unauthorized areas
12. Failure to wear jail uniforms properly.
13. Standing or lying on tables, couches, bunks or stools
14. Failure to wear armband at all times
15. Unnecessary walking or movement on the second level
16. Use of profane language and/or gestures, or excessive noise
17. Horseplay
18. Non-commissary food items in cell
19. Unauthorized use of telephone
20. Abuse of recreational equipment
21. Unauthorized clothing or bedding items
22. Stockpiling of commissary items
23. Hoarding of condiments or medications
24. Failure to make beds
25. Approaching the staff's workstation without permission
26. Tying knots in sheets and blankets
27. Aiding in the commission of the above

### **SANCTIONS**

- a) Warning/Counseling by POD Supervisor.
- b) Special cleaning
- c) Hallway 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 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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If you are found guilty after a disciplinary hearing you may appeal the decision. The appeal must be submitted within twenty-four (24) hours on a Request Form indicating your concern with the outcome of your hearing. The request form and specific instructions can be obtained from the POD Supervisor. If you waive your right to a formal hearing or plead guilty to the rule violation(s), 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**

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Your classification custody level may be described: as Minimum, Medium, or Maximum. This classification is determined by: current and past convictions, current and past institutional behavior, pending charges or holds in other jurisdictions, sentenced or pending sentencing, and/or any other information that may be deemed appropriate with regard to your personal security or the security of the facility. Note: Your classification can change due to charges being altered or reduced, sentencing, administrative hearings, regular periodic review, and other reasons recommended by the staff.

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## **30. CLASSIFICATION APPEAL PROCESS**

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If you are dissatisfied with your Classification/Custody level you can appeal the decision in writing on an Inmate Grievance Form to the Classification Supervisor within 10 days of your primary classification or reclassification date.

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## 31. VOTING

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If you have a misdemeanor charge you can still vote in North Carolina. You may vote while serving your sentence. Ex-Felons who have completed their sentence obligations and are not on probation or parole can also register and vote.

There are several ways to register:

1. Request a registration form from the jail staff (only if you reside in Mecklenburg County)
2. The Mecklenburg County Board of Election at: 741 Kenilworth Ave, suite 202, Charlotte, NC 28204
3. Your County Board of Elections
4. State Board of Elections at: PO Box 27255 Raleigh, NC 27611 to locate your County Board of Elections.

If you are unsure whether or not you will be incarcerated on Election Day and you reside in Mecklenburg County, you can request a voter registration form from the jail staff. You must complete the form in its entirety indicating your residential address (where you will be living after your incarceration). The Mecklenburg County Jail's address can be used as a mailing address; however you must include your PID number. The completed registration form will need to be received by the Board of Elections 25 days before the Election Day. An absentee ballot can be requested at the same time. The County Board of Elections will send your Voter Registration Card to you once it has been determined that you are eligible to vote.

Absentee ballot:

*A mailable paper ballot that is used by voters who will not be able to vote (or choose not to vote) at their home precinct on Election Day, for example: military personnel stationed overseas or inmates who are eligible to vote. The voter mails the absentee ballot before Election Day and it is counted on Election Day.*

A written request for an absentee ballot must include:

1. a request statement indicating you would like to request an absentee ballot for a specific election (the election for which you are requesting the ballot)  
Example: "I am requesting an absentee ballot for the \_\_\_\_\_ Election on (include date of election)."
2. your name
3. date of birth
4. your residential address
5. the address where the ballot is to be mailed
6. signature

**\*Please do not forget to include your PID number\***

A registered voter in North Carolina can request an absentee ballot from their County Board of Elections prior to the last Tuesday before the election. An application and ballots will be mailed to you after the receipt of your written request. If the request is complete and you are eligible to vote in the election, the absentee balloting materials will be mailed to you. Upon receiving your ballot, follow the ballot marking and return instructions. You must obtain a witness over the age of 18 to sign the back of the ballot's container-return envelope and then mail it back to the County Board of Elections. Your ballot must be received in the County Board of Elections office by 5:00 pm on the day before the election.

A person convicted of a felony in North Carolina loses their citizenship rights, including the right to vote. However, these rights are automatically restored when the person convicted of a 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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## **32. RELEASE PREPARATION INTO COMMUNITY**

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If you have or will be incarcerated for longer than 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 60 days of your anticipated release date.