

# SCOTT COUNTY JAIL INMATE HANDBOOK

## INTRODUCTION

This handbook is designed to provide you with important information regarding your stay in this jail. **READ IT CAREFULLY!**

The rules and regulations in this handbook apply to all inmates housed in this jail. They are intended to ensure your safe custody, sanitary living conditions, fair treatment and the protection of your Constitutional Rights.

### **WHILE YOU ARE HERE, IT IS YOUR RESPONSIBILITY TO:**

1. Obey the rules
2. Have good behavior at all times
3. Treat Staff and other Inmates fairly and with respect

**IT IS THE RESPONSIBILITY OF THE STAFF TO TREAT YOU IN THE SAME WAY. AT ANY TIME A DETENTION OFFICER AND/OR STAFF MEMBER MAY OVERRIDE ANY PART OF THIS INMATE HANDBOOK TO MAINTAIN SECURITY OF THIS FACILITY.**

## **"NO HOSTAGE" THE SCOTT COUNTY JAIL IS A "NO HOSTAGE JAIL"**

**This means that you will not be allowed to escape, even if you take Hostages!**

It must be understood by all inmates, staff and visitors that inmates will not be allowed to bargain with the lives of Hostages. No inmate will be released from the Jail as a result of taking Hostages. Every attempt will be made to resolve Hostage situations without injury or loss of life; However, force will be used when necessary, to rescue the Hostages and apprehend the abductor(s). When dealing with Hostage situations, there will be no distinction made based on the Hostage's sex, age or race; whether they are inmates, jail employees, visitors or support personnel.

## **GENERAL INFORMATION**

I. **ADMISSION:** During the intake and booking process each arrestee will be required:

1. To provide current and accurate information for personal identification and proper completion of all forms and reports.
2. To relinquish all items of money, securities and personal property for inventory and secure storage.
3. To cooperate fully in the preparation of personal health screen and medical history forms.
3. To submit to appropriate identification, search and hygiene procedures.

After the completion of the inmate's booking, each arrestee will be allowed to initiate a telephone call for notification of family members, legal counsel and bonding companies, if bondable. There will be phones in the housing units for the inmate to initiate other calls.

## **GENERAL INFORMATION(continued)**

### **BONDING PROCEDURES:**

Bond release procedures for the Scott County Jail facility are as follows:

1. Through a professional bondsman that has been approved by the Sheriff.
2. Through cash bonds or appearance bonds posted through the Circuit Court or Justice Court.
3. Property bond approved by the Sheriff or designee.
4. Released on recognizance bond approved by the Sheriff or designee.
5. Inmate will be required to contact his or her own Bondsman.

### **DAMAGING COUNTY PROPERTY:**

1. While in the custody of the Scott County Jail you are expected to properly maintain and keep the property of Scott County clean.
2. Any inmate charged in-house for damaging any county property will be held financially responsible for the cost of replacement or repair of the item.

### **IV. GRIEVANCES:**

Inmate complaints should be directed to a Detention Officer. If that doesn't provide satisfactory results, a formal grievance can be filed. The formal grievance must be filed within three (3) days of the incident that caused the grievance.

### **V. PERSONAL APPEARANCE AND CLEANLINESS**

It is recommended that each inmate shower daily. Inmates are required to be neat and clean in appearance and maintain acceptable standards of hygiene (brush your teeth). Inmates must be fully dressed in a shirt, pants, and shoes anytime they are outside the cell except going to and from the shower.

All inmates housed in the Scott County Jail will be neatly groomed at all times. Mustaches are permitted, provided they are kept neatly trimmed. Waxed mustaches or those that extend beyond the corners of the inmates mouth will not be permitted. Length of hair on inmate's head in the front shall not extend beyond an imaginary line that is halfway of the individual's forehead and in the back it shall not extend beyond an imaginary line halfway of the neck. Exceptions to this policy apply only to inmates serving sentences on weekends, inmates who can be expected to be released within seventy-two (72) hours or inmates that have proper documentation which supports an exception to this policy.

### **VI. PERSONAL PROPERTY:**

Personal property and personal clothing will be stored by this facility until the inmates release or the inmate may release the personal property to someone of his/her choice.

### **VII. EXERCISE/RECREATION:**

Inmates will be allowed outside in the exercise yard when permitted by weather and security conditions. Inmates will be returned to the cell area whenever an inmate touches the security fence, talks to persons outside the secure area, tampers with gates and locks or causes a disturbance. The responsible inmate(s) will immediately be placed in lockdown.

**GENERAL INFORMATION(continued)****VIII. MAIL:****A. OUTGOING MAIL:**

Outgoing mail must be handed to a Detention Officer, open and unsealed, during the breakfast meal. Unless there is probable cause to believe that your mail contains a threat to security, it will not be read. Mail to an attorney, the media, the courts, or the Sheriff is strictly confidential and will not be read. The following return address must be included on the top left corner of the envelope with no additional writing or symbols:

Scott COUNTY JAIL  
(YOUR NAME AND BLOCK NUMBER)  
531 AIRPORT RD  
FOREST, MS 39074

**B. INCOMING MAIL:**

All incoming mail will be opened and checked for contraband. However, mail will not be read unless there is probable cause to believe that the contents contain information relating to escape plans, criminal activities (in or out of jail), violation of facility rules, coded language or racially inflammatory information. All incoming mail must contain a complete return name and address. Legal mail may only be opened in the presence of the addressee. Inmates may receive a total of three (3) photographs in the mail. Photographs/Polaroid that are obscene or suggestive, or have nude persons in them are not permitted. All packages will be returned to sender. Mail that contains gang related messages or symbols will not be allowed. No mail between inmates will be handled or permitted. **NO EXCEPTIONS**

**IX. SPEAKER TO CONTROL ROOM:**

When you need to talk to an officer come to the front. Stand at the window until the officer contacts you on the intercom. Push the button ONCE!!!!!!!!!!!!

**X. CLEAN-UP AND INSPECTIONS:**

Inmate's beds must be made before leaving the cell for breakfast. A bed is considered made when the sheets are properly on bed and blanket is folded neatly on the foot of bed. If the inmate returns to the bed during the day he/she can use the blanket to cover up with. If the inmate gets out of the bed other than to go to the bathroom the blanket must be folded and placed back at the foot of the bed. The cell must be cleaned each morning and kept clean. Nothing will be stored on the floor, except inmate footwear, neatly stored soiled laundry or authorized storage containers.

**XI. BEHAVIOR STANDARDS:**

Inmates that act responsible, display good behavior and comply with staff directions at all times will be afforded privileges. Inmates who choose not to obey the rules will be disciplined, with few, if any privileges.

## **GENERAL HOUSE KEEPING RULES**

You are expected to follow all jail rules and regulations. Failure to do so will result in disciplinary action. If you have any questions regarding rules and regulations ask a Detention Officer.

1. Do not cross red line located in front of the housing unit (dayroom) unless directed to do so by an Officer.
2. When directed to go to your assigned bunk, you will do so immediately, without questions.
3. Do not talk to other inmates through closed cell doors or pass notes of any kind.
4. Inmates will be fully dressed in their issued uniform when not in their assigned cell. They will be fully dressed during any "count". At all times, uniforms will be worn properly. Pants worn at waist line, not sagging, and pants legs rolled down.
5. Use of tobacco inside the Pods is not allowed. If an inmate is caught smoking inside the facility the inmate will be disciplined for possession of contraband.
6. Inmates will not loiter near telephones.
7. Under, no circumstances will uniforms, sheets, walls or other property be damaged/defaced in any manner.
8. No items will be attached to walls, furniture or windows in any manner.
9. Each inmate is responsible for cleaning his/her own cell.
10. Inmate's bed is considered made when mattresses, sheets and blankets are to be folded neatly.
11. All personal property must be arranged in a neat and orderly manner.
12. No food items other than canteen items will be permitted inside the cells.
13. No partially eaten food will be permitted to remain inside the cells.
14. Wedding bands are allowed but no other jewelry of any kind will be permitted.
15. Headbands, wraps and caps are not permitted.
16. Do not sit on top of the tables.
17. Do not run inside the housing unit.
18. No personal items such as cups, spoons, papers, etc., will be left outside the inmate cells. These items must be returned to the room when not in use.
19. Only three (3) paperback books will be allowed in the cell. The Bible will be considered a paperback book for this purpose.
20. Inmates will not be permitted to touch the fence in the exercise yard. Exercise period will be terminated when this occurs and the responsible inmate(s) will be locked down.
21. No notes will be passed from Pod to Pod.
22. This is a cash less jail if an inmate is caught with money it will be taken and treated as contraband inmates can wear only one (1) shirt and one (1) pair of pants at any time.
24. Inmates will not place hand in pants. **NO EXCEPTIONS**

**VIOLATION OF THESE RULE WILL BE PUNISHED BY THE CATEGORY IV MINOR OFFENSE PUNISHMENT.**

## INMATE DISCIPLINE

Disciplinary action will be taken at such times and in such measures and degree as is necessary to regulate an Inmate's behavior, within acceptable limits.

II. Inmate behavior will be controlled in a completely impersonal, impartial and consistent manner.

III. Categories of Infractions and Punishment:

A. **Category I Offence (MAJOR)**

1. Assaulting an inmate.
2. Setting fire in cell.
3. Possession or introduction of a gun, firearm, weapon or sharpened unauthorized tool that could be used to bring harm or damage to any person or items.
4. Riot or encouraging others to riot.
5. Threat to a Staff member.
6. Engaging in sexual acts with another.
7. Seductive/obscene acts.
8. Attempting or Planning escape

Punishment: Lockdown for up to thirty (30) days and/or loss of up to (4) weeks visitation  
And/or loss of canteen privileges.

**Any Inmate that assaults an officer or staff member will be prosecuted for Assault of a Law Officer.**

**Category II Offense (MAJOR)**

1. Bribery
2. Destruction of County Property\*
3. Extortion
4. Failure to cooperate in shakedown, searches or counts.
5. Failure to obey order of Staff.
6. Possession of intoxicant/illegal drugs/prescriptions and/or counterfeiting or altering any legal document and money.
7. Misuse of mail or telephone privileges.
8. Interfering with Staff.
9. Profane and/or abusive language directed toward an officer or staff member.
10. Repeated or multiple minor violations.
11. Failure to comply with a lawful order.

PUNISHMENT: Lockdown for up to fifteen (15) days and/or loss of up to four (4) weeks visitation and/or loss of canteen privileges.

**Category III Offense (MAJOR)**

1. Destruction of another person's property.
2. Possession of unauthorized jail/department property.
3. Exchanging, trading, bartering, giving-receiving or other participation in the transfer of money, personal property or any other items of value from one inmate to another.
4. Possessing money.
5. Smoking inside the building OR BEING CAUGHT WITH TOBACCO
6. Theft
7. Throwing of objects
8. Spitting at or on another Person.

**PUNISHMENT:** Lockdown for up to ten (10) days and/or loss of up to four (4) weeks visitation and/or loss of canteen privileges.

**Category IV Offense (MINOR)**

1. Noisy, loud and profane language, gambling or gaming.
2. Being out of cell not fully clothed.
3. Loud noise from metal doors
4. Activating intercom for non-emergency reason.
5. Answering to the name of another inmate.
6. Lying or giving false statements.
7. Being in an unauthorized area (such as another inmate's room, crossing the line in front of housing unit near door or touching fence in exercise area).
8. Possession of unauthorized food or other items in cell.
9. Disorderly conduct.
10. Disrespect/insolence to a Staff member.
11. Hanging objects in cell to obstruct the view of the cell interior.
12. Having paper or pictures over windows or wall lights.
13. Writing and/or drawing on walls tables etc.

15. Failure to maintain a neat and sanitary housing area.
16. Failure to maintain personal hygiene.
17. Failure to assist with area and cell cleaning.
18. Failure to stand head count.
19. Interfering with the taking of head count.
20. Possession of contraband items.

**PUNISHMENT:** Lockdown for up to six (6) days and/or loss of up to Three (3) weeks visitation and/or loss of canteen privileges.

## VISITATION

### **VISITORS ENTERING THIS JAIL TO VISIT INMATES WILL FOLLOW ALL RULES AND REGULATIONS.**

It is the Policy of the Scott County Jail to provide a safe and secure environment for the public as well as the staff and inmates. In order to keep the jail free of all contraband, weapons, etc., that could do bodily harm, and we will have only non-contact visits. The following rules are for male and female visitors.

#### **I. VISITING HOURS:**

Visitation schedules will be posted in each dayroom. Visitation schedules may be changed or cancelled without prior notice. It is the inmates responsibility to notify family or a family member can contact the jail to find out visitation schedules.

#### **II. DRESS REQUIREMENTS AND RESTRICTIONS:**

- A. All visitors must wear shoes**
- B. No low cut tops will be permitted**
- C. No bare midriffs will be permitted**
- D. No short or mini-skirts will be permitted**
- E. No see through clothing will be permitted**



**III. GENERAL RULES AND INFORMATION:**

1. Visitors will park only in designated areas.
2. Visits will be limited to Fifteen (15) minutes in duration.
3. Visitors will enter and depart the visiting area promptly when directed by a Detention Officer.
4. Visitors will be required to leave all of their property and valuables including: purses, caps, bags, etc. in their vehicle.
5. **SMOKING OR USE OF TOBACCO PRODUCTS** will not be permitted. Visitors caught violating this policy will be escorted from the facility immediately and will be restricted from visiting for a period of two (2) weeks.
6. Once a visitor leaves the visiting area, he/she will not be permitted to return to the visiting area.
7. Any person under the influence of alcohol or any controlled substance will not be allowed to visit and will be subject to arrest.
8. An inmate under Disciplinary Action for a rule violation will not be allowed to receive any visitors until visitation rights are restored.
9. An adult must accompany children 12 — 18 years old. Children must remain with the accompanying adult at all times. If children are not kept under control, the accompanying adult and child will be directed to leave the jail.
10. **NO FOOD OR DRINKS WILL BE ALLOWED IN THE VISTATION ROOM.**

## **DAILY PROCEDURES**

1. At mealtime all inmates not on lockdown will be called to receive a meal. Inmates will line up in single file and each will receive one meal. Inmates will eat in the dayroom and will be allowed thirty (30) minutes to consume the meal.
2. Inmates requesting non-emergency medical treatment will notify a Detention Officer when the breakfast meal is served. Inmate may be moved to sick-room cell as determined by the Detention Officer or Staff Member.
3. There will be no medication kept in the inmate's cell. Medication will be dispensed by a staff member in accordance with prescription.
4. Medication must be taken in the presence of a staff member.
5. Inmates will not exchange cups, spoons or towels.
6. Inmates will not take anything with them when they are taken out of the unit, except legal papers necessary for court.
7. Inmates must turn in an empty toilet paper roll, soap wrapper, tooth paste or any other issued item to receive a new one.
8. LIGHTS OUT WILL BE AT 10:30 SUNDAY THUR THURSDAY AND 1100 ON FRIDAY AND SATURDAY. AT LIGHTS OUT YOU ARE TO BE IN YOUR RACK.

**EXCEPTIONS: GOING TO THE BATHROOM  
COMING TO FRONT TO CONTACT AN OFFICER**

## **CLERGY**

When the Ministers are in the Pods, inmates must either join the meeting or move to the other end of the Pod until he/she leaves the Pod. The Television is to remain off and no one is allowed to use the telephone while the Minister is in the Pod. If you go outside you are to remain outside until Minister leaves.

## **ENTRY OF POD BY AN OFFICER OR STAFF MEMBER**

1. If the officer or staff member enters the pod and stands on or behind the red line to address the Pod you should not come to the front to confront him or her. Stay where you are unless called to the table area.
2. If the officer or staff member enters the pod and has to cross the red line you should make room for the officer and not approach him or her unless instructed to do so.

**None compliance will result in disciplinary action at the discretion of the Officer or Staff Member.**

## Inmate Personal Property List

- 1) FIVE (5) PAIR OF SOCKS AND FIVE (5) PAIR OF UNDERWEAR.
- 2) One sweat shirt and one pair of sweat pants.
- 3) Book, Magazines, Bible Total of 3 with Soft Cover
- 4) Games at jail administrator discretion
- 5) Puzzle at jail administrator discretion
- 6) Puzzle Books
- 7) Canteen items must be bought from jail commissary  
Must fit in footlocker.

Working inmates are allowed to have one coat and an extra pair of sweat pants and shirt or long Johns.

If you need a special item that is not on the Commissary make your request to the Jail Administrator in writing. He will notify you if the item will be allowed.