



FORSYTH COUNTY JAIL

INMATE HANDBOOK

PREFACE

The Forsyth County Jail is managed and operated by the Sheriff of Forsyth County and his staff. These rules will explain what is expected of you, and what will be done for you during your period of confinement.

While in custody of the Jail, you have the right to expect fair, humane and equitable treatment. In addition, you have the responsibility to treat others in the same manner. You have the right to be informed of the rules, regulations, and procedures of facility operations, and the responsibility to know and abide by these directives.

You are required to read this handbook and electronically acknowledge that you have completed this requirement.

IMPLIED CONSENT

This booklet contains the rules and regulations governing each inmate's conduct and behavior at the Forsyth County Jail, Cumming, Georgia.

Electronic acknowledgement of this handbook by the inmate shall be presumed to be prima facie evidence of knowledge of its contents and consent to obey and follow the policies and procedures contained therein.

Violation of the rules and regulations contained herein will subject the violator to disciplinary action and/or punitive damages.

NOTICE

The information and regulations contained in this manual are subject to change based on the changing needs and requirements of the jail. Housing deputies are available upon request to explain any changes. All inmates are expected to abide by those changes. Additionally, you are required to maintain and return in good condition **ALL** issued items or be responsible for payment of their replacement prior to being released from the Jail. Items include but are not limited to: inmate uniforms, sheets, towels, shoes and mattress.

This handbook is designed to be a general overview of operations, and is not designed nor intended to cover all circumstances/conditions. If you have any questions or concerns, contact your housing deputy for assistance.

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SMOKING PROHIBITED

*The Forsyth County Jail is a smoke free environment. **This means no smoking of any substance, as well as, no use of ANY tobacco products will be allowed.** All forms of tobacco, as well as smoking accessories (lighters, cigarette papers, electronic cigarettes/cigars, etc.) are considered contraband. Any smoking items brought with you to the jail will be held with your personal property. Tell your friends and family NOT to bring or mail you tobacco products, they will not be accepted, NOR will they be returned. Contraband items will be destroyed upon discovery by the staff at the Jail.*

I. ADMINISTRATIVE PROCESS

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

- A. To provide current and accurate information for personal identification and proper completion of all forms and reports.
- B. To relinquish items such as money, jewelry, securities, and all personal property for inventory and secure storage.
- C. To cooperate fully in the preparation of personal health screen and medical history forms.
- D. To submit to appropriate identification, search and hygiene procedures.

****All phone calls will be limited in frequency and duration.**

II. INTAKE PROCESS

Inmates are restricted from bringing personal items into the Forsyth County Jail at the time of arrest. During the intake process, the arrested person will relinquish all items in their possession to the property clerk for safe keeping until they are released from the facility. Any items not accepted by the Forsyth County Jail will be placed into evidence by the arresting deputy.

A. Restricted Items

No commissary, or other items, brought from any other facility will be accepted into the housing area of the Forsyth County Jail, for any reason whatsoever.

If you have items from another facility with you upon your arrival, these items will be stored with your personal property, and be returned to you upon your release. The sole exception to this exclusion would be **legal material**. Other items can be requested via the POD kiosk after the inmate has been assigned to a housing POD. Approval of requested items will be left to the discretion of the **Administrative Services Sergeant**. If you do not agree with the decision reached, you may appeal it, in writing, to the Asst. Jail Division Commander.

This prohibition **includes** commissary items that may have been purchased at Forsyth County. If you leave for any reason, and come back, any items you bring back with you will not be allowed into the housing area.

The Sheriff's Office will **not** accept property being mailed or dropped off at the Jail for inmates to take to other detention facilities. Any property that family or friends wish to send with you will have to be taken to or mailed to that facility upon your arrival.

B. Personal Property

Prescription eyeglasses/contact lenses, hearing aids, prosthetics and / or dentures on an arrestee at the time they are brought to the jail will remain with the inmate through the booking process and housing assignment. Medications and other hygiene items will be given to the Medical Unit for inspection and storage until deemed needed by the inmate and approved by the Medical Unit. Prescribed items, to include nebulizers and C-Pap machines, brought to the jail by family members for the inmate will be accepted by the Medical Unit, documented and distributed to the inmate as deemed necessary by the Medical Unit.

C. Issued Items

Inmates are allowed to have, in their possession or housing area, the following items and/or materials.

1. Uniforms

- 1 inmate identification card with plastic clip
- 2 uniforms (or two sets of other clothing, as applicable)
- 1 pair of sandal style footwear

2. Clothing

Friends and family will be allowed to bring underwear, socks, t-shirts, etc., (**new, unopened and in the original packaging**) within **48 hours** of your arrest. After that, these items must be purchased from the commissary. You will **ONLY** be allowed the following:

- 3 T-shirts (solid white crew or V-neck only)
- 3 pair of socks (solid white)
- 3 pair of boxers or briefs / panties (solid white)

3 bras (wireless/solid white)
 1 white thermal shirt
 1 white thermal pants

Any extra items shall be authorized only by the medical department, and/or the facility Administrator or designee. Items in excess of those listed above, which are not authorized, shall be removed by the facility staff.

Inmates are responsible for maintaining, in good condition, all items issued for their use while in the Forsyth County Jail. Any issued property that is damaged while assigned to an inmate will be charged back to the inmate regardless if the damaged property was in the possession of the assigned inmate or another inmate when damaged. The replace cost schedule is listed below.

Mattress	\$ 78.00
Green Mesh Bag	\$ 6.03
Uniform Pant	\$ 5.98
Uniform Shirt	\$ 5.25
Inmate Shoes	\$ 4.75
Towels	\$ 1.00
Washcloth	\$.75
Bed Sheet	\$ 2.75
Blanket	\$ 6.00
ID Badge	\$ 5.00
Medical Smock	\$126.00

D. Commissary

Inmates will be allowed to purchase snacks from the commissary once weekly. Only disposable containers and items contained in disposable wrappings will be permitted within the housing area. Waste and trash will not be allowed to accumulate, and must be discarded in appropriate containers. All purchases are deducted from the inmate's commissary account, which is maintained by the commissary manager, provided that the inmate has funds in his/her account at the time the order is processed. **Commissary orders should not exceed the storage space allowed each inmate in their assigned cell.**

Friends and family can order commissary items for an inmate through www.jailatm.com only. No other outside commissary packages are approved or accepted. Inmates who receive care packages ordered from friends or family members will only be allowed to receive one care package per week. Commissary orders shall be limited to a specific dollar amount, as determined by the Jail Division Commander. Should you have a question regarding dollar limits, check with your housing deputy.

Commissary can be restricted by medical diets.

Indigent commissary requests: You must be detained in the Forsyth County Jail for a period of ten (10) days with a commissary account balance which has not exceeded \$5 and have not received a care package from outside the jail to be considered indigent. Indigent commissary requests can be made weekly through the inmate kiosk. Indigent packages include three (3) postcards and one (1) soup pack.

If you have already placed a commissary order, and you are released or transferred prior to receiving your order, you or a family member will have five (5) days to pick up the order. If the order is not picked up within this time frame, it will be disbursed to indigent inmates.

All monies in the form of cash, money order, or certified check that an inmate has in their possession when brought into the booking area, will be immediately credited to that inmates commissary account. No personal checks will be accepted for deposit into an inmate's account. Checks from other detention facilities will be deposited with the funds available to the inmate in **48** hours.

Any person wishing to make a deposit into an inmate's account may do so by bringing the deposit to the Jail and utilizing lobby kiosk or online at www.jailatm.com.

- 1. NO MONEY SHALL BE TRANSFERRED FROM ONE INMATE'S ACCOUNT TO ANOTHER.**
- 2. NO STAFF MEMBER (INCLUDING CONTRACT VENDOR EMPLOYEES, VOLUNTEERS, ETC) SHALL BE ALLOWED TO PUT MONEY ON ANY INMATE'S ACCOUNT, OR PURCHASE COMMISARY ITEMS FOR ANY INMATE.**
- 3. NO COMMISSARY ORDER MAY BE LEFT FOR ANOTHER INMATE UPON YOUR RELEASE OR TRANSFER.**

*****NOTICE*****

ALL property in your possession, issued or otherwise, will be placed in your property box or property bag and stored in the designated areas of your cell. You are not allowed to keep more property than will fit into this box or bag. ANY excessive items, items that do not fit into the proper place or items constituting a safety, security or health hazard, will be considered contraband and will be confiscated by the staff.

ANY misuse or abuse of authorized items or materials will make the inmate subject to disciplinary procedures. ANY issued items which are altered or destroyed will be paid for by the inmate who has the item(s) in his / her possession prior to release from the jail. If necessary, criminal charges will also be brought for Interference of Government Property.

III. CLASSIFICATIONS

The classification process determines an inmate's housing assignment, programs participation and good time credit. Inmate classification is reviewed on a regular basis throughout the month.

An identification I.D. card will be issued to every inmate at book-in. **This form of identification is to remain on your person at all times and is not to be tampered with.** Loss of the I.D. card will result in confiscation of any privileges to which you might otherwise be eligible. **There will be a \$5.00 fee for a replacement I.D.**

IV. INMATE HOUSING

The following rules will govern each housing POD and all cells:

"Lights on" will be at 5:00am daily. A **formal** head count will be conducted at 6:30am and **census** counts throughout the day as deemed necessary by jail staff. As a general rule, televisions and inmate telephones will be turned off during the head-count process. Inmates will return to their cell, and stand by the door with their uniforms on. Each inmate will verbally respond when their name is called. The inmate is to state their full name and show their jail issued identification card.

Prior to headcount being conducted, inmates are to make their bunks properly and neatly. All personal items will be placed inside the box provided and the box will be stored appropriately.

During the day hours (7 a.m. – 4:30pm), while in cells, inmates may lie on their bunks and use one white sheet. When not lying on bunk the sheet will be folded at foot of bunk; however, unless an inmate is sick or has written permission from either the medical office or Jail Administration, they **may not** be in their bunk under the covers until 4:30pm.

When inmates are out of their bunks, they must be wearing undershirts (whites). No bare chests, midriffs, "body shirts", etc., will be allowed. At no time will inmate issued bedding be used as clothing or as a wrap. Inmates may purchase thermal clothing through commissary if they are uncomfortable due to POD temperatures.

Personal property, which is not immediately being used, will be placed inside your personal box. **ANY property not in your box, which is found during any cell inspection by staff members, will be confiscated as contraband and disposed of.**

A. Bedding and Personal Hygiene Items (to be issued in POD by housing deputy)

- 1 Mattress
- 2 Sheets
- 1 Blanket
- 1 toothbrush (issued)
- 1 bar of soap (issued or purchased)
- 1 comb (issued or purchased)
- 1 tube toothpaste (issued or purchased)
- 1 bottle shampoo (issued or purchased)
- 1 solid deodorant (issued or purchased)
- Feminine hygiene items (issued as needed)

B. Dress-In Kit (to be issued at Dress-In)

- 1 Towel
- 1 Washcloth
- 1 Green Laundry Bag
- 1 8oz. Cup
- 1 Eating Utensil (Spork)
- 2 Inmate Uniforms

Razors are distributed on a schedule; if you have a question, ask your housing area deputy. Razors shall be distributed to individuals then picked back up one hour later. Used razors are to be returned intact. If the razor blade is missing upon return all functions in that cell will cease and the cell will be searched.

Items in this intake kit are consumables. All personal hygiene items will be issued initially by the jail, and supplies will be re-issued by cell deputies as deemed necessary.

In order for you to receive replacement items, empties and/or old items must be exchanged. If you do not turn in the empty or used items, you WILL NOT receive replacements. Totally consumable items, such as bar soap, are excluded from this regulation.

V. GENERAL INMATE INFORMATION

A. Mail (Generally)

As a general rule, both incoming and outgoing mail shall be limited to the following:

- Standard postcard, of which the minimum size is 3.5 x 4.25, and maximum size is 4.25 x 6.
- Physical stamps are not allowed; both incoming and outgoing postcards must be either metered mail, or else have a pre-printed stamp.
- Postcards must be white in color written with blue or black ink.

The following **will not** be accepted, and will be placed in the inmate's property bag for storage:

- Defaced or altered postcards
- Postcards with plastics or other types of wrapping or covering.
- Postcards marked with paint, crayons, or marker.
- Postcards with any type of label or sticker.
- Postcards with watermarks, or stains.
- Postcards with any biohazards, including perfumes or lipstick.
- Postcards depicting nudity, weapons, or gang references.
- Postcards containing an affixed, physical stamp.
- Postcards not containing a valid return address.

Outgoing mail will be collected daily by staff members, and will be forwarded to the U. S. Postal Service within 24 hours of receipt from the inmate, unless:

- Mail is deposited on the weekend, and/or a legal holiday.
- Mail is being held as evidence to substantiate any breach of Jail security.
- Mail is being held because it contains contraband; plans to **INTRODUCE** contraband into the facility; plans for escape; threats of bodily harm to another; plans for riot or other disorder; and/or plans for the production of any explosive, incendiary or pyrotechnic device.

Incoming mail can be received in care of the **Forsyth County Jail, 202 Veterans Memorial Blvd., Cumming, Georgia, 30040**. Mail correspondence of a general nature will be inspected by staff members for contraband, and randomly read for information that may constitute a threat to the safety or security of the facility. An inmate will be notified of any seizure of mail, and will be notified of the reason of such seizure.

Mail clearly marked as legal mail from attorneys will be considered privileged mail. Privileged mail will be inspected for contraband, but only in the inmate's presence. Again, legal mail must be clearly marked as being from an attorney's office; someone simply writing "legal mail" on a plain envelope does not make it legal mail.

Stamps, pre-stamped envelopes, and/or postage-paid envelopes received from outside this facility shall be stored in the inmate's property and shall not be allowed into housing areas.

*****NOTICE*****

All incoming and outgoing mail will be inspected for contraband. All incoming mail must have a VALID return address, or it will be considered contraband. NO communications by mail between Forsyth County inmates, in this facility or elsewhere, will be allowed. Any incoming or outgoing mail discovered to be in violation of this rule will be considered contraband.

Indigent Correspondence

Any inmate who is indigent (subject to the rules explained previously in this inmate handbook) may receive the following:

- Three postage free postal cards each week, to permit correspondence with family members and friends.
- Reasonable postage provided for letters to attorneys and/or courts will be provided, as required, on a case-by-case basis after a review of the individual's circumstances by the Assistant Jail Commander or his/her designee.

If an inmate is declared indigent, receives indigent assistance, and later has money deposited into his/her account, the money deposited will go towards repaying the indigent fund.

B. Photographs

Photographs will be accepted via mail, subject to the following rules:

- The photographs must be addressed to a specific inmate, and the envelope is clearly marked "photographs." **NO** Polaroid style photographs will be accepted, and will be placed in the inmate's property if received.
- No more than 4 photographs at any given time per inmate.
- Photographs can only be single sided on photograph paper.
- Photographs may not be larger than 4 x 7 inches.
- The inmate's name must be written on the back of photograph(s). NOTHING ELSE will be written or depicted.
- Photographs must be unaltered, printed on true photograph paper and may not contain any adhesives, such as stickers or labels.
- Photographs must not depict sexual activity, visibly exposed breasts, pubic areas or buttocks, nor contain any gang signs, codes, or in any way promote or display illegal activity. Any photographs of this nature received at the jail are subject to destruction by the Forsyth County Sheriff's Office. Content matter must be deemed appropriate by screening staff.
- Any envelope with photographs which contains **any** additional correspondence will be placed in the inmate's personal property for storage.
- Inmate will be notified of any inappropriate photographs confiscated or destroyed.

C. Money Orders

Money orders will no longer be accepted at any time, except as designated on a case-by-case basis as determined by the Jail Division Commander or his/her designee. For inmates whose family wishes to deposit money to their accounts, this may be accomplished by one of the following methods:

- Family may deposit money/credit card in the lobby kiosk at the jail.
- Family may utilize credit card online at the following website: www.jailatm.com. They will need your inmate number, which **you** need to provide to them.

Any envelope mailed to this facility containing a money order will be documented and returned to sender.

D. Legal Mail

Legal mail will be accepted and delivered to inmates. **Legal mail is defined and limited to the following:**

- Any **incoming mail**, addressed to a specific inmate, contained in an envelope which is clearly denoted by the return address as being from an attorney's office, and which has the words "Legal & Confidential" clearly and legibly stamped on the front of the envelope. Any envelope which has a return address which, in case of question cannot be verified, shall be returned to the sender.
- Any incoming mail, addressed to a specific inmate, which is contained in an envelope which is clearly identifiable as having been sent from any judicial office, probation office, parole office, etc.
- Legal mail will be logged/documentated as is all other mail, and will be opened and inspected in the presence of the inmate to whom the mail is addressed.
- Out-going mail **is not** considered legal mail, and is not subject to any exemption from searches for contraband, etc. If there are items you wish to turn over to your attorney, contact his/her office, and request that he/she pick up the items from you during a consultation when they are at the jail.

E. Legal Papers, Books, Newspapers and Magazines

Items listed below are allowed to be in the inmate's possession as long as all items can be stored properly in the inmates property bin and stowed in the designated space in the inmate's cell.

- Legal papers
- Personal mail/postcards
- Inmate handbook
- 1 Bible, Koran, or Prayer Book
- Pictures, maximum of 4 (non-Polaroid, subjects fully clothed); ***subject matter deemed appropriate by screening staff.***

Three (3) personal books (paperback only) will be allowed only if they come from the Jail book cart or directly from the publisher, and must be addressed to the inmate. If more than three are received, the excess shall be stored in personal property, and may be rotated out by returning the ones currently in the inmate's custody to the Property Manager, with a request via the POD kiosk to send replacements out of the inmate's property.

Newspapers, periodical/news related, non-pornographic magazines shall be allowed if delivered directly from the publisher, and addressed to a specific inmate. Newspapers or magazines not properly addressed shall not be delivered, as jail staff have no way to determine which inmates in fact have newspaper subscriptions, and which do not.

Newspapers, magazines, and Mail shall not be allowed to accumulate. All excessive items will be confiscated and considered contraband.

F. Telephone

Possession of cellular phones by inmates is strictly prohibited. Housing areas have telephones available during the hours of 9 a.m. and 11 p.m., seven days a week during free time. If you have a legitimate, emergency need to use the telephone at any other time, speak to the housing deputy. The person being called must accept the charges for all calls being made. Abuse of the telephones (such as allowing others to use your P.I.N. to make calls) will result in the loss of the privilege, for an indefinite period of time. The Jail Division Commander, based upon the inmate population and the number of telephones available, will determine telephone time limit.

For inmates who are hearing/speech impaired, the Sheriff's Office maintains a TTY device to facilitate telephone communication; please complete an inmate request via the POD kiosk to use this device and address the request to the watch commander on duty. He or she will make every effort to accommodate your request in a timely manner.

Telephone communications for inmates does not include the same degree of privacy as that of the general public, with the exception of communications with legal counsel, the courts, or other "privileged" individuals. Therefore, non-privileged telephone calls will be recorded, and may be monitored by staff members for information that may constitute a threat to the safety and security of the facility.

If you need to contact your attorney, you should call them from your housing POD. If you have an appointed attorney, and they refuse your call, you should send a request via the POD kiosk to speak with a representative of the Indigent Defense Office outlining the issues.

G. Visitation

Visitation with family, relatives, and friends will be conducted on the designated days and times, via the video visitation system. Each inmate will be allowed a maximum of 30 minutes for visitation per week.

Inmates are solely responsible for letting family and friends know their visitation time. Potential visitors should NOT be told, nor should they be encouraged, to call the jail for visitation information; jail staff will not give visitation information for specific inmates.

It is the inmate's responsibility to designate their visitors by specific / exact name. No one else will be allowed in the visitation room. No substitutions will be accepted for any reason.

All visitors must possess a valid state ID or valid passport to gain entry to the visitation session with the inmate. Any visitor not possessing a valid state ID or passport will be refused entry and denied visitation. It is the responsibility of the inmate to notify his or her visitors that this is a requirement for inmate visitation. **No exceptions will be made.**

Two (2) adult visitors at a time are allowed to visit each inmate during his/her visitation period. Adults may be accompanied by

up to two (2) children each, and **will** be responsible for control of, and care for, any children. Adults with disruptive or unruly children will be asked to remove children from the jail premises; this will impact YOUR visitation time, as it will not be rescheduled or extended.

Children up to the age of sixteen will not be allowed as an adult visitor; and no child will be allowed to be left unattended in visitor or other public areas. Therefore, visitors should be advised to plan ahead to accommodate child-care needs.

Visitors will be denied a visit if he/she is under the influence of alcohol and/or drugs, or is disruptive or refuses to follow facility rules.

All Inmate visitation sessions are recorded and monitored by jail staff with the exception of attorney visitations.

No items are allowed in the visitation room; this includes purses, backpacks, diaper bags, cell phones, suitcases, brief cases (except for attorneys and/or other legal representatives), food/drinks, cigarettes, lighters, cameras, etc. **YOU** are required to notify your scheduled visitors of these prohibitions when you notify them of your visitation time. If your visitor shows up and is directed to return items to their car, **this will affect the length of your actual visitation time.**

Visitation by legal counsel, ministers, and other privileged individuals will be conducted with the most privacy available. Such visitations may be suspended or delayed during scheduled facility programs and services, or if a safety or security problem precludes the visit.

Contact visits are **NOT** permitted, except with the express permission of the Assistant Jail Division Commander (or higher in rank) on a case-by-case basis.

H. Sanitation, Personal Hygiene, Cell Cleanliness and Orderliness

Cleaning supplies will be placed into each cell; either prior to or immediately after each meal is served. Televisions and telephones will, if necessary, be turned off and not be turned on until cleanliness and orderliness in each cell area passes the inspection of the Watch Commander or his/her designee. Additionally, other privileges may be suspended if compliance to the housing area deputy's order(s) is not forthcoming.

Cleaning supplies will be placed into any cell, throughout the day and evening hours, if there is a need. The same rule applies governing television and telephones as above. Each inmate will participate in this organized and supervised program of daily cleaning within his/her housing and common area, as required. Failure to comply with the cleaning program will result in disciplinary sanctions.

Each inmate will be entitled to shower daily and will be **REQUIRED** to shower at least twice each week. Inmates in maximum security, administrative segregation, and/or medical watch shall be allowed the opportunity to shower at least once every 48 hours.

At 11:00pm the lights, television, and phones will be turned off; exceptions may be made by the housing deputy, after clearance with the Watch Commander. Inmates will be expected to be in their bunks, and quiet, by 11:30pm. No inmate will be out of his/her bunk after 11:30pm unless they are told to do so by an officer, or in the event he/she needs to use the restroom. Any deviation from this rule will be at the sole discretion of the Watch Commander or, with his/her permission, by the housing area deputy.

I. Laundry

Laundry will be done according to a set schedule. Since this schedule may vary from time to time, check with your housing POD deputy for the current laundry schedule.

J. POD Tablets

Each housing POD is equipped with hand held tablets that the inmate can rent for a twenty-four (24) hour period for \$5.00. The rental term cannot be divided into shorter rental terms.

All tablets will be replaced in the docking station at morning headcount and evening headcount for accountability.

The tablet can be used in place of the POD kiosk to request kiosk items such as documents, commissary and inmate programs participation. The tablet is loaded with music, games, movies and entertainment channels. Once the inmate rents the device, the inmate is allowed to keep the tablet in his or her cell. The tablets are not allowed in the cells after 11:00pm. The inmate is

required to use ear buds when the tablet is in use and the inmate is responsible for any damage to the tablet for the entire 24 hour period. Any damage to the table during the rental period will be charged to the inmate's commissary account.

If the tablet is misused, it can and will be taken from the inmate and made available to others. The inmate will not be reimbursed for any remaining rental time and will not be allowed to participate in the tablet rental program in the future unless approved by a supervisor. Inmates cannot hoard/save/hide tablets if not actively paying for rental.

K. POD Kiosks

Kiosk are located in every housing POD in the jail and are specifically designed and programmed for inmate use. Most all Inmate requests can be submitted and answered through the kiosk system. Kiosk categories are listed below. Please take the time to familiarize yourself with the kiosk and the individual categories. Inmate frequently submit a request using an incorrect category. In turn, the request does not get processed adding a delay to the inmate's request.

VI. SPECIAL NEEDS INMATES

The Forsyth County Jail makes every effort to accommodate inmates with specific needs outside the scope of an average inmate. The jail facility meets all state and federal ADA requirements as well as every deputy on staff is trained and complies with all Americans with Disabilities protocol.

Any inmate requiring assistance, special in nature, must notify their POD deputy so a "needs" evaluation can be completed and the inmate can receive the special assistance requested.

Examples:

Wheelchair Bound	Specific Medical Issues
Amputee	Psychological Disabilities
Hearing Impaired	Behavioral Disabilities
Sight Impaired	Language Barrier

VII. INMATE RIGHTS AND DISCIPLINE

A. General Rules and Conduct

While confined, you have certain responsibilities to yourself, fellow inmates, and staff members. You are expected to maintain your housing area in a neat, clean, and orderly manner, and retain in your possession only authorized articles necessary for personal hygiene or recreational and leisure activities. Do not allow your personal area to become cluttered or constitute a health or safety hazard.

You are expected to maintain an acceptable personal appearance and practice personal hygiene habits. You are to keep your body clean and free of odors, and shower at least twice per week. You are to keep your clothing and issued linens clean, and exchange clothing and linens each week as scheduled.

You are expected to remain within your assigned housing or day room area unless accompanied to an activity, service, or program by a staff member. **You are expected to understand and comply with the facility rules.**

B. Purpose and Scope

So that inmates may live in a safe and orderly environment and so that correctional goals may be achieved, it is necessary for the Forsyth County Jail authorities to impose discipline on those inmates whose behavior is not in compliance with Jail rules, standards of conduct, institutional safety and correctional goals.

C. Rules of Disciplinary Action

Only the Sheriff, his designee, or jail staff may take disciplinary action against an inmate.

1. In order to promote a safe and orderly environment, disciplinary action could be necessary and reasonable to regulate inmate behavior.
2. The control of inmate behavior should be conducted in an impartial and consistent manner.
3. The imposition of corporal punishment is not allowed.
4. If it appears, at any stage of the disciplinary process, that an inmate is mentally ill, staff shall refer the inmate to a mental health professional for determination of whether the inmate is responsible for his or her conduct and/or whether the inmate is capable of understanding the disciplinary proceedings.
5. Accurate, detailed reports of any disciplinary actions will be filed and forwarded to the Assistant Jail Division Commander for review.

D. Disciplinary Plan and Procedures

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

Disciplinary reports will be written, including a description of the violation, staff members' comments and suggested disciplinary penalties. Disciplinary reports will be forwarded and reviewed by the Watch Commander.

1. Minor Infractions

Minor acts of non-conformance, or minor violations of rules, may be disposed of informally by staff members via verbal warning, written reprimand or loss of free time. All occurrences will be documented.

Minor infractions may not result in the loss of privileges **UNLESS** they are:

- Repeated
- Flagrant, or show an obvious disregard for the rule being violated.

It is determined by the Sheriff, or his designee, that loss of privileges are an appropriate remedy, and necessary to promote order and safety within the jail.

If any of the above, via documentation, can be substantiated to a disciplinary review board, then additional loss of privileges will result.

2. Major or Serious Infractions

Major or serious violations must be documented by the officer bringing the charge, via an *Inmate Infraction* form. The officer completing the form will sign and date it, and also have the inmate sign the waiver and acknowledgment. This form will then be forwarded, via the watch commander, to the inmate disciplinary review officer (or board) for a disciplinary hearing.

NOTE: While major or serious rules violations require an inmate disciplinary hearing prior to any long term restriction of privileges, this **does not** restrict the Watch Commander from taking whatever actions he/she deems necessary at the time of the incident to secure the scene, and maintain the safety and security of the Jail. If any restriction of privileges is deemed necessary at the time of the incident, the disciplinary review officer or board will take this into account when making their decision.

E. Disciplinary Hearing Officer / Board

Disciplinary hearings and appeal process shall be conducted by a hearing officer, as designated by the Jail Division Commander. The disciplinary hearing officer shall have both investigative and punitive powers regarding infractions of facility rules. Any appeal will be made to the Assistant Jail Division Commander; or, in his or her absence, the Jail Division Commander.

Criteria for disciplinary action to be sustained shall be **some evidence** to support a finding that the inmate committed an infraction or otherwise violated jail rules, standards of conduct, institutional safety concerns and / or correctional goals. The Inmate shall have an opportunity to call witnesses and present documentary evidence; as long as doing so is consistent with institutional safety and correctional goals. The Inmate shall also be allowed to tell his or her side of the incident at the hearing. If an inmate desires to call witnesses, the inmate must seek approval from the hearing officer at least twelve (12) hours prior to the hearing. This request may be denied based on institutional safety or correctional goals. Since these hearings are strictly

administrative, inmates are **not** entitled to have attorney representation. Inmates are not entitled to cross-examination or allowed to confront deputies or witnesses. In the event of mental or physical impairment, the inmate may be allowed to have assistance (interpreter, etc.) to be present during the hearing.

At the conclusion of the hearing and upon consideration of the evidence presented, the hearing officer or board shall make a written statement outlining the evidence relied upon and the reasons for the disciplinary action.

APPEAL PROCESS: Appeals of hearing decisions shall be limited to complaints related to procedural errors in the hearing process itself. The fact that an inmate disagrees with the charge, the evidence submitted, and/or the sanction imposed, shall not be a basis for appeal.

F. Violations

As an inmate, you are subject to the laws of the United States and the State of Georgia, as well as the rules of inmate conduct for the Forsyth County Jail, and all other lawful policies, standards, practices, regulations and goals of the jail. For the purposes of this handbook, "**contraband**" shall be defined as any item prohibited in the jail by the Detention Division Commander.

Infractions of these rules and violations of law will result in disciplinary sanctions and criminal prosecution. Attempting to commit, or aiding another person to commit, any offense listed below (minor, major, and serious) **shall be held the same as committing the offense itself.**

Infractions and violations will be classified as **minor**, **major**, and **serious**, according to the following:

1. Minor Violations

Acts which do not constitute a present and/or immediate threat to the security of the facility, inmates, visitors, or staff members. The violations shall include, but not be limited to, the following:

- a. Failure to maintain a neat, orderly, and sanitary housing area.
- b. Failure to maintain acceptable personal hygiene and appearance.
- c. Providing false information to staff members.
- d. Teasing, taunting, or verbally abusing fellow inmates, visitors, or staff members.
- e. Possession of unauthorized or excessive items, not including contraband which is considered a Major infraction.
- f. Misuse of authorized items.
- g. Disorderly conduct.
- h. Bartering (the unauthorized exchange or sale of any goods or services).
- i. Gambling.
- j. Unauthorized verbal communication or exchange of material between cellblocks.
- k. Failure to comply with dress code rules.

2. Major Violations

Acts which may constitute a present and immediate threat to the security of the facility, inmates, visitors, or staff members; acts which compromise, threaten, harass, intimidate, or are unwanted towards victims, witnesses, or other members of the public or legal system; or where a determination is made that the remedy for a minor violation serves as no deterrent to ongoing behavior. These violations shall include, but not be limited to, the following:

- a. Repeated minor violations
- b. Disobeying a lawful order of staff.
- c. Providing false information.
- d. Attempted assault (physical or sexual).
- e. Fighting.
- f. Unauthorized absence from an assigned area.
- g. Presence in an unauthorized area.
- h. **ANY** type of damage to any facility property.
- i. Attempting to control the behavior of other inmates.
- j. Misuse or abuse of facility services (telephone, mail, visitation, commissary, etc.).
- k. Misuse or abuse of facility programs (food services, medical, complaints, recreation, exercise, library, legal resources, or religious services).
- l. Damage, altering or misuse of inmate I.D. Card.
- m. Interference or disruption of any facility program, service, or activity.
- n. Misuse or abuse of authorized medications.

- o. Misuse and abuse of issued or approved materials which hinders, inhibits, or interferes with safety equipment and hardware, or which inhibits in any way staff members ability to see, hear, or otherwise monitor any area of the detention facility.
- p. Wearing a mask or disguise.
- q. Possession of any facility or departmental property.
- r. Placement of foreign or excess materials into locks, toilets, sinks, showers, or other facility equipment.
- s. **Possession of any item of contraband, not specifically mentioned in any other section of this handbook.**

3. Serious Violations

Acts which constitute a present or immediate threat of the security of the facility, inmates, visitors, and staff members; acts which compromise, threaten, harass, intimidate or are unwelcomed towards victims, witnesses, or other members of the public or legal system; or which constitutes a violation of statutory law; or where a determination is made that the remedy of a major violation serves as no deterrent to ongoing behavior. These violations shall include, but not be limited to, the following:

- a. Repeated major violations.
- b. Causing the bodily injury or death of any person.
- c. Assault on a staff member or fellow inmate.
- d. Escape, attempted escape, or conspiring to aid the escape of a fellow inmate.
- e. Arson.
- f. Theft.
- g. Bribery.
- h. Extortion or blackmail.
- i. Sexual coercion or assault.
- j. Possession of alcoholic beverages or unauthorized drugs.
- k. Possession of any object, chemical agent, or substance modified or altered to be used as a dangerous weapon.
- l. Malicious destruction, alteration, or damage to facility property (over \$100).
- m. Creating, encouraging, or inciting any disturbance to riot.
- n. Holding, restraining, or in any way confining any person against his/her will.
- o. Interfering with, obstructing, hindering, or preventing any facility activity or any staff member from the performance of assigned duties, orders, or instructions.
- p. Tampering with any lock, locking devise, electronic monitoring device, or security equipment and/or hardware.
- q. Possession of any human replicas.

4. Violation Penalties

When an incident occurs that may require disciplinary measures, administered punishments **may** consist of the following:

- a. **Minor Violations**
 - i. Verbal warning
 - ii. Written reprimand, loss of free time.
 - iii. At the discretion of the hearing officer, loss or limitation of other privileges, not to exceed three (3) days.
 - iv. Any other remedy or punishment that the Sheriff, or his designee, determine to be in the best interest of the institutional safety and correctional goals.
- b. **Major Violations**
 - i. Loss or limitation of privileges, not to exceed fifteen (15) days.
 - ii. Placement in disciplinary segregation for a period not to exceed Fifteen (15) days.
 - iii. Any other remedy or punishment that the Sheriff, or his designee, determine to be in the best interest of the institutional safety and correctional goals.
- c. **Serious Violations**
 - i. Loss or limitation of privileges, not to exceed fifteen (15) days.
 - ii. Placement in disciplinary segregation for a period not to exceed three (3) weeks.
 - iii. Any other remedy or punishment that the Sheriff, or his designee, determine to be in the best interest of the institutional safety and correctional goals.

Privileges which may be denied for reported minor violation, major violations and serious violations include, but are not limited to, the following:

- Entertainment and leisure (television and radio).
- Recreation (games, cards, etc.)
- Visitation
- Commissary
- Telephone

Allowance of any “**Good Time**” credit shall be based largely on an inmate’s institutional behavior. Therefore, in addition to the above penalties, loss of any good time credit earned or the denial of good time credit requested is an option to jail administration, if recommended by the hearing officer or board as a remedy for any infraction. Final approval for any revocation of any good time credit earned shall rest with the Sheriff, or if designated by the Sheriff, the Jail Division Commander or, in his or her absence, the Assistant Jail Division Commander.

*****NOTICE TO ALL INMATES*****

If you are found guilty of injury to another inmate or officer during any altercation, are involved in a riot or other unlawful disturbance or are found guilty of willful damage to county property while you are incarcerated, reasonable monies will be deducted from your commissary account to help defray the cost of these actions to taxpayers. This is done pursuant to Georgia Code 42-4-71.

*****NOTICE TO STATE INMATES*****

Inmates sentenced to the Department of Corrections who violate these rules will be written up on Disciplinary Reports. All reports will be investigated and forwarded to the Department of Corrections. State inmate disciplinary write-ups will be forwarded with the inmate to the state system.

G. Goodtime Credit

The Sheriff, at his discretion, has the authority to allow good time credit (“2 for 1”) on many sentences which will be served in the Forsyth County Jail. This authority **does not** include sentences to the Georgia Department of Corrections, nor any sentence which is found by a Judge or Jury to be high and aggravated; nor on any charge in which the sentence specifically prohibits good time credit, or in which Georgia statute prohibits good time credit.

Once your case is adjudicated and you are found guilty on your charge(s), **your time is calculated as good time credit, unless the severity of the charge, aggravating or mitigating circumstances and institutional behavior prevent or does not allow.**

GOOD TIME CREDIT MAY BE REVOKED AT THE DISCRETION OF THE SHERIFF OR HIS DESIGNEE.

H. Grievance

Any inmate shall be entitled to communicate **legitimate** complaints (grievances). All grievances shall be submitted through the POD kiosk and transmitted to the shift supervisor or watch commander. If the grievance being filed is beyond his/her scope of authority to address, the grievance will be forwarded to the appropriate Section or Division Commander, and if necessary to the Jail Division Commander.

An **individual** inmate must file the grievance. “Group” or “cell” grievances, especially those made anonymously, will not be considered valid, although jail administration may consider the topic and investigate any issue they feel is relevant or serious.

All grievances must fully describe the **FACTUAL** basis and circumstances of the alleged incident or situation, and will include a **SPECIFIC COMPLAINT**. (The inmate is to file the grievance through the POD kiosk logged in as them self for the grievance to be valid.)

If you disagree with a decision made, you may, if you feel it is necessary and your basis for disagreement **conforms to applicable guidelines**, appeal the decision to the Jail Division Commander (or his or her designee) for reconsideration.

Any grievance (or appeal of decisions regarding such) which is directed to the Sheriff, will be filed and forwarded to his office through the Division Commander’s office, and up through his/her chain of command. **Failure to follow this procedure may invalidate any grievance, appeal, or legal recourse you might otherwise feel you may be entitled to.**

VII. INMATE PROGRAMS

A. Recreation and Exercise

Each inmate incarcerated for a term longer than 72 hours will be allowed a minimum of three (3) hours of outdoor time each week, weather permitting. The POD deputy is responsible for unlocking the door accessing the yard area; it is your responsibility to avail yourself of outdoor time, if you so choose.

Indoor recreation and leisure activities will consist of entertainment (television and radio), reading, cards, etc. Except for those inmates who have a medical excuse from the facility doctor, all inmates are free to participate in outdoor time.

Conflicts that may arise between scheduled outdoor time and unscheduled programs or services may require a forfeiture of some services or programs without redemption.

B. GED Program

The Forsyth County Jail offers a G. E. D. program to all inmate's that qualify. If you wish to participate, you should apply using the POD kiosk. The Jail Programs Director will review the inmates file and determine if the inmate applicant is qualified to participate in the program. If at any time a G. E. D. participant is disciplined by the jail staff for any reason, the Programs Director can remove the inmate from the program.

C. Religious Services

The Forsyth County Jail is in partnership with many religious organizations throughout the county and will do its best to accommodate inmate religious beliefs. Religious services will be held on specified days and times during the week. Any inmate wanting to participate must be fully clothed during the service. All participants must remain with the group until the end of the service unless the POD Deputy approves early release from the service. No items are to be taken into the group service except reading materials pertinent to the religious service.

Inmates are expected to recognize and respect the religious preference of others.

D. Pastoral Visits

An inmate may request, through the POD kiosk, pastoral visits from their personal minister / church pastor for counseling, confessional, or observance of religious rights. The Jail Programs Director will review, approve and schedule a personal pastoral visitation upon determination of a *bona fide* belief and practice.

Visitation by Chaplains, Ministers and Pastors will be conducted with the most privacy available. Such visitations may be suspended or delayed during scheduled facility programs and services, or if a safety or security problem precludes the visit.

E. Library Services

The Forsyth County Jail will provide a variety of books to the housing unit for inmate use. Library carts are delivered to each housing POD once a week for inmates to select reading material. ***Each inmate will be allowed only one item from the library cart at any given time.*** Inmates are expected to maintain the book in good condition and notify the POD Deputy if the book is damaged in any way. Inmates will be required to return all library books prior to their release from the facility.

The Jail will accept donations of paperback books from any inmate wishing to donate personal books received while in the facility. All such donations become the property of the Forsyth County Jail.

Inmates may request and receive one (1) subscription publication (book or magazine) at his / her own expense. Requests must be submitted through the POD kiosk and approved by the Jail Division Commander. All publications will be subject to inspection.

No excess accumulation of library / reading material will be allowed in inmate cells.

F. Group Sessions

The Forsyth County Jail offers a number of additional programs to the inmates. Alcoholics Anonymous, Narcotics Anonymous and Al-Anon meetings are conducted by trained representatives at specified dates and times in the facility. If you would like to participate, please submit a request through the POD kiosk.

G. Legal Services

Inmates should direct inquiries and requests of a legal nature to their legal counsel (attorney). When the inmate is indigent, without counsel, or intends to represent himself / herself, requests for specific legal resources will be coordinated with the county.

Inmates are permitted visits from their attorney(s) at any time, day or night. These visits will not be counted against your weekly scheduled visitation. A private area is provided in the housing POD for privacy.

Upon request through the POD kiosk, Inmates can request copies of their charges and or court dispositions from the Office of Professional Standards. Due to privacy restrictions regarding any outstanding charges against you, Deputies **will not** make copies of any legal documents the inmate receives. Likewise, **paperwork of any type (attorney/client or other) will NOT be copied for an inmate for any reason whatsoever.**

G. Habeas Corpus

Pursuant to Georgia law (42-12-7), when an inmate files for a writ of **Habeas Corpus**, the Clerk of Court is to forward the information to the Jail Division Commander, who is to pay the cost of the action out of the inmate's (commissary) account.

If the inmate is indigent at the time of the writ of **Habeas Corpus**, the Jail Division Commander is to place a freeze on the inmates account. From that point forward, any monies deposited into the inmates (commissary) account are to be forwarded to the Clerk until all court costs and fees are satisfied.

H. Access to the Law Library

Access to the law library will be allowed **ONLY** pursuant to an order from State or Superior court. If granted, time will be allocated pursuant to the order. If no time is specified, the default time frame will be 1 hour per week. Absolutely no assistance with research, (i.e. copying and explanations, etc.) will be rendered by employees of the Forsyth County Sheriff's Office.

I. Special Circumstance Escorts (Funeral, Hospital Visits, etc.)

Escorts for special circumstance events shall be limited to incidents which occur within the geographic limits of Forsyth County only, and involve immediate family members only. Escorts are handled as an **off-duty** task by Forsyth County Sheriff's Deputies, which means that the requesting inmate (or his or her family) will be responsible for paying the fees incurred to handle the requested escort. Any requests of this nature should be directed to the Transport Unit Supervisor through the POD kiosk a minimum of **48 hours prior** to the event requested (weekends and holidays excluded). The Transport Unit Supervisor will give more detailed information at the time the request is received and is to be acted upon.

J. Inmate Worker Status

The Forsyth County Jail has an *Inmate Work Force*. Inmates who are selected for work details are chosen after a review of their file by the Jail Division Commander or his designee.

An inmate may apply / request to be placed on a work detail through the POD kiosk. Requests to participate in this program should only be entered once. Any inmate placed on the Inmate Work Force will be given a set of rules and must abide by all rules and regulations of inmate worker status.

Inmate Workforce qualifying factors:

- Must not be convicted or currently charged with any violent felonies against a person (Murder, rape, robbery, etc.).
- Must not be convicted or currently charged with any drug "trafficking" charges.
- Must not be convicted or currently charged with any crimes against children (sexual or otherwise).
- Must not be convicted or currently charged with escape from any jurisdiction.
- Must not be guilty of more than 3 "minor" written infractions.
- Must not be guilty of more than 1 "serious or major" written infraction.
- Must not have any negative report (in writing) of any type from 2 or more detention officers.
- Must be approved by the Jail Medical Unit.

Inmate Worker status can be terminated at any time, for any reason, by a Corporal or above in rank.

Community Service Credit:

As of September 1, 2016, inmate's that participate in the Inmate Work Force **outside of the POD environment** qualify for credit towards their court ordered community service. Each inmate will be given four (4) hours of service for every assigned day worked. It is the responsibility of the inmate worker to notify his or her probation officer that they participated in the workforce and have credit hours. The probation officers must contact the programs section of the jail for credit hour confirmation. T

IX. FOOD SERVICES

All inmates will **personally** respond to pick up a meal tray when their name is called. Inmates are to respond **properly dressed** and in possession of their jail issued identification card. Failure to comply will result in the inmate not being served the meal.

Once the last tray is issued, all inmates will have 30 minutes to complete their meal.

Three meals are served daily. Each meal is prepared under conditions approved by the County Health Department. Menus will be certified to contain minimum daily adult requirements.

Special diets require approval. Requests for special diets must be submitted on the *Medical Request* form through the POD kiosk. Medical diets will be approved by the licensed facility Physician. The Jail Division Commander will approve vegetarian, kosher and religious diets.

X. HEALTHCARE SERVICES

A. Health Assessments

Medically trained personnel under the authority and direction of a licensed physician will provide health and medical services. Staff members are trained in basic life support and emergency first aid.

Upon admission to the Jail, you will be given a physical exam within 14 days of intake. Blood work and tuberculosis skin tests to determine exposure to sexually transmitted diseases will be done at this time. Please let us know if you have been exposed to the TB germ, have had post treatment for TB, or a past positive test. Your TB test will be read in forty-eight (48) to seventy-two (72) hours. If there is a reaction, you will receive a chest X-ray. If you refuse a physical exam and/or testing, you will be assumed to have an infectious disease, and will be segregated from the general population. There is no charge for the screening test or examination.

B. Contagious Disease

The Jail makes every effort to limit the spread of contagious disease, but there are steps each individual must take on his/her own to make this most effective.

1. *Tuberculosis*: This is a respiratory disease spread by the cough of an infected individual. For this reason, everyone is tested within fourteen (14) days of admission into the Jail. Having a positive skin test does not mean that you have contagious Tuberculosis. Write to the medical staff if you have any questions.
2. *HIV and Hepatitis B*: These are blood borne diseases not easily acquired unless you share needles with, have sex with, or come into intimate contact with the blood or body fluid of an infected individual. You must assume responsibility for protecting yourself against these diseases.
3. *Blood and body fluid precaution*: Exposure to blood and certain other bodily fluids may increase your risk of acquiring HIV or Hepatitis. Protect yourself by practicing **universal blood and body fluid precautions**, which are as follows:
 - a. **Since you cannot know or tell by looking at an individual, you must always treat the body fluids of others as though they were infected with a contagious disease.**
 - b. **Avoid direct skin contact with any body fluids from others.**
 - c. **You will also protect yourself from infection from a number of other sexually transmitted diseases by practicing body fluid precautions.**

Safe Practices:

- *Do not clean up blood spills without gloves and a cleanup kit.*
- *Dispose of used razors, old bandages, and sanitary napkins in appropriate biohazard containers.*
- *Wash hands with soap and water after handling potentially infected body fluids.*

C. Chronic Medical Needs

If you have a chronic medical condition, you need to notify a staff member during admission prior to or during your intake, or

complete a "Request for Medical Care" form through the POD kiosk. All items under the section entitled "to be filled out by inmate" must be completed before you will be seen by the detention Physician. If you are unsure of how to do this, or if you have difficulty reading and/or writing, ask a staff member to assist you. The completed form must then be given to a staff member in order for your name to be put on the sick call list. Requests from inmates not properly recorded on the sick call list at the time of the Physician's visit will be postponed until his next visit.

If you fill out a medical request, you will be **REQUIRED** to see the Doctor or Nurse when you are called; you will not be allowed to tell the officer working the floor you are refusing treatment. Any refusal on your part for medical treatment will be made to the Doctor or Nurse, face to face. At that point, if you still wish to refuse medical treatment, you will be returned to your cell, and your refusal will be regarded as a withdrawal of your request for treatment, and will be documented as such. All medical requests will be placed in the designated collection area in each POD. If you are unsure of this location, ask your POD deputy.

The detention Physician and his assistants are the only medical personnel available to inmates at the Jail. The county does not provide trips to your family physician's office. The detention Physician may arrange a visit for you at a specialist's office, if he feels this is necessary. He may also contact your family Physician by telephone if he or she feels this will contribute to your care. Real medical complaints will be treated as carefully and efficiently as possible.

Malingering or faking medical problems will cause the inmate to be put on 'Essential Treatments Only' status, which means that only treatments that are required to prevent serious illness (such as insulin, or seizure medications) will be used. No pain medications, cold medicines, or other comfort type treatments will be given.

Dental care will consist of in-house emergency extractions **ONLY**.

Emergency medical technicians or staff members will transport inmates requiring emergency treatment to a designated hospital emergency room or Physician's office.

D. Inmate Medications

All medications will be prescribed or approved by the licensed facility Physician. Medical personnel and staff members will insure that medications are administered and taken as directed. Medical Office staff members, according to the licensed facility Physician's instructions, will dispense non-prescription medications. All administered medications will be documented, as will any refusal on your part to take your medication.

To prevent hoarding medications, or attempts to "sneak" medications back to cell areas, all medications (with the exception of "time release" or other medications as specified by the supervising Doctor) will be crushed by medical staff and put into water prior to being dispensed to the inmate taking the medication.

For those medications excepted from the procedure above, the inmate shall be given a cup of water at the time he/she receives the medication, and he or she will be required to take the medication in the presence of a Medical Office staff member.

Hoarding or saving up medicines, and/or trading or selling medicines to other inmates, is considered a serious danger to inmates at the Jail. Any inmate involved in these activities will be placed on Essential Treatments Only status. If deemed necessary by the supervisor on duty, the inmate may be physically isolated from other inmates to protect the inmate and others.

E. Medical Records

Inmate medical records shall remain confidential, separate from detention records, and access limited to the licensed facility Physician, medical personnel, and designated medical liaison (staff member) during a medical emergency.

F. Charges for Medical Care

Inmate requested medical or dental care will be subject to a charge not to exceed the fee and charge rates outlined by Georgia law (O.C.G.A. 42-4-71).

XI. BONDING PROCESS

A bond can be made at any time, day or night, to release you from the Forsyth County Jail. If you are charged with a bondable offense, you have the right to seek a bond for your release from the facility. Bonding requires that some type of surety be posted as a good faith promise that you will appear for your court date; and in many, if not most instances, may be subject to conditions imposed by court.

NOTE: If you are released on bond, and fail to appear for court, normally you will be re-arrested on a bench warrant, which many times has no bond. The bondsman or person posting the security is held accountable for the full amount of the bond. Posting a bond can be accomplished in several ways. The following paragraphs briefly explain how each type of bond is made. In some cases, bonding methods are restricted, and some types may not be allowed.

A. Cash Bonds

Cash bonds are generally made for traffic offenses of a minor nature, misdemeanor violations and civil cases. If funds are available in your existing commissary account to cover the entire bond amount, the commissary funds may be used to secure your bond.

B. Credit Card Bonds

Credit cards can be used to secure a bond for a Forsyth County Sheriff's Office arrestee as long as the bond does not exceed \$7,000.00. Inmates must call 1-888-726-6301 and speak to a representative from Cash Bonds Online to arrange a credit card bond. Credit cards cannot be used for cash purges, fines or fees. ***City of Cumming inmates who will be appearing in Municipal Court are excluded from using this service.***

C. Property Bonds

A property bond can be posted by persons owning tangible real estate within Forsyth County. This does not apply to automobiles, travel trailers, industrial equipment, boats, or similar property. It must be deeded real property, usually with a residential home built on it. Undeveloped property may be accepted if the fair market value is sufficient to meet the bonding standards. A homeowner desiring to post his/her property for someone's bond must meet certain criteria. Further information regarding property bonds may be obtained by having the person interested in posting their property contact the Bond Administrator's Office, 678-455-8492, Monday through Friday from 8:00am to 4:30pm.

D. Transfer Bonds/Out of County Bonds

A bond made using property from a county other than Forsyth County Georgia is called a *Transfer Bond*. Procedures and requirements for this type of bond are the same as required from a regular property bond. In addition, specific instructions or restrictions imposed by other counties must be followed as well. The Bond Administrator must also be contacted to discuss this option.

E. Professional Bonding Companies

Professional bonding companies, licensed as businesses in Forsyth County, and registered with the Forsyth County Sheriff's Office, are available for hire. These companies provide bonding services in return for a paid fee. The fee for hiring their services is normally not refundable. Criteria for selecting customers seeking a professional bondsman vary from one company to another. All companies are available 24 hours a day and are located within the immediate vicinity. Lists of all approved bonding companies, and their telephone numbers, are located in different areas of the Jail. Employees of the Forsyth County Jail are restricted by law from recommending ANY bonding company. Not all bonding companies are approved to be used by City of Cumming cases. Please have the bonding company you select confirm bonding eligibility.

XII. PROPERTY RELEASE PROCESS

To prevent accumulation of excessive items, you may release personal property to a designated person by sending a request to the property section through the kiosk in the housing POD. The request must include the person receiving the items' full name, phone number and address. The designated person will be required to present photo identification and sign a property release document confirming receipt. No partial release of property will be authorized, i.e. it is either all or nothing, including funds on the commissary account. Additionally, clothing will not be released unless there is another set of clothes brought as a replacement. This is so that you will have clothing to wear upon your release or transfer.

It is the sole responsibility of the inmate to arrange for personal property to be picked up by an approved family member or friend **prior to the inmate being transferred to another facility** with the exception of an inmate being transferred temporarily for judicial proceedings. Any personal property left at the Forsyth County Jail after an inmate is released or transferred will be disposed of after fifteen (15) days as designated per Georgia Law. It is not the responsibility of the Forsyth County Sheriff's Office to store items once an inmate is no longer in the custody of Forsyth County.

Notice: ***Many detention facilities, i.e. PDC's and DOC, will not allow inmates to bring personal property to their facilities.*** As of May 2015, the Georgia Department of Corrections will allow inmates entering a state facility to bring **ONLY the** items listed below.

DOC Accepted Items:

- Money (checks, cash and money orders)
- Jewelry (1 watch and 1 ring)
- Prescription eyeglasses (1 Pair)
- Prescription medications
- Bible or Quran (1)
- Personal Photographs (10)
- Letters or Postcards (4 total)
- Legal materials
- Stamps (20)

All other items will be refused and destroyed by the receiving facility. This is strictly enforced.

XIII. COURT PROCESS**A. Court Appointed Attorneys**

There are two (2) ways to obtain a court appointed attorney. If you have not had a First Appearance hearing, you may ask the Magistrate Judge to assist you in getting an appointed attorney at your First Appearance hearing. If you have had your First Appearance hearing and would like to have an appointed attorney, you must fill out a request to have an attorney appointed. You can accomplish this by completing a request through the POD kiosk.

B. First Appearance Hearing

You are formally advised of your charge(s), but no evidence is presented. A preliminary hearing date is set, but can be waived if you wish to plead guilty.

C. Preliminary Hearing

You are formally advised of your charge(s), and evidence is presented. If there is no probable cause, or enough evidence is not found, the case can be dismissed. If probable cause or enough evidence is found, the case is bound over to the appropriate court for trial.

D. Grand Jury

Probable cause and evidence is presented to the Grand Jury. If there is insufficient evidence, there is no indictment and the case is dismissed. If there is sufficient evidence (in the opinion of the Grand Jury), there is an indictment, and the case is bound over for trial. Only the arresting officer is present for Grand Jury presentment.

E. Arraignment

This hearing will formally advise you of your charge(s), and make inquiry of your plea. A trial date can be set, and (upon your request) an attorney can be appointed.

F. Trial

You will be notified by your attorney and/or court of your trial date.

G. If you Are Found Guilty**1. Pre-Sentence Investigation (PSI):**

A PSI may be ordered by the Judge, to assist in determining your appropriate sentence. You will be visited by a parole and/or probation officer, who will ask you for background information to assist the Judge in his decision.

2. Sentencing results can or will be one of the following:

- a. Incarceration
- b. Probation
- c. Suspended sentence
- d. Fine

NOTE: Not all of the steps in the system of justice, which have been described, will apply in each case.

XIV. SECURITY

Inmates will be allowed to have in their possession and/or housing area only authorized items and materials. All other items, **INCLUDING ALTERED AND/OR MISUSED ITEMS OR MATERIALS**, will be considered contraband and will be confiscated and destroyed (this includes crosses, “dream catchers”, hearts, or any other items that are made from material that is altered from its original condition).

For the purposes of this handbook, contraband shall be defined as any item prohibited in the jail by the Jail Division Commander; or any permitted item that has been altered from its original condition, or any item that is abused or misused beyond its original intent and/or design.

Daily inspections will be conducted. Searches are routine and are used to control the introduction of contraband, and you are expected to cooperate fully with staff members.

Any interference during searches is prohibited. Facility staff members are trained, authorized and expected to employ the degree of force considered necessary and reasonable to maintain control of the facility, and to dispel any disruptive situation.

This may include the use of restraining devices, chemical agents, and other intermediate weapons, as determined by the nature and extent of the situation.

A. Personal searches

No inmate housed at the Forsyth County Jail shall have any **Expectation of Privacy** at this facility, under Supreme Court ruling **468 U.S.517 (1984)**.

Inmates are subject to a *frisk* or *pat down* search at any time during incarceration. These searches shall be defined as the use of an officer’s hand to physically touch the outer garments of a real and/or suspected violator of law for reasons of determining whether or not the inmate is carrying a concealed weapon, contraband, or evidence. During this search, you will be required to remove your shoes and socks.

If, at any time, a staff member has a reasonable cause to suspect that an inmate has contraband in his/her possession, a strip search may be conducted. All clothing will be removed, and searched as directed by the staff member. The staff member will visually inspect all body areas including the mouth. Strip searches will be held in a private area, and conducted by a staff member of the same sex as the inmate.

B. Special Problems

If an inmate is threatened or assaulted, the incident should be reported to detention personnel as soon as possible. The inmate has a right to be separated from the person who has threatened or assaulted them. The person or persons who committed the assault will be subject to disciplinary procedures and/or prosecution via the court system.

Any inmate, who believes he or she is in danger from other inmates, may request placement into protective segregation. The Watch Commander shall investigate this request and, if the danger is substantiated, the inmate shall be placed into protective segregation or relocated to another detention facility utilized by the Forsyth County Sheriff’s Office for **out-housing** of inmates.

Any inmate reporting threats or assaults, which are subsequently discovered to be false, shall be subject to sanctions up to and including administrative as well as criminal and/or civil prosecution.

XV. EMERGENCY PROCEDURES

A. Emergency Instructions

In the event of an emergency, you may be given instructions by the detention staff for the orderly evacuation of the facility, or any portion thereof.

For your protection and safety, staff members have been trained in emergency procedures, emergency zones, and evacuation routes. Your complete cooperation is essential. Please familiarize yourself with your exact housing location, and the available evacuation routes on posted floor plans. Staff members will escort you to a safe location.

DO NOT PANIC. Follow the instructions and directions of staff members exactly. Any deviations from prescribed routes without specific and direct instructions of a staff member may constitute an attempted escape, and subject you to disciplinary sanctions and criminal prosecution.

B. Emergency Situations

In the event of a sudden or disruptive situation within the facility, a general security lockdown and inmate count will be initiated.

During any disruptive period, you are instructed to remain calm, within your assigned housing or activity area, and comply with the instructions or directions of staff members exactly.

If you are not already a participant, **DO NOT** become involved.

If you are a participant, you are ordered to cease and immediately refrain from all overt, subversive, and/or aggressive activities, and comply exactly with the orders of staff members. Failure to comply with this directive during disruptive situations will result in disciplinary sanctions and criminal prosecution of all participants under the laws of the State of Georgia and/or the laws of the United States.