

Lamar County Jail Handbook

Introduction

This handbook is provided to you so you know the rules that you are expected to comply with, while you are housed here at the Lamar County Correctional Facility. These rules describe the operation of this facility and the services that are provided. **READ IT CAREFULLY!!** When policies are changed, modified, deleted or otherwise amended, you will be given notice of the change(s); **however, be aware that the most current policy will become effective, and enforced, regardless of what information is in this handbook.**

Kiosk

It will be the inmates' responsibility to stay informed of notices posted on these Kiosks.

There are no expectations of privacy for inmates.

While you are in jail you will not be treated differently because of your race, religion, national origin, sex, or disability. You will receive equal access to programs based on your classification, and behavior while incarcerated.

While you are in jail you are expected to keep yourself and your living area clean at all times. You are expected to respect the rights of your fellow inmates, and the rights of the Lamar County Correctional Officers in charge of your supervision. Your responsibility is simple.

*Obey the rules

*Show respect

*Have good behavior at all times

* Notify your family and friends of the rules that affect them, and any changes that might affect them.

*General population is tobacco free

Incoming inmates will submit to a complete search, and must put all of their free world belongings into the property room unless it complies with the allowable items list, which is listed along with a list of issued items. During the booking process you will be asked a series of questions that will assist us in assessing your health needs, custody level and the appropriate housing area. This is for your health and safety, you are expected to tell the truth and cooperate.

Allowable Items

The inmate's family and friends have three days from the date of booking to bring in clothing items only all other allowable items must be mailed in.

If an inmate is in possession of anything other than what is listed on the allowable items list, or if it was not purchased from the canteen while being housed in the Lamar County Jail will be considered as contraband and disposed of.

List Allowable items:

Legal materials – No limit other than it must fit into the inmate's property box

Envelopes with printed stamps

Writing paper – sealed in its original clear packaging

Professional printed pictures (not Polaroid) limit 3 Only **allowed at the time of booking**

6 white t shirts

6 pair of white socks

6 white boxers / underwear

6 white bras (for females without wire)

3 pairs of long Johns

Hygiene & canteen purchased while in Lamar County Jail.

3 soft back books & or magazines. **Including the Bible or Quran**

Glasses with plastic fram

Mail

Communication with the outside world is important. The staff will pick up letters each day to be taken to the post office by the next business day. Personal letters without postage unless an indigent letter or return address will not be mailed. You should limit information on the envelope to the name, address, and your return address. Inmates are not allowed to correspond with other inmates. All outgoing mail will be stamped with the Lamar County Jail stamp.

Incoming mail must have a return address, and that return address should be addressed:

INMATE NUMBER-ID NUMBER
1490 UNION AVENUE #606
MEMPHIS TENNESSEE 38104

1/31/18

or it will not be accepted. All incoming mail except legal mail will be opened and searched for contraband. Legal mail will only be opened in the presence of the inmate. Any packages or unauthorized mail will be returned to the post office. The Lamar County Jail is not responsible for lost items mailed to this institution unauthorized. To insure fastest delivery of all incoming mail, it must be addressed as follows:

INMATE NUMBER-ID NUMBER
1490 UNION AVENUE #606
MEMPHIS TENNESSEE 38104

If there is no return address or first and last name then it will be discarded as contraband.

If someone is mailing you, a care package from outside of this facility to you, then you must get permission from the canteen officer beforehand otherwise, it will be returned to sender, and if it does not have a return to sender, it will be discarded.

Mail will be picked up and delivered at least twice a week except Saturday, Sunday and holidays. All incoming mail will be opened and inspected for contraband, and it can be read, and or copied if this facility believes that the contents of the letter contains information relating to, but not limited to escape plans. Criminal activities, violations of facility rules, coded language, or racially inflammatory information.

The Lamar County Jail has contracted with Smart Communications to use its Kiosks in all housing units to be made available to inmates for outside and internal communications. The changes are being made to streamline the operations of the Jail, improve communications, and ensure the safety and well-being of inmates and staff.

MailGuard

In order to maintain the security and safety of the inmates and staff, **effective February 1, 2018** all inmate postal mail must be sent to the following address:

Smart Communications-Lamar County Jail
INMATE NAME-ID NUMBER
1490 Union Avenue # 606
Memphis, Tennessee 38104

The Inmates Name and ID number must be clearly printed on the outside of the envelope or postcard to ensure the mail is posted to the correct account.

All regular inmate postal mail (Postcards, Letters, Greeting Cards, pictures, etc) will be scanned into the system and available to the inmates to view their postal mail via the inmate kiosks. If you are sent non-legal mail; or non-allowable items it will be stamped "RETURN TO SENDER"

Upon release inmates can login into the public website at <https://www.smartjailmail.com/> and enter their inmate number and password and download their Photos, Messages, and Postal Mail for FREE!

Legal Mail; Envelopes; Writing Paper; Books; Magazines & Clothing Items will continue to be sent to the facility directly

It is also the responsibility of the inmate to ensure he/she has space in their property box; otherwise, the inmate will have to discard the property by one of three ways listed:

1. Taking it upon them self to mail it out via us postal mail before the box is full.
2. Filling out a property release form and having someone from the outside pick it up.
3. By throwing it away.
4. Nothing will be taken up by officers and placed in the property room due to limited space.

If an inmate has a large amount of property already in their cell and or the property room that they wish to mail out via us postal mail, then the inmate will need to write for permission from the jail administration to have someone on the outside mail in a pre-stamped U.S. priority mail box. It is the responsibility of the inmate to have the correct postage.

List of Issued items:

- | | | |
|---------------------------|-----------------------|----------|
| (1) Pillow | (2) Grey blankets | (1) Matt |
| (2) Rolls of toilet paper | (1) Laundry loop | |
| (1) Bottle of shampoo | (1)Bar of Soap | |
| (1) Toothbrush | (1)Deodorant | |
| (1) Spork | (1)Cup | |
| (1) Comb | (1) Pair shower shoes | |
| (1) Flex writing pen | (1)grey property box | |

1/31/18

Mail, nor photographs, will contain any of the following:

- * Sexually explicit vocabulary
- * Vulgar language and/or vocabulary
- * Offensive language

- * Racial slurs
- * Gang symbols, language, and/or reference to gang activity
- * Criminal acts/behaviors

Photographs:

- * Maximum size of 6"x4" . **NO More than one image** on one picture.
- * Duplicate photographs are not allowed.
- * Altered photographs are not allowed.
- * Inmates are allowed a maximum of three (3) photographs only at the time of booking. Any photographs in excess of 3 will be considered contraband. It will be the inmate's responsibility to ensure he/she has no more than 3 photographs in his/her possession.
- * No lingerie.
- * Bathing suits only in a beach setting only.
- * No provocative poses.
- * Persons in photographs must be fully clothed.
- * No exposed genitalia.
- * Memes printed on photograph paper are not considered a picture and will not be allowed.
- * No negatives, slides/laminated items, frames, cardboard, or other forms of paraphernalia are allowed.
- * No photograph that would be considered contrary to penological interests will be allowed.

No items attached to the correspondence are allowed. This includes, but is not limited to, glued, taped, or tied items, glitter, paint, crayola, or stickers. Address stickers will be removed from the envelope prior to delivery to the inmate.

Only actual correspondence is authorized to be sent to an inmate.

Inmates that are indigent

If you are an inmate brought in and you are indigent (which means, lacking necessities of life due to poverty – example will only apply to hygiene and mail, we provide food and clothing already) you will have to write a request to the canteen officer before the end of the month. If you meet the criteria to receive indigent materials, they will be handed out the first Friday of every month by the canteen officer.

Indigent package as needed by request:

- (5) Envelopes – these will not be stamped with the counties stamp until after it has been addressed.
- (5) Sheets writing paper
- (2) White t-shirts; pair of socks; underwear; bra

Requirements for indigent package:

The inmate that is requesting to be placed on the indigent list will not be considered if he/she has had a balance of \$2.00 or more at any time within two full month calendar days of his/her request.

One exception to this rule: If an inmate when booked in may be classified as indigent at the time of booking.

If we find that you are abusing this system, your name will be taken off the list for at least three months before we will review your request again.

Personal Property

Your personal property will be inventoried and stored until you are released, unless you choose to release it to someone on the outside by way of the inmate property release form. Personal property allowed in the housing units is limited to issue clothing items.

You are allowed to receive legal mail as long as it is put away neatly inside your grey property box, so that it will not pose a sanitation or fire hazard. All items maintained in your living area must fit into your grey property box.

We encourage you to have someone pick up your property if you are sentenced to the Mississippi Department of Corrections or moved to any other facility.

If you are transferred to MDOC or to some other agency, your personal property must go with you.

1/31/18

Any items left behind **WILL BE DESTROYED AFTER THIRTY (30) DAYS - NO EXCEPTIONS.**

At **NO** time will Personal Property be unsealed to retrieve any items (ex. Telephone numbers, pictures, business cards, etc...)

MDOC ALLOWABLE ITEMS FOR TRANSPORTING STATE OFFENDERS TO MDOC:

1. Soft back Bible (1)
2. Legal material
3. Money (to be transferred electronically to MDOC or you can request a money release form to be mailed by you)
4. Medication (turned over to MDOC staff)
5. The clothes that you are wearing.

CELL DOORS

Cell doors are to remain closed unless instructed otherwise. It is your responsibility to assure nothing blocks the windows. Tampering with any security device could be considered as an escape attempt. Also, note that if you even attempt to leave a housing unit without direction or permission you could be charged with attempted escape, and or have your housing classification changed.

CLASSIFICATION

Your first housing assignment will be determined by the booking officer, within thirty days your classification will be reevaluated based on your charge, and special needs identified during the booking process.

SEARCHES

Cell searches and or shakedown can and will be conducted periodically, and may be conducted at any time during the day or night. If a officer enters to conduct a search, you must immediately report to the foot of your bed and remain there until you receive further instructions. If contraband is found in your area of responsibility then you will be disciplined.

CLEANING

You are required to clean your area of responsibility, and to participate in the cleaning of the common areas daily. If you do not participate in the cleaning you could be disciplined. If the common areas are not clean on a daily basis the entire housing unit could be disciplined by taking the TV; canceling visitation; turning off the phones; and or taking canteen to be purchased by one or all inmates in that housing unit, just to name a few things, but not limited to just these.

The common areas are to be swept; wet mopped and dusted daily. All games and cards are to be neatly stored away, and failure to do so may result in the loss of the game or games. Inspections will be done on cleanliness routinely by the staff.

This includes making your bed when you are out of the bed. Ensure all of your property is put away in your property box. If your property will not fit inside of your property box, you should consider throwing some unnecessary items away to ensure you have enough space to keep all of your personal items inside your box.

Nothing can be hung in the windows; walls; or on homemade clotheslines.

DRESS CODE

Between the hours of 6am and 6pm you must have your clothing on and or buttoned, whether you are lying in the bed or not. The only expectation to this rule are if you are in the shower or if you are using the restroom. If you are caught without your clothing at any other time, you may be disciplined.

INTERCOM BUTTONS

These buttons are for emergency use only. Each of these buttons is located near the doors, and there intended use is for notifying the control officer of an emergency such as the following

- Fire
- Fight
- Medical emergencies (life & death or serious pain on the scale of 1-10 you should be at a 7) etc....

ESCAPE

Any inmate who escapes, attempts to escape, or aids or attempts to aid any other inmate in an escape attempt will be prosecuted according to the laws of the state of Mississippi.

Inmates with prior or current escape charges may be housed in administrative segregation. The following condition will apply:

- A) Shower at least (3) times per week
- B) Access to basic hygiene items
- C) Prescribed medication
- D) One hour outside of the segregation cell once per day while in at least leg irons but not limited to.
- E) Scheduled laundry
- F) Scheduled meals
- G) Opportunity to submit inmate request

NOTE* because this inmate has proven to be a security risk he/she may be restricted with restraints while outside of the cell.

EXERCISE YARD RULES

- *Inmates will wear clothing properly
- *No climbing or hanging on the walls or any other standing object in the yard

- *No littering
- *No confrontations, regardless of severity, will be tolerated. This includes physical or verbal disputes.
- *In the event of a medical emergency notify an officer by pressing the emergency button.
- *When an officer advises inmates that the yard time is over, all inmates will line up at the door and walk *to their housing unit when instructed by the officer.
- *Absolutely nothing goes out to the yard with you; this means but not limited to paper, pen, books, etc.
- *No talking to inmates in other housing units.
- *No food or drink unless you are scheduled to be on the yard during meal time.

EVACUATION PROCEDURES

If evacuation of the housing unit is necessary, line up in a single line, no talking, and follow the instructions being given by the officer. Failure to follow instructions may jeopardize everyone's safety.

GRIEVANCES

The inmate grievance procedure may be used to address violations of inmate's rights. If you feel that you have a serious complaint regarding your treatment or other conditions, first speak with the floor officer. If that does not provide satisfactory results, you must write the grievance on the kiosk located in your housing unit. Your grievance will be addressed within (7) business days.

Grievances can only be answered on topics directly controlled by the Lamar County Jail. Petitions will not be accepted & will be viewed as a disruption.

HEADCOUNTS

Headcounts will be conducted at least twice a day and may be conducted anytime the staff deems it necessary. Inmates stand up at the front of their assigned bunk. When headcount begins an officer will ask your name; you must identify yourself by stating here while raising your hand.

INMATE CANTEEN ACCOUNTS

Inmates are not allowed to have cash money on their person or in the living area. Money is considered contraband.

Money taken during booking will be placed in the inmate's property. A copy of your booking sheet will be given after the booking process, and this will have a detailed list of property taken at the time of booking.

If you want your money that was placed in your property to be put into a canteen account, you will need release your property to someone on the outside and that person can place the money on your canteen. We will not open your property bag once it has been sealed.

Any money left on your account upon release we will give you a form to fill out and that money will be sent to you either by check approximately seven to ten business days after your release.

LAUNDRY SCHEDULE

Monday	A Block clothing; blankets; inmate workers clothing
Tuesday	B Block clothing; blankets; inmate workers clothing
Wednesday	C Block clothing; blankets; inmate workers clothing
Thursday	D Block clothing; blankets; inmate workers clothing
Friday	A Block; B Block; inmate workers clothing
Saturday	C Block; inmate worker clothing; & male inmate worker blankets
Sunday	D Block; inmate worker clothing & female inmate worker blankets

LEGAL ACCESS

As an inmate, you should direct your legal questions to your attorney. Everyone is allowed access to the law library by accessing the kiosk in your housing unit. We **will not** make copies.

MEALS

The facility serves three meals per day, and those meals will be delivered to your housing unit. After the officer has placed the trays on the table, and the officer has stepped away, you may pick up your food tray. The approximate serving times for each meal are listed below:

Breakfast 7:00 AM

Lunch 12:00 PM

Dinner 5:00 PM

MOVEMENT

When you leave the cell block you will be restrained and walk in single file to the right side of the hall. There will be no talking to other inmates or staff while in the halls.

TELEPHONE ACCESS

Each inmate will be given an opportunity to make a telephone call to assist you with your release at the time of booking. Once placed in a housing unit, inmates will not be taken back to booking to make calls. All of your calls from then on will be made from your housing area. **Calls are recorded and may be monitored at any time.**

HEALTHCARE

The Lamar County Jail through a contractual agreement with Axiom Management LLLC provides medical and dental services to all inmates incarcerated in the jail. As an inmate, you are eligible for medical and limited dental health services as needed to maintain your health. There is a \$10.00 fee for each sick call visit. You will not be denied medical services because of your inability to pay. Additionally, you will not be charged for follow up visits. However, if money is deposited in your canteen account while you are incarcerated your outstanding medical bill will be deducted first.

It is your responsibility to request medical or dental service by completing a medical request on the kiosk located in your housing unit. The medical staff will receive the requests and schedule you for an evaluation in the medical unit as soon as possible.

Health evaluations will normally be performed by the medical personnel within 14 days of incarceration, free of charge. If a requested medical procedure is not deemed necessary by the medical it will not be provided. Dental procedures will consist of pain control and infection control. No elevated or cosmetic dental services will be provided.

If you are feeling anxious, depressed or you feel like harming yourself complete a request to see the medical staff.

If you have an emergency, press the emergency button.

Right to refuse treatment

1. If the inmate wishes to refuse treatment, the inmate must be brought to the medical care area where the inmate will be counseled by the medical staff and a Release of Responsibility Form will be executed
 2. A mentally competent adult may refuse medical treatment at any time. If an inmate refuses treatment, the inmate will be counseled regarding the risks and consequences of refusing medical evaluation or treatment by the healthcare provider
 3. The inmate will sign the Release of Responsibility Form acknowledging that the treatment has been fully explained to the inmate and that he refused treatment
 4. The Release of Responsibility Form will be witnessed by the healthcare provider who counseled the inmate
 5. If the inmate refuses to sign the Release of Responsibility Form, this will be documented by the healthcare provider and witnessed by a staff member who is a witness to the refusal
 6. In cases of contagious diseases or other communicable diseases, the inmate cannot refuse treatment; and, the healthcare personnel will treat the inmate for the welfare of the inmate, the institution, and the community at large
- Inmates who are found to be, or suspected of feigning an illness or malingering, will receive an RVR and be disciplined accordingly.

Sick calls will not be done during med pass, and any questions about medicine must be written on a medical request.

Haircuts & Beard trimmers

During the morning head count of the day or days we have scheduled haircuts and or the passing of nail clippers, and beard trimmers, officers conducting head count will place a sign-up sheet for any inmate wanting to have their hair cut and or a beard trimmer, nail clipper. That sign-up sheet will stay in the cell until it is time for that cell to receive their haircuts and or beard trimmer, and or nail clipper. Once the sign-up sheet is removed, the inmate's opportunity to receive a haircut, nail clipper, and or beard trimmer is over till the next scheduled date.

CANTEEN

The canteen is a convenience store operated by Keefe Commissary, making retail sales to inmates in the blocks. If you have money in your inmate account you may order items from the canteen one time per week. Items purchased are deducted from the inmate's account and item is delivered by canteen staff.

RULES FOR DELIVERY

Inmate will be called out of the zone, one at a time to pick up their order;

The items will be removed from the bag and compared to the order form;

The inmate will sign a receipt verifying that he/she has received the order.

Any mistakes must be noted on the receipt by canteen personnel at the time of verification and corrections made as soon as possible.

If an inmate forgets to order or misses the order date he/she must wait until the next date for ordering. There will be no back orders, additions, or exchanges.

VISITATION

- All inmates have a right to the following types of professional visits:

- A) Attorney – non contact unless scheduled with administration
- B) Approved members of clergy – non contact
- C) Bonding agent – (contact) only to write the actual bond
- D) D.H.S. - non contact unless scheduled with administration

- All other visitations are a privilege that can be prohibited from the inmate and / or visitor if the inmate and or visitor do not follow the following; however, are not limited to:

- A) If an inmate is involved in a violation of the rules.
- B) If the jail is on a lock down status
- C) If a potential visitor fails a background check

1/31/18

- D) If a visitor acts disrespectful in any way
- E) If the dress code is not followed
- F) If a visitor appears to be or even acts to be impaired, due to alcohol; a prescription drug; or non-prescription drug.

- All inmates in general population have non-contact visitation, and are only allowed 3 visitors at one time. They are given the opportunity to visit for 30 minutes a week.
- All inmate worker visitations are contact (non-conjugal), and are only allowed 5 visitors at one time. They are given the opportunity to visit for 1 hour a week.

Visitation is held during the week and it will have to be scheduled by your family and or friends by contacting Smartjailmail (Visitation provider) @ 1-888-253-5178. The Lamar County Jail staff would not have your schedule of visitation time. This will be yours and your visitors' responsibility to schedule. Visitations will be video only and inmates will visit only from their assigned cell.

If anyone has a question please write a request to Officer Guy or contact the Smartjailmail number. It is also recommend that anyone coming to the facility to visit an inmate arrive at least 15 minutes before the scheduled visitation time, to ensure no issues will occur that will hinder your time to visit with any inmate, because all visits are scheduled with no lapse time.

- A) Items required at the time of each visitation:
- B) Government issued identification with picture
- C) If a juvenile is attending visitation they must have a legal adult with them, however they do not have to be on the visitation list. The juvenile will not have to produce an I.D. and there is not an age limit of the juvenile, however we ask that the adult in charge be respectful of other visitors.
- D) Items not allowed to be brought into the facility during visitation, but not limited to the following:
- E) Heavy Coats; cell phones
- G) Weapons of any type
- H) Cameras, or any type of audio; picture; and/or video devices
- I) Food items
- J) Tobacco
- K) All visitors that enter into the Lamar County Jail are subject to be searched.

HYGIENE

Hygiene is passed out on Monday and Thursday mornings, to replenish basic necessities to the inmates throughout the facility, however if Monday or Thursday fall on a holiday; hygiene will be passed out on the next working day that is scheduled for the hygiene officer to work. Product will be available for the shift supervisor to pass out if needed.

Purvis City Court – P.O. Box 308 Purvis MS 39475
Sumrall City Court – P.O. Box 247 Sumrall MS 39475

GENERAL HOUSING UNIT RULES and REGULATIONS

1. Do not talk to other inmates through closed cell doors, windows, or pass notes of any kind
2. Under no circumstances will Lamar County Property be damaged or defaced in any manner. If you are found with damaged articles in your possession you will be charged and/or disciplined
3. No items will be attached to walls, furniture or windows in any manner
4. All personal property must fit in your grey box
5. All inmates' shoes will be placed on the floor underneath the bunks
6. Do not sit on tables. Any authorized chairs are to remain in the sections. Do not lean or tilt chairs. All four chair legs must remain on the floor

1/31/18

- 7. No running / jogging inside the housing unit
- 8. Inmates are not permitted to take anything with them when they are being transported out of the section, except legal paper necessary for court
- 9. All lights & TV's are to be turned off at 10:00 PM. except for the work centers. TV's will not be turned back on till after head count each morning.

If you have any questions dealing with the Lamar County Jail that this handbook does not answer, then you must write your question on a request form on the kiosk located in your housing unit.

There is a video of the inmate handbook on the kiosk, so take the time to watch it.

Inmate Phone system

As a new inmate entering the facility your phone ID is: _____ & your 4 digit PIN #

When you attempt to make a call follow the directions, and the phone system will ask you to enter your ID number.

Information about the phone system: The phone system is run & maintained by Correct Solutions and they provide two options.

Prepaid account - only allows an inmate to call a specific number

Debit telephone account - This plan allows the inmate to call any number in the world, as long it is not blocked by the owner of the phone you are attempting to call.

Steps your family or friends can take to create an account for you:

- 1. online at www.csgpay.com
- 2. By calling 1-877-618-3516 customer service
- 3. By mail, sending a cashier's check or money order to:

Correct Solutions
Attn: Customer Service
182 Bastille Lane
Ruston LA 71270

For Prepaid accounts, please be sure to include with your payment, your name, your address, the designated telephone number at which you wish to receive calls and the name of the facility where the inmate is located.

For Debit telephone accounts, please be sure to include with your payment, your name, your address, the designated telephone number at which you wish to receive calls and the name of the facility where the inmate is located, inmate's name & inmate's phone ID #.

If you have a question about refunds for unused minutes write a request to Officer Guy.

Information about Canteen Account:

STEPS FOR SETTING UP CANTEEN ACCOUNT:

by phone 1-866-345-1884
by internet - www.inmatedeposits.com or by
mailing a money order to:
Secure Deposits – Lamar County, MS
P.O. Box 12486
St. Louis, MO 63132

The money order must have the following information:
Inmates name; ID#; & Lamar County Jail

Phone # _____

Phone # _____

Phone # _____