

# MECKLENBURG COUNTY JAIL



## INMATE HANDBOOK

July 2018

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## **Introduction**

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

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

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

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

**POSITIVE BEHAVIOR WILL BE REWARDED!**

**NEGATIVE BEHAVIOR WILL BE DISCIPLINED!**

**This is a smoke free facility.**

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## 1. HEADCOUNT/ROLL CALL

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

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## 2. SEXUAL ABUSE/ASSAULT

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### **Sexual misconduct is illegal!**

**Sexual misconduct** is sexual abuse or sexual assault. It includes inmate-on-inmate sexual activity and staff-on-inmate sexual activity.

**Inmate-on-Inmate Sexual Abuse/Assault:** One or more inmates engaging in, or attempting to engage in any sexual act with another inmate, including any of the following: use of threats, intimidation, inappropriate touching, or other actions and/or communications by one or more inmates aimed at coercing and/or pressuring another inmate to engage in a sexual act.

It is inappropriate for an inmate to approach a staff member for the purposes of sexual activity.

**Staff-on-Inmate Sexual Abuse/Assault:** To solicit/engage in sexual acts with inmates or persons in custody. Staff refers to Detention Officers/Deputies, Contractors, Representatives, and Volunteers. This also includes staff from federal, state and local jurisdictions.

Sexual misconduct includes any solicitation of sexual activity by making promises of favors or threats toward inmates for refusing sexual advances, and it is an invasion of privacy beyond that which is necessary for safety and security of the Facility.

**Assailant:** A person who attacks another.

It is strongly encouraged that you immediately identify the assailant in order to protect yourself and others from future attacks. Individuals that sexually abuse or assault inmates can only be disciplined and/or prosecuted if the assault is reported and they are identified. 3

## **Reporting Sexual Assaults.**

You have the option of reporting an act of sexual misconduct to any staff member you trust or your Pod Supervisor, Sergeant, Captain, or the Office of Professional Compliance (OPC). Staff are required to keep reported information confidential and only discuss it with the appropriate officials on a need to know basis. It is important that a sexual assault is reported immediately so any evidence can be collected and preserved.

If you make an allegation of misconduct against a staff member or inmate, which is false, you will be subject to disciplinary action.

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

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

If you feel that you have been a victim of, or a witness to, any act(s) of a sexual misconduct you can file a complaint regarding the allegation of sexual abuse. The complaint of sexual misconduct can be given to any staff member that is not subject to the complaint. The allegation of sexual misconduct will include a full investigation. The agency shall issue a final decision with-in 90 days concerning the merits of the alleged sexual abuse. In extreme cases if needed the inmate will be notified in writing if an extension of up to 70 days is needed to give an appropriate decision.

If a third party files an allegation of sexual abuse, the agency shall require that the alleged victim agree to have the incident investigated as well as pursue subsequent steps in the administrative remedy process of the complaint.

Procedures are established and corrective action will be taken, where necessary, for all complaints deemed an emergency. Criteria of an emergency are situations that place an inmate in a substantial risk of imminent harm of sexual abuse.

Any complaint that is placed in bad faith will be subject to disciplinary action as deemed appropriate by administrative staff.

**Note:** If the complaint of Sexual Abuse is submitted in the RMA kiosk as a Grievance (see pg.15) the 5 day response requirement will not apply as a conclusion to the alleged complaint. It will serve as notification or receipt that your complaint is being investigated.

### **VICTIM ASSISTANCE**

#### **Safe Alliance**

**Victim Assistance / Rape Crisis**  
601 E. Fifth Street, Suite 400  
Charlotte, NC 28202  
Administrative Line: (704) 332-9034  
Crisis Line(s): **(704) 375-9900**  
Website: [www.safeallianceservices.org](http://www.safeallianceservices.org)

#### **National**

**National and Local Rape Crisis Services**  
**Rape, Abuse and Incest**  
National Network (RAINN)  
RAINN can be reached toll-free 24 hours  
**(800 656-HOPE (4673) [www.rainn.org](http://www.rainn.org)**  
**\*25 with-in the housing unit**

**National Organization for Victim Assistance**  
510 King Street, Suite 424  
Alexandria, VA 22314

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

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Only authorized items will be allowed in your possession and should be kept in your cell organizer (white bin). Any items that are illegal, not issued by the facility, not purchased from the commissary, or not specifically authorized or approved is considered contraband.

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

1. Canteen items purchased from the commissary.
2. Five (5) books, which includes religious and legal texts and five (5) magazines only are allowed in your cell at one time. Magazines must be discarded on a monthly basis. Excessive books will be sent to inmate property with a disposition form giving inmate property notification of donating the books to the library or that you want to release them to someone.

This rule applies to all inmates incarcerated in the Mecklenburg County Jail. However, **Excess** Federal Inmate property will no longer be shipped at your release. You will be allowed to have it released to someone if they come to pick it up. Only the original property you came into jail with will be shipped when you are transferred. Ref: Notice to all Federal Inmates from U.S Marshals Service, Western District of North Carolina. This procedure was made effective January 31, 2014 by the U.S Marshal's Office and will now apply to all Federal Inmates housed in the Mecklenburg County Jail. By signing into the MCSO kiosk,

you acknowledge notification of this policy.

State inmates must have someone to pick up the excessive books within 7 days or the items will be donated or discarded.

3. Letters and writing material (NO INK PENS).
4. 1 pair of Shower shoes.
5. Personal hygiene items (No more than 5 items, any more will be considered contraband and destroyed).
6. Prescription glasses and/or contact lenses, along with the required cleaning solution approved by the facility doctor.
7. Five (5) photographs 4"x6" in size. The photos should not be erotic or pornographic in nature or give the impression of being such. Photos must be stored in your white bin, and not affixed to walls, ceilings, or other surfaces, if violated it will be at the Pod Supervisor's discretion to place these items in your property.
8. Shoes: No more than 2 pairs of shoes (Canvas/Commissary/Medical), any more will be considered contraband and placed in property.

**The following items are considered contraband:**

1. Any items or articles of clothing found to be altered or used for a purpose other than originally intended.
2. Any incendiary device (matches, lighters, etc.) or item detailing or used for the manufacture of weapons or explosives. Any item that could injure another person will be confiscated.
3. Any gang-related items, symbols, drawings, literature, signs, or paraphernalia will be confiscated.
4. Tobacco products.
5. Money, checks, or money orders.
6. Jewelry.
7. Excessive possession of authorized items.

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**4. PERSONAL PROPERTY**

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1. While incarcerated, any items seized during cell searches/cell inspections with the exception of contraband will be placed in your personal property bag. These items will not be returned to you until your release from the facility. **No food or drinks items will be stored in your property bag.**
2. If you are sent to the Disciplinary Detention Unit (DDU), an officer will search all of your belongings and only the permitted items for that unit will be taken with you. You will NOT be allowed to keep your pencils, pictures, books, magazines, or newspapers while in DDU. These items will be placed in your personal property bag and will be returned to you when a Hearing Officer authorizes the Inmate Property Department to do so. You will be allowed to keep your personal and legal mail and your religious material.
3. Any personal property left at the jail must be claimed within 90 days of your release or the items will be disposed. Property may be picked up daily at the Customer Service Window at Jail Central between the hours of 8 a.m. and 5 p.m., excluding holidays and inclement weather (See County closings due to inclement weather).
4. Belongings deemed as excessive in your cell and sent to Inmate Property Division, will be held in your personal property until your release.
5. State Inmates will take all personal property with them when being transferred to another facility. Federal/BOP inmate property (no excess property) will be shipped to the person of

your choice within the U.S., if you provide a name and full physical address, no P.O Box numbers allowed. ICE inmates will take all personal property with them when leaving our facility. Any inmate being picked up by an outside State/County agency where they are being extradited will be limited in the items they can take with them. Therefore, these inmates should notify a friend or relative to pick up their personal property before they leave our facility. We cannot ship anything for you.

6. State inmates with excessive property being held must have their property picked up within a 7 day period. An inmate property release form must be completed and signed by you before any property can be released. If property is not picked up within the 7 days, the property will be donated or discarded by the Inmate Property Division. Property may be released daily between the hours of 8:00 a.m. and 5 p.m. at the Arrest Processing Center Property Division, excluding holidays and inclement weather (See County closings due to inclement weather).
7. At no time will currency, checks, or money orders be placed in your inmate property.
8. Shoes will no longer be accepted or given to you from property, but will be provided under the following circumstances: A medical approval was granted by the attending physician and emailed to Inmate Finance/Property Supervisor for verification. You are indigent and have no funds to purchase them through commissary. The shoes will be provided to you.
9. No other clothing or personal items will be accepted.

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## **5. PERSONAL FINANCE**

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1. Money you receive will be posted to your Inmate Trust Account. You will be able to check all deposit balances through the pod Kiosk System. The Finance/Property personnel are responsible for maintaining your account. Any check or money order that does not meet the proper criteria for deposit will be held in the Finance Department's safe and given to you upon your release or returned to the sender at your expense. A receipt of all transactions will be given to you once Finance is given custody of your money for safe keeping and control. Payroll checks cannot be deposited in an inmate account but will be placed in the Finance Department's safe or can be released to a family member or friend for pick up by signing a money release Form. Any money/currency found in your possession or received in the mail will be considered contraband. If you find money on your person after arriving in a POD it will be forwarded to inmate finance and charged as facility credit which will prohibit you from releasing the money. If money is found by you on County property give the money to the Pod Supervisor. This money will be sent to Inmate Finance and Business Management will receive this money for proper distribution.
2. You may send a Request through the RMA system to Finance if you have questions concerning your Trust Account.
3. Money sent to you must be mailed to this address. No personal mail will be accepted at this address.

**(Your name as it appears on your armband and PID)  
P.O. Box 31427 Charlotte, N.C. 28231-1427**

4. Only money orders and cashier's checks will be accepted by mail for deposit to your account, with the exception of a check from another prison or jail.
5. You are allowed to receive deposits to your Inmate Trust Account from family and friends as long as the deposits do not put your Inmate Trust Account balance over the allowed maximum of \$300. Money orders/cashier's checks must be made payable in



your name as it appears on your armband and must have your DOB and PID number written on it. The purchaser's name and address must also be written on the money order or cashier's check before it is deposited in your account. All money orders and cashier's checks are deposited without endorsement and are stamped "For Deposit Only". It is your responsibility to give the proper information to your family and friends. If these procedures are not followed, money orders and cashier's checks will be returned at your expense.

6. Any cash mailed in will be returned to the sender.
7. A Touch pay Kiosk machine is located in the Front Lobby of both Mecklenburg County Jail Central and Jail North Facilities. Money deposited in the Touch pay machine will be credited to your Inmate Trust Account. Touch pay can also be accessed for deposit to your account at [www.payments.touchpaydirect.net](http://www.payments.touchpaydirect.net)
8. Only one (1) Money Release will be granted from your account. A \$2.00 charge will be applied to all money releases. Only the money that you were in possession of when arrested can be released. Money releases can be presented daily from 8am-5pm, excluding holidays and inclement weather (See County closings due to inclement weather) from the Finance/Property Customer Service window at the Jail Central facility. The money release form must be completed and signed by you on the same day the money is to be released. The person you wish to release the money to must have a valid State ID. This is the only form of identification allowed for property and money releases. The person you designate to receive the money from your account must obtain a signed Money Release Form, completed by the inmate from the Main Lobby of the facility where you are housed. The person wishing to receive the funds must bring the completed form to Inmate Finance Customer Service Window at Jail Central on the same day the form was completed. The hours of operation for this procedure is 7 days a week, 8 AM – 5PM, except county holidays. Ask your Pod supervisor for a Money release Form and request it to be taken to the Jail Lobby to ensure your designated person receives it. Finance personnel will verify all money releases.
9. Money deposited to your Trust account at the time of admission can be used for cash bonds. If you qualify for a cash bond you can sign a money release payable to the Clerk of Superior Courts and a check will be forwarded. Money releases for cash bond can be processed anytime.
10. If you do not receive your money when you are released, you may pick it up at the inmate finance section of Jail Central anytime between 8 a.m. to 5 p.m. daily, excluding holidays and inclement weather (See County closings due to inclement weather) or a check can be mailed to you.
11. You are prohibited from engaging in financial transactions or sharing your Trust Account.
12. Legal documents that require validation of the identity of a person executing affidavits, pleadings in litigation, real estate transactions, wills, powers of attorney, or any other document(s) filed in the Court system will require a notary. The Notary will not attest to the truthfulness of any information provided in the document, but will attest that the person signing the document has presented sufficient identification to be the signer of the document.
13. Notarized documents will be charged \$5.00 per signature. The Programs Section will process your request for notary within one week from the time that they receive your inmate request form. Notary request be submitted on an Inmate Request Form to the Inmate Programs Section.

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## 6. COMMISSARY

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1. All orders will be placed by using the Pod Kiosk system. Your PID number and Pin number will be needed to access the automated system. Your PID number is on your armband. The PIN number will be assigned by the inmate upon entering the dress in stage of the process. That number will be entered in the system for that inmate. When you enter the assigned pin it will prompt you to change and you may do so at this time or keep the 4 digit coded that you assigned. The PIN number for all inmates –new and returning is assigned at the dress in process. It is up to the inmate to commit this number to memory.
2. There are two (2) designated days per week to place orders (See Activity schedule).
3. Minimum and Medium security inmates may order up to \$100 worth of commissary per week with a maximum of \$50 per order.
4. Maximum-2 security inmates may order up to \$50 per week.
5. Maximum-1 security inmates may order up to \$30 per week.
6. A free 3 oz. bar of soap is available for all inmates on a weekly basis.
7. No other inmates or officers will be allowed to sign for your commissary items. If you are not present to receive your commissary order, it will be re-delivered the next business day. Weekends are excluded.
8. **No refunds or credits will be given for orders not received when you are released from jail. You may pick up your order(s) within 7 days of your release from the Finance Division at the Arrest Processing Center between 8 a.m. to 5 p.m. daily, excluding holidays and inclement weather (See county closings due to inclement weather).**
9. If you are transferred by DOC, BOP, or Immigration, you may receive a refund for orders(s) not received. If you do not receive credit when released, a check will be forwarded to the prison or agency to which you are transferred.
10. If you have complaints regarding the commissary system you may complete an Inmate Grievance Form and submit it to the Inmate Finance Division. If the commissary system malfunctions report this to your Pod Supervisor.
11. **You are required to lock down for commissary distribution. When your name is called, come to the table, check your order for expiration dates and errors before signing your name and obtaining your commissary items and receipt. No returns or exchanges will be permitted after you sign your name.**
12. During the distribution process of your commissary you must be wearing your inmate armband; it must be in good condition and not damaged to receive your purchase.
13. No inmate will be allowed to order commissary upon being placed in ADU Pre-Hearing status. Any commissary orders that are in process will be returned and a refund will be credited to your account.
14. All commissary items (including food items) will be confiscated once an inmate is placed in the ADU Pre-Hearing status. If you are found guilty of the alleged rule violation, and placed in a DDU status, all stored items will be discarded.
15. Any Inmate found not guilty of an alleged rule violation(s) will have their commissary items (including food items) returned to them upon being reassigned to a general population housing unit.

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## 7. INDIGENT FUNDS

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1. You are considered indigent if you are without funds for 10 days and have \$3.00 or less in your Inmate Trust Account.

2. You will have access to healthcare, programs, and activities, regardless of your indigent status.
3. You may order one (1) indigent hygiene kit, one (1) indigent 3 oz. bar of soap, and/or one (1) indigent stationery kit per week. Items included in a Hygiene kit are tooth brush, tooth paste, comb, and deodorant. Items included in a Stationery kit are two sheets of paper, two stamped envelopes, and a golf pencil. The code for an indigent kit and/or stationery kit is located on the Mecklenburg County Commissary Price list. Only one of each kit is allowed weekly.
4. A free bar of soap can be obtained weekly by placing an additional order with your hygiene kit. See instructions: enter code PLU#9700 for hygiene kit and code PLU#7588 for soap at the same time. To order stationary kits enter code PLU#7504
5. The cost of the Sick call, indigent hygiene kits and/or stationery kits will be charged to your account.
6. If you have a negative balance in your account and you receive funds, the amount you owe the County will be deducted from your funds at once.

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## **8. DRESS**

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1. You will be issued a jail uniform, which consists of one (1) shirt and one (1) pair of pants.
2. While out of your cell or bunk area, you are to be fully clothed in the jail uniform, with your shirt tucked inside your pants. Pants legs must be worn down to the ankle and your arms must come through the sleeves and the sleeves must not be rolled up. You may take your uniform top off while in the recreation yard, provided you are wearing an undamaged white t-shirt.
3. Gang signs or insignia will not be allowed on the jail uniform or any items.
4. You are allowed to have 6 sets of underclothes in addition to the one you are wearing. These include t-shirts, socks, underwear, and bras, no restrictions on underwire bras. Excessive items will be placed in property.
5. You are not allowed to wear any type of head cover, even by using authorized items such as t-shirts.
6. 1 pair of shower shoes is provided to you when you are admitted into the jail. If you possess a medical pass, you will be allowed to wear other shoes. Purchased commissary shoes can be worn on the recreational yard only. You are not allowed to wear purchased commissary shoes to court or while being transferred to another facility. You must wear shower shoes anytime you are out of your cells. The only exception is if you are an inmate worker, you are on the recreational yard, or you have a medical pass.
7. Federal inmates will be allowed to keep their prison issued slip on shoes at dress out (prohibited are prison issued lace up shoes). The same rules apply with these shoes as the above for commissary purchased shoes.
8. The Property Division does not accept or store clothes for court.

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## **9. PERSONAL CLEANLINESS**

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1. Showers are required daily while incarcerated. An initial shower is also required once you are placed in a classification pod. Jail Central showers are open every day from the hours of 8:00 a.m. to 10:50 a.m., after lunch until 3:50 p.m., and 8:00 p.m. to 10:30 p.m. Jail North Showers are from 8:30 am to 11:00 am, 1:00pm to 4:00pm, and 8:30 pm to 10:00 pm. These hours may vary to accommodate facility programs and activities.

2. A free bar of soap will be given each week through commissary by placing an order using code PLU#7590. If you are indigent your free soap will be given by placing an order using code PLU#7588.
3. If you refuse to shower as required, you will be subject to disciplinary actions.
4. Hair clippers will be placed in the pods on Friday and removed during the day on Monday. They must be cleaned and disinfected after each inmate use with the disinfected chemical that is accompanied with the delivery of the hair clippers.
5. Razors for shaving are given out three (3) times a week on Tuesdays, Thursdays and Sundays at 10 p.m.

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## **10. CLEANLINESS OF CELLS**

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1. Cleaning supplies are made available after meals and at other designated times during the day and night.
2. Jail staff will perform cell inspections daily.
3. All inmates are required to help clean the POD even if they are not Inmate Workers. All inmates are required to clean their cells, the dayroom, showers and other areas assigned by the POD supervisor.
4. You must clean sinks and toilets daily as assigned.
5. You are not allowed to write or mark on the walls. If you do, you will be charged a fee to repaint the walls.
6. There will be no pictures, posters, calendars, or charts attached to the walls, ceilings, affixed to any seams or behind fixtures attached to the walls. This does not apply to items posted by jail staff.
7. Light fixtures or air vents are not allowed to be covered. If you damage the light fixtures or vents by covering them you will be charged a fee.
8. Beds must be made before you come out for breakfast and must remain neatly made. Beds will be made whenever you are not in your cell. Beds will be made using two (2) sheets over the mattress covered by one (1) blanket. All sides are to be tucked under the mattress. Sheets and blankets are not to be tied or knotted for any reason. If you cause damage to the sheets or blankets because you tied them you will be charged a replacement fee. The mattress is to be laid flat. If you cause damage to the mattress you will be charged a replacement fee.
9. You are allowed under your covers while on your bunk during the day. However, your bunk must be made up each time you leave your cell. Failure to do so will result in a violation of facility rules and you will be subject to disciplinary action.
10. Blankets and sheets are not allowed on floors and/or used as a rug; nor will they be laid on a table and used as a tablecloth.
11. Nothing can be stored under mattresses.
12. Newspapers more than five (5) days old will be discarded, and will not be stored in your property.
13. Magazines, newspapers, or other materials will not be folded or rolled up as a measure against draft/dust.

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## **11. INMATE WORKERS**

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All inmates, regardless of their housing pod assignment, are eligible to volunteer for work assignments following their first appearance court hearing, except inmates with: Maximum security classification, major medical conditions, serious mental conditions, suicide risk,

violent inmates, Escape Risk, Federal or Immigration Detainer, parole violations, protective custody, and Youthful Offenders.

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

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## **12. SEARCH & INSPECTION**

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

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## **13. LAUNDRY**

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1. Jail uniforms will be exchanged twice a week.
2. You will receive two (2) linen sheets and one (1) blanket upon your incarceration which will be exchanged at least once week.
3. Towels will be exchanged at least twice a week.
4. Do not tie, write, or put knots in your linen or jail uniforms.
5. Personal laundry will be collected and washed weekly on designated days according to facility schedules. You are not allowed to wash personal laundry inside the pods. A laundry bag will be provided to you to place your personal laundry in for collection. You must ensure all items are labeled with your PID number on each item and it is written with a permanent ink pen provided by the Pod Supervisor.
6. **YOU MUST EXCHANGE OR TURN IN ALL OF YOUR LAUNDRY AND/OR PERSONAL LAUNDRY ITEMS ON THE DESIGNATED DAYS. IF NOT YOU WILL BE SUBJECT TO DISCIPLINARY ACTIONS.**

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## **14. MEALS**

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1. During meal times, roll call will be conducted and there is to be NO TALKING during this time. When your last name is called, you are to answer with your first name and approach the food cart for your tray. After obtaining your tray and drink, you are to be seated at a table that does not exceed its capacity. No one is allowed to return his/her tray to the food cart until EVERYONE has received a tray.
2. NO EXTRA TRAYS will be ordered or GIVEN OUT.
3. Food from facility meals **will not** be stored in your cell, bunk or POD. This does not include purchased commissary items.

4. Special diets will be provided for verified medically approved inmates. Requests must be made through the medical department. Special diets needed based on Religion must be requested and approved by the Chaplain.

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## 15. TELEPHONES

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1. All calls from the POD may be collect, debit or prepaid calls. Calling outside of the U.S.A should be completed as a debit call. Rates for calls may be requested from GTL from the kiosk.
2. **Telephone calls may be monitored and recorded, and any use of the telephone will signify an implied consent to this.**
3. Telephones will be turned off thirty (30) minutes before lockdown, during meal time, and shift changes.
4. If you make any harassing phone calls to another person, you may be prosecuted, placed in confinement, and have your telephone privileges revoked.
5. Free calls to the Public Defender's office may be made from 10:00 a.m. to 11:00 a.m. and from 3:00 p.m. to 4:30 p.m.
6. **Your call may disconnect if:**
  - a. Your party places the call on hold.
  - b. Your party uses or answers call waiting
  - c. The call is transferred.
  - d. There is use of 3-way calling or call forwarding
  - e. There is use of a cellular or cordless phone (static noise may cause you to disconnect).
  - f. Someone presses extra (additional) numbers on the keypad.
  - g. You or your party stops the conversation for any length of time (a period of extended silence may cause a disconnection).
7. **To make a call:**
  - a. Lift the handset and listen for instructions. For English, press 1. For Spanish, press 2.
  - b. For a collect call press 0, for a debit call press 1.
  - c. Enter your 10-digit pin number now
  - d. For a call in U.S.A., enter the area code and telephone number you are calling now.
  - e. For an International call, enter the country code, the area code and telephone number you are calling now.
  - f. Please state your name when requested.
  - g. Please wait while your call is being processed. There may be moments of silence during the acceptance of your call.
8. **To make a speed dial call:**
  - a. Lift the handset and listen for instructions. For English, press 1. For Spanish, press 2.
  - b. Enter the speed dial number you wish to call
  - c. Enter your 10-digit pin number now
  - d. Please wait while your call is being processed. There may be moments of silence during the acceptance of your call.

9. **You are not allowed to contact any jail staff directly or through three-way calls. If you do, your telephone privileges will be revoked and you will be subject to disciplinary action.**
10. Telecommunications Devices for the Deaf (TDD) will be available to inmates with hearing or speech disabilities or inmates who wish to communicate with parties that have such disabilities. Inform your Pod supervisor if you need a (TDD) phone.
11. If you have questions about billing or blocked calls, you may ask the party you called to contact a Customer Service Representative at 1-800-483-8314.

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## **16. GAMES**

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1. All board and card games are to be played at the tables located in the center of the day room. No board or card games may be played in cells, on couches, or on the recreation yard, etc.
2. Games are to be played quietly. Do not slap cards, checkers, etc. on the table. Do not talk or laugh loudly or yell across the POD. Absolutely no gambling allowed.

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## **17. MAIL**

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1. Any mail or contents that the mailroom deems as unacceptable will be returned to sender. Disapproved Publications will be handled in one of three ways depending upon your preference. 1) placed in your Inmate Property and held until your release/transfer, or 2) destroyed, or 3) mailed at your expense to another address. If you choose to have the disapproved publication mailed to a different address please so indicate below and return this form to MCJC Administration. Cost of mailing will be charged to you. **If you do not indicate any of these choices within five calendar days (exclusive of weekends and holidays) of the date shown above, the publication will automatically be destroyed.**
2. All incoming mail must have a return address, or it will be placed in your personal property.
3. All incoming and outgoing mail will be inspected for contraband.
4. While in custody, you are not allowed to mail/send correspondences or letters to other inmates who are also in custody in one of the Mecklenburg County Jail facilities.
5. An officer will open mail from the courts, attorneys, and probation/parole officers in your presence.
6. All mail must be sent through the U.S. Post Office.
7. You must write your name, PID number, and the jail's return address on all outgoing mail. **(LABELS are not permitted.)**
8. The Mecklenburg County Jail will accept letters, magazines, newspapers, and books. All books and magazines must be in their original packaging and sent directly from the publisher/printer. Any unacceptable packages will be returned to the senders at their expense.
9. Letters or cards containing indecent, sexually-oriented items, or stickers will not be approved according to jail policy and will be returned to the sender.
10. Items that can be obtained through commissary will be returned to the sender.
11. Mail received for inmates who are no longer in the custody of the Mecklenburg County Sheriff will be returned to the sender within 24 hours.
12. Personal mail for inmates incarcerated in the Mecklenburg County Jail System must be mailed to the following address:

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

P.O Box 34429 Charlotte, N.C. 28234-4429

The following list of items that if received by mail will not be accepted by the MCSO jail facilities. The list includes but is not limited to the following:

1. Money orders, checks, or money (currency), will be returned to the sender, along with the correspondence, at your expense if mailed to the above address. These will need to be sent to: (Your name as it appears on your armband and PID number, P.O. Box 31427, Charlotte, N.C. 28231-1427
2. Polaroid's, stickers, tape, plastic, wood, cloth, glass, ribbon, metal, magnets, staples, paper clips
3. Illicit or enticing photos
4. Material containing instructions for the manufacture of explosives, drugs, or other unlawful substances.
5. Material advocating violence within the facility.
6. Material advocating racial, religious, or national hatred.
7. Material advocating and encouraging sexual behavior that is criminal or in violation of the facility rules or detrimental to rehabilitation.
8. Material that is pornographic, illicit, erotic, and enticing in nature.
9. Gang-related material such as signs and/or symbols.
10. Material that contains nudity or is sexually explicit in nature.
11. Perfume sprayed or lipstick on the envelopes, cards, or letters
12. Glued contents, paperclips, clasps
13. Sticker address labels not allowed (handwritten only)
14. Gang symbols or drawings
15. Profanity on envelopes
16. Music lyrics printed from the internet that are obscene, violent or deemed inappropriate
17. Newspaper clippings, pamphlets, stamps or envelopes
18. Correspondence sent in cardboard envelopes or bubble envelopes
19. Photocopies of books, pictures, and magazines will not be accepted
20. No more than ten internet printed pages per envelope will be accepted.
21. Oversized cards larger than 9" x 6" will not be accepted.
22. Packages or deliveries from UPS or Federal Express **will not be accepted** without permission from the Facility Commander.

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## **18. REQUEST AND /OR GRIEVANCE FORMS**

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1. **If you have a question or concern, you must first advise your POD Supervisor.** If they cannot answer the question or concern, you should complete an Inmate Request or Grievance in the RMA kiosk system located in your assigned POD. Your Request or Grievance will be forwarded to the proper authority, and you will receive a response within 5 days, excluding weekends and holidays. If you are unable to read or type the Pod Supervisor will assist you in completing your Request and/or Grievance.
2. **Request should be** used to request information, services, and programs that are provided through the Sheriff's Office.
3. **Grievance should be** used for circumstances or actions which you consider to be in



violation of the Agency's Policies and Procedures or what you believe to be a violation of your constitutional rights. Staff members will not retaliate against an inmate for filing a grievance.

4. You will be allowed one level of appeal to the initial response of your grievance and the appeal must be made within 72 hours, excluding weekends and holidays. Your appeal should be notated on your original grievance under the response given.
5. Submitting **request / grievance for matters already addressed may be looked upon as an intentional misuse of this process and may be subject to disciplinary action.**
6. **Disciplinary appeals must be placed in RMA kiosk as request and not as a grievance.**

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## 19. VISITATION

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### 1. Clergy visitation:

- Clergy visits are non-contact
- A Clergy may visit an inmate only one time each week
- A Clergy that is related to an inmate that they wish to visit may not use their clergy status to visit. They must follow the regular visitation procedures.

2. To receive a regular visit your visitor must register and sign up for visitation using the online GTL system. Visits can be scheduled up to 1 week prior to the visit but must be scheduled by the day before the visit. If your visitor is 10 minutes or more late the system will automatically cancel the visit. You are allowed two free face to face 25-minute regular visits per week. Your visitors may schedule additional face to face visits or internet visits for a charge of \$12.50 which is charged by GTL. A 10-minute visit is \$5.00.

Please note: Inmates must be incarcerated 48 hours before being eligible for a visit (except for ICE inmates)

3. You may have two (2) adults and one (1) child per visit, or one (1) adult and two (2) children. **(Anyone under the age of 16 will be considered a child.)** Please note: Inmates must be incarcerated 48 hours before being eligible for a visit (except for ICE inmates).

4. All adult visitors must have valid state/government issued picture identification, such as:

- a Driver's License
- State or Military I.D
- Passport

5. Video & Internet Visitation for Friends & Family / Clergy will be Monday - Sunday at the following times:

8 am to 11 am / 1 pm to 4 pm / 8 pm to 10 pm

Program & Inmate Workers Friends & Family will be the following: (Effective pods will be 5300, 5500, 5700, 4900, 4640 (Female YO's), and 6500

Monday - Friday 8 pm to 10 pm

Saturday & Sunday: 8 am to 11 am / 1 pm to 4 pm / 8 pm to 10 pm

6. Attorney/Professional Visitation Hours are as follows:

8:00 a.m. –1130 a.m., 1:00 p.m. –4:30 p.m., 5:30 p.m.-6:30 p.m., and 8:00 p.m.-10:00 p.m.

7. Pocketbooks and oversized bags are not allowed in the visitation area.

8. All visitors are subject to search by jail staff.

9. Certain restrictions may apply concerning those who may visit.

10. Eating, drinking, or smoking is not allowed in the visitation area.

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## **20. SPECIAL VISITATION**

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1. The Administrative Captain or designee may approve special visits if the following conditions are met:

a. The visitor(s)' residence is 50 miles or more from Charlotte.

b. You have no disciplinary write-ups in the past 60 days.

c. There is a family emergency or hardship that prevents a visit on your regular visitation day.

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

3. You are allowed to receive only one (1) Special Visit every 60 days

4. A Special Visit will replace the regularly scheduled weekly visit.

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## **21. DAMAGE TO JAIL PROPERTY**

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Jail property must not be altered or destroyed. You will be prosecuted for the destruction of property and/or ordered to pay for damages. All hygiene items that are provided by the jail, such as razors, nail clippers, hair clippers, etc., must be returned in the same condition as they were issued. This is to include the damage of armbands as well. Armband replacement cost is 5.00 and it will be charged to your account.

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## **22. MEDICAL ISSUES**

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1. Medical screening will be completed upon your arrival.

2. The interviewing officer will ask your permission for the medical staff to treat your medical needs while you are incarcerated.

3. Pregnant females will have full access to medical care.

4. Emergency medical care is available and provided to you at any time. However, there will be a charge to your account when you are provided with non-emergency care. The definition of non-emergency is when you have a symptom or injury that is not life threatening, and this determination will be made by the Nurse or Doctor.

5. Sick Call will be conducted on a daily basis Monday-Friday. To be seen at Sick Call, you will need to submit in writing your medical, dental or mental health request in the pod kiosks. A qualified medical representative reviews all sick-call requests within 24 hours of receipt in the kiosk. You will be seen immediately for any

emergent concerns as determined by the qualified medical representative, and within 48 hours for other medical concerns. Any inmate initiated contact with medical staff during Sick Call, which results in a medical evaluation, will be documented and considered a Sick Call.

**6. Medical Fee Schedule:**

- a. Sick Call                               \$20.00
- b. Medication Co-Payment (Maximum per each medication for 30 day supply)  
\$10.00
- c. Over the Counter (OTC) medications will be given at the commissary price.

**7. There will be no charge for the following services:**

- a. Initial Screening in Arrest Processing.
- b. Physical Assessment (including HIV, STD's and TB testing/treatment).
- c. Follow-up treatments/tests ordered by the Medical Department.
- d. Medical emergencies as determined by the Medical Staff and detailed previously.
- e. Use of force, inmate confrontations, and restraint checks.
- f. Medication or MD visits for chronic illnesses, i.e. diabetes, hypertension, asthma, HIV, seizures, pregnancy
- g. Mental Health services or Mental Health medications during sick call, including follow-up.
- h. All PREA related incidents reported to staff. Victims of sexual abuse will be provided prompt access to emergency medical treatment (at no cost to the victim, regardless of whether they cooperate with an investigation or name the abuser)

8. Upon notification that an inmate will be released from custody and requests their medications upon discharge, nursing personnel will confirm that there are current medication orders and a Patient Prescription Eligibility Form will be sent to a participating pharmacy, for 3-7 days of release medications, which will be available for pick-up for three days after release.

9. If you refuse medical attention, you will be asked to sign a medical refusal form.

10. An Inmate Grievance Form can be filed for any questions or concerns regarding your medical treatment or charges.

11. For all Federal inmates, after a 30 day incarceration period has passed, all medical charges will be applied to you when you request medical services. Over-the-counter medications that are requested or ordered by you will be charged to your account on your first request.

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**23. LIBRARY SERVICES**

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Inmates at Jail Central and Jail North facilities have access to library services through procedures relevant to the population size and demographics of both locations. Access to all library services is provided through the kiosk system.

**Circulating Reading Resources**

A collection of books similar to those at a local branch of a public library are available to loan to readers. Guidelines regarding overdue, lost or damaged items follow the

American Library Association standards. Reading materials are available to all inmates except inmates housed in DDU.

### **Law Library**

Access to law library services is uniformly consistent in all locations for all inmates including inmates in DDU. Refer to the Documents section on the kiosk for detailed instructions for submitting your request.

1. Library staff is available Monday thru Friday from 7:00 a.m. to 4:00 p.m. Jail Central's Law Library is located on the 4<sup>th</sup> floor of the facility. Jail North's Law Library is located on the 1<sup>st</sup> floor of the facility.
2. Scheduled appointments are prioritized and based on:
  - a. Legal representation (private, public defender, or representing yourself)
  - b. Your status in the judicial process (pretrial inmate, sentenced inmate, or an inmate in the appeal process)
  - c. Previous library services, attorney visits or court appearances
  - d. Method of service will be determined by library staff
  - e. Word processing is available but users must have some level of computer skills.

### **Fines, Cost, and Penalties**

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

### **Library Programs**

#### **Jail Central**

1. **Library Assistant Vocational Education Class:** This is a 20-hour class focusing on the skills that real-world library workers need. Included are discussions about shelving, circulation, customer service and much more. At the conclusion of the class, participants will

have the knowledge to work in an entry-level position in a public or special library.

2. **Library Clerks:** This is a volunteer position in the Jail Central Library. Successful completion of the Library Assistant Vocational Education Class is required. The volunteer position uses much more of the skills learned in the class, and is a great way to add experience to the information learned there.

## **Jail North**

### **Adult Literacy**

1. **One-on-One Tutoring:** The goal of literacy instruction is to help students gain the skills, knowledge, and attitudes needed to actively make meaning out of written language. The tutoring services enable the learner to improve their basic literacy skills so they can achieve their goals and function more effectively. Meetings with tutors are usually scheduled once per week. Community volunteers provide leadership for this program.
2. **Summer Reading:** A seasonal partnership with the Charlotte Mecklenburg library that promotes reading with opportunities to reduce fines so their library card will be in good standing. Parents may also partner with their children at home to challenge them to enter the program.

### **Youthful Offender Literacy:**

1. **Freedom Reads Youth Book Club:** Community volunteers and library staff work together in leading a book club for the youth population. The members read a wide range of books, both fiction and nonfiction, then meet to discuss them as a group. The group has two meetings a month.
2. **Summer Reading:** Jail North youthful offenders has assets to the library weekly to browse fiction and nonfiction titles.

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## **24. INMATE PROGRAMS**

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Both Youth and Adult inmates have the opportunity to participate in a wide variety of educational, literacy, therapeutic, and vocational services while incarcerated. These programs are designed to prepare individuals for re-entry in the community through education, training, skill development and vocational awareness. Participation in these programs during incarceration is a critical step for inmates preparing for release and reintegration. Program schedules will be posted on program boards as they become available. Eligibility is determined based on your classification, the availability of program space, and the location of the programs. To request participation in any of these programs, submit a RMA request under the programs section.

### **Youthful Offenders**

1. **Counseling:** Two mental health licensed professional counselors are assigned to the youthful offender population to address psychological and behavioral needs. These clinicians provide individual and group therapy to improve institutional adjustment and

thinking patterns that produce self-defeating behaviors.

2. **A.B.E Tutoring:** Individual or small group tutoring may be available to those who need any type of basic instruction (reading, writing, etc.).
3. **Anger Management:** This course is designed specifically for youthful offenders to teach tips, tools, and techniques on how to manage anger, stress, and life choices in a positive manner. There is a certificate of completion for all those that matriculate through the course given by the Women's Commission.
4. **Art Class:** Art Class taught by the Bechtler Museum to develop art and coping skills to at risk youth. Youth will go through a 2 week art program taught by an artist in residence using modern techniques and develop a canvassed based product for display.
5. **Changed Choices:** Provides mentoring and comprehensive services for female youthful offenders while incarcerated to assist in their transition back into the community.
6. **Character Building Class:** This workshop series is titled "U-Turn Your Life Around". Youthful Offender females will discuss character building topics including self-esteem, etiquette, motivation, self-responsibility, peer pressure, and decision making to prepare them for the community upon release. The discussion will be facilitated using role playing, artistic/poetic expressions, writing expressions and talent showcases.
7. **CMS Classes:** District style classrooms which are part of the Right Choices / Alternative Education program of the CMS system. Students receive full academic and attendance credit. Courses offered are English, Social Studies, PE, Math and Science
8. **Communities in Schools:** Communities In Schools (CIS) is the nation's largest and most effective dropout prevention organization, helping young people stay in school, successfully learn, and prepare for life by connecting needed community resources with schools. By forming partnerships with human service agencies, businesses, civic groups, faith communities and individual volunteers. CIS connects children and families to the relationships and resources they need to be successful. CIS of Charlotte – Mecklenburg currently serves more than 5,000 students annually in 42 selected Charlotte- Mecklenburg Schools. The scope of current CIS programming includes school-based dropout prevention for grades K-12; college access and career exploration; support for teen mothers balancing the challenges of childcare and high school graduation; and working with youthful offenders housed at Jail North/Jail Central to continue their education.
9. **COOOL Program:** The COOOL Program (Changing Our Outlook On Life) is conducted by Changed Choices, which is an organization that works with incarcerated women.
10. **Domestic Violence Education:** These classes are provided to youthful offenders as core component of the comprehensive coping strategy curriculum. Youth are taught how to develop positive relationships, control negative emotions and effective anger management techniques.
11. **Employment Readiness Component:** This course is designed specifically for youthful

offenders and teaches techniques on how to obtain and keep jobs, beginner computer skills, manage finances and start a business.

12. **General Education Diploma:** This program is another option for youth who have not completed high schools and want to explore other options to obtaining a diploma. Tests administered by C.P.C.C
13. **Health Education:** Educational awareness classes are taught by outreach workers and health educators from the Mecklenburg County Health Department on how to prevent disease transmission, general health education, and population specific health issues.
14. **Living The Life:** Practical application life skills class. This course gives youth directional life planning with lessons about substance abuse and positive choices.
15. **Religious Programs.** Religious programs are available through the Chaplain's Unit. Religious material and spiritual counseling can be requested from the Chaplain's Unit by submitting a request through the RMA.
16. **SAT Prep Course:** Graduates to help prepare for the SAT in order to properly prepare for the college level entrance exam.
17. **Sex Trafficking Prevention Class:** This program discusses awareness and signs of sex trafficking, prevention of becoming a victim of sex trafficking and intervention and resources for those who are victims of sex trafficking.
18. **STD and HIV Awareness and Prevention Class:** This program is facilitated by the Health Department and participants are educated on topics including STD and HIV. Methods of prevention are discussed during this class.
19. **Substance Abuse Program:** Available to Youthful Offender inmates who are classified at minimum or medium security levels. Anyone requesting treatment will have a clinical assessment conducted by a member of the treatment staff and will then be referred to the appropriate treatment program.
20. **Vocational Service:** Vocational trainings may be offered to increase employment opportunities for youthful offenders. Specific dates and times will be provided as these opportunities arise.
21. **Wise Guys:** A best practices male involvement based curriculum that focuses on manhood, youth development and coping skills taught by the Mecklenburg County Health Department.
22. **Young Adults Personal Life Skills:** Students will work on developing BE-Print (Human Blueprint) consisting of what principle they want to live and set goals that support them. Subject matter includes relationships, financial independence, health and education.
23. **Working Smart For Youth:** 6-week curriculum taught by a certified instructor that provides soft skills for workplace success. The course is designed for individuals with barriers to employment, providing them with opportunities to learn critical, work-related interpersonal

skills and insights. All youth that participate and complete the course are awarded a certificate of completion that is recognized nationally.

### **Adult Male Reentry POD Classes**

1. **Anger Management:** This program is a psycho-therapeutic program for anger prevention and control. The goal of anger management is to reduce both emotional and psychological response to anger.
2. **Bridges Out of Poverty:** Participants will create a mental model of poverty, review the history of poverty, examine a theory of change, and analyze poverty through the prism of the hidden rules of class, resources, family structure, and language.
3. **Commitment to Change:** is a study designed to help participants get a handle on their thinking. The study helps participants better understanding the various thinking errors that may be keeping them from freedom and success in life.
4. **Courage to Change:** This is a self-paced independent journaling program that is provided to participants within our Re-entry POD orientation. The journal encompasses topics such as Family Ties, Anger Management, Substance Use Education, etc.
5. **Domestic Violence Education:** Domestic violence education is provided to participants through optional classes and mandatory education videos.
6. **Fatherhood/Parenting:** This evidence based program offer participants the opportunity to reflect on their past interactions and how to improve relationships with family members and children in the future.
7. **Forgiveness:** Participants will learn the causes and barriers of forgiveness such as hurt, resentment and anger that occurs in our lives and learn the steps on how to achieve forgiveness so we can live a more fulfilling life. This class will look at theoretical perspectives on forgiveness from Dr. Everett Worthington and case studies where people have achieved forgiveness of self and others.
8. **Healthy Relationships:** This class is an opportunity for the participant to explore and identify the characteristics of a healthy relationship with themselves and others. The study includes developing core skills that each participant must be aware of in themselves as well as the elements that assist in fostering a healthy relationship with others.
9. **Life Skills:** In-depth classes are offered through contracted providers. Participants are taught to accept responsibility for their behavior and to take deliberate steps toward change. Key topics include personal relationships, money management, controlling emotions (anger management), job readiness, and pre-release planning.
10. **Substance Use Education:** This program offers participants the opportunity to gain information on substance use to include the causes and effects.
11. **Wellness Recovery Action Planning (WRAP):** The Wellness Recovery Action Plan (WRAP®) is a personalized wellness and recovery system born out of and rooted in the



principle of self-determination. WRAP® is a wellness and recovery approach that helps people to: 1) decrease and prevent intrusive or troubling feelings and behaviors; 2) increase personal empowerment; 3) improve quality of life; and 4) achieve their own life goals and dreams. Working with a WRAP® can help individuals to monitor uncomfortable and distressing feelings and behaviors and, through planned responses, reduce, modify, or eliminate those feelings. A WRAP® also includes plans for responses from others when an individual cannot make decisions, take care of him/herself, and/or keep him/herself safe.

### **Vocational Skills Training**

1. **Auto Detail:** Participants learn the basics of auto detail so that they may find employment in the business of auto detailing.
2. **Basic Auto:** Participants will learn the basics of auto maintenance, paint and body repair to gain employment in the automotive industry.
3. **CARE 3:** This is a collaboration with Charlotte Works' to reduce barriers to employment. A variety of employment programs are offered including resume writing and development, interview strategies, employment resources and referrals along with basic computer training.
4. **Computer Basics:** The computer workshop introduces the basics and introductory skills needed for participants to become comfortable with accessing and using computer programs. Participants will be taught the basic components of a computer and Word 2013 Window. No Internet Accessibility.
5. **Employment Readiness:** Q Foundation's Employment Skills program helps re-entry participants understand the process of planning for a career and career advancement. By exploring their willingness to learn, understand their areas of interest and evaluating their skill sets, participants will prepare for the application and interviewing process
6. **Horticulture Program:** This program prepares participants for various careers in horticulture. Course work includes instruction in plant science, plant materials, propagation, soil, fertilizer and pest management. Participants learn skills related to horticulture and greenhouse operations. This program includes classroom and lab instruction.
7. **IN2WORK SERV SAFE Program:** This course may provide sessions of instruction in Kitchen Basics, Serve Safe® and Retail Basics. Participants will gain an understanding of food service and have the opportunity to receive their Serv Safe Certification that can be used to gain marketable food service skills that will assist in employee readiness in the Food Service Industry.
8. **Working Smart:** Soft Skills for Workplace Success is a five-module, 16-lesson soft-skills curriculum taught over a minimum of 24 hours. Certified participants will have key competencies in the following areas: Self-awareness; self-management; work ethics; communication skills and problem-solving skills.
9. **NCCER:** The National Center for Construction Education & Research (NCCER) program (70 Hours) provide participants national certification through standardized construction and maintenance curricula and assessments with portable credentials. These credentials are tracked through the NCCER registry allowing organizations and companies to track the qualifications of their craft professionals and/or check the qualifications of possible new hires.

## **Substance Use Treatment Program**

This program is offered through collaboration between MCSO and the Mecklenburg County Community Support Services (Substance Use Division). Anyone requesting treatment will have a substance use screening conducted by a member of the treatment staff, and will then be referred to the appropriate treatment program. A certificate is awarded upon satisfactory completion of the program.

The Behavioral Health Day Treatment provides a periodic, time-limited service. The clients require structure and support to achieve and sustain recovery. Educational and supportive programming is directed at continued abstinence or encouraging reduction in use and abuse of substances, the negative consequences of substance use, and development of social support network and necessary lifestyle changes, educational skills, vocational skills leading to work activity by reducing substance use as a barrier to employment, social and interpersonal skills, improved family functioning, the understanding of addictive disease, and the continued commitment to a recovery and maintenance program. These services are provided during daytime hours to accommodate the Jail schedule.

The following types of services are included in the Behavioral Health Day Treatment Program:

1. Individual counseling and support;
2. Group counseling and support;
3. Family counseling, training or support;
4. Strategies for relapse prevention to include community and social support systems in treatment;
5. Life skills;
6. Crisis contingency planning;
7. Disease management;
8. Treatment support activities that have been adapted or specifically designed for persons with physical disabilities or persons with co-occurring disorders of mental illness and substance use/dependence or developmental disability and substance use/dependence; and Criminal thinking

The program is designed for homogenous groups of recipients e.g., clients who are housed within the Jail and who meet criteria for this service. The program is designed for individuals with co-occurring MH/SA disorders. The program also informs the client about benefits, community resources, and services available after release from jail; assists the client in accessing benefits and services; arranges for the client to receive benefits and services; and monitors the provision of services. The maximum face-to-face staff to client ratio will be no more than 1:10. In the event that the assigned counselor is not available to cover group or educational sessions the Unit Supervisor will either assign another counselor to cover the session or will provide the direct services. The client must be in attendance for a minimum of 4 hours per day for any scheduled day of service. The program's length varies depending on the client's needs.

## **Educational Programs**

1. **ABE Program:** This program is available to participants who do not meet the GED minimum requirement of a ninth-grade education when provided an educational assessment. Participants are prepared to enter the GED program.

2. **HISET/GED Program:** Basic-education classes are offered to Adults and Youthful Offenders who have not earned their high school diploma or the equivalent. Class sessions are offered in the morning, afternoon, and evenings based on the space and availability.
3. **Personal tutoring:** Individual or small group tutoring may be available to those who need any type of basic instruction (reading, writing, etc.).

### Continuing Services

1. **Anger Management:** This program is a psycho-therapeutic program for anger prevention and control. The goal of anger management is to reduce both emotional and psychological response to anger.
2. **Bridges Out of Poverty:** Participants will create a mental model of poverty, review the history of poverty, examine a theory of change, and analyze poverty through the prism of the hidden rules of class, resources, family structure, and language.
3. **Life Skills:** In-depth classes are offered through contracted providers. Participants are taught to accept responsibility for their behavior and to take deliberate steps toward change. Key topics include personal relationships, money management, controlling emotions (Anger management), job readiness, and pre-release planning.
4. **Cognitive Behavioral Education Class (CBT):** CBT provides participants with the understanding that every action is preceded by a thought, and our thoughts are influenced by our feelings and experiences. The message to participants is if we change our thoughts, we can change our actions.

### Adult Female Programs

1. **Parenting:** This is a two-week 16-hour class available to the female inmate population. The purpose of the program is to assist participants in learning parenting skills and to teach them how to relate to children and young adults. The program seeks to improve parenting knowledge and skills for the parent that will increase positive experiences between them, by acknowledging their parenting strengths and building on them as well as offering suggestions on how to parent behind bars.
2. **Program for Incarcerated Women- Mandatory Domestic Violence Awareness Class:** This program educates and empowers women about domestic violence. Through education and counseling, female inmates learn about the effects of domestic violence. They learn that domestic violence is unacceptable and are encouraged to move toward non-violent relationships. These classes and individual counseling allow women a safe space to share their often-traumatic experiences of abuse to begin or continue the process of healing. The program provides female inmates with domestic violence resources available in the community as they transition back into the community
3. **Life Skills:** The Life Skills program consists of two alternating courses. The first 3-week course "Becoming the woman you want to be: **Creating Your Be-Print**" focuses on examining beliefs, principles, and actions. The second 2-week course "**Strengthening Relationships,**" focuses on understanding self, developing communication skills for building strong family/community relationships, and managing emotions.
4. **STD Education:** The Syphilis Elimination Project is a STD education and screening

collaboration between Mecklenburg County Sheriff's Office and the Mecklenburg County Health Department. The participants are given firsthand knowledge and awareness of STD/Syphilis and HIV education. The program provides early intervention through education and testing of STDs. The program also provides counseling and treatment of STDs for the inmates

5. **HiSET (High School Equivalency):** This program is offered to female inmates who have not completed high school and want to explore another option to obtaining a diploma. **HiSET (High School Equivalency)** exposes female inmates to post-secondary, career and college opportunities. The opportunities prepare them to become productive and successful members of society. Testing is offered through a collaboration with the local community college.
6. **Library Assistant Vocational Training Class:** This is a 20-hour vocational training class for Library Assistants. Inmates interested in the program submit applications and are then interviewed. If accepted into the program, they receive the training necessary to become a library assistant. They are given a final exam and a final interview. Some of the graduates have the opportunity to work in the library as assistants. These assistants have a regular work schedule and handle the circulation of leisure reading materials.
7. **Therapeutic Program POD:** This POD is a structured program which is operated on a daily schedule to serve women who participate in 3 groups which include the following:  
  
Group- Basic Programs  
A Group – Continuing Services  
B Group - Substance Use Treatment  
C Group – Re-Entry
8. **Case Management:** Case Managers assess client's needs and provides individual case management. The goal is to link and coordinate clients to community resources with the expectation of a positive re-entry back in to their community.
9. **Personal one to one Counseling:** Community Counselors provide professional individual one to one counseling and mentoring to meet client's individual needs
10. **Alcoholics Anonymous/Narcotics Anonymous:** AA and NA meetings are available to inmates who desire to participate in twelve-step meetings to receive support in their recovery process. This famous twelve-step program has helped millions of addicts develop a solid foundation for recovery and has led them to living useful, sober lives.

### **The Chaplains Unit**

Religious material and spiritual counseling can be requested from the Chaplain's Unit by submitting a request to the Chaplain in the RMA kiosk system located in your assigned POD.

### **Chaplain Services**

1. Spiritual Counseling
2. Prayer Requests
3. Reading Glasses
4. Religious Studies
5. Religious Diets

6. Provide access to various religious leaders
7. Prayer
8. Juma Prayer
9. Communion
10. Baptism
11. Death Notifications
12. Emergency Calls - in case of family hospitalization or Death Notification

### **Chaplain Materials – All donated**

1. Bibles, Qurans and Other Holy Books
2. Calendars and Devotionals
3. Religious Magazines
4. Religious Books
5. Other Religious Materials

### **Female Programs**

1. **Circle of Praise** helps the inmate to identify reoccurring patterns of self-destruction. The class assists the student in accepting responsibility in their lives through study, prayer, and praise.
2. **Defining Moments** is a class that exists to allow the individual the opportunity to reflect on their current situation. Topics such as forgiveness, freedom and forward focus will be covered. Also, questions like “Why am I here, where is God, why didn’t God keep me out of jail, and what do I do now” will be addressed from a spiritual perspective.
3. **Hope Aglow** is a basic, biblical, foundational study for. The inmate memorizes assignments, complete homework, participation in class, and identify areas in which they are having difficulty.
4. **Moms in Prayer** is a weekly class that teaches mothers how to pray and to intercede for their children. The instructor is trained by Moms in Prayer International to equip mothers as they meet to gain a vision for the power of prayer. This is a dynamic and very popular class. The answers to prayer redeem the heart of a mother who has lost a child to the system and needs the restorative power of prayer to bring healing to her heart.
5. **Principles of Faith** is a Bible study conducted in Spanish about the principles that affect character and the foundations of Biblical faith.
6. **Prayerful Spirit** is a course that testifies of the Prayer Life of James P. Gills. He tells how prayer has changed his life through faithful, fervent, and a focused heart of communication from one man to His God. It begins with the priority of prayer and is followed by the teaching on a heart inclined to God. The last part of the book significantly testifies of the Power in Prayer.
7. **Walking with God** is a class that studies scriptures with an emphasis of putting them into practice. The teacher also utilizes several different videos created by some of the world’s leading Bible study teachers to provide a wide variety of examples of living a Biblically based life.

### **Other Religious Studies**

1. **Religious studies** are conducted by volunteers from various religious organizations with inmates in the facilities. These classes do not require signing up on the kiosk. When the class is announced in the pod the inmate can attend the class.
2. **Tahleem**, in this context, refers to Islamic education. It is offered to the Muslim population.

**(Note: All requests are subject to availability of items and MCSO approved volunteer lists)**

### **Latino Programs**

Latino Programming is a six weeks curriculum. All classes are one week excluding ESL

1. **Bechtler Museum of Modern Art – Jail Art Initiative**  
The Bechtler Museum of Modern Art has partnered with the Mecklenburg Co. Sheriff's Office to provide hands-on art-making workshops. Bechtler-trained teaching artists and staff conduct up to 12 week-long residencies throughout the year and explore the works of several artists from the collection as well as many social and personal themes related to the inmates. The artwork created as part of this program is part of a rotating exhibition located in the museum's lobby that highlights the community programs.
2. **Domestic Violence Education:** Provides Spanish-speaking inmates basic information about domestic violence, cultural factors that influence domestic violence, legal ramifications, and the impact domestic violence has on family dynamics.
3. **Effective Communication:** Participants will learn the characteristics and process of interpersonal communication including perception, non-verbal behaviors, listening and feedback, conflict recognition and resolution.
4. **English as a Second Language:** ESL classes are offered to individuals through a provider and assists individuals in learning the English language.
5. **Life Skills:** In-depth classes are offered through contracted providers. Participants are taught to accept responsibility for their behavior and to take deliberate steps toward change.
6. **Parenting:** This evidence based program is offers participants the opportunity to reflect on their past interactions and how to improve their relationships with family members and children in the future.
7. **Substance Use Education:** This program offers Spanish-speaking participants the opportunity to gain information on substance use to include personal, cultural, and environmental factors that influence substance abuse and creates awareness of the effects substance abuse has on individuals, families, and communities.
8. **Thinking Errors:** This program helps participants evaluate their thinking. The program helps participants better understand various thinking errors that may be a barrier to a successful life.

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## **25. PRETRIAL SERVICES**

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Through Pretrial Services, a non-sentenced inmate may be released from jail pending trial if

they meet the program's requirements. A Public Safety Assessment (risk assessment) is completed on all defendants prior to their First Appearance Hearing to assess their risk of re-offending and failure to appear. The assessment is based on objective factors that do not require face-to-face interviews with defendants.

Defendants eligible for release through Pretrial Services must:

- 1) Be referred by a District or Superior Court Judge
- 2) Score in the low to moderate risk range on the Public Safety Assessment
- 3) Be 16 years or older or have a co-signer if under the age of 18
- 4) Be a resident of the State of North Carolina
- 5) Be a US citizen
- 6) Be able to provide references and their contact information
- 7) Not have any warrants or detainers
- 8) Have secured bonds (no cash bonds)
- 9) Agree to cooperate with program requirements
- 10) Be charged with a Pretrial Services eligible offense

Inmates charged with certain offenses are ineligible for release to the program. These offenses include, but are not limited to, the following:

- 1) All offenses involving a death
- 2) Felony Hit & Run Serious Injury/Death
- 3) Certain sex offenses
- 4) Robbery with a dangerous weapon (or Conspiracy)
- 5) Probation/Parole Violations

Other factors that influence eligibility are:

- 1) Past violent criminal history
- 2) Concern for the safety of the prosecuting witness and/or the public
- 3) Past performance on Pretrial Services supervision
- 4) Honesty during the screening process
- 5) No defendant with an outstanding warrant/detainer can be released through the program.

Individuals initially turned down by Pretrial Services, may be reconsidered for release if they meet the requirements listed above and one or more of the following changes have occurred:

- 1) A Pretrial Services ineligible charge has been dismissed, withdrawn, unsecured, or has the bonds posted for those ineligible charges
- 2) The out-of-county bond has been posted
- 3) The monetary compliance has been paid/satisfied
- 4) The hold or detainer has been dropped

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

- 1) Obey all laws
- 2) Abide by all special conditions ordered by the judge
- 3) Attend all court hearings
- 4) Report to case manager as instructed

- 5) Refrain from the use of illegal and non-prescribed substances and submit to drug testing
- 6) Comply with referrals made by the case manager

To apply or be reconsidered for release through Pretrial Services, you must submit a request in the RMA kiosk system located in your assigned pod.

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## 26. DISCIPLINE

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1. **Administrative Detention:** Confinement to a secure cell either within the POD or in a detention unit. You will be subject to administrative detention when you pose a serious threat to life or property, when you cause a disruption of normal POD operations or while you are awaiting a disciplinary hearing.
2. **Disciplinary Detention:** Confinement to a secure cell in a detention unit if you are found guilty as a result of a disciplinary hearing for any documented case of misconduct or any Class "A," "B," or "C" violation that threatens the security of the facility, staff, inmates, or visitors.
3. **Informal Disciplinary Action:** Any Deputy or Detention Officer may, for minor violations of the jail rules, revoke privileges, counsel inmates about their behavior, or assign extra work details or be placed on lock down .
4. **Formal Disciplinary Action:** Any Deputy or Detention Officer may, for major violations of jail rules, place you in single cell confinement to face a formal disciplinary hearing. You may also be charged criminally for violations which also violate criminal laws. Disciplinary hearings will be conducted by Hearing Officers, who are appointed by the Facility Commander.
  - a. You will be provided at least 24 hours, but no more than seven days (excluding weekends and holidays) in which to prepare your defense and request witnesses to be interviewed on your behalf. You may sign a waiver to have your hearing conducted earlier than 24 hours
  - b. If you do not dispute the alleged violation(s), you can waive your disciplinary hearing by signing a waiver. Refusal to participate in your disciplinary hearing will be treated as a waiver.
  - c. Any period of confinement in a Disciplinary Detention Unit resulting from a hearing will begin following the disciplinary hearing or waiver. Time spent in pre- hearing detention will not be credited towards your DDU sentence.
  - d. A staff member or agency representative will be appointed to assist an inmate when it is apparent that the inmate is not capable of collecting and presenting evidence on his/her own behalf.

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

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



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

1. Murder/attempted murder
2. Physical assault on staff or inmates; fighting/affray
3. Rape or sexual acts against inmates or staff
4. Escape/attempted escape or aiding in an escape
5. Arson
6. Weapon possession
7. Making or smuggling of weapons
8. Theft or possession of stolen property
9. Fraud/forgery/deceit
10. Involvement in riot
11. Threatening staff
12. Hostage taking
13. Property damage or defacement of any kind; graffiti
14. Violation of any local, state, or federal law
15. Smoking; sale and/or possession of tobacco products; sale and/or possession of incendiary devices
16. Providing false information on official documents or during proceedings
17. Possession of any object or chemical agent, which could be used as a weapon
18. Sexual harassment
19. Possession of illegal drugs and/or drug paraphernalia
20. Aiding in the commission of the above

### **SANCTIONS**

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

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

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

1. Threatening/intimidating other inmate(s), including extortion, blackmail, or physical force
2. Kicking/beating cell door
3. Interfering with lockdowns/counts or searches
4. Unauthorized changing of cells
5. Refusal to leave any area of the facility
6. Violation of worker status, including unauthorized absence or being in an unauthorized area
7. Participation in a disturbance or work stoppage
8. Possession or consumption of intoxicants
9. Possession of tattoo paraphernalia
10. Indecent exposure

11. Physical contact or harassment to inmates or staff
12. Misuse or abuse of authorized medications or possession of unauthorized medications
13. Tampering with or destruction of any locking device
14. Interfering with, obstructing, or preventing any facility activity or any staff member from the performance of his or her assigned duties
15. Harassing telephone calls
16. Tampering with an elevator, smoke detector, or other safety equipment
17. Damaging bunks
18. Gambling
19. Failure to obey and follow orders given by POD Supervisor/Staff
20. Possession of pornography or sexually explicit materials
21. Gang related items, symbols, drawings, signs, literature, or paraphernalia
22. Aiding in the commission of the above

### **SANCTIONS**

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

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

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

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

### **SANCTIONS**

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

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

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

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

### **SANCTIONS**

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

### **YOUTHFUL OFFENDERS**

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

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

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

## **SANCTIONS**

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

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

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

1. Gang activity (graffiti, showing signs)
2. Making threats
3. Being in another person's room
4. Disrespecting a teacher or another student
5. Refusal to do class work
6. Refusal to follow directions (Category 2 or 3)
7. Disrupting the classroom (Category 2 or 3)
8. Use of profanity (Category 2 or 3)
9. Cheating on tests
10. Inappropriate behavior with a teacher or student
11. Confrontational behavior (Category 1 or 2)
12. Refusal to attend or participate in any program activities

## **SANCTIONS**

- a) **First offense**
  1. Suspension from class and lockdown up to 10:00 p.m.
  2. Lockdown up to 10:00 p.m.
- b) **Second offense.** Lockdown up to forty-eight (48) hours.
- c) **Third offense.** Administrative Detention Unit (ADU).

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

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

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

## **SANCTIONS**

- a) **First offense.** Points will be subtracted from your behavior card.
- b) **Second offense.** You will look up the infraction in the handbook and write an essay about the behavior, listing the rule and page number in the handbook. You may write about the possible reasons for the behavior and how you can make restitution for the behavior.
- c) If in class, you will receive a referral for counseling.
- d) **Third offense.** Clean up.
- e) **Fourth offense.** Lockdown for four (4) hours.

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

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

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

### **SANCTIONS**

- a) **First offense.** Verbal warning.
- b) **Second offense.** Points will be subtracted from your behavior card.
- c) **Third offense.** Your behavior card will be affected. Referral to Case Manager.
- d) **Fourth offense.** Your behavior card will be affected. Lockdown for four (4) hours.

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## **27. DISCIPLINARY APPEAL PROCESS**

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If you are found guilty after a disciplinary hearing you may appeal the decision. The appeal must be submitted within twenty-four (24) hours in the RMA system as a request indicating your concern with the outcome of your hearing. The request of your appeal in the RMA system and specific instructions can be obtained from the POD Supervisor. If you waive your right to a formal hearing or plead guilty to the rule violation(s), you lose your right to an appeal. The facility's Commander or designee will respond to you within fifteen (15) working days.

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## **28. CLASSIFICATION**

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

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## **29. CLASSIFICATION APPEAL PROCESS**

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

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## **30. VOTING**

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

There are several ways to register:

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

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

Absentee ballot:

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

A written request for an absentee ballot must include:

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

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

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

A person convicted of a felony in North Carolina loses their citizenship rights, including the right to vote. However, these rights are automatically restored when the person convicted of a felony completes his or her sentence (including parole), is unconditionally pardoned, or completes the conditions of a conditional pardon. If you are a former convicted felon you must register again even if you were registered before your conviction. You can register at any point after completing your sentence. Follow the procedures above for registration and absentee ballot.

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### **31. RELEASE PREPARATION INTO COMMUNITY**

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If you have or will be incarcerated for longer than 180 days, there is a release preparation program available to assist you with reintegration into the community. You may request this information from your Classification Housing Manager when you are within 60 days of your anticipated release date.

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### **32. RECYCLE**

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Recycling is a county ordinance. Mecklenburg County Jails are County buildings that must adhere to all recycling regulations. All inmates are expected to recycle paper, plastic and cardboard materials. Recycling containers are provided in all PODS at Jail Central and Jail North.

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### **33. TRANSPORTATION OPTIONS FOR VISITORS**

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Your visitor has two transportation options. (1) They can access the Charlotte Area Transit System (CATS) or (2) drive their personal vehicles. For Jail Central they can request stops on East Trade Street and East 4th Street. If your visitor drives, they can pay to park in a parking lot near the jail or use the parking meters on the side of the street near the jail. Jail-North is located at 5235 Spector Drive north of Sunset Road and Statesville Road. A scheduled stop is available at Sunset Road and Spector Drive. Directions to Jail North are: I-77, exit 16A Sunset Road, left on Statesville Road, left on Spector Drive. Personal vehicle parking is available free of charge at Jail North.