

**Spartanburg County Detention Facility
Jail and Detention
Policies and Procedures**

Subject: Rules for the Guidance of Inmate Behavior and Prohibitive Acts	Policy Number: 06.03
Issue Date: April 27, 2007	Revision Date: August 1, 2010
Approval Authority Title and Signature: Larry W. Powers, Director	

SPARTANBURG COUNTY IS AN AT WILL EMPLOYER AND NOTHING CONTAINED HEREIN CHANGES AND/OR ALTERS THAT RELATIONSHIP. THIS MANUAL IS NOT A CONTRACT EITHER EXPRESSED OR IMPLIED NOR DOES IT BIND THE COUNTY OR THE DEPARTMENT TO ANY SPECIFIC OR DEFINITE PERIOD OF EMPLOYMENT. THE DIRECTOR RESERVES THE RIGHT TO CHANGE; DELETE; OR MODIFY THIS POLICY AT ANY TIME. ALL EMPLOYEES OF THE JAIL SERVE AT THE PLEASURE OF THE DIRECTOR WITH THE CONCURRENCE OF THE COUNTY ADMINISTRATOR PURSUANT TO COUNTY ORDINANCE #229.

POLICY:

It is the philosophy of the Spartanburg County Detention Facility to treat every inmate entrusted to its care in a fair and humane manner. Every effort will be made to ensure that each inmate is given the respect due him/her as a fellow human being, and in return, it is expected that each inmate will afford the same courtesy to both the staff and his/her fellow inmates. The following is a list of rules and regulations for the guidance of all inmates. Inmates are expected to comply with these rules and regulations as well as follow the instructions and orders of the staff. Theses rules and regulations are subject to periodical review and revision. They have been developed as a guide to assist the staff in maintaining order, discipline, sanitary living conditions, facility security, and a healthy and safe environment consistent with all applicable state and federal laws and regulations.

This order is for internal use only, and it does not enlarge an officer or employee's civil or criminal liability. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third parties. Violations of this directive, if proven, can only form the basis of an internal complaint and corresponding discipline in a non-judicial administrative setting. Nothing contained herein is intended to create an enforceable right or a private right of action against the department; Spartanburg County; the Director; and/or any of its officers or staff. It is intended strictly for internal management purposes and does not create third party rights to any member of the public; inmates/detainees; or their families.

<p>RESTRICTED LAW ENFORCEMENT DATA</p> <p>This data is proprietary and shall not be duplicated, disclosed, or discussed, without the written permission of this agency. Data subject to this restriction is contained throughout this publication.</p> <p style="text-align: center;">Page 1 of 26</p>

PROCEDURE:

1. **Management-** The jail is managed and controlled by the Director and his staff. No inmate has the right to assign work to other inmates or to have control or supervision over them. Kangaroo courts, sanitary courts, and all other similar inmate organizations are forbidden.
2. **Jail Property:** Bedding, towels, washcloths, storage boxes, shoes, clothing, and other items assigned to you belong to the jail, and you must return them in good condition when you leave. You must not damage plumbing, electrical outlets, lighting fixtures, or any other part of the jail building or equipment. Pictures are forbidden from being posted on the walls, in the showers, on beds, or anywhere in the cell. You are forbidden to write on the walls, beds, desks, etc. You are not to damage the jail and/or its fixtures in any way. You will be prosecuted for destruction of jail property.
3. **Care of Living Quarters:** Whether you are serving a sentence or being held for trial or for some other valid reason, you are required to help maintain cleanliness throughout the jail. Officers will assign you your share of this work and instruct you how it must be done. Your quarters must always be ready for inspection. Upon your initial assignment to a housing area, an inspection will be conducted and you will be requested to sign a form acknowledging the presence and/or the lack of any damage to the area and any items issued to you. You will be held responsible for any damages that occur during your stay in the facility for which you are responsible. This can include both disciplinary actions taken internally within the jail as well as criminal charges. Both actions are independent of each other, and they both can occur and arise out of the same incident. No double jeopardy exists.
4. **Conduct-** You must obey all jail rules and the officers' instructions and conduct yourself in an orderly, decent manner, with respect for the rights of other inmates. If you fail to conduct yourself properly, you may lose the privileges which are permitted to inmates in good standing, and you will be prosecuted for any criminal actions that you may commit. You can be both prosecuted criminally as well as have internal disciplinary action taken against you as well. No double jeopardy exists.
5. **Toilet Articles-** If you are to be housed in the jail, you will be required to shower and will be issued a towel, a bar of soap, a toothbrush, toothpaste, deodorant, shampoo, and a comb. After the initial issue, soap, toothpaste, and deodorant will be reissued once weekly by the officers and staff. In order to control inventories, you must give the officer the empty containers before new articles are issued. All items will be given back to the officer upon exit. Passing items to another inmate is a violation of jail rules and inmates found in possession of these and/or any other item over the allotted or authorized amount is subject to disciplinary action for the

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and shall not be duplicated, disclosed, or discussed, without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

possession of contraband.

6. **Telephone Privileges-** Each person who enters the jail will be allowed to use the telephone at the earliest opportunity. The only exception to this rule is that when an inmate is belligerent or uncooperative during the booking process, then he/she will be detained in a holding cell without the use of a telephone until such time as he/she cooperates with the booking technician/officer. Telephones will be made available to each inmate daily (unless telephone privileges have been suspended due to emergency circumstances and/or for disciplinary purposes) for both local and long distance telephone calls. All long distance and local telephone calls are to be made collect. Emergency telephone calls outside of these times must have the approval of the director, or in his absence, the supervisor on duty. Should a conflict develop (i.e. scheduled court appearance, medical appointment, assignments to holding cell/room, etc.) and an inmate is unable to use the telephone at his/her scheduled time, the inmate will not be allowed to "make-up" the scheduled telephone call due to limitations of staff, time, and resources. A schedule is posted in each housing unit daily. Inmates may only use the telephone during their individually allotted and scheduled time. Failure to abide by the schedule will result in disciplinary actions. Inmates are not to use other inmates' scheduled times.
7. **Sick Call-** Sick call is to be held daily. Any inmate with a complaint of medical illness should obtain a medical request form from an officer, and upon completing the form, he should return it to the officer. The medical staff will review these complaints daily. If it is deemed necessary, an appointment with the facility's physician will be scheduled. In the absence of the medical staff, the shift supervisor will evaluate the complaint, and if it is deemed an emergency, then the inmate will be transported to the emergency room at the Spartanburg Regional Medical Center by officers and/or EMS personnel.
8. **Responsibility of Health Care-** The facility will attempt to provide all inmates with adequate and reasonable access to medical care during their incarceration. A member of the nursing staff is available daily. In addition, a physician is available at the facility at a minimum of three (3) days per week and more often as needed. When additional coverage is needed, out-patient clinics at the Spartanburg Regional Medical Center, as well as the emergency room, are utilized. Nothing in this policy precludes an inmate from having an outside licensed physician visit him/her during his/her incarceration. However, this expense must be paid by the inmate or the inmate's family, and all medical procedures or prescribed medications must be approved by the facility's physician in consultation with the facility's pharmacist and are subject to the rules of the facility. Unless approved as medically necessary by the facility's physician, follow-up visits to outside physicians will not be routinely honored, with each request to be evaluated on a case-by-case basis. The medical staff is here to provide all inmates reasonable and adequate medical care. Unless deemed medically necessary, requests for appointments to obtain individual

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and shall not be duplicated, disclosed, or discussed, without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

disability assessments, etc. cannot be made until after the inmate's release unless otherwise ordered by the court.

9. **Medications-** Medications brought into the facility by the inmate and/or dropped off by the inmate's family will be evaluated by the jail's responsible physician as well as the jail's pharmacist in accordance with applicable state and federal laws and regulations. Pursuant to Section 40-43-10 of the South Carolina Code of Laws the jail's pharmacist must perform three (3) primary functions to wit:
- a. Identify potential and actual drug related problems (which includes potential abuse or misuse of prescription that may be harmful).
 - b. Resolve actual drug related problems; and
 - c. Prevent potential drug related problems.

In addition the pharmacist is required to review each individual's record for potential adverse reactions, allergies, interactions, and laboratory test modification and advise the physician of any recommended changes.

The facility's pharmacist must review any medications received by the jail; he must identify the medications and if unable to do so, he must return them unused to the inmate or his/her family; he must verify that the medications are labeled with the patient's name; the name of the practitioner who prescribed the medications along with the practitioner's license and DEA Registration number as required; date of issuance; name of medication, strength, dosage, and quantity prescribed; verify number of refills; and he must approve the medications.

If the pharmacist receives an emergency request for a refill, he can dispense up to a 72-hour supply if the prescription is:

- a. Not a controlled substance;
- b. The medication is essential to the maintenance of life;
- c. In the pharmacist's professional judgment the continuation of the medication will produce no undesirable consequence;
- d. The pharmacist records the dispensing; and
- e. The pharmacist notifies the dispenser of the emergency dispensing within 72 hours of the dispensing.

Section 40-47-113 of the South Carolina Code of Laws states "it is unprofessional for a licensee to prescribe drugs to an individual without first establishing a proper physician-patient relationship. A proper relationship at a minimum requires the licensee to make an informed medical judgment based on the situation and the licensee's experience. A licensee may continue medication on a short term basis for a new patient/inmate prior to the patient/inmate's first appointment/review. Medications brought to the jail may be delayed in their delivery based on the inmate's physical condition (i.e. under influence of

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and shall not be duplicated, disclosed, or discussed, without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

alcohol and/or drugs) when such delivery may have an adverse effect, the medication cannot be identified; the medication is a controlled drug and none are in the bottle and/or there is evidence of abuse or misuse (i.e.: filled for 30 pills two days ago and there are only two left in the bottle, etc.); the medications are not properly identified; and/or the pharmacist and the physician in their professional opinion decide not to dispense the medications; the physician develops a new therapeutic plan; and/or other legitimate reasons as determined by the jail's physician. **Disagreement with the physician's professional opinion and treatment plan without more does not constitute neglect or denial of medical care.**

10. **Medication Administration-** Inmates receiving medication must comply with the following:

- a. Must give true and accurate statements concerning health status.
- b. Must report to the designated area and line up as directed by the officer to accept medication (unless precluded by illness).
- c. Must acknowledge receipt of medication by initialing in the appropriate space.
- d. Must take medication immediately upon receiving it, in the presence of the medical staff or officer.
- e. Must be properly attired including shirt and pants in the presence of the medical staff and/or officer.
- f. No profanity or abusive language shall be directed toward to the medical staff and/or officer.
- g. Infractions of the above or any inmate found saving, hoarding, or abusing medications will result in the relinquishment of the right to receive further medication for this illness, unless otherwise ordered by the physician as individual health needs dictate.
- h. Inmates in violation of this policy are subject to disciplinary action.

11. **Personal Property-** All personal property will be removed from the inmate's possession upon his/her admission into the facility. This includes identification, jewelry, ink pens, etc. All items are to be secured and a receipt given to the inmate. This is necessary to help ensure the safety and security of the jail as well as to eliminate the potential for theft and/or altercations that may arise from such thefts. Upon the inmate's release or departure, all property must be carried with by the inmate at the time of his/her release or transfer. Property left over thirty (30) days will be considered abandoned and will be disposed of by the facility's staff.

12. **Inmate Funds-** Inmates are not allowed to have money in their possession at any time. Money is considered contraband and is subject to seizure as such. Visitors are permitted to deposit monies into an inmate's account. Inmates in violation of this policy are subject to disciplinary action. Any money seized is subject to forfeiture and as such can be deposited into the jail's commissary/canteen fund for the benefit of all inmates; used as evidence in court if a criminal charge is filed; and/or

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and shall not be duplicated, disclosed, or discussed, without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

deposited back into the inmate's account as determined by the Director based on the facts known to him.

13. **Mail**- Outgoing mail can be given to any officer to be deposited for the next day's mail run. These letters will be logged and stamped to verify as not having been censored by the facility's staff. Inmates are prohibited from sending and/or attempting to communicate with the victim/witnesses to their alleged criminal activity; from sending threatening letters to others including court and law enforcement officials; family members; etc; and/or carrying out any criminal enterprise via the U.S. mail. Inmates found to be in violation will be charged criminally as determined appropriate and/or prohibited from mailing further letters to all such individuals. Incoming mail is received Monday through Saturday, except holidays, officers may open incoming personal mail in front of the inmate to whom the letter is address and/or the officer or a staff member may open the letter outside of the inmate's presence to ensure that no contraband is received in the mail. Officers and staff may read such correspondence in an effort to prevent escapes and/or to prevent other criminal activity. All legal mail, including mail from the inmate's attorney, the courts, and/or a government official, must be opened in the presence of the inmate; the contents removed and shaken to ensure that no contraband is present; and given to the inmate unread. Two personal postage-free letters will be mailed weekly for indigent inmates. The director, or his designee, will determine indigent status based on the receipt of inmate funds which is generally based on whether an inmate has had any money in his/her account within the last 30 days. In addition, the jail will provide indigent materials for correspondence to the courts as determined necessary without such restriction as applies to personal correspondence. However, the jail reserves the right to hand deliver all such correspondence as may be applicable without incurring the additional cost of adding postage. All letters mailed from the jail have to have the inmate's name noted in the upper left hand corner of the envelope with the jail's return address and the addressee's name has to be clearly listed on the envelope as well. See correspondence policy for further information.
14. **Cashing of checks**- The facility's canteen cannot accept personal or payroll checks, if an inmate needs his/her family to send money, it must be in the form of a postal money order only, since the facility cannot arrange for checks to be cashed except on a limited basis. As an alternative to mailing a postal money order, family members and/or friends may electronically deposit money into an inmate's account for a fee by going on line and sending the money via www.JPay.com and setting up an account.
15. **Messages**- Employees of this facility are forbidden to carry or deliver messages from inmates to other inmates, friends, relatives, etc. Do not request officers to permit special favors or allow special privileges other than those permitted to all inmates. This includes extra access to and/or making telephone calls for you;

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and shall not be duplicated, disclosed, or discussed, without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

mailing personal letters or delivering notes to others outside of the facility; asking and/or using an officer's personal cell phone; asking the officer to bring you special food or other items; and/or engaging in any other prohibited activity or conduct.

16. **Televisions**- The facility provides televisions for inmate group viewing while in the facility. This is a privilege which helps inmates to adjust to the facility and provides a form of entertainment to help occupy the inmates' time. No single inmate controls what programs are viewed. All inmates are to have an equal vote on which programs are to be viewed. Television channels can be changed each ½ hour by the officer assigned to the housing unit, providing the officer is not busy elsewhere. If the officer is not available to change the channel, do not yell or create a disturbance. Be patient, and the officer will respond shortly. Unruly conduct will result in the loss of your television privileges. All inmates are prohibited from changing the television channels; raising or lowering the television volume; and/or tampering or touching the televisions in any other way. Televisions will be turned off daily at 11:00 P.M. They will not be turned back on until each cell has been cleaned and inspected by the staff on the following day.
17. **Canteen**- The jail's canteen is operated for the benefit of all inmates. All sales are deducted from the monies in an inmate's account and no credit, checks, or money orders are permitted. Canteen sales help in securing toilet articles, television and other articles for the use of all inmates. Inmates are not to abuse this privilege.
- a. Items provided in the canteen are subject to change based on supply, demand, and availability or other reason. In addition, while costs will be held within reasonable limits, prices are subject to change.
 - b. Inmates may purchase one (1) of each toiletry item from the canteen, and if an inmate chooses to purchase toiletry items from the canteen, he/she will turn in the county issued toiletry items to the officer. It is prohibited for an inmate to have in his/her possession canteen purchased items and county issued items at the same time. In addition, it is prohibited for an inmate to have more than one (1) toiletry item in his/her possession, at any given time. Inmates found in violation of the rules as stated in this paragraph, will be reported for being in possession of contraband and the excess items shall be confiscated and not returned. In addition, the possession of these items will subject an individual to disciplinary action. Inmates must turn in their empty toiletry containers to the officer prior to receiving their new toiletry items. Toiletry items are issued once weekly.
 - c. Inmates may purchase three (3) of any food and drink item each day from the canteen. Although inmates may purchase three (3) of any food and drink item from the canteen, it is prohibited for an inmate to keep food and drink items (open or closed) past 10 P.M., each day. It is prohibited for an inmate to have

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and shall not be duplicated, disclosed, or discussed, without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

Jail and Detention Policies and Procedures, Inmate Programs & Activities: Rules for the Guidance of Inmate Behavior

in his/her possession more than the allowed purchased amount of each item. Inmates found in violation of the rules stated in this paragraph will be reported for being in possession of contraband and the item(s) will be confiscated and not returned. In addition, the possession of these items will subject an individual to disciplinary action.

- d. Inmates may keep the following items in his/her bin or on his/her person past the 10 P.M. time line:
- i. Three pieces of wrapped peppermint candies
 - ii. One roll of Roloids
 - iii. One pack of Alka Seltzers
 - iv. One box of Cylex or one roll of Hall's cough drops
 - v. One bottle of cough syrup
 - vi. One roll of Certs
 - vii. One pack of Tylenol
 - viii. Five packs of Tinactin
 - ix. Five Efferdent tablets
 - x. One letter pad and one legal pad
 - xi. One writing pen (this item is prohibited in the maximum security unit)
 - xii. One deck of playing cards
 - xiii. Ten stamped envelopes (total)
 - xiv. Three packs of cigarettes
 - xv. Two pair of canteen purchased underwear (one pair should be on the body and one pair should be in the inmate's property bin)
 - xvi. Two pair of canteen purchased socks (one pair should be on the body and one pair should be in the inmate's property bin)
 - xvii. One bottle of contact lens solution
 - xviii. One bottle of eye drops
 - xix. One denture cup
 - xx. One bottle of shampoo
 - xxi. One bottle of conditioner
 - xxii. One tube of toothpaste
 - xxiii. One tooth brush
 - xxiv. One bottle of mouth wash
 - xxv. One bottle of baby powder
 - xxvi. One bar of soap
 - xxvii. One bottle of baby oil
 - xxviii. One bottle/jar of lotion, cream, or petroleum jelly
 - xxix. One jar of hair dressing
 - xxx. One tube of deodorant
- e. It is prohibited for an inmate to have more than the allowed items listed above on his/her person or in his/her bin at any given time. Inmates found in

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and shall not be duplicated, disclosed, or discussed, without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

violation of the rules stated in this paragraph, will be reported for being in possession of contraband and the excess items shall be confiscated and not returned. In addition, the possession of these items will subject an individual to disciplinary action. The Spartanburg County Detention Facility limits the amount of items stored in an inmate's bin due to limited storage space, to reduce or eliminate areas in which vermin may breed, to keep occupied cells neat, orderly and clean, to provide equitable access and treatment for all individuals, to reduce the potential of individuals operating their own "personal store" for barter or trade in return for favors from other inmates, and other matters related to the orderly operation of the facility.

- f. The Spartanburg County Detention Facility reserves the right to restrict or prohibit the possession of certain canteen items due to the health/safety of individual inmates and/or security concerns. Examples: Diabetic inmates may be precluded from purchasing certain snack items that would adversely affect their blood sugar levels creating a potentially serious health concern and/or causing the facility to incur unnecessary expense; inmates identified as having health problems related to liver or kidney functions may be precluded from purchasing Tylenol or other over the counter medications that may adversely affect their health; all inmates are limited to the amount of Tylenol or other over the counter medications that could be used in an attempt to commit suicide and/or adversely affect one's health; and/or other situations that are not enumerated here, but may occur from time to time.
- g. Inmates held in disciplinary detention do not have access to the canteen. In such event, inmates held in disciplinary detention will be permitted the following:
 - i. Facility issued toilet articles:
 1. One tube of deodorant
 2. One bar of soap
 3. One bottle of shampoo
 4. One tube of toothpaste
 5. One toothbrush
 6. One Comb
 - ii. Two envelopes and four sheets of paper with postage provided, upon written request by the inmate, to write two personal letters weekly.
 - iii. Envelopes and paper with postage provided upon written request to send legal mail as defined elsewhere in this policy.
 - iv. One facility issued pencil.
 - v. One religious book i.e. New Testament, Bible, Koran, Book of Morman, etc.

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and shall not be duplicated, disclosed, or discussed, without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

Jail and Detention Policies and Procedures, Inmate Programs & Activities: Rules for the Guidance of Inmate Behavior

- vi. Legal materials/papers not to exceed 3 inches in height when stacked neatly together.
- vii. The following facility issued items:
 1. Two pair facility issued undergarments (one on person)
 2. One pair facility issued socks
 3. One facility issued uniform
 4. One mattress
 5. One mattress cover
 6. Two blankets
 7. One roll toilet paper
 8. One issued jacket (Camo)

Should the need arise, nothing precludes the facility staff from removing any of the above items, restricting access to the above items, and/or otherwise controlling the use of said items in order to maintain order and security within the jail such facts to be determined and documented on a case by case basis.

18. **Respect**- Officers of this facility are instructed whenever possible to address each inmate as well as members of the public as “Sir”, “Ma’am”, “Mr. (last name)”, “Ms. (Last Name)”. Officers should not use nicknames or other slang terms to address inmates and/or others. In return, all inmates are expected to address the officers as either “Officer” or “Officer (last name)”. This policy is designed to help develop and promote professionalism and mutual respect for others as fellow human beings in a neutral fashion since the jail is primarily a pre-trial facility. However, failure by an officer and/or staff member to do so in and of itself does not constitute abuse or mistreatment without more. Officers and staff have a difficult job and they routinely have to deal with difficult and often dangerous people. As a result, they may have to speak forcibly in an effort to gain compliance while attempting to carry out their duties in a professional manner. All complaints will be reviewed on a case by case basis as determined by the facts known to the officer at the time of the incident.
19. **Visitation**- Inmates are permitted two (2) thirty minute visits per week. Each inmate may select any two (2) thirty minute time slots that are available Saturday through Friday as designated and scheduled by the facility. Inmates may change their visitation schedule and update their visitor’s list weekly during specified times. Once an inmate has selected his/her visiting times and/or listed his/her visitors, neither form can be changed until the next week at the appointed time. Visitors are limited to two per visit, with the exception of minor children, who must be accompanied by an adult. Only four visitors are permitted on the visiting list during any given week. Visitors must provide ID (except children), and it is up to the inmate to notify the visitor as to when he/she has scheduled his/her visits. Visitors must follow the visitation rules and violating them will result in termination of future visits. Visitors are only authorized to leave money, and they cannot leave food or other items.

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and shall not be duplicated, disclosed, or discussed, without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

Visitors are requested to be present at least thirty (30) minutes prior to the visit to give the officer time to log each visitor into the facility without unnecessary delay, and failure to do so will result in the termination of the scheduled visit. Visitor's clothing must conform to proper dress standards. Buttoned or pull over shirts, pants, dresses, or skirts as well as shoes are required. Dresses, skirts, and shorts should not be above mid-thigh, and bathing suits, halter tops, and/or transparent clothing are not permitted. Visitors arriving late; acting in a disorderly manner; exposing their genitalia or breasts and/or failing to comply with any of the visitors' rules will have their visit terminated. Inmates who abuse this privilege, act in a disorderly or disruptive manner, and/or who act inappropriately with a visitor are subject to disciplinary action, including restriction or termination of visitation privileges. When appropriate, should a visitor and/or an inmate **commit any unlawful act, he/she will be arrested and prosecuted to the fullest extent possible.**

20. **Library-** A reading library is available for inmate use. The library consists of donated books, magazines, and other periodicals. An inmate may check out a limited number of items for use within the inmate's assigned living area. Inmates are responsible for maintaining the items in good repair. Damaging books, magazines, and other items from the library can result in a loss of this privilege as well as other disciplinary action. Should an inmate check out a book or magazine from the library, the inmate checking out the book is to maintain possession of the item and not allow other inmates to possess it.
21. **Law Library-** The jail does not have nor does it provide a law library for inmates to freely browse through; however, the jail will provide means through which inmates may access the courts. Note: The courts have indicated that within the 4th U.S. Federal Circuit, local jails are not required to provide inmates access to a law library. Rather, they are assigned an attorney while awaiting trial to assist in their defense.
22. **Grievance and/or Special Requests-** Inmates are provided forms to file grievance against (1) facility policy, (2) alleged injustices, and/or (3) make inquires concerning special requests. The pod officer will determine if he/she can handle the request prior to the submission of a written form, and if the officer can resolve the problem, then he/she is empowered to do so. If the officer cannot resolve the problem, then the request will be forwarded to his/her supervisor. In the event the supervisor cannot resolve the matter, the grievance and/or request will be forwarded to the Director and/or his designee. In any event, the inmate will receive a written reply to his/her grievance and/or request within a reasonable period of time. However, if the complaint/grievance has been previously addressed and a response given, should the inmate continue to repeatedly file the same complaint, then further responses are not required. Grievances and complaints are to be filed on an individual basis and signed by the inmate.

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and shall not be duplicated, disclosed, or discussed, without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

Jail and Detention Policies and Procedures, Inmate Programs & Activities: Rules for the Guidance of Inmate Behavior

23. Inmates who challenge the authority of an officer and/or staff member will immediately be restricted to his/her cell in the housing unit, and he/she will not be allowed to return to the common area unless approved by the officer and/or staff member involved. If the officer involved feels the inmate should be removed, then the inmate will be reassigned to other housing and/or moved to disciplinary detention pending a hearing.
24. Inmates are to follow all orders and/or instructions as issued by the staff. In particular, inmates are expected to perform all tasks assigned to them, especially those tasks that relate to personal hygiene and the cleanliness of the housing unit.
25. Inmates are required to perform the following tasks daily:
- a. Shower daily.
 - b. Perform all cleaning assignments as related to the cleanliness of the housing unit.
 - c. Make their beds by 7:00 A.M.
 - d. Maintain all facility issued items in good order.
26. Inmates are forbidden to:
- a. Disobey the lawful orders and instructions of the staff.
 - b. Deface and/or destroy county property.
 - c. Paste pictures, cards, etc., on the walls, bunks, bars, or other fixtures.
 - d. Act in a disorderly and/or unlawful manner.
 - e. Violate facility rules and/or engage in criminal enterprise or behavior.
27. In return for good behavior, inmates are permitted the following privileges:
- a. Television
 - b. Access to canteen/commissary
 - c. Daily use of the telephone
 - d. Smoking as permitted in designated areas unless otherwise restricted in accordance with this policy (no smoking in non-designated areas, maximum security/administrative separation, or disciplinary units)
 - e. Reading library (i.e. books, magazines)
 - f. Daily newspaper
 - g. Access to recreational board games and program activities
 - h. Programs – unless restricted due to safety and security concerns
 - i. Retention of personal photographs, cards, and letter. Note: Inmates will be permitted to retain personal photographs (excluding nude or suggestive photo- graphs of a girlfriend, boyfriend, family member, or spouse in an effort to avoid altercations due to other inmates' suggestive or unflattering remarks), cards, and letters, provided they do not pose a contraband (nuisance)

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and shall not be duplicated, disclosed, or discussed, without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

Jail and Detention Policies and Procedures, Inmate Programs & Activities: Rules for the Guidance of Inmate Behavior

problem. Inmates possessing excessive amounts of these items will have them inventoried and secured in their property. (Maximum of 10 personal letters and cards in possession at any time)

- j. Other privileges as developed and implemented by the Spartanburg County Detention Facility.

28. Housing Units will be inspected daily by the staff. Inmates will be assigned specific tasks related to the maintenance of each housing unit. As a reward for those pods in which the inmates are judged to have satisfactorily maintained the pod's cleanliness, they will be allowed to keep the television on after curfew on Friday night until 0030 hours. Additionally, a contest will be held each week to determine the cleanest housing unit. The housing unit judged to have the highest level of cleanliness will be provided with a free soft drink/beverage and popcorn for each inmate in the housing unit, and the housing unit judged second place will receive a free soft drink/beverage.

29. **Facility Issued Items**- All facility issued items are to be maintained in good order. Inmates who are found to have lost or damaged property may be charged criminally or have disciplinary action taken or both. It shall be prima facie evidence if an inmate is found with damaged property in his/her possession.

30. **Beds**- Beds will be made daily by 0700 hours. Inmates may lie on their beds but not under their covers after 0700 hours, unless sick. *(This rule has been designed to help maintain internal order and discipline by showing that the inmate is willing to comply with the jail's rules as well as the verbal instructions of the officers and staff. In addition, it reinforces a pattern of sleeping during the night since most activity within the jail as well as medical and dental appointments and court appearances occur during the daytime.)* All illnesses must be verified by the medical staff. Beds will be made as follows:

- a. The mattress will be placed inside the mattress cover and placed on the bed frame with the open end adjacent to the inmate's feet.
- b. One blanket will be placed over the mattress and equally distributed on both sides. The blanket will then be tucked under the open end of the mattress cover (feet) and the sides will be tucked under the mattress as well. This should leave 12-18 inches of the mattress cover exposed at the head of the bed.
- c. The pillow (if provided) will then be placed in the pillowcase and placed on the mattress in the center of the bed where the mattress cover is exposed. Any excess pillowcase will be tucked under the pillow with the open end to the left side of the bed.

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and shall not be duplicated, disclosed, or discussed, without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

- d. Inmates who refuse to make their beds and/or who get under the covers when not sick, as verified by the medical staff, are subject to disciplinary action. Refusal to make the bed or get out from under the covers will result in the bedding (including the mattress, mattress cover, pillow, pillowcase, and blankets) being removed and placed outside of the housing unit. Bedding will not be returned until after 10:00 P.M. each day the inmate refuses to comply. This action is to be taken to help maintain order, discipline, and uniformity.
 - e. Inmates must sleep with their heads exposed out from under the covers in order for the officer to be able to view them while asleep. Inmates with their heads under the covers will be asked to uncover them and failure to comply will result in disciplinary action.
 - f. If secured in their rooms/cells, all inmates must sleep with their feet toward the door in order for the officer to see their heads through the doors viewing window.
 - g. Pillows are not issued to inmates in disciplinary detention.
 - h. Inmates who are suicidal, acting in a disruptive manner, and/or who deliberately destroy their bedding will have all such items removed and they will be issued tear resistant quilted blankets for their use.
31. **Towels**- After use, towels will be folded once and hung at the foot of the bed, on the left hand side. In an effort to avoid spreading infections, towels should not be shared with other inmates.
32. **Wash Cloths**- While washcloths are not required nor mandated to be issued, should they be done so, inmates are to remove any excess water, fold once, and hang at the foot of the bed on the right hand side. *As with the towels, wash clothes and other issued items should not be shared to help prevent or reduce the possibility of spreading infections.* If you are not issued a washcloth, do not tear towels or other items to make one. Should you elect to do so, you are subject to disciplinary action and possibly criminal charges where applicable.
33. **Storage Box**- Each inmate, except those in disciplinary detention and/or as required for security reasons, will be provided one (1) plastic box in which to store all items in these boxes when not in use.
- a. Due to housekeeping and security concerns, the following limitations are hereby imposed:
 - i. One (1) writing tablet
 - ii. Ten (10) personal letters or cards

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and shall not be duplicated, disclosed, or discussed, without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

Jail and Detention Policies and Procedures, Inmate Programs & Activities: Rules for the Guidance of Inmate Behavior

- iii. One (1) paperback book
- iv. Two (2) magazines
- v. Ten (10) photographs
- vi. One (1) religious book i.e. Bible, Koran, etc.
- vii. Two (2) Religious tracts
- viii. Legal papers not to exceed three (3) inches in height when stacked neatly
- ix. One (1) pencil
- x. One (1) pair of underwear
- xi. Other personal items as outlined in the canteen: storage, daily amount allowed, and restrictions policy.

b. Boxes are to be secured as follows:

Bunk A: (Top Bed) Placed on the floor under the lower bed at the end adjacent to the inmates' heads.

Bunk B: (Middle Bed) Placed on the floor under the lower bed in between the boxes belonging to the inmates assigned to Bunk A and Bunk C.

Bunk C: (Lower Bed) Placed on the floor under the bed adjacent to the inmates' feet.

c. Inmates who are held in disciplinary detention and/or who pose a security risk are not allowed to retain personal property as permitted other inmates. In such case, these inmates are permitted the following:

- i. Facility issued toilet articles.
- ii. Envelopes and paper issued by the facility weekly to write two (2) personal letters (postage provided).
- iii. Envelopes and paper approved and issued to send legal mail (postage provided).
- iv. One (1) facility issued pencil.
- v. One (1) religious book i.e. New Testament, Bible, Koran, Etc.
- vi. Two (2) religious tracts.
- vii. Legal material not to exceed three (3) inches in height when stacked neatly.
- viii. Facility issued clothing not to exceed:
 - 1. Two (2) pair undergarments (one on person)
 - 2. One (1) pair facility issued socks
 - 3. One (1) facility issued uniform
 - 4. One (1) pair facility issued shower shoes
 - 5. One (1) mattress

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and shall not be duplicated, disclosed, or discussed, without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

6. One (1) mattress cover
7. Two (2) blankets
8. One (1) roll toilet paper

Should the need arise, nothing precludes the facility staff from removing any of the above items, restricting access to the above items, and/or otherwise controlling the use of said items in order to maintain order and security within the jail. All such factors or decisions to restrict such items are to be documented.

34. **Clothing**- Inmates are expected not to tear or destroy the facility's clothing.

- a. **Jumpsuit or Uniforms**- Upon entry, inmates will be provided one (1) jumpsuit or uniform shirt and pants. Inmates are forbidden from ripping and/or tearing jumpsuits or uniform in any manner.
- b. **Underwear**- Upon entry, male and female inmates will be provided disposable underwear. One pair will be worn A one pair will be folded and stored in the inmate's storage box. The extra pair will be worn while the other pair is being laundered. When underwear becomes badly soiled or unserviceable, they are to be properly disposed of with the knowledge and approval of staff.
- c. **Inmates must be fully clothed any time they exit their cells or shower areas.** *Pants, shirts, and shoes must be worn while in the day area or while in the exercise area. Pants cannot be worn below the waist to reveal underwear and pants legs cannot be rolled up past the ankles. Inmates cannot remove clothing or sunbathe in the exercise area. Items or personal clothing cannot be worn except where medically necessary (i.e. Braces, special shoes, etc. as approved by the medical staff and the director) Bandanas, scarves, dew rags, headbands, ribbons, gang colors, insignia, etc. are not permitted. All clothing must be worn properly as originally designed and intended with the correct side out. Waistbands are to be worn flush against the waist portion of the body and not turned down to expose the inner elastic. Inmates who tear or destroy any facility issued items and/or who do not comply with the facility's dress code are subject to disciplinary action and where applicable criminal sanctions will be sought.*

35. **Laundry**- All bedding and clothing will be laundered in accordance with the posted schedule. All inmates are expected to comply with the laundry schedule. *No inmate will be allowed to wash or launder any items of clothing or bedding in his/her cell (whether facility issued or personal) and hang it up to dry.*

36. **Smoking**- Cigarette smoking is a privilege, and as such, it is restricted to

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and shall not be duplicated, disclosed, or discussed, without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

designated areas under special conditions and/or restrictions. The following is a summary:

a. **Main Jail**

- i. **Booking/Admission**- No smoking
- ii. **General Population Units**- Restricted to outside exercise areas only.
 1. No smoking in individual rooms/cells.
 2. No smoking in day areas.
 3. Smoking restricted to schedule outside exercise periods only.
- iii. **Max/Administrative Separation/Disciplinary**- No smoking for security reasons.

b. **Annex I**- Old Jail- No Smoking

c. **Annex II**- Sullivan Building- Smoking restricted: (1) to designated smoking areas (booths); (2) to the number of inmates inside the designated smoking booth at any given time; and (3) to the daily smoking schedule as posted.

d. While cigarette smoking is considered a health risk, and any inmate who does so, smokes at his/her own risk, the facility reserves the right to prohibit smoking by those who are under eighteen (18) years of age in accordance with South Carolina State Law; to restrict access or use for those inmates whose health would be adversely affected as determined by competent medical authority; restrict smoking to certain areas and times; and to restrict smoking in certain housing units due to security or disciplinary concerns.

37. **Service of Food**-Inmates will be provided three (3) meals per day. The following procedures will be followed both prior to and following the service of each meal:

a. **Main Jail**

- i. Prior to the service of each meal, inmates at the Main Jail will return to their respective room/cells to wash their hands. Inmates will remain in their cell/rooms until the officer calls the individual inmate's name to receive his/her food tray. Note: Hand washing is one of the best, if not the best hygiene practice to help reduce or prevent the spread of infectious illnesses and disease. Requiring inmates to wash their hands helps maintain and protect their health as well as the health of visitors and staff. In addition, this practice also helps maintain internal order and discipline within the jail by establishing and reinforcing

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and shall not be duplicated, disclosed, or discussed, without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

repetitive good behavior in compliance with officer and staff instructions. All inmates are expected to cooperate, and failure to do so, can and will result in disciplinary action.

- ii. The inmate will receive his/her food tray and in turn will precede to his/her designated table and assigned chair. Assigned chairs must remain at the designated table at all times. * *Note: Inmates are assigned seating based on their room and bed assignment. Inmates may only sit in this chair when in the day area and they are not permitted to sit in another inmate's chair and/or swap chairs. This rule is in effect to promote compliance with jail rules and to maintain order and discipline by preventing predatory inmates (bullies) from taking seating away from other inmates that is perceived to be a better or more desirable seat; to eliminate or control gang activity; to help promote racial harmony; and to prevent dominate inmates from claiming specific territory or territories within the housing unit.*
- iii. No inmate may sit in another inmate's chair.
- iv. All food must be consumed at meal time, including condiments. No food may be stored and/or saved for later use.
- v. Upon finishing the meal, the inmates must return the tray, glass, and any uneaten food to the collecting area. Uneaten food will be placed in the waste can, the tray and the glass will be placed in collection cart.
- vi. The inmate will return to his/her room to clean-up and to await the clean-up of the day area.

b. **Annex I (Old Jail)**

- i. Prior to the service of the meal, inmates will wash their hands.
- ii. Inmates in the dormitory cells will line up to await their individual names to be called.
- iii. When called, each inmate will step forward and receive his tray.
- iv. In turn, each inmate will proceed to the table and consume his meal.
- v. When finished, the inmate will return his tray and glass and in turn perform any cleaning tasks.

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and shall not be duplicated, disclosed, or discussed, without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

- vi. Inmates in single or double housing units will receive their trays as delivered by the officers.
- vii. Upon completion, they in turn will return the tray, glass, and any uneaten food. In addition, they will also perform any cleaning assignments.
- viii. No uneaten food may be retained.

c. **Annex II (Sullivan)**

- i. Prior to the service of the meal, inmates will wash their hands and then return to their bunks where they will stand until their individual names are called.
- ii. In turn, each inmate will receive his food tray and proceed to his designated table and assigned seat.
- iii. Upon completing the meal, each inmate will return the tray, glass, and any uneaten food and perform any assigned cleaning tasks.
- iv. No uneaten food may be retained.

38. **Food**- All food must be consumed at meal time. No food, salt, pepper, ketchup, mayonnaise, or tarter sauce packets, etc. may be stored in the housing unit and/or cells. Snack food items purchased from the canteen must be consumed on the day of purchase before 10:00 P.M. Any food items discovered in cell after this time each day will be seized as contraband and destroyed. Individuals found with any unauthorized item whether issued or not is subject to disciplinary action and, where applicable, criminal charges.

39. **Shoes**- When not in use, shower shoes and canvas shoes should be properly aligned and placed next to each inmate's storage box. The canvas shoes should be worn in the day area and the exercise area. Shower shoes are to be worn when taking shower.

40. **Inmates are expected to abide by all the rules of the facility and any inmate found to be in violation of any rule is subject to disciplinary action and where appropriate criminal charges may be filed.** In addition to obeying these rules, inmates are expected to comply with the following:

- a. Inmates are expected to comply with all lawful orders and/or instruction of the staff.

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and shall not be duplicated, disclosed, or discussed, without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

- b. Inmates are expected to treat staff and their fellow inmates with the respect due them as fellow human beings.
- c. All Officers will be addressed as “Officer (Last Name)”.

If an officer observes or detects that an inmate has violated one of the facility’s rules and/or fails to follow the lawful instructions of a staff member, then at the discretion of the officer. He/she can send an inmate to his/her cell for up to twenty four (24) hours. During this period of time, the inmate will be locked in his/her cell and he/she will lose his/her privileges of smoking, canteen (unless items already purchased and in cell), telephone direct access to the exercise yard, television, and other scheduled activities. If the inmate is housed in Annex II (Dormitory housing), the officer may have the inmate to sit in the “time out corner” or place the inmate in the holding cell to observe the inmate’s behavior and willingness to comply with other instructions. At any time during this time the officer can talk with the inmate about his/her behavior, and if the officer feels that the inmate can regulate his/her behavior to conform to the rules, then the officer, at his/her discretion, can leave the inmate in the unit and restore his/her privileges. However, should the inmate refuse to enter his/her cell, verbally abuse, threaten, attempt to intimidate, and/or otherwise act in a threatening or disorderly manner, then the officer at his/her discretion, may have the inmate moved to a higher level of custody pending a disciplinary hearing. An inmate secured in his/her cell is forbidden to wave, peck on the glass in the door, hit the door, and/or conduct his/herself in a manner that is disorderly and/or attempt to communicate with others except in serious emergencies. Such behavior will result in the inmate being transferred immediately to another unit pending a disciplinary and/or reclassification hearing.

- 41. **Contraband**- Contraband is any item(s) which is not issued by the jail, purchased from the canteen, or authorized by the jail administration. Contraband is also any permissible item which is converted for some use other than for its original purpose. This includes unauthorized amounts of permissible items. All inmates are forbidden the possession and/or use of all contraband items as defined above. Individuals found with any unauthorized item whether issued or not is subject to disciplinary action and where applicable, criminal charges.

Contraband Notice

Section 1. The 1976 Code is amended by adding:

Section 24-7-155. It shall be unlawful for any person to furnish or attempt to furnish any prisoner in any county or municipal jail, prison, work camp, or overnight lockup facility with any matter declared by the superintendent of

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and shall not be duplicated, disclosed, or discussed, without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

Jail and Detention Policies and Procedures, Inmate Programs & Activities: Rules for the Guidance of Inmate Behavior

such facility to be contraband. It shall be unlawful for any prisoner of such facility to possess any matter declared to be contraband. Matters considered contraband within the meaning of this section shall be those which are designed as contraband by the department of correction and such regulation shall be displayed by the superintendent of the facility in a conspicuous place available and visible to visitors and prisoners at such facility.

Any person violating the provision of this section shall be deemed guilty of a felony and, upon conviction, shall be punished by a fine of not less than one thousand dollars (\$1,000) nor more than ten thousand dollars (\$10,000) or imprisonment for not less than one year and not more that ten years, or both.

- (A) Weapons, any and all firearms, knives of any and all description, clubs, billies, or any other articles that may be used for offense or defense.
- (B) Drugs of any description and particularly barbiturates, narcotics, medicines, and poisons. For the facility, this includes hypodermic needles, syringes, or their parts.
- (C) Any and all types of alcoholic drinks and any liquids containing alcohol.
- (D) Unauthorized keys and locks.
- (E) Tools of any description not approved for issue to prisoners by the unit administrator.
- (F) Money of any denomination or amount not submitted through the unit administrator.

a. For administrative purposes, the following items are not permitted to be in the possession of inmates:

- i. Chewing tobacco and snuff (sanitary purposes and housekeeping).
- ii. Gum (sanitary and housekeeping purposes).
- iii. Cigarette lighters and/or matches.
- iv. Metal of any description.
- v. Jewelry (watches, rings, necklaces, earrings, bracelets, etc.).
- vi. Clothing not issued by or purchased from the facility.
- vii. Any item not issued by or approved for use in the facility and/or any item in excess of the amount allowed.
- viii. Any food item not eaten at the time of any given meal and/or items purchased from the canteen/commissary and not consumed by 10:00 P.M. daily.
- ix. Any item converted to some other use other than for that which it was originally intended.

b. **Prohibitive Acts: Minor Violations**

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and shall not be duplicated, disclosed, or discussed, without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

The following acts are against the jail's rules and subject the person in violation to internal disciplinary sanctions and where applicable additional criminal charges which are independent of any internal disciplinary that may be taken:

- i. Failure to keep room tidy and clean
- ii. Failure to keep one's self clean and maintaining proper hygiene
- iii. Blocking the view of officers and staff by covering the cell door viewing windows to prevent them from seeing inside the room
- iv. Blocking an officer's view with a device, blanket, paper, mattress, or any other item
- v. Blocking or attempting to block an officer with a body movement and/or by physically blocking the officer in an effort to intimidate the officer and/or prevent him/her from performing his/her duties
- vi. Blocking or obstructing the pathway of another by any means
- vii. Covering or blocking the light fixtures
- viii. Covering or blocking the heating and air vents and/or air returns
- ix. Covering or blocking a viewing device including but not limited to cameras, monitors, mirrors, doors, etc.
- x. Failure to make one's bed properly
- xi. Failure to stand for headcount
- xii. Interfering with headcount
- xiii. Possessing excessive amounts of authorized items
- xiv. Storing or hoarding food in one's cell or room
- xv. Standing, loitering, or sitting on the mezzanine rails, floor, or stairs
- xvi. Making unnecessary noise
- xvii. Smoking in a non-designated or unapproved area
- xviii. Possession of canteen items after 10:00 p.m.
- xix. Loitering in front of any cell or other unauthorized or restricted area
- xx. Standing and talking to other inmates confined to their rooms through the door
- xxi. Passing notes or messages under the door to inmates confined to their rooms
- xxii. Standing on top of a desk or stool in the cells/rooms, day areas, etc.
- xxiii. Writing, drawing, scratching graffiti, pictures, poems, songs, messages on the cell/room doors, walls, ceilings, floors, beds, desks, stools, and/or any other fixtures
- xxiv. Pasting photographs, posters, or other items to the cell walls, bunks, doors, ceilings, glass, and/or any other fixture or item
- xxv. Removing caulking from the windows, doors, walls, ceilings, and/or other fixtures
- xxvi. Using the toilet as a trash receptacle

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and shall not be duplicated, disclosed, or discussed, without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

Jail and Detention Policies and Procedures, Inmate Programs & Activities: Rules for the Guidance of Inmate Behavior

- xxvii. Intentionally stopping up the toilets, sinks, drains, water fountains, and/or any other plumbing fixture
- xxviii. Being disrespectful to visitors entering the facility
- xxix. Using telephone other than designated times per the telephone schedule
- xxx. Using abusive, derogatory, demeaning, inappropriate or obscene language toward officers and/or staff
- xxxi. Unauthorized physical contact (kissing, embracing, touching, etc)
- xxxii. Yelling, talking, arguing, engaging in 'catcalls,' whistling, using obscene gestures, or similar behavior told members of the public, officers and staff, or others
- xxxiii. Attempting to communicate outside the facility with family members, friends, or others via the passing of notes, messages, and/or any other unauthorized means
- xxxiv. Failure to perform work assignments as instructed by the officers and staff
- xxxv. Failure to step aside for an officer or staff member
- xxxvi. Failure to walk on right side of the hallway with arms behind one's back as instructed (This rule shows compliance with the jail's rules; precludes inmates from touching or soiling walls reducing facility maintenance; helps officers maintain order by reducing or providing reaction time should inmate attempt to hit or push another inmate or staff member when passing in the hallway)
- xxxvii. Loaning of property or anything of values to another person
- xxxviii. Operating a store
- xxxix. Giving a false statement to an officer or staff member
 - xl. Possession of legal papers, documents, or other such items of another
 - xli. Violating a condition of temporary release or assignment
 - xlii. Threatening behavior or actions that may not be verbally or vocally articulated
 - xliii. Stealing
 - xliv. Malingering or feigning illness
 - xlv. Interfering with communication device
 - xlvi. Crossing demarcation (yellow) line or entering the officer's work area without permission
 - xlvii. Hording food, canteen items, personal supplies, toilet paper, or any other items as may be issued or authorized by the jail staff
 - xlviii. Basketball schedule for general population is as follows: 0900 to 1030; 1230 to 1400; 1800 to 2030 or as directed by the officer assigned to the housing unit. No basketball or other activities involving running, jumping, or other such activities are permitted during inclement weather in an effort to reduce or prevent injury
 - xlix. Officers, staff, other employees, and/or volunteers are precluded

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and shall not be duplicated, disclosed, or discussed, without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

from doing special favors for inmates and/or their family members. Please do not ask.

- i. Acting in a way or encouraging others to act in a way that violates any jail rule and/or disrupts or interferes with the security and orderly operation of the jail that may not be clearly articulated or outlined in these rules, but whose conduct if allowed to continue or exist would cause disruptions in the jail's operations.

c. **Prohibitive Acts: Major Violations**

- i. **Failure to follow the lawful instructions and/or orders of the officers and staff and/or challenging the authority of an officer or staff member;**
- ii. Engaging in sexual activities including lewd acts, gestures, hugging, kissing, etc. of a sexual nature
- iii. Sexually harassing officers and other staff members; visitors from outside of the jail; and/or other inmates
- iv. Willful and intentional exposing one's self in an indecent manner to officers and/or other staff members; visitors; or other inmates
- v. Possession or manufacturing of any contraband item
- vi. Possessing or manufacturing a weapon and/or possessing any item that can be used or converted into a weapon
- vii. Using threatening or abusive language toward an officer; other staff members; and/or visitors
- viii. Inciting a riot and/or inciting or encouraging others to violate the jail's rules
- ix. Being out of your assigned area
- x. Entering another inmate's room/cell
- xi. Stealing or taking items that do not belong to you
- xii. Fighting, acting in a disorderly and disruptive nature, and/or engaging in horseplay
- xiii. Tampering with or obstructing a locking device
- xiv. Willful and intentional destruction of jail and county property and/or the property of others
- xv. Tampering with light fixtures, switches, and electrical outlets to willfully damage such fixtures and/or to create a device that can be used to light cigarettes, start fires, and/or electrocute others
- xvi. Tampering with the food and/or the beverages of others

d. Engaging in and/or violations of any criminal laws including but not limited to the following:

- i. Murder or attempted murder;
- ii. Assault, assault and battery, assault and battery of a high and

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and shall not be duplicated, disclosed, or discussed, without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

Jail and Detention Policies and Procedures, Inmate Programs & Activities: Rules for the Guidance of Inmate Behavior

- aggravated nature (assault and battery 1st;2nd; or 3rd degree);
- iii. Destruction of county property and/or damaging the jail and/or courthouse fixtures;
- iv. Escape or attempted escape including failure to report or return from a work detail; failure to report or leaving a work site or assigned area without permission; failure to comply with temporary conditions of release or work assignment; failure to stay within the limits of assigned area; leaving the facility or the custody of an officer or the custody an approved staff member without authorization; or any other unexcused absence;
- v. Tampering with a lock or locking device to facilitate and escape, assault, or engage in any unauthorized activity;
- vi. Arson or the setting or attempted setting of any fire;
- vii. Possession of any contraband item;
- viii. Making, manufacturing; or possession of any item to be used as a weapon;
- ix. Introduction, manufacture, possession, or attempted possession of any firearm, ammunition, or explosive device;
- x. Introduction, manufacture, possession, or attempted possession of any knife , billy club, sap, and/or the conversion of any item into a weapon whether actually used or not;
- xi. Possession of key, pick and/or the manufacture of any item or device used in an attempt to unlock any door, window, vehicle ignition lock, handcuff, leg iron, or any other locking or security device;
- xii. Possession or manufacture of any chemicals;
- xiii. Introduction, possession, manufacture, or attempted manufacture of any drugs, narcotics, drug paraphernalia, intoxicants, alcohol not prescribed or authorized by the jail's medical staff;
- xiv. Rioting or encouraging others to riot;
- xv. Taking of hostages or the attempted taking of hostages;
- xvi. Fighting with another person or persons;
- xvii. Engaging in sexual harassment of any nature whether it is an officer, staff member, visitor, member of the public, and/or another inmate;
- xviii. Engaging in sexual activities of any nature;
- xix. Threatening any public official or public employee including officers, staff members or officers or staff member families;
- xx. Assaulting an officer, staff member, or member of the public (visitor) including the throwing of body fluids, body waste, or other items;
- xxi. Willfully injuring jail or courthouse fixtures or property;
- xxii. Sending or issuing threats against a victim, witness, or any other person;

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and shall not be duplicated, disclosed, or discussed, without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

Jail and Detention Policies and Procedures, Inmate Programs & Activities: Rules for the Guidance of Inmate Behavior

- xxiii. Possession of dangerous tools;
- xxiv. Practicing or engaging in blackmail, extortion, or demanding or receiving anything of as the result of issuing threats against another person, his/her family, or property;
- xxv. Indecent exposure;
- xxvi. Refusal to take a drug or alcohol test upon request;
- xxvii. Adulteration of any food or drink;
- xxviii. Any act of vandalism including writing, drawing, scratching, marking, pasting or posting of drawings, etc, on walls, floors, doors, chairs, tables, or any other fixtures or equipment;
- xxix. Possession or use of an unauthorized cell phone or other electronic device unless such use is authorized by the jail staff with the Director's and/or his designee's direct knowledge (**Note:** Officers and staff who permit inmates unauthorized access to such devices are in violation of the facility's rules and as such are subject to disciplinary action including termination as well as criminal sanctions depending on the facts);
- xxx. Engaging in an unlawful assembly or work stoppage or gathering;
- xxxi. Creating a disturbance;
- xxxii. Violation of any municipal; county; state; or federal law;
- xxxiii. Abusing or misusing the telephone including but not limited to making harassing or threatening calls and/or engaging in any unlawful criminal activity or enterprise;
- xxxiv. Counterfeiting, forging, altering, or reproducing any document or article of identification, money, security item, or official papers without authorization;
- xxxv. Engaging in self-mutilation or tattooing;
- xxxvi. **Any other action that severely threatens the safety or security of the jail that may not be outlined herein.**

Disclaimer: This policy as with all policies will be reviewed from time to time and is subject to change without notice. Nothing contained herein grants or expands any third party, inmate, inmate's family member, or employee's rights or standing to seek legal recourse nor does it create any enforceable right or private right of action against the department; Spartanburg County; the Director; or its officers and staff. This policy is to serve as a guide only and was developed in a good faith effort to comply with applicable state and federal law, and as such, has no punitive intent. Should any part be found unconstitutional, it shall not affect the remaining sections unless they too are found to be unconstitutional. **Nothing contained herein should be construed to expand, create, grant, or provide any rights beyond those as provided for under applicable state or federal law.**

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and shall not be duplicated, disclosed, or discussed, without the written permission of this agency. Data subject to this restriction is contained throughout this publication.