

**Spartanburg County Detention Facility  
Jail and Detention Rules for Guidance of Inmates  
Inmate Handout**

**06.03 Addendum – 1 Updated September 28, 2010**

**INMATE RULES**

**While in this facility you will at all times conduct yourself in a well-behaved manner.**

**The following are prohibited acts:**

1. Abusive, derogatory, demeaning, or inappropriate speech
2. Being in an unauthorized area
3. Being in the area of, having control over, or possession of contraband
4. Blocking a viewing device, i.e., windows, monitors, mirror, doors
5. Blocking an officer's view with a device or body movement
6. Blocking or obstructing the pathway of another
7. Blocking or tampering with vent duct
8. Blocking or tampering with a light fixture
9. Bullying and/or attempting to bully or intimidate others
10. Challenging the authority of an officer or staff member
11. Conduct prejudicial to good order and discipline
12. Counterfeiting, forging, or unauthorized reproduction
13. Creating a disturbance or acting in a disorderly or disruptive manner
14. Crossing the yellow demarcation line without permission
15. Destroying, altering, or damaging facility property, county property, or property of another
16. Disrespect toward a staff member
17. Disruptive conduct or interfering with security
18. Encouraging others to refuse to work
19. Encouraging, facilitating, or conspiring with others to engage in disruptive behavior, violate jail rules, engage in a riotous behavior, or engage in unlawful acts
20. Engaging in or soliciting participation in any criminal activity
21. Extortion or intimidation of an officer and/or staff member or others
22. Failing to keep person or quarters clean and in high standards
23. Failing to move aside for an officer, employee, or visitor
24. Failing to walk on the right side of the hallway with hands behind back
25. Failing to perform work as instructed by a staff member
26. Failing to turn in laundry or other items for cleaning as instructed or scheduled
27. Failing to report as directed
28. Failing to stand for count or late returning from work or other activities
29. Failure to follow safety or sanitation regulations
30. Failing to wear clothing as required
31. Fighting, assaulting, or arguing with another
32. Gambling
33. Giving or offering staff members a bribe or anything of value
34. Hoarding of food, personal supplies, or other items
35. Interfering with a communications, such as a telephone, speaker
36. Interfering with the taking of a count
37. Leaving the facility without authorization
38. Loaning of property or anything of value for profit or increased return
39. Lying or providing a false statement to an officer or staff member

40. Making, possessing, or using intoxicants
41. Malingering or feigning an illness
42. Misuse of authorized medication
43. Misuse or abuse of telephone and telephone privileges
44. Operating a business in the jail
45. Participating in an unauthorized meeting or gathering
46. Possession of contraband
47. Possession of property belonging to another person or government
48. Possession of legal papers, documents, or items of any type belonging to another
49. Refusing to promptly obey or comply with the lawful instructions or order of an officer or staff member
50. Smoking in non-designated area
51. Starting a fire or burning an object including pencil lead, wicks, etc.
52. Stealing [theft]
53. Tampering or obstructing a security device
54. Tampering with or obstructing a locking device
55. Threatening behavior
56. Threatening or intimidating a witness or victim by any means including but not limited to sending letters; verbal threats via a third party; telephone calls or third party telephone calls with the assistance of others; hand gestures; or any other means
57. Threatening or intimidating an officer and/or their family members; a staff member or a staff member's family members; or other public official and/or their family members including but not limited to other law enforcement officers; judicial members and/or other court officials; elected or appointed governmental officials, etc.
58. Touching, striking, or interfering with an employee or officer
59. Throwing or smearing body fluids and/or body waste
60. Unexcused absence from work or any assignment
61. Using abusive or threatening language toward another inmate, staff member, officer, or visitor
62. Violating a condition of temporary release
63. Violations of any municipal, county, state, or federal law
64. Violation of any other facility rule

**Contraband:**

**Contraband is any item that was not issued, sold or determined as allowable. Contraband includes but is not limited to the possession or use of any of the following:**

1. Alcohol
2. Chemicals, either commercial, or homemade
3. Club, billy, saps, whether made or purchased including strips of cloth, socks, etc that have had items inserted in them to create the same or other similar items that can be used to harm or attack others
4. Commissary supplies or items in excess
5. Eating utensils not used during meal time(s)
6. Food or consumable items not supplied by the facility and/or not belonging to you
7. Firearm or ammunition
8. Glass
9. Knife, pointed, or sharp edged item of any description including pencils, pens,

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- toothbrushes, combs, etc. that can be used to stab, cut, or attack others
10. Legal pagers or any other item belonging to another inmate
  11. Matches or fire making material including wicks of any description
  12. Metal cans
  13. Mind altering substances
  14. Money or financial instrument
  15. Prescription or non-prescription medicines or drugs
  16. Projectile or missile
  17. Property of another
  18. Tobacco or tobacco products in restricted areas and/or if such privilege has been suspended or denied

### **Offenses:**

**Breaches of policy may result in you being disciplined, reclassified, being charged with criminal offenses, or any combination of all three. The above list of prohibitive acts is to serve as a guide. It is not all inclusive. See policy for 06.03.**

### **General Rules:**

1. **Inmates must complete all cleaning assignments and make beds by 0700 hours daily. Inmates may lie on their beds after 0700 hours but may not get under the covers except for verified illnesses. You may lie under the covers after 10:00 p.m. each night. Inmates who fail to make their beds may lose their privileges for that day and if they fail to make their bed, all bedding may be removed from their cell and not returned until after 10:00 p.m. each night until the inmate complies with the rule.**
2. **Inmates may not enter into any cell or area to which they are not assigned.**
3. **Inmates are not to tamper with the property of other inmates.**
4. **Inmates are not to touch and/or in anyway bother or tamper with the officer's equipment and/or enter the officers work area.**
5. **Inmates are not to cross the demarcation line without the officer's permission.**
6. **Inmates are not to smoke except in outside designated areas or designated smoking booths.**
7. **Inmates are not to remove and/or tamper with their wrist bands. Inmates without wrist bands are prohibited from accessing the inmate canteen; use of the inmate telephone; accessing programs or any scheduled activities; etc.**
8. **Basketball is permitted only at scheduled times to allow others equal access to the outdoor exercise area and never during inclement weather to help reduce or prevent accidents.**
9. **Inmates must be fully clothed when exiting their cells and all clothing must be properly worn as designed. Pants are to be worn at the waist with no underwear exposed; pant legs must be worn rolled down and/or not rolled up past the ankle; waist bands must be worn with elastic hidden inside not on the outside; pants must be worn with the front in the front; shirts must be worn right side out; tags cannot be worn on outside; clothing cannot be too baggy or too tight but must be of the appropriate size; strips of cloth, string, or other items cannot be tied around head, hair, hung from pockets, hung from shirt or pants, and/or worn in any way to depict gang membership and/or in defiance of jail rules or in opposition to the lawful authority of the officers and staff.**

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10. **Canvass shoes must be worn in the day area and the exercise yard. Shower shoes are to be worn only in the shower unless the jail does not have any other shoes available to issue to you.**
11. **Prior to the service of meals, inmates must go to their cells or beds after washing their hands and wait for the officer to call their name and to come and receive a tray.**
12. **When you get your tray, you must go to your designated table and sit in your designated chair. Assigned chairs must remain at their assigned tables.**
13. **No inmate may sit in another inmate's assigned chair.**
14. **All food must be consumed at meal time. No food may be stored in your room or assigned area.**
15. **Snacks items purchased from the canteen must be consumed on the day of purchase before 10:00 p.m. Any items not consumed will be seized and destroyed.**
16. **Laundry must be cleaned in the jail's laundry per the schedule. Inmates are prohibited from washing or laundering any item of clothing, bedding, or other items in the cell sink or toilet or the shower and hanging such item up to dry.**
17. **Sick call will be held daily. Medications, including non-prescription medications, will be delivered only on a scheduled basis. Some over the counter medications are available on the jail's canteen.**
18. **Inmates are required to shower daily. After the initial issue of toiletry items: soap, toothpaste, deodorant, and shampoo will be issued weekly. In order to control inventories, you must give the officers the empty containers before new toiletries are issued. Toiletry items are also available on the canteen. However, if you elect to purchase your own, you cannot receive facility issued items, and should you be found with the same, they will be confiscated. You cannot possess both to help reduce cost, to prevent inmates from operating their own stores in return for favors or money, and to save on limited storage space.**
19. **Telephones - Telephones are generally available for inmates' use twice daily unless such privileges have been suspended due to emergency circumstances and/or for disciplinary purposes.**
20. **Televisions – The facility provides access to televisions. This is a privilege. No inmate or group of inmates controls the television or what programs are to be viewed. Unruly conduct or failure to comply with the jail's rules will result in the loss of television privileges. Televisions will be turned off at 11:00 p.m. Inmates are not allowed to touch or adjust the televisions.**
21. **Inmates may not possess and/or have in their possession monies in any amount or denominations at any time. If any inmate is found in possession of any such monies, the money will be confiscated and turned into the jail's inmate canteen fund. Monies may be deposited into an inmate's account by family members or friends by leaving money with the officer on duty in the jail's public lobby; depositing on line by going to [www.Jpay.com](http://www.Jpay.com) ; or via the U.S. Mail through the purchase of a U. S. Postal Money Order. Please instruct family members not to send cash money via the mail.**
22. **Visitation – Inmates are generally permitted two (2) thirty minute visits per week. Each inmate may select any two (2) thirty minute time slots that are available as designated and posted by the jail provided that no more than twelve (12) inmates may schedule a visit during any one (1) thirty (30) minute time slot at any given time. Visitors must be present at least thirty (30) minutes prior to the visit, and failure to do so will result in the termination of the visit.**
23. **Special Visits – For family members who have to travel more than four (4) hours one way, the facility will try to accommodate them by scheduling a special visit on a**

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limited basis. In addition, in the event of an emergency, such as a serious illness or death of an immediate family member, the facility will try to also schedule a special visit within the resources of time, space, and manpower as available. Special visits are limited to immediate family members defined as spouse, children, grandparents, or siblings. Fiancées, aunts, uncles, cousins, or friends are not included. Special visits are limited to thirty (30) minutes and to no more than two (2) visitors at a time the same as regularly scheduled visits. Justification for such visits will be reviewed and approved by the Director or his designee and such justification does not include any of the following reasons: "I have not seen him/her in a while;" "I cannot drive to other prisons, it costs too much;" "I need to tell him/her by;" and/or any other similar excuse.

24. If an officer observes or detects through one of his five (5) senses and/or discovers through investigation that an inmate has violated one of the facility's rules and/or fails to follow the lawful instructions of the staff, then at the discretion of the officer, he/she can send an inmate to his/her cell for up to twenty-four (24) hours and with the supervisor's knowledge and approval up to seventy-two (72) hours. During this period, the inmate will be locked in his cell and he/she will lose the privileges of smoking, canteen, telephone, access to the exercise area, television, newspaper, and all scheduled activities within the jail. Should the inmate refuse to enter his 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 cell is prohibited from waving or talking to other inmates through the cell door; passing notes through cell door; attempting to obtain canteen items, cigarettes, or other items through the cell door; hit or kick on the cell door, walls, bed, or fixtures; and/or in anyway act in a disorderly or disruptive manner. All such individuals are expected to comply with all of the jails' rules.
25. This is a non-inclusive list and serves only as a guide see Policy number 06.03 and other specific departmental policies as applicable.

**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.**

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