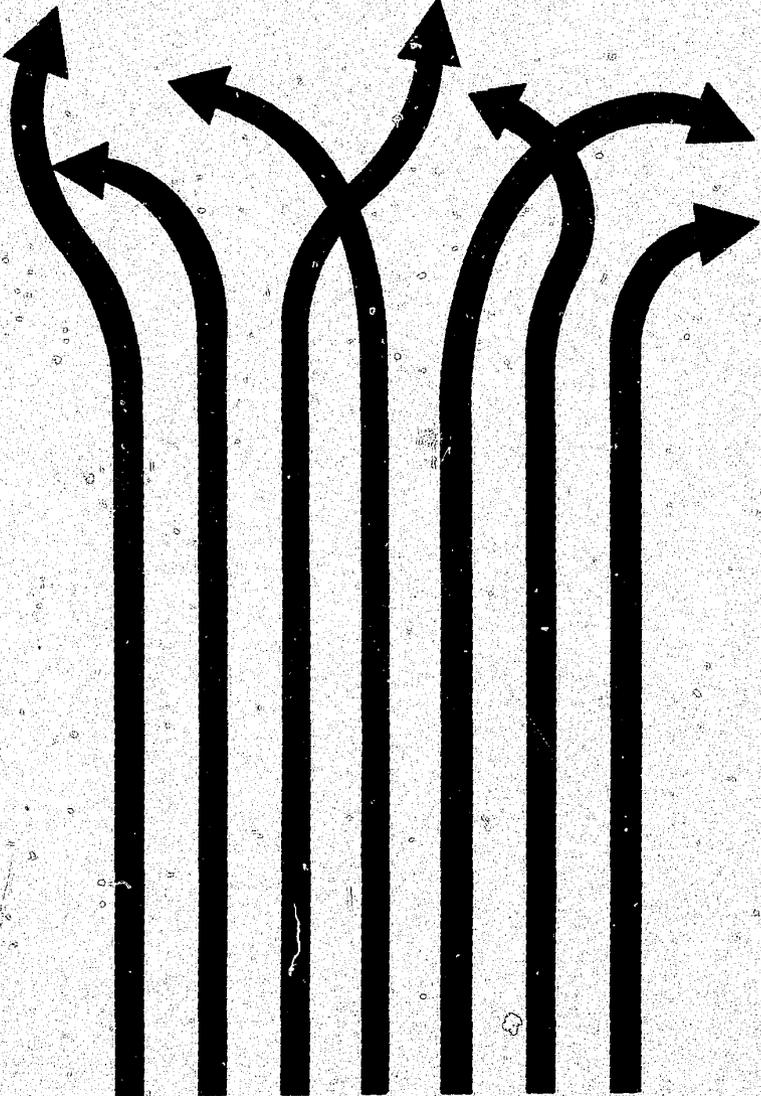


Harris County Sheriff's Department Inmate Handbook



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Downtown Jail 301 San Jacinto Houston, Texas 77002
Harris County Detention Center 2310 Atascocita Road Humble, Texas 77338
JACK HEARD, SHERIFF

We hope that your stay in jail will cause you to examine the reasons why you are here, and redirect your future activities in a positive manner. Jail rules are intended to assist you in learning to respect the rights and property of others.

This Inmate Handbook has been prepared for YOUR benefit.

You should read it carefully and completely so that you will know what conduct is expected of you, and what services are available to you, in jail.

No one desires to be "locked up." But the Court has dictated that we keep you in confinement. Your attitude and actions will determine how you are treated by others while you are here.

JACK HEARD, SHERIFF
HARRIS COUNTY, TEXAS

NCJRS

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ACQUISITIONS

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SOME BASIC DO'S AND DON'T'S

- DO promptly obey all orders given to you by authorized personnel.
- DO NOT balk, argue, or refuse to obey!

- DO remember that the job of a deputy is to maintain order and the safety and security of all inmates.
- DO NOT invite punishment by creating disorder.

- DO stay in your area of assignment.
- DO NOT interfere with or about others during their work or leisure!

- DO respect the property of others.
- DO NOT steal, destroy, or damage anything that belongs to anyone else!

- DO keep your hands off other people, and your rude or nasty remarks to yourself.
- DO NOT physically abuse, bully, curse or tease other people.

- DO keep your body, clothes, living and work areas clean.
- DO NOT aid in creating unsanitary conditions!

- DO live within your means.
- DO NOT beg from others, borrow, trade, barter or gamble!

- DO mind your own business.
- DO NOT be a party to an offense by covering-up for someone else or helping them violate the rules or the law!

- DO ask for help, or questions, if you need assistance.
- DO NOT be a pest, or act like a helpless child!

- DO live by the rules given in this Handbook.
- DO NOT get the idea that rules don't apply to YOU!

INMATE NUMBER. You have been assigned an Inmate Number (which is also referred to as an "S.O." number). It is very important that you remember this number, since it will also be your Inmate Trust Fund and Commissary number and must be shown on all mail sent to or from you.

PERSONAL PROPERTY. All clothes, jewelry, etc., that you wore when you were booked into jail has been tagged and stored, and will be returned to you when you are released from jail. If, instead, you are sent directly from jail to the Texas Department of Corrections or to a Federal prison, you will be allowed to (1) have a member of your family pick up your personal property at the jail, or (2) you may donate your personal property to a charity. The only personal property that you are allowed to have in your cell is that which you buy from the Inmate Commissary. A violation of this rule will result in disciplinary action against you.

MONEY. Money that you had with you at the time you were booked into jail has been put in your Inmate Trust Fund. During your stay in jail, you will be allowed to buy commissary and the amount you spend will be deducted from your Inmate Trust Fund. When you are released from jail, the balance of money in your Inmate Trust Fund will be returned to you. Or, if you are sent directly to the Texas Department of Corrections or a Federal prison, the balance of money in your Inmate Trust Fund will be sent with you to the prison.

While you are in jail, money may be deposited to your Inmate Trust Fund by your family or friends. Cash should not be sent through the mail, but may be deposited in person at the jail where you are assigned between the hours of 8:00 a.m. to 6:00 p.m., Monday through Friday, or between the hours of 8:00 a.m. to 5:00 p.m. each Saturday and Sunday. Personal checks will not be accepted for deposit to your account, either in person or through the mail. Only the following will be accepted for deposit by mail to your Inmate Trust Fund (cash and personal checks will be returned to the sender):

- American Express Money Order
- Bank Money Order
- Cashier's Check
- Consumer Money Order
- National Consumer Service Money Order
- Republic Money Order
- Traveler's Express Money Order
- U.S. Postal Money Order
- Western Union Money Order

All money orders sent for deposit to your trust fund must be accompanied by a Deposit Slip, and conform to the instructions shown on the Deposit Slip. (Deposit Slips are available in your cellblock, or from the Floor Deputy.)

When money is deposited by anyone to your Inmate Trust Fund, you will be given a receipt promptly.

You may be allowed to release money from your Inmate Trust Fund to members of your family, your attorney, or bondsman; however, approval for you to do so must be obtained from the Jail Captain. Your money or property cannot be released or transferred to another inmate.

You are not allowed to have money on your person or in your cell while you are in jail. A violation of this rule will result in disciplinary action against you.

COMMISSARY. Various items of food and refreshment, approved clothing, toilet articles, writing paper and envelopes, stamps, etc., are available for purchase in the Inmate Commissary.

To purchase Commissary, you must do the following:

A. Make certain that you have enough money in your Inmate Trust Fund to cover the cost of all items you order. If you do not have sufficient money in your Fund, your entire order will be marked "VOID."

B. Get a Commissary Slip in your cellblock, fill it out completely, compare the price/s you have written to the price list, and double-check your total amount. Be sure tax is included if it applies to any item you order. (Commissary Slips with errors in prices and/or total amount will be marked "VOID.") Commissary Slips will be collected in the cellblock and processed.

C. If an item you ordered is not in stock, a similar substitute item will be included when your commissary is delivered. If you do not want the substitute item, your order will be returned to the Inmate Commissary.

You will be allowed to place commissary orders several times each week. Commissary Price Lists and special instructions for ordering, etc., will be issued periodically and placed in the cellblock. You are urged to read these materials and follow the instructions.

VISITING. You may include five (5) adults on your Visiting List, and you will be allowed to make changes in your list by submitting a written request to the Jail Captain. Children under fourteen (14) years old are not counted as adults, and they may visit you together with a person named on your list. You may have only one (1), thirty-minute (30) visit each week with no more than two (2) adults on your list and two children under fourteen (14) years old.

Your visiting date is determined by your last name, in accordance with the following schedule:

Last Names Beginning With the Letters A through L:
Saturday: 8:00 a.m. until 11:30 a.m.
1:00 p.m. until 4:30 p.m.

Last Names Beginning With the Letters M through Z:
Sunday: 8:00 a.m. until 11:30 a.m.
1:00 p.m. until 4:30 p.m.

All visitors must present proper identification containing their photograph (either a driver's license or a Texas Dept. of Public Safety Identification Card), act and behave in an orderly manner, and be completely and properly dressed for a business-type meeting. No packages, mail, food, magazines or other items may be brought to you by visitors.

As a general rule, only members of your immediate family and close personal friends will be approved on your Visiting List. No person who has been in jail or prison during the past six (6) months will be allowed to visit you. (In the event your legal spouse may have been in jail or prison during the past six months, special permission for them to visit you must be obtained from the Jail Captain in advance of the date the visit is desired.)

Your attorney will be allowed to visit you, upon presentation of proper identification, at any time between 7:00 a.m. until 11:00 p.m. any day of the week. Your minister may visit you between the hours of 7:00 a.m. until 9:00 p.m. any day of the week.

A visit may be denied to any person if the visitor or inmate fails to comply with the visiting rules, or when there is reason to believe the visit may not be in the best interest of the security and welfare of the jail.

Vulgar language and/or gestures you may direct toward anyone during visiting periods is a violation of the rules, and will result in disciplinary action against you.

CORRESPONDENCE. You may write to anyone as often as you wish, provided your letters do not in any way violate U. S. Post Office regulations. You are not allowed to write to another inmate in a Harris County Jail, unless such inmate may be your legal spouse or a member of your immediate family and provided such legal spouse or family member is not your co-defendant. To obtain permission to write to a legal spouse or immediate family member who is also an inmate in a Harris County Jail, you must obtain special written permission from the Jail Captain.

To send letters, you must do the following: (1) Show your full name, inmate number, tank number, and address of the jail in the upper left corner of the envelope, (2) show the name and complete address of the person you are writing, (3) make certain the envelope is properly stamped, and (4) place the envelope unsealed in the mailbox in your cellblock. (NOTE: The only envelopes you may seal are those addressed to a Federal, State, or County official, or to the Jail Captain, Bureau Major, Chief Deputy or the Sheriff.) Any outgoing letter which does not conform to these rules will be returned to you.

Letters sent to you will be delivered by the Mail Deputy, opened in your presence and inspected for contraband, and handed to you. Any letter found to contain contraband will be forwarded to the Jail Captain immediately.

Please advise the people who may write to you to do the following:

A. Show their name and address on the envelope. (Any letter without a return address that is non-deliverable will be returned to the Post Office.)

B. Show your full name (the name by which you were booked into jail), and your inmate number.

C. Show your tank number.

D. Address the letter to the jail where you are assigned. (Complete addresses are shown on the cover of this Handbook.)

E. Advise all people who may write to you that you are not allowed to receive post cards, greeting cards, perfumed letters and hardback photographs.

F. You are not allowed to receive books or magazines directly from a publisher unless you have received written permission, in advance, from the Jail Captain.

Sending or receiving any mail except by the methods stated above is a violation of the rules. "Underground" mail to anyone, or correspondence with another jail inmate unless approved by the Jail Captain, is also forbidden. Any violation of these rules will result in disciplinary action against you.

USE OF FACILITIES/HOURS. You are required to keep your cell clean, and to respect the rights and property of other inmates. You are not allowed in another inmate's cell. A Day Room is provided in each cellblock with a color television for your entertainment, and each Day Room is intended for the use of all inmates assigned to the cellblock. Do not monopolize the choice of T.V. programs or use of the Day Room.

"Rack up" time for all inmates, except those who may be assigned to work at night, is:

Monday through Thursday	-----	11:30 p.m.
Friday and Saturday	-----	1:30 a.m.
Sunday	-----	12:00 Midnight

CLOTHING. The regulation clothing, and shoes, that has been issued to you is your prescribed dress while in jail. Additionally, you may wear certain items of clothing that are available for purchase in the Inmate Commissary. You are required to keep your clothing clean. Do not tear, mark, or alter it in any way. A violation of this rule will result in disciplinary action against you.

Dirty clothing will be picked up in the cellblocks on a regular schedule, laundered, and returned to you. Whenever you come out of your cellblock, you shall be fully dressed in the jail clothing issued to you. (Male inmates shall wear shirts inside the trousers.)

In the event you are scheduled for a court appearance that requires you to be dressed in street clothes, you will be permitted to use the clothing that you wore when you entered jail. Or a member of your family may be permitted to bring one set of clothing to the jail for you to wear in court if your other clothes are inappropriate. All such street clothing will be returned to your Personal Property Bag following your court appearance, or may be picked up by the person who brought it.

FOOD. You are expected to accept only the amount of food that you can eat, and not to waste or steal food. Wasting or stealing food will result in disciplinary action against you.

You may keep food in your cell that you have purchased from the Inmate Commissary, so long as it is eaten, stored and used in a sanitary manner. Food may not be mailed to you, or brought to you by family, friends, or other visitors.

PERSONAL HYGIENE. You are expected to keep your body, clothing, bedding and cell clean at all times. Take a bath daily. Shave when you are scheduled to

do so. Keep your hair clean and combed. Keep your cell clean at all times, and do your part to keep the jail clean constantly. Violations of cleanliness will result in disciplinary action against you.

MEDICAL SERVICES. Medical, eye, and dental services are available to you while you are in jail. If you require this attention, notify a Medic during a daily sick call or the Floor Deputy and you will be scheduled for the next clinic call. In case of emergency, call your Floor Deputy for assistance immediately.

Medical personnel visit each cellblock three (3) times daily, and their purpose is to attend to your legitimate medical needs. Ask for their help if you really require it.

Stockpiling of pills and medications, or exchange of pills and medications, by and among inmates is strictly forbidden. Any violation of this rule will result in disciplinary action against you.

WORK ASSIGNMENTS. A number and variety of jobs within the jail are performed by inmates. Inmates serving County jail sentences are required to perform work assignments and receive \$7.50 credit per day toward their fine and court costs, and earn one (1) extra day credit for each two (2) days served in jail.

Inmate workers are expected to perform their assigned jobs to the best of their ability, and not to abuse the responsibility placed upon them. If you are a pre-trial detainee and may desire to volunteer for a work assignment, you should contact the Classification and Assignment Deputy.

ACTIVITIES AND PROGRAMS. A number of activities and programs are available to you in jail, so long as you maintain the proper conduct and attitude. Following is a list of the activities in which you may engage:

Religious. A full-time Jail Chaplain is available for your personal or religious counseling. Regular church services are held in the jail weekly by various denominations, and inmates are encouraged to attend the service of their choice as well as Bible Classes that are conducted regularly by various ministers.

Education. An Adult Basic Education Program is conducted in the jail for inmates. Inmates who do not have a high school diploma or G.E.D. certificate are encouraged to contact the Educational Counselor for enrollment in the program.

Vocational Training. Some vocational training programs are conducted by area colleges in the jail without charge to inmates. Inmates who may desire to enroll in a program must contact the Educational Counselor for details concerning programs available and qualifications, and to obtain an application form.

Recreation. You will be permitted certain periods for outside recreation when weather permits, unless you may be in "protective" or "isolation" confinement. If you choose to participate in outdoor recreation, you will be expected to observe the conduct of a "good sport."

Crafts. Some craft programs (such as are, etc.) are available to inmates. The type craft program offered depends on the jail facility to which you are assigned. Information about crafts programs may be obtained from the Jail Captain.

Band. Inmates in the Harris County Detention Center may be eligible to participate in the Inmate Band. (A band has not been organized at the Downtown Jail due to lack of adequate space.) If you desire to audition for the Inmate Band, you should contact the Jail Captain.

Library. Reading material is available in the jail for your use. Inmates in the Downtown Jail may obtain books or magazines every other week from the Houston Public Library Bookmobile. Inmates in the Harris County Detention Center may obtain reading materials by submitting a Library Request form (available in the cellblock) to the Harris County Librarian when he visits the cellblock. The requested reading material will be delivered to the cellblock the following day and may be kept for one week.

Mutilation or destruction of any book or magazine will result in disciplinary action against you, as well as suspension of all future library privileges.

WRIT ROOM. A collection of legal reference materials is available for inmates who may desire to prepare their own legal documents. To be scheduled for use of the Writ Room, you must submit a written request to the Jail Captain. Legal materials shall not be removed from the Writ Room, and damage to any legal material will result in disciplinary action against you as well as denial of future access to the Writ Room.

NOTARIZATION OF LEGAL PAPERS. The services of a Notary Public are available to inmates, without cost. To have a document notarized, you must submit a written request to the Jail Captain.

COURT OR CASE STATUS. Any information or assistance you may require concerning your court or case status should be directed to the Court Deputy.

If you have been in jail for at least two days and have not made an initial court appearance, you are urged to bring this matter to the attention of the Court Deputy. Likewise, if you have been in jail for at least three months without being brought to trial, you are urged to contact the Court Deputy.

Inmates who are in a "pre-trial" status are allowed to telephone their attorney-of-record once each week, if necessary. A list is circulated throughout the cellblocks each week, and all inmates awaiting trial who desire to telephone their attorney must sign the list in order to be eligible to make the call.

If you have been convicted and sentenced to serve a County Jail term, you may be eligible for "good-time" credit provided you maintain appropriate conduct and perform work assignments given to you. "Good-time" policy allows \$7.50 credit per day toward your fine and court costs, and one (1) extra day credit for every two (2) days served in jail. (Inmates who do not have a "good-time" status receive \$5.00 credit per day toward fine/court costs and must serve the full sentence imposed by the court.)

NOTE: If you are in jail with your sentence on appeal, it is important that you realize that (1) you cannot be considered for parole unless you are in custody of the Texas Department of Corrections, and (2) you cannot be considered as a "State Approved Trusty" and subsequent "good-time" credit unless you are confined in the Texas Department of Corrections.

CONTRABAND. You are prohibited from having certain items while you are in jail, and possession of any contraband is a serious offense for which you will be disciplined. Items which you may not have (in addition to those listed in various sections of this Handbook) are: any alcoholic beverage; any narcotic drug; any weapon or item that could be used to inflict injury; keys; non-regulation clothing; Afro or hard combs; gasoline; lighter fluid; fingernail files; obscene pictures, literature or drawings; and all other items not available for purchase in the Inmate Commissary or issued through proper channels.

Bench warrant or in-transit prisoners may retain some personal items brought to the jail with them, such as tooth paste, tooth powder, hair oil, writing materials, underwear, etc.

CONDUCT/DISCIPLINARY PROCEDURES. Your behavior while you are in jail will determine, to a great extent, the total length of time you must serve in confinement. If you are transferred to the Texas Department of Corrections, a report of your conduct while in jail will be sent to them.

Any offense that you may commit while you are in jail that is a violation of the Criminal Code of the State of Texas will result in additional criminal charge/s filed against you. Additionally, any violation of a jail rule will result in disciplinary action.

All incidents of misconduct will be reported and reviewed by the Disciplinary Committee. If you are judged "guilty" of the offense, punishment will be assessed according to the severity of the offense. You have the right to appeal the decision of the Disciplinary Committee. Appeals must be submitted, in writing, to the Major, Corrections and Detention Bureau.

In most instances, misconduct in jail results in the loss of any "good-time" credit which you may have previously earned.

Following is a list of the prohibited acts in Harris County Jails:

- 001 Murder
- 002 Assaulting Any Person
- 003 Fighting with Another Person
- 004 Threatening Another Person with Bodily Harm, or with Any Offense Against His Person or His Property
- 005 Extortion, Blackmail, Protection: Demanding or Receiving Money or Anything of Value in Return for Protection Against Others, to Avoid Bodily Harm, or Under Threat of Informing
- 006 Engaging in Sexual Acts with Others
- 007 Making Sexual Proposals or Threats to Another
- 008 Indecent Exposure
- 009 Escape
- 010 Attempting or Planning Escape
- 011 Wearing a Disguise or Mask
- 012 Setting a Fire
- 013 Destroying, Altering, or Damaging County Property, or the Property of Another Person
- 014 Stealing (Theft)

- 015 Tampering with or Blocking Any Locking Device
- 016 Adulteration of Any Food or Drink
- 017 Possession or Introduction of an Explosive or Any Ammunition
- 018 Possession or Introduction of a Gun, Firearm, Weapon, Sharpened Instrument, Knife or Unauthorized Tool
- 019 Possession, Introduction, or Use of Any Narcotics, Narcotic Paraphernalia, Drugs, or Intoxicants Not Prescribed by the Medical Staff
- 020 Misuse of Authorized Medication
- 021 Possession of Money or Currency
- 022 Possession of Property Belonging to Another Person
- 023 Loaning of Property or Anything of Value for Profit or Increased Return
- 024 Possession of Anything Not Authorized for Retention or Receipt by the Inmate, and Not Issued to Him Through Regular Institutional Channels
- 025 Possessing Any Deputy's or Staff Clothing
- 026 Possessing Unauthorized Clothing
- 027 Mutilating or Altering Clothing Issued to You by the County
- 028 Rioting
- 029 Encouraging Others to Riot
- 030 Engaging In, or Encouraging, a Group Demonstration
- 031 Refusing to Work
- 032 Encouraging Others to Refuse to Work or Participation in Work Stoppage
- 033 Refusing to Obey an Order of Any Deputy or Staff Member
- 034 Unexcused Absence from Work, or Any Assignment
- 035 Malingering, Feigning an Illness
- 036 Failing to Perform Work as Instructed by a Supervisor
- 037 Insolence Towards a Deputy or Staff Member
- 038 Lying or Providing a False Statement to a Deputy or Staff Member
- 039 Conduct Which Disrupts or Interferes with the Security or Orderly Running of the Institution
- 040 Counterfeiting, Forging, or Unauthorized Reproduction of Any Document, Article of Identification, Money, Security, or Official Paper
- 041 Participating in an Unauthorized Meeting or Gathering
- 042 Being in an Unauthorized Area
- 043 Failure to Follow Safety or Sanitation Regulations
- 044 Using Any Equipment or Machinery Which is Not Specifically Authorized
- 045 Using Any Equipment or Machinery Contrary to Instructions or Posted Safety Standards
- 046 Failing to Stand Count
- 047 Interfering with the Taking of Count
- 048 Making Intoxicants
- 049 Being Intoxicated
- 050 Smoking Where Prohibited
- 051 Using Abusive or Obscene Language
- 052 Gambling
- 053 Preparing or Conducting a Gambling Pool
- 054 Possession of Gambling Paraphernalia
- 055 Being Unsanitary or Untidy: Failing to Keep One's Person and One's Quarters in Accordance with Rules
- 056 Tattooing or Self-Mutilation
- 057 Unauthorized Use of Mail or Telephone
- 058 Unauthorized Contacts with the Public
- 059 Correspondence or Conduct with a Visitor in Violation of Rules
- 060 Giving or Offering Any Deputy or Staff Member a Bribe, or Anything of Value

- 061 Giving Money or Anything of Value to, or Accepting Money or Anything of Value from; Another Inmate, a Member of his Family, or his Friend
- 062 Attempting to Commit Any of the Above Offenses, and Making Plans to Commit Any of the Above Offenses Shall be Considered the Same as a Commission of the Offense Itself.

INMATE GRIEVANCE PROCEDURES. You are allowed to file a grievance at any time you may be subjected to abuse, harrassment, abridgement of civil rights, or denied privileges (without just cause) specified in this Handbook while in custody of the Harris County Sheriff's Department. To file a grievance, you must send a written statement directly to the Sheriff, in a sealed envelope, stating the time, date, names of deputies and/or staff members involved, and pertinent details of the incident including the names of any witnesses. All grievances will be promptly and thoroughly investigated, appropriate corrective action taken, and a report issued by the Sheriff to the inmate. (NOTE: Any inmate who files a grievance which may prove to be prevaricated, upon conclusion of investigation, shall be subject to disciplinary action.)

CHANNELS OF COMMUNICATION. There are certain people to contact regarding your various needs and problems. The sections in this Handbook tell you who to contact about specific matters. If you have a special problem that cannot be handled by that person, you may write a note to the Jail Captain stating the nature of your problem and the assistance requested.

Inmates are not allowed to receive telephone calls in jail and generally are not permitted to make telephone calls. If you need to use the telephone in case of emergency or extreme urgency, you must contact the Jail Captain or Lieutenant on duty at that time for special permission to do so.

INMATE NAME: _____

INMATE NUMBER: _____

END