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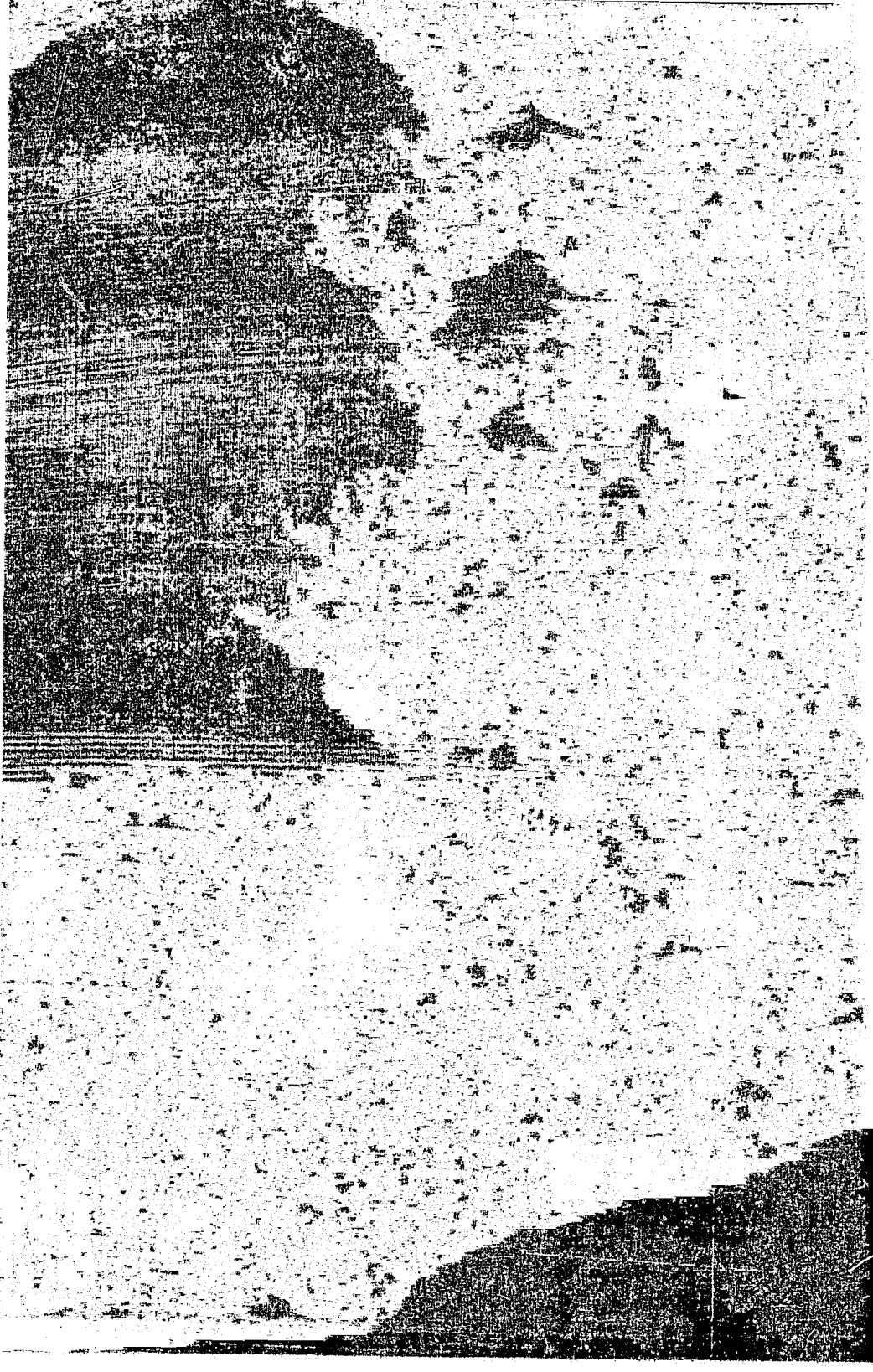
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INMATE HANDBOOK

DALLAS COUNTY JAIL SYSTEM



CARL THOMAS
SHERIFF



FROM THE SHERIFF:

Under the Texas Constitution, the Sheriff of each County is charged with the responsibility for the operation of detention facilities. In addition, the Texas Legislature has established the Commission on Jail Standards which defines conditions to be maintained in jails.

It is my policy that the Dallas County Jail System shall operate in full compliance with all state laws and in conformity with the rules and regulations of the Texas Commission on Jail Standards.

The maintenance of a jail which provides safe, secure and sanitary conditions requires the cooperation of all persons confined. We shall do our best to provide you with adequate confinement and nutrition while you are in our jail. Your courtesy and attention to the rights of your fellow inmates should help to make your stay in jail more pleasant. Take advantage of the library, religious, and educational television programming that is offered to all inmates. If you are eligible, you may also participate in the education, training, and personal development programs.

Whether your stay is long or short, we hope that this is your last stay at the Dallas County Jail.

CARL THOMAS
SHERIFF

FROM THE DIRECTOR OF DETENTION:

This booklet is provided to you so that you may have a better understanding of the Dallas County Jail System.

It is our objective in the operation of the Jail System to provide clean and safe jails. You are expected to keep yourself and your living area clean at all times. You must respect the rights of your fellow inmates and the officers charged with your supervision.

The Jail System provides a number of opportunities to inmates who qualify, including the chance to earn earlier release by working at a job as a trusty within the Jail System. In addition, a wide variety of religious, educational, and training opportunities are available to qualified inmates.

You can use your time productively while in jail by using the library facilities, watching educational TV on the jail closed system network, or by volunteering for the work programs.

It is in your own interest to stay out of trouble while in this jail. However, if the temptation to violate the rules is stronger than your resistance, please be assured that we are prepared to deal with such violations swiftly. We hope, however, that you will not be among those from whom we must deny privileges. We also hope that when you leave this facility, you will not return here again.

Dr. Charles L. Newman
Director of Detention

INTRODUCTION

The Dallas County Jail System of the Sheriff's Department consists of three (3) separate facilities:

The Government Center Jail (Capacity: 981 Males 231 Females)
The Old Jail and Annex)Capacity: 696 Males)
The Woodlawn Minimum Security Facility (181 Males 61 Females)
(A fourth jail is currently under construction)

All persons brought into the jail as prisoners are initially processed at the Government Center Jail. You may then be transferred to one of the other jails for housing, depending upon your prior criminal record, the nature of the current charges against you, your age, and your behavior while in our system.

In the following pages, you will find a great deal of information which will be of help to you during your stay. We recognize that you and most people do not want to be in jail. With your cooperation and your respect for the rights of others, you can make your time here less uncomfortable for you and others.

AVOID JAIL SOLICITORS

The law prohibits lawyers and others from soliciting legal business.

If you do not have an attorney, the Dallas County Criminal Bar Association will recommend one for you. Call 747-0986

BOOK-IN

All of your personal property has been taken and inventoried for safe-keeping. You are allowed to keep your cigarettes but remember that smoking is not permitted on the 7th floor. You are also allowed to keep up to \$25.00 in jail script (cho-chos) if you have that much money. Any money over \$25.00 will be placed in your jail account and will be available to draw at a later date. However, you may not have more than \$25.00 at any time in your possession during your stay in this jail.

- You will be questioned about any illness or injury that you may have. If necessary, a nurse will be called to examine you.
- You will be advised of the charges against you and the amount of your bond.
- You will be asked to furnish the name of your attorney if you have one.
- You will be asked who you would like to call and to furnish phone numbers.

During the booking procedure you may spend some time in a hold-over tank where you may make calls from a collect-call telephone. You may also use a jail phone to make two (2) calls free, after you are dressed in a jail uniform.

Your friends or relatives can call the Bond Division at 749-8767 if they wish additional information regarding the posting of bonds. No member of the Sheriff's Department is permitted to recommend a bonding agency.

IDENTIFICATION

After you are booked in, you will go to the Identification Division where you will be fingerprinted, photographed, and your criminal history file will be brought up to date. You will be given a personal data sheet and a medical questionnaire form to fill out.

In accordance with the Federal Privacy Regulations, your criminal history records are restricted to criminal justice agencies only. Your attorney may view your record under the following conditions:

- He must have a Court Order either specifically permitting him to see your particular jacket, or approving him as your attorney.
- The attorney must have a statement from you stating that he does represent you. The statement must be notarized, and your signature must be witnessed and signed by an officer.

PRE-TRIAL RELEASE

The Pre-Trial Release Department approves the release of people on personal bonds, depending on the nature of the offense, prior record, and ties in the community. Each person booked into the Dallas County Jail is screened by Pre-Trial Release personnel. If you are approved by the Court for Pre-Trial Release, a fee of \$20.00 or 3% of the bond amount, whichever is greater, is charged for the bond fee.

CLASSIFICATION

The Classification Division is responsible for the housing assignments of all inmates in the Dallas County Jail System. Housing assignments within the several jails are based on a variety of factors, including whether you are awaiting trial or serving time, your prior criminal record, medical condition, etc. Your wristband (which must not be removed) indicates which housing assignment has been made for you.

There is a classification specialist assigned to each floor of the Old Jail and the Government Center Jail. Once each week the classification specialist distributes education applications to the floors. At this time, he/she will also try to answer any questions you have or direct you to a person who can answer your question.

If you are having serious trouble in your tank or wish to be reassigned, you should write a kite to Classification Division and someone will attempt to correct the problem.

SHAKEDOWN AND CHANGE TO JAIL CLOTHING

After you have been classified for cell assignment, if you are a male inmate, you will be taken to the shakedown room. All of your personal clothing will be taken from you and inventoried. You will be given a receipt showing everything which was taken from you. You will be sprayed with a fumigant to destroy any body vermin and you will be given a shower. Your body will be examined to determine whether medical treatment is needed. Female inmates go through the same procedure at the female inmate housing unit.

Jail clothing is issued at the completion of the shower/inspection process.

COUNTY ISSUE CLOTHING AND PROPERTY

When you are to be housed in one of the units of the Dallas County Jail System you receive the following clothing and property:

Male Inmates

1 pair coveralls	2 towels
1 pair shoes	1 washcloth
3 pair undershorts	2 sheets
2 pair socks	1 blanket
	1 mattress

Female Inmates

1 pair coveralls	2 sheets
1 pair shoes	1 blanket
2 towels	1 mattress
1 washcloth	

It is your responsibility to make certain that you retain this property. If jail issued property is not all returned at the time of release you will be charged for those items which are missing. You will also be charged for any jail property which you destroy or damage; therefore, it is in your interest to keep the issue items in good condition.

PERSONAL CLOTHING AND PROPERTY

Inmates are allowed to store only one set of personal clothing in the jail property room. If someone brings clothing for you to wear to Court those items will be accepted only after a deputy has made certain that you have no other clothing in the property room. The only items, other than Court clothes, which will be accepted for inmates at the Old Jail and Government Center Jail are as follows:

- . Photographs: limit 3, no polaroids, no pictures larger than 5x7 (nude or sexually suggestive pictures are not accepted).
- . Bible, soft backing only. Limit in size to 8" x 10".
- . Religious medallion: limit one, no larger than 1", no heavy chains.
- . Legal papers
- . Prescription eye-glasses or contact lenses.

The following additional items will be accepted for female inmates:

- . Underwear, three (3) sets (no bikini panties or bras with wire stays)
- . Nightgowns/Pajamas, three (3) sets (no shorty, thin strapped, or transparent gowns or pajamas)
- . Socks/footies, three (3) pair
- . Clothing for TDC

The following items may be accepted at the Government Center Jail, 7th Floor Information Window at any time:

- . Money for deposit in inmate accounts
- . Court clothes (subject to conditions specified above)
- . Jewelry (watches/rings) if allowed at TDC. Such items will be placed in the inmate's property envelope until transferred to TDC
- . Dentures
- . Prescribed medications (subject to approval and distribution by the medical staff of the Dallas County Jails).

(NOTE: Special conditions-for inmates housed at Woodlawn are described in that section at the end of this booklet.)

INMATE BEHAVIOR

Before you leave the Identification area, you will be provided with a copy of the jail rules which you are expected to read. You will be asked to sign for receipt of a copy of the rules.

You are required to obey all rules and regulations of the Dallas County Jail, as well as any other rules which are made known to you. Violations of these rules may subject you to disciplinary proceedings of the jail system or to prosecution as provided by law.

LAI# _____ BK# _____ DATE _____

All inmates in the Dallas County Jail shall be subject to criminal action or disciplinary action for violation of any of the following Jail Inmate Rules:

- 100 The commission of any act or acts defined as felonies or misdemeanors by the laws of the State of Texas.
- 101 Buying, selling, using or possessing narcotics, marijuana, alcohol, other intoxicants or other drugs.
- 102 Escape, attempt to escape, helping another inmate escape or attempt to escape.
- 103 Fighting with or without a weapon or the possession of a weapon suitable for offensive or defensive purposes.
- 104 Any alteration, modification, removal or attempts to alter, modify or remove the wrist band will result in automatic fifteen (15) days full restriction.
- 105 Sex Abuse --- Committing, soliciting or inciting other inmates to perform sex acts.
- 106 Insubordination --- Rebellion against authority, agitating or inciting a riot. Refusal to obey the order of a staff member shall also be considered insubordination.
- 107 Destroying or altering property of the Dallas County Jail. This includes damage to clothing, jail hardware, mattresses or blankets.
- 108 Self-Mutilation --- Inflicting self-injury or permitting others to harm you. Tattooing shall be considered self mutilation.
- 109 Soliciting under false pretense, money for gifts from friends, relatives or others. This includes giving false identification to anyone.
- 110 Possession of contraband. This is defined as anything not issued or authorized by the Dallas County Jail.
- 111 Disruptive Conduct --- This includes the use of indecent or vulgar language to a staff member, interfering with the counts, blocking clear view into the cells or tanks, covering lights, obstructing the bars, and unclean conditions.
- 112 Malingering --- This includes refusing or failing to do assigned duties. Failure to help keep assigned cell areas clean shall be considered malingering.
- 113 Unauthorized use of any jail telephone.
- 114 Possessing or wearing clothes or other apparel not approved or issued by the Dallas County Jail.
- 115 Possession of money or currency unless authorized. Inmates cannot operate a "store".
- 116 Leaving a place of assignment without permission of the Jail Shift Supervisor, Detention Officer on duty or appropriate medical authority.

INMATE'S SIGNATURE _____ WITNESS _____

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REVISED 8/27/79

DISCIPLINARY PROCEEDINGS

If you violate any of the Jail Rules, it will result in disciplinary charges being filed against you, or you may be put on restriction for up to seventy-two (72) hours. If disciplinary charges are filed, you will receive written notice which specifies the violations. A hearing will be held within ten (10) days of the alleged violation by a disciplinary committee which is composed of members of the Dallas County Sheriff's Department who are not assigned to the Detention Bureau. At that time, you will be heard. You may present two (2) witnesses in your behalf. The committee will then decide whether you are guilty or innocent. If they find you are guilty, one or more of the following penalties may be imposed:

- You may lose commissary or visiting privileges for up to 30 days
- You may be confined in single cell isolation not to exceed 15 days
- You may lose county good-time credit
- Your penalty may be held in suspension, subject to acceptable conduct for the duration of confinement.
- Any combination of the penalties listed above may be imposed.

You have the right to appeal, in writing, the decision of the disciplinary committee within 72 hours to the Director of the Dallas County Jail System.

VISITING: GOVERNMENT CENTER JAIL - OLD JAIL

Visiting hours at the Government Center Jail and Old Jail are:

MONDAY - FRIDAY	7:00 P.M. - 8:30 P.M.
SATURDAY	1:30 P.M. - 4:30 P.M.
SUNDAY	8:30 A.M. - 11:00 A.M.

Each of your visitors may visit you only once per calendar week. The visitor must arrive at least 30 minutes before the end of the visiting hours to insure ample time for processing. The visit may last the full length of the visiting hours. However, the floor officer may interrupt the visit at those times when an emergency arises.

(See Section on Woodlawn for special visiting times)

JAIL VISITATION RULES

1. All visitors must fill out a visitation slip.
2. Visitors must show identification to enter the jail facility. The following identification cards are accepted: Texas Drivers License, Jail Identification Card, Official Passport, Texas Department of Public Safety Identification.
3. Purses, packages, umbrellas, handbags, paper sacks, or other items which may be used as containers, are not allowed within the jail system. This includes metal soft drink containers.
4. Children under ten (10) years of age are not admitted in the jail.
5. Physical searches may be conducted, for probable cause.
6. Visitors shall not give any items directly to inmates.

NOTARY SERVICE

Some detention officers can provide notary service. However, if you need something notarized, and the detention officer cannot help you, you should write a kite to Classification. Someone will come to the floor to notarize within two days. You must have an addressed, stamped envelope ready, and the documents in at the time the notary work is done.

ASSIGNMENT AS A TRUSTY

The Classification Division is responsible for approving and assigning trusties. If you are interested in being considered for trusty you should fill out an application. You are not eligible for trusty status if you are presently in jail for, or have a conviction in the past, for murder, robbery, assault, any type of sex offense, or drug delivery charges. If you are approved by Classification, you will be sent to the nurse for blood and T.B. tests. It generally takes about two weeks to order medical tests and process them.

If after two weeks you have not been checked by the nurse or "pulled" for trusty, you will receive your trusty application back marked "DISAPPROVED". Inmates who are disapproved may request a review by a committee which consists of the Director of Detentions, the Jail Commanders, and the Classification Supervisor. The committee will review and decide the inmate's eligibility for trusty. If you have been disapproved, and wish to be reviewed by the committee, you should write a kite to Classification stating the reasons you think you should be able to work as a trusty.

Men who serve as trusties must have neat haircuts and remain clean shaven. Women shall be appropriately groomed. As a trusty you will receive five extra days of good-time for each thirty days of Dallas County Jail sentence. You will also have more freedom, dining room privileges, and a letter will be sent to TDC, if you are sent there, stating that you were a trusty in the Dallas County Jail.

MONEY

If you are housed at the Government Center Jail or at the Old Jail, money may be deposited to your account at the 7th floor Information Window at the Government Center Jail. This window is open 24 hours a day. You are not allowed to have in your possession more than \$25.00 in jail script at any time. You may draw money once per week, according to the schedule in your tank, if you have funds in your account. The money is in the form of jail script. Check or money orders must be cashed before you may draw the money. The money draw slip must be completed properly and completely in order to assure proper payment. Arrangements may be made with the Chaplain to have checks and money orders cashed.

NOTE: Money for Woodlawn inmates may be left at the street level control room at Woodlawn).

COMMISSARY

Inmates who are not on restriction are permitted to purchase certain food and personal comfort items. Commissary carts come to the floors at the Government Center Jail and Old Jail once each day, Monday through Friday, except on holidays. Items may be purchased as needed when you have sufficient funds to cover the purchase. Prices of commissary items are comparable to prices charged for similar items on the outside. No inmate is permitted to operate a "store" within a tank or cell area. Violation of that rule will result in disciplinary action being taken. The following items may be purchased from the commissary cart:

CANDY	DRINK MIXES
COOKIES AND CAKES	CHIPS
CIGARETTES	STATIONARY ITEMS
CIGARETTE TOBACCO	STAMPS
MAKE-UP (FEMALE INMATES ONLY)	TOILETRY ITEMS

MAIL

Inmates mail service is as follows:

Mail is delivered daily to the jail Monday through Saturday at approximately 8:00 A.M. Before delivery to the inmate housing areas, all mail is opened and searched for contraband and/or money. (Privileged mail is not opened). If money, check, or a money order is received, a receipt will be written and you will receive a copy in the mail. If you are no longer in the Dallas County Jail your mail will be returned to the sender the day it is received. All out-going mail is sent out about an hour after it is picked up. Stamps and writing materials may be purchased from the commissary. Your mailing address while you are in jail is:

YOUR NAME
DALLAS COUNTY JAIL
600 COMMERCE STREET
DALLAS, TEXAS 75202

TELEPHONE

Your use of the telephone is a privilege which should be used wisely as well as courteously. There is a schedule in each tank which tells the day and time that the telephone will be available. The telephones used on the housing floors do not require coins since all calls are collect to the receiving number.

FOOD SERVICES

Each inmate will receive three meals, if in jail at meal times. Meals will be served according to the following schedule:

BREAKFAST	5:00 A.M.
LUNCH	11:30 A.M.
DINNER	4:30 P.M.

All utensils must be returned after each meal.

PERSONAL HYGIENE

It will be your responsibility to keep yourself clean and presentable at all times. Personal body, clothing, and living areas are to be kept clean. Beds must be made with a top and bottom sheet. No inmates shall occupy an uncovered mattress. Bedding and county issued clothing will be laundered on a regular schedule by the jail laundry. Female inmates are responsible for laundering non-issue personal clothing. Inspections by staff members will take place at regular intervals to insure that the living areas are kept clean. Mattresses must not be placed on the floor. The total tank areas shall be kept orderly at all times.

HEALTH CARE

Medical care is provided by the County Health Department medical staff. Licensed nurses are on duty 24 hours daily at the Government Center Jail and Old Jail, and on a schedule at Woodlawn. In an emergency, notify the detention officer on your floor. When non-emergency medical services are needed, you should write a note (kite) to the nurse stating the date, your name, date of birth, tank number, and your problem. You will be called to the medical station and checked by a nurse at the earliest convenience. If the nurse feels that you should be checked by the jail doctor, this will be arranged.

If you desire the services of a personal physician, this can be arranged at your own expense.

Medications are announced to all tanks when the nurse arrives on the floor. If you expect to receive medication, you must be dressed, have your water ready, and be waiting at the security gate. Do not ask another inmate to pick up your medication. You are prohibited from giving your medication to another inmate. Inmates who are trustees will pick up their medication at the nurse's station on the 8th floor during the hours posted outside of the station.

If you are suffering from drug or alcohol withdrawal, prompt medical attention will be given to you. Any discussion of drug related problems with the medical staff will be confidential and will not be used against you in any type of proceedings. If you have a drug abuse or alcoholism history, this information should be given to the nurse, to better evaluate your physical condition.

DENTAL CARE

Dental care for fillings is provided on Tuesdays and Thursdays. On Saturdays an oral surgeon comes to the jail to do extractions only. If you need dental services you should write a kite to the dentist for fillings or to the oral surgeon for extractions.

GOOD-TIME

You automatically will receive five (5) days "good-time" for each thirty (30) days of your county jail sentence. This good-time may be taken away only as the result of a disciplinary hearing. No automatic good-time will be granted on jail sentences less than thirty (30) days, or on fines, Court costs or penitentiary time. Trusties earn additional good-time at the rate of five (5) days per month. The Texas Department of Corrections may credit such good-time for their prisoners. If you are committed to TDC, information about your jail work record and behavior is sent along with you

PROGRAMS

Education --- A variety of vocational and educational programs are available to qualified inmates. Course work is offered at several levels from adult basic education through high school (GED). College level and vocational education programs are also offered. The Classification Division should be contacted if you are interested in being considered for enrollment in these programs.

RECREATION

Inmates who are not on disciplinary restriction or considered to be an escape risk are eligible to use either the recreation areas in the Old Jail, Government Center Jail, or the outdoor recreation facility at Woodlawn. If you are interested in participating in physical recreation, you should write a kite to Classification.

COMMUNITY RESOURCES

Job development, art classes, work release programs (only for inmates charged with contempt in child support cases), alcohol/drug abuse treatment, and special needs classes are available through Community Resources Program. If you are interested you should write a kite to the Community Resource Program at Woodlawn.

LIBRARY

A law library and recreational library are provided in all jails. Library books are brought to the tanks in carts and checked out to units and not to individuals. Law books must be used in the law library. Requests to visit the law library should be made by kite to the Library Coordinator.

TELEVISION

The Dallas County Jail Television Station is Channel Three. The programs which include education, religious and recreation features are provided from 7:30 A.M. until 1:00 P.M. daily. Other T.V. channels providing usual television shows and music are also available.

RELIGION

The Dallas County Jail System has four full time Chaplains and a large number of part-time clergy. Religious services are provided for you through community ministers of several faiths. Chaplains working within the jail present sponsorship baptism, counseling, and crises intervention services. Church groups provide Sunday services at the housing units. Daily religious programming is also available on Channel Three. Chaplains provide, in addition, toothbrushes, stamps, envelopes and paper to inmates who cannot afford them. On request, the Chaplains will cash checks or money orders for your account.

WOODLAWN

Woodlawn is a minimum security jail for selected male and female inmates. It is located near the corner of Oaklawn and Maple in the old Parkland Hospital building.

Woodlawn inmates are housed in open rooms, take their meals in the dining room, and can participate in co-educational classes, counseling sessions, and recreational programs.

VISITING AT WOODLAWN is on weekends only from 8:30 A.M. to 4:30 P.M., with 45 minute contact visits allowed for each inmate.

SATURDAY -- Inmates whose last name begins with A-J

SUNDAY -- Inmates whose last name begins with K-Z

PROPERTY allowed at Woodlawn, in addition to property allowed in other jails, is as follows:

Portable TV set.	Plastic cup/glass
Radio	Underwear (3 sets)
Electric fan/heater	Towels (2 bath size)
1 Pair civilian shoes	Washcloth, 1
Electric razor	Cash money (\$25.00 limit)
Electric clock	

All inmates at Woodlawn who are not on work release are required to work in the jail facility.

Special rules for Woodlawn will be given to inmates to read and sign upon arrival there. The decision whether or not you are eligible to go to Woodlawn is made by the Classification Division. In general, the only persons who are considered for assignment to Woodlawn are those persons (male and female) who are charged with or convicted of minor offenses; and who have community ties in the Dallas area.

Week-enders (inmates who are serving their sentences on week-ends) and inmates who are on work release by a court order are automatically housed at Woodlawn.

If you feel you are eligible for Woodlawn you should write a kite to Classification to check if you are eligible.

Date _____

From: _____
(Your Name)

BNO# _____ TANK # _____

TO: (Check Person To Whom This Message Is Being Sent)

Sheriff _____
Chief Deputy _____
Director of Detentions _____

Jail Commander	_____	Chaplains:	_____
Book-In	_____		Williams
Medical	_____		Seikman
Dental	_____		Lawson
Education	_____		Sumlin
Recreation	_____		
Drug-Alcohol Unit	_____		
Money-Property	_____		Notary
Classification (Trusty)	_____		Other
			(Specify)

Write Request Here: (Continue on other side if necessary)

Action Taken: _____

BOOKIN NUMBER
ON WRIST BAND

--	--	--	--	--	--	--	--	--	--

DOB

--	--	--	--

TODAY'S
DATE

SHR/JO/100

PLEASE DELIVER TO ME THE SUM OF: \$

I ALREADY HAVE IN MY POSSESSION: \$

THESE TWO AMOUNTS ADD UP TO: \$

DRAW REQUESTED, PLUS

MONEY IN POSSESSION,

MAY NOT EXCEED \$25.00

PLEASE RELEASE TO:

PRINT: LAST NAME

FIRST NAME

MIDDLE NAME

TANK NUMBER:

SIGNED:

DO NOT WRITE BELOW THIS LINE

DEPUTY APPROVED:

RECEIVED:

--	--

ROUTE: TO CLASSIFICATION

DATE RECEIVED: _____

APPLICATION FOR
ENROLLMENT IN A JAIL EDUCATION PROGRAM

NAME _____ Last _____ First _____ Middle _____ TANK # _____

DATE OF BIRTH _____ RACE _____ SOCIAL SECURITY # _____

LAST GRADE COMPLETED IN SCHOOL _____ WHEN? _____ Year _____

ARE YOU A VETERAN? _____ NO _____ YES _____ DISCHARGE DATE _____

WHAT WAS YOUR LAST JOB? _____ WHEN? _____

WHAT DID YOU EARN PER HOUR? _____

SIGN: _____ DATE _____

I would like to take classes in:

_____ Basic Education (Reading, Writing, APL)

_____ High School Equivalency (G.E.D.)

_____ Typing _____ Art _____ Baking

_____ College Level Courses

_____ Other: Specify: _____

To be eligible, you must meet the following requirements:

1. Do not have record of escape or attempted escape
2. Must not be charged with murder or sex offense
3. Do not have a record of disruptive conduct in jail
4. Do not have a commitment of ten years or more to TDC

DO NOT WRITE BELOW THIS LINE

LAI # _____

CURRENT CHARGES: _____

CONDUCT RECORD: _____

DECISION: _____ Reject _____ Approve _____ Reject _____ Approve

Detentions Bureau

Education Program

Date

Date

END