



## NOTICE

This handbook does not replace Georgia Department of Corrections (GDC) Official Rules and Regulations. The information relating to Hall County Correctional Institution (HCCI) has been provided to help you understand what is required of you at this institution. This handbook should be used in conjunction with the GDC Rules and Regulations. Most of your questions will be answered in this handbook. However, if you have trouble understanding these rules or regulations ask a staff member for further explanation.

The portion of your prison term served here at HCCI will reflect your personal efforts on work detail and program participation. Your hard work (or lack thereof) will be documented through Work Evaluations, Program Certificates and Disciplinary Records. Your attitude, work performance and behavior will affect Parole consideration and GDC referrals. HCCI staff will support you in your efforts to change but you must make responsible decisions and prove your desire to successfully return to society.

This handbook has been provided to you as a reference to the Rules and Expectations while incarcerated here at Hall County Correctional Institution.

# HALL COUNTY CORRECTIONAL INSTITUTION

A DIVISION OF HALL COUNTY COMMUNITY SAFETY

1698 BARBER ROAD

GAINESVILLE, GA. 30507

## DIRECTIONS:

From I-985: Take Exit # 20 to SR-60 (Queen City Pkwy). Go East on SR-60. (Due to the highway exit design this will be a right turn from North or South exits from I-985). Continue ¼ mile to traffic signal. Turn right onto Calvary Church Road. Continue on Calvary Church Road for 1½ miles. Turn left onto Barber Road. HCCI is the last building on the right before reaching the Hall County Jail. The visitor parking is directly in front of the building.

## INTRODUCTION

Welcome to Hall County Correctional Institution. If you are entering HCCI for the first time, the following history statement will help you better understand our institution and mission.

In 1963 Hall County Government founded the Hall County Public Work Camp (PWC). Prison labor was used to construct the facility as well as many renovations over the years. The PWC has supported Hall County Public Works with an inmate workforce. In 1982 the name was changed to Hall County Correctional Institution to reflect its added goals of education, rehabilitative programs and skills training. In 2016 a new facility was constructed using inmate labor. Our mission remains to provide a general labor force for Hall County and provide rehabilitative services to inmates.

Treat your time in prison as an opportunity to learn the necessary skills to function in society. Abide by the rules and regulations, maintain a positive attitude, actively participate on work assignments and you will be closer to our mutual goal: **YOUR SOCIETY.**



opportunity to correct mistakes and society. Various programs are offered by the rules and regulations, maintain a work assignments and you will be **SUCCESSFUL RETURN TO**

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## **INMATE PRIVILEGES**

### **Telephone Use :**

**Notice: Telephone calls are recorded and may be monitored.**

Telephones are located in each dorm for inmate's use and convenience. All calls are collect calls. HCCI will not assume responsibility for any charges related to your telephone usage. Personal Identification Numbers (PIN #'s) are assigned to each inmate. You must enter your PIN # when making phone calls. Telephones have pre-programmed time limits and are disconnected automatically.

Telephones are pre-programmed to activate as follows:

Monday - Thursday	4:30 pm - 11:00 pm
Friday	4:30 pm - 12:00 am
Saturday	8:00 am - 12:00 am
Sunday	8:00 am - 11:00 pm
Holiday	8:00 am - 11:00 pm

HCCI does not block phone calls. If there is a call-block on a number you wish to call, someone other than HCCI has placed it there. In most cases it is a billing problem. Correspond (by mail) with the party you are trying to reach and have them contact:

### **IC Solutions**

1 (888) 506-8407 or [www.ICsolutions.com](http://www.ICsolutions.com)

Please be aware that 3-way calling is not permitted and your calls are subject to being dropped if a 3-way call is attempted.

Additional calls may be authorized if there is an emergency involving your immediate family. Emergency calls must be verified and permitted by an appropriate staff member (Counselor, Shift Supervisor, Warden or Deputy Warden).

You should forward HCCI's Administrative telephone number to your family in case of an emergency. This number is for emergency use only.

**(770) 718-2370**

### **Mail Privileges :**

All incoming and outgoing mail is subject to inspection by the Mailroom Officer or other staff members as designated by the Warden.

Contraband or otherwise restricted items will be rejected according to GDC SOP: IIB04-0001 (Inmate Mail and Receipt of Funds).

It is your responsibility to notify your family of the complete address including your ID Numbers. All incoming and outgoing mail must contain your full name, GDC#, Dorm & County# and unabbreviated facility name.

The mailing address to this facility and return address is as follows:

Name / GDC-# / Dorm & County-#  
Hall County Correctional Institution  
1698 Barber Road  
Gainesville, GA. 30507

Postage and correspondence materials are available for purchase on the inmate commissary. See the Kiosk for ordering information, pricing and details.

Indigent Postage is available for inmates who qualify under indigent status according to GDC SOP: IIB04-0001. Requests for indigent postage and correspondence materials (pens, paper and envelopes) shall be directed to the Mailroom. Correspondence materials and stamps requested for Indigent Postage are considered a loan from the Inmate Benefit Fund. If you receive funds, you will be required to reimburse the Inmate Benefit Fund in accordance with SOP IIB04-0001 (Inmate Mail and Receipt of Funds).

Offender to offender correspondence: Offenders are not permitted to correspond with one another unless they are immediate family and each facility's Warden has approved it in writing. Requests for offender to offender correspondence can be submitted through your assigned Counselor

Media Mail: All media mail (i.e.: books, magazines & music CD's) must be shipped directly from the distributor and accompanied by a packing slip and/or receipt. Personal Property limitations and standards must always be observed according to GDC SOP IIB06-0001.

#### Outgoing Mail:

All outgoing mail must be placed in the inmate mailbox located in the dining hall. It is picked up and delivered to the U.S. Postal Service daily (Monday through Friday, excluding holidays). Envelopes must be sealed before depositing in outgoing mail however they may be reopened for inspection.

Your outgoing mail must include the following: The mailing address of the intended recipient, your return address and adequate postage. Nothing else is permitted on the envelope.

#### Incoming Mail:

You must present your ID Card to receive mail and commissary packages.

All incoming mail must contain your full name, GDC #, and Dorm & County # with the institution's full name & address or it will be returned to sender. Incoming mail must also have the complete name and address of the sender. Mail containing any unauthorized items will be returned to sender. No print-outs from the GDC website are permitted.

A maximum of 5 photos / pictures are permitted per letter. Incoming mail is delivered to the dorms Monday through Friday excluding holidays.

Inmate Accounts:

Funds may only be received through Access Corrections and can be added by telephone or internet.

**(866) 345-1884**

**[www.AccessCorrections.com](http://www.AccessCorrections.com)** .

No funds may be received through regular mail or packages. Funds may not be dropped off at administrative offices or left at visitation. No funds may be transferred between prisoners. Any funds that have not been acquired in an approved manner will be returned to sender or forfeited to Hall County General Fund.

Other routine fees and charges:

Lost ID Card	\$ 5.00
Disciplinary Report	\$ 4.00
Indigent postage	\$ 0.47
Medical Visit	\$ 5.00
Medications	\$ 5.00
Cell Phone DR Surcharge	\$100.00

Inmates who engage in fighting will be charged for any medical treatment resulting from the injuries they have caused.

Inmate Commissary:

HCCI provides an inmate store for you to order personal hygiene, food and clothing items. Family members can also order store items for you by using credit/debit cards on the store's website:

[www.hallcountypackages.com](http://www.hallcountypackages.com)

You may order from the store list one time per week with a maximum of \$60.00 per week. Availability and prices of all store items are subject to change. Some items may not be eligible for purchase due to recipient restrictions or other obligations. If your account is frozen, web orders will not be processed. Only funds received by

Monday will be available for commissary purchases that week. Any funds received thereafter will be available for commissary purchases the following week. Orders must be submitted by midnight on Mondays. Any items ordered after this time will appear on the next week's order. Store items are delivered on Wednesday night. Any delays or schedule changes will be announced. Shortages will be refunded.

Be aware that the commissary allows orders up to the limits listed in the Personal Property SOP. It is your responsibility to know and monitor the personal property limits for the items you order.

To place an order, you must log into the KIOSK system (located in the dormitories) using your identification number. You will then enter a pin number using your date of birth (eight digits: DDMMYEAR). Choose "PLACING AN ORDER" on the KIOSK. When placing an order, each item you wish to purchase should be saved before you continue to make additional selections. Check your order for accuracy.

**Pictures** are available for purchase on store. They must be sent out by mail or given to visitors at visitation. You must present your ID card and receipt in order to have your picture taken.

#### Radios & CD Players:

You may have one approved radio and one approved CD player. All approved radio / CD players will be clearly engraved with the inmate's last name and GDC# using an electric engraver. Alterations of any kind are not permitted (exposed wiring, external battery or speakers). Recording capabilities are not permitted. Volume must not disrupt others and should be turned to "low" after lights out.

Only "AA" or "AAA" batteries are permitted. Any other size battery is considered contraband and will be confiscated. Inmates are allowed no more than 10 CD's at one time. No more than 5 CD's can be received in a package (See: Media Mail policy).

#### Television times are as follows:

TV's will not be turned on during working hours. TV's are a privilege that can be taken away or denied at any time and may be turned off because of excessive noise.

Monday - Thursday	4:30 pm - 11:30 pm
Friday	4:30 pm - 1:00 am
Saturday	8:00 am - 1:00 am
Sunday	8:00 am - 11:30 pm
Holiday (work next day)	8:00 am - 11:30 pm
Holiday (no work next day)	8:00 am - 1:00 am

Headphones can be used to listen to the TV's. There are ports that can be used to plug in headphones or you can use the radio to listen to the TV's. Each TV has a

preset channel that will allow you to hear the TV broadcast. Dorm Officers can provide the channel for each TV.

**Warning:** Headphones can produce sounds at a loud volume and tone which can result in permanent damage and hearing loss. To protect yourself from possible loud noises produced from the headphones, you should adjust the noise level to the lowest setting before putting the headphones in place or near your ears. Once the headphones are in place, adjust the volume to a sustainable level.

WHEN REMOVING THE HEADPHONE FROM THE WALL, HOLD THE PLUG FIRMLY AND PULL. DO NOT REMOVE THE HEADPHONES BY PULLING ON THE CORD!!

### Visitation Rules and Regulations:

Visitation is a privilege and should not be considered a right. It is the policy of HCCI to provide visitation in accordance with GDC SOP IIB01-0005 and to promote the maintenance of positive relationships with family members and Significant Others. Inmates and their visitors will not be permitted to visit with other inmate's or visitors.

Visitation hours are from 9:00 am to 1:00 pm Saturdays, Sundays and approved Hall County Holidays. (Visitors arriving after 12:30 pm will not be admitted). Visitation periods may be ended after 2 hours if additional visitors waiting to be admitted. Consideration will be given to those who have traveled in excess of 100 miles (or approximately 2 hours travel time).

The visitation area is monitored by closed circuit camera and is recorded for the safety and security of staff, visitors and inmates. All visitors are subject to a search of their person and personal effects when entering the visitation area. Visitors who refuse to be searched will not be admitted. Visitors are permitted to bring in up to (\$20.00) in single dollar bills or change for use in the vending machines. Items such as cell phones, pagers, wallets, handbags, pictures, and papers are not permitted in the visitation area and must be secured in a visitor's vehicle. Vehicles are subject to search at any time while on County Property.

Inmates are responsible for advising visitors of all current visitation policies which are provided at orientation and are available upon request from your assigned counselor. Visitors who violate the facility rules may be refused admittance, asked to leave, or removed from the visitation area. Visitors who violate state or local laws are subject to arrest and criminal prosecution.

Once an inmate's visit begins, visitors and/or inmates may not leave the visitation area unless they desire to terminate the visit. Inmates will take nothing into the visitation room except for their ID card. All Jewelry will remain in the inmate's drawer in the living unit with the exception of a wedding band and a religious medallion. Inmates are not permitted to carry any items from the visitation area to their living units.



All visitors aged sixteen (16) and over are required to present a valid picture ID each time they visit. Persons who cannot present an ID card or who are suspected of using falsified identification or misrepresenting their age will not be allowed to visit.

All minor children (16 years and younger) must be kept under the immediate control of the adult visitor who brought them into the facility. Disruptive or unruly behavior is reason to terminate a visit.

Bathrooms provided in the visitation area are for visitors only. Inmates are not permitted to use the visitation bathrooms. Supplies for small children & infants are permitted (diapers, bottles & etc...). These supplies will be searched and will be kept at the front desk until needed. Inmates are not permitted to change a child's diaper.

Visitors are required to wear appropriate attire including foundation garments such as bras and underwear. Visitors wearing provocative, revealing or otherwise inappropriate clothing will not be admitted. Visitation may also be terminated if clothing is removed or found to be inappropriate during visitation.

Shorts are not appropriate clothing for visitation. The only visitors who are allowed to wear shorts are children age ten (10) years and under. No other persons are permitted to wear shorts at visitation.

Limited personal contact such as embracing or kissing is permitted only at the beginning and conclusion of the visitation period. Excessive contact such as frequent or prolonged embracing or other inappropriate behavior is strictly prohibited and will result in the termination of the visit, removal of the visitor from the visitation list and possible disciplinary action to the inmate. Any behavior that may be considered indecent, illegal or that may offend or embarrass any staff member or visitors in NOT permitted.

Detection or suspicion of intoxication or drinking of alcoholic beverages when entering the visitation area will result in denial or termination of visitation. The introduction of alcoholic beverages, intoxicants, drugs and/or narcotics will not be permitted within institutional guard lines including the facility's parking lot. Violators are subject to arrest and criminal prosecution.

Children and pets must NOT be left unattended in vehicles parked in the parking lot or on county property for any reason. All vehicles must be secured. Periodic checks of vehicles will be made. Violations of these rules will be cause for termination of your visit.

#### Visitation Lists:

Visitation lists may be created or updated when an inmate arrives at his first permanent facility or during the months of May and November. False or misleading

information provided regarding a visitor or a visitor's relationship may result in the disapproval or removal from the inmate's visitation list.

Inmates arriving from a GDC Diagnostics Prison or Hall County Jail may request to add visitors to their visitation lists during the orientation process. Once the initial visitation list has been completed, no visitation changes will be made until the next May or November.

Inmates who are arriving from other GDC facilities and whose visitation lists have been previously approved will be permitted visitation on the first visitation period after their arrival.

GDC inmates are permitted up to twelve (12) visitors on their visitation lists. Hall County Jail inmates are permitted a total of five (5) visitors on their visitation lists.

Visitors will be either considered a member of your "Immediate Family" or a "Significant Relationship Visitor". Verification of relationship is required for all individuals. All visitors including children under the age of sixteen (16) must be on your approved visitation list and must be accompanied by an adult.

"Immediate family" includes: parents, grandparents, brothers, sisters, wife and children. Members of the extended family will be considered on a case by case basis depending on rehabilitative nature of the relationship.

"Significant Relationship Visitors" should be someone with a rehabilitative purpose such as a member of the extended family, girlfriend, or mentor. All significant others are subject to approval by the Warden (or designee). Each inmate is limited to two (2) "Significant Relationship Visitors."

#### Special Visits:

Special Visits are considered on a case by case basis and may be approved by the Warden as an incentive for good behavior and work performance.

The minimum requirements for a special visit include the following: No major DRs in the past 6 months and good work performance. Routine Special Visits will not be considered until you have been at this facility for 30 days. One Special Visit will be allowed every 60 days.

Special Visit Requests must be received a minimum of two (2) working days in advance. Requests must contain visitor's complete name, relationship, address, telephone number and the date of requested visit. Special visits will be approved for the date listed on the request form and must be during normal visiting hours only. Special visits will be approved for only one visitation period (Saturday or Sunday). If the visitor does not attend on the date approved for the visit, a new special visit request must be submitted and approved.

A maximum of two visitors will be approved for a special visit (example: Aunt and Uncle). An adult female will not be approved if you have a wife or girlfriend on your permanent list (the only exception is a family member whose relationship can be verified).

Attorneys may visit during regular business hours. Appointments should be made by the attorney at least twenty-four (24) hours in advance by contacting your assigned Counselor and approved by the Warden.

## **INMATE SERVICES**

### Educational Programs:

General Equivalency Diploma (GED) preparatory classes are available for all GDC and Hall County Jail Inmates. The GED Instructor will assess your education level in the areas to be tested (math, social studies, science & language arts). You will be given academic assignments to prepare you for testing.

Testing will take place as scheduled by Lanier Tech's Adult Education Department. You must register with the Instructor, attend classes and pass the pre-tests to be considered for testing.

### Religious Programs:

HCCI does not restrict the exercise of religious beliefs and will only limit religious practices and/or materials that may interfere with the safety and security of the inmate population and/or staff members.

Local churches and religious groups have scheduled meetings after work hours and on the weekends. They include Religious Services, Bible Studies and Faith-Based drug intervention (see monthly calendars).

Volunteers who serve HCCI's inmate population make religious programs possible. Treat the programs, the volunteers and the inmates who attend the programs with respect.

### Counseling Services:

Kiosks are provided in each dorm for you to correspond to staff members. All routine requests for Counseling Services must be communicated through the Kiosk messages. Be specific about the nature of your question or problem when sending Kiosk messages to your Counselor.

Your Counselor will respond as soon as possible either by answering your question on the Kiosk or by scheduling an appointment to meet with you. Inmates are not permitted to stop Counseling Staff in the hallways for advice concerning their cases. Complete and accurate answers to your questions require a review of your GDC and facility records.

In case of an emergency (death or serious illness or injury to a family member) or some other major crisis, contact your Counselor. If your Counselor is not available, notify the Shift Supervisor on duty and describe the emergency. If you are having personal or family problems (thoughts of anger, escape, suicide, fear for your personal safety, or other indicators of stress) you should discuss these feelings with your assigned Counselor.

When you receive a Counselor's Appointment Card be prepared to report to the Counselor's Office at the time and date listed. Be prepared to ask questions regarding your incarceration, release planning or related issues. You can assist your Counselor by having any concerns written out in advance of your meeting. You should meet with your Counselor for quarterly reviews. However, you may have more frequent appointments depending on your individual situation and needs.

When you leave the dorm to see your Counselor you must be ready for inspection. You must be dressed and ready for work detail. Your bed must be made and personal property must be secured. If you report to your Counselor dressed inappropriately you will be sent back to the dorm and your appointment rescheduled.

It is your responsibility to report as directed. Failure to report will result in a negative entry in your institutional record and your appointment will be postponed.

#### Law Library:

HCCI has a Reference Law Library. The library and related services are provided to make legal research material available and to provide you with access to courts as permitted by the law. Hardbound and electronic reference materials are available. You must record the use of each book you reference as well as time spent on the computer in the Law Library Logbook.

Access to the Law Library is granted by request only. You should send a request to your Counselor to access the Law Library and you will be scheduled for the Law Library. Inmates may be scheduled for Law Library access two (2) hours - one time per week. Inmates in Isolation and Administrative Segregation may have access to legal materials upon request. A request for the Law Library must be forward to the Law Library Manager.

HCCI Staff, the Law Library Manager and the Inmate Clerk are not permitted to provide legal advice or practice law, provide photocopies, typewriters or typing services. Books and materials may not be removed from the Law Library for any reason.

#### Recreational Services:

Yard Call is provided as weather permits on weekends and holidays. Yard call may be cancelled or curtailed by security personnel when deemed appropriate and/or necessary. Gym shorts and tennis shoes may be worn during yard call.

Sports and recreational equipment is provided on a limited basis. Broken or damaged items may be replaced when funds become available. Games such as checkers, chess, backgammon, scrabble, cards and dominoes are available for use in the dorm and may be taken on yard.

#### Medical and Dental Services:

Upon entrance to HCCI your medical records are reviewed and evaluated by the Medical Staff. Sick call services are conducted daily (Monday through Friday between the hours of 6:00 am until 7:00 am excluding Hall County holidays.)

Emergency Medical Services (EMS): Dorm Officers are authorized to call for Emergency Ambulance Services as needed. The Shift Supervisor will then coordinate immediately with the Nurse.

Requests for dental, eye or other specialized examinations cannot be completed on site and will be handled through an appropriate referral to an outside agency or by transfer to a GDC facility with appropriate medical care.

Medication:

This institution participates in the Self-Administered Medication (SAM) program. Upon presentation of valid inmate identification card, medication in Blister Packs will be dispensed to those who qualify. Refer to your copy of the SAM guidelines given to you at medical intake orientation. Over-the-counter and restricted prescription medications will be administered as necessary by staff.

If you are told that medication will be provided to you and you have not received it within 24 hours, notify the Shift Supervisor.

Sick Call Services:

**IF EMERGENCY MEDICAL SERVICES ARE NEEDED CONTACT AN OFFICER IMMEDIATELY . DO NOT SUBMIT A SICK CALL REQUEST FOR EMERGENCIES REQUIRING IMMEDIATE ATTENTION.**

When completing a Sick Call Request:

List all information about your problem and indicate if it is medical, dental, or mental health. Include personal information such as chronic conditions, allergies, date & time of injuries and if an injury occurred on work detail. Routine Sick Call Requests must be completed using the kiosk. Make sure to include your County / Dorm Number.

Sick Call Services (Nurse's or Doctor's visits) are subject to \$5.00 co-pay and medications are subject to \$5.00 co-pay. Medical services will never be refused for lack of money. Store privileges however, will be suspended until medical fees are paid.

Only work-related injuries and follow-up appointments (required by the doctor) are exempt from the co-pays. Sports related medical services are not exempt from the co-pays.

Medical exams or minor first aid because of fighting will result in \$20.00 Medical Surcharge for each inmate involved. Additional charges will be imposed if further medical services are needed.

#### Food Services / Dining Hall Rules:

**NO DISRUPTIVE BEHAVIOR OR HORSEPLAY DURING MEALTIME.**

**NO LOUD TALKING DURING MEALS.**

**NO TALKING THROUGH THE SERVICE WINDOW.**

All meals begin with an announcement by the dorm officer. Dorms are fed one at a time. Inmates who do not report to the dining hall during their allotted time will not eat. Food will not be carried out of the dining area to dorms or any other area of the institution. Only cups and utensils provided at intake or purchased on store can be used during meals.

Inmates will report to meals in full inmate uniform (uniforms worn properly: trousers and shirt, boots or tennis shoes. No headgear is allowed).

Each inmate will receive the same amount of food. No special meals will be prepared. Occasional variations depending upon observance of recognized religious events may be provided.

Any inmate who has a problem with his food should speak to the Shift Supervisor on duty about the problem.

#### **INMATE STANDARDS**

##### Protocol:

Arguing with staff will not be tolerated. If you believe orders from an HCCI staff member are unfair or think you are being harassed, follow the order first and then make your disagreement known to the shift supervisor. You may also write your assigned Counselor, the Deputy Warden or Warden.

Stand and assume the position of attention when the Warden, Deputy Warden or Captain enters a room, dormitory or work area. You will remain in the position of attention until you receive another order: "Carry on" or "As you were" to resume normal activities.

You will address all staff members by their position title or title and last name. You are always to use "yes sir/ma'am" or "no sir/ma'am."

### Counts and Inspections:

During all Official Counts and Inspections between 7:00 am - 7:00 pm you are required to stand at the position of attention, present your ID card at shoulder height and position yourself even with the end of your bunk. Remain at attention until you receive another order.

For all other Counts & Inspections or when directed by staff you may remain on your bunk and position yourself as follows:

Sit up on assigned bunk  
Face towards the front of the dorm or dayroom.  
Remove headgear & headphones  
No movement / No talking

### **Scheduled Counts & Inspections :**

1:45 - 2:00 am	Official Count
6:45 - 7:00 am	Official Count
7:30 - 7:45 am	Morning Inspection
8:30 - 8:45 am	Census Count
1:15 - 1:30 pm	Census Count
4:15 - 4:30 pm	Official Count
6:45 - 7:00 pm	Official Count
10:15 - 10:30 pm	Official Count

### **Morning Inspections : (7:30 am: Monday - Friday, No Holidays)**

Stand at the position of attention.  
Display your ID Card at shoulder height.  
Position yourself even with the end of your bunk  
Your locker is to be open for inspection.  
Your bunk area is to be inspection ready.  
You are required to be dressed for work detail.  
Work gloves, safety vests and coats (if applicable) will be displayed on your bunk.  
No headgear / No headphones / No movement / No talking.  
Remain at attention until you receive another order.

### **Warden's Inspection : (10:00 am: Wednesday, No Holidays)**

Follow the same instructions as with morning inspections.

### Classification Actions:

Initial Classification: After arriving at HCCI you will be evaluated by the Classification Committee and assigned to an appropriate detail. Classification Committee



decisions are based on the needs of the County, your documented skills and your security level.

Work Detail Changes: All work details are subject to Institutional Need. Requests for a detail change may be submitted to your Counselor after completing 60 days on your current assignment.

**Your detail assignment may be changed from day to day depending on security concerns special projects or the needs of County Departments.**

Transfer Requests: GDC guidelines will be followed. Requests may be submitted through your Counselor.

Bunk Assignments: The Classification Committee will make your initial bunk assignments when you arrive. You may request a bunk change after you have 30 days and clear conduct. Classification Committee will make the final decision on bunk assignments or changes.

Security Reviews: GDC guidelines are used to determine your security level.

#### Reporting for Work Details:

Inmates are to report to the day rooms at 7:45 am and listen for their details to be called. All inmates will be appropriately dressed prior to leaving the dorm. Safety vests are required outerwear while on detail. Shirts and sweatshirts worn to work details must display either "STATE PRISONER" or "COUNTY PRISONER" as appropriate.

The thermal top is not acceptable as outwear. Jackets may be worn when weather conditions are appropriate. Safety Vests, Boots and Work Gloves are always required on work details.

Commissary items may be taken to your work site. All items taken out on details must be consumed on detail. No items are permitted when returning to dorms. All inmates are required to submit to strip searches when returning from work details.

#### Inmate Movement:

Do not congregate at any time. When going to (or returning from) an authorized activity, go directly to your designated area and check in immediately with the Officer or other staff member in charge.

Movement is permitted when going to and from work assignments, details, Medical or Counselor appointments or other scheduled activities.

Off-Limits Areas include: Any living unit other than your assigned dorm is off limits. Any area during an unauthorized time period is off limits. Any work area or program

area to which you are not assigned is off limits. The perimeter fence and gates are off limits unless escorted by authorized staff or working under direct supervision.

#### Smoking Policy:

The use or possession of tobacco products by inmates shall be prohibited. It shall be a punishable offense for inmates to possess, use, attempt to acquire, smuggle or attempt to smuggle any tobacco item, paraphernalia or incendiary device at any time while in the custody of Hall County Corrections. This shall include all guard-line areas, both inside and outside of the fence.

#### Inmate Hygiene:

All inmates are expected to maintain acceptable standards of hygiene and cleanliness daily. You will be furnished the necessities to maintain acceptable standards of personal cleanliness.

Check the Laundry Schedule and Hygiene Call Schedule with the Shift Supervisor. Your bedding shall be maintained in a sanitary condition. Fingernails must be trimmed and not to extend past the fingertip. You are required to bathe daily and maintain neat appearance. Beards must be neatly trimmed.

#### Barbershop:

For your convenience and grooming needs, a barbershop is maintained in accordance with standards established by the Department of Corrections. A schedule for the barbershop is maintained by Shift Supervisors. Clippers are available in the barber's shop for trimming facial hair.

You must have a standard hairstyle. Plaits/Braids are not permitted. Hair shall not reach the collar of the shirt. It shall not cover any part of the ears or eyebrows. Other than natural graying, changing hair color is not permitted.

#### Prison Rape Elimination Act:

HCCI has a Zero-Tolerance Sexual Assault and Misconduct Policy that applies to Staff-Inmate & Inmate-Inmate Sexual Assault and Misconduct.

- Report all sexual misconduct or sexual assault immediately.
- Any type of sexual activity is strictly prohibited and may be subject to disciplinary action or criminal prosecution.
- Do not get involved in situations that could result in unwanted expectations by borrowing or loaning anything.
- Favors and gifts usually come with strings attached.
- Be Alert! Contraband substances such as drugs and alcohol will weaken your ability to stay alert and make good judgements.

- Every attempt will be made to protect sexual assault victims from further harm or retaliation.
- Correctional staff members have been trained what to do if you report sexual assault or misconduct. All reports will be taken seriously and investigated.

There are some key things you can do, as an inmate, to protect yourself from becoming a victim.

- Avoid isolated or secluded areas
- Be aware of your body language
- Never share personal information
- Never accept gifts from another inmate
- Be cautious of inmates offering to protect you
- Report all acts of violence against you

Despite your best efforts, you could still end up a victim. If you are a victim of a sexual assault or any kind of sexual coercion, your best defense is to report the incident to any staff member as quickly as possible. If you are unwilling to report sexual assault to institution staff, you may also dial 1 (888) 992-7849 from an inmate telephone to leave a message on the department of corrections sexual assault hotline. This line will be checked every business day. By making the call, you are not only accessing the treatment necessary to deal with the numerous consequences of being victimized, but you are also doing your part to prevent the perpetrator from victimizing others. You can be assured that the information will be received in a confidential manner.

One of the most important things to remember if you are victimized is not to wash away the evidence.

- Don't Shower
- Don't Remove or Wash Your Cloths
- Don't Brush Your Teeth
- Get to Medical Immediately

When it comes to sexual activity within a correctional setting, the Department of Corrections policies and procedures are clear and prohibit any form of sexual activity. Beyond those rules, forced or coerced sexual behavior is a criminal act that merits criminal prosecution. All substantiated incidences are reported to the local police and an investigation is conducted to ensure the perpetrator faces the full consequences of the law.

**GDC SEXUAL ASSAULT HOTLINE:  
1-888-992- 7849 OR \*7732 (PREA)**

Additional Conduct Requirements:

Contraband includes any article not issued by staff, purchased from the commissary, purchased or received through approved channels, approved for by receipt, authorized by prison regulations or otherwise authorized but is possessed in excessive amounts. Your personal property may be searched at any time, frequently and without cause.

Cell phones are not permitted. It is a felony (1-5 years) for incarcerated offenders to have in their possession any device or component of a device that allows communication with someone outside a facility. Violators will be prosecuted. Inmates who are found to be in possession of a cell phone will be charged a disciplinary surcharge of one hundred dollars (\$100.00).

Drugs, alcohol, tobacco and illegal narcotics are strictly prohibited. Inmates found to be in possession of, or under the influence of any unauthorized drug, alcohol or illegal narcotic will be subject to the appropriate disciplinary procedures as well as criminal prosecution. All inmates are subject to random drug testing.

Pornographic material of any nature is not allowed in this institution. Inmates may not receive publications or materials which depict or describe sexual conduct in an offensive way and in a manner prohibited by the laws of this State and by the laws of the United States, and which taken as a whole lacks serious literary, artistic, political or scientific value. (Rule 125-2-11-04 (2) (A))

All inmates will be appropriately dressed prior to leaving their dorm. The thermal top is not acceptable as outwear. Boots must be worn any time you can be reasonably expected to report to work. Shorts are only allowed going to, or returning from yard call.

The general sanitation and appearance of this institution is the responsibility of all inmates. Trash of any kind shall not be thrown on the floors or grounds of this institution. In the same respect, pick up and properly dispose of any trash that you may see on the floors or grounds of this institution.

The following list of conduct expectations and the previous areas discussed are to be used as a guide to help you understand HCCI's and GDC's expectations of you. If a rule or requirement is not addressed in this booklet, you are still obliged to comply with all state policies and applicable laws.

Remember that all staff members are required to enforce all rules and regulations as outlined in this handbook or published in the GDC Rules and Regulations.

Orders and instructions given to you by institutional staff are to be considered official orders that you must obey. Do not interfere with, or in any way hinder staff members in performing their duty.

At no time shall institutional locking devices or other security equipment be removed or tampered with in any way.

ID Cards are required for any movement within the institution and when reporting for work details. You will be restricted from movement within the institution and will not be allowed on detail if you do not have your ID Card. Disciplinary Action may be taken.

The administrative area and medical areas are off limits to inmates without an appointment or an escort.

Inmates on outside details are not permitted to use any outside telephone or make contact with private individuals or staff members other than your assigned Detail Officer.

Inmates on outside details are not permitted to bring any items from their outside detail into the institution.

Destruction of Government property and/or the destruction of another inmate's personal property by willful act, gross negligence, or unauthorized alteration or defacement is not permitted and will result in disciplinary action and prosecution.

You will not perform any careless, reckless, negligent, or willful act or behavior that causes or could cause a fire or any other unsafe condition.

Tattooing or the possession of tattoo needles or other tattoo equipment is not permitted. Ear or body piercing is not allowed.

Profane, vulgar, obscene, or boisterous language is not permitted.

Fighting and Horseplay will not be tolerated. Inmates who engage in these activities will be charged for any medical treatment resulting from the injuries they have caused.

No trading, swapping, selling or lending will take place between inmates (no matter how small in value or size). Gambling is not permitted.

#### Personal Property:

You are responsible for making your own bed, storing of your personal items and cleaning your own area including the area under your bed.

Dorms will be inspected daily, including weekends, holidays and when deemed necessary by the shift supervisor. Corrective actions may be taken if your area is found to be unsatisfactory.

Your locker box and personal property may be searched at any time with the authorization of the shift supervisor. Frequent and unannounced searches are

required by the staff of this facility per GDC Rules and Regulations. You will be held responsible for any unauthorized items in your personal property.

Your personal property is your responsibility to secure and maintain. You must secure your locker box with the combination lock you were provided at intake. Your locker box must be secured at all times except when you are storing or accessing your personal property.

#### Inmate Grievance Procedures:

Whenever possible, prisoner's complaints and grievances should be resolved on an informal basis. You are encouraged to discuss all grievances with your Counselor and attempt to resolve the conflict prior to filing a grievance. At the same time, no prisoner shall be denied access to the grievance procedure.

Each inmate is permitted to file one informal grievance per calendar week and may have no more than two pending grievances at any time. No attempt will be made to limit the type of grievance any prisoner can file except for issues excluded by policy from GDC's grievance procedure.

#### Items that are not covered under grievance procedures include:

Any matter which the Department has no control may not be grieved. These matters may include parole decisions, sentences, tort claims against the postal department for loss of mail and those matters established by laws of this State. There may be other avenues to resolve issues you have with these matters and you may consult your Counselor for guidance in order to address these issues.

Disciplinary reports cannot be addressed by, or through the Grievance procedure per GDC rule 125-3-2.06 and GDC SOP IIB02-0001. A Disciplinary Appeal process has been established for this purpose. The Disciplinary Appeal procedure and the Grievance procedure are mutually exclusive. Disciplinary actions, their appeals, and the matters of this grievance procedure are handled independently of each other.

Transfers are not subject to the grievance procedure since the reasonable transfer of prisoners is necessary to maintain the stability of the prison system.

Routine housing assignments and changes are not subject to the grievance procedure, unless the prisoner alleges that the assignment poses a threat to his or her health or safety.

Involuntary assignments to administrative segregation by the Classification Committee are not subject to the grievance procedure. A review and appeal procedure is established by GDC Rule 125-3-1-03 and GDC SOP IIB09-0001.

When to file a Grievance: If you have a legitimate grievance that you feel needs to be brought to the attention of Institutional and Departmental authorities, you should request a grievance form from a dorm Officer or Counselor. You must file the

grievance with ten (10) calendar days from the date that you discovered, or reasonably should have discovered the incident giving rise to your complaint.

### Inmate Transfers:

Transfer recommendations are made by the Classification Committee and then approved or disapproved by the Warden. The request is then submitted to the Department of Corrections Central Office where final approval is granted or denied. There are several types of available transfers: Positive, negative, medical, program referral and other administrative reasons. Inmates may be transferred for a variety of reasons by the Georgia Department of Corrections without notice and without regard to the Institution's request.

Medical Transfers depend upon the medical condition of the inmate and the availability of State Medical Prisons that provide the required care. An inmate transferred for medical reasons may be returned to the home institution once the medical treatment has been completed.

Positive Transfers are normally associated with programs or circumstances related to Long Term Maintenance, Work Release, and "closer to home." Under no condition is a positive transfer considered a right, rather it should be considered a privilege and may be cancelled at any time. If a hardship exists for you or your family, you must meet the criteria for a positive transfer.

The standard requirements for a positive transfer include the completion of twelve (12) months at the current institution AND six (6) months with no major disciplinary reports. A major disciplinary report is one with a severity level of high or greatest.

The final approving authority is GDC Inmate Classification. If approval is granted by the Warden of this facility, final approval by GDC Offender Administration is not guaranteed and may take an undetermined amount of time to complete.

Inmates should work closely with their assigned Counselor concerning transfer guidelines. This will help you get accurate information and assist you in determining your eligibility. Information from other sources may be incorrect or may not reflect current GDC criteria. Reprieves are generated through Parole Board and are not processed by individual institutions.

Negative transfers are recommended when an inmate has a hostile attitude or unmanageable behavior which would make him inappropriate for a County Work Camp. Many times negative transfers result in the relocation of an inmate to a more secure State Prison or a facility located in a different region. These factors may result in difficulties for the inmate and their family members. Inmates who are "County Eligible" may lose this status as a result of negative transfers.

### **GEORGIA STATE BOARD OF PARDONS AND PAROLES:**

All information necessary for parole consideration is obtained through the Board's official investigations. Most inquiries and concerns can and should be addressed by phone or written correspondence. Nevertheless, anyone needing to speak in person with a Board Representative may do so at the following locations (excluding state holidays):

2nd Tuesday of each month: (8:15 a.m. - 4:00 pm.)  
Parole Bd. Central Office Floyd Bldg.  
4th Floor East Tower  
#2 Martin Luther King, Jr. Dr., S.E.  
Atlanta, Ga. 30334  
Telephone 404/656-5651

3rd Tuesday of each month: (1:00 p.m. - 6:00 p.m.)  
114 Enterprise Court  
Columbus, Ga. 31904  
Telephone: 706-649-1105

4th Tuesday of each month: (1:00 p.m. - 6:00 p.m.)  
Savannah Parole Office  
607 Abercorn Street, Suite A  
Savannah, Ga. 31401  
Telephone 912/651-2001

Note: Unnecessary or repeat visits are discouraged.

The Board of Pardons and Paroles will establish a Tentative Parole Month (TPM) based on the Board's criteria. Most inmates become eligible for parole after serving one third of their sentence. Notification of the Board's decision will be forwarded to the inmate when a determination has been made.

Facility Staff Members are prohibited by policy from communicating directly with the members of the State Board of Pardons and Paroles concerning inmates.

An inmate serving a county misdemeanor term of more than 12 months is considered for Parole only if the inmate submits a request for consideration in writing to the Parole Board. A TPM Extension may be used as a disciplinary sanction and would postpone your TPM by increments of 30 days (the severity of these sanctions increase depending on the offense). In some cases, Parole consideration may be withdrawn and the inmate may expect to be discharged at the expiration of the court imposed sentence.

A decision to grant parole is always tentative and may be changed at the discretion of the Board any time prior to the inmate's release.

## **RELEASES & OUTPROCESSING :**



You must return all County Property upon release or transfer. If any property is not returned there may be a delay in your release.

Clothing/bedding will be returned before release. Inmates may be charged for known losses at the time of release. Items to be returned include all County issued clothing, sheets, pillow, net-bags, blankets, boots and etc.

If your family plans on picking you up on the date of your release they may bring clothes for you to change into. Release clothes cannot be mailed into the facility. If you are not going to be picked up, the Business Manager will issue you a bus ticket and state provided clothing.