

INMATE RULES AND PROCEDURES

LUBBOCK COUNTY DETENTION CENTER

3502 N Holly

Lubbock, Texas 79403

Revised

04/01/2022

DESTRUCTION OF THE INMATE TABLET ON WHICH THIS HANDBOOK IS PRESENTED WILL RESULT IN A CHARGE OF \$300.00 FROM YOUR TRUST FUND ACCOUNT. IN THE EVENT YOU REFUSE TO OR CANNOT PAY FOR THE TABLET CRIMINAL CHARGES WILL BE FILED.



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SECTION 1

Inmate Housing Area

A. Introduction

The primary goal of a direct supervision jail is to ensure the safety and security of the staff, inmates and visitors. Positive behavior will be encouraged and rewarded by incentives determined by the officer. This handbook has been prepared to assist you while you are in our custody.

The handbook is an important part of your orientation into the facility. Please read it carefully from start to finish. It will help you understand the conduct expected from you. It will also explain the services available to you. After reading the handbook, ask an officer to clarify any items you do not understand. If you violate the facility rules or any federal, state or local laws, you may be subject to disciplinary actions and/or criminal charges. You are required to obey all rules and procedures contained within the inmate handbook.

B. Definitions

Bunk/Cell Restriction – Informal and immediate disciplinary sanction where you are restricted to your cell or bunk area for up to 23 hours at the discretion of the pod officer.

Contraband – Contraband is anything prohibited by applicable Federal and State Laws and the policies, procedures, rules, and regulations of LCDC.

Inmate Uniform – Issued shirt, pants and authorized footwear.

Lock Down – State of security that does not allow for inmate movement.

POD – A housing unit such as 1B, 1C, etc.

Rack up – Term used by the officer to notify inmates day room activities have ended or have been suspended and the inmates will return to their cell or bunk.

Roll Call – The activity conducted by officers to account for all inmates.

SHU – Special Housing Unit

Staff – Law Enforcement officers, clerks, administrative personnel, maintenance, contractors, and volunteers.

All inmate forms referenced in this handbook may be completed in electronic format via tablets available in each housing area.



C. Prevention and Reporting of Inmate Sexual Abuse/Harassment

The Lubbock County Sheriff's Office (LSO) has ZERO TOLERANCE for any form of sexual abuse, sexual harassment or employee sexual misconduct involving any inmate in the LCDC, or the custody of the LSO. During the intake and orientation process, you shall be provided information regarding the zero tolerance of sexual abuse and sexual harassment or staff sexual misconduct involving inmates, as well as how to report incidents or suspicions of sexual abuse or sexual harassment.

All such incident reports will be taken seriously and investigated. Staff is trained to respond professionally, quickly, and discreetly to these reports whether made verbally or in writing for the safety of all involved. Medical and mental health support will be made available accordingly.

Notify any staff member, verbally, in writing, or via tablet, if you feel you have information to help in your protection or the protection of others. Sexual Abuse/Harassment is considered a reason to file a valid grievance. Grievance forms are available form to help you submit the information discreetly in a non-emergency written report, and may be sent to the Watch Commander or Prison Rape Elimination Act (PREA) Coordinator. If sexual abuse is about to happen, or the danger of it happening is high, make your verbal report immediately to the first available LSO staff member.

D. Inmate Wristband

The band on your left wrist serves several purposes, the primary purpose being identification. The secondary purpose is for the RFID scanning for inmate activities and movement. Your wristband must remain on your left wrist at all times and shall not be tampered with or removed. If your wristband becomes damaged or has deteriorated due to normal wear and tear, it will be your responsibility to notify an officer. The officer will determine the cause of the damage. If the damage or loss was not normal wear and tear, a \$10.00 charge may be deducted from your trust fund account; you may also be subject to disciplinary action. The officer will make arrangements to replace your wristband.

E. Staff and Inmate Relations

Our staff is required to maintain a professional demeanor. With this in mind, you are expected to conduct yourself in the same manner with the staff.

If a problem arises between you and staff, you should fill out a complaint form specifically describing the events, all individuals involved, any witnesses, and the date and time of the incident. If a complaint is found to be true, appropriate action will be taken. Likewise, you will be held accountable for your actions, including making a false report, if applicable. At no time will you solicit personal favors from staff. All detention and civilian personnel, to include volunteers, are prohibited from having a personal relationship with an inmate.



F. Housing Assignment

You will be assigned to the least restrictive housing based on your behavior, classification, and the needs of the facility. You will sleep on the bunk you are assigned. Rule violations may result in you being rehoused. Staff has the authority to determine your housing assignment or alter it at their discretion. It is your responsibility to advise the pod officer of any pre-existing damage to your cell or provided items upon move-in. You assume responsibility for any unreported damage and will receive disciplinary and/or monetary charges upon discovery.

G. Roll Calls

When the officer announces roll call, you will move quickly, quietly, and without additional prompting to your cell (bunk if housed in a dorm). You will stand at your door/bunk quietly and present your wristband to be scanned as the officer completes roll call.

H. Conduct within the Facility

You will keep your bunk made when not occupied, nothing is to be hung from the bunk or stored under the mattress. Extra issued uniforms, folded neatly, are an exception to this and may be stored under the mattress.

Nothing is to be stuck to or written on the walls or bunks. Air vents and the area under the cell door will remain free from obstruction to ensure proper air flow and for fire safety.

Feet and shoes will be kept off tables, chairs, and walls.

Staff will treat you with respect, and it is expected you will treat staff members and other inmates accordingly. Inappropriate behavior is not allowed. There is **zero tolerance** for any gang related activities, any form of sexual abuse, sexual harassment, or employee sexual misconduct.

The pod officer will determine appropriate noise level. While in the dayroom you will sit no more than four (4) people to a table. No more than two (2) inmates will be allowed at the pod island at a time. Horseplay within the facility is prohibited. The officer will control the television channel and volume.

You may shower when the dayroom is open. You will remain fully clothed until you enter the shower area and are behind the provided privacy door. Similarly, you will be fully clothed before exiting the shower area. After your shower, you must return your hygiene items to your cell. Staff is not responsible for property left unattended in the dayroom.

Cell doors will remain secure at all times. If housed on the first floor, you may only go to the second floor to attend a scheduled video visit. You are never authorized to enter another inmate's cell.

When "Rack-up" or "Lock down" is announced by the officer, you will move immediately to your assigned cell or bunk. Failure to do so will result in disciplinary action.



I. Cleanliness

Your housing pod is to remain clean and orderly at all times. All trash will be properly disposed. When the opportunity to clean is made available, your area will participate in cleaning. Refusal to clean may result in temporary loss of privileges. If vandalism is discovered, staff has no duty to locate the specific perpetrator of the vandalism, but will have all inmates in the area clean the vandalism.

Your personal property, when not in use, is to be stored in the issued container. You will be allowed to keep your issued cup and spoon on your shelf. Personal property not in use, and not stored properly will be considered contraband which will be confiscated and discarded.

You are allowed one Bible or other soft backed religious text. You may also possess additional paperback books from the recreational library cart. Religious texts are also available via tablet.

Your dirty laundry is to be kept in the provided laundry bag and secured to the clothes hook. All shoes are to be lined up neatly under your bunk.

Due to weight limitations of the intake property bag, excess property will be released by filling out a property release form. Property not picked up within a thirty-five (35) day period will be donated.

J. Recreation

You will have access to a recreation area during normal dayroom hours unless a security concern exists in the recreation area. No personal items, drinks, or food will be allowed in the recreation area. Once in the recreation area, you may remove your uniform shirt, provided you are wearing a t-shirt underneath. Pants may never be removed in the recreation area or lowered past the waist. Shoes must be worn at all times while in the recreation area.

Inmates housed in the SHU will be permitted one (1) hour of outside recreation three (3) days per week. These recreation times will be on a set schedule determined by cell number and day of the week.

K. Meals

You will be provided three meals per day. The officer will announce when meals are delivered to your pod and all inmates will rack up. You will stand by your cell door or dorm bunk. If you do not wish to eat, you must present your wristband for a meal refusal scan. You will remain in your cell or bunk until the officer announces the dayroom is open.

In General Population, the officer will open cell doors and call the inmates to the meal cart in groups of a manageable size. It is your responsibility to make sure your door is secured. The officer will scan your wristband and you will receive your drink and tray. You will proceed to a table as directed by the officer. Each table is to be filled before starting a new one. You will remain seated



until everyone has finished eating and you are directed by the officer to return your tray to the meal cart.

It is a violation of facility rules to store, gamble, sell, trade, or extort food. **No items from the inmate meal tray will be taken to or stored in your cell.** All meals will be consumed in the dayroom unless you are on cell restriction and required to consume your meal in your cell by the officer. No food from outside the facility is allowed.

If housed in the SHU, you will consume your meal in your cell and return the tray when directed.

L. Inmate Movement

You are never permitted to move from one area of the detention center to another unless authorized by an officer. When moving through the corridors you will travel on the right hand side, remaining on the dark gray tile at all times. If you must cross the hall, you will do so at the checker-patterned crossings. Male and female inmates walking in the corridor must stay ten feet apart and will not speak with each other.

M. Indigent Inmate Services

You will be considered indigent when less than \$1.00 is maintained on your trust account for more than seven days. If you have been identified as indigent, basic hygiene items will be provided as needed each week along with nine sheets of blank paper and three stamped envelopes per week for personal correspondence. **You will be required to complete an Indigent Request form (DET-4002) via tablet or by filling one out and placing it in the pod drop box each week to receive these items.** Undergarments such as socks, t-shirts, or boxers are not considered part of the indigent issue.

SECTION 2

Hygiene and Laundry Service

A. Personal Hygiene

While you are in custody in this facility, you will be expected to keep your hair and body clean. Whenever clearly justified for health, sanitary, and/or safety reasons, you may be required by staff members to cut your hair, fingernails, or toe nails. Nail clippers are available upon request. A reasonably skilled person will provide haircuts. Haircuts will be a regular type cut as determined by detention staff. Gang symbols or outrageous styles are prohibited.



B. Female Hygiene

During your stay, sanitary pads and disposable undergarments will be provided upon request. You will not be charged for these items if you are determined to be indigent. These items are also available on commissary for purchase. The medical staff may provide pain relievers for menstrual cramps upon completion of a Request for Medical or Mental Health Services form (DET-5000) via tablet.

C. Clothing

You are expected to keep your uniform in good condition at all times. Any problems with your uniform should be addressed with an officer. Uniform size will be documented and all uniform exchanges will be issued according to the initial size. Size changes will be made at the discretion of the laundry officer. Inmates issued multiple uniforms are allowed to store the unused set(s) folded neatly underneath his/her mattress.

All clothing shall be worn properly when outside your cell. No t-shirts will be worn in the dayroom, unless under the uniform shirt. Sleeves and pant legs will not be folded or rolled up above the ankle and pant cuffs will not be worn inside the socks. Pants shall be worn appropriately at or above the waist. No head coverings will be allowed unless prior authorization from administration is obtained.

Any damage or alteration to the uniform may result in disciplinary action with sanctions including, but not limited to, a deduction from your trust fund account if found guilty. Clothing items purchased from commissary will not be altered in any way. Those items found to be altered will be confiscated as contraband and discarded. No clothing will be accepted from outside sources.

D. Laundry

All inmates will have the opportunity to have their uniform(s) laundered and returned on a scheduled basis. Clothing items, purchased from the commissary, may be laundered in the pod laundry room two (2) times per week according to the schedule. Washing any clothing inside the cell is a violation and the items being washed will be confiscated and discarded.

Mattress covers and shower mats will be exchanged on a scheduled basis. The schedules for pick-up and return delivery are based on individual housing pods. The pod officer will notify you of the schedule. Blankets will be exchanged once each month.

E. Issuance of Razors or Clippers

You will be allowed to shave on a daily basis unless reasons exist to restrict your use of a razor for the safety and security of the facility.



Male inmates will be offered razors following the morning meal. Female inmates will be offered a razor during their shower time. Male working inmates will be offered a razor as needed and at the discretion of the pod officer. You will be allowed a reasonable amount of time to shave. **Razors shall be returned to the pod officer for inspection after use.**

Inmates housed in the Special Housing Unit will be allowed to shave with clippers. **The inmate will return the clippers after use for inspection by the pod officer.**

Failure to return razor/clippers or returning them damaged or altered may result in disciplinary sanctions.

SECTION 3

Personal Property

A. Property allowed

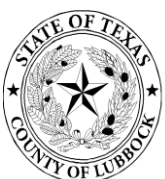
Upon arrival, your personal property was inventoried and stored. Your property will be returned upon release.

After orientation, you may store the following items in your issued container:

- Photographs, no instamatic photos
- Legal material
- Dentures and related adhesives
- Contact lenses (solution and cleaners are sold in commissary)
- One (1) soft back Bible, Qur'an or similar religious text
- Books from the recreational library cart
- Family/friends may deliver prescription eyeglasses (no tint unless prescribed). These also may be retrieved from your property upon request.
- A soft-back address book or equivalent
- White socks
- Wireless bras
- White thermal underwear
- Medication purchased from commissary or approved by the medical staff to keep on person.

If you came from another secured facility, you may be allowed to keep some of your personal property if there is a similar item sold on commissary at LCDC.

No property will be accepted into the facility from an outside party with the exception of prescription eyeglasses. Prescription eyeglasses with tint will not be accepted without a verifiable medical condition.



In addition to those items listed above and those purchased through commissary, there are items issued to you. These issued items are the property of LCDC and any loss or damage may result in disciplinary action, including, but not limited to, reimbursement from your trust fund account and/or criminal charges filed.

Issued items consist of:

- Mug
- Toothbrush
- Toothpaste
- Spork
- Towel
- Soap
- Comb
- Pencil
- Toilet paper
- Blanket
- Mattress cover

Inmate items issued in pod:

- Storage container (tote or additional laundry bag)
- Mattress
- Laundry bag

All property must fit in your issued tote. Any items in excess will be placed in your property bag. For sanitary and security reasons the following items are not allowed to be kept or stored and will be discarded:

- Any food items from the inmate meals
- Trash
- Opened, perishable commissary foods

Lubbock County nor its staff is responsible for any personal property being kept by you while housed in LCDC. This includes loss, theft, misplacement, or misuse to include improper storage or alteration.

It is not the duty or responsibility of staff to locate or retrieve your personal property or monies misplaced, left at another agency, or by the transferring agent from or during transport.

B. Clothing for Court Appearance

If you wish to wear your personal clothing (no jewelry) for court appearances, you must make arrangements with your attorney of record. If approved, personal clothing may be worn during court appearance. Clothing will be accepted no earlier than twenty-four (24) hours prior to court.



Personal clothing used for a court appearance must be picked up by the attorney within seventy-two (72) hours following the completion of the trial. Items not picked up will be donated.

C. Valuable Property Release

Your valuable property will be released from you to another person on an all or nothing basis. A Valuable Property Release form (DET-2003) will be filled out by you or the person requesting your property. You will sign the approval form prior to staff releasing the property.

If you are being prepared for transfer to the Texas Department of Criminal Justice (TDCJ) or the United States Bureau of Prisons (BOP), you will be given an opportunity to have a letter of notification (DET-4017) sent to your designee to pick up personal property. The designated person will have thirty-five (35) days to pick up the property from the date notice was sent. All property left in storage past the deadline will be donated.

D. Personal Money

A trust account will be set up for you upon intake into the facility. A kiosk is available in the LCDC main lobby, and in the lobby of the Lubbock County Sheriff's Office at 811 Main Street (from 8:00-5:00), to deposit money into your account. You are not allowed to have or keep any type of money in your possession. If money is found, it will be donated. No transfers will be made from your account into another inmate's account. Checks and money orders will only be accepted from authorized agencies. Your pod officer can provide information regarding depositing funds via credit/debit cards.

No money will be released from your account to another person unless authorized by the Watch Commander to prevent a service disruption or to reconnect service. An invoice/bill must be provided for verification, and a check will be issued to the business named in the invoice/bill. At no time will a check be written to an individual.

E. Release to TDCJ/United States Marshalls Service (USMS)

If you are released to a federal or state agency, you may take only the property allowed by that agency.

TDCJ does not allow offender body piercings.

TDCJ will allow the following items:

- Substance abuse literature
- One item specific to the offender's declared faith, if the item is consistent with chaplaincy guidelines. Rosaries and other prayer beads are prohibited at the time of intake.
- Health care devices and supplies - Medically prescribed items will be evaluated for approval by T.D.C.J. health services staff. Current contact lenses will be allowed only until state-issued eye glasses are approved to the offender.



- Jewelry items: One wedding ring; one wristwatch (which may be denied if determined to be excessive in size or value).
- Legal material (limited to official documents pertaining to a current case; no unused stationary items).
- Shower shoes (One pair)
- Identification document - If an offender brings in items such as a birth certificate, social security card, or driver's license, those documents will be taken and mailed to the Re-Entry and Integration Division (RID) in Austin, and returned to the offender during the final departure from TDCJ.
- Money – Cash, money order, cashier's and law enforcement agency checks will be deposited into the offender's individual trust fund account; no personal checks accepted.
- Family or friends' names, addresses, and phone numbers for use when compiling visitor list.
- Photographs, except those of a sexually explicit nature.
- One pair of shoes will be allowed only if a state-issued pair is initially unavailable in the offender's size, once a state issued pair is available, the personal shoes must be disposed of.

This list is subject to change at the discretion of TDCJ.

Federal inmates are only allowed to take legal material and legal books.

Inmates sentenced to a Texas Substance Abuse Felony Punishment Facility (SAFPF) operated by TDCJ are subject to the previously outlined TDCJ guidelines. Inmates sentenced to a privately run SAFPf facility are allowed to take all personal property unless otherwise directed.

SECTION 4

Inmate Activities

A. Visitation

Visitation will be conducted via video conferencing and is a privilege. Visitation is conducted seven (7) days a week between the hours of 8:00 AM and 9:30 PM. No visit will be scheduled or signed in later than 9:30 PM. Family members will need to log in and register an account in order to be able to schedule times to visit. Once scheduled, family members will check in via kiosk located in the lobby of LCDC. Once checked in, a visitation booth will be assigned. General population inmates will receive a thirty (30) minute visit from each visitor who checks in during those hours. Visitors may only check in to visit an inmate once per day. Visits are timed and will disconnect when the thirty (30) minute time limit has expired. The watch commander may authorize special visits. In most cases, some form of exigent circumstance must exist prior to approval. Contact visits are prohibited unless approved by the Chief Deputy of LCDC. Public



video visitation, visitation via tablet, and all calls placed on inmate phones are subject to being recorded for security and/or investigative purposes.

B. Mail

Items such as paper, pencils, and stamped envelopes may be purchased from commissary. You can send as many letters of as many pages as you wish, to anyone you want, at any time if you have funds to purchase supplies and stamps. Each inmate will be given a unique email address and allotted two (2) free emails per week with a limit of thirty-thousand (30,000) characters per message. These emails will not “rollover” and will expire at the end of each week. If you are indigent, you will be provided a reasonable amount of supplies, upon request, to correspond with your attorney and the courts. Additionally, upon request, you may receive nine sheets of blank paper and three stamped envelopes per week for personal correspondence. Respectively, an Inmate Indigent Request form (DET-4002) and Inmate Legal Request form (DET-4004) must be submitted via tablet on a weekly basis to receive the indigent supplies.

No items other than sheets of paper are allowed in the outgoing mail. If the staff determines that non-privileged mail contains other items, it will be immediately opened and inspected for contraband. If contraband is discovered it will be discarded and the letter will be placed back in the envelope and mailed.

Outgoing mail must have the delivery address on the center of the envelope and the return address in the upper left corner of the envelope including your name and LSO number. Outgoing non-privileged mail envelopes should be left unsealed when placed in the mailbox.

Sketches or drawings on the envelopes will cause your letter to be undeliverable. There must be at least one-inch (1”) clear space on the bottom of the envelope in order for barcoding and scanning by the mail service. Envelopes will be returned if these guidelines are not met.

“Non-privileged” mail is considered to be all mail received from family, friends, and religious groups.

Incoming non-privileged mail will be scanned by VENDOR and delivered via tablet. All incoming non-privileged mail will need to contain the following address:

LCDC	Example:	LCDC
Inmate Name		John Doe
Inmate S.O. #		SO # 654321
P.O. Box 9136		P.O. Box 9136
Seminole, FL 33775-9136		Seminole, FL 33775-9136

Any discovered contraband will be confiscated and the mail will be returned to sender. Incoming mail without a return address will be routed to the United States Postal Service (USPS).

“Privileged” mail is considered correspondence from/to officials of the federal, state and local courts; all federal officials and officers including the President of the United States; state officials and officers, including the Commission on Jail Standards and the Governor; letters to bona fide



news media and your attorney. Incoming privileged mail will be opened in front of you to verify no contraband is concealed. The contents will not be read by the officer unless a search warrant is obtained.

You will only be allowed to keep the authorized contents of the letter. All other parts of the letter, including the envelope, will be discarded. You may copy the address of the envelope but no part of the envelope will be given to you.

You are expected to adhere to the following guidelines for receiving mail:

- You should notify all individuals that incoming mail should include your full name and LSO number.
- The sender's name and address must appear on the incoming envelope; if not, the letter will be returned to the Post Office.
- No pornographic or sexual material, or photos of any kind deemed sexually explicit or containing any full or partial nudity.
- No postage stamps will be accepted
- Magazines or newspapers will be accepted directly from publishers only. Subscriptions to these publications can be ordered by family members for you to receive at the LCDC. Subscriptions and privileged mail will need to contain the following address:

Inmate Name	Example:	John Doe
S.O. #		S.O. #
P.O. Box 10535		P.O. Box 10535
Lubbock, TX 79408		Lubbock, TX 79408

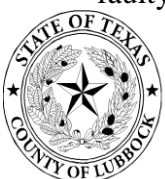
C. Commissary

Commissary will be offered to all eligible inmates on a daily basis Monday through Friday. It shall be your responsibility to make sure you have enough money in your account before making an order. The commissary vendor will bring a variety of items to each pod. You will be allowed a maximum limit of \$100.00 dollars to spend on commissary purchases per day. Purchases will be deducted from your trust fund account by scanning your wristband and the items purchased.

If you are housed in the SHU, you may request a commissary order sheet that is to be filled out and turned in no later than 7:00 AM, Monday through Friday. It is your responsibility to fill out the commissary order form. Inmates housed in the SHU will not be allowed commissary other than hygiene items, correspondence supplies, and writing materials.

In the SHU, the commissary staff will itemize the order in your presence at the time of delivery. Commissary staff will print a receipt and give it to you at the time of delivery. It will be your responsibility to check the delivery thoroughly for corrections. Once you have accepted the delivery of your commissary order, it is considered a completed transaction.

Errors on the part of commissary will be corrected at the time of delivery. Improperly sized or faulty clothing items will be replaced by commissary at the time of delivery. If you fail to notify



commissary at that time, and accept the order, it will be considered final. If you are to be released prior to receiving your commissary order, staff will notify commissary and the order will be voided. Once the commissary has been processed, money reimbursements will not be permitted.

D. Working Inmate Programs

If you are interested in becoming a working inmate, you should submit a Working Inmate Request form via tablet (DET-4008). The form must be properly filled out and submitted via tablet. The request will be forwarded to the working inmate supervisor for processing. If approved, you will be placed on a list for the next available position. Violations of facility rules will be grounds for removal from the approved list. Refusal to accept the position offered will also void the previous approval for a minimum of thirty (30) days. You are expected to perform your assigned duties, and not abuse the privilege you have been given. "Good time" credit can be revoked upon conviction of any major rule violation. You may be removed from working status upon violating the inmate rules or upon the direction of the Administration. Working inmates are not required to shave before going to their assignments, however you must abide by grooming standards put forth in the Working Inmate Program Rules and Regulations.

E. Inmate Programs and Activities

The objective of the Programs department is to ensure inmates have opportunity to voluntarily participate in a variety of religious, education, and rehabilitative programs to include, but not limited to:

- Courses that address alcohol and drug abuse problems
- General education diploma courses
- Life skills classes
- Vocational work programs
- Group and individual counseling
- Group religious services
- Individual religious counseling

Religious, educational, and rehabilitative programs and activities will be offered to you based on behavior, classification, and a needs assessment. The programs staff will notify officers of available classes and times in each pod. If you are interested in participating in any of these programs, you should notify your pod officer. All inmates are eligible to participate in any religious, educational, and rehabilitative programs available unless reasons exist that identify safety or security risks to the facility, staff or other inmates. Bibles, Qurans, or other similar religious texts will be made available upon the submission of an Inmate Religious Request form (DET-4013) via tablet.



Re-entry:

The goal of the re-entry program is to help inmates in their transition from detention back into the community. Inmates may be provided assistance and/or referrals through a pre-release process to ensure they have guidance and knowledge of available resources in the community.

Inmates requesting basic living needs assistance for Lubbock County must submit a request to the Re-Entry Coordinator by completing an Inmate Request/Complaint form (DET-4006) via tablet or by filling one out and placing it in the pod drop box.

F. Recreational Library

A recreational library cart is available in each pod and is exchanged on a regularly scheduled basis.

G. Law Library

A law library has been established in the facility for all authorized inmates to use. The law library consists of computer accessible legal information only. If you are representing yourself, you must complete an Inmate Legal Request form (DET-4004) and submit it via tablet.

A response shall be given to an inmate who submits an Inmate Legal Request form (DET-4004). Any inmate who feels the denial of a request was in error may appeal to the Director of Logistics through the submission of an Inmate Request/Complaint form (DET-4006) via tablet. LCDC has the responsibility to ensure all inmates have access to the courts. Inmates with pending criminal charges in this county will have an attorney appointed to them when required by law.

H. Phone Calls

You shall receive two (2) completed phone calls immediately after booking, but in no case later than four (4) hours after arrival to the facility. A telephone directory is available. Additional phone calls are a privilege. You will be issued a personal identification number (PIN) during booking. Your PIN will be used to access the phone system and you are responsible for the security of your PIN number. You can transfer money into your phone account from your trust fund account. Emergency phone calls may be authorized on a case-by-case basis. If you have questions or concerns regarding your phone use, you will need to submit an Inmate Telephone Complaint form (DET-2051) via tablet. Video visitation sessions on the public visitation booths, via tablet, and all calls placed on inmate phones are subject to being recorded for security and/or investigative purposes. The recordings are subject to subpoena and open records requests.

NOT included among your two completed phone calls, and always available to you if needed, are these telephone services:

1. LCDC provides an internal 24-hour confidential sexual abuse reporting hotline to all inmates in our custody. You can report a sexual assault or sexual harassment incident directly to the LSO without fear of retaliation. Your report will be taken seriously. We will respond with the greatest level of confidentiality possible through the investigative process.



Call toll-free on the LSO Prison Rape Elimination Act (PREA) reporting line by dialing *460 from any inmate telephone.

2. The Voice of Hope (formerly known as the Rape Crisis Center) provides a 24-hour confidential crisis hotline to all inmates in custody at LCDC. You can talk to an advocate about any issue related to sexual abuse, regardless of when and where it happened. The Voice of Hope hotline provides support, information, and referrals related to sexual abuse, even if it happened a long time ago. If you want to report sexual abuse through the hotline, you will need to give permission to the advocate to contact LCDC on your behalf. Dial *210 from any LCDC inmate phone to reach the Voice of Hope hotline. You can call toll-free without having to give your name, and the call will not be monitored or recorded.
3. Whenever you find yourself in a crisis situation, for example if you are thinking about suicide, you can call Star Care's Crisis line anytime, 24/7. When you call, the person answering the phone may refer you to other resources in the community that can best meet your needs. If your call is an emergency, a crisis team may be sent out to help manage your situation. If necessary, 911 emergency services may also be contacted to respond to your crisis. Dial *370 toll-free from any inmate phone to reach the crisis line.

I. Funerals

In the event you have an immediate family member pass away, it may be possible for you to virtually attend a private viewing, memorial, or funeral if the funeral home provides this service. Once the Administrative Sergeant, Assistant Director of Logistics, or Director of Logistics have verified all information and obtained a virtual link, they will coordinate with the LCDC Chaplain to facilitate virtual viewing via an LCDC tablet. You may not be eligible for this service based upon current charges, disciplinary history or other security factors.

J. Television

Televisions are placed in all General Population dayrooms. The pod officer controls television volume and channels. Televisions are a privilege, which may be suspended at the discretion of the pod officer.

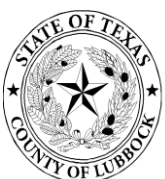
SECTION 5

Grievance/Request/Complaint Procedure

A. Grievance Procedures

Prior to writing a grievance, ask the pod officer if they can resolve the issue.

The Inmate Grievance form (DET-4005) is available in all housing areas. A written response should be returned within fifteen (15) days of initial receipt of the grievance and a final response is due within sixty (60) days of initial receipt of the grievance. Fill out the Inmate Grievance form



(DET-4005) completely with all required information and submit it via tablet or by filling one out and placing it in the pod drop box.

There are four reasons to file a formal grievance:

1. Violation of civil rights
2. Criminal acts
3. Unjust denial or restriction of inmate privileges
4. Prohibited act by facility staff

The grievance shall communicate the right or privilege allegedly violated, persons involved, witnesses, times, dates, and any other pertinent details. The grievance form shall be written in a neat and clear format so it can be easily read and understood. If additional space is required, the back of the form is available to complete the narrative. Anonymous grievances or those with multiple signatures on one form will not be processed and will be discarded, unless clearly indicated as an emergency.

The grievance form should be submitted via tablet or filled out completely and placed in the locked grievance box in the pod.

If it is felt the problem is an immediate emergency, write “EMERGENCY” on the grievance. Once completed, the grievance should be submitted via tablet or handed an officer with an explanation of the nature of the grievance being an emergency.

Emergency grievances should be marked as such. Situations regarding an emergency shall be addressed immediately upon receipt of the grievance form. An initial response within forty-eight (48) hours, and a final LCDC decision within five (5) calendar days, shall be made and provided to you in writing. A written response, including findings and actions taken, will be returned within fifteen (15) days. If there is disagreement with the decision, an appeal may be submitted to administration; their decision is final.

Previously denied privileges, earned “good time” credit, or a change in classification will be reinstated upon the receipt of a substantiated grievance.

Any staff member who subjects an inmate to harassment, curtailment of privileges, or any other type of punishment because they have filed a grievance or attempts to prevent or interfere with the filing of a grievance, shall be subject to disciplinary action.

Each grievance should be addressed to the proper staff member. If unsure to whom the grievance should be addressed, assistance may be requested.

B. Request Procedures

Request/complaint form

To request services such as pre-trial, re-entry, rehabilitation, education, and address concerns or questions regarding services such as medical and mental health, an Inmate Request Complaint form (DET-4006) shall be used. The pod officer in charge shall make a reasonable attempt to resolve the issue. If the issue cannot be resolved by the pod officer in a timely manner, the form will be filled out according to the following instructions:



- A request/complaint form shall be completed and submitted via tablet or by filling the appropriate form and placing it in the appropriate pod drop box.
- Check all appropriate boxes which apply and the nature of the request.
- If additional space is required, use the back side of the form.
- Anonymous requests/complaints or those with multiple signatures on one form will not be processed, unless clearly indicated and in reference to a legitimate emergency situation.
- The request/complaint form will be placed in the requests pod drop box.

If the response does not satisfy the inquiry, the request/complaint form can be resubmitted to the administration for review.

The grievance and request/complaint forms are internal documents for LSO use only. Grievances will not be forwarded to attorneys, bonding companies, or other agencies. Officials at the courthouse, such as judges or employees of the District Attorney's Office, should be contacted by mail. This information is stated to provide awareness that no division or agency outside LCDC has a duty or requirement to respond to requests or complaints.

C. Request for Inmate File/Records

Pursuant to Government code 552.028, a government body is not required to accept or comply with a request for information from an individual who is imprisoned or confined in a correctional facility. The LCDC records section will not forward credit time or file information if requested from an incarcerated individual.

D. Texas Commission on Jail Standards Complaint Process

The Texas Commission on Jail Standards will investigate any complaint regarding a violation of minimum jail standards. If you have a complaint about a county jail, you may write to The Texas Commission on Jail Standards. Once your complaint is received, it will be reviewed to determine if the complaint falls within the purview of The Texas Commission on Jail Standards. Non – jurisdictional complaints will not be reviewed. If the complaint is determined to be within the purview of the Texas Commission on Jail Standards, it will be reviewed in the order it was received (emergency complaints will be given priority). If your complaint has not been resolved within 45 days of receipt by the Texas Commission on Jail Standards, you will be provided an interim response. If you disagree with the findings of the investigation you may appeal, in writing, to the Texas Commission on Jail Standards. All appeals must be received within 30 days after the complaint is closed.

Mail complaints to: Complaint Inspector
 Texas Commission on Jail Standards
 P.O. Box 12985
 Austin, TX, 78711

Please be aware that the Texas Commission on Jail Standards cannot investigate certain claims, these include:



- Violation of Civil Rights as defined by state or federal statute
- Criminal acts committed by staff or others
- Unjust denial or restriction of privileges prior to a disciplinary hearing (visitation, phone access, commissary, etc.)
- Acts by staff prohibited by departmental policy
- Staff conduct (rudeness or unprofessionalism, etc...)
- Concerns related to your arrest, your attorney, the judge, or your case
- PREA (Prison Rape Elimination Act) Complaints
- Allegations of excessive force

If you have a complaint or concern that is listed above, you are required to use the local grievance process. The Texas Commission on Jail Standards will only review to ensure grievance procedures have been followed and will only override the decision of the Grievance Board or appeal decision if it is determined minimum jail standards have been violated. Alleged criminal acts will be referred to the appropriate law enforcement entity for investigation.

SECTION 6

Safety and Security

A. Searches

You are subject to search at the discretion of any LCDC officer. You are expected to cooperate. Searches will be conducted to maintain the safety and security of the facility, staff, and inmates. Any contraband or incorrectly stored personal items may be confiscated and discarded. You do not have the right to be present during these searches.

B. Contraband

Contraband is anything that is prohibited by applicable federal and state laws, and the policies, procedures, rules, and regulations of LCDC.

You are prohibited from possessing the following:

- Items not issued by LCDC
- Items not purchased by commissary
- Items not listed as authorized in this handbook
- Items not in their original condition
- Any item not being used for its original purpose

It is a violation of state law, Texas Penal Code 38.11 and 38.114 to possess, provide, or distribute items considered as contraband to an individual that is incarcerated. Criminal charges may be filed against you, family, friends, volunteers, or any staff member who provides contraband to inmates.



C. Strip Searches

You are subject to strip searches at any time while in LSO custody, as deemed necessary by staff for security purposes. You may be strip searched upon returning to your housing pod if you have left for any reason. You will be strip searched if you leave and return to the secured perimeter, during shakedowns, and when returning from work details.

D. Tobacco-Free Facility

LCDC is a tobacco-free facility. You are not allowed to possess or use any tobacco products.

SECTION 7

Medical

A. Medical Services Provided

Medical, dental, mental health and suicide screening services are available and require the submission of a Request for Medical or Mental Health Services form (DET-5000) via tablet or by filling one out and placing it in the appropriate pod drop box. There may be a charge for these services (including inmates held under Federal Jurisdiction). See section 7(G).

An inmate has the right to refuse medical treatment. If the inmate refuses medical treatment, he or she will be asked to sign a waiver stating he or she has been offered medical treatment and refused. If the inmate refuses to sign the waiver, this fact will be noted on the waiver and witnessed by two staff members. Treatment services shall be provided to the inmate victim of sexual abuse while in LCDC custody without financial cost, and regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident.

Services include:

- Doctor call visits
- Prescription medication
- Emergency treatment
- Dental call visits
- Limited non-prescription medications
- Treatment prophylaxis (in the event of sexual abuse, as medically appropriate)

An authorized dentist will provide dental care. Dental services will include extractions, temporary filling, limited X-Rays (as determined by the dentist), and one free annual dental screening.

Unless otherwise scheduled, doctor call and dental call will occur once a week. Nurse call is available every day. The medical department schedules mental health services.



B. Outside Medical Services

Inmates treated by their personal outside doctors, clinics, or hospitals will be responsible for the entire bill prepaid. Your elective medical procedures, including but not limited to: routine eye testing, dental services, medical services, and prescription glasses are not provided unless you intend to pay. Eligibility for these services is based on medical and security staff review.

C. Receiving Medication

Medication will be issued by medical staff at scheduled times from the issue room of each housing pod and individually in the SHU. Some non-prescription medication is available through commissary. When staff announces “pill call” in the pod, it will be the responsibility of each inmate to come forward and receive the medication. Each inmate must be in complete uniform, with a cup of water in hand, ready to receive and consume the medication in the presence of the medical staff. Upon swallowing the medication, the mouth must be open for inspection by medical staff. Failure or refusal to come forward and receive the medication may result in having the medication discontinued and/or disciplinary action being taken.

If you will be out of your area during medication pass, it is your responsibility to advise the officer of the situation. The officer will make arrangements for you to receive your medications.

If it is believed the wrong medication was administered, **DO NOT TAKE THE MEDICATION**. Advise the officer and medical staff of the situation immediately. Once the medical staff confirms that the medication is correct, take the medication. Never take or receive medication from another inmate for any reason. At the discretion of medical staff, certain prescriptions may be given to be used as “keep on person” (KOP). Failure to take the KOP medication as prescribed will result in the medication being confiscated. Stockpiling, hoarding, or exchanging medication is prohibited and may result in disciplinary action.

D. Medical Services for Indigent Inmates

Inmates considered indigent will not be denied medical services or medication deemed necessary by the medical staff. However, if money is received or placed on the trust account of an indigent inmate, charges for previously received medical services will be deducted.

E. Sick Call

When needing to see a doctor, nurse, or dentist, a Request for Medical or Mental Health Services form (DET-5000) will need to be submitted via tablet or filled out and placed in the appropriate drop box to be retrieved by medical staff during medication delivery rounds. If medical services are requested and then the services are refused, **there will be a charge as if the service had been rendered**. Emergency requests need to be made to the officer who will then contact medical staff to respond appropriately. Medical staff will determine if it is an emergency.



Request for Medical or Mental Health Service forms can also be used to report a sexual abuse or sexual harassment incident privately. There will be no charge for the medical visit when it is for this specific purpose.

F. Personal Medication

Medical staff must approve prescription medication from outside sources. If approved, the medication will be administered and distributed per doctor's orders. Approved medication furnished by your family will be distributed at no charge. Your family must bring the prescription medication in its original container. When the medication needs to be refilled, your family can bring the refill to LCDC. It will be your responsibility to ask for your personal medications when being released from LCDC. If not, your medication will be kept for thirty (30) days past your release and then destroyed.

G. Cost for Medical Services

Doctor or Dentist visit	\$10.00
Nurse Visit	\$5.00
Prescription Medication (Each)	\$3.00
Emergency Room and Hospital Services	Billed by provider
Other Outside Medical Care	Billed by provider
Sexual Abuse Treatment and Prophylaxis	No Charge

If you attempt to evade paying for medical services by using another inmate's name or trust fund account, you will have disciplinary action and/or criminal charges filed against you.

SECTION 8

Conduct and Discipline

A. Discipline

All incidents of misconduct will be reported and reviewed by detention staff. If it is determined that a violation is founded, disciplinary action will be assessed in accordance with the severity of the violation.

Inmate rule violations are listed under two categories, major and minor. For all violations, each inmate may be offered an opportunity to waive a formal hearing at the discretion of the disciplinary officer, provided there is no loss of good time credit accrued or restitution for damage to detention property. A waiver form shall be provided that will inform you of the charges against you, the



allowable sanctions and the sanctions offered for signing the waiver. You will have twenty-four (24) hours to determine if you wish to accept the terms offered in the waiver. Unless formally waived, a hearing will be convened to review the rule violation and all details.

If you cause damage to detention property, the actual costs incurred from the damage may be deducted from your inmate trust fund account following an institutional due process hearing establishing your liability. This hearing may not be waived. Criminal charges may also be filed.

A disciplinary board consisting of neutral and impartial staff will review major violations. Major violations of sexual abuse, sexual harassment, or staff sexual misconduct involving an inmate will be investigated thoroughly.

If a hearing is convened, you will be given a notice, no less than twenty-four (24) hours prior to the hearing, of the violation or charges against you. You will have the opportunity to be heard in person and to present documents for evidence. In the event it is determined you are illiterate, it will be necessary for the disciplinary officer, or a staff advisor, to act as your advisor. The staff advisor may be an employee or third party.

You will not be able to have an attorney present at a disciplinary hearing. You can request any relevant witnesses, staff or inmate, to be called before the hearing to offer testimony. You must submit your request for witnesses forty-eight (48) hours prior to your hearing. The disciplinary officer will determine if a witness can be called and allowed to appear. All evidence and reports will be provided for you to review and read. Confidential informants may be protected. Once the hearing is completed, you will receive copies of the disposition action taken. If the allegation is found to be true, you may have all or part of the following actions taken against you.

Minor violations:

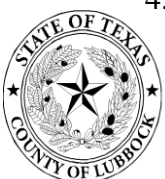
Violations of rules and regulations, which do not represent serious offenses against persons and do not pose a serious threat to institutional order and safety. Sanctions shall be limited to:

1. Counseling
2. Verbal or written reprimand
3. Temporary restriction to cells for a period not to exceed twenty-four hours
4. Loss of privileges for a period not to exceed fifteen (15) days
5. Disciplinary separation for a period not to exceed fifteen (15) days
6. Restitution for damage to jail property
7. Loss of good conduct credit

Major violations:

Violations of rules and regulations, which constitute serious offenses against persons and property and pose a serious threat to institutional order and safety. Sanctions may include:

1. Loss of good conduct credit
2. Loss of privileges for a period not to exceed thirty (30) days
3. Removal from work details or programs
4. Disciplinary separation for a period not to exceed thirty (30) days



5. Restitution for damage to jail property

B. Immediate Cell Restriction

In order to get compliance or maintain order with you, an officer may select one of the following actions instead of filing a rule violation against you.

1. Verbal reprimand
2. Bunk restriction by an officer, which is not to exceed twenty-three (23) hours

C. Acts Considered a Violation

Major Violations:

<u>Code</u>	<u>Violation</u>
A01	Bribery
A02	Fighting
A03	Hoarding Medication
A04	Inciting Riotous Behavior
A05	Interference with Communications or Communication Devices
A06	Interference with Security Operations
A08	Mutilation
A09	Possession of Stolen Property
A10	Possession/Manufacture of Chemical Agents
A11	Possession/Manufacture in Inhalants
A12	Possession/Manufacture of Inhalants
A13	Possession/Manufacture of Narcotics/Narcotic Paraphernalia
A14	Possession/Manufacture of Unauthorized Drugs or Medication
A15	Possession/Manufacture of Weapons
A16	Possession/Manufacture/Distilling/Brewing Alcoholic Beverages
A17	Setting Fires
A18	Sexual Abuse



- A19 Smoking/Possession of Tobacco Products
- A20 Tampering/Destruction of Property
- A21 Throwing or Propelling Objects/Substances
- A22 Trafficking
- A23 Abuse of Intercom System
- A24 Coercion
- A25 Disrespect to Staff
- A26 Disruption of Any Institutional Activity
- A27 Excessive Noise
- A28 False Report of an Emergency
- A29 Feigning Injury or Illness
- A30 Habitual Violator
- A31 Impeding Headcount/Rollcall
- A32 Impeding Security
- A33 Inciting A Fight
- A34 Indecent Exposure
- A35 Nudity
- A36 Possession of Tattoo Paraphernalia/Obtaining Tattoo or Piercing
- A37 Recklessness
- A38 Sexual Activity
- A39 Sexual Solicitation
- A40 Threatening
- A41 Inciting or Encouraging Communications with Persons Outside the Facility
- A42 Refusal to follow Written or Oral Directives
- A43 Violation of Commissary Procedures



- A44 Violation of Feeding Procedures
- A45 Violation of Mail Procedures
- A46 Violation of Medication Consumption Procedures
- A47 Violation of Program Procedures
- A48 Violation of Recreational Procedures
- A49 Violation of Visitation Procedures
- A50 Violation of Work Assignment Procedures
- A51 Violation of Federal, State or Local Laws

Minor Violations:

- | <u>CODE</u> | <u>VIOLATION</u> |
|-------------|--|
| B01 | Defacing Property |
| B02 | Disrespect to Other Inmates |
| B03 | Entering or Exiting an Area without Permission/Failure to Proceed to Designated Area |
| B04 | Failure to Respond to Staff Questions |
| B05 | False Self-Identification |
| B06 | Gambling |
| B07 | Lying to or About Other Inmates |
| B08 | Possession of Contraband |
| B09 | Present in Unauthorized Area |
| B10 | Refusal to Properly Wear or Present Wristband |
| B11 | Unauthorized Absence from Work or Activity |
| B12 | Unauthorized Equipment Use |
| B13 | Unauthorized Taking Items into/out of Units |
| B14 | Subverting the Chain of Command |
| B15 | Yelling at other Inmates |
| B16 | Disorderly Cell or Bunk Area |



- B17 Horseplay
- B18 Inadequate, Partial or Improperly Worn Uniform
- B19 Inadequate Personal Hygiene
- B20 Malingering
- B21 Obstruction of View
- B22 Possession of Unauthorized Clothing, Linen or Bedding
- B23 Unauthorized Changing of Bed Assignment
- B24 Unauthorized Contact
- B25 Unauthorized Passing of Items
- B26 Violation of Written or Posted Rule

D. Appeal of Disciplinary Action

An opportunity shall be provided to appeal any disciplinary action from the Disciplinary Review Board or officer. The appeal should be addressed to the Director of Logistics or designee within seventy-two (72) hours of the board hearing. Once received, a review of all facts and board procedures will be conducted and a response forwarded to you, the disciplinary officer, and placed in your file. If the disciplinary officers or board's decision is overturned an immediate order to eliminate any disciplinary action will be made, and you will be returned back to the same status as before the incident. All decisions made by Director of Logistics are final.

E. Disciplinary Records

Your behavior will be used to determine your housing assignment. Positive actions will result in the least restrictive housing; negative actions will result in housing that is more restrictive. All disciplinary records will be maintained as part of your permanent record which can be used at any time. If you are being transferred to T.D.C.J.-ID or other facilities they will receive copies of all disciplinary records. **These records will not only affect your classification while in this facility but could also affect future assignments in other facilities.**

