

ARANSAS COUNTY DETENTION CENTER INMATE HANDBOOK

**SHERIFF:
BILL MILLS**

**CHIEF DEPUTY:
MICHAEL BROOKS**



The purpose of this handbook is to inform all inmates of the rules and regulations of the Aransas County Detention Center, the consequences for rule violations and procedures for filing a grievance.

**DEPUTY CHIEF
ARMANDO CHAPA
JAIL OPERATIONS**

**LT HECTOR MARTINEZ
JAIL ADMINISTRATION**

**DC ARMANDO CHAPA
GRIEVANCE OFFICER**

**CO KAREN ALVARADO
COMMISSARY OFFICER**

ANYTIME YOU ARE OUT OF YOUR CELL, YOU ARE TO WALK WITH YOUR HANDS BEHIND YOUR BACK. WHEN WALKING IN THE HALL, YOU ARE TO WALK ON THE BLUE TILE. IF ANOTHER INMATE IS PASSING IN THE HALL AND YOU ARE TOLD BY AN OFFICER TO STOP, YOU ARE TO FACE THE WALL UNTIL THE OFFICER ADVISES YOU TO RETURN TO WALKING.

ALL RULES LISTED IN THE INMATE HANDBOOK WILL BE FOLLOWED AND ENFORCED EXPLICITLY. SOME VIOLATIONS IN THIS HANDBOOK ARE NOT ONLY MINOR OR MAJOR VIOLATIONS IN THE FACILITY, BUT MAY BE CHARGED AS CRIMINAL OFFENSES.

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:

- 1) Violation of Civil Rights as defined by state or federal statute
- 2) Criminal acts committed by staff or others
- 3) Unjust denial or restriction of privileges prior to a disciplinary hearing (visitation, phone access, commissary, etc.)
- 4) Acts by staff prohibited by departmental policy
- 5) Staff conduct (rudeness or unprofessionalism, etc....)
- 6) Concerns related to your arrest, your attorney, the judge, or your case
- 7) PREA (Prison Rape Elimination Act) Complaints
- 8) 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.

THE JAIL STAFF DO NOT FAX ANY PRIVILEGED CORRESPONDENCE DUE TO CONFIDENTIALITY. ANY PRIVILEGED (ATTORNEYS, COURTS, PROBATION, ETC) CORRESPONDENCE SHALL BE SEND UTILIZING MAIL OR INDIGENT LEGAL MAIL.

ARANSAS COUNTY DETENTION CENTER

**2840 HWY 35 North
Rockport, TX 78382**

**INMATE PREPAID PHONE
SERVICES: 866 - 665 -
7119 FROM CELL CALL:
211 #**

10. You are expected to accept and eat the food that is served. If a special diet is necessary for any medical reason and it is written by the nurse or doctor the pod officer and kitchen supervisor will be notified in writing on a form with the nurse or doctor's signature along with the Chief Jailers signature as well. No food is to be mailed out or in to the facility by family or friends. Opened food is not to be stored in your cells. Commissary that is bought is not to be left opened in your cells at any time. This is for your own protection against insects, vermin, etc. Any opened and saved food in a cell may result in disciplinary actions and possible loss of commissary privileges.

11. Each 8-person cell has a television that allows access to the news and local events. Newspapers will not be allowed. The television will be left on as long as a problem does not arise in the cell. If a problem arises, the power will be cut off and when the problem is fixed it will be at the discretion of the pod officer as to when to turn it back on. TV will be turned off from 00:00 to 08:00, unless major news event occurs.

12. The intercom is to be used for emergencies only. A request form may be written for any other complaints, requests, questions, etc. Misuse of the intercom system is considered a minor infraction of the rules and regulations.

13. This facility has a grievance procedure. Any inmate may file a grievance for the following: a violation of civil rights; a criminal act; an unjust denial or restriction of inmate privileges; a prohibited act by facility staff. If you believe you have a legitimate grievance, request a grievance form. Return the completed form addressed to grievance officer. You will receive a written response within 15 days. Any inmate may appeal a decision by the grievance Officer by writing a grievance addressed directly to the Sheriff.

14. Clergy comes in to visit on Fridays during the day. If you have a clergy member that would like to see you at another time, they will need to provide proper identification and give the Jail Administrator at least 24 hours notice to make the proper arrangements.

15. Clean laundry will be passed out according to the laundry schedule provided to the officers and trusties. If you refuse to have your laundry done at the time noted, you will wait until the next rotation to have it done

16. All Indigent inmates that require legal representation appointed by the court can request "Indigent Attorney request form" from the pod officer any time during incarceration in Aransas County Detention Center.

17. Indigent underwear (socks, shirt, and briefs) are available to indigent inmates every six weeks. Inmate will be debited \$5.75 thru their commissary account. If Inmate receives any funds during stay in Aransas County, the commissary system will automatically deduct 25% from all incoming commissary funds towards negative balance.

INMATE RULES – MINOR INFRACTIONS

1. Using loud, profane or racial slur oriented language towards anyone in the facility.
2. Using vulgar and obscene gestures towards anyone in the facility.
3. Misuse or saving of any type of medication.
4. Gambling
5. Refusing to clean cell at anytime.
6. Failing to keep your space clean and sanitary at all times.
7. Saving of food from meals or storing of any opened, or excess commissary food in cells.
8. Faking an illness.
9. Possession of money or currency.
10. Smoking in the facility.
11. Possession of anything not authorized or issued to you.
12. Possession of anyone else's belongings.
13. Insolence towards any Corrections Officer, Deputy, or staff member.
14. Unexcused absence from any assigned area.
15. Unauthorized use of the mail or telephones.
16. Hanging of anything on your bunk, on walls, on lights, etc. in your cells.
17. Writing or drawing on any tables, walls, or anything else in the cell that does not belong to you.
18. Stealing, destroying or damaging anything belonging to someone else.
19. Refusing direct order from an officer.
20. Misuse of Intercom system

INMATE RULES – MAJOR INFRACTIONS

1. Attempting to block or tamper with any locking device.
2. Possession of any illegal weapon.
3. Hoarding or misuse of county issued property.
4. Possession of anything to be utilized as a weapon.
5. Possession of any illegal drugs or intoxicants.
6. Fighting or assaulting another person.
7. Setting a fire
8. Making sexual proposals or threats to anyone in the facility.
9. Giving or offering any Official, Deputy or staff member a bribe or anything of value.
10. Engaging in sexual acts with anyone.
11. Possession of any Correction Officers, Deputy's or any staff members clothing or personal property.
12. Possession or introduction of an explosive or ammunition.
13. Unauthorized contacts with the public.
14. Threatening anyone in the facility with bodily harm.
15. Indecent exposure.
16. Tampering with any showers, drains, toilets, etc. to prevent proper working condition.
17. Possession of any tattoo paraphernalia.
18. Any conduct which disrupts the safety, security, or orderly running of the facility
19. Damaging, removing or tampering with county property (Wristbands ,TV's , Uniforms, bedding etc.)
20. Stealing or misusing other inmate PIN#
21. Any deceptive act to obtain indigent supplies, that otherwise will not be provided.

Listed below are things that are available to you while confined in the ACDC

1. You may mail as many letters as you desire to whomever you desire, as long as you have the funds available to buy stamps and writing materials in your commissary account.
2. You may receive mail that is sent to you, unless it contains any gang related activities, escape references, pornographic material or any other inflammatory writing. Internet printouts of any kind are not permitted. Any incoming or outgoing mail that has any of these things will be sent back to you, or returned to sender.
3. If requested indigent inmates will receive 3 envelopes and 9 sheets of paper, and a facility pen for your use. For indigent inmates the county will mail out three letters a week. Commissary account will be debited \$0.58 for each indigent letter. For corresponding with your attorney or the Court you can request indigent mail supplies anytime in reasonable amount. Non-Legal outgoing mail has to have Inmate name clearly stated. Do not use the Jail's address as a return address. Use personal mail or family address outside the jail. Outgoing legal mail can use the jail address. All mail is required to have correct postage. Letters without stamp will be returned to the inmate.
5. All incoming non privileged mail will be opened and checked for contraband. Privileged mail shall be opened only in your presence with inspection limited to locating contraband.
6. Commissary is available twice per week. Commissary order must be turned in on Monday 07:00 AM for Tuesday delivery and on Thursday 07:00 AM for Friday delivery.
7. Telephone is available 24 hours a day 7 days a week. You can purchase prepaid time thru commissary funds (order form is available from pod officer), phone prompt (follow voice phone instruction). Your family can use a kiosk in lobby, via internet www.telmate.com or call 1- 866-665-7119
8. Medical and Dental services are available. If you require either of the services, a request needs to be filled out and handed to an Officer on duty. A nurse is available M-Fr between the hours of 8 and 5 to help with medical requests. Sick call with a physician is once per week. Dental is set up on request only. There is a Co pay for any medical services. If indigent, negative balance will be maintained. Detailed summary of medical services charges and fees is listed on medical assistance request form.
9. All inmates when exiting their cell shall be clothed in complete uniform. The only exception are emergencies.

Inmates who violate the rules and regulations will have the right to a hearing before impartial officer in the case of minor rule violation, and an impartial board in the case of major rule violation. You may waive a hearing for any infraction, provided there is no threat of loss of good-conduct credit. The waiver form provided will inform you of the charge against you, the allowable sanctions, and the sanctions offered by the waiver.

Prior to any hearing, you will be given at least 24-hour written notice of the claimed violations or charges against you. You will be informed of the evidence against you, although confidential informants may be protected. You will also have opportunity to be heard in person, to present documentary defensive evidence, and call relevant witnesses on your behalf, when not unduly hazardous to institutional safety and correctional goals. If you doubt your ability to collect and present the evidence necessary for adequate comprehension of the case, provision will be made permitting you to receive assistance.

Following the disciplinary hearing, the disciplinary board or officer will provide you with a written statement indicating the evidence relied upon and reasons for disciplinary action taken. A copy of this statement will also be placed in your file. If you do not agree with the decision of the disciplinary officer or board, you may appeal the decision to the sheriff, whose decision is final.

MINOR INFRACTION SANCTION SHALL BE LIMITED: 1) Counseling, 2) Verbal or written reprimand, 3) Loss of privileges for a period not to exceed 15 days; and 4) disciplinary separation for a period not to exceed 15 days

MAJOR INFRACTION SANCTION MAY INCLUDE: 1) Loss of good conduct credit 2) Loss of privileges for a period not to exceed 30 days 3) Removal from working inmate status 4) Disciplinary separation for a period not to exceed 30 days