

COMAL COUNTY JAIL INMATE
HANDBOOK

I.

Request / Grievance Form

A. Purpose of Request / Grievance Form

If an inmate has questions or concerns, address them the Corrections Officer. The Corrections Officer's directives, actions, and requests are to be followed. Inmate request forms are available through the Corrections Officer. The forms can be used for requests for information, medical, grievances, etc.

B. Access to Request/Grievance Forms

Request/Grievance forms will be maintained in all jail housing areas.

C. Instructions

The Request/Grievance Form is a triplicate form. The inmate should not separate the copies. The inmate shall complete the top portion of the form, with the assistance of other inmates or jail staff, if necessary. Then present the form to any Corrections Officer, who will sign and date the Form and return 1 copy to the inmate. As soon as possible the jail staff will provide a written response, which the inmate will be required to acknowledge with the inmate's signature.

D. Grievances

You are allowed to file a grievance whenever you believe you have been subjected to one or more of the following:

- 1) A violation of your civil rights;
- 2) A criminal act;

- 3) An unjust denial or restriction of inmate privileges; or
- 4) A prohibited act by facility staff.

If you believe you have a legitimate grievance, fill out the Request/Grievance form and present it to any Corrections Officer. Not all complaints or incidents qualify as a grievance. All grievances will be routed to the designated grievance officer. If an inmate feels they have a grievance, it must be submitted within seven (7) days from the date of incident

You may appeal the decision of the outcome to a Corrections Division Lieutenant within seven (7) days. You may appeal that decision to the Jail Captain or Jail Administrator, their decision is final.

If your grievance is an emergency, please note that on the form. You will receive a written response within 15 days.

II.

Prisoner Conduct and Discipline

A. Criminal Conduct

Any violation of the criminal laws of the State of Texas may result in additional criminal charges being filed against the inmate.

B. Discipline

In addition to criminal laws of the State of Texas, inmates are subject to the disciplinary rules of the Comal County Jail. Violation of the disciplinary rules can result in disciplinary actions ranging from a verbal

warning to segregation, which may be documented in your permanent file.

Major Disciplinary Offenses

Violation of rules and regulations, which constitute serious offenses against persons and property and pose a serious threat to institutional order and safety, will be considered as Major. Sanctions may include:

- a) Loss of good time credit;
- b) Loss of privileges for a period not to exceed thirty (30) days;
- c) Removal from work details and/or programs;
- d) Disciplinary separation for a period not to exceed thirty (30) days;
- e) Restitution for any damage to jail property.

Major Infractions may include:

1. Acts Classified as Offenses under State Law
2. Acts Classified as Offenses under Federal Law
3. Inciting Riotous Behavior
4. Fighting
5. Inciting a Fight
6. Threatening
7. Coercion
8. Setting of Fires
9. Sexual Abuse
10. Sexual Solicitation
11. Nudity
12. Indecent Exposure
13. Possession of Stolen Property
14. Trafficking
15. Impeding Inmate Headcounts
16. Impeding the Security of Housing Units

17. False Reporting an Emergency
18. Bribery
19. Recklessness
20. Tampering
21. Destruction of Property
22. Mutilation
23. Possession of Tattoo Paraphernalia
24. Possession of Altered Items
25. Possession or Manufacture of Weapons
26. Possession or Manufacture of Escape Devices
27. Possession or Manufacture, Distilling or Brewing Alcoholic Beverages
28. Possession or Manufacture of Inhalants
29. Possession or Manufacture of Chemical Agents
30. Possession or Manufacture of Unauthorized Drugs or Medication
31. Possession or Manufacture of Narcotics/Narcotic Paraphernalia
32. Hoarding Medication
33. Feigning Injury or Illness
34. Excessive Noise
35. Throwing or Propelling Objects or Substances
36. Interference with Court Related Proceedings
37. Interference with official Communication or Communication Devices
38. Interference with Security Operations
39. Disruption of Any Institutional Activity
40. Violation of Feeding Procedure
41. Violation of Mail Procedures
42. Violation of Visitation Procedures
43. Violation of Program Procedures
44. Violation of Recreation Procedures
45. Violation of Commissary Procedures

46. Violation of Medication Consumption Procedures
47. Violation of Work Assignment Procedures
48. Violation of Treatment Program Activities
49. Inciting or Encouraging Communications with Persons Outside the Facility
50. Refusal to Follow Written or Oral Directives
51. Disrespect to Staff
52. Tampering with County Property

Minor Disciplinary Offenses

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:

- a) Counseling;
- b) Verbal or written reprimand;
- c) Loss of privileges for a period not to exceed 15 days; and
- d) Disciplinary separation for a period of 15 days.

Minor Infractions may include:

1. Gambling
2. Abuse of Intercom System
3. Present in an Unauthorized Area
4. Entering a Exiting an Area Without Permission
5. Unauthorized Equipment Use
6. Unauthorized Taking of items Into or Out of Units
7. Unauthorized Absence from Work or Activity
8. Malingering

9. Smoking
10. Unauthorized Changing of Bed Assignment
11. False Self-Identification
12. Failure to Respond to Staff Questions
13. Possession of Unauthorized Clothing, Linen, or Bedding
14. Possession of Contraband
15. Defacing Property
16. Unauthorized Contact
17. Unauthorized Passing of Items
18. Horseplay
19. Disrespect to Other Inmates
20. Lying to or About Other Inmates
21. Yelling at Other Inmates
22. Disorderly Cell or Bunk Are
23. Inadequate or Partial Uniform
24. Inadequate Personal Hygiene
25. Violation of a Written or Posted Rule
26. Sexual Activity
27. Obstruction of View

Disciplinary Process

The inmate will receive a written copy of the claimed violation or charges at least twenty-four (24) hours before the scheduled disciplinary hearing. The inmate will be informed of the evidence against them, although confidential informants may be protected. The inmate has the right to attend the hearing or decline attendance.

Inmates may waive the right to a disciplinary hearing provided proper notification is given prior to the signing of the waiver. The waiver shall include the appropriate identification of charges, the allowable sanctions, and the sanctions offered by the waiver. A waiver shall not include the loss of good time as a sanction.

The inmate may not be represented by legal counsel, however, may be assisted by another inmate if it is unlikely that the inmate will be to collect and present the evidence necessary for an adequate comprehension of the case. If that is not permissible, assistance from the corrections staff or from an inmate designed by the corrections staff will be provided. This is subject to the overall safety and security of the facility.

The inmate may make a statement on his or her own behalf, may call relevant witnesses, and may present documentary defensive evidence when not unduly hazardous to institutional order or safety.

The inmate shall be provided with a written statement by the disciplinary board or disciplinary officer at the conclusion of the hearing indicating the evidence relied upon and reasons for the disciplinary action taken. The statement shall be delivered to the inmate as well as the Sheriff and shall be placed in the inmate's disciplinary file.

The inmate may appeal, in writing, to the Jail Administrator or designee within seventy-two (72) hours of receipt of the Disciplinary Board's decision. The Jail Administrator's or their designees' decision will be final. Sanctions will begin the immediately.

III. Property and Linens

A. Mattresses and Linens

At housing, each inmate will be issued a mattress, mattress cover, blanket and jail uniform. Laundry is done once per week.

B. Personal Hygiene

At housing each inmate will be provided with a toothbrush, toothpaste, comb, and soap. Replacements are provided weekly thru Commissary and also provided by your floor officer once per week. Shaving supplies will be provided daily unless the inmate is on razor restriction. Toilet paper and sanitary napkins will be provided to inmates in sufficient quantities at all times.

C. Commissary

Inmates may order and receive commissary items once weekly. Purchases from the commissary must be made from each inmate's account in the Inmate Trust Fund.

D. Inmate Trust Fund

Inmates may establish an account in the Inmate Trust Fund with cash in the inmate's possession at the time of arrest or by deposit using the kiosk in visitation, online, or by phone. Cash, checks and money orders will not be accepted.

E. Personal Property

Inmates may possess limited quantities of personal property. These limits are set to ensure the safety and security of the facility. All personal property will be labeled with the inmate's SPN number.

All unapproved property, including tobacco products, is contraband.

F. An inmate causing damage to jail property may have the actual costs incurred deducted from his or her commissary account.

following an institutional due process hearing establishing the inmate's liability.

Charges that may be held responsible for include but are not limited to:

1. Mop bucket	\$70.00
2. Mop handle/head	\$10.00
3. Mattress	\$45.00
4. Blanket	\$15.00
5. Mattress cover/towel	\$5.00
6. Pillow	\$10.00
7. Uniform top/bottom	\$10.00
8. Orange thermal top/bottom	\$5.00
9. Orange T-Shirts/boxers	\$5.00
10. Orange socks	\$1.00
11. Sandals	\$5.00
12. Clear bags in cell	\$20.00
13. Trash Can	\$5.00
14. Blue wash cloth	\$1.00
15. Cup	\$1.00
16. Razor/razor bag	\$1.00
17. Comb/Toothbrush	\$1.00

G. Release or Disposal of Property

A Property Release Form must be completed and signed by the releasing inmate showing the inmate has authorized the release of the property to the specific individual receiving the property. The person picking up the property must have a legible, officially issued picture identification.

When an inmate is transferred to another agency, the inmate's property, if left in storage, must be picked up within thirty (30) days of the release. If the property is not picked up within that time, it will be destroyed in accordance with state law. The inmate must specifically name the person

and phone number of the person the inmate authorized to pick up the property.

IV.
Mail

- A. Personal mail will be searched and read
Incoming and outgoing personal mail will be read and searched for contraband. If any incoming mail is rejected as a result of such search, the sending party and the addressee will be given notice. Publications must be mailed directly from the publisher or a bona fide seller of publications.
- B. Privileged mail may be searched
Mail to attorneys, public officials, and news media is privileged and will not be read for any reason, unless a search warrant is obtained. Incoming mail from these sources may be searched for contraband, in the presence of the inmate. If there is a reasonable cause to suspect contraband then a search warrant shall be obtained. The reasons and search will be documented.
- C. Restrictions
Privileged mail cannot be restricted. Personal mail may be restricted only as reasonably necessary to ensure institutional security after an inmate is found guilty of a major disciplinary violation, involving the abuse of personal mail privileges.

V.
Telephone

Phones are available in all inmate housing units. Inmates are permitted to make outgoing calls

limited to 15 minutes. Inmates will use their ID# to place calls. It is a Major Violation of rules to use another inmate's ID# or to let another inmate use your ID#. The telephones are on every day from 7:00 AM until 11:00 PM.

VI.
Medical Care

All inmates are entitled to reasonable medical care upon request. Inmates will be charged for medical procedures according to, but not limited to, the schedule below. These charges will be deducted from the inmate's Trust Fund Account. Medical attention will be provided regardless of an inmate's ability to pay, and no inmate will be denied medical care because of inability to pay. Only medical personnel will make medical decisions.

Dentist or Doctor Visit	\$10.00
Nurse Visit	\$5.00
Prescription Medication	\$10.00
Non-Prescription Medication	\$1.00

A. Emergency Medical Care

Jail staff must be notified immediately of any medical emergency.

B. Non-Emergency Medical Care

Inmates seeking non-emergency medical attention shall use the Request/Grievance Form. You must describe the nature of your medical problem.

C. Medications

Medications are to be taken in the presence of the Medical Staff dispensing them. A mouth check will be required after taking

your medication. Medical Staff may, at its discretion, crush medication and require they be taken with liquid or by some other means if deemed necessary to ensure the inmate is taking the medicine. An inmate's refusal to take medicine/prescriptions as directed by the doctor will be documented.

VII
Law Library

Law Library can be accessed by submitting a Request/Grievance Form.

VIII
Visitation

Visitation times are based upon your housing unit. Inmates must submit a Visitation Form in order to receive visitors. The visitation form can be changed only every 30 days.