

# Carroll County Correctional Institution

## **INMATE HANDBOOK**



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Carrollton, Georgia 30117  
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**REVISED: December 1, 2025**

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## NOTICE:

This handbook does not replace the official Rules and Regulations of the Georgia Department of Corrections. Information from the Rules and Regulations of the Department has been included to help you in understanding what is required of you, but this information is to be used in conjunction with the Rules and Regulations. In any case where there is conflict between information in the Rules and Regulations and information in this handbook, the Rules and Regulations are to be followed.

## INTRODUCTION:

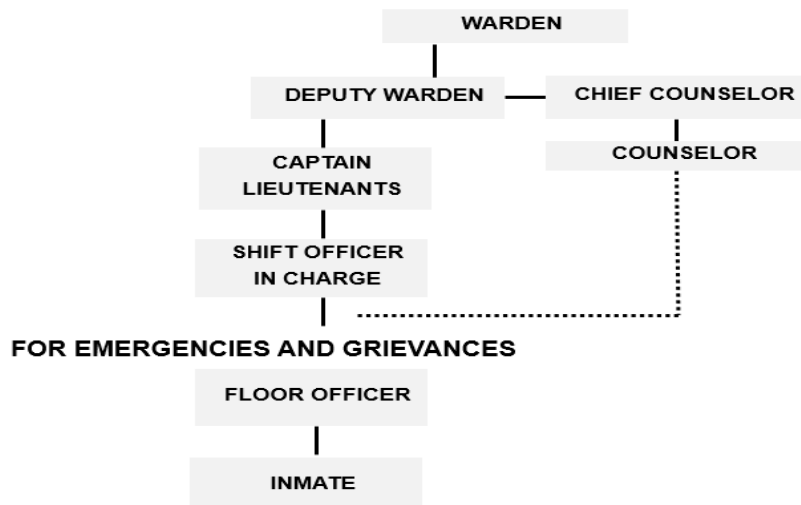
Welcome to Carroll County Correctional Institution, treat your time here as an opportunity to correct past mistakes, and move forward learning how to return to society as a contributing member. While you are here, treat others how you want to be treated, observe rules and regulations, and participate actively in available programs, and you will be closer to reaching your goals. This Handbook will answer a lot of your questions about how this Facility is operated. It outlines the rules and regulations of the Department, as well as Disciplinary and Grievance procedures that will apply to you during your incarceration. You are an adult, and it is your responsibility to read and become familiar with this document.

What you make of your time with our Facility is up to you. Our Staff will help you in your efforts to improve, but YOU must be willing to take responsibility for yourself and be willing to demonstrate that willingness by your performance.

## CCCI STAFF:

|                               |                    |
|-------------------------------|--------------------|
| Warden                        | Mr. O. Wilson      |
| Deputy Warden                 | Mr. A. Rainwater   |
| Captain                       | Mr. J. Cook        |
| Lieutenant                    | Mr. B. Freeman     |
| Kitchen Sergeant              | Mr. J. Hall        |
| Chief Counselor               | Ms. C. Dowdell     |
| Counselor                     | Mr. J. Armstrong   |
| Multi-Purpose Officer         | Ms. C. Allen       |
| Business Manager              | Mr. B. Shackelford |
| Administrative Assistant      | Mrs. W. Odell      |
| Health Services Administrator | Nurse A. Spence    |

### PROBLEM SOLVING CHAIN OF COMMAND



## MAIL:

**ALL Incoming/Outgoing-Non-Legal Mail** is subject to inspection and random reading by Institution Staff. Inmates are allowed **POST CARDS ONLY** from family and friends. (it is **YOUR** responsibility to notify everyone). Incoming & Outgoing Mail **must** include Inmate Name, GDC#, DORM and full CCCI address as shown below: **Warden Approved 3rd Party Vendors are:** Photos & Post Cards from Ameelio, Pelipost, Walmart, Walgreens, CVS, Etc.) **URGENT PHOTOS MUST** be (Family & Friends) **NOT Celebrities, Music Artists, or similar type people.** People **MUST BE** dressed appropriately; Swimsuits allowed (**NO Thongs**) and (**NO skimpy see through Lingerie**). [Ameelio Mail: Photos to Prison Apps](#) **MUST NOT** be posing in a sexual provocative position.

### ALL MAIL MUST INCLUDE THE FOLLOWING:

**INMATE NAME - GDC# / DORM**

**96 Horsley Mill Road**

**Carrollton, GA 30117**



Outgoing mail discovered **or** suspected of containing contraband or information presenting a threat to the Institution security may be opened and inspected. Inmates are allowed to correspond with any person unless non-privileged mail privileges have been restricted due to disciplinary action of violation of mail rules. **If writing another Inmate (you need to request approval of Offender-to Offender Correspondence.**

Mail received from any of the following is considered **Privileged "Legal" Mail**, and **must** be opened in front of an Institution Staff member and signed for by the Inmate:

1. Governor, Lieutenant Governor
2. Members of the General Assembly of Georgia
3. United States President, Vice-President, and Members of Congress
4. State Board of Corrections Members
5. Commissioner - Georgia Department of Corrections
6. Deputy Commissioner - Georgia Department of Corrections
7. Executive Assistants - Georgia Department of Corrections
8. Members of the State Board of Pardons and Paroles
9. Courts
10. Inmate's Attorney of record (this category includes any attorney with whom inmate has had or is attempting to establish attorney/client relationships).
11. The Press (Press is defined as newspapers, newsmagazines, news services [radio and television stations]).
12. Other governmental agencies, such as agencies or instrumentalities of municipal, county, state and federal movements.

### INMATE COMMISSARY AND ONLINE ORDERING GUIDELINES:

CCCI provides an Inmate Commissary Store through the McDaniel Supply Kiosk available to Inmates at [1] order per week, with a **limit of \$100.** **ALWAYS KEEP A COPY OF YOUR RECEIPTS.**

Online Ordering is also available to an Inmate's Friends & Family by creating an online account at [www.jailpackstore.com](http://www.jailpackstore.com). An Inmate may receive [1]online order per month per Inmate. These online orders are between the Purchaser and McDaniel Supply. Any question not answered on the Website FAQ must be directed to McDaniel Supply by calling 912-427-9022.

Both **Inmate Commissary Order** and **Online Orders** must be submitted by **Midnight Monday** to be received at the Wednesday Store Call.

**NOTICE:** A change in store Date **or** Time of Transmission, a message will scroll on Kiosk Screen.

Inmate Personal Property Guidelines Must Be Followed-**Do Not Order** more items than your locker can hold; if you do, it will be taken as contraband.

## INMATE ACCOUNTS:

Inmates may receive money from Individuals who sets up an account using our Inmate Commissary Store McDaniel Supply at [www.jailpackstore.com](http://www.jailpackstore.com). The Individual depositing funds will receive an email receipt from (auto receipt). Note: Check your spam mail if you do not see it in your inbox.

On Visitation Day, Visitors may add money to an Inmate's account using the Lobby Kiosk System.

**NOTE:** Concerns with the Kiosk are to be directed to McDaniel Supply by calling 912-427-9022.

**NO CASH, CHECKS, or MONEY ORDERS** are allowed to be sent to you by mail; any money received by U.S. Mail will be returned to sender.

## RECREATION:

CCCI offers a wide variety of Recreational Programs designed to help you relax and also learn new ways to use your leisure time for when you return to the community. These

Recreational Programs have been designed to meet the general needs of the population in this Facility.

**Notice:** If you are under the supervision of Medical, you **will not** be allowed to participate in any outside recreation.

## TV

**TV SCHEDULE:** Sunday-Thursday Nights (**Off at 11:30 PM**)

Friday - Saturday Nights (Nights Preceding A County Holiday) **Off at 1:00 AM**

**NOTE:** When lights and TV are off, Inmates may only leave their bed to use toilet facilities.

**WARNING:** Vandalized Cable Line, TV, or Fine-Tuning in Dorms will mean **NO PRIVILEGES** for at least (1) week.

## PHONE & VIDEO KIOSK - NO PHONES OR VIDEO DURING COUNT (OR) INSPECTIONS

\* \* \* \* \* **IMPORTANT POLICY & DISCIPLINE NOTICE** \* \* \* \* \*

If you **OR** the party you are speaking with talks about (CASH APP), (Venmo, Apple Pay, Google Pay, Zelle, Etc.) **OR** any other means of (Money Transfer). The only mention of money transfer is to your McDaniel's Commissary Account. Also, if you mention **OR** are involved in a **3-Way Call OR** you allow someone else to use your phone account, **OR** you make a call from your account on behalf of another Offender the following discipline will apply:

**1<sup>st</sup> Offense** Number will be blocked for **30 Days**

**2<sup>nd</sup> Offense** Number will be blocked for **6 Months**

**3<sup>rd</sup> Offense** Number remains **blocked while you are at this Facility.**

**NOTE:** If the 30 days has not passed when the 2<sup>nd</sup> offense happens, both numbers are blocked for 6 months; the same process applies for the 3<sup>rd</sup> Offense. If the 30 days and 6 months has not passed, **(ALL) 3 Numbers remain blocked while you are at this Facility.**

## UPDATING YOUR PHONE "PAN LIST": GEORGIA DEPARTMENT OF CORRECTIONS -

**OFFENDER ACCESS TO TELEPHONE NUMBER CHANGES:** TELEPHONE NUMBER CHANGES WILL BE MADE **TWICE** YEARLY. **ONLY ONE** CALL LIST CAN BE SUBMITTED FOR UPDATES DURING EACH OFFENDER'S DESIGNATED MONTH OF THE SIX-MONTH REVIEW PERIOD UNLESS AN ADDITIONAL SUBMISSION IS APPROVED BY THE WARDEN OR DESIGNEE. SYSTEM WILL WORK AS FOLLOWS:

| <b><u>LAST DIGIT OF GDC ID#</u></b> | <b><u>SIX MONTH CHANGE REVIEW PERIOD</u></b> |
|-------------------------------------|--|
| <b>0 or 5</b>                       | <b>January and July</b>                      |
| <b>1 or 6</b>                       | <b>February and August</b>                   |
| <b>2 or 7</b>                       | <b>March and September</b>                   |
| <b>3 or 8</b>                       | <b>April and October</b>                     |
| <b>4 or 9</b>                       | <b>May and November</b>                      |

**REMEMBER:** YOUR **PHONE LIST** AND **VIDEO VISITATION LIST** ARE THE SAME. WHEN YOU UPDATE YOUR PHONE LIST, YOU HAVE ALSO UPDATED/CHANGED YOUR VIDEO VISITATION LIST. EVEN THOUGH YOU COMPLETED A PHONE LIST UPON ARRIVAL, YOU CAN STILL UPDATE YOUR LIST ON YOUR DESIGNATED MONTH EVEN IF IT HAS NOT BEEN 6 MONTHS.

## **PHONE & VIDEO KIOSK – NO PHONES OR VIDEO DURING COUNT (OR) INSPECTIONS**

### **PHONE SCHEDULE:** Shuts-Off Daily at 11:00 PM **Maximum(20) Pan Phone Numbers Allowed**

Our phone company provider is **ICSolutions**. If you have an issue with the phone, first make sure it is not with the number you are calling. If the issue is with the Institution Phone, contact the Business Manager (Monday-Friday, 8am-4pm) or **after hours 888-506-8407**. You must provide what number you are calling and be able to describe the issue in detail. **REMINDER:** TV and Phone are privileges, do not abuse. **\*\*WARNING\*\* - DO NOT SHARE YOUR PHONE ACCOUNT!!** If you share your Account or Phone Number, **Your Number** will be **BLOCKED!!** (phone numbers can only be used (1) time on (1) account. If a number is found on more than (1) account, that number will be **BLOCKED** for the entire Facility.

## **VIDEO VISITATION – NO PHONES OR VIDEO DURING COUNT (OR) INSPECTIONS**

Available as of March 28, 2023. This service is provided **ICSolutions**:

**ICSolutions Automatically Approves All Video Visitor Account & Visitor Relationship Requests.** Approved Visitors interested in scheduling a Video Visit should go to [www.icsolutions.com](http://www.icsolutions.com) to create an account. If you have trouble, call 888-506-8407 and speak to ICS Customer Service. All rules and guidelines are available on the ICSolutions website.

Video Visitation is a **Privilege** and **Not A Right**; know that Video Visitations are subject to monitoring and those who **do not** follow the guidelines will **lose** their Video Visitation Privilege.

**REMEMBER:** YOUR PHONE LIST AND VIDEO VISITATION LIST ARE THE SAME. WHEN YOU UPDATE YOUR PHONE LIST, YOU HAVE ALSO UPDATED/CHANGED YOUR VIDEO VISITATION LIST.

## **CARROLL COUNTY C.I. VISITATION UPDATE - VISITATION OF OFFENDERS**

**VISITATION SCHEDULE** - Visitation is Saturday and Sunday 9am -1pm including established Carroll County Holidays. - **OFFENDERS MAY HAVE (12) VISITORS ON THEIR APPROVED LIST. ONLY 10 VISITORS MAY VISIT AT ONCE. VISITORS CAN COME BOTH DAYS, BUT NOT THE SAME VISITORS BOTH DAYS. VISITATION LISTS MAY ONLY BE CHANGED WHEN THE OFFENDER ARRIVES AT THEIR FIRST PERMANENT FACILITY OR DURING THE MONTHS OF MAY AND NOVEMBER. ALL NEW VISITORS MUST COMPLETE THE VISITATION APPLICATION. THE APPLICATIONS MUST BE COMPLETED, SIGNED, NOTARIZED, AND ALL REQUIRED COPIES OF REQUESTED DOCUMENTS MUST BE MAILED (ID, BIRTH CERTIFICATE) TO THE COUNSELOR AT THE FOLLOWING ADDRESS:**

**Attn: Carroll County C.I.  
Chief Counselor  
96 Horsley Mill Rd.  
Carrollton, GA 30117**

VISITATION APPLICATIONS CAN BE OBTAINED FROM COUNSELORS, OR CAN BE DOWNLOADED FROM THE GA DEPT. OF CORRECTIONS WEBSITE. APPLICATIONS WILL BE ACCEPTED BEGINNING APRIL 15, 2024, FOR MAY VISITATION CHANGES **AND** OCTOBER 15, 2024, FOR NOVEMBER VISITATION CHANGES. YOU WILL BE NOTIFIED WHEN YOUR VISITATION HAS BEEN PROCESSED AND APPROVED **OR** DENIED. **IT IS UP TO YOU TO NOTIFY YOUR VISITORS.**

## **FACE TO FACE VISITATION REQUIREMENTS & SCHEDULE:**

Inmates are required to wear full uniform issued and be neat and clean in appearance in accordance with institutional guidelines. T-shirts may be worn under dress shirts, but T-shirts are not allowed to be worn in visitation area without the dress shirt. Inmates will keep on all items of clothing including shirts and shoes during the visitation period.

**ALL VISITORS ARE REQUIRED TO CLEAR THE CELLSense MACHINE, ANYONE NOT CLEARING BY THE 4<sup>TH</sup> ATTEMPT WILL BE REFUSED VISITATION FOR THE DAY.**

Absolutely **NO CONTACT** with Visitors below waist, or front part of body EXCEPT: (Inmate and Visitor may embrace 1 time upon arrival, and 1 time upon departure which includes kissing). **It is the Inmates responsibility to inform your visitor of all Visitation Rules.**

**Appropriate Clothing** is required of all Visitors. Shoes always required (including children).

Male Visitors must wear shirts with collars and full-length pants.

If Visitation Room Staff, identifies Visitor as wearing clothing considered **"Inappropriate"**, they have the authority to do the following:

## **FACE TO FACE VISITATION REQUIREMENTS & SCHEDULE:**

- A. Require prospective Visitor to change into appropriate attire:
- B. Ask Visitor to wear cover-up such as a sweater, jacket, or other type of covering during visit;
- C. Terminate the visit entirely, especially if Visitor refuses to cooperate with staff.

### **Inappropriate Clothing** (Includes But Not Limited To):

- A. Dresses **Or** Tops With Thin Straps Exposing Shoulders **Or** Chest Area
- B. Any Tube Tops **or** Halters
- C. Any Clothing Revealing Stomach **or** Midriff Area
- D. Any Clothing Made of Sheer or Transparent Material
- E. Shorts **or** Pants Above The Knee (**Only Children 12 Yrs. or Under May Wear Shorts**)
- F. Dresses, Skirts, or Other Clothing That Comes (2) Inches Above The Knees
- G. Females Wearing Clothing **Without** These Under Garments (Bras, Panties, Slips)
- H. Males **CANNOT** Wear White **or** Colored T-Shirts, Tank Tops, Short Tops, See Through Tops, Net or Mesh Webbing Tops.
- I. Any Clothing that is Suggestive **or** Revealing **will not be** allowed.

Inmates **will not** allow Visitors to wear any Inmate clothing at any time. Inmates **are not allowed** to wear any clothing or item belonging to Visitors during visitation. This procedure **will be** strictly followed and will be enforced by Visitation Room Staff.

## **ACADEMIC EDUCATION:**

The academic school program at Carroll County Correctional Facility offers courses similar to the basic courses a student would take in elementary or high school. Unlike students entering high school for the first time, adults are at different levels in their education. Some already know how to read and write quite well, while others may need to learn how to read. Therefore, the academic program offers courses to meet these different needs of Inmates. Inmates will be tested to determine at which level they should enter the program, and a study program is established for each student.

Academic education offered at Carroll County Correctional Facility includes: Remedial Education, wherein the student works on basic reading skills; Adult Basic Education, wherein the student is given practice in English, Math, and the Language Arts; G.E.D., in which the student is prepared to take the G.E.D. test.

Academic classes are held on weekdays. Specific days and times are posted on the activity schedule. Inmates interested in enrolling in the academic program must report to the Activity Room during one of these days to meet with the school instructor.

At Carroll County Correctional Facility, we feel that reading, math, and other skills are important to an individual's rehabilitation, therefore, we may assign basic academic classes to anyone scoring below the 8th grade level in reading and other basic education areas.

## **INMATE WELDING CERTIFICATE PROGRAM:**

The requirements for consideration for Inmate participation in the welding program are: Inmates must be (6) months DR free. Inmates must have their GED or high school diploma. Inmates must be registered for Selective Service. A copy of Inmate's Social Security card must be available. Inmates must meet requirements of WIOA and West GA Technical College. All transitional center candidates must have enough time to complete the welding program before 15 months prior to their TPM or PIC date. Inmates **cannot** miss any classes, unless they have a note from the medical department.

## **CHAPLAINCY PROGRAM:**

Information concerning religious services and scheduling is posted throughout the facility. Inmates who wish an interview with the Chaplain or desire additional information on the chaplaincy program, should submit a request form to the Chief Counselor by placing it in the in the Control Room.

## COUNSELING SERVICES:

**Quarterly Counseling Appointment** - Inmates are assigned a counseling number on the day of arrival. Meeting times are (1) time each quarter **or** every (3) months. Inmates may contact their Counselor for an appointment of **non-emergency** matters between scheduled months by submitting a request on Dorm Kiosk. **REMINDER** Counseling Offices are an "Authorized Area" and is only allowed for those with an appointment **or** if you have been called by Counselors.

**Classification Committee** - Classification Committee consists of the Warden, Deputy Warden, Chief Counselor, Lieutenant, and Roads Department Personnel. This Committee assigns your work details, approves transfers, reviews SMU assignments, and approves security reviews. The Chief Counselor is the Chairperson of this Committee. You will be classified in a timely manner. After being classified, you will be notified and report each morning for work.

**Parole Board's 90% Resolution** - Pursuant to Board Policy for persons **convicted on or after January 1, 1998**, the Guidelines recommendation will be 90% of the court imposed sentence or the Grid recommendation, whichever is greater, for any of the following offenses: Attempted Murder, Attempted Rape, Voluntary Manslaughter, Aggravated Battery on a Police Officer, Aggravated Battery, Aggravated Assault On A Police Officer, Aggravated Assault (with injury or weapon), Aggravated Stalking, Child Molestation, Hijacking Motor Vehicle, Bus Hijacking, Robbery, Enticing a Child for Indecent Purposes, Cruelty to Children, Incest, Statutory Rape, Feticide, Vehicular Homicide while DUI, Involuntary Manslaughter, and Residential Burglary.

**Disciplinary Reports/Advocate** - If you receive a **Disciplinary Report** and request an Advocate, a Counselor will be your Advocate. The Advocate will answer your questions, advise you of possible sanctions, present questions to Hearing Officer, and assist you in assembling materials you may need for the hearing.

**Parole Review Summary** - A Parole Review Summary is requested by the Parole Board. Upon receiving a Parole Review Summary, your Counselor will send you an information sheet requesting your residence plan. When you have completed the form return it to your Counselor. Your Counselor will then complete your Parole Review Summary. A summary is usually requested about (6) months prior to your TPM (**Tentative Parole Month**), about (3) months prior to your PIC (**Performance Incentive Credit**) date or about (11) months prior to your TPM if you are to be assigned to a transition center before release. Parole Reviews are completed **only** when requested by the Parole Board.

In addressing the case summary, your Counselor will give a concise description of your needs as outlined in the Needs Assessment/Program Plan. There will also be a concise description of progress or lack of progress in meeting these needs.

## GRIEVANCES:

If you wish to file a Grievance, you must use the Kiosk System to notify your Counselor. When notified, your counselor will see you any time after 2:00 P.M. **AFTER**, he sees his regular appointments for that day. When you have completed your Grievance Form return it to the Chief Counselor. The Chief Counselor will then investigate the complaint. If he is unable to resolve the problem, the Chief Counselor will then process your Grievance. Whenever possible, inmate complaints and grievance should be resolved on an informal basis without filing a grievance. Most matters can and should be resolved directly and promptly. Your Counselor will make every effort to investigate your complaint and give you the most correct solution. After your Counselor has investigated your complaint, if you wish to file a grievance, you may do so. Grievances can have a 40-day process period from submission to completion and only 2 grievances may be filed and in full processed status at one time.

## COUNT PROCEDURES:

Throughout the day and night, Inmates will be counted to ensure their continued presence. There are several types of counts used at this facility. Official counts require you to be **standing at attention at the foot of your assigned bunk** (or as directed by the Shift Supervisor). **No** talking or movement allowed during count.

## COUNT PROCEDURES:

**Flesh** and **Movement Counts** require the officer to satisfy himself that he does see a living, breathing person. **Out Counts** require you to be in the presence of your Work **or** Program Supervisor (or other staff member) at the time you would normally be in your assigned living unit. When entering Dorm for lock-up and count, you must report directly to your assigned bed. Chimes will announce counts; once chimes sound, Inmates **will not** talk or move until count is cleared.

## DAMAGE TO COUNTY PROPERTY AND RESTITUTION:

Any Inmate who deliberately damages county property will receive a **Disciplinary Report**. Immediate action will be taken for restitution payment by Inmate to cover cost of damage.

The inmate's account will be temporarily frozen pending the results of the Disciplinary Hearing. If a guilty verdict is returned, the Inmate's account will be permanently frozen until the amount of restitution has been paid in full.

Inmates **will not** be permitted to transfer to another facility outside of this county if restitution has not been paid in full. If you are transferred to another county facility, a copy of the restitution package will be forwarded to the Warden of the receiving institution, and your account will remain frozen until the amount of restitution has been paid in-full.

## FIRE EVACUATION PLAN:

All Inmate living areas have at least (2) evacuation routes on how to leave the area if a fire occurs. Each Inmate is responsible for becoming familiar with the evacuation route posted in their Dorm. All Inmates must have his ID CARD on him when leaving the building.

### WHAT TO DO WHEN A FIRE HAPPENS:

1. Immediately notify a Staff Member, they will take responsibility for Inmates' safety and fire suppression.
2. If smoke and other by products of combustion build up to a degree which causes breathing difficulties and/or irritation to eyes and respiratory tract, wet a piece of cloth (clothing, towel, sheet, pillowcase, etc.) and place it over your face. This will offer you protection by filtering action. If you cannot get it wet, dry cloth is better than nothing. Keep low and close to the floor. Hot gases and smoke rise; the fresh air remains low.
3. Inmates will be evacuated by the safest route as determined by the officer in charge of the area at the time.
4. **DO NOT** bring **any** belongings with you. This causes confusion and delays and may cause loss of valuable time and lives. When evacuation order is given, respond immediately. Clothe yourself with only what you need; you may need to put clothes on as you exit.
5. Follow instructions of Staff without question. If a heavy buildup of smoke exists along the evacuation route, cover your face with a wet cloth. **REMEMBER**, if you go through smoke, keep low to the floor. Use your shorts, t-shirts, any necessary article of clothing as a covering, especially for your nose and mouth.
6. Do not hesitate to ask for medical attention, especially if you have ingested a large amount of smoke. It is better to be safe than sorry. Medical Personnel will usually be at the scene if the situation demands. Otherwise, you will be given an opportunity to get medical attention; refusal to do so is your choice and your risk. If you feel you need treatment because of smoke inhalation, request it at once. Do not wait until the next day.
7. **DO NOT PANIC**. Panic is contagious and spreads fast. It causes more injuries and fatalities than fire and smoke. Keep cool, use common sense.
8. **DO NOT BLOCK** Fire Exits **or** Exit Paths with obstacles such as beds, locker boxes, mops, brooms, or string clotheslines across doors. Keep all the exits clear, your life depends on it. The facility is equipped with fire alarm pull stations throughout the buildings. Fire extinguishers, fire hoses, and emergency lighting are also available to staff members in the event of a fire.
9. Never tamper with emergency lighting, exit lighting, fire extinguishers, fire hoses, or fire alarms. This equipment is provided for your safety and is checked on a regular basis by Staff Members. Remember your life may depend on proper operation of this emergency equipment.

## **FIRE EVACUATION PLAN:**

10. The setting of a false alarm constitutes tampering with life safety equipment and is an offense punishable by the disciplinary codes. Fire drills are held routinely at this Institution in order for Inmates to become familiar with evacuation routes. Everyone is expected to cooperate during these drills.

## **GENERAL CONDUCT:**

1. Inmates shall address Staff Members and Institutional Visitors in a courteous, respectful manner. You should address them as "Mr." or "Mrs." or "Officer". You should respond to their questions with "Yes, Sir/Ma'am" or "No, Sir/Ma'am". Inmates shall address Staff Members and Institutional Visitors using their Last Name Only. **Never** address Staff Members and Institutional Visitors by their First Name.
2. Orders and instructions given to you by Staff Members are official orders and will be obeyed. Always obey the last direct order given.
3. Inmates are required to submit, at any time or place, to a search of their person and/or personal property. You will be expected to obey the Officer's order and submit to a search without resistance. This includes shakedowns, strip searches, etc. Property found in your Inmate locker is always considered "Yours"; therefore, never leave your locker unlocked while unattended because you will be held responsible if another Inmate places contraband in your locker.
3. You are responsible for any items in your immediate sleeping area, locker, or immediate place of work assignment.
4. All contraband items will be confiscated. Contraband is considered any item not purchased at the Inmate Store, issued to you by the Institution, or authorized by special written permission. No item of contraband will be permitted.
5. Intoxicants, stimulants of any nature (including drugs), are not permitted in this Institution. Anyone who has in his possession or is found to be under the influence of such substances will be subject to institutional disciplinary action and/or prosecution in local court.
6. Any Inmate found in possession of a weapon, **or** any article fashioned **or** developed to produce bodily harm will receive a **Disciplinary Report** and possible prosecution in local court.
7. Destruction of state or county property, destruction of another Inmate's personal property by willful act, gross negligence, or unauthorized altering or defacing will not be tolerated. You will not perform any careless, reckless, negligent, willful act, or behavior, which causes or could cause a fire or any other unsafe situation.
8. At no time will you tamper with or remove the Institutional locking devices or security equipment in any manner (this includes propping doors open). Remember that proper working condition of locks, security and fire equipment could save your life in the event of an emergency.
9. All Inmates are responsible for being at their scheduled location at the assigned time.
10. All Inmates will be appropriately dressed before leaving their Dorm. Inmates should take pride in their appearance, as this directly reflects this Facility.
11. **NO** Food or Drink will be carried from the Dining Hall **or** Dorms to any other area of this Institution.
12. ALL empty containers must be discarded and not used for storage.
13. Inmates **"ALWAYS WALK ON THE RIGHT SIDE"** of sidewalks and hallways. Travel at normal pace; **running is not allowed**.
14. **NO TOBACCO ALLOWED** in this Facility - This is a "Tobacco Free Facility"
15. Boisterous, profane, vulgar or obscene language is not allowed; if used, it will result in receiving a **Disciplinary Report**.
16. **NO Money** or **Currency** is allowed in this Institution; this includes any item made of money.

## GENERAL CONDUCT:

17. Horse play, scuffling, or fighting will not be tolerated. If injured during this type of behavior, **you will be responsible** for ALL medical costs incurred.
18. Gambling is not allowed and will result in receiving a **Disciplinary Report**.
19. Pornographic material is not allowed.
20. Tattooing or possession of any tattoo needle or equipment is not allowed.  
**NO** Piercing of any body parts allowed.
21. The general sanitation and appearance of this Facility is the responsibility of each Inmate. Trash, etc., will never be thrown on floors or grounds. Inmates should take pride in their living areas and maintain them in a sanitary condition, which will eliminate breeding areas for insects and diseases.
22. Inmates are not allowed in Housing Dorms other than their own.
23. Administration, Counseling, and Medical Areas are off-limits to Inmates without appointments. Maintenance Shops are off-limits to Inmates unless assigned on detail to that area. No Inmate is allowed in Tool Rooms, Institutional Armory, Mailroom, File Room, Kitchen, or Laundry without prior approved authorization.
24. There is absolutely **NO LOITERING** allowed when Departing **or** Arriving Detail Assignments.
25. Inmates are not allowed to accept any money **or** gratuities from Staff Members, Visitors, or General Public.
26. Participating in any Homosexual or Sexual Behavior Activity with any person is strictly prohibited.
27. Inmates are not authorized to trade, swap or lend anything, no matter how small in value or size without Staff approval.
28. Lights in Dorm Rooms will never be covered in any manner for any reason.
29. Bed and Dorm assignments are made and authorized by designated Staff Members only; No Inmates will ever change their assignments until authorized.
30. Beds will be stockade on laundry day only, all other Dorms will be made with white collars, and all Inmates will be ready for work and on detail line by 0745 hours, Monday - Friday. When on a 4, 10-hour work schedule, Inmates will be ready for work and on detail line by 0645 hours. Beds will remain made until 1300 hours. Inmates are not allowed in beds unless they issued **"BED REST"** by Medical **or** worked the previous night. \*Only the Dorm turning sheets in that day will be stockaded all others will be made with hospital corners and a 6-inch white collar.
31. Inmate supplies (toothpaste, razor, soap, etc.) are issued by Shift O.I.C. each weekend. Any excessive number of supplies found in locker will be considered contraband and may be cause for **Disciplinary Report**.
32. Inmates will not congregate in hallways. The Dayroom is where you will conduct conversations. Inmates are to always move to the right when entering hallways.
33. Dormitory Bulletin Boards hold **"Only Authorized Institutional Documents"**, it is the responsibility of each Inmate to read these Notices and Memos.
34. When Visitors or Senior Staff enters Dorms, Inmates will stand until Visitors or Senior Staff leaves.

## GENERAL INSTITUTIONAL SCHEDULING:

1. Daily Wake-Up Announcement over public address system at approximately 0430 hours. Inmates will get up at designated time, take care of personal hygiene and clean assigned area. **NOTE:** (Appropriate Time Changes will be posted when changes are made for a 4-Day Workweek).
2. Detail Call-Out formations begin each weekday beginning at 0630 to 0730 (depending on season) You will place your ID Card on ID Card Board when you leave for detail.
3. Lunch Meal is usually served at 1200 hours provided there are no delays.

## GENERAL INSTITUTIONAL SCHEDULING:

4. Sundown-Count is at approximately 1800 hours. You will stand in attention at foot of assigned bed until Dorm Officer has instructed to resume normal activities. TV's and Radios, **will not** be used during count.
5. All Radios will be turned off at 2400 hours.

## HAIRCUTS:

There is an Inmate Barbershop located inside. Inmates will maintain haircuts prescribed by the rules and regulations. Specifically, the growing **or** wearing of hair on head long enough to extend on the collar of an ordinary shirt, on eyebrows, or longer than 3 inches on top of head is **Not Allowed**. Inmates may wear full beards according to SOP (228.02) See Male Grooming Standards Diagram (S.O.P. 228.02, Attachment 5B and S.O.P. 228.02, Attachment 5C 5/1/15, in this document). **NOTICE:** If an inmate decides to alter their physical appearance by adding facial hair **or** facial hair removal; this will require a **New ID Card at the cost of \$15.00 per SOP ( 221.03)**

## HEALTH SERVICES:

Medical and Dental services are provided to Inmates in need. Upon arrival at CCCI, Medical Staff will review medical records to ensure any serious problems are treated promptly. Conditions which you have suffered with for many years **will not** be treated, unless they become serious. CCCI provides medical care to treat minor illnesses and injuries such as colds and cuts and will provide medication when prescribed. Medical Staff check medical records of Inmates that become ill or injured. A Doctor will be made available for Inmates needing advanced medical treatment; however, the Nurse determines which Inmates require immediate Doctor care. Pursuant to O.C.G.A. 42-4-70 and 42-4-71, County Facilities may recover certain costs from Inmates housed in their custody. **CCCI charges \$5.00 per Inmate requested visit.** Other costs will be recovered as outlined under this code.

## MEDICAL:

**No Shows:** You are considered No Show, if you are not in Medical once Sick-Call and or Pill-Call is announced.

### **Sick Call Schedule - Monday-Friday (0600 hours)**

Sick-Call Slips must be submitted through Kiosk System no later than 0530 hours (if you miss this time, you will wait until the next day). If you have a "TRUE EMERGENCY" at any time or Kiosk System stops working, immediately contact nearest Staff Member for help.

1. There will be **No Walk-Ins** during sick call time
2. There are **No Exceptions** made for your error.

### **Pill Call: (Monday - Friday at 1615 Hours)**

All Control Pain Medication needed at night **or** during weekend will be in the Control Room for Pick-Up. When you are on a 4-10 Work Schedule, Pill Call is 1715 Hours.

## DENTAL:

A Dentist is at the Institution on Tuesday and begins seeing Inmates at 0600 Hours. All Dental-Slips must be submitted through the Kiosk System no later than 0530 Hours. (If you miss this time, you will wait until the next day to be seen by Medical - unless this is a True Emergency to which you will go according to the nature of your problem. Dentists are **ONLY** allowed to fill or remove teeth when needed.

## HOUSING POLICY:

**Bed-Rest:** Inmates assigned to bed rest will remain in bed except to shower, use restroom, and for chow.

**Housing Assignment/Reassignment:** Inmates are assigned housing upon admission to Facility. Only authorized personnel will make changes in Inmate's Bed **or** Housing Assignment. Inmates may be reassigned different housing from time to time; this is not a grievable issue.

### IDENTIFICATION CARD:

Your Inmate ID Card is **REQUIRED AT ALL TIMES**, and you are responsible if it is lost, stolen or damaged. **NEVER** loan your ID Card to anyone. If your ID Card is **lost** or **stolen**, report it **immediately** to Control Room Officer. You may be charged a replacement cost for lost, damaged, or stolen ID Card.

### INMATE DISCIPLINE:

To ensure that Inmates may live, and Staff may work in a humane, and orderly environment, it is imperative that authorities be able to impose appropriate disciplinary sanctions for Inmates whose behavior is not compliant with Institution Guidelines and Rules. If you are issued a **Disciplinary Report** for an infraction, your **Disciplinary Report** will be fully investigated by the Institution Disciplinary Investigator after you have been served. You will be given an opportunity to request a Staff Advocate and allowed to list any witnesses on your behalf.

According to the Georgia Department of Corrections Policy, Carroll County Institution is allowed to charge an administrative processing fee of \$4.00 for each **Disciplinary Report** in which you are found "guilty". **NOTE:** If **Disciplinary Report** is because of Cell Phone Contraband, there will be an **additional \$100.00**. If you choose to have a Staff Advocate, the Chief Counselor will assist you in understanding the disciplinary process and answer any questions you have. The Institution Disciplinary Hearing Officer will hear your **Disciplinary Report**. If the Disciplinary Hearing Officer rules that you are found guilty, they may impose sanctions listed under the Inmate Disciplinary Code.

Minimum-Security Inmates receiving a high sanction on a **Disciplinary Report** may lose their minimum-security status if found guilty. You will be given an opportunity to appeal against the Hearing Officer's decision to the Warden or his Designee. If the Warden or his Designee denies your appeal, you may appeal to the Division Directors Office.

### INMATE DISCIPLINARY ISOLATION/SEGREGATION:

Disciplinary Isolation and Administrative Segregation is a status of confinement of an Inmate in a single cell separate from general population. The Warden will maintain for each isolated/segregated Inmate basic living levels of decency and humane treatment, regardless of the purpose for which the Inmate has been isolated/segregated.

A thorough search of each Inmate will be conducted upon admission to and at the time of movement from the cell. This is necessary to prevent the introduction and passage of contraband.

Inmates in isolation/segregation unit will receive the same meals prepared for general population. When security needs will allow, Inmates in administrative segregation will be entitled to personal property which Inmates in general population are allowed to own.

### INMATE TRANSFER POLICY:

It is CCCI's policy that any character-based Inmate transfer request, which is non-essential and not program based, or program required, deficiency of any parole address, disciplinary or medical in nature **WILL NOT** be considered until Inmate has achieved a 12 months residence and 12 months disciplinary free conduct period. (This includes closer to home and character based Transitional Center submissions. Long Term Maintenance is not a referred, preferred or required program such as transitional center placement. Long Term Maintenance is a character, skills and abilities based program. To qualify for submission from CCCI to be considered by the state, Inmates must have the following:

1. Must be a 12 month resident and 12 months DR free.
2. No disciplinary history of cell phone **or** drug use while at CCCI
3. Inmate must have been assigned to an active maintenance skill area detail and exhibited some type of maintenance skill.
4. Inmate must have good behavior, attitude and work performance pattern reports from the Inmate's immediate Detail Officers and Institutional OICs.

### INMATE TRANSFER POLICY:

All Inmate requests or considerations will be reviewed by the classification committee before approval. All other state SOP qualifications for Long Term Maintenance consideration will apply also.

### INMATE PROPERTY CONTROL:

CCCI Policy states you may have property that is obtained the following only:

1. Correctional Institution Issued To You
2. Purchased From Inmate Store
3. **Pre-Approved** Authorized Package

In addition, some property in your possession upon arrival at Carroll County Institution may also become authorized property subject to guidelines set forth in GDC SOP II B06-0001E.

Below is a list of personal clothing/property items you are allowed to have in your possession. This list is in addition to what has been issued to you by the Institution. Excessive property will be considered nuisance contraband and must be disposed of as outlined in F.S.C.I. Policy Statement #1700.02. Inmates will be issued thermals on a seasonal basis only!

### INMATE PERSONAL PROPERTY:

1. Radio or CD Player - (No Tape Recorders)
2. Diplomas / Certificates of Achievements
3. Dentures
4. Eyeglasses (Prescription) 1 Pair Of Sunglasses
5. Hairbrush (Plastic Only, **No Handles**)
6. Headphones (For Radio)
7. Legal Documents
8. 20 Letters
9. 20 Photos ONLY (**Sent ONLY From 3<sup>rd</sup> Party Vendor**) See Page 4 Warden Approved
10. 1 Photo Album (Plastic Binder - No Metal) – Allows More Than 20 Photos
11. 8 Publications - **MUST BE NEW & NO HARD BACK** (Bible, Koran, Books, Magazines, Newspapers, etc.)
12. Jewelry (1 Wedding Ring, 1 Religious Chain or Pendant, 1 **Black Wrist Band**)-No Metal Band  
Total Cannot Exceed \$250.00
13. 1 Pair Tennis Shoes - Purchased From Commissary
14. Color Drawing Pencils, Regular Pencils, ONLY Blue Ink Pens
15. **No Steel or Composite Toe Boots** allowed. Shoes must be secured in your Locker Box (Except Shower Shoes and Work Boot).
16. Each Inmate is provided with 2 padlocks; your locked box should always be secured. An unlocked locker box is not a common area and will be treated as always locked.

**PRE-APPROVAL IS (REQUIRED) BEFORE ORDERING OUTSIDE OF CCCI:**

**(DO NOT ORDER) BEFORE YOU HAVE PRE-APPROVAL**

**SEND (NEW REQUEST) ON KIOSK – TO: MAIL / PHONE GRIEVANCE GROUP (FASTEST)**  
**OR** COMPLETE PAPER INMATE REQUESTS (PROVIDE **ALL** REQUIRED INFORMATION BELOW)

LIST EACH ITEM YOU WANT APPROVED (SEE EXAMPLE BELOW):

**BOOK** (PROVIDE NAME & AUTHOR)

**CD** (PROVIDE TITLE & ARTIST)

**ORDERING FROM:** AMAZON or (OTHER APPROVED COMPANY)

**PERSON SENDING ORDER TO YOU:** Mother (Jane Doe)

**(DO NOT) REQUEST PRE-APPROVAL FOR (\*\*NEW ITEMS\*\*) UNTIL YOU HAVE RECEIVED ALL OTHER PRE-APPROVED & ORDERED ITEMS.**

**INMATE PERSONAL PROPERTY / CLOTHING ITEMIZED LIST:**

| ITEMS   | LIMIT# | DESCRIPTION (COLOR, SIZE)   |
|---|--------|---|
| After-Shave                                   | 1      | Commissary Purchase Only  |
| Batteries                                     | 4      | Commissary Purchase Only  |
| Belt  | 1      | State Issued Only   |
| Blankets                                      | 2      | State Issue Only  |
| Books/Magazines/Newspaper( <b>NEW</b> )       | 8      | Not Including Legal Books ( <b>No Hardcover</b> ) ( <b>New Only</b> ) |
| Caps  | 1      | <b>NO</b> Baseball Caps   |
| Cartridge-Type Razor & Blade Packs            | 1      | Commissary Purchase Only  |
| CD'S <b>New</b> (Pre-Recorded, Unbroken Seal) | 10     | <b>CANNOT BE:</b> ( <b>Parental Advisory or</b> Explicit Content)     |
| Coffee Mug (Unbreakable)                      | 1      | Commissary Purchase Only (Non-Offensive)                              |
| Comb (5 Inches <u>or</u> Less)                | 1      | <b>No Handle</b> (Flexible-Plastic)                                   |
| Conditioner                                   | 2      | Commissary Purchase Only  |
| Denture Sets                                  | 1      | Dentist / Commissary Purchase Only                                    |
| Deodorant                                     | 2      | Commissary Purchase Only  |
| Disposable Razor                              | 1      | State-Issued (Return Used & Get New)                                  |
| Disposable Razor Pack (Personal)              | 2      | Commissary Purchase Only  |
| Drinking Cup (Unbreakable)                    | 1      | Commissary Purchase Only (Non-Offensive)                              |
| Ear Plugs (Pair)                              | 1      | Commissary Purchase Only  |
| Electric Razor                                | 1      | Commissary Purchase Only  |
| Envelope (Manilla)                            | 3      | (10"x13") - Commissary Purchase Only                                  |
| Envelopes                                     | 25     | Small Size - Commissary Purchase Only                                 |
| Eyeglasses (Pair)                             | 1      | Commissary Purchase Only  |
| Hair Brush - <b>No Handle</b> - Plastic Only  | 1      | Commissary Purchase Only  |
| Headphones (2-1 Earbud / 1 Headphone)         | 1      | Commissary Purchase Only  |
| Knit Skull Cap / Toboggan                     | 1      | State Issue Only  |
| Jacket (Seasonal)                             | 1      | State Issue Only  |
| Letters                                       | 20     | Must Store In A 10"x13" Envelope                                      |
| Lotion  | 2      | Commissary Purchase Only  |
| Mirror  | 1      | Unbreakable - Commissary Purchase Only                                |
| Pencils and <b>BLUE INK</b> Pens              | 2      | <b>Non-Retractable</b> -Commissary Purchase Only                      |
| Photographs – SEE PAGE 4                      | 20     | <b>(From Approved 3<sup>rd</sup> Party Vendor ONLY)</b>               |
| Photo Album                                   | 1      | Plastic- <b>No Metal</b>  |
| Pillow Case                                   | 1      | State Issued  |
| Plastic Bowl & Lid (small)                    | 1      | Commissary Purchase Only  |
| Plastic Spoon                                 | 1      | Commissary Purchase Only  |
| Playing Card Deck                             | 2      | Commissary Purchase Only (Non-Offensive)                              |

| INMATE PERSONAL PROPERTY / CLOTHING ITEMIZED LIST:   |        |  |
|--|--------|--|
| ITEMS  | LIMIT# | DESCRIPTION (COLOR, SIZE)  |
| Radio, CD Player (4 in x 6 in)   | 1      | Commissary Purchase Only   |
| Religious Pendant Necklace   | 1      | Chaplin recognized religion – <b>Not Homemade</b>                          |
| Ring   | 1      | Wedding Ring <b>ONLY</b>   |
| Shampoo  | 2      | Commissary Purchase Only   |
| Sheets   | 2      | State Issue Only   |
| Shirts (Short sleeve)  | 3      | State Issue Only   |
| Shoes (Bedroom) Pair   | 1      | Commissary Purchase Only   |
| Shoes (Shower) Pair  | 1      | Commissary Purchase Only   |
| Shoes (Tennis) Pair  | 1      | Commissary Purchase Only (Solid Black or White)                            |
| Soap   | 2      | Commissary Purchase Only <u>or</u> Medically Issued                        |
| Socks  | 3      | State Issue Only   |
| Stamps (Postage)   | 20     | Commissary Purchase Only   |
| Sweatshirts  | 2      | State Issue Only   |
| Thermal Underwear  | 1      | State Issue Only   |
| Tooth Brush  | 1      | Commissary Purchase Only   |
| Toothpaste   | 2      | Commissary Purchase Only   |
| Towels   | 2      | State Issue Only   |
| Trousers   | 2      | State Issue Only   |
| Underwear  | 3      | State Issue Only   |
| Washcloths   | 2      | State Issue Only   |
| Wristwatch (Birthday Month Only)   | 1      | <b>“Black” Rubber <u>or</u> Cloth Band (No Smart Watch) NO METAL BANDS</b> |
| Writing Tablet - <b>No Wire</b>  | 1      | Commissary Purchase Only   |
| <b>NOTICE:</b> Items <u>not</u> issued by CCCI that exceed property limits are considered nuisance contraband and will be disposed of immediately. |        |  |

If your money is not being held in reserve, you are allowed to spend **\$100.00 a week** (not including shoes and radio). **Your ID Card Is Required** to pick-up your store order. You must bring Mesh Laundry Bag or Pillowcase to take your store order back to Dorm. **NOTICE:** There's a **\$60.00 maximum** worth of goods allowed in your possession at a time.

The following items are allowed in your possession from the store at any given time:

- 14 Combined Food Items (Soups, Tuna, And Etc.)
- 14 Combined Bottle Drinks
- 14 Combined Snack Items (Chips, Crackers, Candy Bars Etc.)
- 5 Bars Of Soap
- 2 Bottles / Tube Of Shampoo
- No Left-Over Containers, All Containers Must Be Clear And Have The Original Contents In It
- No Expired Food **Or** Other Items
- 3 Tubes Toothpaste (No White)
- 4 Total Hair Care Products
- No Adult Lyric CD's - **CANNOT BE:** Parental Advisory or Explicit Lyrics/Content

## INSTITUTIONAL DRESS CODE:

Inmates **will not** leave their dorm unless they are properly dressed. This means the following:

1. Shirts buttoned completely, pants fastened, and shirt tucked neatly into pants.  
Pants will be worn on **or** above hips.
2. Clothing will not be marked **or** altered in any way.
3. Proper undergarments will be worn (underwear, t-shirts, socks).  
**NO** Orange recreation shorts will be worn under your Inmate uniform.  
**Recreation Shorts:** (Approved For: **Living Area** and **Recreation Yard Only**).
4. Belt will be worn always with State Uniform.
5. Inmate's labeled number will be displayed on each item of clothing as authorized by Supply Officer.
6. Shower Shoes may be worn outside building to **Boot Room** and **Recreation Yard ONLY**, and **MUST** BE WORN WITH SOCKS.
7. **NO Tennis Shoes allowed** on outside work details.
8. Inmates are allowed to wear (1) watch, (1) religious medallion on a chain, and (1) wedding ring. **No Homemade Jewelry.**
9. Fingernails will be kept short and clean at all times.
10. Boots allowed in building for assigned inside work detail **ONLY**. (**Boots must be stored on assigned shelf matching your bunk number**).
11. You must be clean shaven daily unless you have a beard. Goatees **are not** authorized.
12. Inmates that are improperly dressed, and or found guilty of altering State Clothing will be subject to **Disciplinary Report**.
13. **NO** Hats, Doo Rags **or** any other Head Gear allowed in Day Rooms **or** Hallways. Inmates **will not** be allowed to wear head covering of any kind (religious, secular, or work related), anywhere except an Inmate's living area or during worship service. All head covering will be subject to removal and inspection at officer suspicion or during Dorm Inspection times per security need.

## LAUNDRY / CLOTHING PROCEDURES:

**LAUNDRY CALL** - Determined By Security Staff

Laundry Room maintains Inmate Clothing Records. **Do Not** give or throw away anything on your clothing record, ALL items **must** be returned to Laundry Room to be removed from your record.

**CLOTHING EXCHANGES** - Handled By: Supply Officer Only

Clothing exchange is Sunday - Thursday Nights following 2100-hour count.

All Exchange Request Must Be On Inmate Request Form

**CLOTHING EXCHANGES** - Must Submit Written Request To Supply Officer

- To receive items already on your clothing record sheet, **you must turn in old items** before receiving new ones.  
**Note:** If you do not have the old item to return, you will receive a **Disciplinary Report**.

### SOILED LAUNDRY

There are labeled containers (A, B, C, D, and Special Detail) inside the Shakedown door; be sure to place your laundry in the correct container based on your assigned Detail.

**New Inmates Are Issued The Following Clothing:**

- |                             |  |  |              |
|-----------------------------|--|--|--------------|
| • (2) Pair Work Pants       | • (3) T-Shirts   | • (3) Pair Socks                             | • (2) Towels |
| • (3) Pair Boxer Shorts     | • (1) Pair Boots   | • (2) Long John Bottoms (Seasonal)           |              |
| • (1) Toboggan (Seasonal)   | • (1) Coat (Seasonal)  | • 2) Washcloths                              |              |
| • Combination Lock(s)       | • (1) Belt   | • (1) Visitation Shirt (Stays In Laundry Rm) |              |
| • (1) Approved Drinking Cup | • (1) Pair Visitation Pants (Stays In Laundry Rm)                      |  |              |
| • (1) Inmate ID Card        | • (2) Sweatshirt (Seasonal) - Allowed For Recreation Area or On Detail |  |              |
| • (1) Inmate Handbook       | •  |  |              |

**NOTICE - INMATES ARE RESPONSIBLE FOR THEIR CLOTHING**

Items **not returned** to proper clothing area will result in loss of this item. The clothing will be returned when you leave the Facility (You will be charged a replacement cost; this includes if items are lost, stolen, defaced, or destroyed). **Example:** Turning coat in to Laundry during summer months).

### MEAL SCHEDULE:

The CCCI Staff sample meals to assure quality and quantity of meals served to Inmates.

#### Weekdays

|                  | Regular Work Schedule | 4 Ten Hour Days |
|------------------|-----------------------|-----------------|
| <b>Breakfast</b> | 0515 - 0615           | 0515 - 0615     |
| <b>Lunch</b>     | 1200 - 1230           | 1200 - 1230     |
| <b>Dinner</b>    | 1800 - 1915           | 1800 - 1915     |

#### Weekends

|                  |             |             |
|------------------|-------------|-------------|
| <b>Breakfast</b> | 0610 - 0710 | 0610 - 0710 |
| <b>Dinner</b>    | 1800 - 1900 | 1800 - 1900 |

These are approximate times because there is always a possibility of equipment failure and/or manpower shortages. When mealtime is called, you will go to Dining Hall in an orderly manner. Once in Dining Hall, talking must be in a quiet voice at all times.

**NOTICE:** **NO** Giving or trading of food between Inmates. **NO** food or any other item will be taken from Dining Hall.

### INMATE RESPONSIBILITIES:

1. Obey orders given to you by the Staff of this Facility.
2. Conform to the general rules and schedules contained in the operations manual of this Facility.
3. Return for counts as required by this Facility.
4. Be in your Dorm at final lockup and remain there during the hours of darkness, unless you are on an out-count **or** under Staff Supervision.
5. Request assistance from Facility authorities if you are personally **or** physically abused by either Inmates **or** Staff. Retaliation for such abuse, no matter what the provocation, **will not** be condoned **or** tolerated.
6. Maintain a civil and respectful behavior toward other Inmates, Staff, and Visitors.

### INMATE RESPONSIBILITIES:

7. Keep yourself, your living area, work area, clothing, and possessions in a healthy and safe condition.
8. Inform your potential Visitors of all rules of this Facility as they apply to them, and to ensure you and they are in compliance.
9. Become familiar with this Inmate Handbook so you **do not** ask questions that are already answered.
10. Make sure there are ABSOLUTELY no animals **or** plants of any kind in your Dorm.

### SAFETY AND SANITATION OF LIVING UNITS

You will be held accountable for keeping your living and work area safe, clean, and uncluttered. Rules regarding Dorm Sanitation, Safety, Arrangement, and Inspections are also contained in the following Search Policy. If you have any questions, contact your Dorm Officer.

### SEARCH POLICY

- A. Inmates are subject to searching at any time.
- B. Inmates are subject to strip searches.
- C. **All searches** will be conducted in a dignified manner and follow sanitary conditions in cases of strip searches.
- D. Officers **will not** threaten, insult, or make suggestive remarks while conducting searches.
- E. No Inmate will be subject to searches or repeated searches of his person or cell as a method of harassment.
- F. Inmate searches requiring probing of a body cavity, x-rays, or any other medical procedure, will be conducted in the CCCI Medical Section by trained medical personnel.

G. Searches, shakedowns and/or strip searches of Inmates can and will be made as needed.

### **VARIOUS ADDRESSES YOU MAY NEED**

If you need to contact a specific department, be sure to mark the mail that department (Example: If you are writing the Office of Inmate Affairs, the address would be as follows:)

Department of Corrections Attention: Office of Inmate Affairs

#### **State Board of Pardons & Paroles**

2 Martin Luther King Jr. Drive  
Suite 458, Balcony Level, East Tower,  
Atlanta, GA 30334

#### **Center For Prisoners' Legal Assistance, P.C.**

P.O. Box 1268, Alpharetta, GA 30009-1268

#### **Georgia Criminal Information Center**

Attention: Security Office  
P.O. Box 370748, Decatur, GA 30037

#### **Office Of Professional Standards**

PO Box 986, Forsyth, GA 31029

#### **Georgia Department of Corrections**

300 Patrol Road, Forsyth, Ga. 31029

#### **Department of Public Safety**

959 E. Confederate Ave, Atlanta, GA 30316

#### **Americans with Disabilities Act (ADA)**

Georgia Department of Corrections  
P.O. Box 1529, Forsyth, Georgia 3102

### **AMERICANS WITH DISABILITIES ACT (ADA)**

It is the policy of the Georgia Department of Corrections (GDC) to maintain compliance with the Americans with Disabilities Act (ADA), a Civil Rights Law, which requires accessibility to programs, services, and activities to individuals with disabilities and prohibits discrimination. GDC Standard Operating Procedure (SOP) 103.63 provides an open and meaningful accommodations request process, which offers resolution to offender complaints and allegations related to concerns and issues related to the ADA. GDC Standard Operating Procedure 227.02, provides information regarding ADA related grievances. These policies may be accessed in your Law Library. Each facility has an ADA Coordinator, who is in place to assist in ensuring you have equal access to programs, services, and activities. The

#### **CCCI ADA Coordinator is Chief Counselor Kimball.**

According to SOP 103.63, all qualified offenders with disabilities will have access to services, programs, and activities. Appropriate and effective communication will be available to ensure access to the services and programs through contracted or employed language services or other accessibility solutions. All offenders shall have equal access to the following services, programs, and activities, but are not limited to those outlined below:

- |                                      |  |
|--------------------------------------|--|
| 1. Academic and vocational education | 2. Work programs/work release programs |
| 3. Recreation                        | 4. Mail, telephone, visiting           |
| 5. Library                           | 6. Religious programs                  |
| 7. Reception and orientation         | 8. Transportation services             |
| 9. Classification                    | 10. Food Service                       |
| 11. Sanitation and Hygiene           | 12. Health Care                        |
| 13. Social Services                  | 14. Release                            |

- |   |                                     |
|---|-------------------------------------|
| 15. Commissary  | 16. Volunteer Programs              |
| 17. Mental Health Services  | 18. Safety and Emergency Procedures |
| 19. Discipline, Grievance Procedures, and Due Process proceedings |                                     |
| 20. Access to media, courts, counsel, and law library             |                                     |

To ensure effective communication with offenders who have a hearing disability, the Georgia Department of Corrections will provide appropriate auxiliary aids and services free of charge, such as: qualified sign language interpreters and oral transliterators, TTY's, videophones, note-takers, computer-assisted real time transcription services, written materials, telephone handset amplifiers, assistive listening devices and systems, telephones compatible with hearing aids, closed caption decoders or TVs with built-in captioning, open and closed captioning of Georgia Department of Corrections' programs, or other equally effective solutions. To ensure effective communication with offenders who have a vision disability, the Georgia Department of Corrections will provide appropriate auxiliary aids and services free of charge, such as: guide sticks (as medically indicated), documents with enlarged text, documents in Braille, magnifying sheets, magnifying devices, computer keyboards with enlarged text, large computer screens, bold lined paper, talking books, screen reader devices, readers, audio recordings, or other equally effective solutions.

To ensure effective communication with other offenders with communication disabilities, the Georgia Department of Corrections will provide other effective methods to make materials available to indicated individuals.

**NOTE:** You may ask or write to any of our Staff members for assistance, or you may use our ADA Accommodations Request and Grievance processes. Please see the ADA Compliance Notice in English on the next page. Other translations and accessible formats will be made available upon request.

**Americans with Disabilities Act (ADA) Coordinator - 478-993-4737**

Georgia Department of Corrections P.O. Box 1529, Forsyth, Georgia 31029

[ADA.ACCESSIBILITY@GDC.GA.GOV](mailto:ADA.ACCESSIBILITY@GDC.GA.GOV)

**AUXILARY AIDS SLIDES-ADA ACCOMMODATIONS-12-2022**



AMERICANS WITH DISABILITIES ACT (ADA)  
ADA ACCOMMODATIONS – DEAF/HARD OF HEARING &  
VISION IMPAIRED  
ACCESSIBILITY TOOLS AND AIDS

Tom McElhenney and Vanessa Linder  
*ADA COMPLIANCE UNIT*

## AMERICANS WITH DISABILITIES ACT (ADA)

- Origins in the Civil Rights Act of 1964 and the Disability Rights Movement.
- 1<sup>st</sup> Federal Civil Rights protection for people with disabilities– Section 504 Rehabilitation Act.
- ADA, Civil Rights law, signed in 1990 ( Pres. George H.W. Bush)
- ADA uses the framework of Titles II and VII of the Civil Rights Act of 1964 for coverage and enforcement and the terms and concepts of Section 504 for what constitutes discrimination.



## HANDBOOK INCLUSION

To ensure effective communication with offenders who have a hearing disability, the Georgia Department of Corrections will provide appropriate auxiliary aids and services **free of charge.**



3

Communication  
Modes:  
Deaf/Hard of  
Hearing



HEARING AIDS



COUPLER DEVICES



# Communication Modes: Deaf/Hard of Hearing



POCKET AMPLIFIER - \$139.00



# Communication Modes: Deaf/Hard of Hearing



CURRENT - VIBRATING WATCH



TICCI Men Women Unisex 8 Vibrating Alarms Watch Medication Aids Vibra Pill Alert Reminder Big Digits Waterproof



eSeasongear VB80 8 Alarm Vibrating Watch, Silent Vibration Shake Wake ADHD Medication Reminder



# Emergency Alert System



- Neosensory Alert Device– wristband slightly bigger than a Fitbit, the Buzz has a microphone that picks up sound and a computer chip that breaks it into eight frequency ranges. Each frequency range links to a built-in micromotor. When sound from a specific range activates the corresponding motor, it buzzes slightly. The buzz turns sounds into vibrations.



**GEORGIA**  
DEPARTMENT OF CORRECTIONS

Approved  
chargers:  
Deaf/Hard of  
Hearing Devices



VIBRATING WATCH- CHARGER



Neo-Sensory  
Buzz Charger



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# CL-20s Over the Ear Headphones

- Utilized by offenders with hearing aids. More comfortable to wear while wearing hearing aids.



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Califone  
Headphones-  
Can be used  
with the  
Pocke  
Amplifier.

Cost-\$19.75



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# Communication Modes: Deaf/Hard of Hearing



TELETYPE  
WRITER DEVICE  
(TTY)



CAPTIONED PHONES



# Communication Modes: Deaf/Hard of Hearing



VIDEO  
RELAY  
SERVICE  
(VRS)





VIDEO REMOTE  
INTERPRETING (VRI)



### HANDBOOK INCLUSION

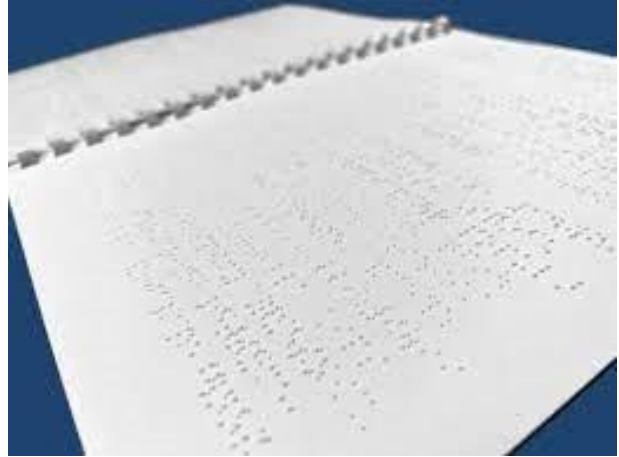
➤ To ensure effective communication with offenders who have a vision disability, the Georgia Department of Corrections will provide appropriate auxiliary aids and services free of charge.



# Documents in Braille



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DEPARTMENT OF CORRECTIONS



GLASSES/READERS



MAGNIFYING SHEET



MAGNIFYING  
SHEET W/  
BORDER



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DEPARTMENT OF CORRECTIONS

# BOLD LINE PAPER



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DEPARTMENT OF CORRECTIONS

**Talking Book Player**



**Book Cartridge**



## Equipment

Upon becoming a GLS patron, the user can receive a Talking Book Player and eventually talking book cartridges. The Player is assigned to them for as long as they are interested in being a member however, we do expect them to be handled with care and returned when no longer used. Misuse of GLS equipment will result in suspension of GLS account.



**GEORGIA**  
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Toilet Seat  
with  
Handles/Rails



Step Stool



## INMATE PREA POLICY ACKNOWLEDGEMENT

Carroll County C.I. has a zero-tolerance policy regarding illegal sexual acts, sexual harassment or sexual misconduct in either the Correctional Facility, Place of Business and in the Community where Work Details are assigned or operated by the Department.

Furthermore, sexual teasing, joking, intimidation, innuendos, remarks, labeling, negative sexual referencing, or sexual discrimination is prohibited.

Should any Inmate be involved in any PREA Incidents of harassment or abuse the Facility has free to Inmates Advocacy Services with the Southern Crescent Sexual Assault Advocacy Center , P.O. Box 1788, Jonesboro, Ga. 30237, 770-477-2177 and PARC, P.O. Box 2825, Carrollton, Ga. 30112, 770-834-7273. Carroll County C.I. also has a free to Inmate Language Line with Language Line Solutions. Contact and use may be obtained through Facility Counselors, SART Team or PREA Investigators.

## PREA POLICY ACKNOWLEDGEMENT

**WHAT TO DO IF YOU'VE BEEN SEXUALLY ASSAULTED**

- Get to a safe place
- Even if you want to clean up immediately, it is important to save the evidence
- Don't use the bathroom, brush your teeth, shower, or change your clothes.
- Report it, even if you don't have any evidence.
- Tell any staff member. You may tell in person, send a kiki, or drop a note under a staff member's door. It doesn't matter – just tell someone.
- Call the PREA hotline at \*7732 (PREA) from any inmate phone. You do not have to enter your pin number.
- Seek support from friends, family, mental health, medical, or counseling staff.

The Georgia Department of Corrections has zero tolerance for sexual assault and sexual harassment.

**What is sexual assault?**

Anytime another inmate touches the sexual parts of your body, forces you to touch the sexual parts of their body, has sex with you, or forces you to have sex with someone else. Sexual assault is a crime. It is against the law. It is against the Department of Corrections policy. It is against the Georgia Department of Corrections policy.

**What is sexual harassment?**

Anytime another inmate touches the sexual parts of your body, forces you to touch the sexual parts of their body, has sex with you, or forces you to have sex with someone else. Sexual harassment is a crime. It is against the law. It is against the Department of Corrections policy. It is against the Georgia Department of Corrections policy.

**What is sexual abuse?**

Anytime another inmate touches the sexual parts of your body, forces you to touch the sexual parts of their body, has sex with you, or forces you to have sex with someone else. Sexual abuse is a crime. It is against the law. It is against the Department of Corrections policy. It is against the Georgia Department of Corrections policy.

**Reporting is the first step!**

County Prison Inmates Call: 1-888-952-7949

Probationers: Call 1-888-952-7949

You may also report allegations to any staff member, or write to one of the following:

**Statewide PREA Coordinator**  
300 Patrol Road  
Forsyth, GA 31029

**On-call/after hours**  
P.O. Box 1529  
Forsyth, GA 31029  
(478-992-5338)

**Director of Victim Services**  
2 MLK Jr. Dr., Suite 408 East Tower  
Atlanta, GA 30334

**Sexual Assault Sexual Harassment Prison Rape Elimination Act (PREA)**

**How to prevent it**  
**How to report it**

**What will happen to me if I make allegations knowing there is no label?**

Any person who files an allegation or sexual abuse knowing it is no label will be subject to serious disciplinary action. In appropriate cases, the Department of Corrections will actively pursue criminal prosecution.

The Department of Corrections will seek information and criminal prosecution on state, employees, contractors, visitors, inmates or offenders who engage in sexual abuse of offenders.

**What is sexual assault?**

Anytime another inmate touches the sexual parts of your body, forces you to touch the sexual parts of their body, has sex with you, or forces you to have sex with someone else. Sexual assault is a crime. It is against the law. It is against the Department of Corrections policy. It is against the Georgia Department of Corrections policy.

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**Examples of sexual assault:**

- Rape – forcible penetration
- Someone forcing you to have sex with them or another person in exchange for sex
- Someone offering you protection in exchange for sex
- A staff member offering you a privilege if it is a favor in exchange for sex

**What is sexual abuse?**

Anytime another inmate touches the sexual parts of your body, forces you to touch the sexual parts of their body, has sex with you, or forces you to have sex with someone else. Sexual abuse is a crime. It is against the law. It is against the Department of Corrections policy. It is against the Georgia Department of Corrections policy.

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**It is not your fault if you were sexually assaulted.**

**Sexual assault is not part of your sentence!**

**Avoid sexual abuse:**

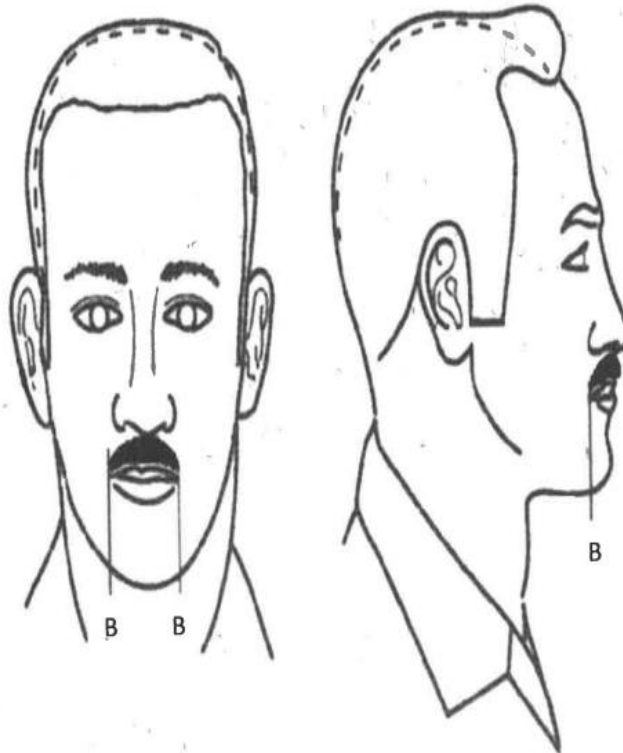
- Do not accept gifts or favors from others. Most gifts come with strings attached.
- Be alert and avoid drugs or alcohol. These weaken your ability to make good judgments.
- Stay in well-lit areas.
- Trust your instincts.

## CLOSING STATEMENT

We hope this Handbook has helped you understand how the Carroll County Correctional Facility operates. This Handbook is just one way we try to provide knowledge and understanding of what is expected of us and you during your stay.

**MALE GROOMING STANDARDS DIAGRAM 1**

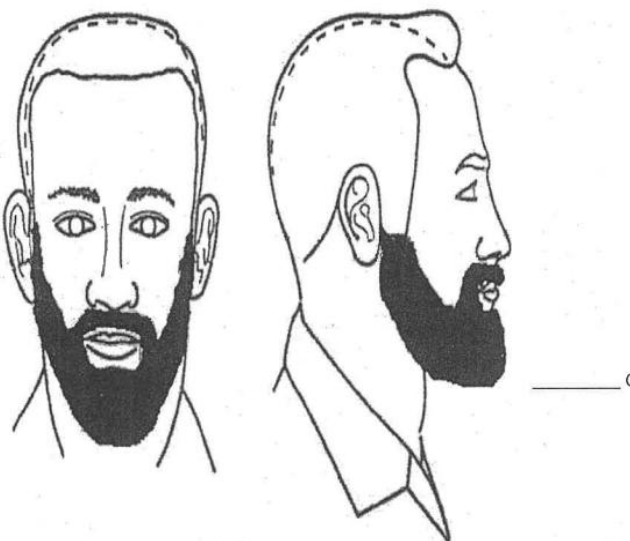
No mustache will extend sideways beyond a vertical line drawn upward from the corner of the mouth (B)

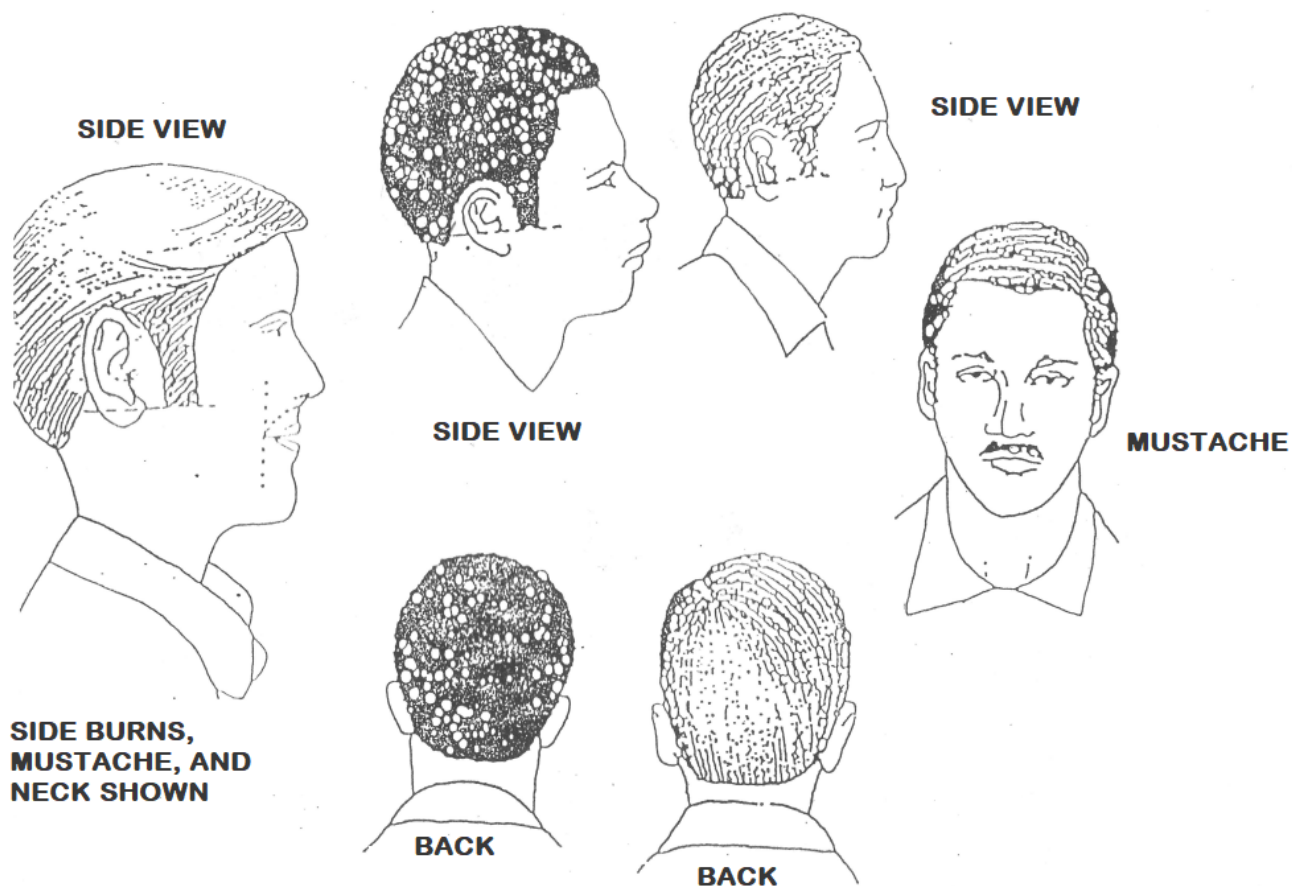


No portion of the mustache will cover the lip

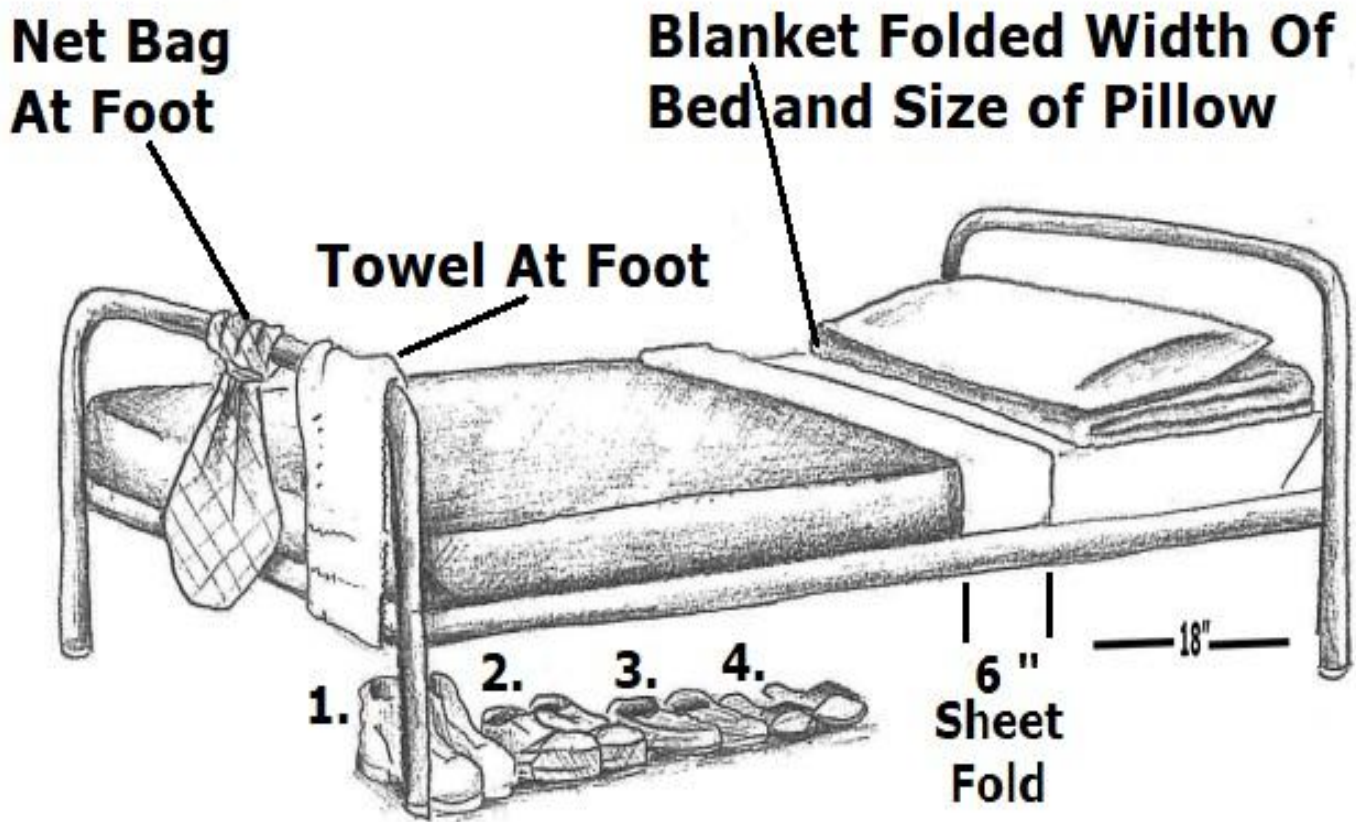
**MALE GROOMING STANDARDS DIAGRAM 2**

The beard  
cannot exceed  
½ inch in  
length on any  
part of the  
face. (C)

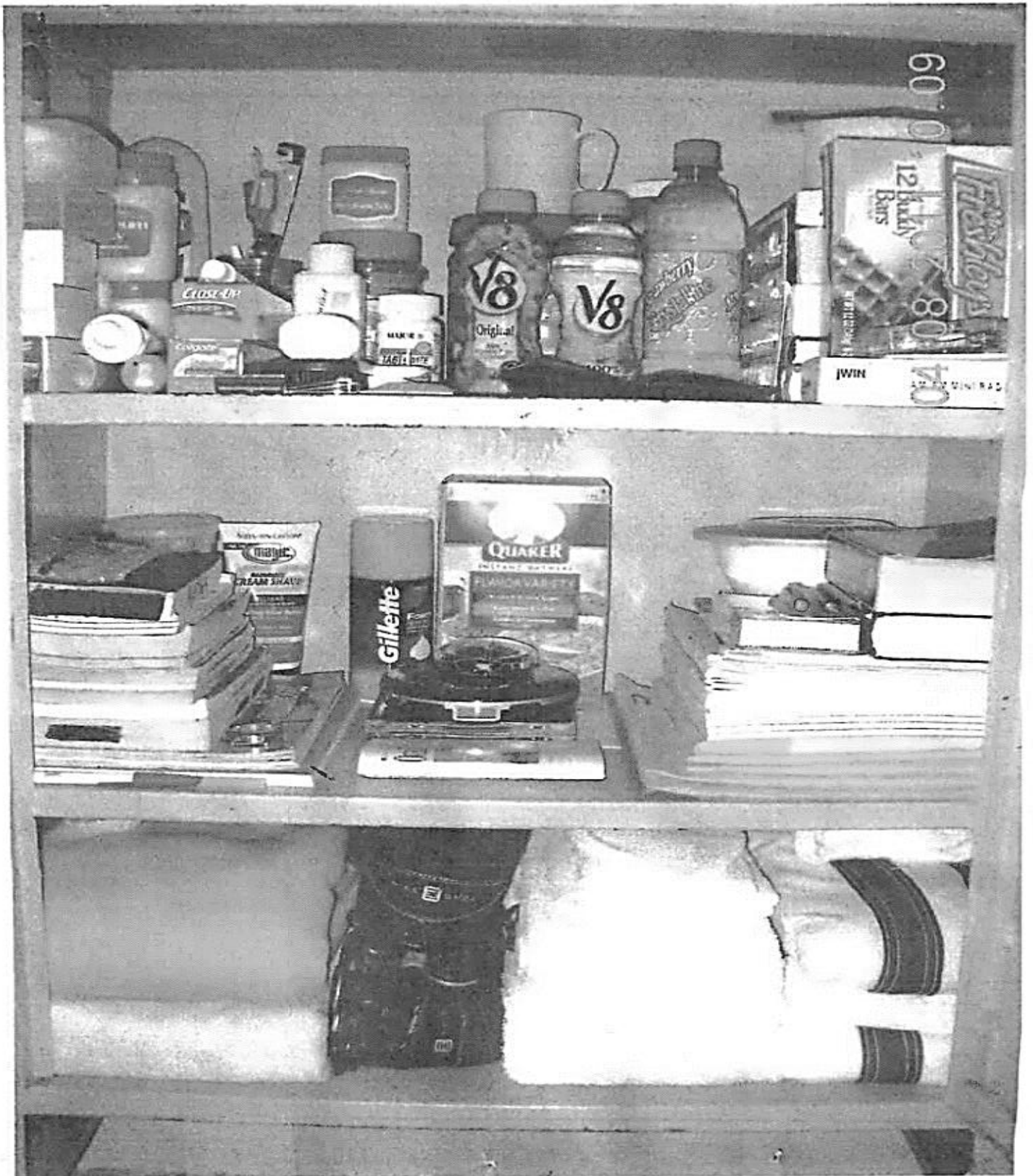




APPENDIX 9  
SOP 11500-0001



WALL LOCKER DIAGRAM



**DRAWER DIAGRAMS 1 & 2**



## INMATE SIGNATURE FORM OF HANDBOOK RECEIVED

By Printing and Signing my Name below, I agree I have received a copy of the Carroll County Correctional Institution Inmate Handbook and agree to read it, follow it, and ask questions if **I do not completely understand** what is required of me while located at this Facility.

---

INMATE PRINTED NAME

---

GDC#:

---

INMATE SIGNATURE

---

DATE:

**In-Take Personnel:** Remove this page and give to Counselor: Place In Inmate File