

Knox County Sheriff's Office Inmate Handbook



2018



KNOX COUNTY SHERIFF'S OFFICE INMATE HANDBOOK

Sheriff Jimmy "J.J." Jones

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PREFACE

The Knox County Sheriff's Office operates three correctional facilities.
They are:

Knox County Jail

400 Main Avenue

Knoxville, Tennessee 37902

(KCJ)

Phone: (865) 215-2476

Roger D. Wilson Detention Facility

5001 Maloneyville Road

Knoxville, Tennessee 37918

(RDWDF)

Phone: (865) 281-6700

Knox County Work Release Center

5109 Maloneyville Road

Knoxville, Tennessee 37918

(KCWRC)

Phone: (865) 281-0607

All mail intended for inmates should be mailed to the Roger D. Wilson Detention Facility.

This handbook is provided for your use while incarcerated with the Knox County Sheriff's Office Correction's Division. This handbook is a basic guide and, by no means, is an all-inclusive document. The information provided will assist you in adjusting to confinement and help you gain a better understanding of correctional procedures. Additional information can be obtained from the Classification Orientation, the inmate bulletin boards, and from correction's staff. Updates or changes may be made to this handbook without prior notice as the need arises.

You will be required to pay a replacement fee for **any** county property or issued property defaced, damaged, destroyed or lost. You may also be charged criminally. The replacement amount will be deducted from your inmate money account prior to your release. If you do not have funds in your account during this incarceration period, your account will automatically be checked each time you are incarcerated in Knox County until your debt is paid in full.

SECTION I: GENERAL SERVICES AND PROCEDURES

SUB-SECTION A: EMERGENCY SITUATIONS

1. During any emergency, you will follow all orders given by a staff member without question or delay.
2. If you have a personal emergency, such as, but not limited to:
 - a. Medical Emergency
 - b. Assault, of any nature
 - c. Suicidal

Feeling Lost, Lonely, Desperate?

When it seems like there's No Hope, there is HELP

**If you feel trapped...If you feel you have no one to turn to... If you've been feeling
down for a while,**

IT IS IMPORTANT TO TALK TO SOMEONE

If, for whatever reason, you feel you may want to HARM yourself – PLEASE press your emergency button or go to your Correction's staff member. Ask to speak with a counselor, Chaplin, or SOMEONE – We have a person YOU CAN SPEAK TO.

We WILL LISTEN and together we will work to find a way to HELP you.

WITH HELP COMES HOPE

SUB-SECTION B: VISITATION

I. General Information/Procedures

Knox County Correctional Facilities use video visitation as our only method of personal visits. Inmates may utilize kiosks or tablets, located in the housing units, to access these visits.

- a. Visitors may visit you externally by using their home computers to schedule external remote visits. Visitors need to schedule these visits one week prior to the date they wish to visit remotely with you. Visitors will need to create an account with the current vendor by visiting JAILATM.COM. After establishing an account, the visitor may schedule up to two (2) – thirty (30) minute visits per week. The cost of each visit is \$5.99 per thirty (30) minute visit. Prior to the scheduled visit time, the visitor will log onto JAILATM.COM to access the visit. You will be informed to be at a kiosk, or be provided a tablet, for the scheduled visit. Upon arriving at the kiosk/tablet, you will see the incoming call displayed on the screen. You need to log into your account and accept the visit. The visit will automatically disconnect at the end of thirty (30) minutes or at any time either party chooses to click the end call icon.
- b. Visitors without access to computers may opt to visit you internally at no charge. This visit will be conducted at the Knox County Visitation Center located at 5109 Maloneyville Road. Visitors may call our visitation staff and request to schedule an internal visit. Internal visitors will need to bring their driver's license or state issued identification card with them. The visitor must report to the Knox County Visitation Center 10 minutes prior to the scheduled visit to check in. Once checked in, the visitor will be directed to a kiosk where they will enter their identification into the kiosk. Then the visitor will choose your name from an alphabetical list to start the visit. You will be informed when you are needed at a kiosk, or provided a tablet, for the scheduled visit. Upon arriving at the kiosk/tablet, you will see the incoming call displayed on the screen. You will then log into your account and accept the visit. The visit will automatically disconnect at the end of thirty (30) minutes or at any time either party chooses to click the end call icon.
- c. All video visits are recorded and subject to monitoring at any time.
- d. Inmates will be charged \$0.19 per minute for video visitation.

- e. You are required to wear your full issued uniform at all times during a visit.
- f. Visitors will be required to be fully clothed in proper attire during the visit. No pornographic or sexual activities will be allowed during the visit. Any violation of this rule will result in your visit being immediately terminated and you will receive disciplinary sanctions from the disciplinary board, to include but not be limited to, loss of visitation privileges and/or disciplinary segregation. The person visiting you will have their visitation privileges suspended indefinitely.
- g. When utilizing kiosk or tablets for video visitation within the housing units, general population inmates at RDWDF and KCWRC will be permitted a maximum of one hour of visitation per week. This will be split into two (2) scheduled thirty-minute visits. Any change to these hours must be pre-approved by the Facility Commander or his/her designee. Inmates at KCJ may visit at any time during scheduled recreation.
- h. Inmates may also utilize tablets in the housing units for unlimited video calls. Inmates will be charged \$0.19 per minute for video calls.
- i. Tablets may only be utilized in your assigned cell/bunk.
- j. When utilizing the kiosk visitation at the KCWRC, children under 18 years of age are allowed to visit, however, a parent or legal guardian must accompany them during the entire visit, unless prior approval of the Facility Commander or his/her designee has been obtained.
- k. Visits with your attorney are conducted at the facility where you are assigned. You can visit your attorney between the hours of 8:00 a.m. and 10:00 p.m. Attorney visits during any other times must have approval from the Facility Commander or his/her designee. Attorneys have the ability to use video visitation that will be considered privileged and will not be recorded. Your attorney must contact the facility administrative staff to set up this type of communication prior to utilizing this service.

2. Visitation Hours

Detention Facility Visitation Hours:

Mornings: 8:00 a.m. to 10:00 a.m. and 11:00 am to 1:00 p.m.

Evenings: 4:00 p.m. to 6:00 p.m. and 7:00 p.m. to 9:00 p.m.

Daily Schedule:

Day/Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Mornings	Unit 2 and 3	Unit 1 and 3	Unit 3 and 4	Unit 2 and 3	Unit 3 and 6	Unit 1 and 3	Unit 3, 4, and 6

Evenings	Unit 3 and 4	Unit 2 and 3	Unit 3 and 6	Unit 1 and 3	Unit 3 and 4	Unit 2, 3, and 6	Unit 1 and 3
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KCJ Visitations are available 7 days a week from 9:00a.m.-1:30 p.m. and 2:30 p.m.-9:00 p.m.
Work Release Center Visitations are available 6:00pm – 10:00

3. Handicap Visits

Handicap visits will be conducted at the Roger D. Wilson Detention Facility via video kiosk in the lobby. Visitors will need to call the facility at 865-281-6728 to schedule these visits.

NOTE: THE CORRECTION'S DIVISION RESERVES THE RIGHT TO SUSPEND OR CHANGE VISITATION HOURS AT ANY TIME, FOR THE SAFETY AND SECURITY OF THE FACILITIES.

SUB-SECTION C: INMATE COMMUNICATIONS

1. General Information

- a. Newly admitted arrestees will be allowed to make one (1), three-minute local telephone call during the admissions process. There will be one (1) additional free, three-minute phone call available to you. Any subsequent calls will be subject to charge.
- b. Although you may not receive telephone calls, you may make outgoing calls. Telephones are available for use in each housing area day room.
- c. In order to make personal telephone calls from your housing area, you must use the PIN number issued to you when you were booked. **This PIN number is located on your property receipt.**
- d. Each time you are booked, you will be issued new PIN number and it will appear on your property receipt. It will be your responsibility to keep this receipt or remember your personal number.
- e. Personal identification numbers **will not** be shared between inmates. Anyone caught doing so, will have his/her telephone privileges suspended and disciplinary action will be taken.
- f. Instructions for the use of the telephone will be provided when you pick up the handset. Follow the voice prompts to complete your call. Additional information will be located on the inmate bulletin boards or near the inmate telephone area.
- g. Three-way calling is **NOT** permitted, anyone caught doing this will have his/her telephone privileges suspended and disciplinary action will be taken.

- h. Abuse of telephone equipment will not be tolerated. Damage to county property will result in disciplinary and criminal action.
- i. All inmates are required to use courtesy when using the telephones. Any attempt to control the telephone, or to harass the called party, will result in the suspension of your telephone privileges and disciplinary action taken against you.
- j. Time limits are placed on all telephone calls to allow all inmates access to the telephone.
- k. All telephones are subject to being recorded.

2. Current calling rates from Inmate phones are:

Call Type	Pre-Paid Call Rate	Debit Call Rate	Collect Call Rate
Local	\$2.85 per call	\$2.85 per call	\$2.85 per call
IntraLata/Intrastate	\$2.85 per call	\$2.85 per call	\$2.85 per call
InterLata/Intrastate	\$2.85 per call	\$2.85 per call	\$2.85 per call
Out of State	\$0.21 per minute	\$0.21 per minute	\$0.25 per minute
International	\$1.00 per call + \$0.95 per minute	\$1.00 per call + \$0.95 per minute	N/A

NOTE: Inmates having an "Order of Protection" against them, or any court order restricting communications with a victim, are not to communicate with the Petitioner(s)/Victim(s). If you violate this rule, you will have disciplinary action taken against you and will be subject to additional criminal charges.

3. Emergency Telephone Calls

Should your family need to contact you in an emergency, they must contact the facility in which you are housed. Once the emergency is verified, arrangements will be made for you to contact your family.

4. Legal Calls

- a. Inmates access the Public Defender's Office by **dialing *333** from any PIN phone.
- b. Inmates, who are unable to reach their attorney by using the provided PIN telephones, may submit a request for a special/attorney telephone call from any pod kiosk or inmate tablet. Once approved by the supervisor, the pod officer will make arrangements for the inmate to contact his/her attorney from a staff telephone. All legal calls will be entered into IMS. **TCI-1400-01-.12(6)**
- c. If you wish to report information regarding a crime you may dial ***444** to access the **Crime Tips** reporting line.

5. Calls from the Medical Unit

Inmates housed in the Medical Unit will be afforded both legal and personal phone calls. Upon request from kiosk or tablet, legal phone calls will be arranged as soon as possible.

6. Staff Telephones

Inmates are **NOT** allowed to use staff telephones without permission.

7. TDD Telephones (Telecommunications Device for the Deaf)/ VRS (Video Relay Service)

9. In accordance with ADA mandates, the Knox County Sherriff's Office utilizes both Video Relay and TTY services in order to provide telecommunications access for the hearing impaired. Notify a staff member if you need these services.

10. Intercoms

Intercoms are for **emergency use only!** Non-emergency use will result in disciplinary action against you.

11. Vandalism

If you are caught damaging any facility communications device, disciplinary and criminal action will be taken against you.

SUB-SECTION D: PERSONAL MAIL/ELECTRONIC MESSAGING

1. General Information

- a. All personal mail and electronic messages are subject to censorship and inspection for contraband or any other substantial governmental interest unrelated to the suppression of expression (i.e. detecting escape plans which constitute a threat to facility security and/or the wellbeing of staff, public and/or other inmates). You will be notified if any of your mail is withheld.

2. Outgoing Mail

- a. While incarcerated, there will be no limit to amount of mail you generate. However, inmate to inmate correspondence will not be allowed without written approval from the Facility Commander.
- b. Letter writing materials for outgoing mail are available through the Commissary. Current United States Postal Service rates will be apply:
- c. All outgoing personal mail is subject to censorship. Post cards or envelopes with any type of profanity or obscene drawings on them will be returned to you.
- d. Mail addressed to any Knox County Court will be considered in-house mail and postage will not be required.

- e. Your name, IDN and return address must be placed on ALL outgoing mail. The return addresses for the Knox County Correctional Facilities are as follows:

Roger D. Wilson Detention Facility

Your Name – IDN 000000 (Must include full legal name) 5001 Maloneyville Road
Knoxville, TN 37918

- f. All outgoing mail must be given to the Pod Officer for delivery to the Mail Clerk. All mailings will be delivered to the USPS the next working day (excluding holidays and weekends).

3. Incoming Personal Mail

- a. Regardless of which facility in which you are housed, all mail is to be addressed to:

Roger D. Wilson Detention Facility

Your Name—IDN 000000 (Must include full legal name)
5001 Maloneyville Road
Knoxville, Tennessee 37918

- b. Mail will be delivered Monday through Friday, during designated time periods.

- c. You may receive five (5) photographs in the mail. However, they must meet the following standards:

- i. **NO** photograph(s) will be larger than 4" x 6"
- ii. **NO** photograph(s) will be framed or matted
- iii. **NO** Polaroid/instant type pictures
- iv. **NO** pornographic or suggestive pictures/drawings/materials
- v. **NO** photographs displaying gang signs or symbols
- vi. **NO** display of illicit or criminal activity.

- d. Incoming mail may be rejected if the Facility Commander or his/her designee deems it could reasonably be considered to:

- i. Be an attempt to incite violence based on race religion, sex, creed, or nationality.
- ii. Advocate, facilitate, or otherwise present a risk of lawlessness, violence, anarchy, or rebellion against government authority, facility staff, and/or other inmates.
- iii. Be an attempt to incite disobedience toward law enforcement officials or staff.

- iv. Be an attempt to give instructions for the manufacturing or use of intoxicants, weapons, explosives, drugs, drug paraphernalia, other unlawful articles or substances, or any other items deemed as contraband.
 - v. Contain plans to escape, unauthorized entry into any correctional facility, or information or maps which might aid in an escape attempt.
 - vi. Contain information relating to security threat group activity or use of codes and/or symbols associated with security threat groups.
 - vii. Sexually explicit material or material which features nudity which by its nature or content poses a threat to the security, good order, or discipline of the institution, or facilitates criminal activity.
- e. The Knox County Sheriff's Office will not accept any mail from/to "Inmate to Inmate". If the mail is found to come from Prisons, other jails, or from any source of "Inmate to Inmate", this mail will be denied, unless authorization was approved by the Facility Commander prior to delivery.
- f. Other Mail items not permitted:
- i. Glue, paint, white-out, or any item in liquid form, and/or any foreign substance not identifiable.
 - ii. Address labels, stickers, and/or items physically attached.
 - iii. Greeting cards
- g. If mail items are considered contraband and considered illegal by law they will be forwarded to the appropriate law enforcement agency.
- h. You will be notified, in writing, if your mail is rejected.
- i. Rejected Mail Appeals

If your mail is rejected, you may appeal the rejection within 14 working days of receipt.

- i. You may request an "Inmate Rejected Mail Appeal Form" from any staff member. Completed forms will be forwarded to the Facility Commander.
- ii. The sender of the rejected mail may also submit an appeal, in writing via the United States Postal Service, to the Facility Commander within 14 working days of receipt of the Rejection Notice.
- iii. The Facility Commander/designee will make his/her decision within 14 working days of the receipt of the appeal.
- iv. A copy of the final disposition will be sent to the Mailroom supervisor, inmate recipient and sender.

4. Legal/Privileged Mail

- a. Inmates are permitted to send and receive sealed letters to specified class of persons and organizations, including, but not limited to, the following: courts, counsel, state and local officials, correction's administrators or grievance systems, and members of the paroling authority. Staff, in the presence of the inmate, will be allowed to inspect outgoing privileged mail for contraband before it is sealed.
- b. Mail from the specified class or persons and organizations may be opened only to inspect for contraband and only in the presence of the inmate, unless waived in writing or in circumstances which may indicate contamination. Once opened and inspected, the inmate may keep only the contents of the envelope and not the envelope itself. However, the inmate may tear off and keep the portion of the envelope on which the return address is affixed.
- c. You will not receive your mail without your facility issued identification.

5. Electronic Messaging

- a. Inmates may send and receive an unlimited number of messages from kiosks and tablets located in each housing area.
- b. Inmates will be charged \$.40 for each message sent or received.
- c. No indecent, pornographic and/or subject matter deemed to be a security, or threat issue, will be permitted.
- d. Inmates may receive photographs via electronic messaging. Standard messaging rates apply.
 - i. Each photo sent via electronic messaging will be examined for content. Those images found to be sexually suggestive or explicit, display gang signs/symbols, illicit or criminal activity, or any subject matter deemed to be a security or threat issue, will be rejected.
 - ii. Senders of rejected materials will be blocked from sending future messages
 - iii. Photos will remain available for viewing by the inmate for 14 days, after which time they will be deleted from the email system.

6. Indigent Mail

- a. Indigent inmates will receive those items needed to complete two letters per week for personal mail.
- b. Indigent inmates may receive two envelopes per week (4-1/8-in-x-9-1/2-in) for

legal/privileged correspondence. The full mailing address must appear on the front of the envelope. The Mail Clerk will add postage to the letter upon verification of the recipient's address.

- c. Additional privileged, or legal correspondence, may be delivered to local courts upon request. All privileged and legal correspondence will be sent only upon verification of recipient's name and address.

NOTE: Indigent status will not be given to an inmate without proper authorization from the Money Clerk.

7. In-house Mail

In-house mail shall be clearly marked as such: Courts, Administration, Programs, etc. When applicable, facility forms should be utilized.

a. Inmate Application for Absentee Ballot by Mail

- i. If you wish to vote while incarcerated, you may request a "Voter Registration by Mail Form" from your Pod Officer. You must meet the requirements by the County Election Commission.
- ii. Your Pod Officer will submit the form to the mail clerk for mailing.
- iii. Once registered by the County Election Commission, you will be given the opportunity to vote by "Absentee Ballot".

8. Delivery Days

The Correction's Division will deliver inmate mail Monday through Friday, excluding holidays and weekends. The Correction's Division is not responsible for delayed delivery of mail or packages from the United States Post Office.

9. Books and Publications/Electronic Inmate Communication System

- a. Various publications and books are available to inmates in the facility library, as well as on kiosks and handheld tablets.
- b. If you cannot find the reading material you desire, from one of these sources, you will be allowed to have books and publications sent to you, through the United States Postal Service, from the publisher. These books and publications may not be hard-back, cannot be larger than 6" x 9 3/4" and must meet all criteria of the facility. All such items must be approved by the Facility Commander or his/her designee. **4-ALDF-5B-07**
- c. Only paperback sacred texts, received directly from the publisher, will be permitted. Sacred texts cannot be larger than 6" x 9 3/4". Many texts fit these

dimensions including large print Bibles, Catholic Bibles, and Korans. Under no circumstances will hardback, leather, bonded leather, imitation leather, leatherette, pleather, gold leaf, or silver leaf Bibles be permitted. The Facility Chaplain shall be responsible for approving all religious materials.

- d. Any subscription cost, or any other cost, associated with the receipt of any book or publication is the sole responsibility of the inmate.
- e. Paperback books may be received through the mail from private donors/sources to the Library Unit and will be coordinated by the Programs Manager under the following provisions:
 - i. No hardbacks allowed.
 - ii. Dimensions of the book will be no larger than 6" x 9 3/4".
 - iii. No indecent, pornographic and/or subject matter deemed to be a security, or threat issue, will be permitted.
 - iv. Subject to approval by the mailroom and the Library staff
 - v. Mailroom will keep a log of books that have been accepted and data of acceptance.
 - vi. Only four books allowed in an inmate's possession/cell at a time. (excluding Bible/sacred text)
- f. The electronic inmate communications system is available to publishers who may submit books, magazines, and other publications in .pdf format for distribution to the inmate population. Publishers may direct questions about this procedure to the Director of Corrections.
- g. No obscene, offensive or questionable material and/or subject matter deemed to be a security, or threat issue, will be permitted.

Note: It is understood and agreed to by the inmate, that once he/she has read the book, they can donate the book(s) to the Knox County Sheriff's Office Correctional Facility Library Unit.

10. Compact discs, LP records or Cassette tapes

Will not be accepted, unless otherwise authorized by the Facility Commander or his/her designee.

11. Photographs

The Mail Clerk or correctional staff member will notify you if you receive any unauthorized photographs.

NOTE: To forward your mail upon release, you will need to complete the proper paperwork at any branch of the United States Postal Service. Failure to properly forward your mailing address with the Postal Service will result in mail being returned to sender. Outgoing mail returned after your release will be destroyed after 30 days.

SUB-SECTION E: MONIES

1. Cashier's Checks/Money Orders

You may receive cashier's checks and/or money orders in the mail only. Regardless of your housing assignment, all cashier's checks and/or money orders must be mailed to the Roger D. Wilson Detention Facility

NOTE: All Cashier's checks and/or Money Orders must be made payable to the Knox County Sheriff's Office and include the Inmate's name and IDN number, or they will be returned to sender.

2. Cash

You may have monies deposited for you into the kiosk provided at the Roger D. Wilson Detention Facility or the Knox County Jail. You can also have funds added to your account online at JAILATM.COM. There will be a fee on all cash and credit card transactions. These fees are displayed on the kiosks at the time of deposit. Cash will not be accepted through the mail. Any cash monies received through the mail will be returned to sender.

3. Release of Funds to Authorized Recipients

- a. To have any funds released from your account to an authorized recipient, an "Inmate Property Release/Transfer Authorization" from a kiosk.
 - i. When releasing funds to an authorized recipient, you must release the entire balance of your account. The RDWDF will not allow release of funds in other amounts.
 - ii. Advise the person you authorize to receive your funds, they must provide a state issued photo ID and their social security number before the funds will be released.
- b. You may release a credit card from your property, to a bondsman, for the purpose of posting bond. You must complete an "Inmate Property Release", from a kiosk, to release your credit card.
- c. The Knox County Sheriff's Office will not be responsible for your credit card once you have released it from your property.

4. Deposits

Funds accepted and approved by the Correction's Division will be deposited into your account immediately.

5. Other Financial Transactions

Inmates may use their own personal credit or debit cards while in custody. Inmates who wish to use their cards must place their credit card or debit card information on file during initial admission. Utilization of credit card/debit card transactions is a transaction between your card provider and the contracted inmate resident banking system.

6. Restrictions

Financial transactions between inmates will not be permitted.

SUB-SECTION F: USE OF TOBACCO PRODUCTS

Smoking and the use of tobacco products and electronic/vapor cigarettes are strictly prohibited. If found using, smuggling, distributing or harboring these products, you will be subject to disciplinary action.

SUB-SECTION G: COMMISSARY

1. The Knox County Sheriff's Office Correction's Division has a Commissary Unit from which you may purchase snacks, recreational, and personal items. You must have adequate funds in your "Inmate Money Account" for all purchases. All commissary orders are placed, by you, on the inmate telephones or kiosk in your housing unit. You will need to follow all instructions on the telephone system or kiosk to order your personal commissary.
2. When the Commissary Unit receives your order, it will be verified to make sure your account has sufficient funds for your purchase. If your account balance is insufficient your order will be filled as follows:
 - a. No funds – nothing will be filled
 - b. Partial funds – ordered items, only up to the amount of money in your account, will be filled.
 - c. Sufficient funds – items will be filled as per "limits" imposed.
3. Commissary items shall remain in your provided container for storage.
4. Procedures for Commissary Delivery:

Delivery will be conducted in an orderly fashion. Inmates will be called over to the Commissary Officer, one at a time, to receive their order. At no time will more than one inmate approach a Commissary Officer. The accuracy of your order will be verified at this time and may not be disputed after you sign for your order.

5. Commissary will not be used for gambling, trading or bartering. Such abuse will result in disciplinary action and loss of commissary privileges.

NOTE: Any food items confiscated from you for gambling, trading, or bartering, will be destroyed and you will not be entitled to any compensation.

6. You will **not** be allowed to:
 - a. Transfer commissary to another inmate.
 - b. Receive commissary from another inmate.
 - c. Place orders for another inmate and pay for them out of your account.
 - d. Order more than the "imposed" limits.
 - e. Use commissary to impair and/or change your "medical condition".
7. Commissary restrictions will apply if you have a medical condition that limits your consumption of certain types or amounts of foods, drinks and/or medications.
8. Inmates housed in the Medical Units, may have their commissary orders restricted based on their physical assessments by the Medical Staff.
9. Inmates housed in the Disciplinary Unit will be allowed to order **only** personal hygiene items from the Commissary Unit.
10. Indigent inmates may receive the following items each order
 - a. 2 Stamped Post Cards
 - b. 1 Pencil
11. Indigent inmates may receive the following items **bi-weekly**:
 - a. Shampoo
 - b. Deodorant
12. Indigent inmates may also receive **one writing tablet every six weeks and one comb every six months.**

NOTE: The Knox County Sheriff's Office Correction's Division reserves the right to suspend Commissary privileges at any time. Commissary privileges may be restricted or denied if deemed hazardous to your health or well-being.

SUB-SECTION H: INMATE FUNDS

1. Upon arrival, any funds you have on your person, over \$5.00, will be placed in an electronic account for your use. There will be a \$1.25 service charge for opening this account. If you arrive with less than \$5.00 in your possession, the funds will be placed in your secured property.
2. If you wish to use your electronic account to purchase items from Commissary, you

must maintain a minimum balance of \$5.00. However, your account balance may not exceed \$2500.00.

3. All inmates being released from Knox County Sheriff's Office Correctional Facilities will be issued a debit card for the balance of their "Inmate Money Account" after all debts are satisfied. In the event you are transferred to any other correctional institution, your funds will be issued by debit card.

Fees will automatically be deducted from the debit card balance if the card not used within 15 days of activation.

NOTE: If an indigent inmate receives funds in his/her inmate money account, these funds will first be used to pay for any outstanding debts. All remaining funds will be available for their personal use.

SUB-SECTION I: HEADCOUNT

A formal inmate headcount will be conducted three (3) times per day. Once headcount is announced, you will stand at your door or at the foot of your bed. Upon request from a correctional staff member, you will state your "**FULL NAME AND IDENTIFICATION NUMBER (IDN)**". Failure to follow this procedure will result in disciplinary action taken against you.

SUB-SECTION J: RULES AND REGULATIONS

The following rules and regulations have been implemented to maintain order, sanitation, safety and security. Failure to follow the rules and regulations, as described below, will result in disciplinary action taken against you.

a. Miscellaneous

- Follow all orders given by correctional staff.
- All inmates will participate in all headcounts. No questions asked.
- You must **always** have your facility issued identification on your person.
- Only one inmate at a time, after receiving permission is allowed to approach the Officer's area.
- If an Officer tells you to go to your cell, go **IMMEDIATELY**. No questions.
- If a disturbance occurs, proceed to your cell immediately and close your door. If you are in an open housing area, (i.e.: Unit 3 at the Detention Facility or the Work Release Center) sit on your bunk and await further instructions.
- When a visitor (including supervisors and/or other staff) enters the pod area, you are not to approach them without permission from the Pod Officer.
- All Knox County Correctional Facilities are smoke-free. Anyone caught using or possessing tobacco products will face disciplinary action.
- All inmates will participate in the daily clean-up of the housing area.

- Gang related activities will not be allowed. (Signing, sagging, etc.)
- Pencils will not be allowed outside the pod/housing area.
- Televisions are to be turned off, recreation yard closed and noise level kept very low during sick call and the dispensing of medication.
- You are not to communicate with inmates placed on segregation.
- You are not to use the staff telephones without permission.
- You will not be allowed to hang pictures, paper or any other items anywhere in the unit.
- All windows, light fixtures and vents will be kept clean and free of obstructions.
- No marking on facility walls or other facility items.
- No arguing or horse playing will be allowed.
- Abuse of telephone or kiosk equipment will not be tolerated.
- Flammable, toxic and caustic materials will be used only under the supervision of a staff member.

b. Unit Housekeeping

- Inmates will be given specific duties to keep their cell areas clean.
- The facility requires all sentenced inmates to work, as permitted by their classification level and medical status, if they are not assigned to a program.
- Pre-trial and un-sentenced inmates are not required to work, except for personal housekeeping, to include their cell and housing area.

c. Cell Area

- You will not enter another inmate's cell.
- You are to keep your cell in an orderly and sanitary fashion. Beds will be made when not in use.
- Intercom buttons in the cell are to be used for emergencies only.
- Bed coverings will not be used for anything other than sleeping purposes. Bedding will not be taken into the dayroom area.
- The stool under your desk will be pushed in when not in use. (RDWDF Only)
- Your storage container and shoes will be kept under your bed when not in use.
- Your cell door will remain in the closed, but unlocked, position when you are in the dayroom. Your cell door will be locked when you are out of the pod. (RDWDF Only)
- Loud disturbances will not be tolerated unless, in attempt to gain the attention of a staff member, during an emergency situation.
- No trash is to be placed in the toilet.
- Trash containers are available for those items in your housing area (RDWDF). Trash bags are available in the housing units at the

(KCJ).

- No talking from cell to cell.
- You will be allowed to keep one issued Spork and cup in your storage box.
- You are to remain in your cell (RDWDF) /on your bunk (KCWRC & Building 3) when utilizing a tablet.

d. Shower

- Remove all soap, shampoo and other toiletries when leaving the shower.
- Keep shower door/curtain closed at all times.
- No loitering in the shower area.
- One (1) inmate per shower stall.
- You must be fully clothed when entering and exiting the shower stall.

e. Shaving

- Report any problems with the razor to your Pod Officer immediately.
- Clean razor and place plastic cover on razor prior to returning it to the Pod Officer.
- Razors will not be broken, damaged or altered in any way.
- Razors must be returned thirty (30) minutes after being issued.
- Razors will be issued three (3) times a week.
- Haircuts and beard trims will be offered and charges will be posted.
- "Haircut/Beard Trim Requests" are available on the kiosk. You must have sufficient funds in your account when you submit your request.

NOTE: Inmates are allowed freedom in personal grooming except when a valid interest justifies otherwise.

f. Dining Area - Meals (RDWDF Only)

- Eat everything on your tray or return it to the cart (no food items may be saved or traded between inmates).
- Turn in all eating utensils after each use, except for one issued Spork and cup which will be kept in your storage box.
- Take only one (1) inmate meal from the food cart and open your food tray for your Pod Officer to inspect contents. Failure to comply with this order will result in disciplinary action.
- Clean dining area after each meal.
- No standing or leaning backwards in any chair or table. Your feet are to remain on the floor at all times.
- Do not stack chairs and sit in them.

g. Recreation Yard (RDWDF and KCWRC Only)

- For those inmates having access to a basketball and basketball goal, there will be no hanging on the rim or backboard of the basketball goal.
- Basketballs must be returned to a correctional staff member after use.
- You are to wear a complete uniform and shoes while on the recreation yard.
- No furniture will be taken onto the recreation yard.
- No spitting on the recreation yard.
- No commissary food or drinks are permitted on the recreation yard
- The recreation yard is to be kept clean at all times.
- No talking, signing, etc. to other pods while on the recreation yard. (RDWDF)
- Recreational games will be provided in most housing units.

h. Beverage Center (RDWDF Only)

- The beverage center is to be cleaned after each use.
- When the coffeepot is not in use, it will be cleaned out and turned off.

i. Dayroom

- No loud or boisterous behavior.
- No standing on chairs or tables.
- Do not touch the television for any reason.
- If the channel needs to be changed, notify the Pod Officer.
- No moving furniture without permission.
- No loitering in front of cells/rooms.
- When you are finished watching the television, see that all chairs are returned to their proper place.
- Inmates assigned to the lower floor will not be allowed on the upper floor, unless given permission by the Pod Officer. (RDWDF)One inmate per telephone.
- PIN numbers are not to be shared.
- Anyone caught sharing PIN numbers will have their phone privileges suspended and disciplinary action will be taken against them.
- You will be allowed to have your radio in the dayroom for TV purposes.
- Dayroom stairs are only to be used to get from one level to the other. Do not sit, run, loiter horseplay or over step (skip) stairs. (RDWDF)
- You are not to have communications of any kind (hand signals, signs, etc.) from one pod to the other pod, this includes while on the recreation yard.

- Shoes will be worn in the dayroom area.
- Chairs are not to be used in the phone area. (RDWDF Only)
- Only one inmate at a time per Kiosk.
- Tablets are prohibited from use in the dayroom.

j. Multi-Purpose and Counseling Area (RDWDF Only)

- You must ask the Pod Officer for permission to enter the multi-purpose area.
- No loud or boisterous behavior.
- Keep the door closed at all times.
- Staff telephones will not be used without permission.
- You will not communicate or interfere with activities in the multi-purpose or counseling room.

k. Moving to and from Housing Areas

- You must submit to all searches directed by the correctional staff.
- When in the hall, walk with your right shoulder to the wall.
- Stay in a single file.
- No talking, loud or boisterous behavior.
- Property boxes will be carried, by the handles, using both hands.
- You are not to touch the intercoms, elevator controls or security devices.
- You must be fully dressed and have your facility issued identification with you, when leaving the housing area.
- Follow all staff directions.

l. Dress Code

- Shirt, pants and shoes must be worn anytime you are out of your cell/room.
- Hands are to remain out of your uniform at all times.
- Pants are to be at the waist and pant legs are not to be rolled or tucked into the socks.
- Shirts are to be worn right side out. Undershirts are to be tucked into waistband and are not to hang out below your uniform shirt.
- No hats, caps or other articles are to be worn on the head.
- Clothing will not be altered or used for anything other than its original intent.

m. Personal Laundry (RDWDF Only)

- Laundry is not to be left in machines overnight.
- Shoes, uniforms, linens and blankets are not to be laundered in the pod washers.
- Laundry detergent is the only thing to be used in the pod washers.
- The lint basket in the pod dryers is to be cleaned out after each use.

- You are not to misuse or abuse the pod washers or dryers. Anyone caught doing so face disciplinary action.
- If the pod washer or pod dryer fails to work properly, notify the Pod Officer.
- Do not attempt to repair the washer or dryer yourself.
- Do not wash or dry cleaning rags, mop heads, etc. in the pod washers or dryers.
- Do not hang laundry on the shower stalls to be dried.

n. Property

- Personal property boxes will be supplied for your use upon intake. When not in use, all property in your cell/room must be placed in your property box (storage container) and stored under your bunk/bed
- You will be provided with a written receipt for personal property retained in storage. This receipt will also list your PIN (Personal Identification Number), required for using the inmate phones.
- If an inmate completes a "Property Release Authorization" from a kiosk, all property items will be transferred with the exception of 1 set of clothing to be worn upon release. The inmate will receive notification, via the kiosk, when the transaction has been verified and completed.
- You will be allowed to keep in your possession the property indicated below. Anything in addition to items and quantities listed will be considered contraband.

1) Clothing and Bedding

- 1 pair of thermal underwear (available through Commissary)
- 5 undershirts (available through Commissary)
- 5 underpants (2 issued in Intake)
- 5 pairs of ankle socks (2 pair issued in Intake. **Long tube-style socks will not be permitted**)
- 3 bras (2 issued in intake)
- 2 jail uniforms (issued)
- 1 pair of shoes (issued)
- 2 sheets (issued)
- 1 blanket (issued)
- 1 laundry bag 1 towel (issued)
- 1 washcloth (issued)

NOTE: Each inmate is responsible for facility items issued to them. If any facility items are lost, damaged or destroyed, the inmate will be subject to a replacement fee, disciplinary action and criminal charges. Inmates are not to have any extra of the

above items in their possession (unless given written permission by Medical Personnel, the Facility Commander or his/her designee.)

2) Miscellaneous Items

- Authorized legal documents pertaining to your case
- 10 personal post cards or letters
- 5 photographs
- 4 Books (from leisure library or publishers)
- 1 Bible/sacred text (Approved by the Facility Chaplain. Upon request the Programs Manager or Facility Chaplain will provide a Bible to you.)
- A limited number of religious pamphlets issued by the Programs Manager or Facility Chaplain
- 2 pencils
- 1 set of colored pencils
- 1 drinking cup (issued)
- 1 Spork (issued)
- Inmate Handbook (issued to inmates in Segregated Housing)
- Items purchased from Commissary
- Indigent Issued Radio

NOTE: The Facility Commander will address any disputes regarding what is deemed to be excessive legal material by correctional staff.

3) Personal Items

- 1 plain wedding band (on person)
- 1 pair prescription eyeglasses
- 1 set of dentures and denture container
- Contact lenses, with approved cleaning solution, and container

4) Toiletry Articles

- 1 hair shampoo
- 1 hair conditioner
- 1 deodorant
- 1 comb
- 1 toothbrush
- 1 tube of toothpaste
- 1 plastic toothbrush holder
- Personal soap
- 1 roll of toilet paper

- Any item(s) not on this list must be specifically authorized, in writing, by the Facility Commander or his/her designee or it will be considered contraband.
- All of the above listed items must have been brought in with you, county issued or purchased, from the commissary. No items will be accepted from outside the facility unless approved by the Facility Commander, Medical Director/designee or the Programs Manager.
- If you are a TDOC inmate, you will **not** be permitted to keep state issued clothing while you are at any Knox County Correctional Facility. You will be issued hygiene items; and you will **not** be permitted to keep any hygiene items brought with you. You will be allowed to keep a **limited** number of legal documents.
- All items will be thoroughly searched. Materials deemed excessive will be placed in your personal property for storage.
- If you are released to the Department of Corrections, the following items are all you will be allowed to take with you:
 - 1) A limited amount of hygiene items
 - 2) Religious materials
 - 3) Legitimate legal documents
 - 4) Prescribed medication
 - 5) Over the counter medications (5 day supply)
 - 6) Eye glasses, dentures and hearing aids worn on person
 - 7) Clothes on your back (Jail uniform or paper clothing)
 - 8) Facility issued/approved shoes, or shoes purchased from Commissary
- Upon release to the Department of Corrections, you must complete an "Abandoned Property Notice" to authorize the release of any other remaining property to a friend or family member.
- The person you authorize must pick up your property within 30 days of your release. Any property left at the facility after 30 (thirty) days of your release, will be disposed of, or donated to a local charity.

SUB-SECTION K: PERSONAL HYGIENE

During your incarceration you will be living in very close proximity with other inmates, allowing a greater risk for contracting ailments such as: athlete's foot, skin rashes, infestations or infections. While we strive to maintain a clean environment, there are several things you can do to further protect yourself:

- a. Wash your hands thoroughly with soap and water throughout the day.
- b. Never touch another person's wounds, infected skin or dirty bandages.

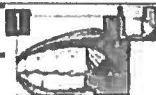
- c. Do not scratch skin rashes
- d. Maintain excellent personal hygiene through regular showers, keeping a clean living space and regularly laundering bed linens that are collected weekly.
- e. All inmates must shower at least three times per week.
- f. Cleaning supplies are readily available for you to clean your cell. All inmates are required to participate in the clean-up of their living areas.
- g. Do not share personal hygiene items with other inmates such as toiletries and towels. Each inmate has access to Commissary and even if you are indigent, you may receive personal hygiene items.
- h. Clean off any surfaces shared with other inmates before you sit or lie down and after you get up.
- i. Use a towel or shirt as a barrier between your skin and bare surfaces shared by other inmates. Keep in mind the Rules and Regulations state: "Shirt, pants and shoes must be worn any time you are out of your cell."
- j. Do not get a tattoo while incarcerated.
- k. Do not use injection drugs, with the exception of insulin if you are a diabetic.
- l. Do not have sexual contact with other inmates.
- m. Shower, after having close contact with others, whenever possible.
- n. Always wear your shoes while going to and from the shower. Dry your feet thoroughly before putting on socks or shoes.

SUB-SECTION L: DENTAL HYGIENE INSTRUCTION

The purpose of brushing your teeth is to remove all of the food particles that get stuck to them. It is called plaque. Leaving plaque on your teeth is a sure way to get gum disease and cavities.

- a. Start by brushing along the gum line using ¼-inch strokes. The bristle tips should be pointed so they can clean out the space between the gums and the teeth. Don't press too hard and let the bristle tips do the work.
- b. Keep the bristles at the same angle and go over the surface of each tooth. Make sure to get both the outside and the inside with short light strokes.
- c. Hold the brush in an almost vertical position, using an up and down motion. Brush the outside and inside of the teeth.
- d. Clean the chewing surfaces of your molars and bicuspid. Take your time and get each tooth clean.
- e. The final step is to brush your tongue. A few gentle strokes from back to front are sufficient. You don't have to brush back to your tonsils. Starting at about the midpoint is enough.

SUB-SECTION M: PARTIAL AND DENTAL CARE INSTRUCTION



1. Place bristles along the gum line at a 45-degree angle. Bristles should

contact both the tooth surface and the gum line.



2. Gently brush the outer tooth surfaces of 2-3 teeth using a vibrating back & forth rolling motion. A rolling motion is when the brush makes contact with the gum line and is moved downward toward the chewing surface. Move brush to the next group of two to three teeth and repeat.



3. Maintain a 45-degree angle with bristles contacting the tooth surface and gum line. Gently brush using back, forth, and rolling motion along all of the inner tooth surfaces.



4. Tilt brush vertically behind the front teeth. Make several up & down strokes using the front half of the brush.



5. Place the brush against the biting surface of the teeth & use a gentle back & forth scrubbing motion. Brush the tongue from back to front to remove odor-producing bacteria.

*American Dental Association's A.D.A.

SUB-SECTION N: LAUNDRY

1. Laundry hours will be posted in each housing unit.
2. All personal items are to have your name written on them. You may ask the Pod Officer for a marker in order to do this.
3. The Pod Officer will give out laundry detergent and this will be the only detergent used in the washers. **Do not use liquid soap in the washers.**
4. Personal laundry is **not** to be left in the washers and/or dryers overnight.
5. Personal laundry is **not** to be hung up in housing units.

County issued shoes and uniforms will **not** be laundered in the pod washer or dryer, but will be collected for laundering (unless specifically authorized by Medical personnel, the Facility Commander or his/her designee).

6. Uniform, linen and blanket exchange days: Linen exchange days are as posted in each unit. On these days, each inmate must turn in two (2) sheets, one (1) towel and (1) washcloth. Each inmate will be issued clean linens. Blanket exchange days are as posted in each unit. On these days, each inmate must turn in his or her blanket for a clean one.
7. **All** inmates will turn in facility issued items as instructed by their Pod Officer. Inmates will not hoard (stockpile) facility issued items in their cell. If caught doing so, disciplinary action will be taken.

County issued linens, to include sheets and blankets shall not be washed/dried in the pod washer and dryer. These items will be exchanged as scheduled, and as instructed, by the

Pod Officer.

Inmate workers **will not** carry any items or clothing to or from the housing unit.

SUB-SECTION O: SEARCHES

1. The purpose of a search is to ensure a safe environment for both staff and inmates.
2. Searches will be conducted to detect and prevent the introduction of contraband, to recover missing or stolen property, to prevent escapes and/or disturbances or at any other time deemed necessary by the Facility Commander or his/her designee.
3. Contraband is defined as **ANY** article inside a Correctional Facility that is **not** issued by facility staff, altered from original condition, purchased in the commissary, authorized as previously stated or approved by the Facility Commander/designee, Medical Director/designee or the Programs Manager.
4. Authorized items may be considered contraband when found in excessive quantities, when altered in any way or used for any purpose other than that for which it was designed. Any such items will be taken from the inmate and destroyed.

SECTION II: MEDICAL AND DENTAL CARE

SUB-SECTION A: SICK CALL/MEDICAL CARE

1. Sick Call will be the process for all inmates to initiate requests for health services on a daily basis. Any inmate requesting Sick Call may complete a request by logging into a resident kiosk and selecting "Medical Visit." Next, the inmate will select "New" and complete their medical request for medical attention. After completion, "OK" will be selected and the request will be routed to medical Staff.
2. In the event you are unable to properly submit an electronic Sick Call request or if the electronic messaging system is nonfunctioning, you may submit a hand written Sick Call form to any Medical Assistant or other Medical Staff Member. You may request the sick call form a staff member.
3. Sick Calls received through the kiosk will be triaged daily by the Medical Staff. The Medical Staff will conduct Sick Call Clinic at a minimum of 5 days per week.
4. If you require emergency medical assistance, inform a staff member **IMMEDIATELY**.
5. **You may be charged a nominal fee for medical services. You will be notified of these charges when medical services are rendered. Federal inmates will be subject to charges as all other inmates with regards to Medical Services and co-payments.**
6. All inmates processed into the facility will be given a mandatory physical examination. There will be no charge for the initial physical exam.

You must have a physical examination and be approved by the Medical Unit before

you can obtain inmate worker status.

SUB-SECTION B: MEDICATIONS

1. All medications (excluding nitro-glycerin or inhalers) in your possession will be taken from you during the intake procedure and sent to a Medical staff member for verification. You will be asked to sign a release of medical records from your attending physician and/or hospital.
2. Once your medications have been verified and reviewed by the Medical Staff, your personal medications will be returned to your property. You will receive any verified and ordered medications from the Knox County Sheriff's Office pharmacy stock. Your personal medications will be administered to you only if emergency conditions apply, or by the facility provider's orders.
3. Notify a staff member, immediately, if you are currently on a prescription medication(s) and do not have the medication(s) with you.
4. Upon release, it will be your responsibility to inform the Release Officer of your prescription medication. If for some reason your medication is not returned to you upon release, you will have two weeks to pick-up the medication. After two weeks, the medication will be destroyed. Medications cannot be mailed due to postal regulations. You must provide photo identification if you are picking up controlled substances.
5. Medication will be administered as instructed by the Medical Director. **It is your responsibility** to receive and take your medication(s) at the designated time. You must have your facility issued identification and facility issued cup with water, to receive your medication.
6. Certain over-the-counter medication will be sold in the Commissary Unit. You may order these medications during your weekly commissary orders.
7. Designated prescription medication(s) will be approved for certain inmates to keep in his/her possession. If you are approved for the "Keep on Person" Medication Program it will be **your responsibility** to take these medications as prescribed and keep these medications secured, in the storage box provided, in your cell.
8. Keep on Person Medications will be inspected by Correctional Staff as well as Medical Staff, on each shift. Misuse of any of these medications will result in disciplinary action against you.
9. **You may be charged a nominal fee for medication prescribed by the Medical Department and/or outside source. You will be notified of these charges when services are rendered. Federal inmates will be subject to charges as all other inmates with regards to Medical Services and co-payments.**
10. If you are prescribed medications by our Medical Staff, the Knox County Sheriff's Office Correction's Division will arrange for you to receive a brief supply of your medication after you are released. To receive the medication(s), visit the Walgreens

Pharmacy at 2400 North Broadway, Knoxville, Tennessee, phone number **865-544-0123**. Inform them that you were incarcerated at one of our facilities and you need to receive the medication you were on while you were here. They will give you the designated amount allotted. Upon the **seventh** day of your release, your prescriptions will become null and void.

NOTE: Upon release from the Facility, you may call back to **865-281-6700** and ask one of the Medical Staff to inform you of your "follow-up date(s)" to your Medical or Dental appointments for you to attend on your own.

SUB-SECTION C: PHYSICAL HANDICAPS

If you have a possible physical handicap that was not addressed during your intake screening process, you need to advise the Medical Unit, in writing, by completing a "Medical Care Form".

SUB-SECTION D: PREGNANCY

1. If you are pregnant, or think that you could be pregnant, notify the Medical Unit as soon as possible.
2. Pregnancy management services available include:
 - Pregnancy testing
 - Routine and high risk prenatal care
 - Management of chemically addicted pregnant females
 - Comprehensive counseling and assistance
 - Appropriate nutrition
 - Postpartum follow-up

NOTE: Elective procedures, such as abortions and tubal ligations will **not** be paid for by Knox County. If a female inmate chooses to have such a procedure, transportation will be provided, however, the inmate will be responsible for the full cost of the elective procedure.

SUB-SECTION E: DENTAL

1. A Dental Care Unit is provided on site at the Roger D. Wilson Detention Facility. The Dentist and/ or Dental Assistant will see inmates 5 days a week. You may submit a request to see the Dentist from any kiosk or tablet. If you are experiencing a dental emergency, notify a correctional staff member.
2. You will be charged a nominal fee for Dental services. You will be notified of the charges when services are rendered. Federal inmates will be subject to charges as all other inmates with regards to Dental Services and co-payments.

SUB-SECTION F: PERSONAL, EMOTIONAL, OR FAMILY PROBLEMS

1. A Staff Counselor and/or a Facility Chaplain are available to counsel inmates concerning personal or family problems.
2. If you are currently being counseled or have been counseled by Helen Ross McNabb Center, Center Pointe, Peninsula or any other facility, make the Medical Staff aware of this by filling out a "Medical Care Form". List any medication(s) you are currently

taking and the approximate last date you were seen for counseling.

SUB-SECTION G: SPECIAL DIETS

1. Medical Diets

- a. If you are currently on a special medical diet, notify medical from a pod kiosk or tablet. Be sure to list the Physician who authorized the diet. After verification, Medical will notify the Kitchen Staff.
- b. If you have any other special problems or questions concerning your diet, you should notify the Medical department from a pod kiosk or tablet.

2. Religious Diets

- a. If your religion requires that you eat special foods, you will need to submit a request to the Programs Director from a pod kiosk or tablet
- b. Upon approval of the religious diet, the foods will be provided for you.
- c. If you have any other special problems or questions concerning your diet, you should address them to the Programs Manager from a pod kiosk or tablet.
- d. You must be able to provide staff with a contact person and telephone number to verify any religious diet.

3. Disciplinary Unit

Inmates housed in the Disciplinary Unit, displaying inappropriate behavior, may receive their meals in the form of a "loaf" or a finger food diet that will be strictly monitored by the Medical Staff and/or Mental Health Staff.

4. Special Needs Unit

Inmates housed in the Special Needs Unit will be placed on a "Heart Healthy Diet", unless a special diet is ordered by a facility provider, external physician, dentist or their designee

5. Inmates housed in the Special Needs Unit are permitted to order the generic equivalents to Tylenol and Advil from commissary; and may order only food items from the "Special Needs Commissary List".

NOTE: A Special Diet would include, but not be limited to, the following:

- Finger Food (any foods not requiring eating utensils)
- Bland Diet
- Soft Diet
- Clear Liquid Diet (24 hours only, or as ordered by physician)

Loaf

SECTION III: INMATE PROGRAMS

SUB-SECTION A: PARTICIPATION IN PROGRAMS

Various support programs that are available to you while incarcerated. If you are interested in participating in any offered programs, you may make your request from any inmate kiosk to the Programs Manager.

SUB-SECTION B: RELIGIOUS PROGRAMS

1. Church services and bible studies are held weekly at all facilities. If you are a member of a faith not currently represented at the facility and would like your minister to visit, direct your request to the Facility Chaplain or Programs Manager.
2. Inmates housed in the Disciplinary Unit are permitted access to approved religious materials and may speak to a religious volunteer upon request. Inmates on disciplinary segregation may not participate in religious group meetings.

SUB-SECTION C: LIBRARY SERVICES

Leisure library services are provided for your use. Books are accessible to all inmates on shelves located in the pod dayrooms.

- a. Law library services are available to all inmates. Legal reference materials may be accessed on all pod kiosks. If you need additional assistance, you may submit your request to visit the Law Library from any pod kiosk. Inmates requiring copies of legal reference materials will be charged .15¢ per copy.
- b. While in the library you will follow all rules and regulations as set forth by the library staff. Failure to do so will result in disciplinary actions taken against you.
- c. Damaging library materials or library equipment is strictly prohibited and will result in disciplinary action taken against you. A replacement fee will be charged to your inmate money account. If you discover damaged materials, please notify the library staff immediately.

SUB-SECTION D: OTHER COUNSELING PROGRAMS

1. Group and individual counseling are available. For more information on all programs available, submit your request from any pod kiosk, or submit an "Inmate Appeal/Request" Form and send to the Programs Director, to see if you qualify for these programs.
2. Pretrial release options and/or programs will be provided to you by written request to the Pretrial Release staff member.
3. Based on inmate behavior, the Disciplinary Committee may recommend that an inmate complete a Disciplinary Behavior Class (DBC). The DBC will consist of cognitive behavioral learning such as, but not limited to:
 - a. Anger Management

- b. Personal Responsibility
- c. Accountability
- d. Meditation
- e. Progressive Muscle Relaxation
- f. Victimization
- g. Mindfulness

SECTION IV: INMATE OFFENSES AND SANCTIONS

SUB-SECTION A: OFFENSES

Class 100 Offenses

- 100. Murder or Attempt**- To take the life of another person/or attempt.
- 101. Rape/Sexual Abuse or Attempt**- Range of behaviors used to obtain sexual gratification against another's will or at the expense of another. Abuse includes sexual assault and any conduct of a sexual nature that is without consent or has the effect of threatening or intimidating the person against whom such conduct is directed.
- 102. Escape or Attempt**- To leave without permission or fail to return from an authorized absence/or attempt.
- 103. Assault on Officer/Staff or Attempt**- Any willful attempt to inflict injury upon an officer/staff by means of a weapon(s), physical force, or application of any offensive substance.
- 104. Assault on Inmate or Attempt**- Any willful attempt to cause serious or non- serious injury by means of a weapon, physical force and/or application of any offensive substance.
- 105. Taking of Hostage(s)** - The taking of any person(s) against their will and using said person(s) for bargaining purposes.
- 106. Rioting/Inciting a Riot or Attempt**- To willfully take part in an institutional disturbance or act(s) of violence or attempt.
- 107. Possession of Weapon(s)** - To have, own, gain or maintain control over an object likely to cause serious injury or death.
- 108. Arson or Attempt**- To set fire to, or burn, any structure or property/or attempt.
- 109. Robbery**- To use or threaten the use of physical force to obtain items of value from another person.

Class 200 Offenses

- 200. Possession of a Key or Key Pattern**- To possess a key or key pattern to any locking device.
- 201. Possession or Use of Dangerous Contraband**- To possess weapons, real or imitation, including guns, knives, or other items of contraband, which may be or appear to be harmful to a person(s).

- 202. Reckless Endangerment or Attempt-** To recklessly engage in conduct, which places or may place another person in imminent danger of death or serious bodily injury.
- 203. Fighting-** To engage in a physical altercation.
- 204. Refusal to Lockdown-** The refusal to lockdown when told to do so; Hesitating, questioning, or protesting an order to lockdown, for any reason.
- 205. Vandalism/Damage to Property -** To destroy, alter, mutilate or render useless the property of others or the county.
- 206. Distribution of Drugs or Attempt-** To have in one's possession, or attempt to gain possession of, any drug(s) for distribution.
- 207. Sabotaging or Tampering of Security Equipment or Attempt-**To lock, unlock, or alter in any way, any type of security equipment, such as locks, doors or windows
- 208. Lockdown Interference-** Any intentional act that interferes with lockdown.
- 209. Possession or Use of Tobacco Products or Tobacco Paraphernalia-** To have in possession, in the cell, or immediate place of work, any tobacco, tobacco products or tobacco paraphernalia.
- 210. Posing as Another Inmate-** To attempt to deceive others by presenting himself/herself as someone else.
- 211. Hoarding/Possession of or use of Drugs or Drug Paraphernalia-** To possess any drugs or apparatus capable of administering a drug or medication.
- 212. To Make, Use or Possess Intoxicants-** To possess, make, or use any material or items that could be used as an intoxicant.
- 213. Making False PREA (Prison Rape Elimination Act) Claim-** To make in bad faith false allocations of a PREA claim(s) with intent to obtain special treatment or actions.
- 214. Threats-** A threat, whether verbal or physical, explicit or implied.
- 215. Resisting Physically -** To physically resist the staff in the performance of their duties.
- 216. Sexual Harassment- -** Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate directed toward another, and repeated verbal comments or gestures of a sexual nature to an inmate, by another.
- 217. Violation of Medication Pass or Attempt-** Includes any of the following: Concealing, hiding, and/or "cheeking" medication(s), transfer of medication(s) to another, failing to report to medication cart with water in hand, interfering with Medication Officer/Assistant's duties during medication pass.
- 218. Security Violation-** Attempting to use any communication or electronic device in any way other than its intended purpose.

219. Improper Dress: Failing to be fully clothed in complete uniform during any video visit. (This includes and video visit inside your cell/room.)

Class 300 Offenses

300. Refusing a Lawful Order- To refuse to obey a verbal or written order given by a staff member.

301. False Alarm Reporting- To communicate a false report.

302. Theft- To obtain, or exercise control over, property of another.

303. Gambling- To participate in any game for anything of value.

304. Unauthorized Presence in an Area or Absence from place of assignment- Being present in another inmate's room/cell, or bunk other than that which you are assigned. Failure to be present in an area as directed by a staff member.

305. Abuse of Privileges- To abuse privileges granted by the facility such as the telephones, PIN numbers, television, juice machines, commissary, visitation, kiosk, tablets, etc.

306. Conviction of 3 or more minor infractions within a 30-day confinement period.

307. Interfering with a search- ~~Order~~ that disrupts, interferes with, or creates a hindrance while a search is being conducted by staff.

308. Headcount Violation- Failure to follow proper headcount procedure as instructed.

309. Sexual Misconduct- Any sexual gestures or consensual sexual acts between inmates, to include but not limited to, kissing, patting, caressing, fondling, and hugging.

310. Forgery- The act of signing someone else's name or a name other than your own. The creation of a false written document or alteration of a genuine one.

Class 400 Offenses

400. Handbook Rule Violation or Posted Operation Rule Violation- Violation of any rule stated in the Inmate Handbook or posted in a common area.

401. Tampering with Food Cart- Destroying, disabling or tampering with food carts or contents.

402. Lying or Deception- To fail to provide accurate and truthful statements to staff members while performing their duties. This shall include falsely reporting any illness, injury, or incident.

403. Refusal to Work after Volunteering to Work- The failure to perform ones duties, or refusing to work after volunteering to work.

404. Tampering with a Witness- To attempt or to force anyone to testify falsely on his/her behalf or to coerce someone not to testify.

405. Bribery or attempt- To attempt to award anything of value with the intent to influence another person(s) actions.

406. Violation of Disciplinary Board Imposed Sanctions- To fail to comply with disciplinary board imposed sanctions.

407. Possession of Non-Dangerous Contraband- To have, or obtain an excessive amount of commissary items, or any other items determined to be non- dangerous contraband.

408. Disruptive Noise or Activity- To cause any disorder of normal operations of the facility to include "horseplay". To participate in any rowdy or boisterous activity.

Class 500 Offenses

500. Loss of or damage to Facility issued items- The loss or damage of any facility property. Inmates will be responsible for restitution of these items.

501. Verbal Abuse/Willful disrespect- To subject another person to abusive or defamatory language or gestures.

502. Obstructing view, light, or vents- Blocking or obstructing facility vents or lights.

503. Improper use of Intercom or Emergency Button- Any use of cell intercoms or facility emergency buttons for any reason other than emergency purposes.

504. Interfering with staff member's duties- Impeding or causing interference with staff member's duties.

505. Falsifying Physical Evidence- To alter, destroy, conceal or remove anything with the intent to impair an investigation.

506. Transfer of items from Housing area to Another- To transfer (or be involved in the transfer) contraband from one housing unit/cell/pod/room to another.

507. Personal appearance violation- Failure to comply with posted requirements concerning hygiene and clothing.

508. Littering- To dispose of any form of trash or waste in any place other than those specifically designed for waste disposal.

509. Sanitary/Housekeeping Violation- To defecate or urinate in an unauthorized area; to refuse to shower at least three (3) times a week; or willfully fail to keep body, hair, cell and clothes in a clean, sanitary, and neat and odor- free condition.

510. Taking Unauthorized items to Court- To knowingly take, or attempt to take items that are not allowed into court or inmate programs.

Note: A Habitual Disciplinary inmate is an inmate that receives three convictions of a Class 100 or Class 200 violation during three separate incidents within the same incarceration period. An inmate found to be a Habitual Disciplinary Inmate will lose all behavior credits accrued during their current incarceration period.

SUB-SECTION B: SANCTIONS AND TIME LIMITATIONS

1. **Class I** Major

Includes loss of all privileges, to include commissary, visitation, email privileges and personal telephone calls, through 23/24 segregation for mandatory 60 days. A conviction of a Class 100 offense will automatically result in the loss of all behavior credits that would have been earned during the duration of the disciplinary sentence. (Refer to "The Loss of Behavioral Credits Chart" in this policy.) This hearing results will be sent to the sentencing services department at the Knox County Sheriff's Office. Once sentenced, the request (for loss of behavior credits) will be processed in conjunction with the appropriate State of Tennessee guidelines. A conviction will also automatically result in a reclassification. An inmate found to be a habitual disciplinary inmate will lose all behavior credits accrued during their current incarceration period.

2. **Class II** Major

Includes loss of privileges, to include commissary, visitation, email privileges and personal telephone calls, through 23/24 segregation for mandatory 30 days for a single infraction and not more than 60 days for multiple violations arising out of a single incident. A conviction of Class 200 offense will automatically result in the loss of all behavior credits that would have been earned during the duration of the disciplinary sentence. (Refer to "The Loss of Behavioral Credits Chart" in this policy.) This hearing results will be sent to the sentencing services department at the Knox County Sheriff's Office. Once sentenced, the request (for loss of behavior credits) will be processed in conjunction with the appropriate State of Tennessee guidelines. A conviction will also automatically result in a reclassification. An inmate found to be a habitual disciplinary inmate will lose all behavior credits accrued during their current incarceration period.

3. **Class III** Major

Includes loss of privileges to include commissary and personal telephone calls, for a minimum of 3 days, up to a possible maximum of 15 days segregation for a single infraction and not more than 30 days for multiple violations arising out of a single incident. A conviction will Result in the loss of all behavior credits that would have been earned during the duration of the disciplinary sentence. (Refer to "The Loss of Behavioral Credits Chart" in this policy.) This hearing results will be sent to the sentencing services department at the Knox County Sheriff's Office. Once sentenced, the request (for loss of behavior credits) will be processed in conjunction with the appropriate State of Tennessee guidelines. A conviction will also automatically result in a reclassification.

4. **Class IV** Minor

Includes a written warning and a correctional staff member(s) immediate sanction of lockdown in the inmate's cell/room for a period of up to 48 hours; Or Disciplinary Board imposed loss of privileges for a period up to 10 days for a single infraction and not more than 25 days for multiple violations arising out of a single incident. Multiple

convictions **will** result in the loss of behavior credits that would have been earned during the duration of the disciplinary sentence. (Refer to "The Loss of Behavioral Credits Chart" in this policy.) This hearing results will be sent to the sentencing services department at the Knox County Sheriff's Office. Once sentenced, the request (for loss of behavior credits) will be processed in conjunction with the appropriate State of Tennessee guidelines.

5. Class V Minor

Includes a written warning and a correctional staff member(s) immediate sanction of lockdown in the inmate's cell/room for a period of up to 24 hours. (Refer to "The Loss of Behavioral Credits Chart" in this policy.) This hearing results will be sent to the sentencing services department at the Knox County Sheriff's Office. Once sentenced, the request (for loss of behavior credits) will be processed in conjunction with the appropriate State of Tennessee guidelines.

6. State of Tennessee Guidelines

<u>Days Sentenced</u>	<u>Behavioral Credits Lost</u>
5	1
10	3
15	4
25	6
30	8
60	16

SUB-SECTION C: DISCIPLINARY REVIEW

1. A formal review will be conducted by the Classification Unit for those inmates in disciplinary segregation.
2. During this review, your behavior and other pertinent factors will be evaluated to determine if you may return to your original housing unit or if you need to be reclassified to another housing unit/facility.

SUB-SECTION D: DISCIPLINARY SEGREGATION

1. If inmates in the Disciplinary Segregation Unit serving disciplinary board sanctioned time are released from custody before all sanctioned time is served, they will serve the remaining time upon their return to custody. (If they return within one year of being released.)
2. The following rules and regulations are for inmates that are awaiting their disciplinary board hearing or are to be housed in disciplinary segregation where they will serve their sanctioned time. These rules will also apply to any inmate that has been placed on administrative segregation who may pose a threat to the security or orderly running of the facility, as deemed by the Facility Commander and/or the Assistant

Facility Commander.

The following rules will apply and will be strictly enforced:

- Inmates will be housed in their cells twenty-three (23) out of twenty-four (24) hours per day. Inmates will be allowed out of their cells to take showers, make phone calls (if applicable), etc. seven (7) days per week, unless an emergency situation arises.
 - Inmates at the RDWDF will be handcuffed and shackled any time they are out of their cells, with the exception of inmates on the 2nd floor. Inmates housed on the 2nd floor will be "hand cuffed", then escorted to the ground level and placed in leg restraints.
 - Inmates will receive one mattress, two sheets and one blanket.
 - Upon entrance to the Disciplinary Unit, inmates will be allowed to maintain their personal property box. New or Outstanding Commissary orders, with the exception of hygiene items, will not be filled once the inmate is transferred to Disciplinary Segregation/
 - Inmates will be allowed to have a Bible or other religious material, as approved by the Programs Manager, within their cell.
 - Inmates will be allowed access to radios.
 - Inmates housed in disciplinary segregation will be allowed to order only hygiene items from commissary.
 - Inmates will have access to letter writing materials and their personal legal paperwork.
 - Inmates, if allowed, will be on the same visitation schedule as the rest of the inmate population.
 - Telephone privileges will be limited to calls that can be verified as related to the inmate's judicial process or a family emergency.
- Pod Officers will monitor inmates housed in disciplinary segregation during the course of the inmate's confinement for signs of conformity to the Facility's rules and regulations.

SECTION V: DISCIPLINARY PROCEEDINGS

SUB-SECTION A: ADVISEMENT OF RIGHTS

1. When you are notified that disciplinary charge(s) have been brought against you, Correction's staff will provide you with a written notice of your charge(s). You will be asked to sign the "Disciplinary Offense and Notification" Form and/or the "Advisement of Rights" Form.
2. Upon receipt of the "Advisement of Rights" Form, you will be asked to check "yes" or "no" regarding the following statements:
 - a. I waive my right to a 24 hour advance notice of my hearing date. I understand that my hearing could be held as soon as possible.
 - b. I request staff member or agency representative assistance.
 - c. I waive my right to call witnesses.
 - d. I waive my right to appear before the Disciplinary Board to present my case.
3. If you do not understand, or if you have any questions concerning the above information, you may ask the correctional staff member serving you the "Advisement of Rights" Form

to explain these procedures to you. Upon the completion of this form, a copy will be provided for you.

SUB-SECTION B: DISCIPLINARY HEARING

1. The Disciplinary Chairperson will provide you with a written notice of your disciplinary hearing date twenty-four 24 hours prior to your hearing, unless you have waived this right.
2. Once the hearing is complete you will be informed of the hearing results.

SUB-SECTION C: DISCIPLINARY APPEAL

1. Any findings of guilt may be appealed by filling out a "Disciplinary Appeal" Form and sending to the Director of Corrections or his/her designee within fifteen (15) working days. You do **not** have the right to more than one appeal.
2. The Director of Corrections or the Assistant Director of Corrections will review the appeal and either affirm or reverse the decision of the Disciplinary Board. The inmate will be notified of the decision within thirty (30) working days.

SUB-SECTION D: ADDITIONAL DISCIPLINARY INFORMATION

1. In addition to the Code of Discipline administered by the Correction's Division, all inmates are expected to obey all county, state and federal laws. If you break any of these laws you may have criminal charges filed against you.
2. Criminal action taken by the courts is in no way involved with the Inmate Code of Discipline enforced by the Correction's Division. They are totally separate actions.

SECTION VI: PERSONAL GRIEVANCE

SUB-SECTION A: GRIEVANCE PROCEDURES

1. A Grievance Procedure is an internal administrative means for you to resolve complaints you may have while incarcerated in a Knox County Correctional Facility.

NOTE: If the complaint is of an emergency nature and threatens your immediate health or welfare, the Facility Commander or his/her designee will be notified and all necessary arrangements will be made to protect you.

2. Grievances may be resolved informally or formally. Informal resolutions to complaints are encouraged between staff and inmates.
 - a. An informal grievance is a complaint by an inmate for an action, considered by the inmate to be unfair and/or unjust and is resolved verbally by a staff member.
 - b. If you are not satisfied with the outcome of the informal resolution, you may file a formal grievance provided it falls within the guidelines for formal grievances listed below.
 - i. Your grievance must detail something personally affecting you concerning conditions of confinement, your health and welfare or any services provided by the Correctional Division.

- ii. You must fill out your own "Grievance Form"; however, this does not prohibit you from receiving assistance, if needed, from another person.
- iii. Group grievances or grievances submitted on behalf of another inmate will **not** be accepted.
- iv. The grievance must be submitted within seven (7) days of the incident or situation for which the grievance was based.
- v. The details of the grievance should be specific, including the date, time and location of the incident or situation, other persons involved and how the situation has affected you. You must date and sign the grievance before placing it in the grievance box.

SUB-SECTION B: SUBMITTING A GRIEVANCE

A Grievance Form may be obtained from a correctional staff member, at any time, for any reason. The correctional staff member will issue the form to you as soon as possible. The Grievance Committee will make the determination if there is sufficient reason for the Grievance to be reviewed.

- a. Each pod will be equipped with a "Grievance Box" in which completed grievance forms must be placed. This is a secured box that is only accessed by the grievance chairperson or his/her designee. (At KCJ, a "Grievance Box" will be passed through each pod, during 2nd shift medication pass.)
- b. A Grievance Committee Member will pick up inmate grievances twice per week. Inmates are not to give grievances to any other corrections staff member, forward them through in-house mail or send them through U.S. Mail. The Grievance Committee will answer only grievances received from the Grievance Box.
- c. Once the Grievance Box is opened, a Grievance Committee Member will log all pertinent information on the "Inmate Grievance Log". The grievance form will then be forwarded to the appropriate investigating staff member who will investigate the grievance and attempt to resolve the matter.

NOTE: The grievance form must be completely filled out, or it will be returned to you.

SUB-SECTION C: RESOLUTION

- 1. If you agree to the resolution presented by the supervisor he/she will sign their original Grievance Form and it will go on file with the Grievance Committee. If your grievance was not resolved by that investigating staff member, it shall be forwarded to the Grievance Committee Chairperson/designee for further investigation and final resolution.
- 2. The committee will review all facts discovered in the investigation and, at their discretion, may interview the inmate, staff members or other witnesses.

3. A decision will be made within a reasonable amount of time, not to exceed thirty (30) days from date the resolution is signed. If circumstances delay the decision for more than thirty (30) days you will receive written notification from the Director of Corrections or designee.

SUB-SECTION D: GRIEVANCE APPEAL

1. If you are not satisfied with the response to your situation, you may file an appeal by obtaining a "Grievance Appeal" Form from a correctional staff member. The appeal must include a completed copy of the initial complaint, the response to it, and the reason you are not satisfied with the response.
2. The Grievance Committee will only address those appeals retrieved from the grievance box.
3. You are limited to one (1) level of appeal.
4. Appeals may be filed within seven (7) days of receipt of the "Grievance Committee's Response" Form.
5. The Director of Corrections or his/her designee will answer this appeal within fifteen (15) days and the findings will be final. You will be given a copy of the written findings. The original will be placed on file.
6. If you are released from custody and return within thirty (30) days your complaint must be refiled within the 30 days from the date of return.

SECTION VII: CLASSIFICATION/INMATE WORKER INFORMATION

SUB-SECTION A: INITIAL CLASSIFICATION

1. Once booked, you will remain in pre-classification housing until you are properly classified.
2. Your classification level will be a result of your current charges, prior charges and prior felony convictions. Your behavior during previous incarcerations will also be considered.

SUB-SECTION B: RECLASSIFICATION

1. Automatic reclassification will occur 60 days after the initial classification and every 60 days thereafter.
2. You will automatically be reclassified if you are convicted of a Class I or Class II disciplinary offense.

SUB-SECTION C: INMATE WORKER STATUS

1. All sentenced inmates, approved by Classification and Medical, will be required to work, unless they are enrolled in a program.
2. Only authorized minimum and medium inmates are allowed to work outside of their pod.
3. Inmate workers may be eligible to receive credits that would reduce their sentence in addition to thirty (30) extra minutes of visitation per week.

4. Anyone wishing to be placed on worker status must submit an "Inmate Worker Status Request" Form to the Classification Unit. If approved, the form will be forwarded to the Medical Unit. **Workers must be approved by both the Classification Unit and the Medical Unit.**
5. The facility provides services and opportunities that encourage inmates to take responsibility for their actions. Opportunities may include, but are not limited to:
 - a. Paying restitution
 - b. Paying fines
 - c. Paying court costs
 - d. Community Service (if classification levels are authorized)

SUB-SECTION D: APPEALS

1. You have the right to appeal your custody level, housing unit and inmate worker status by completing an "Inmate Appeal/Request" Form.
2. All appeals must be placed on an "Inmate Appeal/Request" Form and forwarded to the Classification Unit.
3. Appeals will be reviewed by the Classification Supervisor and one or more members of the Classification Unit.
4. Upon completion of a Classification Appeal, the appeal and the results of the appeal will be returned to you on the "Inmate Appeal/Request" Form.

SECTION VIII: PRISON RAPE ELIMINATION ACT (PREA)

SUB-SECTION A: PREA POLICY

The Knox County Sheriff's Office maintains **ZERO TOLERANCE** towards any form of sexual abuse of sexual harassment inside its Correctional Facilities. Such Conduct is **PROHIBITED** and will not be tolerated; to include inmate-on-inmate sexual abuse or sexual harassment and staff-on-inmate sexual abuse or sexual harassment. All allegations, regardless of source will be investigated and violations could result in both disciplinary action and/or criminal prosecution. Alleged victims of sexual abuse or harassment will be provided a supportive and protective environment.

SUB-SECTION B: DEFINITIONS

Sexual Harassment: Any sexual advances, requests, verbal comments, gestures, or actions of a derogatory or offensive sexual nature that is **REPEATED** and **UNWELCOME**.

Sexual Misconduct: A **ONE-TIME** offensive remark, gesture or comment that is sexual in nature without having any physical contact.

SUB-SECTION C: HOW TO PREVENT SEXUAL ABUSE

1. Anyone offering you favors, lending you things, or providing you protection, may be setting you up for an assault or targeting you as a potential victim. **DON'T DO IT!**
2. Be aware of situations that make you feel uncomfortable. Trust your instincts. If it feels wrong, call out to a staff member immediately. It's your right to say **NO!**

3. If you or someone else is being pressured for sex, tell a staff member immediately. You don't have to wait for an assault to occur before you ask for help.
4. Stay out of other people's cells and keep others out of yours.
5. Be Alert - contraband such as drugs will make it hard for you to stay alert and make decisions.

**SUB-SECTION D: REPORTING AN INCIDENT IF YOU ARE A VICTIM,
POTENTIAL VICTIM, AND/OR WITNESS**

1. All inmates have the right to be free from sexual abuse and sexual harassment and shall not face retaliation for reporting such abuse or harassment. To confidently report an incident you may:
2. Send a message through the KIOSK or Tablet:
 - a. Select the PREA complaint button
 - b. Select "NEW"
 - c. Type your message
3. Call any of these **confidential, free, PREA reporting lines**:
 - a. **Dial *888 to access the confidential, internal PREA reporting line.**
 - b. **Dial *999, the confidential, external PREA reporting line, to access the Sexual Assault Center of East Tennessee.**
4. Write a note or tell any staff member.
5. Have a family member contact the facility by placing a call, writing a letter or they may send an email to prea@knoxsheriff.org.

SUB-SECTION E: SUPPORT PROGRAMS

If you feel that you need emotional support, send your request to one of the following:

1. Internal Emotional Support Services
 - a. Programs Staff
 - b. Facility Chaplain
 - c. Mental Health Staff
 - d. Medical Staff
2. Inmates dealing with sexual abuse have access to victim advocates for emotional support services. All calls to these agencies are free and confidential. These advocacy agencies include:
 - a. The Sexual Assault Center of East Tennessee

Dial *999

The Sexual Assault Center of East Tennessee will be able to receive and immediately forward inmate reports of sexual abuse and sexual harassment to agency officials, allowing the inmate to remain anonymous upon request. Inmates detained solely for civil immigration purposes shall be provided information on how to contact relevant consular officials and relevant federal officials by contacting: (b)

ICE Office of Professional Responsibility
950 L'Enfant Plaza, Suite 200
Washington, DC 20536;
1-877-246-8253

b. The National Sexual Assault Hotline:

Dial *555

3. You may write to the external Victim Advocates for emotional support using the same process as outgoing legal mail:

Sexual Assault Center of East Tennessee
6215 Kingston Pike, Suite A
Knoxville, TN 37919

SUB-SECTION F: FALSE REPORTING

If it is determined, through the investigation, that you have maliciously reported a false allegation of sexual abuse or sexual harassment, violating T.C.A code 39-16-502(a)(1)(c) you will be charged criminally and also in-house disciplinary charges will follow.

SECTION IX: SENTENCING REDUCTION CREDITS

SUB-SECTION A: ELIGIBILITY

1. Inmates may be eligible for behavior or worker credits depending on specific charges, court and presiding Judge's discretion.
2. Inmates cannot receive behavior and worker credits at the same time.
3. Inmates on court ordered work release will only receive behavior credits.

SUB-SECTION B: SPECIAL CIRCUMSTANCES

Disciplinary convictions may result in the loss of behavior credits.

SUB-SECTION C: ADDITIONAL INFORMATION

1. For additional information, complete a "Sentencing Information Request" Form and submit it to a correctional staff member or you may send an inquiry via pod kiosk. The staff member will forward your request to the sentencing office, located in the Roger D. Wilson Detention Facility.
2. Inmates earning work and/or program credits while at the Knox County Sheriff's Office will have their credits sent to the Department of Corrections. by the Sentencing Service

Office, on the 26th of each month. By the policy of the Tennessee Department of Corrections, credits will **only** be earned from your **sentenced and/or revoked date** until your **departure date** from our facility.

3. Once you leave our facility, it is at the discretion of the **Tennessee Department of Corrections** as to how many of your credits they will recognize.

State of Tennessee
Department of Corrections
4th Floor Rachel Jackson Building
320 Sixth Avenue North
Nashville, TN. 37243-0465

