

## Inmate Orientation Booklets

Included in the Department of Corrections' (SCDC) May 24, 2019 letter to the House Legislative Oversight Committee (LOC). This information was provided in response to the following questions in LOC's May 16, 2019 letter to the Department of Corrections: "25: Please explain what occurs during inmate orientation."

SCDC responded to the question as follows, in addition to providing the information in this document, "Each inmate receives a brief orientation concerning the R&E process. All newly arrived inmates are provided written orientation booklet (please see attached) by the R&E personnel on the following minimum topics:

- SCDC policies and rules;
- Intake process;
- Prison Rape Elimination Act (PREA);
- Inmate grievance system;
- Institutional programs and services;
- Consular Notification;
- International treaty;
- Mail and visitation procedures; and
- HIV education.

Inmates receive institutional orientation upon transfer to their assigned institution. The orientation includes information on: scheduled meal times, classification, institutional rules, sexual misconduct, Prison Rape Elimination Act (PREA) guidelines, HIV education, educational and/or vocational opportunities, work assignments, canteen, and commissary. Information regarding sick call and visitation is communicated orally to inmates upon arrival at the institution."

Programs Reentry and Rehabilitative Services is working to begin the reentry process immediately upon entry into SCDC and to include the below in the inmate orientation process:

- Programs, Reentry, and Rehabilitative Services at R&E, with newly positioned staff, will provide information to offenders that will help them map their journey through incarceration. Inmates will begin to prepare for release beginning at Orientation.
- The Division is working on the implementation of a Risk/Needs/Responsivity Assessment that will drive the inmate toward necessary rehabilitative programs that lead to successful reentry.
- Inmates will be provided information on credentials, Social Security Card, Birth Certificate, State I.D./Driver's License.
- Begin family reunification process, check for accuracy of family contact information.
- Begin capturing educational level and occupation skills.
- Develop a plan to issue an Admission and Orientation (A&O) Handbook, which provides written overview of programs, services and other offerings. For example, the handbook will outline the various educational/vocational/job skills training programs and how inmates can get involved. They also provide a discussion on the faith based and recreational programs. The A&O handbooks provide a topical overview of many areas of prison life where self-improvement can take place.

**SOUTH CAROLINA DEPARTMENT OF CORRECTIONS  
CAMILLE-GRAHAM RECEPTION AND EVALUATION CENTER**

**Information Packet for R&E Inmates**

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# SOUTH CAROLINA DEPARTMENT OF CORRECTIONS CAMILLE-GRAHAM RECEPTION AND EVALUATION CENTER

## GENERAL OVERVIEW

Below you will find general information that will answer many of the questions you may have during your time at the Camille-Graham Reception and Evaluation Center (CGR&E).

### PERSONNEL:

<b>M. Boulware- Warden</b>	<b>M. Griffin- Associate Warden of Operations</b>
<b>K. Small- Associate Warden of Programs/ Services</b>	<b>A. Williams- Major</b>
<b>T. Broome- Administrative Captain</b>	<b>C. Dillard- RHU Lieutenant</b>
<b>K. Alston- Intake Program Coordinator</b>	<b>B. Tucker- R&amp;E Mental Health Manager</b>
<b>K. Phillips- R&amp;E Medical</b>	

**GENERAL R&E INTAKE PROCESS:** At admission, you will have an SCDC number assigned, be fingerprinted, be photographed, receive a general orientation regarding the R&E process and basic SCDC rules and regulations, undergo a series of test to determine various aspects of your education level, mental health, and medical concerns, be interviewed for additional relevant information, and receive a physical examination. You are encouraged to participate fully in this process and ask and answer questions to the best of your ability. This process will aid in determining your permanent institutional assignment.

**STATUS:** While at the Camille-Graham R&E Center you will be assigned to Intake Status and will be housed in living quarters consistent with your status. As an intake inmate, you will not be afforded all of the privileges and opportunities available to general population inmates. You will remain in Intake Status until you are transferred to your permanent institution.

**WHILE YOU ARE IN INTAKE STATUS, CONTROLLED MOVEMENT WILL BE ENFORCED. YOU ARE REQUIRED TO WALK IN A SINGLE FILE LINE ON THE RIGHT SIDE OF THE WHITE LINE AND HAVE YOUR SCDC ID CARD DISPLAYED ON THE LEFT COLLAR OF YOUR OUTERMOST GARMENT AT ALL TIMES.** When you leave your living area, you must have your ID card, cup and spork with you and always wear a bra and panties.

**TRANSFER OF INMATES:** The R&E unit makes every effort to move all inmates as quickly as possible to their permanent assignments. Sometimes there are delays because of bed space or other problems in gathering information for your record; therefore, you may see someone who has been here less time than you leave before you do. You must also be assessed and cleared by Medical and Mental Health before classification can transfer you to your permanent institution.

**ORDER TO REPORTS (OTR):** Order to Reports are issued by specific personnel and areas with information for appointments or meetings. They are mandatory

**SPECIAL SERVICES:** Pastoral Services, depending upon your individual needs, are generally available. To request counseling or an individual visit from the Chaplain, you should submit an inmate request to staff addressed to the Chaplain. There are mental health professionals available to help you handle stress, anxiety and other adjustment problems that you may have with incarceration. You may complete a written request to staff should you desire assistance.

**COMMUNICATON SENSITIVITY:** South Carolina Department of Corrections prides itself on adhering to the needs of our population. Please inform any R&E Personnel, if you have any concerns with communication difficulties to include hearing impaired or language barriers. SCDC will make every effort to ensure that you receive all needed services in a timely manner.

**E.H. COOPER ACCOUNT:** Family members and friends can deposit money into your E.H. Cooper Account through JPay. A money order deposit form and instructions are included in your orientation packet.

**MAIL SERVICES:** You will receive two (2) dated envelopes and writing material upon your admission to the R&E Center. Should your stay extend beyond 30 days, you will be re-supplied with additional envelopes and writing materials. You should use this material to notify your family of your whereabouts. You may send and receive mail. All mail must include your full name, SCDC #, unit and cell #. Your family may write to you and should address all correspondences as indicated below:

\*\*\*SAMPLE\*\*\*

Jane R. Doe, SCDC #123456  
Camille-Graham Reception and Evaluation Center – BRE2240X  
4450 Broad River Rd.  
Columbia, SC 29210

All incoming mail will be opened and searched for contraband, but will not be read. Should you have legal mail with special circumstances, you should speak to your unit manager or officer regarding proper procedures. Any legal mail you receive will be given to you; however, it will be required to be opened in the presence of a staff member so that it too can be searched. All incoming mail must remain unsealed (open) for inspection, with the exception of legal mail.

**VISITATION:** Two (2) visits per month will be allowed for those who have been at Camille-Graham R&E for 30 days or more and will be more restrictive than in general population institutions. Visitation for intake inmates is on Wednesdays from 9:00am-11:00am with immediate family members on your approved visitation list. Your family must call (803) 896-1821 to schedule visitation.

**COUNT:** During count time, you must stand by your bed, fully dressed, and with your identification card properly displayed. There will be no talking or other activities during this time. You will remain standing until otherwise directed. Count times will be conducted at 5:30am, 12:30pm, 3:30pm, and 9:00pm. For the 9:00pm count, you must hold your identification card to the left side of your face and state your name, SCDC number, and bed assignment to the officer.

**TELEPHONE PRIVILEGES:** A PIN number will be automatically assigned to you within a few days of your arrival. You will be able to make collect telephone calls to those persons you have identified on your SCDC Form 2-2, Telephone Privilege Request Form. It takes approximately two (2) weeks to process your request for a PIN number. Refer to the telephone schedule posted in your unit. All phone calls are collect only and will be allowed each Tuesday and Thursday. **Attorney telephone calls** can be requested via request to staff form to your unit Lieutenant. Attorney calls will be conducted Monday – Friday from 9:00a.m. – 4:00p.m.

**HYGIENE AND SANITATION:** You will be expected to maintain proper personal hygiene at all times. You will be issued personal hygiene items upon your admission to R&E and will be re-issued items after 30 days if you have not transferred by then. You will be required to shower every Tuesday, Thursday, and Saturday as directed by the officer beginning at 6:00a.m.

Mandatory cell cleaning will be conducted every Monday, Wednesday, and Friday evening. Rooms are to be clean, beds completely made, and you are to be fully dressed between 8:00a.m. – 9:00p.m. You will be responsible for the daily cleaning of your cell and will be provided with the necessary items to accomplish this task. You are not permitted to place any items on your cell wall or door windows. If you flush any unauthorized items that require maintenance, you will be charged with Damage, Destruction of Property and a fee of \$5.00.

**LAUNDRY:** Laundry must be turned in prior to breakfast at 4:45a.m. on the days indicated below. Your items will be marked and sent to the Commissary. If your clothing or linens are soiled, request a trash bag from the dorm officer. Rinse the items in clean water and place in a trash bag for replacement of items. The laundry schedule is as follows:

- MONDAY – Whites will be placed in laundry bag (4 bras, 4 panties and 2 washcloths). Nightgown/towels will be washed in bulk.
- TUESDAY – Uniforms (turn in to R&E dorm workers and indicate correct uniform size).
- WEDNESDAY - Sheets (remove all knots prior to turning in.) Blankets will be washed monthly and you will be notified of the date.

- THURSDAY – Whites will be placed in laundry bag (4 bras, 4 panties, and 2 washcloths). Nightgown/towels will be washed in bulk.
- FRIDAY- Uniforms (turn into R&E dorm workers and indicate correct uniform size).

**MEALS:** Inmates will be escorted in groups of 30 to the Cafeteria for all meals and you must have your identification card, cup, and spork. There will be no talking outside your cell, while walking to or from the Cafeteria, and while eating. A medical pass will be required for additional snacks. Meal times are:

- Monday – Friday: 5:00am / 10:00am / 2:45pm
- Saturday and Sunday: 8:30am / 2:45pm

**MEDICAL SICK CALL:** Over the counter medications should be available in your living area for minor discomforts. These can be requested from the unit security staff. Should you feel that additional attention is needed, you will be required to sign up for sick call located on the unit near the exit door. Sick call is conducted Monday through Friday in the R&E Medical Area.

Dental needs should be placed on a staff request and placed in the box for appropriate processing.

The above information is general in nature. It will answer many of the questions that you may have. You are encouraged to keep this with you and share relevant information with your family members and friends.

## **PRISON RAPE ELIMINATION ACT**

Pursuant to the Prison Rape Elimination Act (PREA), the South Carolina Department of Corrections (SCDC) has a zero-tolerance policy regarding sexual abuse and sexual harassment against inmates in correctional facilities, or patients confined in prisons or jails. The SCDC will identify and monitor those inmates who are vulnerable to sexual abuse and those who have a propensity to commit such acts and ensure that they are separated from each other. All persons who have contact with inmates will receive training on Agency sexual abuse and sexual harassment policies, including reporting procedures, the dynamics of sexual abuse in confinement, and how to detect and respond to signs of abuse. All inmates will receive orientation on their rights to be free from sexual abuse and sexual harassment and will be made aware of the procedures available to them for reporting acts of sexual abuse. The Agency will fully investigate all allegations and will take appropriate action pursuant to the outcome of the investigations.

#### **Inmate Reporting Procedures:**

- Inmates incarcerated in an SCDC facility may report any act of sexual abuse by calling \*22, and/or *by* written or verbal reports to any Agency staff member, contract employee, volunteer, or the Division of Investigations, or SLED (address). The inmate can file a written report without giving his/her name or the name of the abuser(s). This information could also include an assault that occurred at any Correctional Facility, Detention Center, County Facility or while under community supervision, prior to or during his/her commitment to the SCDC. (4-4281-7)
- A report of sexual abuse made in good faith based upon a reasonable belief that the alleged conduct occurred does not constitute falsely reporting an incident or lying, even if an investigation does not establish evidence sufficient to substantiate the allegation. Any inmate conclusively found to have filed an intentionally false report alleging sexual abuse will be subject to disciplinary action through the Inmate Disciplinary System and/or criminal charges.

### **INMATE GRIEVANCE**

The purpose of the grievance procedure is to provide inmates with a means to verbalize their complaints formally to the appropriate staff members within the institution. Grievances may be filed without retaliation. A grievance must be filed in a timely manner. An informal resolution must be attempted prior to the filing of a Step 1 Grievance by sending an Inmate Request to Staff Member form (RTSM) or a Kiosk request to the appropriate supervisor. You have eight (8) working (8) days from the date of the incident to attempt an informal resolution. (Request to Staff Member Form RTSM).

Once you receive a response to your RTSM from the appropriate supervisor, you have eight (8) working days from the date of the appropriate supervisor's signature to file your grievance. You cannot file a grievance without attempting the informal resolution first and you must wait on a response to your RTSM that also must be included with your grievance when it is filed (a copy of the paper RTSM attached or the reference number of the Kiosk request).

If you are convicted of a disciplinary, you have five (5) working days from the date of the hearing to file a grievance and an informal resolution is not necessary.

Certain issues are non-grievable: such as institutional and security assignments, institutional jobs, cell/dormitory or cubicle assignments, administrative transfers, informal or administrative charges unless the sanction imposed was excessive in relationship to the rule violation; grievance(s) against an Inmate Grievance Coordinator for not processing a grievance; disposition on another grievance, on an affidavit presented to the court by an employee, status of a pending grievance and any issue outside the control of the Department of Corrections such as court decisions, state and federal laws and regulations, parole board decision and any other matter outside of the control of the Agency. Policy GA-01.12, located in the SCDC Policies and Procedures Manuals in the KCI Law Library, provides guidelines and procedures for inmate grievances. The grievance office is located in the main administration building. Grievance Step 1 forms may be picked up from the living area. If you are housed in the Restrictive Housing Unit, grievance step 1 forms may be requested from security staff.

The form must be completely filled out with your name, SCDC number, institution, work assignment, and housing unit. State your grievance clearly. List date of incident, time and names of staff/inmates involved.

## **TRANSPORT TO FUNERAL, BODY VIEWING OR DEATH BED VISIT**

Governor McMaster signed into law SC Statute 24-3-220, instituting the transport of inmates to either a death bed visit, body viewing, or funeral of specific relatives to the inmate. Certain criteria must be met in order for this transport to occur:

- The ill or deceased must be an immediate relative (parent/parent substitute, spouse, children, siblings, grandparents, grandchildren) and the relative must be listed on the inmate's visiting list or relative screen in our system.
- No disciplinary convictions within the past 12 months.
- The inmate's escape history and STG/gang affiliations will be strongly considered.
- The inmate is currently housed in RHU, SSR, Death Row, or other restrictive housing area.
- The inmate has attempted, planned, or participated in escape attempts.
- The inmate has had a disciplinary conviction within the past year.
- The inmate has been convicted of a statutorily violent crime.
- The inmate has been convicted of a sex offense.
- The community is in opposition to the inmate's transport.

If all requirements are met, the Warden must determine if he/she will have the appropriate staffing at their institution to accommodate the transport. If not, then the transport will not be approved.

SCDC will attempt to accommodate these transports if they can be done safely and not jeopardize the institutional safety.

**Funeral and Hospital Visit Transport – Information for Your Family:** Families may now request that a current SCDC inmate attend the viewing or funeral of a deceased relative or visit a sick relative in the hospital when the sick relative is near death. Inmates will ONLY be eligible to attend one (1) service/visit – a hospital visit OR a viewing OR a funeral (not to include graveside). They may not make more than one visit. Listed above are the only family members whose imminent death, viewing, or funeral qualifies for an inmate transport.

DO NOT CALL to request transport for an inmate until you have all of the information needed for SCDC to process the request. Once you have gathered the following information, please contact the institutional Chaplain to submit your request:

- The inmate's name and SCDC number, if you have it.
- The name of the sick or deceased and that person's relationship to the inmate.
- The location and time of the hospital visit, viewing, or funeral.
- Your name, phone number, and relationship to the inmate so that SCDC may contact you once the request is processed.

The list of Chaplains can be found at <http://www.doc.sc.gov/programs/volunteers.html#Chaplain> – Contact Information

Costs for the transport must be paid by the inmate or inmate's family on their behalf. These costs must be paid in advance at least 24 hours prior to transport.

**If the fee will be paid by a third party on behalf of the inmate:** The fee may be provided by a third party on behalf of the inmate. ONLY approved money orders will be accepted for this fee. The money order will be made out to SCDC and include the inmate's name, SCDC number, and a description of the service. The third party must hand carry the money order to the Business Manager/designee or Chaplain/designee at the institution where the inmate is housed.

**If the fee will be paid by the inmate:** If the fee is to be paid by the inmate, the funds must be available in the inmate's E.H. Cooper account at the time of the request for transport.

Please note this is ONLY a request. Not all inmates will be eligible for transport. Once the request is processed, an SCDC employee will notify you of the decision.



## MAILROOM

### When can I receive or send mail?

Mail is issued and taken up Monday through Friday.

### How do I obtain notary services?

Notary services are done by **appointment only** and must be requested via request to staff member to the Mailroom. Please wait for your appointment by OTR.

### How do I obtain legal supplies or mail out legal?

Legal mail outs and supplies are handled during normal R&E intake mailroom hours. Inmates **with funds** may mail to any legal entity. Indigent inmates (**inmates without funds**) must show proof of active litigation or formally initiated litigations in order to receive legal supplies.

### How do I tell if I'm indigent?

An inmate with an account balance of \$6.43 or less for 30 days or more is considered indigent.

### Can I send a check home?

No, however, in a case of emergencies, a staff request may be presented to the Warden for approval on a case by case basis.

### Can an inmate use or borrow an envelope from another inmate?

Inmates are **not** allowed to loan, share, borrow, or trade issued items with each other. In addition, inmates may not abuse supplies by using any SCDC forms as personal paper. You may not use supplies brought from the county either. These items are considered contraband and will be treated as such.

**Outgoing Mail:** Only legal mail may be sealed. Personal mail must be submitted tucked and unsealed. Place all mail in the mailbox located in the unit. Do not use the mailbox on the compound or it will be returned to you.

### Incoming Mail:

Intake inmates may receive letters and cards. Common items that may keep an inmate from receiving mail:

- Incorrectly addressed mail. The return address must be complete to include the sender's name. Inmate's address must be complete to include the SCDC # and dorm/room #.
- Additional markings on the envelope (drawing/writing other than sender and inmate information is prohibited).
- Perfume/cologne/body spray on the envelope/letter.
- Stickers on the envelope/letter or cards with attachments.
- Completed visitation forms (SCDC Form 19-127)

In addition, R&E intake inmates are not allowed to receive books, magazines, newspapers, writing supplies, (ex: stamps, paper, envelopes), cash, or **pictures**.

### What is a SCDC Form 10-7, Rejection Notice?

A rejection notice is given for any contraband item found in incoming/outgoing inmate mail. Contraband is defined in SCDC Policy PS-10.08, Inmate Correspondence.

### Outgoing Mail Rejection Notices

If an inmate attempts to mail out contraband, the mail (all contents) will be automatically forwarded to Contraband per policy PS-10.08. Concerns may be addressed via Request to Staff to the mail room.

### Incoming Mail Rejection Notices

R&E inmates may **NOT** receive pictures. Any mail received with pictures for R&E inmates will be automatically returned to sender at the inmate's expense (if funds are available) or sent directly to Contraband (if no funds are available) with all contents. (Policy PS-10.08, section 6.1.10)

Rejection notices issued for the following contraband items will be sent directly to Contraband with all contents:

- Any correspondence/envelopes with perfume/cologne/body spray/oils, lipstick, body secretions or unknown substances.
- Any correspondence that is laminated/covered in plastic, or contains any magnets.
- Disapproved/unauthorized inmate to inmate correspondence.
- Anything to eat, drink, or smoke, any appliances, and any hygiene items.
- "Bill me later," free gift transactions, or any solicitation materials may not be sent or received.

Rejection notices for "other" contraband will have the following options and must be returned to the mailroom within **10 days** via the mailboxes:

- Return to sender at inmate's expense:
  - Check the first line "The correspondence is being returned to sender at your expenses by using Form 10-14 agreement to debit E.H. Cooper Account." Sign and date at the bottom.
- Remove contraband and receive remaining items:
  - Check the "other" block at the bottom, write "remove contraband and receive remainder" on the line, sign and date the bottom.
- Send all contents to contraband:
  - Check the third line "By my signature below I choose to have this correspondence disposed of pursuant to SCDC Policy 22.02," sign and date at the bottom.

Inmates will have 10 days from the date of the notice to make a decision in regards to their rejection notice. Any notices received after the 10 day deadline will be returned to the inmate and the correspondence in question will automatically be returned to the sender at the inmate's expense. If the inmate does not have funds, the mail will be destroyed after 30 days in accordance with SCDC Policy OP-22.03, Authorized Inmate Property and Disposition of Unauthorized Property, and SCDC Policy OP-22.35, Contraband Control.

### **MENTAL HEALTH SERVICES**

SCDC is committed to providing all inmates access to mental health care based on documented policies and procedures. Provisions of mental health services include inmate assessment and evaluation, suicide prevention, special needs care, referrals for care, ongoing care, and discharge planning.

Upon arrival at the Reception and Evaluation Center, all intake inmates will receive a comprehensive mental health screening and evaluation by a Qualified Mental Health Professional. Referrals for further evaluation with a Licensed Psychiatrist will be made based on information received from the comprehensive assessment and Continuity of Care form (if provided by transferring county facility).

An individual's level of mental health care is taken into account when classifying and assigning to a permanent institution.

### **MEDICAL SERVICES**

All New Receivers will have a physical exam to include specified lab work as part of her in-processing to R&E. This is your opportunity to inform and explain any medical conditions and or physical limitations you may have. Ensure that you make all medication /medical requests at this time as only the physician may prescribe medication, equipment, make referrals and order items on your behalf.

Medical Services will be provided from the hours of 7:00 a.m. to 6:00 p.m., Monday-Friday, and 7:00 a.m. to 6:00 p.m. on Saturday and Sunday. The following services will be provided:

#### A. Sick Call Procedures:

- a. Sick call hours are Monday through Friday starting promptly at 7:30 a.m.
- b. To request sick call, place a completed sick call slip in the silver box on the unit near the exit door.

- c. Inmates must report to the R&E Medical Area when called. If you do not respond, you will be considered a "No Show" and you will have to sign up again.

All inmates who received medication must present your inmate ID card and take the dose in front of the nurse. Failure to do so or altering pill packs will result in disciplinary action.

There is a \$5.00 co-pay for sick call and a \$5.00 co-pay each for prescriptions up to a total of \$15.00 per month. If you do not have sufficient funds in your account to cover medical co-payments, you still will be allowed sick call, prescriptions, etc. and your account will be debited (charged when you have funds available).

- B. **M.D. Clinic:** For all M.D. Clinics, an Order to Report will be sent informing you of your scheduled medical appointment. If you are not present at your scheduled time, you will be considered a "No Show." A new request will have to be completed and turned in (there is no charge for medical clinic unless you receive a prescription, then you will be charged a \$5.00 co-pay).
- C. **Dental:** All requests to see the dentist should be placed on a staff request and placed in the box for appropriate processing.

### **Medications:**

- **Prescriptions-** There is a \$5.00 co-pay for each prescription up to a total of \$15.00 per month
- **Mental Health Prescriptions-** There is NO co-pay for mental health medications and will be continued upon arrival to SCDC as long as there is documentation from your county indicating the medication name, dose, and frequency.
- **Refills-** Fill out the medication refill sheet and place in blue mail box seven (7) days before medication runs out.

The following over-the-counter medicines are available in the inmate living areas:

Tylenol  
Maalox  
Milk of Magnesia  
Motrin

If you are dissatisfied with the medical services being provided, please submit a Request to Staff to the medical staff. If the problem is not resolved, you may go through the grievance process.

### **VISITATION INFORMATION FOR INTAKE INMATES**

1. Visitation is permitted for any intake inmate who has been located at the Camille-Graham R&E Center for 30 days or more.
2. Visitors are restricted to immediate family members:
  - Mother, father, children (to include step-children and adopted), siblings, grandparents, great grandparents, spouse, grandchildren, and great-grandchildren.
  - All visitors must be on your approved visiting list.
3. Intake inmates are limited to a maximum of three (3) visitors per visit. Each of the inmate's children, if approved, will be authorized to visit with the inmate. Visiting hours are Wednesdays from 9:00am-11:00am.
4. Only two (2) visits are allowed per month and will be no more than two (2) hours in duration. Visits must be scheduled in advance through the Camille-Graham R&E Classification personnel. No visits will be scheduled with family members until you have been at the R&E Center for 30 days; therefore, you should advise your family members of this rule. **After 30 days, your family may call the following phone number on Monday and Tuesday only between the hours of 8:00 a.m. and 12:00 p.m. to schedule a visit.**

**PHONE NUMBER: (803) 896-1821**

Information regarding visitation is distributed to you upon admission. It remains your responsibility to provide visitor data forms and rules and regulations to family members and have them forward completed forms to the Central Visitation Center. It is also your family member's responsibility to confirm that you are still at the Camille-Graham R&E Center and not on visitation restriction prior to arrival for a scheduled visit.

## **INMATE DISCIPLINARY POLICY**

Written Explanation of SCDC Policy OP-22.14, "Inmate Disciplinary System," Issued to New Admissions to SCDC – Current version dated 2018. Complete policy can be reviewed in institution's Law Library upon permanent assignment to an institution. Inmates in INTAKE status can review this policy by submitting a request to the correctional staff in your living area.

To promote the order and maintain the security and safety of the South Carolina Department of Corrections (SCDC), the SCDC has developed an Inmate Disciplinary System to provide appropriate redress and sanctions for violations of any Agency rules and regulations and federal/state statutes by inmates. The administration and application of the Inmate Disciplinary System will be completed in compliance with all applicable state and federal statutes, rules and regulations, and in a manner that ensures inmates are afforded adequate due process protection. All inmates under the custody of the SCDC are required to abide by the rules and regulations established by the SCDC. Inmates who violate any of the rules and regulations of the SCDC may be subject to disciplinary action under the terms of this policy. When an inmate has committed a crime, criminal prosecution may also be pursued.

Inmates charged with rules violations will be present at their disciplinary hearings unless he/she has waived the right to be present or his/her behavior prior to or during the hearing justifies their exclusion. Penalties for disciplinary offenses are concurrent. More than one type of sanction may be imposed for a disciplinary offense. Types of Privileges that can be taken: Canteen, Television, Radio, Visitation, Telephone, Personal Property, Employment in Prison Industries, or Other Privileges/Leisure Activities, Restitution.

At the conclusion of the hearing, the Hearing Officer will inform the inmate of his/her right to appeal the decision of the Hearing Officer with respect to guilt or to the penalty imposed by using the inmate grievance procedure. An inmate can file a grievance to a Disciplinary Hearing to appeal a conviction following an innocent plea, or to appeal any guilty verdict due to alleged technicalities or misinterpretation of evidence, or to appeal a sentence when the sanction imposed was allegedly not proportionate to the rules violation. Appeal rights are not applicable to charges resolved informally or administratively.

If the inmate requests, a SCDC Form 10-5, "Step I Grievance Form," will be provided to the inmate by the Hearing Officer (see SCDC Policy GA-01.12, "Inmate Grievance System"). (NOTE: Inmates may request the assistance of the Institutional Inmate Grievance Coordinator to assist them in completing their grievance form if they are unable to read or write or have a language barrier.) The appeal must be initiated by the inmate and must be filed in accordance with the process described in SCDC Policy GA-01.12 or the inmate forfeits all rights to appeal. If the inmate is not satisfied with the Agency's final Step 2 decision, they may file an appeal with the Administrative Law Court if accrued good time was taken or the inmate failed to earn good time as a result of a disciplinary hearing. NOTE: Refer to GA-01.12 for the appeal process to the Administrative Law Court.

### **SCDC DISCIPLINARY OFFENSES**

1. **RULES VIOLATION DEFINED:** The following disciplinary offenses represent violations of the SCDC inmate rules. A violation of these rules may consist of any of the following:

- Engaging in the specified behavior;
- Attempting to engage in the specified behavior;
- Conspiring to engage in the specified behavior; or
- Aiding others in engaging, attempting to engage, or conspiring to engage in the specified behavior.

2. **LIST OF DISCIPLINARY OFFENSES:** The following is a list of the titles and code numbers of disciplinary offenses.

**Level 1 Disciplinary Offenses**

- **801 Assault and/or Battery of an SCDC Employee or other Government Employee, Contract Employee, Volunteer, or Member of the Public with Means/and/or Intent to Kill or Injure:** The willful hitting, striking, or unauthorized touching of an SCDC employee or other government agency employee, contract employee, volunteer, or member of the public with or without a weapon or the throwing of any substance at or on an SCDC employee or other government agency employee or contract employee who is exercising legitimate authority over an inmate, when such hitting, striking, throwing, or unauthorized touching causes bodily injury.
- **802 Sexual Assault: Forcing another person, by violence or threats of violence, or any other form of coercion to perform a sexual act.** (A sexual act is any intentional contact between the genitals of one inmate and the genitals, mouth, anus, or hands of another person.)
- **803 Riot:** When an inmate, with two or more persons, intentionally participates in conduct that creates danger of damage or injury to property or persons and substantially obstructs the performance of unit operations or institutional operations.
- **804 Homicide:** The killing of any person with/without malice, advance thought, either expressed or implied.
- **805 Hostage Taking:** The act of any inmate acting alone or with others who by threats, coercion, intimidation, or physical force, takes, holds, or carries away any person as a hostage for any reason whatsoever.
- **806 Any Act Defined as a Felony by the Laws of the State of South Carolina or the United States and not otherwise** Defined in these Rules. (State Criminal Statute must be provided.)
- **808 Fighting With a Weapon:** Any group of two or more inmates who engage in a physical altercation with any instrument used for the purpose of inflicting physical injury on any person.
- **811 Possession of a Weapon:** The actual or constructive possession by an inmate of any instrument that could be used to inflict physical injury on any person.
- **857 Assault and/or Battery of an Inmate with Means and/or Intent to Kill or Injure:** The willful hitting, striking, throwing of substances, or unauthorized touching of an inmate with or without a weapon by another inmate, when such hitting, striking, throwing, or unauthorized touching results in great bodily injury.
- **897 Possession of Security Equipment/Property:** The unauthorized possession and or use of security equipment/property of SCDC or that of an outside source. Unauthorized items may include, but not be limited to, institutional security keys, restraints, chemical munitions, employee ID cards, crafted devices, i.e., hand cuff keys, institution keys, or dummy like objects, (for escape/attempt escape purposes), etc. This offense also includes the possession of any materials and/or drawings that could be used in the creation of institution keys.
- **898 The Possession of Any Communication Device:** The possession, receipt, use, concealment, storage, purchase, sale or facilitation of cellular phones or other communications equipment and/or any components thereof. This includes, but is not limited to, MP3 players, I-pods, e-readers or any like devices.
- **901 Class I Escape:** Any escape, attempted escape, or aiding/abetting escape from a Level 2 or 3 Institution or from medium or maximum custody at a local detention center. Also includes escape from a Level 1 Institution or minimum custody at a local detention center that involves any threat of violence, physical harm, or other aggravating circumstances. Aggravating circumstances may also include any criminal behavior that occurs while the inmate is on escape status. NOTE: Should an inmate assigned to an outside detail at any level institution, walk-off (with no aggravating circumstances), should be classified as a Class II escape.
- **902 Class II Escape:** Any escape, attempted escape, or aiding, abetting escape from a Level 1 Institution or minimum custody at a local detention center that does not involve any threat of violence, physical harm, or aggravating circumstances.
- **903 The Trafficking, Use, and/or Possession of Narcotics, Marijuana, or Unauthorized Drugs, including prescription drugs, Inhalants, Intoxicants and Synthetics.** It is a violation of this section for an inmate to: Actually or constructively traffic, use, or possess drugs or intoxicants of any type or description (except those prescribed by an authorized physician and within authorized amounts and expiration dates) such as but not limited to: barbiturates, narcotics, medicines, marijuana, poisons, inhalants and synthetic cannabinoids; as well as all drug paraphernalia, such as but not limited to: needles, syringes, pipes, rolling papers and straws. Officers may rely on their training and experience to identify any intoxicating substance or paraphernalia where no available scientific tests have been created and/or confirmed credible. Substances which cannot be identified by the officer through their training and experience will be considered contraband and subject to an 817 Possession of Contraband charge unless the inmate can prove by a preponderance of the evidence at the disciplinary hearing that the substance was either: (1) issued to the inmate officially; (2) purchased in the institutional canteen; (3) authorized

by the Warden and/or Agency policy; or (4) issued to the inmate by SCDC. This rule violation encompasses the "hoarding" of authorized prescribed medication by any inmate(s), or inmates who having accepted their medication, then failed to ingest the medication at the time they are issued it at the pill call. Or; Under, or feign (pretend) to be under, the influence of any intoxicant, other than one prescribed by an authorized physician, which creates an altered state of physical or mental activity. The observation and documentation by institutional staff of inmates exhibiting behavior such as paranoia, panic attacks, giddiness, agitation, hallucinations, psychosis, unexplained hypertension (high blood pressure), tachycardia (increased heart rate), vomiting, seizures, foaming at the mouth, blurred vision, total memory loss, inability to feel pain, suicidal thoughts, uncontrollable aggression or any other symptoms which through the staff member's training and experience would lead them to reasonably believe the inmate is under the influence of a drug or intoxicant would be sufficient to justify this charge. A voluntary admission by an inmate that they are intoxicated, whether spontaneously uttered or as a result of questioning by institutional staff, can be considered in making this charge but is not, in itself, enough to justify the charge.

Test positive for any unauthorized drug or intoxicant, refuse to submit to a drug test, or fail to produce a specimen within three (3) hours, as specified in SCDC Policy GA-03.03, "Inmate Drug Testing/Screening Program."

- **904 Possession of Escape Tools and/or Paraphernalia:** The actual or constructive possession of any tool, device, document, drawing, or any other item that could be used to plan or execute an escape from a correctional institution.
- **905 Creating and/or Assisting with a Social Networking Site:** The facilitation, conspiracy, aiding, abetting in the creation or updating of an internet web site or social networking site. **Photos of the inmate taken within an SCDC facility and/or of inmate in SCDC uniform may be used to support this charge.**
- **907 Attempted Escape or Breach of Restricted Area:** If an inmate is found to have damaged property (i.e. windows, flooring, fencing, ventilation system, etc.) in an effort to facilitate access to restricted areas, or if an inmate is caught out of place in a restricted area and/or beyond general population areas/fencing, in an attempt to escape or for any other reason, they are to be charged with this offense.

## Level 2 Disciplinary Offenses

- **807 Striking an SCDC Employee or other Government Employee, Contract Employee, Volunteer, or Member of the Public:** The willful hitting, striking, spitting, or unauthorized touching of an SCDC employee or other government agency employee, contract employee, volunteer, or member of the public with or without a weapon or the throwing of any substance at or on an SCDC employee, other government agency employee, contract employee, or volunteer who is exercising legitimate authority over an inmate, when such hitting, striking, throwing, or unauthorized touching does not cause bodily injury.
- **809 Threatening to Inflict Harm on/Assaulting an Employee and/or Members of the Public:** Communication, verbal or written, by an inmate to an individual, or any other person, that s/he intends to injure that person or commit a violent or unlawful act dangerous to human life, presently or in the future; or one who commits a physical act of a threatening nature, and the probable result of such threats or action is to place the individual in fear of bodily injury; or one who causes evacuation of a building; or one who creates serious disruption or alarm. Any unauthorized body contact of an employee or member of the public which creates serious alarm, but does not result in bodily injury.
- **810 Striking an Inmate With or Without a Weapon:** The willful hitting, striking, throwing of any substance at, or unauthorized touching of one inmate by another inmate with or without a weapon, whether or not such hitting, striking, or unauthorized touching causes bodily injury.
- **812 Robbery with Force:** The taking of property of another person in that person's presence with use of force and violence which places that person in fear of his/her safety by the use of such force, violence, or threats.
- **813 Throwing/Exposure of any Substance or Object on an SCDC Employee or other Government Employee, Contract Employee, or Volunteer:** The throwing or exposure of any substance, to include bodily secretions, at or on an SCDC employee or other government agency employee, contract employee, or volunteer who is exercising legitimate authority over an inmate, whether or not such throwing causes bodily injury. This includes exposure of bodily secretions (fluids) through an inmate's outgoing correspondence.
- **814 Inciting/Creating a Disturbance:** Any act or activity which results in a disruption of institutional operations or a breach of institution security. Any inmate who purposefully incites or urges a group of two or more other inmates to engage in a current or impending disturbance of institutional operations or gives commands, directions, instructions, or signals to a group of two or more persons to cause, continue, or enlarge a disturbance. An inmate

may be found guilty of this violation even where no disruption of institutional operations actually occurs as a direct or indirect result of his/her actions. A disturbance as used herein is an assemblage of three or more persons which creates grave danger or damage or injury to property or persons and/or substantially disrupts the normal functioning of the institution.

- **820 Damage, Loss, Destruction, or Defacing of Property Valued at 100.00 or more:** The intentional or reckless damaging, destroying, or disfiguring property belonging to a government agency, a private citizen, an employee, or another inmate. Possession of damaged, destroyed, or disfigured property and the negligent loss of property also qualify as a violation of this offense. (NOTE: This does not include cases in which an inmate loses his/her ID card or issued room key. In these cases, the inmate will be required to pay a replacement fee for such items and will not be processed pursuant to these procedures. See also, SCDC Policies OP-21.06, "Inmate Identification Cards," and OP-22.17, "Key Control," for information regarding the processing of replacement fees.) This charge must be forwarded to a Disciplinary Hearing.
- **822 Sexual Misconduct:** (1) Engaging in consensual or non-consensual sexual acts or intimate physical contact of a sexual nature with other inmates; or soliciting sexual acts from other inmates, or engaging in any form of sexual harassment. Also, engaging in any non-consensual sex act with an employee, visitor, vendor, or volunteer, to include intimate physical contact or solicitation of sexual acts. This charge must be forwarded to a Disciplinary Hearing.
- **832 Unauthorized Inmate Organization Activity or Participation in a Security Threat Group (STG) or STG Activity:** Any participation of any inmate in any organization which has not been approved or any informal organization, association, or group of three (3) or more inmates that has a common name, and whose members or associates engage or have engaged in activities that include planning, organizing, threatening, soliciting, or committing unlawful acts of misconduct classified as serious threats or potential threats to the safety and security of the public, the Department, employees, visitors, and/or other inmates, or any other group that has been designated a Security Threat Group by the Agency Director. Possession of STG material is sufficient to warrant this charge.
- **854 Exhibitionism and Public Masturbation:** (1) Engaging in acts of indecent and/or unnecessary exposure of genitals or other private body parts to a staff member or other person; or (2) engaging in acts of masturbation or any manual stimulation of one's exposed or unexposed genitals in a public setting, or in the view of a staff member or other person.
- **855 Smuggling and/or Conspiracy to Smuggle in Contraband:** Any inmate found to have conspired, aided, or acted in collusion with any person, or acting alone with the intent of introducing any form of contraband into any SCDC facility. Conspiracy, aid, or collusion may be defined as using any form of communication or providing any type of assistance with/to any person where plans are made with the intent of introducing contraband. The physical possession/receipt of the contraband by the inmate is not needed to support this charge. An inmate can be charged with this offense if his/her approved visitor is caught bringing in contraband and it is reasonable to believe that the visitor's intent was to supply the inmate with the contraband.
- **858 The Use or Possession of Practice GED Cheat Sheet, the Official GED Test, Any other Standardized or Educational Test, or Standardized Educational Materials Not Authorized for Use by the Inmate:** Possession of, attempt to use, or provide others with a cheat sheet and/or answers to the GED questions, or other educational materials with the intention to gain unfair advantage in securing a passing score on the Practice GED Test, the Official GED Test, or any educational test administered or overseen by the Palmetto Unified School District. (NOTE: Any inmate convicted of this offense will also be prohibited from taking the GED Test while incarcerated.)
- **861 Harassment and/or Intimidation:** ADA Issues: The harassment, discrimination, retaliation, coercion, intimidation, threatening or abusing of any inmate, by any person, if that conduct is based in whole or in part on the victim's status as having a disability. This includes the revealing of any medical condition of an inmate by anyone with malice or ill will. Disability: a condition (such as an illness or an injury) that damages or limits a person's physical or mental abilities (e.g., blindness, deafness, loss of movement or ability to walk, being HIV Positive, hearing impairment, psychiatric condition, etc.)
- **895 Inmate ID Card Violations:** The following are violations of this infraction:  
To have possession of another inmate's ID card; to give another inmate possession of your ID card, or another inmate's ID card; to give your ID card to anyone not authorized to have possession of your ID card; the forgery of ID cards; any other actions or use of an ID card that is inconsistent with the ID card's purpose.

- **896 Unauthorized wearing, possession and/or providing Agency uniform(s):** The wearing, possession and or providing of any Agency uniform is a serious offense as it relates to inmate identification, institutional order and security.
- **906 Possession of a Purchasing Instrument:** The actual or constructive possession by an inmate of any item which may be used to buy, sell, or exchange any commodity/service from any individual, whether that commodity/service is authorized or unauthorized. This includes, but is not limited to, cash, green dot cards/numbers, pre-paid phone cards, personal or blank checks, money orders or postage stamps.

### **Level 3 Disciplinary Offenses**

- **815 Evading a Security Device:** The act of an inmate to obstruct, tamper with, or jam any opening, closing, or exiting of a cell door, food flap, locks, any restraint devices, and/or secured area(s).
- **816 Trafficking and Trading:** The buying or selling or unauthorized exchange of any commodity from any individual within the institution, other than authorized purchases from the canteen (evidence may include an excessive inventory of marketable items).
- **817 Possession of Contraband:** The possession of any unauthorized, altered or excessive property, including **unmanned aircraft systems or drones**, tobacco products, gambling paraphernalia, unauthorized publications and unauthorized clothing. The possession of tobacco in a quantity larger than 40 grams is enough to reasonably assume that the intent of the possession was for distribution to other inmates and can be heard as a major disciplinary. Unauthorized property is any item to include keys not assigned to the inmate by the Department or purchased by the inmate from the canteen.
- **818 Use of Obscene, Vulgar or Profane Language or Gestures:** The act of any inmate who verbalizes or writes lewd or indecent notes or letters to another person, or makes gestures or actions that are discourteous or disrespectful in nature, when the person who receives verbal statements, notes, letters, gestures, or actions complains of such.
- **819 Stealing:** Intentionally taking any property belonging to a government agency, a private citizen, the State, an employee, or another inmate.
- **821 Gambling and Loan Sharking:** Any inmate who bets, lends, offers to lend, borrows or attempts to borrow anything of value from another person, or organizes the outcome of any event, including sporting contests. The possession of gambling paraphernalia may be sufficient evidence.
- **823 Fighting Without a Weapon:** Any group of two or more inmates who engage in a physical altercation involving mutual combat and or horseplay.
- **824 Threatening to Inflict Harm, Physical or Otherwise/Assault, on Another Inmate:** The communication, verbal or written, by an inmate to another inmate that s/he intends to injure or commit a violent act, dangerous to human life, presently or in the future; or commits a physical act of a threatening nature placing another inmate in fear of bodily injury, causing evacuation or serious disruption.
- **825 Refusing or Failing to Obey Orders:** Noncompliance with a legitimate order from an SCDC employee or other government/contracted employee who is in a position of authority over the inmate. This includes resisting arrest or failure to follow written policy/procedure requirement (i.e., grooming standards, etc.). The act of any inmate whose actions interfere with or tends to interfere with anyone in pursuit of their assigned duties.
- **826 Refusing to Work:** Refusing to begin or complete a work assignment without a legitimate reason, such as illness.
- **827 Refusing to Attend the Compulsory Mandatory Program:** The refusal of any inmate who scores below an eighth grade reading or math level to enroll/attend/participate in school and/or the refusal of any inmate to attend or participate in any compulsory (mandatory) program.
- **828 Out of Place:** The act of an inmate who without authority either fails to report to his/her appointed place of duty or assignment or any other place to which he/she was ordered; leaves his or her appointed place of duty or assignment; is found to be in an unauthorized area; or does not have specific approval to be in an unauthorized area of the institution or any area of the institution.
- **829 Failure to Work:** Failure to complete a reasonable amount of an inmate's work assignment within a reasonable period of time, or sleeping on the job.
- **830 Mutiny:** When two (2) or more inmates conspire and refuse, as a group, to work, move, return to their cells or cubes, and/or create a work stoppage or other similar activity.



- **831 Lying to an Employee or Knowingly Making False Statements:** The intentional making of untrue statements by an inmate or any inmate who makes a false statement under oath, makes inconsistent statements which are false, or makes a false statement to or against an employee or anyone. The act of any inmate who gives an untrue statement deliberately or a false impression to any SCDC employee, contracted employee or to an employee of a government agency which has authority in supervising the inmate.
- **833 Abusive Treatment of an Animal, Including Carnal Relations With an Animal:** Any physical maltreatment or improper misuse of an animal and/or engaging in sexual activities with an animal.
- **834 Any Act Defined as a Misdemeanor by the Laws of the State of South Carolina or the United States Not Otherwise Defined in these Rules:** (State criminal statute must be provided).
- **835 Forgery or Possession of Any Forged Document:** The act with intent to defraud or deceive another person by falsely making, completing, or altering any document; or knowingly issuing or possessing such an instrument.
- **836 Disrespect:** The failure of any inmate to observe proper decorum or who willfully engages in action or make statements to a person which are discourteous in nature, which may or may not include the use of profanity.
- **837 Interfering with Count:** Failure to stand for count, movement during count which may create confusion or distraction of any kind, or activity by any inmate which may disrupt concentration or the orderly counting of inmates.
- **838 Soliciting Improper Relationships:** Assistance from an Employee or an Inmate to Violate an Agency Rule or an Employee Rule: The act of any inmate who willfully induces any person to do or agree to do any act in violation of his/her lawful duty or in violation of SCDC rules and regulations, or in violation of the lawful rules and regulations of a government agency which is exercising legitimate authority over an inmate. Assisting in the Corruption of or Entering into an Improper Relationship with an Employee: The act of any inmate who willfully gives, offers or promises anything of value with the intent to influence any official act or action within the official responsibility of any employee; the act of any inmate who enters into an improper relationship with an employee. Soliciting Money or Gifts from a SCDC Employee or an Inmate, or from Another Person for the Benefit of an Inmate: Any inmate who tries to obtain, buy, or entice money or gifts from any SCDC employee or another person for his/her benefit.
- **853 The Unauthorized Use of an Inmate's Telephone Personal Identification Number (PIN).** The unauthorized use of telephone personal identification number is a serious violation. Inmate are prohibited from sharing and using other inmate's telephone PINs.
- **856 Damage, Loss, Destruction, or Defacing of Property Valued at Less than \$100.00:** The intentional or reckless damaging, destroying, or disfiguring property belonging to a government agency, a private citizen, an employee, or another inmate. Possession of damaged, destroyed, or disfigured property and the negligent loss of property also qualify as a violation of this offense. (NOTE: this does not include cases in which an inmate loses his/her ID card or issued room key. In these cases the inmate will be required to pay a replacement fee for such items and will not be processed pursuant to these procedures.) For further information regarding the processing of replacement fees, see SCDC Policies OP-21.06, "Inmate Identification Cards," and OP-22.17, "Key Control."
- **859 Disorderly Conduct:** Any inmate who engages in any action which disrupts, or may lead to the disruption of the orderly operations of the institution.
- **860 (PREA) Lying to an Employee or Knowingly Making False Statements:** The intentional making of untrue statements by any inmate who makes a false statement under oath, makes inconsistent statements which are false, or makes a false statement to or against an employee, inmate, or anyone that involves the commission of a sexual act by any employee or inmate on another employee. A good faith report of sexual abuse that cannot be substantiated is not justification to support this charge.
- **899 The Use, Possession, or Distilling and/or Brewing of any Alcoholic Beverage:** Any inmate acting under the influence of alcohol or in possession of alcohol or alcoholic beverage or other brewed substance which, when ingested, creates altered states of physical or mental activity. Note: The first two infractions of 899 for any inmate may be resolved informally or administratively by the Major/Responsible Authority. The third or subsequent infractions of 899 by an inmate must be referred to a hearing officer. However, regardless of how many times the inmate has committed this infraction, any large quantities of alcohol, or possession of alcohol which is commercially produced, or behavior which endangers the security and good order of the institution should be referred for a disciplinary hearing and Hearing Officers will consider such evidence when determining the severity of the sanctions imposed (i.e. large quantities of alcohol, multiple disciplinary offenses, commercial alcohol, and endangering the security and good order of the institution, refusing to submit to alcohol testing, etc.,

will result in more severe sanctions). As always, the circumstances of the infraction and the inmate's disciplinary history should be taken into consideration. Questions should be addressed to the Division of Operations.

#### **Level 4 Disciplinary Offenses**

- **839 Mutilation:** Physical injury to an inmate's body that is self-inflicted, allowing it to be inflicted by others with the inmate's permission, or assisting another inmate in mutilating himself/herself. **NOTE:** Any inmate who pierces or attempts to pierce any part of his/her body, or assists others in piercing or attempting to pierce any part of their body will be charged with this offense as the practice creates a health and safety risk.
- **840 Failing or Refusing to respond to an Employee's Questions:** The failure of any inmate to respond to any SCDC employee question even if it is felt that the question is unjust. It is not a defense that an inmate considers the question invalid.
- **841 Malingering:** Pretending to be ill, or refusing to take their medication in order to avoid duty, work, school, to gain financial compensation, or undisclosed reasons involving secondary gain in order to manipulate the medical, mental health, security or other staff for the inmate's own benefit.
- **842 Use or Possession of Tattooing Paraphernalia:** The actual or constructive possession by an inmate of a tattooing device or a tattoo magazine, which may be used for the purpose of tattooing.
- **843 Refusing Medical Treatment for a Communicable Disease:** The failure or refusal of medical treatment by any inmate with a disease capable of being transmitted. **NOTE:** In these cases, inmates will be placed in medical isolation and will not be placed in PHD, Disciplinary Detention, or security detention status.
- **844 Interfering with the Duties of any Person:** The act of any inmate whose actions interfere with anyone in pursuit of their assigned duties.

#### **Level 5 Disciplinary Offenses**

601 Court Order Credit Loss: Pursuant to §24-27-200, a prisoner shall forfeit all or part of his earned work, education, or good conduct credits in an amount to be determined by the Department of Corrections upon recommendation of the court or administrative judge. Pursuant to South Carolina Supreme Court Opinion # 25409, filed 02/11/2002 (also known as the Wade Decision). A forfeiture of earned credits pursuant to South Carolina Statute §24-27-2000 cannot be as result of a post-conviction relief hearing decision.

- **845 Unauthorized Services/Piddling (Handicrafts):** No inmate shall provide or attempt to provide professional services or handicrafts for any person for any reason whether it is for profit or not.
- **846 Creating Unnecessary Noise:** The act of any inmate who engages in any action which disrupts or may lead to the disruption of the orderly operation of the institution, the yelling/banging or excessive noise level by any inmate.
- **847 Abuse of Privileges:** The willful violation by an inmate of any provision of an institutional regulation dealing with a privilege. A privilege as used in this subsection is any benefit provided by institutional, SCDC, contracted services, or another governmental agency's regulations.
- **848 Exerting Any Authority Over Another Inmate, to Include:**  
Administering any punishment or other form of discipline to other inmates; Granting or denying another inmate access to any benefit or activity; Controlling the movement or activities of other inmates; Escorting another inmate from one place to another, without a staff member, except as required by a bona fide emergency; Inventorying, with or without a staff member, another inmate's property or searching another inmate, his/her living area, or his/her property; Mailing or distributing another inmate's correspondence; Participating in the taking of any count; and Enforcing any SCDC or institutional or other governmental agency rule or regulation.
- **849 Disregarding Safety Regulations, to Include:**  
Failing to wear safety goggles when performing any grinding, chiseling, filing, chipping, or buffing operation; Failing to wear hearing protection on any work station designated as a high noise level area or failing to wear work or safety shoes when instructed; Continuing to work in an area or on any machinery or equipment that is deemed unsafe or improperly guarded by the work supervisor; Operating machines or equipment or performing any operation that has not been specifically assigned; Operating equipment without using the safety guards provided or removing the safety guards; Unauthorized fabricating or repairing of personal items on government agency equipment; Riding on the draw bars of farm vehicles; Standing up while riding in moving vehicles or allowing legs to hang over sides of trailers while moving; Creating a health and/or safety hazard (to include flooding of cells).

- **850 Violation of a Written or Posted Institutional Rule Not Contained in These Rules, But Consistent with These Rules.**
- **851 Supervised Furlough II Violation:** Any inmate who is returned to the custody of the SCDC due to a violation of the Supervised Furlough Program. S/he will fail to earn any good time for the month s/he is returned to the custody of SCDC (automatic forfeiture). NOTE: For further clarification, refer to SCDC Policy OP-21.11, "Loss of Statutory Good Time."

**SOUTH CAROLINA DEPARTMENT OF CORRECTIONS  
KIRKLAND RECEPTION AND EVALUATION CENTER  
Information Packet for R&E Inmates**

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**TELEPHONE PRIVILEGES:** It will be necessary for you to obtain a PIN number so that you may make collect telephone calls to those persons you have identified on your SCDC Form 2-2, Telephone Privilege Request Form. It normally takes approximately two (2) weeks to process your request for a PIN number. Unit staff can advise you of the phone schedule once you have a PIN number. All phone calls are collect only.

**HYGIENE AND SANITATION:** You will be expected to maintain proper personal hygiene at all times. You will be issued personal hygiene items upon your admission to KR&E Center and will be re-issued items after thirty (30) days if you have not transferred by then. You will be offered the opportunity to shower and shave at least three (3) times per week. You will be responsible for the daily cleaning of your cell and will be provided with the necessary items to accomplish this task. You will be afforded at least one (1) haircut per month. You are not permitted to place any items on your cell wall. You will be provided a linen exchange once per week. All sheets and pillowcases should be turned in at this time. **IF YOU ARE NOT IN COMPLIANCE WITH THE GROOMING POLICY, YOU WILL NOT BE ALLOWED TO GO TO THE CAFETERIA FOR REGULARLY SCHEDULED MEALS.**

**MEDICAL SICK CALL:** Over the counter medications should be available in your living area for minor discomforts. These can be requested from the unit security staff. Should you feel that additional attention is needed, you will be required to sign up for sick call Sunday – Wednesday and place in the sick call box that is conveniently placed in front of the cafeteria on the way to breakfast. The box is emptied at 10:00am every day. You will be seen within 24 to 48 hours after medical receives the sick call slip.

The above information is general in nature. It will answer many of the questions that you may have. You are encouraged to keep this with you and share relevant information with your family members and friends.

relative is near death. Inmates will ONLY be eligible to attend one (1) service/visit – a hospital visit OR a viewing OR a funeral (not to include graveside). They may not make more than one visit. Listed above are the only family members whose imminent death, viewing, or funeral qualifies for an inmate transport.

DO NOT CALL to request transport for an inmate until you have all of the information needed for SCDC to process the request. Once you have gathered the following information, please contact the institutional Chaplain to submit your request:

- The inmate's name and SCDC number, if you have it.
- The name of the sick or deceased and that person's relationship to the inmate.
- The location and time of the hospital visit, viewing, or funeral.
- Your name, phone number, and relationship to the inmate so that SCDC may contact you once the request is processed.

The list of Chaplains can be found at <http://www.doc.sc.gov/programs/volunteers.html#Chaplain> – Contact Information

Costs for the transport must be paid by the inmate or inmate's family on their behalf. These costs must be paid in advance at least 24 hours prior to transport.

**If the fee will be paid by a third party on behalf of the inmate:** The fee may be provided by a third party on behalf of the inmate. **ONLY** approved money orders will be accepted for this fee. The money order will be made out to SCDC and include the inmate's name, SCDC number, and a description of the service. The third party must hand carry the money order to the Business Manager/designee or Chaplain/designee at the institution where the inmate is housed.

**If the fee will be paid by the inmate:** If the fee is to be paid by the inmate, the funds must be available in the inmate's E.H. Cooper account at the time of the request for transport.

Please note this is **ONLY** a request. Not all inmates will be eligible for transport. Once the request is processed, an SCDC employee will notify you of our decision.

## **MAILROOM**

### **What are the mailroom hours?**

The mailroom hours for R&E intake inmates are Monday through Friday, 9 AM to 10 AM. You **MUST** have an Order to Report or obtain a pass from the dorm officer. While in line for the Mailroom (as with the entire yard), there is **no talking**.

### **What is an Order to Report (OTR)?**

An Order to Report (SCDC Form 19-45) is a notice served to an inmate to report to a specific location on a date and time. Inmates must respond to the OTR.

### **How do I obtain notary services?**

Notary services are done by **appointment only** and must be requested via request to staff member to either the Law Library or Mailroom. Please wait for your appointment by OTR.

### **How do I obtain legal supplies or mail out legal?**

Legal mail outs and supplies are handled during regular R&E intake mailroom hours. Inmates **with funds** may mail to any legal or privileged entity. Indigent inmates (**inmates without funds**) must show proof of active litigation or formally initiated litigations in order to receive legal supplies.

### **How do I tell if I'm indigent?**

An inmate with an account balance of \$6.43 or less for 30 days or more is considered indigent.

### **Can I send a check home?**

- Check the third line "By my signature below I choose to have this correspondence disposed of pursuant to SCDC Policy 22.02," sign and date at the bottom.

Inmates will have 10 days from the date of the notice to make a decision in regards to their rejection notice. Any notices received after the 10 day deadline will be returned to the inmate. The correspondence in question will automatically be returned to the sender at the inmate's expense. If the inmate does not have funds, the mail will be destroyed after 30 days in accordance with SCDC Policy OP-22.03, Authorized Inmate Property and Disposition of Unauthorized Property, and SCDC Policy OP-22.35, Contraband Control.

## MEDICAL SERVICES

Medical Services will be provided from the hours of 6:00 a.m. to 5:00 p.m., Monday-Friday, and 6:00 a.m. to 6:00 p.m. on Saturday and Sunday. The following services will be provided:

### A. Sick Call Procedures:

- a. Sick Call hours are Monday through Thursday starting promptly at 6:00 a.m.
- b. Fill out sick call slip Sunday – Wednesday and place in sick call box that is conveniently placed in front of the cafeteria on the way to breakfast. The box is emptied at 10 am every day.

Inmates must report to the Medical Annex on time. If you are late, you will be considered a "No Show" and you will have to sign up again.

There is a \$5.00 co-pay for sick call and a \$5.00 co-pay each for prescriptions up to a total of \$15.00 per month. If you do not have sufficient funds in your account to cover medical co-payments, you still will be allowed sick call, prescriptions, etc. and your account will be debited (charged when you have funds available).

- B. M.D. Clinic: For all M.D. Clinics, an Order to Report will be sent informing you of your scheduled medical appointment. If you are not present at your scheduled time, you will be considered a "No Show." A new request will have to be completed and turned in (there is no charge for medical clinic unless you receive a prescription, then you will be charged a \$5.00 co-pay).

### C. Pill Line – Time Scheduled as follows:

7:00 a.m. – 8:30 a.m.  
12:00 p.m. – 12:45 p.m.  
4:30 p.m. – 6:00 p.m.

If the pill line is late due to the count, it will stay open for 30 minutes after the count has cleared.

Medicine Refill – Fill out medication refill sheet and place in blue mail box seven (7) days before medication runs out.

The following Over the Counter medicines are available in the inmate living areas:

Tylenol  
Maalox  
Milk of Magnesia  
Motrin

There are no "No Shave or Clipper Passes" issued in SCDC.

If you develop razor bumps, you should follow these procedures:

**SHAVE DAILY WITH DOWNWARD STROKES, USE SHAVING GEL RATHER THAN FOAM, IF POSSIBLE. USE A NEW, SHARP, SINGLE EDGE RAZOR WHENEVER POSSIBLE. DO NOT PULL THE SKIN DOWN WHEN SHAVING. USE WARM WATER & PAT YOUR SKIN DRY. DO NOT RUB. DO NOT SCRATCH LESIONS OR PLUCK BEARD. IF RAZOR BUMPS BECOME INFECTED, SIGN UP FOR SICK CALL.**

due to alleged technicalities or misinterpretation of evidence, or to appeal a sentence when the sanction imposed was allegedly not proportionate to the rules violation. Appeal rights are not applicable to charges resolved informally or administratively.

If the inmate requests, a SCDC Form 10-5, "Step I Grievance Form," will be provided to the inmate by the Hearing Officer (see SCDC Policy GA-01.12, "Inmate Grievance System"). (NOTE: Inmates may request the assistance of the Institutional Inmate Grievance Coordinator to assist them in completing their grievance form if they are unable to read or write, or have a language barrier.) The appeal must be initiated by the inmate and must be filed in accordance with the process described in GA-01.12, or the inmate forfeits all rights to appeal. If the inmate is not satisfied with the Agency's final Step 2 decision, they may file an appeal with the Administrative Law Court if accrued good time was taken or the inmate failed to earn good time as a result of a disciplinary hearing. NOTE: Refer to GA-01.12 for the appeal process to the Administrative Law Court.

### **SCDC DISCIPLINARY OFFENSES**

1. RULES VIOLATION DEFINED: The following disciplinary offenses represent violations of the SCDC inmate rules. A violation of these rules may consist of any of the following:

- Engaging in the specified behavior;
- Attempting to engage in the specified behavior;
- Conspiring to engage in the specified behavior; or
- Aiding others in engaging, attempting to engage, or conspiring to engage in the specified behavior.

2. LIST OF DISCIPLINARY OFFENSES: The following is a list of the titles and code numbers of disciplinary offenses.

#### **Level 1 Disciplinary Offenses**

801 Assault and/or Battery of an SCDC Employee or other Government Employee, Contract Employee, Volunteer, or Member of the Public with Means/and/or Intent to Kill or Injure: The willful hitting, striking, or unauthorized touching of an SCDC employee or other government agency employee, contract employee, volunteer, or member of the public with or without a weapon or the throwing of any substance at or on an SCDC employee or other government agency employee or contract employee who is exercising legitimate authority over an inmate, when such hitting, striking, throwing, or unauthorized touching causes bodily injury.

802 Sexual Assault: Forcing another person, by violence or threats of violence, or any other form of coercion to perform a sexual act. (A sexual act is any intentional contact between the genitals of one inmate and the genitals, mouth, anus, or hands of another person.)

803 Riot: When an inmate, with two or more persons, intentionally participates in conduct that creates danger of damage or injury to property or persons and substantially obstructs the performance of unit operations or institutional operations.

804 Homicide: The killing of any person with/without malice, advance thought, either expressed or implied.

805 Hostage Taking: The act of any inmate acting alone or with others who by threats, coercion, intimidation, or physical force, takes, holds, or carries away any person as a hostage for any reason whatsoever.

806 Any Act Defined as a Felony by the Laws of the State of South Carolina or the United States and not otherwise Defined in these Rules. (State Criminal Statute must be provided.)

808 Fighting With a Weapon: Any group of two or more inmates who engage in a physical altercation with any instrument used for the purpose of inflicting physical injury on any person.

811 Possession of a Weapon: The actual or constructive possession by an inmate of any instrument that could be used to inflict physical injury on any person.

857 Assault and/or Battery of an Inmate with Means and/or Intent to Kill or Injure: The willful hitting, striking, throwing of substances, or unauthorized touching of an inmate with or without a weapon by another inmate, when such hitting, striking, throwing, or unauthorized touching results in great bodily injury.

897 Possession of Security Equipment/Property: The unauthorized possession and or use of security equipment/property of SCDC or that of an outside source. Unauthorized items may include, but not be limited to, institutional security keys, restraints, chemical munitions, employee ID cards, crafted devices, i.e., hand cuff keys, institution keys, or dummy like objects, (for escape/attempt escape purposes),etc. This offense also includes the possession of any materials and/or drawings that could be used in the creation of institution keys.



unlawful act dangerous to human life, presently or in the future; or one who commits a physical act of a threatening nature, and the probable result of such threats or action is to place the individual in fear of bodily injury; or one who causes evacuation of a building; or one who creates serious disruption or alarm. Any unauthorized body contact of an employee or member of the public which creates serious alarm, but does not result in bodily injury.

810 Striking an Inmate With or Without a Weapon: The willful hitting, striking, throwing of any substance at, or unauthorized touching of one inmate by another inmate with or without a weapon, whether or not such hitting, striking, or unauthorized touching causes bodily injury.

812 Robbery with Force: The taking of property of another person in that person's presence with use of force and violence which places that person in fear of his/her safety by the use of such force, violence, or threats.

813 Throwing/Exposure of any Substance or Object on an SCDC Employee or other Government Employee, Contract Employee, or Volunteer: The throwing or exposure of any substance, to include bodily secretions, at or on an SCDC employee or other government agency employee, contract employee, or volunteer who is exercising legitimate authority over an inmate, whether or not such throwing causes bodily injury. This includes exposure of bodily secretions (fluids) through an inmate's outgoing correspondence.

814 Inciting/Creating a Disturbance: Any act or activity which results in a disruption of institutional operations or a breach of institution security. Any inmate who purposefully incites or urges a group of two or more other inmates to engage in a current or impending disturbance of institutional operations or gives commands, directions, instructions, or signals to a group of two or more persons to cause, continue, or enlarge a disturbance. An inmate may be found guilty of this violation even where no disruption of institutional operations actually occurs as a direct or indirect result of his/her actions. A disturbance as used herein is an assemblage of three or more persons which creates grave danger or damage or injury to property or persons and/or substantially disrupts the normal functioning of the institution.

820 Damage, Loss, Destruction, or Defacing of Property Valued at 100.00 or more: The intentional or reckless damaging, destroying, or disfiguring property belonging to a government agency, a private citizen, an employee, or another inmate. Possession of damaged, destroyed, or disfigured property and the negligent loss of property also qualify as a violation of this offense. (NOTE: This does not include cases in which an inmate loses his/her ID card or issued room key. In these cases, the inmate will be required to pay a replacement fee for such items and will not be processed pursuant to these procedures. See also, SCDC Policies OP-21.06, "Inmate Identification Cards," and OP-22.17, "Key Control," for information regarding the processing of replacement fees.) This charge must be forwarded to a Disciplinary Hearing.

822 Sexual Misconduct: (1) Engaging in consensual or non-consensual sexual acts or intimate physical contact of a sexual nature with other inmates; or soliciting sexual acts from other inmates, or engaging in any form of sexual harassment. Also, engaging in any non-consensual sex act with an employee, visitor, vendor, or volunteer, to include intimate physical contact or solicitation of sexual acts. This charge must be forwarded to a Disciplinary Hearing.

832 Unauthorized Inmate Organization Activity or Participation in a Security Threat Group (STG) or STG Activity: Any participation of any inmate in any organization which has not been approved or any informal organization, association, or group of three (3) or more inmates that has a common name, and whose members or associates engage or have engaged in activities that include planning, organizing, threatening, soliciting, or committing unlawful acts of misconduct classified as serious threats or potential threats to the safety and security of the public, the Department, employees, visitors, and/or other inmates, or any other group that has been designated a Security Threat Group by the Agency Director. Possession of STG material is sufficient to warrant this charge.

854 Exhibitionism and Public Masturbation: (1) Engaging in acts of indecent and/or unnecessary exposure of genitals or other private body parts to a staff member or other person; or (2) engaging in acts of masturbation or any manual stimulation of one's exposed or unexposed genitals in a public setting, or in the view of a staff member or other person.

855 Smuggling and/or Conspiracy to Smuggle in Contraband: Any inmate found to have conspired, aided, or acted in collusion with any person, or acting alone with the intent of introducing any form of contraband into any SCDC facility. Conspiracy, aid, or collusion may be defined as using any form of communication or providing any type of assistance with/to any person where plans are made with the intent of introducing contraband. The physical possession/receipt of the contraband by the inmate is not needed to support this charge. An inmate can be charged with this offense if his/her approved visitor is caught bringing in contraband and it is reasonable to believe that the visitor's intent was to supply the inmate with the contraband.

858 The Use or Possession of Practice GED Cheat Sheet, the Official GED Test, Any other Standardized or Educational Test, or Standardized Educational Materials Not Authorized for Use by the Inmate: Possession of, attempt to use, or provide others with a cheat sheet and/or answers to the GED questions, or other educational materials with the intention to gain unfair advantage in securing a passing score on the Practice GED Test, the Official GED Test, or any educational test

- 828 Out of Place: The act of an inmate who without authority either fails to report to his/her appointed place of duty or assignment or any other place to which he/she was ordered; leaves his or her appointed place of duty or assignment; is found to be in an unauthorized area; or does not have specific approval to be in an unauthorized area of the institution or any area of the institution.
- 829 Failure to Work: Failure to complete a reasonable amount of an inmate's work assignment within a reasonable period of time, or sleeping on the job.
- 830 Mutiny: When two (2) or more inmates conspire and refuse, as a group, to work, move, return to their cells or cubes, and/or create a work stoppage or other similar activity.
- 831 Lying to an Employee or Knowingly Making False Statements: The intentional making of untrue statements by an inmate or any inmate who makes a false statement under oath, makes inconsistent statements which are false, or makes a false statement to or against an employee or anyone. The act of any inmate who gives an untrue statement deliberately or a false impression to any SCDC employee, contracted employee or to an employee of a government agency which has authority in supervising the inmate.
- 833 Abusive Treatment of an Animal, Including Carnal Relations With an Animal: Any physical maltreatment or improper misuse of an animal and/or engaging in sexual activities with an animal.
- 834 Any Act Defined as a Misdemeanor by the Laws of the State of South Carolina or the United States Not Otherwise Defined in these Rules: (State criminal statute must be provided).
- 835 Forgery or Possession of Any Forged Document: The act with intent to defraud or deceive another person by falsely making, completing, or altering any document; or knowingly issuing or possessing such an instrument.
- 836 Disrespect: The failure of any inmate to observe proper decorum or who willfully engages in action or make statements to a person which are discourteous in nature, which may or may not include the use of profanity.
- 837 Interfering with Count: Failure to stand for count, movement during count which may create confusion or distraction of any kind, or activity by any inmate which may disrupt concentration or the orderly counting of inmates.
- 838 Soliciting Improper Relationships: Assistance from an Employee or an Inmate to Violate an Agency Rule or an Employee Rule: The act of any inmate who willfully induces any person to do or agree to do any act in violation of his/her lawful duty or in violation of SCDC rules and regulations, or in violation of the lawful rules and regulations of a government agency which is exercising legitimate authority over an inmate. Assisting in the Corruption of or Entering into an Improper Relationship with an Employee: The act of any inmate who willfully gives, offers or promises anything of value with the intent to influence any official act or action within the official responsibility of any employee; the act of any inmate who enters into an improper relationship with an employee. Soliciting Money or Gifts from a SCDC Employee or an Inmate, or from Another Person for the Benefit of an Inmate: Any inmate who tries to obtain, buy, or entice money or gifts from any SCDC employee or another person for his/her benefit.
- 853 The Unauthorized Use of an Inmate's Telephone Personal Identification Number (PIN). The unauthorized use of telephone personal identification number is a serious violation. Inmate are prohibited from sharing and using other inmate's telephone PINs.
- 856 Damage, Loss, Destruction, or Defacing of Property Valued at Less than \$100.00: The intentional or reckless damaging, destroying, or disfiguring property belonging to a government agency, a private citizen, an employee, or another inmate. Possession of damaged, destroyed, or disfigured property and the negligent loss of property also qualify as a violation of this offense. (NOTE: this does not include cases in which an inmate loses his/her ID card or issued room key. In these cases the inmate will be required to pay a replacement fee for such items and will not be processed pursuant to these procedures.) For further information regarding the processing of replacement fees, see SCDC Policies OP-21.06, "Inmate Identification Cards," and OP-22.17, "Key Control."
- 859 Disorderly Conduct: Any inmate who engages in any action which disrupts, or may lead to the disruption of the orderly operations of the institution.
- 860 (PREA) Lying to an Employee or Knowingly Making False Statements: The intentional making of untrue statements by any inmate who makes a false statement under oath, makes inconsistent statements which are false, or makes a false statement to or against an employee, inmate, or anyone that involves the commission of a sexual act by any employee or inmate on another employee. A good faith report of sexual abuse that cannot be substantiated is not justification to support this charge.
- 899 The Use, Possession, or Distilling and/or Brewing of any Alcoholic Beverage: Any inmate acting under the influence of alcohol or in possession of alcohol or alcoholic beverage or other brewed substance which, when ingested, creates altered states of physical or mental activity. Note: The first two infractions of 899 for any inmate may be resolved Informally or Administratively by the Major/Responsible Authority. The third or subsequent infractions of 899 by an inmate must be referred to a hearing officer. However, regardless of how many times the inmate has committed this

Operating machines or equipment or performing any operation that has not been specifically assigned;  
Operating equipment without using the safety guards provided or removing the safety guards;  
Unauthorized fabricating or repairing of personal items on government agency equipment;  
Riding on the draw bars of farm vehicles;  
Standing up while riding in moving vehicles or allowing legs to hang over sides of trailers while moving;  
Creating a health and/or safety hazard (to include flooding of cells).  
850 Violation of a Written or Posted Institutional Rule Not Contained in These Rules, But Consistent with These Rules.  
851 Supervised Furlough II Violation: Any inmate who is returned to the custody of the SCDC due to a violation of the Supervised Furlough Program. S/he will fail to earn any good time for the month s/he is returned to the custody of SCDC (automatic forfeiture). NOTE: For further clarification, refer to SCDC Policy OP-21.11, "Loss of Statutory Good Time."