Inmate Handbook

Harris County Sheriff's Office

Revision Date (March 2012)

A MESSAGE FROM SHERIFF ADRIAN GARCIA

You are in the Harris County Jail and in the custody of the Harris County Sheriff's Office. Your case will be handled in court. Until your case is finished, you can make the best of your stay here by following these simple, but important, rules:

1) **Read this Inmate Handbook**. It has answers to many questions you may have regarding visitors, medical care, commissary, and other important matters.

2) **Follow all orders given by the Detention Officers, Deputies, and Staff Members.** Part of their job is to keep you safe. Do not argue. You can file a written complaint against a Detention Officer, Deputy, or Staff Member at the appropriate time if you believe he or she did something wrong.

3) **Avoid disputes with other inmates**. Notify a Deputy, Detention Officer, or Staff Member at once if you get into a dispute with another inmate or if an inmate has threatened, assaulted, or victimized you in any way.

4) **Keep yourself and your area clean**. This will benefit you, the other inmates, and the staff. Take a shower every day. Do not hoard food. Throw trash in trashcans and keep the floor free of objects and debris.

5) **No smoking and no contraband**. Smoking is prohibited in all jail facilities, courts, and other county facilities. Possessing tobacco products or any other contraband is strictly prohibited by all inmates and can result in loss of privileges as well as criminal charges being filed against you.

6) **The Harris County Sheriff's Office operates the jail**. We serve the public in other ways, too. We operate the jail according to our State laws and other regulations. We want it to be a safe place.

   I encourage you to behave at all times and take advantage of many programs offered in the jail: Chaplaincy, Inmate Education, voluntary work programs, and other services.

   If you have any questions, please ask a Detention Officer, Deputy, or Staff Member.

~ Sheriff Adrian Garcia

FACILITY MAILING ADDRESSES:

❑ **1200 Baker St. Jail**

Your Full Name
Your SPN — Your Cellblock
1200 Baker Street
Houston, Texas, 77002-1206

❑ **701 Jail Annex**

Your Full Name
Your SPN — Your Cellblock
701 North San Jacinto
Houston, Texas, 77002-1217

❑ **711 Jail Annex**

Your Full Name
Your SPN — Your Cellblock
711 North San Jacinto Street
Houston, Texas, 77002-1217

❑ **1307 Jail Annex**

Your Full Name
Your SPN — Your Cellblock
1307 Baker Street
Houston, Texas, 77002-1207

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I. General Information

A. Safety

Emergency plans are posted throughout each facility. In the event of a fire or other emergency that requires the evacuation of the entire facility or specific housing units, alarms will sound, an announcement will be made, and personnel/staff members will give each housing area specific instructions. It is critical that you follow the instructions of the personnel/staff members during an emergency. Safety devices are installed for your protection. Tampering with fire extinguishers, smoke detectors or any other fire life safety equipment is a criminal act and will result in additional criminal charges.

B. Inmate (SPN) Number

1. You have been assigned a unique System Personal Number (SPN). This is commonly called a "Spin Number."
2. Your (SPN) has been placed on your armband. Your SPN is used for all transactions in the Sheriff's Office such as Commissary, Inmate Trust Fund, Mail, Medical, etc. If you alter or destroy your armband, you will not be able to receive services provided to you by the Sheriff's Office in a timely manner. Failure to wear an armband is also considered an administrative violation and can lead to loss of both commissary and visitation privileges.
3. Your (SPN) number is also used by the Harris County Court System, Probation Department, and other Harris County organizations.
4. **Be sure to MEMORIZE this number in its entirety.**

C. Duty to Obey

1. You are **required** to fully comply with any order given by a Detention Officer, Deputy, or Staff Member in a timely manner.
   a. An order may be verbal, such as a Detention Officer, Deputy or Staff Member telling you to do or not do something.
   b. An order may be written, such as a memo from the Jail Commander or the instructions in this **Inmate Handbook**.
2. You are required to obey all the inmate rules set forth in this handbook—**THERE ARE NO EXCEPTIONS**. Each of these rules contain an explanation of the type of conduct that is prohibited or required.
3. You are required to know these rules—ignorance of these rules is no excuse and is not a valid defense.

D. Grievance Procedure

1. You may file a **grievance** if you are subjected to any of the following:
   a. A violation of Civil Rights
   b. A criminal act
   c. An unjust denial or restriction of inmate privileges
   d. A prohibited act by any Staff Member
2. Notify any staff member on duty if your grievance is an emergency in which delay could subject you to personal injury, property damage, or property loss.

3. If you have an issue, you are first required to try to resolve it with the Detention Officer, Deputy, or Staff Member on duty.
   a. If the issue is not resolved, you should request to speak with the Floor Supervisor in an effort to resolve the issue.
   b. If these attempts are exhausted without a resolution, you may then file a grievance.
4. Filing a Grievance:
   A Grievance:
   a. Is a written statement by you on a grievance form or any piece of paper.
   b. Fully and truthfully explains the incident that occurred.
   c. Gives the date, time, and location of the incident.
   d. Includes the names of any Detention Officers, Deputies, Staff Members, or inmates who were involved or were witnesses.
5. Submitting your Grievance:
   a. Put the grievance in the grievance box, interdepartmental mail, or the U.S. Mail.
   b. Grievance boxes are in various locations throughout every floor and are accessible to all inmates.
6. Investigation of Grievances
   a. Investigations are conducted by an assigned supervisor not involved in the grievance.
   b. Grievances in which the investigating supervisor has determined "unresolved" will proceed to the Grievance Board for a Grievance Hearing.
7. Grievance Hearing:
   a. The Grievance Board will conduct a hearing with you, unless cause can be shown where it would present a hazard to institutional safety and/or correctional goals.
   b. Possible resolutions from this hearing are:
      1. Resolved
      2. Sustained
      3. Unfounded
      4. Forwarded to the Bureau Commander for further investigation. You will be notified, in writing, of the Grievance Board's decision within fifteen (15) working days (excluding holidays).
   c. If you disagree with the decision of the Grievance Board, you may appeal to the Division Commander of Administrative Services.
   d. All appeals <u>must</u> be in writing and submitted within five (5) working days of the Grievance Board's decision (excluding holidays).

E. Channels of Communication

1. This **<u>Inmate Handbook</u>** tells you who to contact about:
   a. Court dates, case information, 'UP and OUT' dates
   b. Commissary, visitation, correspondence information
   c. Inmate medical care
   d. Inmate law library, other various programs, and religious services.

2. Inmate Request Forms:
   a. You may fill out an Inmate Request Form to contact personnel in specific areas that you may need more information about.
   b. If you have a problem that cannot be handled through specified or normal channels, you may fill out an Inmate Request Form and send it to the Floor Supervisor.
   c. Be sure all Inmate Request Forms are complete, accurate, and fully state the nature of your problem or the assistance you are requesting.

F. Discrimination

1. Employees of the Harris County Sheriff's Office, contractors, volunteers, or employees from any other entity working inside the detention facilities shall not discriminate against any inmate because of their race, color, religion, sex, national origin, age, disability, handicap, or veteran status.
2. Employees of the Harris County Sheriff's Office, contractors, volunteers, or employees from any other entity working inside the detention facilities shall not discriminate against any inmate regarding administrative decisions or program access.
3. Complaints: You are encouraged to bring to the attention of the Division Commander or Bureau Commander any situation you are aware of, directly or indirectly, which you believe may constitute discrimination or harassment.

G. Early Notification of Release

HCSO Website & Inmate Information:

The HCSO website offers various links and tools to assist your family and friends with tracking your court and case information, release, the inmate bonding process, frequently asked questions, etc., and allows for notifications of court actions and your release from custody via e-mail or phone. This information can be accessed via the Internet by the following steps:

1. Access the HCSO website: http://www.hcso.hctx.net
2. Click on Inmate Information button for access to these features.

II. Legal Information/Case Status

A. Access to an Attorney

1. Any attorney may visit you while you are in custody.
2. You can decline to see any attorney you do not want to see; you must refuse to see the attorney, in person, at the attorney booth.
3. Attorney visits are not usually limited by time or frequency.
4. Attorney visits are held in the privacy of an attorney's booth unless other arrangements are made.
5. At certain times of the day (jail freezes, count, etc.), an attorney visit may be temporarily delayed or suspended.
6. Searches of you and your attorney, including but not limited to personal possessions may be conducted before and after an attorney visit.

B. Court or Case Status

1. Any requests for information or assistance you may require concerning your court case should be submitted on an Inmate Request Form, addressed to the Central Records Section (see below – Section C).
2. Personnel employed by the Sheriff's Office are prohibited from giving you legal advice or recommending attorneys, bondsmen, or bonding companies.
3. If you have been in the Harris County Jail System for at least three (3) days, and have not made an initial court appearance, you should bring this to the attention of the Floor Supervisor.
4. If you are in jail with your sentence on appeal, you may not be considered for parole unless you have been sentenced to the Texas Department of Criminal Justice–Institutional Division (TDCJ-ID).

C. Case Information

1. You may send an Inmate Request Form to the Central Records Section if you need information concerning:
   a. The court(s), cause number(s) or bond(s)
   b. Sentence(s)
   c. "Holds" for other law enforcement agencies
   d. "UP and OUT" dates, TDCJ.-ID transfer, or parole information.
2. Be sure to include all of your identifying information and include any aliases or other information on the Inmate Request Form.

D. Inmate Law Library

1. A collection of legal reference materials is available to you for legal research in the Law Library.
2. Use of the Inmate Law Library is by appointment only. Each cellblock is assigned a certain day and time to use the Law Library.
3. Additional Law Library time will be granted only by a court order.
4. To use the Law Library:
   a. You must place your name on the Law Library list put in your cellblock by the Detention Officer/Deputy.

b. You will be called to the Law Library when your cellblock is scheduled.

5. Legal material **shall not be removed** from the Law Library.
6. If you cause any damage to any of the legal materials in the Law Library, you will be subject to disciplinary action and/or criminal charges. Furthermore, your Inmate Trust Fund Account may be charged for the replacement value of the damaged materials.

E. Legal Reading Material

1. Most of the legal resources you will need are in the Inmate Law Library.
2. If you feel you have a special need, you may submit a completed Inmate Request Form to the Law Library for review. Ensure this request form fully explains what you need and why you need it.

F. Notary Services

1. Notary Services are available to you at NO COST in the Law Library.
2. To obtain notary services, submit an Inmate Request Form to the Law Library.

G. Voting

1. If you wish to vote in an election, you will need to contact the County Clerk in the county in which you normally reside.
2. If you need further information, contact:

Harris County Clerk's Office
Attn: Elections Division
P.O. Box 1148
Houston, Texas, 77251-1148

H. Consulate Offices

Consulate General of Argentina
2200 West Loop South, Suite 1025
Houston, Texas, 77027
(713) 993-0315

Consulate General of Brazil
1233 West Loop, Suite 1150
Houston, Texas, 77027
(713) 961-3063

Consulate General of Chile
1300 Post Oak Blvd
Houston, Texas, 77056
(713) 621-5853

Consulate General of the Republic of Colombia
5851 San Felipe Suite 300
Houston, Texas, 77057
(713) 783-0346

Consulate General of Costa Rica
3000 Wilcrest, Suite 112
Houston, Texas, 77042
(713) 266-0484

Consulate General of Ecuador
4200 Westheimer, Suite 218
Houston, Texas, 77027
(713) 572-8731

Consulate General of Egypt
5718 Westheimer, Suite 1350
Houston, Texas, 77057
(713) 961-4915

Consulate General of El Salvador
1702 Hillendahl Blvd.
Houston, Texas, 77055

Consulate General of Guatemala
3013 Fountain View Drive
Houston, Texas, 77057
(713) 953-9531 (713) 271-3768

Consulate of the Republic of Haiti
6310 Auden Street
Houston, Texas, 77005
(713) 661-8275

Consulate General of the Republic of Honduras
7400 Harwin St. Suite 200
Houston, Texas, 77036
(713) 785-5625

Consulate General of Lebanon
2400 Augusta Drive, Suite 308
Houston, Texas, 77057
(713) 268-1640

Consulate General of Malaysia
P.O. Box 131026
Houston, Texas, 77219
(713) 222-4002

Consulate General of Mexico
4507 San Jacinto Street
Houston, Texas, 77004
(713) 271-6800

Consulate General of Nicaragua
8989 Westheimer Road
Houston, Texas, 77063
(713) 789-2762

Consulate General of Qatar
1990 Post Oak Blvd. Suite 810
Houston, Texas, 77056
(713) 355-8221

Consulate General of the Kingdom of Saudi Arabia
5718 Westheimer Road, Suite 1500
Houston, Texas, 77057
(713) 785-5577

Consulate General of Thailand
600 Travis St. Suite 2800
Houston, Texas, 77002
(713) 299-8241

Foreign nationals have access to the diplomatic representative of their country of citizenship. A diplomatic representative may visit you at any time.

III. Daily Activities

A. General Cellblock Rules

These rules are not a grieveable matter.

1. Lights will be turned on daily at established times.
2. Bunks will be made by placing the sheet on top of the mattress, the blanket on top of the sheet and then both the sheet and blanket neatly tucked under the mattress on all four (4) sides. At no time will the sheet or blanket be tied into knots to secure them to the mattress. Beds will remain fully made until "lights-out" time. Blankets will not be removed from the mattress for any purpose. The mattress will be kept flat at all times.
3. Inmates will be fully dressed, in their county-issued shirt and pants, while the interior lights in the cellblock are on.
4. No linen items will be worn around the head or neck at any time. This includes the wearing of a "do-rag" type item. Towels will not be draped over your head, neck, or shoulders.
5. No clothing items or linens, including county-issued underwear will be hung or washed anywhere within the cellblock. One (1) set of county-issued underwear will be turned in when laundry is exchanged. No inmate clothing will be hung anywhere to dry, including being placed on top of a property container.
6. All general population cellblocks will be cleaned daily at established times.
7. Showers, hand sinks, and mop sinks will be free of soap pieces, trash, etc. at all times.
8. All toilets and sinks will be clean at all times. Cellblock walls will be kept neat and clean. Food particles splattered on the cellblock walls and/or doors will be cleaned immediately. No writing, drawing, pictures, etc. are allowed to be placed anywhere on the walls of the cellblocks and/or cell doors.
9. Do not hang trash bags or other items from windows, cellblock bars, doors, or air vents (HVAC registers).
10. No inmate property shall be stored in the aisles or common walkways. All inmate property will be stored in the county-issued storage container. Footwear will be kept next to the storage container. Both the storage container and footwear will be on the floor, under the metal bunk. All other property left outside the issued property container will be considered contraband and will be confiscated and disposed of. Inmates on variance bunks, commonly called "low-riders," may leave their county-issued storage container next to their bunk, but must keep their footwear under the bunk.
11. No property/items will be stored under the mattress at any time. Any property/items discovered under a mattress will be considered contraband and will be confiscated and disposed of.
12. Do not loan, barter, give, exchange, or sell any personal property, food, commissary items, or issued items to another inmate. Personal property in the possession of anyone other than the recorded owner will be considered contraband and will be confiscated and disposed of. You must maintain possession of receipts for all commissary items in your possession.

13. Possession of contraband will result in disciplinary action and/or criminal charge(s) being brought against you.
14. You are prohibited from posting or otherwise displaying any pictures or portions of books or publications anywhere in the cellblocks. These items will be considered contraband and will be confiscated and disposed of. Pasting pictures or other articles on any walls, windows, bunks, or ledges is prohibited. Drawing on walls is prohibited. This will result in disciplinary action being brought against you.
15. For sanitary reasons, food purchased through commissary will be eaten when opened. Any open food items or drink containers that no longer contain the original contents will be disposed of as contraband. Food served at meal time will be consumed at that time or thrown away. All food and drinks will be consumed at the dayroom tables.
16. Bedding and linen will not be removed from your sleeping area to be used as rugs, tablecloths, head coverings, or for any other purpose. No bedding or linen will be used in a manner that obstructs the view of personnel/staff members to include draping around toilet areas and draping from the top bunk to the bottom bunk.
17. DO NOT SIT ON TOP OF DAYROOM TABLES!

B. Personal Property

1. All the clothing and valuables in your possession when you were booked into the Harris County Jail System have been placed in the Inmate Property Room. This property will be returned to you when you are released from jail. You are not allowed to have any of this property in your cell, do not ask for it back while you are incarcerated. The following items are the only personal property allowed in your cell:
   a. **Legal paperwork** – To request legal paperwork located in your personal property, submit a written request on an Inmate Request Form. The request should be addressed to the Floor Supervisor. (All requested material must fit and be stored in your county-issued storage container.)
   b. **Prescription Eyewear** - If you did not retain your prescription eyewear when you were booked into the Harris County Jail System, submit a written request on an Inmate Request Form, addressed to the Floor Supervisor, asking to get your prescription eyewear from the Inmate Processing Center.
2. If you are sent to the TDCJ-ID or to a federal prison, you may:
   a. Have your personal property picked up from the Inmate Processing Center at 1201 Commerce.
   b. Donate your personal property to charity.
3. The only item(s) of personal property you are allowed to have in your cellblock are those items **YOU** have purchased from the Inmate Commissary, received through authorized channels, or legal paperwork. You must maintain possession of receipts for all commissary items in your possession (failure to produce a receipt may result in loss of items).

C. Personal Hygiene

1. Good hygiene is necessary in the jail because germs spread easily from one person to another while living in a confined space.
2. You are required to keep your body, clothing, bedding, and cell clean at all times.
   a. You should shower at least once (1) a day using soap on all parts of your body when showering, including your hair—this is a good defense against germs that may cause infections.
   b. Do not hoard laundry items in excess of the number you are authorized to have in your possession at any one (1) time.
   c. You are required to throw away any uneaten food items from the meals served to you.
   d. You are required to throw away newspapers over one (1) day old.
   e. You are required to keep your authorized possessions neat, clean, and orderly.
3. You are required to help the other inmates assigned to your housing area keep common areas of the cellblock neat and clean.
4. Do not share toothbrushes, combs, soap, washcloths, towels, razors, or any other item that may spread germs or viruses.
5. **FREQUENT HANDWASHING** is encouraged to prevent the spread of infections.
6. Remember, keeping yourself and your cellblock clean helps prevent health concerns.
7. Razors are not sold through the Inmate Commissary. You will be issued a razor in accordance with the razor distribution schedule - it is to be returned in an unaltered condition. Ask a Detention Officer or Deputy on your housing floor for the specific day and time of razor distribution in your cellblock. Altering the razor, or having a razor in your possession other than the prescribed time, will result in disciplinary action being brought against you.

D. Telephones

1. The telephones in the cellblocks are coinless pay phones.
   a. When you place a call, the operator will ask the person whom you are calling if they will accept the charges.
   b. If the person you are calling agrees, the call will be connected.
   c. Telephone calls are limited to fifteen (15) minutes and will turn off automatically.
   d. Telephones are available in the cellblocks for your use.
2. Telephone privileges are available to all inmates.
   a. No inmate is authorized to keep a telephone use list or to “schedule” other inmates for telephone use.
   b. No inmate is authorized to “sell” telephone calls.

c. No inmate is authorized to interfere with another inmate's use of the telephone in any way.

d. If any inmate attempts to interfere with your use of the telephone, contact a staff member immediately and let them handle the situation.

3. Telephone courtesy:

a. Do not abuse your telephone privileges.

b. You must stand while making a telephone call. Do not stretch the telephone cord by sitting, squatting, or lying down while using the telephone.

c. Be considerate toward your fellow inmates; let everyone have their turn making telephone calls.

d. If there is a dispute over the telephone, contact a staff member immediately and let them handle the situation.

4. Messages

a. You are not allowed to receive telephone calls from anyone.

b. Tell your friends and relatives that important messages (a death in the family, serious illness to a family member, etc.) should be directed to the Chaplain's Office for delivery by a Chaplain's representative.

c. No messages will be taken for or delivered to you by Sheriff's Office personnel.

5. Inmates with hearing and/or speech disabilities will be given access to a text telephone (TTY) or comparable equipment. Telephones with volume control are also made available to inmates with a hearing impairment. If you are disabled, you must ask for an accommodation, assistance, or services that you need. It is helpful to request this in writing, by submitting the request on an Inmate Request Form to the Harris County Sheriff's Office ADA Coordinator through the Health Services Division. Text telephones or comparable equipment are for the use of inmates with hearing and/or speech disabilities only and those inmates whose families use text telephones or comparable equipment.

6. If you are hospitalized telephone privileges will be suspended.

E. Correspondence

1. You may write to anyone, as often as you wish, provided your correspondence does not violate:

a. U.S. Postal regulations or laws

b. State or local laws or ordinances

c. Court Orders

d. Sheriff's Office rules, regulations, or orders

2. Staff members are not allowed to hand-deliver outgoing mail to any person, to include - Courts, Media, or Attorney(s). (All outgoing mail shall be delivered via the United States Postal Service).

3. Inmate to inmate correspondence is generally allowed.

4. No inmate will be allowed to receive correspondence that contains any of the following:
   a. Information regarding the manufacture of explosives, weapons, or drugs
   b. Material that a reasonable person would construe as written solely for the purpose of communicating information designed to achieve the breakdown of the facility's security through inmate disruption such as strikes or riots.
   c. Competent authority has made a specific factual determination that the publication is detrimental to the inmate's rehabilitation because it would encourage deviant criminal sexual behavior.
5. To send letters, you **must** do the following:
   a. Your return address must be shown in the upper left front corner of the envelope.
   b. You must use the return address and format for the facility you are housed in as shown on page two (2) of this **Inmate Handbook**.
   c. Write the name and complete address of the person or business you are writing to in the center of the front of the envelope.
   d. There will be no other markings and/or drawings on the envelope other than what is required as listed above ('a' through 'c').
   e. Be sure the envelope bears enough postage to ensure the delivery.
   f. Any mail not fully complying with the five (5) requirements listed above ('a' through 'e') will be returned to you.
   g. If mail cannot be returned to you due to illegible return address, it will be returned to the Post Office as a "Dead Letter."
   h. Mail will be picked up and delivered in accordance with an established schedule.
6. You may receive mail provided the person or business sending it includes the following information on the envelope:
   a. The sender's full name and complete return address on the envelope
   b. Your full name (the name you are booked into jail under)
   c. Your SPN
   d. Your assigned facility and cellblock location
   e. If the mail sent to you does not have the above information on it, it will be returned to the sender.
7. General Correspondence Rules:
   a. Incoming letters improperly addressed or stamped will be returned to the sender.
   b. Incoming letters with perfume, body fluids (to include lipstick), make-up, and other substances will be returned to the sender.
   c. Letters with no return address or improper addresses will be sent to the U.S. Post Office for final disposition.

d. Advise all persons and businesses who write you that you are NOT ALLOWED to receive any of the below listed items directly from the sender:
   1. Books/Magazines (See Reading Material Section)
   2. Greeting cards
   3. Envelopes
   4. Pens
   5. Obscene pictures (Pictures depicting FULL or PARTIAL nudity)
   6. Pencils
   7. Perfumed letters
   8. Markers
   9. Packages
   10. Newspapers
   11. Stickers
   12. Cash or money orders
   13. Food or food items
   14. Contraband
   15. Stamps
   16. Computer-generated materials downloaded from the Internet
   17. Photocopied images or facsimiles

e. Unauthorized items received through the mail will be considered contraband and the entire package confiscated and disposed of. Unauthorized items will not be stored in the facility's property room.

f. **Non-privileged mail** – Inmates will not be allowed to keep the envelope or package of incoming **non-privileged** mail once the contents are removed, but will be afforded an opportunity to note the sender's return address.

g. **Privileged mail** – Inmates will be allowed to keep the envelope or package that **privileged mail** was sent in.

h. You are not allowed to receive any photograph larger than five (5) inches by seven (7) inches (5 in. x 7 in.).

i. Photographs, letters, or drawings depicting full frontal nudity, genitalia, or buttocks, even if completely and opaquely covered or implied, imminent, or actual sexual penetration are prohibited. Such letters shall be considered nuisance contraband and will be disposed of. You are responsible for notifying your family and friends of those items that are or are not accepted through the mail.

j. Mail that is packaged in boxes will not be accepted and envelope sizes cannot be larger than nine and one-half (9 ½) inches by twelve and one-half (12 ½) inches (9 ½ in. x 12 ½ in.).

k. Disciplinary action and/or additional criminal charges will be brought against you if you attempt to mail out contraband items.

l. You are responsible for changing your address when you are released from the Harris County Jail.

F. Reading Material

1. Recreational Reading Material
   a. Recreational reading materials (fiction/nonfiction novels, etc.) are distributed to the cellblocks or pods periodically as they become available via the book cart.
   b. You do not have to submit a request form for recreational reading materials from the book cart.
   c. You are allowed to have two (2) of these books in your possession. This is in addition to any books, magazines and/or other publications that you may have purchased.
2. Books, Magazines, and Other Publications
   a. You must receive permission from the Jail Captain, via Inmate Request Form, prior to receiving any book, publication, or periodical.
   b. Requests for publications must be submitted for approval on an Inmate Request Form. The request shall be addressed to the Jail Captain of the facility you are housed in.
   c. Requests for publications must include:
      1. The name of the publication
      2. The name of the publisher or approved vendor
      3. The address of the publisher or approved vendor
   d. All publications must be delivered by the United States Postal Service. Any publication delivered by UPS (United Parcel Service), FedEx (Federal Express), etc., will be returned to the sender.
   e. The book, publication, or periodical must be sent directly to you from the publisher or other approved vendor (Barnes & Noble, Waldenbooks, etc.). No books, publications, or periodicals will be accepted from an inmate's family or friends.
   f. Books or publications mailed, with prior approval from the Jail Captain, will be accepted provided the packaging has not been tampered with.
   g. Inmates are limited to two (2) paperback books and four (4) magazines or other publications purchased by them, in their possession at any time. Hardbound books are not permitted. This does not include:
      1. Religious materials
      2. Self-study or correspondence courses
      3. Books from the book cart
   h. Materials in excess of the amounts listed above must be mailed out, donated to the Jail Chaplaincy, or thrown away before receiving any additional books, publications, or periodicals.
   i. You are responsible for any change of address that may become necessary.
   j. The Harris County Sheriff's Office is not responsible for any lost, damaged, or destroyed publications.

3. Educational Reading Material
   a. Several self-study or correspondence courses are available.
   b. If you want to take a self-study or correspondence course, you must submit a written request on an Inmate Request Form to the Inmate Education Section.
   c. All inmates are required to respect all publications and shall return them in the same condition in which they were received.
   d. Any inmate damaging, altering, or marking on any publication or course material belonging to the Harris County Sheriff's Office, other governmental or private entity, or an educational entity may be subject to disciplinary action and/or additional criminal charges.

G. Clothing

1. You have been issued underwear/panties, socks, a shirt, and a pair of pants.
   a. You must be fully clothed between lights-on time and lights-out time. The only exceptions to this rule are when you are showering, or sleeping after lights out time.
   b. Pants shall not be worn below the waist. Underwear/panties will not be visible.
   c. Pants legs will not be tightly rolled or cuffed above the ankle nor tucked into socks or shoes.
   d. When out of your cellblock, your shirt will be completely tucked into your pants.
2. You shall not damage, alter, or mark on the clothing items issued to you—they are there for you to use, but they do not belong to you.
   a. Any item of clothing damaged, altered, or marked on shall be considered contraband and confiscated. It is your responsibility to bring damaged, altered, or marked on clothing to the attention of the Laundry Detention Officer/Deputy at the time of issuance. Otherwise, you may be held responsible for the damage, alteration or markings to/on the clothing.
   b. Disciplinary action will be brought against any inmate who damages, alters, or marks on any county property or clothing.
3. Clothing and Linen Exchange
   a. Clothing and linen exchange will be done according to your current facility's laundry schedule.
   b. You must have the following items ready for exchange:
      1. Towel
      2. Sheet
      3. Set of underwear/panties
      4. Pair of socks
      5. Shirt
      6. Pants
   c. Blankets will be exchanged according to your current facility's laundry schedule.

4. Court Trial clothing:
   a. Court trial clothing can be received by the courtroom deputy(s) from any family member or attorney of record that presents some form of valid picture identification. All clothing will be thoroughly searched for contraband and inventoried on a court clothing log form.
   b. Prohibited Items:
      1. Undergarments - Slips, bras, panties, underwear, handkerchief, etc.
      2. Jewelry - Cuff links, watches, rings, necklaces, bracelets, earrings, tie tacks, stick pens, etc.
      3. Hats
      4. Accessories - Hair clips, bobby pins, rubber bands, shoe horns, etc.
      5. Any other article not directly related to the clothing and is deemed to be inappropriate.
   c. Inmate uniforms or indigent clothing will be used if clothing is not delivered by the attorney of record or the inmate's family.
   d. No court trial clothing is authorized to be brought into the Harris County Jail or the Inmate Processing Center.
   e. The bailiff will return court trial clothing to the family member, or attorney of record, on a daily basis or upon conclusion of court proceedings.
   f. The person who submitted the court clothing will be required to accept the clothing when it is returned on a daily basis or at the end of trial.
   g. Note: Since clothing is received and returned on a daily basis, a maximum of one (1) set per article category may be accepted (example: one (1) pair of pants, one (1) shirt and one (1) pair of shoes/boots).
   h. If your clothing is not picked up on a daily basis or upon conclusion of court proceedings, your clothing will be placed in the Indigent Clothing Supply.

H. Recreation

1. You will be allowed to go to recreation a minimum of three (3) times per week for a period of one (1) hour per recreation session. You are not required to participate in recreation.
   a. A Detention Officer/Deputy will arrive at your cellblock and announce recreation, or place a call-out sheet in the cellblock, for those who want to go to recreation.
   b. If you choose to go to recreation, quickly and quietly go to the area specified by the Detention Officer/Deputy and await further orders.
   c. Those inmates not complying with staff direction will be subject to disciplinary action.
2. If you choose to participate in recreation, you will be expected to display good behavior and sportsmanship at all times.

I. Religion

1. A Jail Chaplain is available to you for your personal or religious counseling.
   a. Religious services are scheduled on a regular basis for various denominations and faiths.

b. You are encouraged to attend a service of your choice.

c. Both religious services and Alcoholics Anonymous (A.A.) meetings will be scheduled through the Chaplain's office.

2. If you have a special religious need(s) that is(are) not currently being met, you may consult with a Jail Chaplain.

   a. The Sheriff's Office will attempt to reasonably accommodate those inmates who, because of their religion, are required to observe special dietary restrictions.

   b. The Health Services Division Dietitian must approve all requests for special diets.

3. Religious Reading Material

   a. The various Jail Chaplains will issue religious reading materials to you. You must submit a written request on an Inmate Request Form to the Chaplain's office.

   b. If you require special religious materials or if you have any questions about religious reading materials, you must submit a written request on an Inmate Request Form, addressed to the Chaplain, so your concerns can be addressed.

4. After-Care: Jail Chaplaincy

   Contact the Chaplain's office for details regarding available post-release assistance. Reentry & Support Services are offered to you from both a faith based and service based community. Get support to help you with your specific needs.

Support Services	**Reentry Services**
Mentoring	Assessment of your needs
Life Skills	Discharge Planning
Family Support	Community Referrals & Transitional Living
Career Development	Drug & Alcohol Treatment
12 Step Recovery	

J. Classification

1. All inmates are housed in accordance with the Classification Standards required by the Texas Commission on Jail Standards.

2. Requirement to Work:

   a. If you have been sentenced by any court to serve "County Time," you may be required to work.

   b. If you refuse to accept a work assignment, or if you fail to fully and properly discharge the duties of that work assignment, you shall be subject to disciplinary action, which may include the loss of any "Good Time Credit" you may have accrued – this is in addition to any other imposed sanctions.

   c. If you fully and properly complete your assignments, you may receive:

      1. $100 per day toward fines and court costs

      2. Two (2) days credit for every one (1) day served

d. Additional good time credit may be available for certain work assignments and programs.

3. Typical Work Assignments
   a. If you are a pretrial detainee and you want to volunteer for a work assignment, you may submit a written request on an Inmate Request Form to the Classification Division. Note: Inmates shall not have access to inmate records, nor handle inmate monies or commissary accounts, etc.
   b. Work assignments are available in the following areas:

Barber Shop	Court Holdovers	Recreation
Booking	Education	Sanitation
Chaplain's Office	Floor Worker	Shoe Shine
Classification	Kitchen	Special Detail
Clinic	Loading Dock	Other assignments
Commissary	Outside Trustee	

   c. **Inmates shall not supervise any inmate activities.**

4. General Work Rules
   a. The only items you will be allowed to bring to and from your work assignment are listed below:
      1. Prescription medication you need to take while at work,
      2. Prescription glasses and case
      3. One (1) pen
      4. One (1) empty cup
   b. While at work, you will not hand wash clothes that have been issued to you.
   c. The following are considered prohibited items when you bring them to and from your work assignment:
      1. Food items
      2. Letters
      3. Books or other reading material
   d. You will not sleep while at work.

K. Hair Care

1. If you would like to receive a haircut, submit a written request on an Inmate Request Form, addressed to the POD Detention Officer/Deputy, requesting a haircut. Haircuts may also be available in Recreation.
2. You will be allowed to keep semi-permanent hair extensions that are sewn, woven, braided, or glued to the scalp as long as the extensions remain affixed. If the hair extensions come off or are removed after initial processing - turn them in to a Detention Officer or Deputy so they can be placed in your property; otherwise, they will be considered contraband and disposed of accordingly.

L. Contraband

1. Contraband is defined as:
   a. Any item not available from, issued, distributed, approved, or authorized by the Harris County Sheriff's Office.

   b. Any item that has been altered or is being used in any way other than its intended purpose.
   c. Any item not stored in its proper container or place. This includes all items that should be stored in a county-issued property container but are found elsewhere.
2. Possession of contraband will result in disciplinary action and/or additional criminal charge(s) being brought against you.
3. Unauthorized items received through the mail will be considered contraband and will be confiscated and disposed of – you shall be advised of the action taken.
4. Personal property in the possession of anyone other than the recorded owner will be considered contraband, confiscated, and disposed of.
5. All contraband will be confiscated and properly disposed of.

M. Movement

1. You will not touch any windows or doors within the building unless authorized. You shall maintain at least an arm's distance from all windows and doors at all times.
2. You will have your shirt completely tucked in when leaving the cellblock.
3. When outside the cellblock you are not permitted to speak unless authorized by a staff member.
4. When walking through the building, you shall be:
   a. On the right side of the hallway (in the direction you are walking), and in a single-file line when walking in groups
   b. With your right shoulder in close proximity to the wall
   c. Have your hands by your side at all times
5. You will proceed directly to your authorized destination; stopping along the way or wandering is prohibited.
6. While using the elevator, you shall:
   a. Face the rear of the elevator
   b. Place your hands behind your back, with open palms
7. You will not enter an elevator with a staff member unless that staff member grants you permission.

IV. Privileges

The programs and services included in this section are privileges available to you pending your proper conduct and other eligibility factors. The programs and services included in this section are not rights—they can be modified, suspended or taken away from you as disciplinary measures or as the needs of the Harris County Sheriff's Office dictate.

A. Education

1. An Education Program is operated in the jail for inmates meeting eligibility requirements. All inmates may be afforded an opportunity to participate in educational or correctional programs regardless of race, disability, sex, age, color, national origin, creed, religion, sexual orientation, ancestry, or any other legally protected classification. All inmates have been given Inmate Education Orientation information material at Classification prior to housing.
2. If you do not have a high school diploma or General Educational Development (G.E.D.) Certificate, you are encouraged to send a completed Inmate Request Form to the Inmate Education Section requesting information on enrollment procedures.
3. Correspondence courses from an approved list may be taken with approval of the Jail Captain.
4. Some educational programs and voluntary work programs may qualify you for additional good time credit. Contact the Inmate Education Section for a list of current programs and eligibility.
5. **Earned Early Release Program**
   a. The Earned Early Release Program (EERP) is an incentive program available to inmates enrolled in the Inmate Education Program or participating in the Voluntary Work Program.
   b. Successful participation in this program will better prepare participants to become more productive citizens upon their release and MAY qualify participants to receive additional credit toward their sentence.
   c. All participants in the program are required to meet conduct and attendance expectations and must abide by all rules and/or guidelines that have been set forth by the Harris County Sheriff's Office, the Inmate Education Program, and Houston Community College.
   d. Contact the Inmate Education Section for information on current programs and eligibility requirements.

B. Visitation

1. You may have one (1) twenty (20) minute visit per each visitation day. Check with your POD Detention Officer/Deputy for the facility's visitation schedule.
   a. The maximum number of persons visiting you may not exceed two (2) adults and two (2) children.
   b. Children are those persons under the age of seventeen (17).
2. All visitors must present a current, valid form of identification or they will not be allowed to visit you. Proper identification is any one (1) of the following:
   a. Driver's License issued by the Texas Department of Public Safety or its equivalent from another state of the United States.

b. Identification Card issued by the Texas Department of Public Safety or its equivalent from another state of the United States.
c. Armed Forces Identification card issued by any of the four (4) branches of the United States Armed Forces or the Coast Guard.
d. Armed Forces Dependent's Identification card issued by any of the four (4) branches of the United States Armed Forces or the Coast Guard.
e. Passport issued by the Office of the United States Secretary of State or its equivalent from another country.
f. Resident Alien Card issued by the United States Citizenship and Immigration Services.
g. Identification card issued by the Texas Department of Criminal Justice – Institutional Division (TDCJ-ID).
h. Harris County Offender Identification Card
i. Any other form of picture identification issued by a government entity as approved by the on-duty Operations Supervisor.

3. If hospitalized, visitation may not be allowed.
4. Rules for Visitors:
   a. All visitors must obey the orders of the Detention Officers, Deputies, and Staff Members at all times.
   b. All visitors must behave in an orderly and quiet manner.
   c. All visitors must be completely and properly dressed. The following items are specifically prohibited:
      1. Halter tops
      2. Tank tops
      3. "Short" shorts
      4. Skirts above the knee
      5. Any revealing, suggestive or obscene clothing
   d. No items (such as purses, briefcases, correspondence, etc.) may be taken past the lobby area. Please advise your visitors that lockers are available for their use in the lobby area for a fee.
   e. A visit may be denied to any person if the visitor or inmate fails to comply with the visitation rules, or, when there is reason to believe the visit may not be in the best interest of the safety and security of:
      1. The public
      2. Other inmates
      3. Detention Officers, Deputies, and Staff Members;
      4. The institution
   f. All visitors will leave the housing floors at the end of visitation hours, no matter what time the visit started.
5. <u>Visitor Assistance Program (VAP) – Jail Chaplaincy</u>
   The Chaplain's Office has a resource station set up during visitation in the lobby of the 1200 Baker Street Jail to assist families and friends of inmates in the custody of the Harris County Sheriff's Office.
6. Searches of you and your visitor, to include personal possessions may be conducted before and after a visit.

7. Out of town visitors – To be considered an “out of town visitor,” your visitor must be coming from a location outside a one-hundred (100) mile radius of downtown Houston, Texas.
8. Visitation may be canceled in emergency situations, or when deemed necessary by appropriate authority.

C. Television

1. A day room area with a television is provided in most cellblocks.
2. Day rooms are for the use of all inmates assigned to that cellblock.
3. The channel to which the television is tuned is determined by:
   a. A majority vote of the inmates in the cellblock.
   b. The POD Detention Officer/Deputy on duty has the final say in what channel, if any, will be on in a cellblock.
4. No inmate has the authority to “sell” television time or to override a vote taken by the cellblock regarding what channel to watch.
5. If there is any dispute regarding the television, inform the staff member and let them handle the situation. Do not attempt to settle the dispute by yourself.
6. Televisions will not be turned on during inmate head count or after established “Lights out.”
7. Televisions can be turned off to avoid any disruptions within the cellblock.

D. Inmate Trust Fund

1. The money you had with you when you were booked into jail has been put into your Inmate Trust Fund.
   a. Upon your release from jail, the balance in your Inmate Trust Fund will be returned to you by check.
   b. If you are transferred to the Texas Department of Criminal Justice, Institutional Division or the United States Bureau of Prisons, the balance in your Inmate Trust Fund will be transferred with you.
2. You cannot use cash money for any purpose during your stay in the Harris County Jail System.
   a. Possession of cash money by you is not only useless, but is considered contraband and will subject you to disciplinary action.
   b. Harris County and its employees shall not be responsible for any money you fail to turn over to the Inmate Trust Fund through the proper channels.
3. Money may be deposited into your Inmate Trust Fund account by the below methods:
   a. **Lobby Kiosks** - Deposits are accepted at the 701 N. San Jacinto Jail and the 1200 Baker St. Jail. The machine will lead the depositor through the necessary steps to make a deposit into your account.
      1. Each kiosk accepts cash payments in $5, $10, $20, $50 and $100 dollar bills.
      2. Each kiosk accepts credit cards.
      3. The depositors will need to know your correct SPN.

b. **Western Union Quick Collects** - Western Union Quick Collects may be sent from any authorized Western Union agent.
   1. The depositor must use the "blue form"
   2. The depositor must use the code city of "ITF-TX" in the appropriate blocks.
   3. The depositor must put your last name and correct (SPN) on the form.

c. **Government Payment Service (GPS)** (1-888-277-2535) - This is a *private entity* that accepts payments by way of credit/debit cards via telephone. The depositor will need to provide the following information when they call GPS.
   1. The Sheriff's Office Pay Location Code: 5500
   2. Your last name
   3. Your (SPN)
   4. The facility code: HSO
   5. There is a minimum deposit of $25 and a maximum deposit of $100.
   6. A service fee of 5% of the amount deposited will be collected by GPS.

4. When money is deposited into your Inmate Trust Fund, a receipt will be given to you.
5. Do not have someone mail you cash, money orders, etc. These items will be returned to the sender along with the entire contents of the envelope.
6. You will be allowed to release all of the money from your account or any amount greater than $20.00 to:
   a. Members of your immediate family
   b. Your attorney
   c. Your bondsman
7. You may release money no more than three (3) times in any thirty (30) day period exclusive of releases to attorneys or bondsmen; however, approval for you to do so must be obtained from a Floor Supervisor.
8. Your money or property cannot be released or transferred to another inmate.

E. Inmate Commissary

1. Various items of food, clothing, toiletries, over-the-counter medicines, writing materials, and stamps are available for purchase from the Inmate Commissary.
   a. You will be allowed to order commissary items the day your floor is scheduled to order commissary.
   b. Commissary price lists, rules, schedules, and special commissary information will be periodically posted in your cell.
   c. You are encouraged to read this information and follow the instructions carefully.
   d. Retain any/all commissary receipts (proof of purchases) from all orders placed during your incarceration (failure to produce a receipt may result in loss of items.)
   e. Failure to follow any commissary rule could result in the voiding of your order.

2. Ordering commissary:
   a. Before submitting an order, you must have enough money in your Inmate Trust Fund account to pay for the order.
   b. The following must be correct, legible, and written in the spaces provided:
      1. Date of Order
      2. Cellblock Location
      3. SPN Number
      4. Printed Full Name
      5. Signature
      6. Item Number
      7. Quantity
      8. Price
      9. Total Cost of the Order
   c. Use blue or black ink only.
   d. Only one (1) item number may be placed on each line.
   e. Do not mark over mistakes on your commissary order slip. Request a new slip or assistance from a staff member.
   f. Order only items on the price list and/or those posted on special flyers.
   g. List your order according to the groups shown on the price list. Begin at the top of the price sheet, "Group I" and work down to "Group III."
   h. Maximum limits for each item and for the total order are posted on the price sheets. These limits may vary based on the supply available for sale.
   i. Only one (1) order slip per inmate, per scheduled delivery day may be turned in.
   j. INMATE WORKERS: you must include your job assignment and the hours you work in the blank space at the TOP of your order form.
3. Delivery of Commissary:
   a. Commissary orders must be turned into the Pod Detention Officer/Deputy before 10:00 P.M. on the night before your scheduled delivery day.
   b. It is the responsibility of each inmate to place their order form in the appropriate location. At no time is an inmate floor worker responsible for picking up the order forms.
   c. Commissary personnel deliver orders according to a posted schedule.
   d. Upon entering the cellblock, commissary personnel will announce the rules that must be followed to receive your order.
   e. You must wear your official inmate armband. The armband must be legible and not be altered, damaged, or tied-on.
   f. You must be fully dressed in your county-issued clothing to receive your order.
4. Indigent Orders:
   a. To be considered indigent, you must have no money or less than a dollar in your Inmate Trust Fund account for the previous seven (7) days.

b. If this prerequisite is met, you may fill out a commissary order form for an indigent package.
    1. Write at the top of the order form “Indigent.”
    2. Indigent packages will be delivered with the regular deliveries according to the posted delivery schedules.

5. Receipts
   You must maintain possession of receipts for all commissary items in your possession (failure to produce a receipt may result in loss of items).

6. Warranty/Guarantees
   a. Commissary will not honor the manufacturer warranty on any electrical items, including “hot-pots.”
   b. You should contact the manufacturer regarding warranty repairs or concerns.

Criminal Acts Committed While in Jail

Although some acts you commit while in custody of the Harris County Sheriff's Office will be handled internally (disciplinary action) - You can still be charged criminally while you are an inmate in the Harris County Jail System.

V. Disciplinary Due Process

These rules apply to you as long as you are in the custody of the Harris County Sheriff's Office. For purposes of inmate discipline, violations of jail rules and regulations, as published in and provided to you by this **Inmate Handbook**, shall be divided into two (2) categories—Minor Infractions and Major Infractions:

A. Minor Infractions:

1. Minor infractions are violations of rules and regulations, which do not represent serious offenses against persons and do not pose a serious threat to institutional order and safety.
2. Sanctions for minor infractions are limited to:
   a. Counseling
   b. Verbal or written reprimand
   c. Temporary restriction to housing cells for a period not to exceed twenty-four (24) hours
   d. Loss of privileges for a period not to exceed fifteen (15) days
   e. Confinement to disciplinary separation housing for a period not to exceed fifteen (15) days
3. Probation
   a. Each of these sanctions may be probated by the Disciplinary Committee for a period not to exceed thirty (30) days.
   b. Probation means the sanction awarded by the Disciplinary Committee shall be temporarily suspended for a limited period.
   c. If, during the specified period of probation:
      1. The inmate is involved in a subsequent act or omission
      2. The Disciplinary Committee for said act or omission finds the inmate guilty
      3. The inmate shall be deemed to have violated the probation and shall serve and complete the entire term of sanction previously probated in addition to any sanction awarded for the subsequent violation.
   d. If the inmate satisfactorily completes the specified period of probation, the punishment imposed against said inmate shall be dismissed.
   e. Regardless of the successful completion of a probationary period, any conviction(s) for infraction(s) of the inmate rules shall remain on the inmate's disciplinary record.

B. Major Infractions

1. Major infractions are violations of rules and regulations, which constitute serious offenses against persons and/or property, and/or, pose a serious threat to institutional order and safety.
2. Inmates Causing damage to jail property may have the actual costs incurred, deducted from his/her commissary account, following an institutional due process hearing establishing guilt.

3. Sanctions for major infractions shall be one or more of the following:
   a. Loss of County "Good Time" credit
   b. Monetary restitution (from inmate's Trust Fund account) for Major Infractions – #1001 "Acts Referred For Prosecution Under State Law" when County property is damaged, or #1421 "Destroying, Altering or Damaging County Property."
      1. If you are released from custody before restitution is made, the negative balance will remain on your account, which will be debited upon receipt of any future deposits.
      2. Negative balances remain in effect, even upon your release. If you have a negative balance upon returning to jail, any deposits will be used to satisfy any outstanding negative balances.
      3. If you are transferred to The Texas Department of Criminal Justice, Harris County will deduct any owed monies from your TDCJ account.
      4. Restitution may be sought via administrative and/or judicial channels.
   c. Loss of visitation privileges for a period not to exceed thirty (30) days
   d. Loss of commissary privileges for a period not to exceed thirty (30) days
   e. Removal from work details or any inmate programs
   f. Confinement to disciplinary separation housing for a period not to exceed thirty (30) days
4. Probation
   a. Each of these sanctions may be probated by the Disciplinary Committee for a period not to exceed ninety (90) days.
   b. Probation means the sanction awarded by the Disciplinary Committee shall be temporarily suspended for a limited period.
   c. If, during the specified period of probation:
      1. The inmate is involved in a subsequent act or omission
      2. The Disciplinary Committee for said act or omission finds the inmate guilty
      3. The inmate shall be deemed to have violated the probation and shall serve and complete the entire term of sanction previously probated in addition to any sanction awarded for the subsequent violation.
   d. If the inmate satisfactorily completes the specified period of probation, the sanction imposed against said inmate shall be dismissed.
   e. Regardless of the successful completion of a probationary period, any conviction(s) for infraction(s) of the inmate rules shall remain on the inmate's disciplinary record.

C. Disciplinary Due Process

This Plan shall require the following Due Process procedures:

1. Provisions shall be made for a disciplinary hearing before a neutral and impartial board that shall not include anyone involved in the claimed violation or charges.
2. Provisions shall be made for the selection of the Disciplinary Committee.
3. Provisions shall be made for at least twenty-four (24) hours written notice be given to you of the claimed violation or charges against you.

4. Provisions shall be made for the disclosure of the evidence against the person charged with the violation, although confidential informants may be protected.
5. Provisions shall be made for:
   a. A voluntary waiver of a disciplinary hearing for the charged inmate to plead guilty on the charge for a lesser sentence when applicable (Plea Bargain). NOTE: Acceptance of a plea bargain or a plea of “Guilty” waives your rights to the appeal’s process.
   b. An opportunity for the charged inmate to be heard in person and to present evidence on his/her behalf when not unduly hazardous to institutional safety and/or correctional goals.
   c. The charged inmate to call three (3) relevant witnesses on his/her behalf for disciplinary hearings when not unduly hazardous to institutional safety and/or correctional goals.
6. Provisions shall be made permitting:
   a. The inmate to seek the aid of another inmate if:
      1. The inmate is illiterate.
      2. Where the complexity of the issue makes it unlikely the inmate will be able to collect and present the evidence necessary for an adequate comprehensive defense.
   b. If that is not permissible, substitute aid from the staff or from an inmate designated by the staff should be provided.
7. Provisions shall be made for:
   a. A written statement by the Disciplinary Committee, at the conclusion of the hearing, indicating the evidence relied upon and reasons for the disciplinary action taken.
   b. The statement shall be delivered to:
      1. The inmate
      2. The Sheriff or designee
      3. Shall be placed in the inmate’s disciplinary file.
8. Provisions shall be made for a documented appeals process. All appeals shall be in writing and submitted within five (5) working days (excluding holidays) of the Disciplinary Boards Decision to the Division Commander of Administrative Services.

VI. Disciplinary Rules

The maintenance of safety and order in an institutional setting depends on the firm, fair, and consistent application of rules and regulations. For purposes of inmate discipline, violations of institutional rules and regulations shall be divided into two categories: Major and Minor Infractions. Charges found within this **Inmate Handbook** are considered an administrative function to maintain order and discipline.

1000 MAJOR INFRACTIONS

Major infractions are violations of rules and regulations, which constitute serious offenses against persons and/or property, and/or, pose a serious threat to institutional order and safety. Major infractions are as follows:

(1001) ACTS REFERRED FOR PROSECUTION UNDER STATE LAW

There is no double jeopardy with an administrative charge; the actual case is referred for prosecution under State Law.

(1002) ACTS REFERRED FOR PROSECUTION UNDER FEDERAL LAW

There is no double jeopardy with an administrative charge; the actual case is referred for prosecution under Federal Law.

(1103) ASSAULT OF ANY STAFF MEMBER

No inmate shall strike, physically touch or cause contact with any staff member by any means or make any legitimate attempt to do so.

(1104) ASSAULT OF ANY INMATE

No inmate shall strike, kick or cause any unwanted contact with another inmate that causes pain or injury or make any legitimate attempt to do so.

(1105) FIGHTING

No inmate shall involve themselves in any mutual physical combat such as striking, kicking, choking, or grappling. There shall be enhanced disciplinary action if any object/weapon is used. (Self-Defense is not an acceptable defense.)

(1106) RESISTING RESTRAINT

No inmate shall refuse or resist to be handcuffed, leg ironed or restrained by any lawful means by a Detention Officer, Deputy or Staff Member.

(1107) THREATENING STAFF

No inmate shall make any physical, verbal or written threat against any Detention Officer, Deputy or Staff Member.

(1108) EXTORTION

No inmate shall attempt to control another inmate by force, threats or intimidation.

(1109) ENGAGING IN SEXUAL ACTS

No inmate shall propose or take part in any sexual act such as sexual intercourse, masturbation, anal sex, oral sex or manipulation of any person's private parts.

(1110) POSSESSION OF OR MANUFACTURE OF ANY WEAPON

No inmate shall possess or make any item which could be used to inflict injury.

(1111) SELF - MUTILATION OR INJURY TO ONE'S SELF

No inmate shall cause injury to him/herself, to include but not limited to hanging, cutting, and slicing.

(1112) TATTOOING OR TATTOO PARAPHERNALIA

No inmate shall tattoo, pierce, disfigure, or alter their body (body jewelry, body art, etc.); nor shall they perform it upon any other inmate. No inmates shall possess items used to tattoo, alter, pierce or disfigure the body.

(1210) RIOT

No inmate shall encourage, or be involved in, any act or acts of violence by one or more inmates as part of an assemblage of three or more inmates.

(1211) GROUP DEMONSTRATION

No inmate shall participate in a group demonstration of opinion, support, or disobedience involving two or more inmates.

(1212) ATTEMPTING OR PLANNING AN ESCAPE

No inmate shall plan or attempt an escape by any means, nor shall they manufacture any device to be used in that attempt.

(1213) SETTING OR CAUSING A FIRE

No inmate shall cause or set a fire of any kind.

(1214) FORGING OR POSSESSION OF OFFICIAL IDENTIFICATION OR DOCUMENTS

No inmate shall make, alter or possess any item of identification not authorized by proper authority, such as transit passes, medical paperwork or any legal document.

(1215) TAMPERING

No inmate shall modify or alter any item from its original condition or its intended use, to include but not limited to - Doors, Alarms, Fire Equipment, Intercoms, Plumbing, Telephones, Monitoring Devices, Televisions, Locking Devices, Light Fixtures, Electrical Devices, Windows, Safety or Security Devices, or any County equipment.

(1216) TRAFFICKING

No inmate shall buy, sell, trade or transfer such items as: Weapons, Intoxicants, Escape Devices, Contraband, Commissary, Inhalants, Chemical Agents, Tobacco, Clothing, Unauthorized Medications, Authorized Medications, or Tattoo Paraphernalia.

(1217) DISRUPTING A SCHOOL FUNCTION/PROGRAM

No inmate shall disrupt the orderly running of an education program.

(1316) UNAUTHORIZED CONTACT WITH PUBLIC

No inmate shall make or attempt to make physical, verbal or written contact of any kind with any person not a fellow inmate, institutional volunteer, or Staff Member unless authorized by proper authority.

(1317) UNAUTHORIZED CONTACT WITH ANY STAFF MEMBER

No inmate shall make any written, verbal, or physical contact of a personal nature with any Detention Officer, Deputy, or Staff Member.

(1318) OFFERING A BRIBE TO A STAFF MEMBER

No inmate shall offer money, anything of value, favors or make promises to a Detention Officer, Deputy or Staff Member for the purpose of influencing judgment or conduct.

(1319) FAILURE TO WEAR ARMBAND OR OTHER AUTHORIZED IDENTIFICATION

No inmate shall damage, alter or remove any armband or any other form of identification issued to them for any reason; this includes switching armbands with another inmate.

(1320) BEING IN AN UNAUTHORIZED HOUSING AREA/LOCATION

No inmate shall enter an unauthorized area/housing location, without permission of any Detention Officer, Deputy, or Staff Member.

(1421) DESTROYING, ALTERING OR DAMAGING COUNTY PROPERTY

No inmate shall destroy, alter, or damage any county property.

(1422) STEALING OR POSSESSION OF STOLEN PROPERTY

No inmate shall take, steal, or have in their possession any property belonging to another.

(1423) LENDING OR LOANING ANYTHING FOR PROFIT

No inmate shall give, borrow, receive, accept, lend or hold any item for profit or gain.

(1424) POSSESSION OF PROPERTY OF ANOTHER

No inmate shall have in his or her possession any property of another inmate, even with that inmate's consent.

(1524) POSSESSION OF NARCOTICS, DRUGS OR DRUG PARAPHERNALIA

No inmate shall make, obtain, trade, use, sell, or possess any drug, drug paraphernalia, narcotic, or controlled substance not issued to them.

(1525) MANUFACTURE OR POSSESSION OF AN INTOXICANT OR BEING INTOXICATED

No inmate shall make or possess any type of intoxicant or be intoxicated.

(1526) SMOKING AND/OR POSSESSION OF ANY TOBACCO PRODUCT OR PARAPHERNALIA

No inmate shall possess tobacco products or attempt to smoke any item. No inmate shall possess any tobacco or tobacco related product(s)—To include, but not limited to, matches, lighter, rolling papers, etc.

(1527) MISUSE OF ANY MEDICATION

No inmate shall use any medication in any manner other than as directed by label or prescription. This is not limited to hoarding medications, combining medications in one container, and possessing expired medications. You have a right to refuse health care including refusal of medications. It is not a violation of this rule to refuse your prescribed medication. Your refusal to take your prescribed medication will be documented.

(1528) UNAUTHORIZED USE OF EQUIPMENT

No inmate shall use any mechanical or office equipment in any way not authorized by proper authority.

FOR USE BY CLASSIFICATION PERSONNEL ONLY

(1629) REFUSING TO PARTICIPATE IN A WORK PROGRAM

Any inmate who refuses to participate in an authorized work program may be subject to loss of County Good Time Credit.

2000 MINOR INFRACTIONS

Minor infractions are violations of rules and regulations, which do not represent serious offenses against persons and/or do not pose a serious threat to institutional order and safety. The Minor Infractions are as follows:

(2101) SIMPLE ASSAULT

No inmate shall touch, push, shove or have any unwanted physical contact with another inmate. Such contact may not necessarily cause pain or injury.

(2102) ALTERCATION/HORSE PLAYING

No inmate shall engage in any form of wrestling, sparring, shoving, pushing, or encourage others to do so. This includes, but is not limited to, holding, grabbing, shadowboxing or rowdy play.

(2103) THREATENING

No inmate shall place another in fear of physical injury by verbal or physical conduct, or by written communication.

(2104) SEXUAL CONDUCT

No inmate shall kiss, hug, or fondle another inmate; expose his or her breast(s), buttocks or genitals in any manner; or make any sexual comment that may be offensive to another person.

(2305) REFUSING TO OBEY AN ORDER

No inmate shall refuse to obey any standing order(s) (written or verbal) issued by a Detention Officer, Deputy, or Staff Member.

(2306) POSSESSION OF CONTRABAND

No inmate shall possess any item not available from, issued, distributed, approved, or authorized by the Harris County Sheriff's Office. No inmate shall possess any item that has been altered or is being used in any way other than its intended purpose. Any item not stored in its proper container or place. This includes all items that should be stored in a county-issued property container but are found elsewhere.

(2307) PARTICIPATING IN WORK STOPPAGE

No inmate shall plan or participate in any action or activity that slows, delays, prevents, or stops any work assignment. This includes an inmate's refusal to work or request to have their armband cut.

(2308) UNAUTHORIZED ABSENCE

No inmate shall be absent from work, school or other activity without having been officially excused.

(2309) LYING OR PROVIDING FALSE STATEMENTS

No inmate shall make any statement (written or verbal) to a Detention Officer, Deputy, or Staff Member that is untrue.

(2310) GAMBLING OR POSSESSION OF GAMBLING PARAPHERNALIA

No inmate shall plan or participate in any game of chance or possess/manufacture any item that could be used for gambling.

(2311) UNAUTHORIZED USE OF SHERIFF'S OFFICE OR U.S. MAIL

No inmate shall use Sheriff's Office or U.S. mail for any purpose other than that for which it is intended. This includes the use of Indigent envelopes belonging to others.

(2312) UNAUTHORIZED USE OF TELEPHONE

No inmate shall use any telephone in violation of established facility rules, State Law, or Federal Law.

(2313) FAILURE TO BE PROPERLY DRESSED

All inmates shall be properly dressed in accordance with established facility rules.

(2314) POSSESSION OF UNAUTHORIZED ISSUED CLOTHING, BEDDING OR TOWELS

No inmate shall possess any item of clothing, bedding, towels or other item in excess of the number issued to them.

(2315) CONDUCT THAT DISRUPTS

No inmate shall physically or verbally interfere with the normal orderly running of the institution.

(2316) UNAUTHORIZED PASSING OF ITEMS

No inmate shall give or receive any item from another inmate without proper authority.

(2317) INTERFERING WITH COUNT

All inmates shall be properly dressed and ready for count and shall not talk, disrupt or interfere with count.

(2318) BEING IN AN UNAUTHORIZED AREA

No inmate shall be in or at any location not specified by Detention Officer, Deputy, or Staff Member

(2319) ABUSIVE OR OBSCENE LANGUAGE

No inmate shall directly or indirectly, use abusive, indecent, insulting, or obscene language.

(2419) POSSESSION OF ALTERED COUNTY PROPERTY

No inmate shall possess any altered county property.

(2420) POSSESSION OF MONEY OR CURRENCY

No inmate shall possess any form of currency or coin or any other instrument of value without proper authority.

(2521) FAKING INJURY OR ILLNESS

No inmate shall pretend to be sick or injured for any reason.

(2522) FAILURE TO FOLLOW SAFETY OR SANITARY REGULATIONS

All inmates are equally responsible for the upkeep and cleanliness of the common areas of your cellblock. You also are required to keep yourself and your personal area clean.

(2523) THROWING OR PROPELLING OBJECTS OR SUBSTANCES

No inmate shall throw any object or substance within this facility.

VII. Persons with Disabilities

A. Auxiliary Aids & Services for Persons with Disabilities

1. The Harris County Sheriff's Office complies with the requirements of the **Americans with Disabilities Act (ADA)** in its facilities, activities, programs, and services.
2. If you are deaf or hard of hearing, you are entitled to a level of service, benefits, activities, health care and privileges equivalent to that provided to other persons.
3. Harris County will make every effort to ensure that its officers and employees communicate effectively with people who are deaf or hard of hearing.
4. Harris County can provide auxiliary aids and services such as assistive listening devices, text telephones (TTYs), qualified American Sign Language/English Sign Language (ASL/ESL) or oral interpreters, etc. at no charge for persons with disabilities.
5. If you are disabled, you must ask for an accommodation, help, or services that you need. It is helpful to ask in writing.
6. If your hearing aid or cochlear implant is damaged, needs adjustment, repairs or cleaning while you are in the custody of the Harris County Jail System, submit a written request to the Harris County Sheriff's Office ADA Coordinator or the Health Services Division.

B. Americans with Disabilities Act (ADA) Grievances

1. If you have a disability based or accessibility based grievance, you can file it with the Sheriff's Office through the grievance procedure described in this **Inmate Handbook**.
2. You can also file grievances regarding the ADA with:
   a. The ADA Coordinator for the Harris County Sheriff's Office:

ADA Coordinator
Harris County Sheriff's Office
Health Services Division
1200 Baker St.
Houston, TX 77002

   b. The ADA Coordinator for Harris County:

ADA Coordinator
Harris County Human Resources & Risk Management
1310 Prairie, Suite 230
Houston, Texas 77002

   c. The ADA Coordinator will send you a copy of Harris County's ADA Grievance Procedure and begin an investigation of your complaint. Note: the ADA Coordinator only handles grievances which are disability or accessibility based.

C. Auxiliary Aids & Services for Deaf/Hearing Impaired

The **American with Disabilities Act of 1990** (28 CFR 35.160) requires the Harris County Sheriff's Office to take necessary steps to effectively communicate with the disabled. Auxiliary aids and services available are listed below.

Texas Relay -- The called party is charged for all calls at operator-assisted rates.

a. When placing a TDD call:
   1. Place the handset on the device
   2. Turn on device.

b. Follow on-screen directions.

VIII. Medical Division

Mission Statement

The Health Services Division of the Harris County Sheriff's Office is the benchmark for the delivery of correctional medicine nationwide. The Division will provide compassionate, efficient, and effective medical care within the constraints of the jail's security operations.

A. Access to Health Care

Access to the Health Services Division and its related services may be obtained in one of the following ways:

1. You will be screened by a nurse and have a chest x-ray done for TB when you are booked into the Harris County Jail. If you have any medical/mental health condition(s) that need immediate attention, notify a Health Services staff member. You will be sent directly to the clinic to see a physician.
2. Once you are processed into the Harris County Jail System and housed, you may be offered a health assessment within fourteen (14) days of confinement. At this time, you may be given a full assessment and you can advise the nurse of any medical / mental health condition(s) you may have that has/have not been addressed.
3. If you need to see a physician, nurse, dentist, dietician, optometrist, or psychiatrist, submit an Inmate Request Form and place it in the medical box located outside your cellblock.
4. The request forms are collected once a day and taken to the Health Services Division where they are reviewed by Health Services personnel for appropriate action to be taken.
5. If it is determined your request requires you to be seen by a nurse, you will be scheduled for triage.
6. If it is determined that you need to see a health care provider, Health Services personnel will schedule an appointment for you.
7. If your medical/mental health condition needs immediate attention, advise a Detention Officer, Deputy, or other Staff Member. He/she will notify the Health Services Division. If it is determined by Health Services personnel your condition needs immediate attention, you will receive it.
8. If it is determined by Health Services personnel your condition does not need immediate attention, you will be advised to submit a written request to the Health Services Division and place it in the medical box outside your cellblock. A Health Services staff member can also schedule an appointment for you at that time.
9. All Inmate Request Forms must be complete and legible. You must include your name, SPN, cellblock location, and date of request. You can include what medical/mental health condition you are requesting services for. The word “Help” can also be written on the form for your privacy.
10. Place all Inmate Request Forms for medical / mental health services in the medical box located outside your cellblock.

11. Do not place any other Inmate Request Forms in the medical box. They will be discarded.
12. If there is not a medical box located outside your cellblock, notify any staff member.

B. Health Services Copayment Fee

1. The Harris County Sheriff's Office Health Services Division charges ALL inmates for care in accordance with State Law.
2. You will be charged a fee for **each** medical/mental health care visit you request.
3. You will be charged a fee for **each** medication prescribed for you.
4. No inmate will be denied services because of their financial status.
5. The following amounts will be charged to your Inmate Trust Fund account if medical/mental health services are requested:
   a. Medical Physician/Nurse Practitioner/Physician's Assistant (P.A.) ~ $16
   b. Optometry ~ $15
   c. Nursing Triage ~ $10
   d. Dietitian ~ $10
   e. Dental ~ $15
   f. Pharmacy ~ $3 (Each prescription will generate a $3 administrative charge regardless if it is a new prescription, medication renewal, or a change in medication.)
   g. Psychiatrist/Nurse Practitioner ~ $16
   h. Mental Health Assessment ~ $10
6. The Harris County Hospital District WILL charge for all services rendered to you.
7. The Harris County Sheriff's Office Health Services Division WILL NOT charge you for health care visits that are for:
   a. Life-threatening situations
   b. Referrals to medical facilities or health care providers outside the jail
   c. Follow-up services recommended by health care staff
   d. Chronic care as recommended by health care staff (including communicable diseases such as HIV, AIDS, and TB. However, all prescription medications are charged unless approved by the Texas Department of Health Texas HIV Medication Program)
   e. Prenatal care
   f. Fourteen (14) day health assessment

C. Triage: Non-Emergency Medical Services Requests

1. Once you submit a written request for a medical/ mental health condition, you will be called to the triage/mental health area to be assessed by a nurse / mental health provider. You will be charged $10 from your Inmate Trust Fund account.

2. If, at that time, it is determined you need to see a physician, psychiatrist, nurse practitioner, or physician's assistant (P.A.) an appointment will be scheduled for you. You will be charged $16 from your Inmate Trust Fund account when you see the physician, psychiatrist, nurse practitioner or physician's assistant (P.A.). You will not be charged $10 for triage.
3. If your medical condition does not require a prescription, over-the-counter medications can be purchased by you through the Inmate Commissary. Over-the-counter medications are usually available to you at a lower cost.
4. If your medical condition does not get better by using over-the-counter medication, you will need to submit a written request for medical services.

D. Transfer/Release From Jail

1. If you are transferred to the Texas Department of Criminal Justice – Institutional Division (TDC-ID), or another correctional institution, you will have a Texas Uniform Health Screening Update sent with you. This form lists any current medications you may be taking and any medical problems you may have.
2. If you are being released from jail, you will be allowed to take any prescribed KOP ("Keep on Person") medications with you.
3. If you need help getting prescribed "non-KOP" medications (cart medications) to last until you can be seen by your private physician, submit a written request to the Health Services Division.
4. If you believe you have an outside clinic appointment after you are released from jail, call the Harris County Hospital District at (713) 566-5000.
5. If you need any other medical/mental health assistance, submit a written request to the Health Services Division.

E. Obtaining Copies of Medical Records

Upon your release from custody, you may contact the Harris County Sheriff's Office Medical Records Section and request a copy of your medical record to be released to you or your designee. You will need to submit a request in writing to the following address:

Harris County Sheriff's Office
Attn: Medical Records
1200 Baker Street
Houston, Texas 77002

F. Refusal of Treatment/Services

If you wish to refuse your scheduled medical/mental health appointment(s), you **MUST** go to the Medical/Mental Health section and sign a "Refusal of Treatment" form. If you request to be seen then refuse, you will be charged for the appointment.

G. Clinics

Each jail facility (1200 Baker Street, 1307 Baker Street, and 701 N. San Jacinto Street) has a full-time, 24-hour a day, medical clinic available for emergency care. If you have an emergency, notify your cellblock Detention Officer / Deputy. If you have a medical condition that cannot be treated in the jail, you will be sent to an outside medical facility.

H. Specialty Clinics

1. The following specialty clinics are available to inmates referred by clinic physicians:
   a. Tuberculosis (TB)/Chest Clinic
   b. Infectious Disease Clinic
   c. Orthopedic Clinic
   d. STD Clinic
   e. OB/GYN Clinic
2. There are also some clinics for chronic diseases/conditions such as:
   a. hypertension
   b. diabetes
   c. seizures
   d. asthma
   e. heart disease
   f. hepatitis
   g. special mental health needs
3. You can only be seen in these clinics if a health care provider has referred you.

I. Infirmary

1. There are medical and mental health infirmaries at the 1200 Baker Street jail for inmates in need of certain tests and/or procedures and for those inmates too sick to be housed in general population.
2. The Medical Infirmary prepares inmates who are about to have surgery or who return from surgery.
3. The infirmaries have their own physicians who make daily rounds. The physician is the only one that can authorize the transfer of an inmate housed in the infirmary to general population. The physician is the only person that can authorize the transfer of an inmate into the infirmary.

J. Health Assessments

1. Inmates who stay in jail for fourteen (14) days will be offered a free health assessment. Inmates also receive a yearly health assessment thereafter.
2. The health assessment consists of answering a series of health related questions, blood pressure check, temperature, blood draw, and a physical assessment.
3. Blood is drawn and tested for sexually transmitted diseases (STD's).
4. If health conditions are discovered during the health assessment, you may be referred to a jail physician.
5. A skin test is administered for tuberculosis (TB). TB is an airborne disease. Individuals who test positive for TB, have, at some time in the past, come in contact with someone who has TB but they themselves usually do not carry the active disease.
6. All inmates entering the Harris County Jail receive a chest x-ray to rule out active TB before they can be housed.

7. If you have been tested for TB before and you showed positive or have taken TB medication, make sure you advise the Health Services staff member BEFORE the TB skin test is administered to you.

K. Medication Delivery

1. Medication nurses deliver medications to all floors of all jails. Medications are delivered every day, seven (7) days a week, between the hours of 6:00 A.M. and 10:00 P.M.
2. Medications from the cart are required to be taken immediately upon being administered to you.
3. It is important that you go to the medication cart nurse when called. You must be completely and properly dressed and have an armband on your arm.
4. You must bring water in order for the nurse to administer your medication.
5. When the nurse gives you medication from the cart, they will watch you take the medication to make sure you have swallowed it.
6. Failure to swallow the medication at that time may result in the discontinuing of the medication.
7. Some prescribed medications are KOP ("Keep on Person"). These medications are kept by you and should be taken as ordered by the physician.
8. **DO NOT** mix different medications in the same bottle. It will be considered contraband and confiscated. It will also subject you to disciplinary action.
9. Keep all medication in the original container it was received in.
10. **DO NOT** take another inmate's medication(s).
11. **DO NOT** keep medications past the expiration date. It will be considered contraband and confiscated. It will also subject you to disciplinary action.
12. No medications can be brought into the jail.
13. Hoarding any medication is strictly forbidden. Excess medication will be considered contraband and confiscated. It will also subject you to disciplinary action.

L. Substance Abuse

1. Substance abuse treatment and counseling is available for individuals who have problems with drugs and/or alcohol.
2. Inmates that need help for drug and/or alcohol abuse must submit a request to the Substance Abuse Program.
3. When your request is received, you will get a return letter stating the request has been received.
4. Once you get a letter, do NOT send additional requests.
5. You will be screened by a counselor.
6. If you are eligible, you will be offered a place in the program, when space becomes available.

M. Optometry

1. Optometry services are available by submitting a written request to the eye doctor.

2. The charge to see the optometrist is $15.
3. The fees for eyeglasses range from $10 and up, depending on required lenses.
4. If you submit a request and change your mind later, you still have to come to the optometrist to sign a “Refusal of Treatment” form.

N. Sexually Transmitted Diseases

Sexually transmitted diseases (STD) are diseases that are transmitted through sexual contact. Anyone who has had sex without protection (example: condom) is at risk for contracting an STD. Most sexually transmitted diseases are easily treated and/or cured if detected early. If we do not treat sexually transmitted diseases, they can result in permanent damage and possible death.

1. SYPHILIS

a. Blood is drawn during the fourteen (14) day health assessment and tested for syphilis (RPR) at no charge to you.
b. If you test positive for syphilis, you will be called to the STD Clinic and possible treatment will be explained.
c. If you test negative, you will not be contacted or receive the results of the test.

2. GONORRHEA AND CHLAMYDIA

a. These sexually transmitted diseases are usually easier to find in men because they cause a discharge or drip from the penis.
b. Both men and women can sometimes have trouble urinating or have a burning feeling when they urinate if they have either of these sexually transmitted diseases.
c. If you have either of these symptoms, submit a written request to the Health Services Division.

3. HIV/AIDS

Human Immunodeficiency Virus (HIV) is a sexually transmitted disease. A person can get it through having sex with someone who has it. A person can also get HIV by sharing needles, using the same razor, getting tattoos or being in a fight where blood is present. A person **CANNOT** get HIV from casual contact (example: touching) with someone who is infected, by eating after the person, using the same toilet, or living in the same cell with someone who is HIV positive.

a. The HIV Section of the Health Services Division offers free testing and HIV education.
b. HIV testing will be done at the fourteen (14) day health assessment. Approximately fourteen (14) days after blood is drawn you will be notified of results.
c. Only those Health Services Division personnel that need to know will be able to find out about your HIV status.
d. All requests and results are **CONFIDENTIAL.**

e. If you are found to be HIV positive, additional counseling and medical assistance will be discussed and/or offered to you. A care coordinator will be assigned to you to ensure that you receive services while incarcerated. He/she will also assist with your transition to the free-world when you are released from custody.
f. Being HIV positive means you have come in contact with the virus and are infected.
g. It does not mean that your life is in immediate danger or that you qualify as an AIDS patient.
h. HIV is NOT Acquired Immunodeficiency Syndrome (AIDS), but you still need to obtain medical assistance.
i. There is no cure for the HIV virus at this time. If you have been infected and take care of yourself by following medical advice and leading a healthy lifestyle, you will live a longer, more fulfilling life.
j. By getting tested for HIV, you will be able to get assistance if you are infected; you will be protecting your loved ones. This will also help avoid further transmission of the HIV virus.
k. If you need further information or assistance, submit a written request to the HIV Section of the Health Services Division.

O. MRSA

1. What Is MRSA?

Methicillin-resistant Staphylococcus aureus (MRSA) is a bacterium that causes infections in different parts of the body. It is tougher to treat than most strains of staphylococcus aureus -- or staph -- because it is resistant to some commonly used antibiotics. The symptoms of MRSA depend on where you are infected. Most often, it causes mild infections on the skin, causing sores or boils. However, it can also cause more serious skin infections or infect surgical wounds, the bloodstream, the lungs, or the urinary tract. Though most MRSA infections are not serious, some can be life-threatening.

2. What Causes MRSA?

Garden-variety staph is common bacteria that can live on our bodies. Plenty of healthy people carry staph without being infected by it. In fact, 25%-30% of us have staph bacteria in our noses. But staph can be a problem if it manages to get into the body, often through a cut. Once there, it can cause an infection. Staph is one of the most common causes of skin infections in the U.S. Usually, these are minor and do not need special treatment. Less often, staph can cause serious problems like infected wounds or pneumonia. Staph can usually be treated with antibiotics. But over the decades, some strains of staph—like MRSA—have become resistant to antibiotics that once destroyed it. MRSA was first discovered in 1961. It is now resistant to methicillin, amoxicillin, penicillin, oxacillin, and many other antibiotics.

3. **Who Gets MRSA?**
   MRSA is spread by contact. So you could get MRSA by touching another person who has it on the skin. Or you could get it by touching objects that have the bacteria on them. MRSA is carried, or "colonized," by about 1% of the population, although most of them are not infected. MRSA infections are common among people who have weak immune systems and are in hospitals, nursing homes, and other health care centers. Infections can appear around surgical wounds or invasive devices, like catheters or implanted feeding tubes.
4. **How to Prevent MRSA?**
   When it comes to MRSA and other drug-resistant infections, the best defense is basic hygiene. Frequent hand washing is the best way to avoid most MRSA skin infections. "The common sense, back-to-basics are the way to manage the threat." In addition to hand washing, that means avoiding the sharing of towels or clothes. Skin wounds should remain clean and well covered, and any wounds that change rapidly or look "angry" should get immediate medical attention.

Unlock Your Skin's Health

Staphylococcus (staph) is a germ that causes boils (like a large, red, painful pimple that may have a white "head") or other sores. The sores may burst and drain pus. Anyone with a sore that is draining pus can pass the germs to another person. Anyone with a sore that is draining pus can spread the germs to other parts of their own body. **Infections are not caused by spider bites!**

If you have a boil or sore that is draining pus:

- Tell the jailer about your sore
- Ask to see a nurse or doctor
- Cover all draining sores with a bandage
- Wash hands with soap and water for at least 15 seconds before and after touching any sore or boil

Do not "pop" or open any boil or sore.

Even if you do not have a draining boil or sore:

Wash hands with soap and water for **at least 15 seconds**

- Before eating
- After exercising
- After using the bathroom
- After sneezing, coughing, or blowing your nose

Take a shower every day

Do not share soap, razors, toothbrushes, or towels

Do not handle other cellmates' soap, razors, toothbrushes or towels

Do not use exercise equipment if you have a boil or sore

Keep toilet, shower, and sink in cell clean

Do not get tattoos in jail

TEXAS Department of State Health Services
1100 West 49th Street, Austin, Texas 78757 512-458-7676

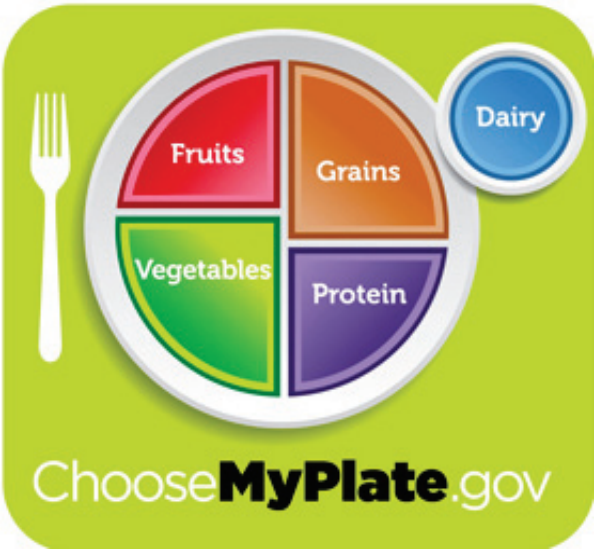
**Additional information regarding MRSA may be found at http://www.cdc.gov/mrsa/*

P. Smoking

1. Cigarette smoking is the leading cause of preventable death in this country.
2. Tobacco is toxic to the body. The nicotine in cigarettes and chewing tobacco causes the body to release adrenaline. Adrenaline causes the blood vessels in the body to constrict, causing the heart to beat faster, which results in raising the blood pressure. High blood pressure can lead to a heart attack or stroke.
3. The tars and other toxic substances contained in tobacco can cause cancer of the lungs and other organs of the body. This can cause damage to the lungs and lead to emphysema (a serious breathing disorder).
4. Cigarette smoke contains carbon monoxide which interferes with the lung's ability to get oxygen into the blood. Other chemicals, such as DDT, arsenic and formaldehyde are also contained in cigarette smoke. Repeated smoking or use of tobacco products can become a habit. A person can become addicted to the nicotine contained in tobacco products. This can cause changes in the body and a person's mood. The changes happen over a period of time.
5. When a person quits using tobacco products (especially the first few days), he/she may experience the following symptoms:
   a. Craving Nicotine
   b. Hunger
   c. Feeling on edge
   d. Unable to concentrate
   e. Coughing
   f. Headaches
6. If you need assistance in dealing with not smoking or using tobacco products, submit a written request to the Health Services Division.

Q. Dietitian

1. All inmates are provided three (3) meals each day that follow the USDA's MyPlate food guidance system. The regular diet provides adequate nutrients and energy for an average healthy adult.



2. **MyPlate Food Guidance System**
   a. **Balancing Calories**
      1. Enjoy your food, but eat less.
      2. Avoid oversized portions.
   b. **Foods to Increase**
      1. Make half your plate fruits and vegetables.
      2. Make at least half your grains whole grains.
      3. Switch to fat-free or low-fat (1%) milk.
   c. **Foods to Reduce**
      1. Compare sodium in foods like soup, bread, and frozen meals—and choose the foods with lower numbers.
      2. Drink water instead of sugary drinks.
3. There is no pork served in the Harris County Jail.
4. Vegetarian diets are not available.
5. If you need a special diet due to a medical condition, submit a written request to the dietitian. There is a $10 charge to see the dietitian.

R. Dental and Dental Hygiene

1. If you are having problems with your teeth, submit a written request to the dentist. There is a $15 charge to see the dentist.
2. Most dental problems are caused by not brushing your teeth. Tooth brushing removes plaque and food particles from the outer, inner, and biting surfaces of your teeth. A number of different tooth brushing methods are acceptable. The following method is one effective way of removing plaque:
   a. Place the head of your toothbrush beside your teeth with the bristle tips at a 45-degree angle against the gum line (see Figure 1).

b. Move the brush back and forth in short (half-a-tooth-wide) strokes several times, using a gentle "scrubbing" motion.
c. Brush the outer surfaces of each tooth, upper and lower, keeping the bristles angled against the gum line (see Figure 2).
d. Use the same method on the inside surfaces of all the teeth, still using short, back-and-forth strokes.
e. Scrub the chewing surfaces of the teeth.
f. To clean the inside surfaces of the front teeth, tilt the brush vertically and make several gentle up-and-down strokes with the front of the brush.
g. Brushing your tongue will help freshen your breath and clean your mouth by removing bacteria.

Figure 1

Figure 2

3. Worn-out toothbrushes cannot properly clean your teeth and may injure your gums.
4. Usually toothbrushes need to be replaced every three (3) or four (4) months.
5. Brush gently with very short strokes and enough pressure so that you feel the bristles against the gums. The tips of the bristles do the cleaning, so do not squash them. Remember to change the position of your toothbrush frequently, moving slowly across all the surfaces of every tooth. The toothbrush can clean only one (1) or two (2) teeth at time.

S. Sexual Assault Information

1. What is Sexual Assault?

a. Sexual assault is any forceful or threatened sexual behavior forced on you by one (1) or more person(s).
b. This includes pressure, threats, or other actions and communications to force you to engage in a partial or complete sexual act.

2. Your Right to be Safe From Sexual Assault

a. No one has the right to pressure you to engage in a sexual act.
b. You do not have to tolerate sexual assault or pressure to engage in unwanted sexual behavior regardless of your age, size, race, or ethnicity.
c. Whether you are straight, gay, lesbian or bisexual, you have the right to be safe from unwanted sexual advances and acts.

3. About Your Safety

a. If you feel that your right to be left alone sexually is being violated, staff are available to help you deal with this problem.

b. You should feel free to discuss your concerns about sexual assault with any staff member.
c. Some Health Services personnel, like mental health providers, are specifically trained to assist you in dealing with problems in this area.
d. If you are in an emergency situation, approach any staff member. It is part of their job to ensure your safety.
e. You do not have to name other inmates to receive assistance, but specific information may make it easier for staff to assist you.
f. If you are sexually assaulted, you should immediately ask for medical treatment.
g. Even though you may want to clean up after the assault, it is important to see Health Services personnel before you shower, wash, drink, eat, change clothing, or use the restroom.
h. Health Services personnel will examine you for injuries, which may or may not be readily apparent to you.
i. They can also test you for sexually transmitted diseases (STD's) and gather any physical evidence of the assault.

4. <u>Avoiding Sexual Assault</u>

Here are some things you can do to protect yourself against sexual assault:

a. DO NOT accept gifts or favors from other inmates. Most gifts or favors from other inmates come with strings attached to them.
b. Be alert. DO NOT use contraband substances such as drugs or alcohol; these can weaken your ability to stay alert and make good decisions.
c. Choose your associates wisely. Look for people who are involved in "safe," positive institutional activities like education programs, mental health groups or religious services. Get yourself involved in these activities.
d. Trust your instincts. If you sense that a situation may be dangerous, it probably is.

5. <u>Mental Health Services Related to Sexual Assault</u>

a. Most people need help recovering from the emotional effects of sexual assault.
b. If you are a sexual assault victim, whether it is recent or in the past, Mental Health personnel are available to assist you.
c. If you feel you need help to keep from sexually assaulting someone else, please notify a Mental Health Provider or any Staff Member.

6. <u>BEFORE YOU SEXUALLY ASSAULT ANOTHER INMATE, REMEMBER:</u>

a. Sexual assault is a serious crime.
b. The Harris County Sheriff's Office must investigate all reported sexual assault incidents.
c. Sexually assaulting another inmate will result in disciplinary action being brought against you. This can include additional criminal charges, loss of "good time credit" and/or disciplinary separation housing.

7. **How to Report a Sexual Assault Incident:**
   a. Report the incident immediately.
   b. You can tell any Staff Member (Officer, Chaplain, or Medical Personnel).
   c. If you do not wish to speak with staff, you may use an Inmate Request Form or handwritten letter to request assistance.
   d. Provide basic information regarding the incident including persons involved, date, time, and where the incident occurred.

T. Pregnancy Management

1. During intake processing, female inmates will be asked if they are pregnant. If you are pregnant, you will be assessed by a Health Services staff member and referred to an OB specialist for further care.
2. All female inmates will have a urine pregnancy test during their initial medical examination or at their fourteen (14) day health assessment.
3. Routine prenatal care will be provided in the HCSO OB/GYN Clinic and inmates needing specialized care will be referred to the Harris County Hospital District OB Clinic
4. Pregnant female inmates who have been identified as having a dependence on heroin or methadone will be referred to the Harris County Hospital District specialist for evaluation and management.
5. Nutrition: all pregnant female inmates will be referred to the dietician for counseling on proper food choices.
6. Postpartum inmates will be re-evaluated by a physician for special needs upon their return to the detention facility after release from the Harris County Hospital District.
7. If you have questions regarding family planning services prior to your release from the Harris County Jail, contact the Chaplain's office for assistance.

U. Continuity of Care

The Health Services Division strives to meet your medical needs. It is important that you tell the medical staff (physicians and nurses) about your health concerns. If you are being treated/seen by an outside (free-world) physician, clinic etc., it would benefit your treatment while you are in custody to have copies of those records sent here. Records should be sent to:

Harris County Sheriff's Office
Attn: Medical Records
1200 Baker Street
Houston, TX 77002

V. Are you a Veteran of the United States Armed Services?

1. If you are a Veteran of the United States Armed Services, you may be eligible for medical, psychiatric, substance use and/or vocational services through the Michael E. DeBakey Veteran's Affairs (VA) Medical Center (MEDVAMC). Upon your release from custody, you can go to the VA hospital to apply for services in person at the following address:

   Michael E. DeBakey VA Medical Center
   2002 Holcombe Blvd.
   Houston, TX. 77030

   METRO: Take the #1 LBJ Hospital Bus to the VA Hospital from downtown Houston

2. If you already receive services from the VA, alert the Harris County Sheriff's Office Health Services Division personnel and sign a "Release of Information" form. This will allow the medical staff at the VA Hospital to provide information to the Harris County Sheriff's Office Health Services personnel about your diagnoses and medications from their physicians. This will assist you in getting needed care while in our custody.

3. If you need help setting up appointments or connecting with VA services after release, contact the Veterans' Justice Outreach Coordinator, Loretta A. Coonan, LCSW at 832-260-1361 or 713-791-1414 ext. 6475

Important Houston VA Telephone Numbers

Michael E. DeBakey VA Medical Center

Description	Local Phone #	Toll Free Phone #
Main Number	(713) 791-1414	1 (800) 553-2278
VA Police	(713) 794-7106	
VA Network Telecare Center	(713) 794-8985	1 (800) 639-5137
Pharmacy Refills	(713) 794-7648	1 (800) 454-1062
Pharmacy Helpline	(713) 794-7653	
Appointment Center	(713) 794-8985	1 (800) 639-5137
Automated Appointment Information	(713) 794-7648	1 (800) 454-1062
VA Eligibility & Enrollment	(713) 794-7288	
Health Care for Homeless Veterans Program	(713) 794-7848	
Homeless Veterans Drop-In Center	(713) 794-7533	
Hotline for Homeless Veterans		1 (877) 4AID VET (424-3838)
Veterans Crisis Line		1 (800) 273-TALK (8255)
Caregiver Support Hotline		1 (855) 260-3274

Important Houston VA Telephone Numbers Continued

Outpatient Clinics

City	Local Phone #	Toll Free Phone #
Beaumont	(409) 981-8550	1(800) 833-7734
Conroe	(936) 522-4000	1 (800) 553-2278 (ext. 1949)
Galveston	(409) 761-3200	1 (800) 553-2278 (ext. 12600)
Lake Jackson	(979) 230-4852	
Lufkin	(936) 671-4300	1 (800) 209-3120
Richmond	(832) 595-7700	1 (800) 553-2278 (ext. 12800)
Texas City	(409) 986-2900	1 (800) 553-2278 (ext. 12900)

Patient Advocates

City	Local Phone #	Toll Free Phone #
Houston	(713) 794-7884	
Beaumont		1 (800) 833-7734 (ext. 113)
Conroe	(936) 522-4010 (ext. 1952)	
Galveston	(713) 791-1414 (ext. 6586)	
Lake Jackson	(979) 230-4852	
Lufkin	(936) 671-4362	
Richmond		1 (800) 553-2278 (ext. 12813)
Texas City	(409) 986-2900	

Operation's Support Teams

Operation	Local Phone #
Operation Enduring Freedom Team Members	(713) 794-7034
Operation Iraqi Freedom Team Members	(713) 794-8825
Operation New Dawn Team Members	(713) 794-7075

Vet Centers

Location	Local Phone #	Toll Free Phone #
701 N. Post Oak Road, Houston	(713) 682-2288	
2990 Richmond Ave., Houston	(713) 523-0884	
14300 Cornerstone Village Dr., Houston	(713) 578-4002	
990 IH10, Suite 180, Beaumont	(409) 981-8576	1 (877) 927-8387

Houston VA National Cemetery

Location	Local Phone #
Main Number	(281) 447-8686

Houston VA Regional Office

Offices	Local Phone #	Toll Free Phone #
Main Number	(713) 383-1999	1 (800) 827-1000
Home Loans		1 (888) 232-2571
Education		1 (888) 442-4551
Insurance		1 (800) 669-8477

http://www.myhealthevet.va.gov/

Employment, Education, Job Training, Emergency Shelter & Medical Service Providers

Drug & Alcohol Recovery/Treatment

OUTPATIENT

Cheyenne Center *(Outpatient)*

www.extended-aftercare.com **(713) 694-3555**

5002 North Shepherd Drive
Houston, Texas 77018

David & Ivory Ministries

www.david-ivoryministries.org **(713) 785-4040**

2640 Fountain View Drive, Suite 120
Houston, Texas 77057

Outpatient Services
- Structured, Supportive, Intensive, and Day/Night Treatment

Relapse Prevention

Authorized Community Service Provider
- Fulfill court ordered community service obligations

NA Hotline

www.hascona.com **(713) 661-4200**

RESIDENTIAL

David & Ivory Ministries

www.david-ivoryministries.org **(713) 785-4040**

2640 Fountain View Drive Suite 120
Houston, Texas 77057

- Transitional Housing (6 mos. – 1yr.)
- Harris County Community Supervision and Correction Department
  - TAIP, SATF, and YMAC

Salvation Army *Sally's House*

www.salvationarmyhouston.org/SallysHouse
(713) 223-8889

1717 Congress Avenue
Houston, Texas 77002

- Single women who have already completed an alcohol/drug detoxification program.
- Must work or attend school

Volunteers of America (VOA) *Texas*

www.voatx.org **(281) 476-0088**

4808 Yale Street
Houston, Texas 77018

McGovern Campus — specializes in providing quality care to both women and their children to help women be successful in their recovery from chemical dependency, and to ensure their children's emotional and physical needs are met.

Cenikor Foundation

Long-term (18 mos.–2 yrs.) **(281) 476-0088**

4525 Glenwood Avenue
Deer Park, Texas 77536

Short-term **(337) 491-2355**

Lake Charles, Louisiana

The sole requirement to be accepted into Cenikor's adult long-term treatment facilities is a simple, but profound: you must have a strong desire to change. The program is designed for people who are physically ready, mentally capable, and willing to participate in all aspects of the recovery program, including work therapy.

RESIDENTIAL (MEN ONLY)

Cheyenne Center

www.cheyennecenter.com **(713) 691-4898**

10525 Eastex Freeway
Houston, Texas 77093

Intensive – *28 Days* Extended – *60 Days*

DoorWay *Open Door Mission*

www.opendoorhouston.org **(713) 921-7520 [ext. #226]**

5803 Harrisburg
Houston, Texas 77011

Extended Aftercare

www.extended-aftercare.com **(713) 695-8403**

5002 North Shepherd Drive
Houston, Texas 77018

Children's Services

Look Up and Hope *(Family Coach)*

(281) 605-8758

5628 Lavender
Houston, TX 77026

Support for families, caregivers, and children of incarcerated women with parental rights

ADOPTION & FOSTER CARE

Little Footprints *(Kim Dale)*

www.littlefootprintscm.com **(713) 857-0292**

- Tangible help: diapers, clothing, pregnancy tests, pre-natal vitamins, etc.
- Referrals to at risk mothers
- Short- and long-term rescue
- Positive alternative to the state system
- Mom's voice in court & with attorneys

New Life Pregnancy Center *(Houston)*

www.newlifehelp.org **(281) 955-1001**

19911A Tomball Parkway
Houston, Texas 77070

- Tangible help: diapers, clothing, pregnancy tests, pre-natal vitamins, etc.
- Referrals to at risk mothers
- Short- and long-term rescue
- Positive alternative to the state system
- Adoption Services
- Birth Parent Support

EDUCATION

Adults Relating to Kids (ARK)

www.childrenscenter.com **(281) 537-1301**

- Parenting Skills
- Divorcing Parents
- Self-Esteem for Children

Department of Assistive & Rehabilitative Services (DARS)

www.dars.state.tx.us **1 (800) 628-5115**

- Rehabilitation Services
- Blind Services
- Deaf & Hard of Hearing Services
- Early Childhood Intervention
- Education, Screening, Disability Determination

Look Up and Hope *(Family Coach)*

(281) 605-8758

5628 Lavender Street
Houston, Texas 77026

- Support for families, caregivers, and children of incarcerated women with parental rights

Positive Effort

www.positiveefforts.org **(713) 812-0044**

7135 West Tidwell Road
Building M, Suite 102
Houston, TX 77092

- Health & Risk Reduction Education for African Americans regarding HIV/AIDS
- Testing
- Speakers Bureau
- SISTA Intervention & Recruitment
- Service Referrals
- Community Dialog/Conversation Groups

United Way THRIVE

www.unitedwayhouston.org **(713) 685-2300** *or* **(211)**

50 Waugh Drive
Houston, Texas 77007

- Financial Education – Budgeting, home ownership, credit/debt counseling, financial coaching

Volunteers of America (VOA) *Texas*

www.voatx.org **(281) 476-0088**

4808 Yale Street
Houston, Texas 77018

- Provide transitional services for adults who are being released from correctional facilities.
- Classes in substance abuse and prevention
- Life skills education
- G.E.D. preparation
- Mandatory financial savings programs

HOMELESS/STREET COMMUNITY

Life Center for the Homeless *(Hotline)*

www.lifecenterhouston.com **(832) 292-3295**

4516 Old Yale Street
Houston, Texas 77018

- 90 day rehabilitation residence
- Computer literacy
- Spiritual Guidance

Christ Church Cathedral

Joseph S. Dunn Outreach Center

www.christchurchcathedral.org

1212 Prairie Street
Houston, Texas 77002

The Beacon **(713) 220-9737**

- Open Friday through Monday
- Day Center that provides hot meals, clothing, private shower and lavatory facilities, laundry services, and case management

Brigid's Hope **(713) 590-3318**

- 12 month Program
- Transitional housing and supportive services for women

COMPASS **(713) 229-8319**

- Vocational Counseling
- Transportation (Bus Passes)
- ID Documentation
- Gold Card: Monday-Friday mornings, first 10 people

Justice Project **(713) 220-9780**

- Pro-bono legal services

The Cathedral Clinic **(713) 220-9730**

Lord of the Streets

www.lordofthestreetsl.org **(713) 526-0311**

3401 Fannin Street
Houston, Texas 77004

Lord of the Streets Episcopal Church

- Bible Study, Noon Day Prayer, Worship Service & Breakfast, AA meeting, etc.

Community of the Streets Outreach

- Mailing address, telephone, Metro Bus Pass, etc.

Housing & Emergency Shelter

MEN & WOMEN

Cheyenne Center

www.cheyennecenter.com **(713) 694-3555**

3500 A-3 Little York
Houston, Texas 77093

Magnificat House, Inc

www.mhihouston.org **(713) 520-0461**

3300 Caroline Street
Houston, Texas 77004

- Residential facilities for men, women, and families who are homeless, chronically and/or mentally ill

New Hope Housing

www.newhopehousing.com **(713) 222-0290**

1117 Texas Avenue
Houston, Texas 77002

Limited Income Housing

- Single room occupancy for adults who live single

Spirit Key *Transitional Work Facility*

www.spiritkey.org **(281) 971-0014**

13617 Kaltenbrun Road
Houston, Texas 77086

- 3-6 months faith-based program
- Life & social skills, vocational training, housing, spiritual counseling, care & support

MEN

Harmony House

www.harmonyhouse.org **(713) 237-1765**

602 Girard Street
Houston, Texas 77007

Salvation Army *Harbor Light Center*

www.salvationarmyhouston.org/HarborLight
(713) 224-9200

2407 North Main Street
Houston, Texas 77009

Star of Hope Mission

www.sohmission.org **(713) 748-0700**

6897 Ardmore Street
Houston, Texas 77054

WOMEN

Angela House

www.angelahouse.org **(281) 445-9696**

425 Shane Street
Houston, Texas 77037

- Residence for women exiting incarceration
- Therapy, substance abuse counseling, parent education, tutoring services, employment readiness and life skill assistance class

Salvation Army *Sally's House*

www.salvationarmyhouston.org/SallysHouse
(713) 223-8889

1717 Congress Avenue
Houston, TX 77002

- Single women who have already completed an alcohol/drug detoxification program.
- Must work or attend school

The Bridge

www.thebridgeovertroubled water.org
(713) 473-2801

1001 Southmore Boulevard
Houston, Texas 77004

- Residence for women in crisis

The Women's Home

www.thewomenshome.org **(713) 521-3150**

607 Westheimer Road
Houston, Texas 77006

- Residence for women in crisis
- 6-18 months (90 days clean required)

WOMEN WITH CHILDREN

Santa Maria Hostel

www.santamariahostel.org **(713) 957-1898**

2005 Jacquelyn Drive
Houston, Texas 77055

- Mentoring
- Transition recovery support services
- Life skills, parenting, and vocational education

Star of Hope

Women & Family Emergency Shelter

www.sohmissionl.org **(713) 222-2220**

419 Dowling Street
Houston, Texas 77003

Job Training/Readiness

Career and Recovery Resources
A United Way Agency

www.careerandrecovery.org **(713) 754-7000**

2525 San Jacinto Street
Houston, Texas 77002

- Career Counseling
- Deaf/Hard of Hearing
- Substance Abuse & Aftercare

Career Gear Houston *(Men Only)*

www.careergearhouston.org **(713) 778-9959**

6640 Hornwood Drive
Houston, Texas 77074

Department of Assistive & Rehabilitative Services (DARS)

www.dars.state.tx.us **1 (800) 628-5115**

Vocational
- Counseling
- Training
- Assisted devices
- Job Placement

Supported Employment Providers

Independent Living

David & Ivory Ministries

www.david-ivoryministries.org **(713) 785-4040**

2640 Fountainview Drive, Suite 120
Houston, Texas 77057

- Job Readiness
- Works Program
- Budgeting/Savings Accounts
- Good Credit/Credit Repair
- Home Buying

Goodwill Industries

www.goodwillhouston.org **(713) 590-2123**

2030 Westheimer Road
Houston, Texas 77019

Job Connection
- Orientation – Mon. 12-1pm
- Life Skills Classes – Wed. 12-1pm
- Job Skills Classes – Thurs. 12-1pm

Houston Works USA

www.houstonworks.org **(713) 654-1919**

2118 Smith Street
Houston, Texas 77002

SER – Jobs for Progress

www.serhouston.org **(713) 773-6000**

201 Broadway Street
Houston, Texas 77012

The WorkFaith Connection

www.workfaithconnection.org **(281) 833-3435**

5100 Travis Street
Houston, Texas 77002

- Job Readiness
- Financial Literacy Workshops

Volunteers of America (VOA) *Texas*

www.voatx.org **(281) 476-0088**

4808 Yale Street
Houston, Texas 77018

- Job Readiness: eight (8) day equipping workshop
- Over 450 Houston employers employ VOA graduates

Medical Services

Thomas Street Health Center

(713) 873-4000

2015 Thomas Street
Houston, Texas 77009

- Primary HIV/AIDS Medical Care
- Oncology Pain Management
- Substance Abuse Assistance
- Medical Case Management
- Social Services

Dental Clinic *Health Care for the Homeless*

(713) 276-3030

2505 Fannin Street
Houston, Texas 77002

- Monday – Thursday (8am – 5pm)
- Fridays (8am – 12 noon)

Eye Clinic *Volunteers of America (VOA)*

(713) 692-8190

308 East Rogers Street
Houston, Texas 77022

- Assistance for obtaining eyeglasses

Ministry/Mentoring

MEN & WOMEN

Project Pathfinder *Houston*

www.projectpathfinder.org **(832) 830-3440**

- Pre- & Post-Release Mentoring
- Case Management
- Transitional Services

WOMEN ONLY

Oil of Joy *Abortion & Sexual Abuse Recovery*

(713) 777-1651

P.O. Box 72
Houston, Texas 77009

Woman to Woman

Ruby Woodward ..... (713) 942-8673
Peggy Yates..... (832) 297-0808

Look Up and Hope *(Family Coach)*

(281) 605-8758

5628 Lavender Street
Houston, Texas 77026

- Community support for caregivers and children of incarcerated women

Sex Trafficking

Redeemed Ministries

www.redeemedministries.com

- Phone number available through HCSO Jail Chaplaincy
- In-house Mentoring
- Counseling
- Safe House
- Host Families
- 3-Day Transition Dorm

Santa Maria Hostel

www.santamariahostel.org **(713) 957-1898**

2005 Jacquelyn Drive
Houston, Texas 77055

- Mentoring
- Transition recovery support services
- Life skills, parenting, and vocational education

Veterans Only

Resources for Housing, Jobs, & VA Benefits below:

Goodwill Houston

www.goodwillhouston.org **(713) 699-6352**

4640 Main Street
Houston, Texas 77002

U.S. Vets

www.usvetsinc.org **(832) 203-1626**

4600 Main Street
Houston, Texas 77002

Department of Veterans Affairs

VA Medical Center

www.va.gov **(832) 260-1361**

2002 Holcombe Boulevard
Houston, Texas 77030

Career and Recovery Resources

A United Way Agency

www.careerandrecovery.org **(713) 754-7050**

2403 Caroline Street
Houston, Texas 77026

WOMEN ONLY

Santa Maria Hostel

www.santamariahostel.org **(713) 957-1898**

2005 Jacquelyn Drive
Houston, Texas 77055

Wrap-Around Services

Brigid's Hope *Transitional Living Program*

(713) 590-3318

1117 Texas Avenue
Houston, Texas 77002

- Housing
- Volunteer Mentors
- Counseling
- Case Management
- Support Services

Project Pathfinder *Houston*

www.projectpathfinder.org **(832) 830-3440**

- Pre- & Post-Release Mentoring
- Case Management
- Transitional Services

The Woman's Roots

www.thewomansroots.org **(832) 297-0808**

- Aftercare
- Pre- & Post-Release Mentoring
- Case Management
- Transitional Services

Woman to Woman

(713) 942-8673

- Pre- & Post-Release Mentoring
- Job Readiness

Way Station

Palmer Memorial Episcopal Church

www.palmerchurch.org **(713) 529-6196**

6221 Main Street
Houston, Texas 77030

Other

BUS PASSES, ID DOCUMENTATION

Compass

www.houstoncompass.org **(713) 229-8319**

1212 Prairie Street
Houston, Texas 77002

Operation ID *Main Street Ministries*

www.msmhouston.org **(281) 833-3434**

5100 Travis Street
Houston, Texas 77002

- Tuesday & Thursday (9am-11:30am)