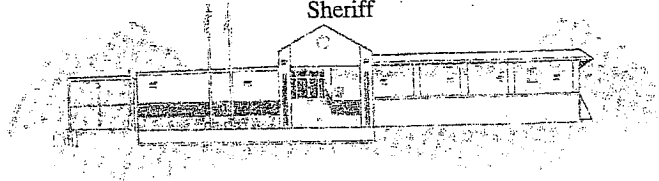


**Sheriff**  
**Jack Martin**

## MORRIS COUNTY

**JACK MARTIN**  
Sheriff



502 Union Street  
DAINGERFIELD, TEXAS 75638  
903-645-2232  
FAX 903-645-7228

### INMATE JAIL RULES

While in custody of the Morris County Jail, these rules will be followed by all inmates. Violations of these rules will result in disciplinary action being taken.

1. Unruly, aggressive, or uncooperative inmates will be classified as such, house in isolation cells, and in the event they are sentenced to Texas Department of Corrections, a letter of conduct will be sent with their commitment.
2. Defacing or destruction of County property will bring prompt, legal charges against the inmate.
3. Items issued to inmates by the county will be replace ONLY when the worn out or empty item is presented to be replaced to the jailer.
4. Cleaning of cells and day room will be done by inmates and completed in the allotted time. Cleaning supplies will be provided by the County Jail.
5. Visitation rules are as follows:
  - a. Inmates will be allowed two visitors a day and visitors may visit two times a week.
  - b. All visitors, including children, must present valid identification. Valid identifications includes driver license, Social Security Card, birth certificates, etc.
  - c. Children under age 12 will be allowed to visit with an adult and will count as one visit. Only one child per adult in the visiting booth.
  - d. Visitation will be conducted Tuesday from 1pm-4pm and Sunday from 2 pm-5pm. Visits will be twenty minutes in length.
  - e. For out-of-town visitors, special arrangements must be made through the Chief Jailer.
  - f. Visitation will be in the jail visitation booths and will be by sight and sound only.
6. Doctor visitation request will be picked up by the jailer each morning when picking up the breakfast trays. Doctor request form must state name of inmate, date, and the reason for wanting to see the doctor, and must be signed by the inmate. Request will become a part of the inmate's record.
7. Commissary items brought must be kept in a manner to prevent attracting rodents.

8. Morris County Jail will not be responsible for personal items left over ten days after prisoner is released from custody.
9. Tampering with audio or video equipment in cells or hallway will bring disciplinary action.
10. Before an inmate is released, his living area will be clean, and inspected to the satisfaction of the jail staff or he will not be permitted to leave.
11. Incoming mail will be opened and inspected for contraband before being deliver to the inmate. Privilege mail (i.e. attorney, court, etc) will not be opened. If there is a reason to believed that privileged mail contains contraband, it can be opened in the presence of the inmate, but only to check for contraband.
12. Inmates will be permitted to make outgoing phone calls at any reasonable time by using phones provided in the cells. Inmates in separation cells will be provided phone calls upon reasonable request. Inmates will not be allowed to come to the booking area to make calls. NOTE: Phones calls may be monitored. Reports of nuisance or threatening calls can result in disciplinary action, including revocation of phone privileges and/or criminal charges being filed.
13. Commissary will be conducted two days a week as specified by the jail staff and will be limited to what is posted as available. Purchases will be made through the inmate trust fund only.
14. All officers will be addressed with respect and in a professional manner or there will be no acknowledgment returned.
15. Grievances will be in writing or proper from provided by the jail staff upon request. The form is self-explanatory and must be competed and signed by the complaining inmate. The form will then be forwarded to the Grievance Officer (Chief Jailer) for action. Results will be returned to inmate in official form within 15 days.
16. An inmate may file a grievance under the following conditions and/or circumstances:
  - a. His/Her constitutional rights have been violated by any person either employed or in custody of the Morris County Jail.
  - b. He/She has been a victim of any criminal offense.
  - c. His/Her unjust denial or restriction of inmate privileges.
  - d. Prohibited act of Facility Staff.
17. Noise level will be kept to a minimum at all times.
18. The following items will be allowed in inmate area: personal hygiene supplies, reading and writing supplies in the amount not to create a fire hazard, legal material, socks and underwear ( not to exceed three pair per inmate). All other items in the living area will be considered contraband and confiscated by the jail staff if not brought through the commissary account.

## **JAIL RULES VIOLATIONS**

Violations of Institutional rules and regulations will be divided into Minor Infractions and Major Infractions.

1. Minor Infractions: Violations of rules and regulations, which do not represent serious offense against persons do not pose a serious threat to institutional order and safety. Sanctions shall be limited to:
  - a. Counseling
  - b. Verbal or written reprimand
  - c. Loss of privilege for a period not to exceed fifteen days and/or
  - d. Disciplinary separation for a period not to exceed 15 days
  - e. Restitution for damage to jail property.
  - f. Loss of good conduct credit.
2. Major Infractions: Violations of rules and regulations, which constitute serious offense against persons and property and pose a serious threat to institutional order and safety. Sanctions may include;
  - a. Loss of good conduct credit
  - b. Loss of privileges for a period not to exceed thirty days
  - c. Removal from work details or programs
  - d. Disciplinary separation for a period not to exceed thirty days or Criminal charges may be filed in addition to disciplinary sanctions being imposed, if appropriate.
  - e. Restitutions for damages to jail property.

## **DUE PROCESS RIGHTS**

1. Inmates will have disciplinary hearing before a neutral and impartial officer. No one involved in the claimed violation or charges will be serve as the Disciplinary Officer.
2. Disciplinary Officer for major and minor infractions will be the Chief Jailer. In the event that the Chief Jailer is involved in the claimed violation or charges, the Chief Deputy will serve as the Disciplinary Officer.
3. Minor infractions may be handled on the spot by the jailer giving a verbal warning.
4. The inmate will be given at least 24 hours written notice of the claimed major or minor infractions against them resulting in disciplinary hearing.
5. Inmates will be provided with a copy of the evidence against them. NOTE: Confidential informants may be protected.
6. Inmates will be given the opportunity to be heard in person and present evidence on their behalf, if not unduly hazardous to institutional safety and correctional goals.

7. Inmates will be able to call relevant witness on their behalf for disciplinary hearings involving Major Infractions when not unduly hazardous to institutional safety and correctional goals.
8. Inmates are permitted to seek the aid of another inmate or staff member if the inmate is illiterate or where the complexity of the issue make it unlikely that the inmate will be able to collect and present the evidence necessary for an adequate comprehension of the case.
9. The disciplinary officer, at the conclusion of the hearing, will provide inmates with a copy of the written statement. The statement will indicate the evidence relied upon and reason for the disciplinary actions taken. A copy will be provided to the Chief Deputy and Sheriff. The original will be filed in the inmate's file.
10. Inmates may appeal any decision made by the Disciplinary Officer to the Sheriff.
  - a. To appeal the Discipline Officer's decision the accused inmate must submit a written notice of appeal within five days.
  - b. Upon receipt of the appeal request, the Sheriff will review the findings and actions taken.
  - c. The Sheriff will notify the inmate in writing of his decision as soon as possible. A copy of the decision will be provided to the Disciplinary Officer and will become part of the inmates record.
  - d. The Sheriffs decision will be final.
11. An inmate may waive the disciplinary hearing for major or minor infractions, but must do so in writing. By waiving the disciplinary hearing, the inmate also waives his/her right to appeal

### INSTITUTIONAL INFRACTIONS

The maintenance of safety and order in an institutional setting depends on firm and consistent application of the rules and regulations. For purpose of inmates discipline, violations of institutional rules and regulations shall be divided into two categories: MAJOR AND MINOR INFRACTIONS

### MAJOR INFRACTIONS

Major infractions involved violations of rules and regulations, which constitute serious offense against person and property and pose a serious threat to institutional order and safety. Example of Major Infractions are as follows;

1. Acts of classified offense under state law
2. Acts classifies as offense under Federal Law
3. Inciting riotous behavior

4. Fighting
5. Inciting a fight
6. Threatening
7. Coercion
8. Setting of fires
9. Sexual abuse
10. Sexual solicitation
11. Nudity
12. Indecent exposure
13. Possession of stolen property
14. Trafficking
15. Impeding the security of housing units
16. Falsely reporting an emergency
17. Bribery
18. Recklessness
19. Tampering
20. Destruction of property
21. Mutilation
22. Possession of tattoo paraphernalia
23. Possession of altered items
24. Possession or manufacture of weapons
25. Possession or manufacture of escape devices
26. Possession or manufacture, distilling or brewing alcoholic beverages
27. Possession or manufacture of inhalants
28. Possession or manufacture of chemical agents
29. Possession or manufacture of unauthorized drugs or medication
30. Possession or manufacture of narcotics/narcotic paraphernalia
31. Hoarding medication
32. Feigning injury or illness
33. Excessive noise
34. Throwing or propelling objects or substances
35. Interference with court related proceedings
36. Interference with official communications or communication devices
37. Interference with security operations
38. Disruption of any institutional activity
39. Violation of feeding procedures
40. Violation of mail procedures
41. Violation of visitation procedures

42. Violation of program procedures
43. Violation of recreation procedures
44. Violation of commissary procedures
45. Violation of medication consumption procedures
46. Violation of work assignment procedures violation of treatment programs activities
47. Inciting or encouraging communication with persons outside the facility
48. Refusal to follow written or oral directives
49. Disrespect to Staff

### MINOR INFRACTIONS

Minor infractions involve violations of rules and regulations, which do not represent serious offense against person and do not pose a serious threat to institutional order and safety.

Examples of minor infractions are as follows:

1. Gambling
2. Abuse of intercom system
3. Presence in an unauthorized area
4. Entering or exiting an area without permission
5. Unauthorized equipment use
6. Unauthorized taking of items into or out of cell
7. Unauthorized absence from work or activity
8. Malingering
9. Smoking
10. Unauthorized changing of bed assignment
11. False self-identification
12. Failure to respond to Staff questions
13. Possession of unauthorized clothing, linen, or bedding
14. Possession of contraband
15. Defacing Property
16. Unauthorized contact
17. Unauthorized passing of items
18. Horseplay
19. Disrespect to other inmates
20. Lingering to or about other inmates
21. Yelling at other inmates
22. Disorderly cell or bunk area
23. Inadequate or partial uniform

- 24. Inadequate personal hygiene
- 25. Sexual activity
- 26. Obstruction of view.

I, \_\_\_\_\_, acknowledge I received a copy of the rules, and it was explained to me.

Date: \_\_\_\_\_, 20\_\_\_\_

MORRIS COUNTY SHERIFF'S OFFICE  
MEDICAL CHARGE DOCUMENT POLICY

EFFECTIVE MAY 1, 2016

DATE : \_\_\_\_\_

INMATE NAME : \_\_\_\_\_

SO # : \_\_\_\_\_

CELL # : \_\_\_\_\_

SERVICES:

FEE:

Physician-----	\$ 25.00
X-Ray-----	\$ 20.00
Laboratory-----	\$ 20.00
Dental-----	\$ 25.00
Optometry-----	\$ 10.00
Pharmacy-----	\$ 10.00
Hospital-----	\$ 75.00

ALL PRESCRIPTION REFILLS WILL BE \$ 10.00

IF THE INMATE HAS OR RECEIVES MONEY ON HIS/HER ACCOUNT, THE ACCOUNT WILL BE DEDUCTED FOR THE MEDICAL EXPENSE, UNLESS THE INMATE IS INDIGENT. SUCH SERVICES WILL INCLUDE MEDICAL, DENTAL, SPECIAL TESTS OR HEALTH RELATED SERVICES WHEN THEY ARE RENDERED. THIS POLICY IS APPLICABLE FOR ANY PERSON WHO IS OR WAS AN INMATE IN MORRIS COUNTY JAIL.

JAILER'S SIGNATURE : \_\_\_\_\_

INMATE SIGNATURE : \_\_\_\_\_

CHECK IF INDIGENT ☐

UNABLE TO PAY ☐

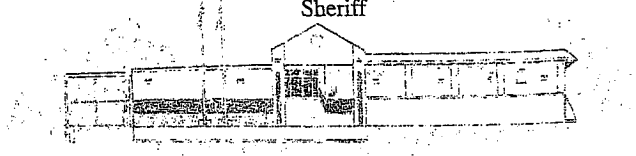
INMATE REFUSED TO SIGN ☐

WITNESS SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_



# MORRIS COUNTY

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## INMATE HANDBOOK ADDEMDUM COMPLAINT PROCESS

The following addendum to the Morris County inmate handbook is effective April 1, 2022.

The Texas Commission on Jail Standards will investigate any complaint regarding a violation of minimum jail standards. If you have a complaint about a county jail, you may write to the Texas Commission on Jail Standards. Once your complaint is received, it will be reviewed to determine if the complaint falls within the purview of the Texas Commission on Jail Standards. Non-jurisdictional complaints **will not** be reviewed. If the complaint is determined to be within the purview of the Texas Commission on Jail Standards, it will be reviewed in the order it was received (emergency complaints will be given priority). If your complaint has not been resolved within 45 days of receipt by the Texas Commission on Jail Standards, you will be provided an interim response. If you disagree with the findings of the investigation you may appeal, in writing, to the Texas Commission on Jail Standards. All appeals must be received within 30 days after the complaint is closed.

Mail complaints to: Complaint Inspector  
Texas Commission on Jail Standards  
P.O. Box 12985  
Austin, Tx 78711

Please be aware that the Texas Commission on Jail Standards cannot investigate certain claims, these include:

- Violation of Civil Rights as defined by state or federal statute
- Criminal acts committed by staff or others
- Unjust denial or restriction of privileges prior to a disciplinary hearing (visitation, phone access, commissary, ect)
- Acts by staff prohibited by departmental policy
- Staff conduct (rudeness or unprofessionalism, ect...)
- Concerns related to your arrest, you attorney, the judge, or your case
- PREA (Prison Rape Elimination Act) Complaints
- Allegation of excessive force

Inmate Handbook Addendum Complaint Process Page II

If you have a complaint or concern that is listed above, you are required to use the local grievance process. The Texas Commission on Jail Standards will only review to ensure grievance procedures have been followed and will only override the decision of the Grievance Board or appeal decision if it is determined minimum jail standards have been violated. Alleged criminal acts will be referred to the appropriate law enforcement entity for investigation.

  
Sheriff Jack Martin

March 4, 2022

In addition to including this information within the inmate handbook, it will be posted within inmate common areas to include

- Booking Area
- Holding cells
- Multi-purpose rooms
- Visitation Rooms
- Day Room