

**BRUNSWICK COUNTY DETENTION CENTER**  
70 STAMP ACT DRIVE | BOLIVIA, NC 28422

**MISSION STATEMENT**

The mission of the Brunswick County Detention Center is to remain responsive to community needs, maintain a safe and secure facility and provide varied services and programs for stability and enrichment.

**INTRODUCTION THIS HANDBOOK IS PROVIDED TO ASSIST EACH INMATE IN ADJUSTING TO CONFINEMENT IN THE BRUNSWICK COUNTY DETENTION FACILITY. YOU WILL BE HELD ACCOUNTABLE FOR THE INFORMATION CONTAINED IN THIS HANDBOOK. IF YOU HAVE ANY QUESTIONS CONCERNING ANY OF THE CONTENTS, ASK ANY MEMBER OF THE STAFF TO ASSIST YOU.**

The information and procedures described in this Inmate Handbook apply to all inmates and detainees, regardless of their length of stay or the reason for their incarceration.

It is the responsibility of the Brunswick County Detention Facility to ensure the safety and security of each inmate, the facility staff and the community.

**ADMISSION TO THE FACILITY**

An officer has inventoried your personal property and placed it in the inmate property room. If you had \$1.00 or more, your money was deposited into your Inmate Trust Fund Account. We will make deductions from your account for commissary purchases, non-emergency medical and dental co-payments and lost or damaged county property. You are required to wear a jail uniform. Females are allowed to have white wireless bra(s). Only white socks and underwear are permitted. Inmates are allowed to possess dentures, prescription eyeglasses, and similar devices if these items do not compromise the security, safety, or order of the Brunswick County Detention Center. Contact lens refills cannot be brought into the facility by your family. They are allowed to bring prescription glasses. The Detention Center Administrator, upon recommendation of the Detention Center Health Services, will determine on a case-by-case basis, if an inmate may possess certain medications and medical devices.

**CARE PACKAGES**

Care packages can only be purchased through the McDaniel Supply Company by visiting [www.mcdanielsupplyco.net](http://www.mcdanielsupplyco.net). Orders **MUST** be placed by Thursday night in order for you to receive it with canteen on Tuesday. **WE DO NOT ACCEPT PACKAGES DROPPED OFF OR THROUGH THE MAIL.**

If your family wishes you to be able to keep the books as personal property, **they must be order directly from an approved publisher.** You are allowed to have as many books as will fit in your cell organizer with your personal property. Anything that does not fit in your cell organizer is considered excessive property and will be removed and placed in your property. You may also ask an officer to place books in your property if you feel like you have too many. **Once books are placed in your property, they will not be taken back out.**

**INMATE RIGHTS AND PRIVILEGES**

- A ***right*** is something to which you are entitled. Rights are generally determined by law. Rights include:
- Safe, clean and sanitary living conditions
- Balanced, nutritional diet
- Access to Courts, Attorneys and Legal Materials
- Right to Religion
- Contact with family and friends **via mail**
- Disciplinary due process

A ***privilege*** is a benefit granted by the Detention Facility that can be lost due to poor discipline, security risks or emergency situations. Privileges will vary between security levels. Privileges Include:

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- Participation in inmate programs
- Access to and use of the inmate telephone system
- Visits with family and friends
- Purchase of commissary items
- Television
- Freedom in personal grooming

**SEXUAL ABUSE/HARASSMENT**

The Brunswick County Detention Center has zero tolerance for sexual abuse and sexual harassment. Any inmate may report sexual abuse or harassment to any staff member at any time. You may also report using the Kiosk or paper grievance.

**GENERAL RULES**

Failure to comply with any of the rules outlined in this handbook may result in disciplinary action and/or criminal charges.

1. When the lights come on in the morning you shall get up, make your bed, get dressed and go into the dayroom. No one is allowed to bring sheets or blankets out of their cell. **Doing so will result in losing privileges. See Cell Compliance for additional information.**
2. Red lines are painted on the floor throughout the jail. **You must stay behind the red line.**
3. You are to keep your hands, feet and objects to yourself at all times. Any assaultive behavior or inappropriate activity **is strictly prohibited.**
4. **You are to follow all orders given by any officer immediately.** Failure to do so will result in disciplinary action. **Requesting to speak with a higher ranking officer because you don't like what you've been ordered to do will not be tolerated.**
5. You are to address all officers by their rank and last name. **Disrespect of any kind will not be tolerated.**
6. Knocking on windows, making loud noises or using exaggerated motions to attract the attention of an officer will not be tolerated, unless there is an emergency situation.
7. Intercoms may only be used to report emergencies. **Do not use the intercoms to ask Officer's questions.** The kiosk located in each cell block may be used to gather any other information or about your upcoming court date(s).
8. Loud or boisterous talk, profane language, or any other improper, disruptive or disorderly behavior **will not be tolerated.**
9. **Do not** obstruct the view into your cell or bunk with any items (i.e. sheets, blankets, paper, etc).
10. When being escorted to or from any location within Brunswick County Detention facility you are to follow **all** orders given by **any** staff member.
11. Do not damage, waste or alter county property. You may be made to reimburse the county for damaged or lost property. Criminal charges may be taken against you for destroying county property.
12. Sexual activity of any kind is strictly prohibited, even between consenting adults. *An inmate Guide against Sexual Assault will be provided.*
13. You have been issued an inmate wristband. **IT MUST BE WORN AND VISIBLE AT ALL TIMES.** You are **not** to take it off, turn it over or **alter** it in any way. Failure to wear the wristband properly **will result in a written citation and loss of privileges.** You may also be charged \$5.00. Multiple offenses may result in permanent loss of privileges or lockdown.
14. All inmates will be properly dressed in uniform while out of their cell. Your uniform will be fully buttoned, with the exception of the top button, pants legs rolled down and not tucked into socks.
15. **ALL FOOD PROVIDED BY THE BRUNSWICK COUNTY DETENTION CENTER MUST BE CONSUMED AT THAT MEAL TIME. YOU MAY NOT HOARD FOOD IN YOUR CELL. ANY FOOD FOUND IN YOUR CELL WILL BE TAKEN.**

**BRUNSWICK DETENTION MEAL SERVICE**

The following is effective immediately regarding meal service:

1. All meals will be served in the common area of each cell block. Meals will no longer be delivered to individual cells, unless feeding in cell is necessary due special management units security needs.

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2. Meals are available to all inmates in the common area who wish to participate in the meal service
3. Inmates who choose to stay in their cell and skip a meal may do so without penalty.

**CELL COMPLIANCE**

Cell compliance is as follows: all property is to be in your cell organizer, no trash laying around, nothing stuck to your wall, no toilet paper on the lights, vents or cameras, no excessive amount of canteen, mail, sheets, blankets, mattresses, etc. If you fail to comply with cell compliance disciplinary actions will be taken. See **Category D Infractions - Less Serious Offenses.**

**CONTRABAND**

Contraband is defined as any item which is forbidden by or not specifically authorized by Detention rules. This includes any excessive property, or property which has been altered from its original condition or converted for another use. To provide a harassment-free workplace for staff, inmates, and visitors, materials depicting human nudity or sexuality (including but not limited to photographs) or which could cause or create a hostile work environment are not allowed in the Brunswick County Detention Center. Nudity is defined as the depiction or display of pubic hair, genitalia, buttocks, or breasts of either sex.

An inmate is considered to "possess" an item if it is found in the inmate's cell, property container, bunk or bedding, or within reach of the inmate and is not claimed by any other inmate. More than one inmate may possess an item at one time. When contraband is found, at the discretion of the Shift Sergeant or Officer In Charge, it will be destroyed, discarded, returned to stock (to be reused), donated to an outside non-profit organization or held as evidence and turned over to the Brunswick County Sheriff's Office.

The following items are examples of contraband that are prohibited: (NOT A COMPLETE LIST.)

- **Items forbidden:** Knives, money, illegal drugs, cigarettes, matches, non-paperback books, cigarette lighters, intoxicants, jewelry, etc.
- **Items not specifically authorized by Detention rules:** Personal clothing not purchased from commissary, pens given to an inmate by outsiders, a driver's license, personal check, etc.
- **Excessive property:** More property than can be held in a plastic property container, more than one blanket, more than one mattress, more than four bars of soap, excessive mail, canteen, etc. will be considered excessive property and shall be removed and placed in your personal property bag.
- **Property altered from its original condition or converted to another use:** Such as tearing inmate uniforms or linens, wrapping security pens, weaving strips of cloth into a necklace, writing on walls, pasting any items or objects to walls, a broken broom handle, using a property container as a foot tub, using a shampoo bottle as a cup, etc. Inmates found in violation of any of the above shall be subject to disciplinary action or may be charged criminally and may be required to pay for replacement of items.

**INFRACTIONS & SANCTIONS**

**Gang Related Activity**

Participating in any kind of gang related activity may result in loss of privileges and being placed in Disciplinary Segregation for a time period ranging from 10 days to permanent, depending on the circumstances and nature of the incident.

**Failure To Wear Inmate ID Armband**

Inmate identification armbands are to be worn at all times. Failure to wear or display inmate identification armband properly or the purposeful damaging of an armband may result in you being criminally charged. Repeated offenses will result in the inmate losing privileges and/or being placed in Disciplinary Segregation.

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**Category A Infractions - Major Offenses**

- A-1 Three (3) or more Category B violations within twelve (12) months.
- A-2 Five (5) or more offenses (irrespective at category) within twelve (12) months.
- A-3 Murder or attempted murder.
- A-4 Physical assault of a staff member.
- A-5 Assault on an inmate with a weapon capable of inflicting serious injury or resulting in serious bodily injury or hospitalization.
- A-6 Rape of an inmate or staff member.
- A-7 Sexual activity of any kind with an inmate or staff member.
- A-8 Escape/attempted escape or aiding in an escape.
- A-9 Possession of any escape tool (key, pick, rope, etc.) or a written escape plan.
- A-10 Starting a fire or attempting to start a fire.
- A-11 Weapon possession (gun, knife, shank, etc.).
- A-12 Organizing, orchestrating, encouraging or taking a leadership role in a strike, riot or other improper or disruptive group activity.
- A-13 Impersonalizing another inmate or staff member.
- A-14 Possession of any object or chemical agent which could be used as a weapon.
- A-15 Possession of illegal drugs and/or drug paraphernalia.
- A-16 A finding of probable cause by a judicial official that an inmate has committed a felony criminal offense while in custody.
- A-17 Damaging or losing county-owned property, or possessing damaged county property (excess of \$100.00 reimbursement cost).

**Sanctions for Category A Infractions**

- Disciplinary Segregation ranging from five (5) days to permanent.
- Loss of commissary and/or telephone privileges for up to thirty (30) days.
- Loss of visitation privileges for up to thirty (30) days.
- Suspension or termination from Detention Programs and/or Inmate Worker Programs.
- Criminal prosecution.
- Restitution for damage to property.

**Category B Infractions - Serious Offenses**

- B-1 Three (3) or more Category C violations within twelve (12) months.
- B-2 Participating in a fight or assault on an inmate (no serious injuries).
- B-3 Threatening a staff member.
- B-4 Threatening/intimidating another inmate, including extortion, blackmail, or physical force.
- B-5 Interfering with lockdowns/counts or searches.
- B-6 Sexual harassment of an inmate or staff member. /
- B-7 Unauthorized changing of cells.
- B-8 Tampering with or destruction of any security, electrical, water or safety device.
- B-9 Intentional clogging of plumbing or heating/AC system.
- B-10 Misuse or abuse of authorized medications or possession of unauthorized medications.
- B-11 Physical contact or harassment to inmates or staff.
- B-12 Harassing telephone calls.
- B-13 Possession, consumption or attempted manufacture of intoxicants.
- B-14 Possession or use of tobacco products or smoking paraphernalia.
- B-15 Failure to obey and follow orders given by staff member.
- B-16 Possession of pornography or sexually explicit materials.
- B-17 Gang related items, symbols, drawings, signs, literature, or paraphernalia.
- B-18 Stealing or possessing property owned by another inmate.
- B-19 Throwing an object (food, drink, etc.) at an inmate worker.

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- B-20** Inmate worker charging another inmate for services.
- B-21** Causing the fire alarm to sound - false alarm.
- B-22** Distracting or gesturing towards a service animal.
- B-23** A finding of probable cause by a judicial official that an inmate has committed a misdemeanor criminal offense while in custody.
- B-24** Damaging or losing county-owned property, or possessing damaged county property (up to \$100.00 reimbursement cost).

**Sanctions for Category B Infractions**

- Disciplinary Segregation for up to five (5) days.
- Loss of commissary and/or telephone privileges for up to fourteen (14) days.
- Loss of visitation privileges for up to fourteen (14) days.
- Suspension or termination from Detention Programs and/or Inmate Worker Programs.
- Criminal prosecution.
- Restitution for damage to property.

**Category C Infractions - Less Serious Offenses**

- C-1** Three (3) or more Category D violations within ninety (90) days.
- C-2** Lying or giving false information to a staff member.
- C-3** Indecent exposure.
- C-4** Gambling or swapping, trading or sharing property.
- C-5** Disrespect to staff member.
- C-6** Using abusive or obscene language toward staff member.
- C-7** Failure to maintain personal hygiene and/or a clean cell.
- C-8** Sending or receiving mail through unauthorized sources.
- C-9** Misuse or abuse of authorized items.
- C-10** Passing or aiding in the passing of unauthorized materials.
- C-11** Being in unauthorized area.
- C-12** Providing false or frivolous information or requests.
- C-13** Misuse of cell or block intercoms.
- C-14** Misuse of the inmate telephone system, including three-way calling or calling a staff member.
- C-15** Disorderly conduct.
- C-16** Entering another inmate's cell or allowing another inmate to enter your cell.
- C-17** Possession of contraband (unauthorized or excessive authorized items).
- C-18** Non-inmate worker charging another inmate for services.
- C-19** Putting foreign/excessive material into the plumbing system.
- C-20** Yelling or gesturing to attract the attention of a staff member without proper reason.
- C-21** Tampering with the television or telephones located within the pods or the telephones located in the visitation booths or pods vestibules.
- C-22** Improper use (misuse) of the grievance procedure.

**Sanctions for Category C Infractions**

- Verbal warning or reprimand.
- Disciplinary Segregation for up to three (3) days.
- Loss of commissary and/or telephone privileges for up to fourteen (14) days.
- Loss of visitation privileges for up to fourteen (14) days.
- Suspension or termination from Detention Programs and/or Inmate Worker Programs.

**Category D Infractions - Less Serious Offenses**

- D-1** Use of profane language and/or gestures, or excessive noise.

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- D-2** Crossing red line without permission.
- D-3** Horseplay or rowdy behavior anywhere in the facility.
- D-4** Standing or lying on tables or stools.
- D-5** Unnecessary walking or movement on the second level.
- D-6** Unauthorized use of telephone.
- D-7** Affixing items to walls, ceiling, or bunk.
- D-8** Covering windows, lights, drains, or doors.
- D-9** Failure to wear inmate uniform properly.
- D-10** Wearing items on head.
- D-11** Being unclothed outside the cell area.
- D-12** Excessive trash or hoarding.
- D-13** Removing bedding or linen from cell.
- D-14** Tying knots in sheets or blankets.
- D-15** Unauthorized clothing or bedding items.
- D-16** Non-commissary food items in cell.
- D-17** Stockpiling of commissary items or county property.
- D-18** Taking extra county property (sheet, blanket, uniform, etc.).
- D-19** Failure to walk on the right side of the hallway.
- D-20** Interacting with other inmates in the hallway.
- D-21** Unauthorized contact/communication with visitors, public or inmates of the opposite sex.
- D-22** Locking other inmates into cells.
- D-23** Failure to cooperate with booking, medical or classification processes.
- D-24** Disturbing the peace during sleeping hours.
- D-25** Failure to lockdown or exit cell on time.

**Sanctions for Category D Infractions**

- Verbal warning or reprimand.
- Disciplinary Segregation for up to one (1) day.
- Loss of commissary and/or telephone privileges for up to seven (7) days.
- Loss of visitation privileges for up to seven (7) days.

**Disciplinary Procedures**

You will be subject to disciplinary procedures and the imposition of sanctions for the violation of a Detention Facility rule(s) or regulation(s), or for any violation of the provisions of this handbook

**Informal Disciplinary Action:** Any Deputy or Detention Officer may, for minor violations of the jail rules, revoke privileges, counsel inmates about their behavior, or place inmate in Disciplinary Segregation. If an Informal Disciplinary Action is taken against you, you will receive an Inmate Disciplinary Ticket from the Sergeant on duty who will determine what sanctions, if any, to impose on you.

**Formal Disciplinary Action:** Any Deputy or Detention Officer may, for major violations of jail rules, place you in Disciplinary Segregation. You may also be charged criminally for violations which also violate criminal laws. D-501.4 Formal Disciplinary Action Any inmate that commits, or is involved in, the violation of an inmate rule judged to be deemed a Major or Serious Infraction will be immediately restrained and removed to Disciplinary Segregation. Those inmates requiring medical care will be escorted to the facility Medical Unit for evaluation and/or treatment, as necessary. If the rule violation or offense involves a physical assault or constitutes a crime, the Shift Sergeant and a Brunswick County Deputy Sheriff will be notified immediately. 1. Reporting Officers, and any other staff member involved, will immediately document their observations on an Internal Incident Report. All reports will be submitted to the Shift Sergeant on duty

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before end of shift. 2. The Shift Sergeant will review all completed incident reports, approve them and acknowledge the review by signing the reports. The prepared Internal Incident Report will be distributed to the following: a. Classification Officer b. Lieutenant 3. The Shift Sergeant, at the earliest opportunity, will proceed to the Segregation Unit and interview the inmate(s) involved. The Shift Sergeant will explain to the inmate the results of the incident review, the sanctions imposed and inform the inmate that a hearing may be requested within three (3) working days (weekends and holidays excluded). Incarceration in Disciplinary Segregation will not exceed 28 days without the written approval of a Jail Administrator. If the inmate requests a disciplinary hearing, they must submit either a written request or a grievance request within 48 hours. 4. If a disciplinary hearing is requested, the Classification Officer, or their designee, will conduct the hearing. 5. Results of the disciplinary hearing findings will be reviewed and approved by the Lieutenant, or their designee. In the event the inmate is found not guilty of the infraction, the inmate will be reassigned to another housing unit by the Classification Officer. Appeals of disciplinary hearing findings must be submitted within 24 hours and appeals are not authorized above the Jail Administrator level. 6. A record will be maintained of the hearing including witnesses heard, evidence presented and final disposition.

*\*NOTE: The Disciplinary Segregation time frames outlined in this handbook are not final and may vary depending upon the totality of the circumstances. Only a Classification Officer, Lieutenant or Jail Administrator can increase the time frames. Disciplinary Segregation times greater than 28 Days requires approval by a Jail Administrator or their designee.*

**If sentenced to the Department of Corrections, full reports of all disciplinary actions taken against you in this Facility will be forwarded to the appropriate DOC office upon your transfer. These records may also be forwarded to other county or out-of-state agencies and/or facilities.**

### CLASSIFICATION

During your Initial Classification you will be screened by staff and a Classification Officer. Refusal to cooperate with either Classification or Medical processes will result in you being placed in Disciplinary Segregation with no privileges until the processes are completed. You will be classified for assignment to a General Population Block as either a minimum, medium or maximum security inmate.

Your classification can be changed at any time based on several factors, including but not limited to; your attitude and behavior, current charge(s), previous criminal history and behavior during your incarceration. If, for any reason, you feel your classification is unfair, you may appeal in writing to the Detention Administrator. You must list the reasons for your appeal. Movement from one classification to another is not a right and is not part of due process. You must remain in your current classification assignment for no less than thirty days and with no report of negative behavior before you will be considered for assignment to a lower security housing area.

### HOUSING

After you are classified, and absent exigent circumstances, you will be moved to a general population block. Following is information and important rules you need to be aware of and abide by:

All staff members will be addressed by title and last name ("Mr. Smith," "Deputy Jones," "Specialist Smith," etc.). No first names are allowed.

**Cell doors shall always remain closed.** Do not whistle or yell to have your cell door opened.

Programs and activities such as commissary, education, medical rounds, recreation and visits, will be scheduled so that all eligible inmates will have access to these activities. Inmates may be denied based on attendance limits or Keep Separate issues. Note: Programs are a privilege, not a right, and may be canceled at the discretion of a supervisor. Programs are not available to inmates while in the Classification Block.

Do not leave your personal property unattended in the dayroom. Any property left unattended in the dayroom will be considered abandoned and disposed of.

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All housekeeping tasks and personal hygiene responsibilities must be satisfactorily completed prior to the exercise of any privileges or programs to include television, telephone, book cart and recreation.

All areas are subject to inspection, at any time, for cleanliness and contraband.

**COMMUNICATION**

Communication with facility staff, including counselors, during your incarceration is not confidential, however, any release of information is limited to parties with legitimate correctional or law enforcement concerns. It is your responsibility to communicate with family, friends, attorneys, courts and other agencies through:

- Phones available in cellblock dayrooms
- Regular or Legal mail
- Family, friend or professional visits

**Telephone Calls**

Access to the inmate telephone system is not a Constitutional right, but a privilege provided for your convenience. The system is not owned or operated by the Brunswick County Detention Center. An outside vendor provides telephone service for the inmates. You must use the Telephone Pin number issued to you when you were booked in to make telephone calls. Using another inmates Telephone Pin Number is prohibited and may result in disciplinary action.

The Brunswick County Detention Center monitors and records all telephone calls made on the inmate telephone system. Inmates can use the phones in the cell block(s) to make "collect" calls. A family member or friend will need to set up an account for you with **Securus Technologies**. The phone number is **800-844-6591** or they can email **customer\_service@securustech.net**. You may also purchase unlimited phone time through the kiosk. Calls are limited to fifteen minutes and three way calling is prohibited. Inmates are prohibited from using an inmate telephone to contact any Detention Center staff member. You will need the inmate **Telephone Pin Number** issued to you during booking. **Do not share your Telephone Pin Number. Brunswick County Detention Center is not responsible for "stolen" PIN numbers. You may change your PIN number at any time and we strongly suggest that you do so.**

If your family experiences poor service or a phone number is blocked for no apparent reason, your family should contact **Securus Technologies** toll-free at **1-800-844-6591**. All telephone charges are consistent with N.C. Utilities Commission regulations. All phones will be turned on at 6:00 a.m. and turned off at 9:00 p.m. All inmate telephones will be turned off during meals and any other time deemed necessary by administration. If your attorney does not accept collect calls you may contact him/her by the U.S. Postal service or by having a family member request a personal visit from him/her. If your attorney is located in Brunswick County he/she has a mail slot located at the Brunswick County Courthouse. It will be delivered there.

**Incoming Mail**

Incoming mail should have a return name and full return address. Incoming mail must be addressed to the full name of the inmate (**the name and spelling under which you were booked.**) We will not accept mail that does not meet requirements. Mail and photos will be scanned in and viewable on the kiosk, except during weekends and holidays. Each correspondence may only contain two pictures. All original mail and photos will be placed in a folder and available upon your release. **NO INMATE TO INMATE MAIL** is allowed without prior approval by the Detention Operations Captain. **PHOTOS WILL NO LONGER BE PERMITTED IN THE BLOCK EFFECTIVE JULY 8<sup>TH</sup>, 2019**

Legal mail is correspondence or legal materials coming from your attorney and must be marked "Attorney / Client Mail" or "Legal Mail". Legal mail will be opened and examined for contraband by an officer in the presence of the inmate. **EFFECTIVE 05/02/2022 ALL LEGAL MAIL WILL BE OPENED AND COPIED IN FRONT OF THE INMATE. INMATE WILL RECEIVE THE COPY AND ALL ORIGINALS WILL BE SHREDDED IN FRONT OF THE INMATE. IF ANY ILLEGAL SUBSTANCE IS DETECTED ON OR IN THE MAIL, MAIL WILL BE SEIZED AND TURNED OVER TO NARCOTICS FOR TESTING.**

Envelopes coming in or going out of the Detention Center **will be rejected** when decorated with hand drawn art work or gang symbols or colors. The envelope shall have a return address, the inmate's name and the address of the Brunswick County Detention Center only. FRAGRANCES and PHOTOS of a derogatory manner are prohibited. **Paperback books are allowed and accepted through**



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**the U.S. Postal service.** Hard cover books are not accepted. **NO OTHER PACKAGES WILL BE ACCEPTED. NO STAMPS, ENVELOPES OR BLANK PAPER WILL BE ACCEPTED**

**General Mail may contain the following items:** one store bought or homemade greeting card (no larger than 5" by 8".) Up to ten pages of handwritten or typed person-to-person correspondence, one piece of paper which has been reproduced or copied from a mass produced item such as a book or items from the Internet. You may receive 2 photos no larger than 4x6 per letter. All photos will be scanned and available through the kiosk. **If more than 2 photos are received the entire letter will be returned to sender.** Envelopes containing excessive items will be returned to the sender. "Musical" greeting cards will be deactivated.

### **Outgoing Mail**

All outgoing mail **MUST** have the inmate's full name (**the name under which you were booked**) printed legibly in the envelope's upper, left corner. General outgoing mail must be flat, fully flexible and contain handwritten or typed correspondence. The envelope must be left **unsealed** sticking outside of your door after nighttime lockdown. It will be picked up by an officer by approximately 11:00 PM. If the mail does not have a return name on it, it will be placed back in the block.

All outgoing mail will be stamped with "Mailed from Brunswick County Detention Facility" by a Detention Officer. It may be opened and inspected for contraband outside of your presence.

Legal mail must be addressed "**TO**" an attorney, judge, court, court official or elected official. The front side of the envelope must be marked "Attorney / Client Mail" or "Legal Mail" in prominent letters and your name must be printed in the upper left corner. It will be delivered sealed to a detention officer.

**Electronic In-coming mail:** An account must be set up with Securus Technologies at [www.SecurusInmatemail.com](http://www.SecurusInmatemail.com) by an outside contact. You will receive your electronic email within 24 hours of delivery and approval.

### **On-Site Visits (NOT AVAILABLE AT THIS TIME)**

Onsite Social visitation is a privilege that can be restricted or denied for specific periods of time. Self-reporting inmates (including weekends), inmates on disciplinary restriction, and inmates who are sentenced and serving time for Probation Violations are not eligible for social visitation. Visits are not set up by the inmate. The visitor must call 910-253-2982, visit our website at [www.brunswicksheriff.com](http://www.brunswicksheriff.com) or visit [www.videovisitanywhere.com](http://www.videovisitanywhere.com) to schedule an onsite or internet visit. You are allowed (1) 20 minute onsite visit per week. If the visitor is late, your visitation time will be cut short.

Adult visitors must produce a valid government-issued photo identification card such as a driver's license or state ID card. Outstanding warrants for every visitor will be checked.

Juveniles (persons under age 18) may visit an inmate and must be accompanied by the juvenile visitor's parent or legal guardian. A birth certificate or a certified legal document is required to prove relationship prior to each visit.

Visitors, who become loud or disruptive, are intoxicated, fail to control the behavior of their children or otherwise violate Detention Center rules may be asked to leave and may be banned from the Brunswick County Detention Center.

Special visits for persons living at least one hundred miles from Brunswick County and religious leaders may be approved. Such visits must be scheduled at least 24 hours in advance by calling 910-253-2760. Special visitors must live at least 100 miles from Brunswick County. Visitors must produce a valid, government issued photo identification card (driver's license, state ID card.) Religious leaders must provide proof of affiliation. An inmate may receive one special visit from a person living 100+ miles away per month.

### **Internet Visits**

Internet video visitation is **unlimited** seven days a week. The visitor will need these items to get started; computer, internet service, email, webcam and a credit card. The internet video visitation is through Securus [www.videovisitanywhere.com](http://www.videovisitanywhere.com)

If you are having difficulties, please call Securus technical help at **1-866-558-2323**. To take the hassle out of scheduling on-site visits and not being able to reach us due to high volume of calls, you may go to [www.securustech.net](http://www.securustech.net), go to the Video Services tab, drop down to Schedule On-site Visit. Schedule your onsite visit 24 hours in advance. Provide your name, email and phone number and you will receive a pin number via email when your visit is approved. All you need is the pin # and the information that is emailed back to you to have your visit.

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**Professional Visits**

Professional visitors may visit inmates Monday through Sunday from 6:00 AM until 9:00 PM. Professional visitors include law enforcement officials, legal representatives (attorneys, paralegals, interpreters, etc...) and certain medical service providers. A pastor or religious leader is not a professional visitor.

**MONEY ACCOUNT**

When you were processed into the Detention Facility, all currency and coin was taken from you and placed in your inmate account for your use during incarceration. There are currently three ways to have funds deposited into your inmate account:

**1. Jail Lobby Kiosk**

Funds can be deposited in the jail lobby kiosk located in the Brunswick County Detention Center visitation area.

**2. Money Order may be mailed in to P.O. Box 9 Bolivia, NC 28422**

- a) Must be completely filled out with full name of sender and full name of inmate

**3. Internet**

- a) Go to: [www.mcdanielsupplyco.com](http://www.mcdanielsupplyco.com).
- b) Your family member or friend will need to have Visa / MasterCard (credit or debit) or personal checking account information available.
- c) Click the link for Inmate Deposits.
- d) Your family member or friend will need your name, location, and inmate ID number.
- e) Once the transaction is completed they will receive a confirmation number.
- f) Your family member or friend will need to have an email address to get a receipt. They can call 1-912-427-9022 if they have any problems.
- g) There is a fee to use this system

Your account is similar to a debit account. Your account will be debited (charged) anytime you make any request for sick calls, canteen, or hygiene. Anytime monies are deposited or subtracted from your account you will receive a receipt. **UNDER NO CIRCUMSTANCES DO WE TRANSFER FUNDS FROM ONE INMATE ACCOUNT TO ANOTHER. DO NOT SHARE YOUR INMATE TELEPHONE PIN NUMBER.**

**IF YOU TRANSFER TO ANOTHER FACILITY YOUR FUNDS WILL BE SENT IN THE FORM OF A CHECK. PLEASE ALLOW 3-4 WEEKS TO RECEIVE YOUR FUNDS. CHECKS ARE SENT FROM COUNTY FINANCE.**

**COMMISSARY PRIVILEGE**

Commissary is not a Constitutional right, but a privilege provided for your comfort and convenience. The Detention commissary is not owned or operated by the Brunswick County Detention Center. An outside contractor provides commissary services and is responsible for its operation and prices. Prices are consistent with local retail outlets. To order commissary items, you must have sufficient funds by lockdown **THURSDAY NIGHT** in your Inmate Trust Fund Account and not be subject to certain disciplinary actions.

You can order canteen through the canteen ordering kiosk located in the cellblock. The canteen orders are placed on Friday morning. You will receive the canteen order on Tuesdays, unless an emergency arises, there is inclement weather or on holidays. Inmates who violate any rules or regulations, or who order and willfully refuse a commissary order will have commissary privileges suspended for two weeks. Any inmate who has listed allergies or special diets will not be allowed to order canteen to avoid any allergic reactions unless cleared by medical. **If you are released or sent to prison before canteen comes in you will have 3 days to pick up your canteen.** You must notify us in writing if you wish for someone else to be able to pick it up for you in the event you are transferred to another facility. If you are released to the street you will be the only one permitted to pick up your canteen. **Canteen is provided by an outside company. Brunswick County Detention Center is not responsible for any shortages, damages, or overcharges. Any missing items need to be reported at the time canteen is passed out so we can verify the shortage. If we verify there is a**

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**shortage we will contact the canteen company for replacement or reimbursement. Replacement items or refunds will be received with canteen the following week. Any shortages reported after canteen has been passed out will not be addressed.**

Family and Friends can now go to [www.jailpackstore.com](http://www.jailpackstore.com) to send packages. Packages ordered online must be ordered by Friday morning and will be delivered with canteen on Tuesday. We also have \$8 snack packs available Monday-Friday.

### **MEDICAL SERVICES**

You are responsible for reporting illnesses or medical problems to a detention officer. Emergency medical care is available at all times. An emergency is a situation requiring immediate medical intervention due to an imminent, life-threatening (life or death) situation. Routine mental health care, dental care, and psychiatric services are also available. Inmates are prohibited from feigning (faking) sickness or injury. Inmates requesting non-emergency medical care may sign up for sick call at any time by submitting a sick request electronically through the cellblock kiosk or by contacting a detention officer and requesting a sick call form. These forms are to be given to the nurse during med pass. Sick call is conducted on a regular basis. If necessary, the nurse will schedule an appointment with the physician, psychiatrist or dentist.

**Inmates will not be charged for mental health or emergency medical care. No inmate will be denied access to services due to inability to pay.** All inmates will be charged a **\$10.00** co-payment for non-emergency medical and dental services. Inmates may be charged **\$10.00** for prescription medications. Medical co-payments will be deducted from your Inmate Trust Fund Account. Medication is disbursed by medical personnel. It is your responsibility to respond to and not miss medication calls. If you have been prescribed medication, you must report to medication call. Medications will be disbursed every morning and evening (and midday for those requiring medication 3 times per day). Inmates shall not hoard medication or provide medications to other inmates.

### **HYGIENE & SANITATION**

Inmates must bathe regularly and will be fully dressed while going to and from the shower. Nudity outside a shower stall or cell is **strictly prohibited**. Disciplinary action will be taken for failure to follow this rule.

Inmates with less than \$5.00 in their Inmate Trust Fund Account for seven consecutive days will be supplied with indigent hygiene items. Orders for indigent hygiene kits must be placed by Monday through the cell block kiosk. Your account will be charged \$3.00 for an indigent kit.

#### **Hygiene Schedule**

- Razors are issued 3 times per week.
- Uniform exchanges will be 2 times per week.
- Linen exchange will be 1 time per week.
- Towels, wash cloths and personal whites will be laundered 2 times per week.
- Blankets will be changed and/or washed monthly.

#### **Haircuts**

Brunswick County Detention does not offer free inmate haircuts. A licensed barber/beautician provides onsite haircuts at a rate of \$15.00. A haircut sign-up sheet will be made available. This service is provided every other month (January, March, May, July, September, November). If you are scheduled for a Superior Court Trial, your attorney may request a haircut on your behalf at a fee of \$15.00.

### **PROGRAMS & SERVICES**

#### **Religious Services**

The Brunswick County Detention Center Chaplaincy Program offers a variety of religious services to satisfy the beliefs of most major faith groups confined at the Brunswick County Detention Center. Services are available to inmates based upon the inmates need and desire to participate.

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Chaplains and volunteers are prohibited from making phone calls on behalf of any inmate or passing any notes, letters, contraband, or unauthorized property to, from, or between any inmate(s).

The Brunswick County Detention Center will not restrict the religious belief of any inmate, but reserves the right to restrict certain religious practices, literature or materials that violate Detention Center rules or otherwise threatens the safety, security, order or sanitation of the Brunswick County Detention Center.

**Auxiliary Aids & Services**

**Alcohol Anonymous:** Sunday: 2:00pm to 3:00pm

**Religious Services:** Sunday: 3:15pm to 4:45pm

**Drug Court Counseling:** Tuesday, Wednesday and Thursday 1:00pm

**Narcotics Anonymous:** Tuesday, Wednesday and Thursday 3:00pm

**Inmate Worker Program**

Inmate worker status is reserved for inmates with exemplary jail records. Inmate workers are generally assigned to janitorial, laundry duty or the inmate road crew. Inmate work is hard physical labor requiring that workers be capable of performing the essential functions of the assigned job. Circumstances may arise that require heavy lifting. It is the inmate's responsibility to advise the jail staff of any health issues that may interfere with the performance of the assigned job.

To be eligible for inmate worker status, an inmate must have a clean institutional disciplinary record, be assigned to Minimum Custody housing for at least seven days, and be willing and able to work. Sentenced inmates with thirty or more days have priority, but any Minimum Custody inmate may volunteer. The Classification Officer will select inmate workers from a list of volunteers. Minimum-custody inmates may volunteer for inmate worker status by submitting a request to the classification officer. Since there is generally a waiting list, you will be notified when you are selected.

**Statewide Misdemeanant Confinement Program:** Eligible inmates serving their sentence as part of the SMCP may earn up to 4 days of work credit for every 30 days of work performed. Refer to SMCP Handbook for rules and disciplinary procedures.

**ACCESS TO LEGAL REPRESENTATION & TO THE COURTS**

The Brunswick County Detention Center does not maintain an inmate law library. Inmates have access to the courts and to legal services in the following ways:

**By Contacting PLS:** North Carolina Prisoner Legal Services, Inc. Post Office Box 25397, Raleigh, North Carolina 27611; or by phone at 919-856-2200.

**By Attorney Visits:** Attorneys may come to the facility and visit with you Monday through Friday from 6:00 AM until 10:00 PM, and on Saturday and Sunday from 6:00 AM until 12:00 PM and from 6:00 PM until 10:00 PM. Private interview rooms are provided.

**By Telephone:** Soon after arrest, most inmates are allowed access to telephones to arrange for bail and release, to inform friends and relatives of their whereabouts, and to inform and receive advice from legal counsel. Access to a phone during actual incarceration is a privilege, not a constitutional right. During incarceration, most inmates have access to the recorded inmate telephone system to call friends and family, and to make appointments with legal counsel. **WARNING:** What you say on an inmate telephone can and will be used against you in a Detention Center administrative hearing and/or in a court of law.

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**Court Attendance:** Most inmates are incarcerated by order of the courts and are held subject to their order. When you are scheduled to attend court, the Brunswick County Detention Center will provide secure transportation to and from the courts in Brunswick County. The Clerk of Court staff is responsible for all court dates and scheduling court appearances in our county. **OUT OF COUNTY** court dates are not the responsibility of the Brunswick County Detention Center. Other counties must provide transportation for you if you are to attend court in another county.

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**By Mail:** You may send and receive correspondence and other items of mail to and from your attorney to any court, elected or government official and to family and friends.

**Kiosk:** You may send a request to our Records Office on the Kiosk to inquire on court or bond related issues.

**RELEASE FROM THE FACILITY**

When you are notified that you are being released from the Brunswick County Detention Center, begin preparing immediately for your departure. Strip your mattress, remove all knots from sheets, gather County and personal property, organize your property container, clean up your personal area, and gather trash that should be thrown away. All property, including Commissary items, must be removed from your housing unit and may not be given to another inmate. An inmate is allowed to keep unused medications and personal hygiene items. If you have lost, misplaced, altered, misused, marked upon or otherwise damaged County-owned property, you must reimburse the County for its replacement cost. Such items will be immediately deducted from your Inmate Trust Fund Account or will be collected if you return to the Brunswick County Detention Center. You may also be criminally prosecuted.

At the time of your release from custody the balance of your Inmate Trust Fund Account will be placed on a **Debit Card**. If you use the Debit Card within **72** hours of your release, there is no fee for using the card. The Debit card is reloadable, if you would like to put more money on the card for use as a personal Debit/Credit card. The Brunswick County Detention Center and Brunswick County Finance Department **ARE NOT** responsible for any lost or stolen Debit Cards. If you are sentenced to prison or transferred to another facility a **CHECK** will be mailed to the facility where you were transferred, this may take up to **THREE WEEKS**. Any and all personal property left at the Brunswick County Detention Center or any property not picked up within **90 days** will be considered abandoned property and will be destroyed or donated to a charitable organization.

# Brunswick County Detention Center

## Inmate Handbook

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REVISED 05/06/2022