

Pickens County Detention Center

The complete handbook establishes all the policies and regulations that all inmates confined to the Pickens County Detention Center must follow. It is the direct policy of the Sheriff of Pickens County. The highlights of these regulations are as follows and the complete handbook can be read upon request.

GUIDELINES:

1. Inmates will treat Detention Center Employees with RESPECT. Inmates must follow the directions and/or instructions of a Detention Center Employee at all times.
2. By 7:00 a.m. daily, make your bed neatly with the bedding tucked under the mattress all the way around. Keep it made until 8:00 p.m.
3. Do not bring your bedding into the dayroom area of the unit.
4. When you are not using your personal items, keep them in the storage area of the bunk or it will be confiscated.
5. After breakfast, you are expected to clean your cell/bunk and help clean the common areas. Clothing and towels must be folded and placed neatly on your bunk. The unit and each cell will be inspected DAILY. The area must be clean and orderly.
6. You must wear a complete set of the Pickens County Detention Center's clothing at all times during waking hours.
7. You must be covered going in and coming from the shower.
8. Do not enter any cell other than your own. Inmates are allowed ONLY in the Unit to which they have been assigned.
9. Do not touch another inmate's property for ANY REASON.
10. You may not communicate with anyone outside the Detention Center except by mail, telephone, or scheduled visits.
11. Yelling to people on the outside is strictly prohibited.
12. Do not pound on the doors, windows, bars, or walls.
13. The Intercom System is for emergencies.
14. For your own protection, do not discuss your charges with other inmates or with the staff of the Detention Center.
15. Do not attempt to contact individuals in other cell blocks.
16. Do not go out of your Unit without a correctional officer's permission.
17. When a Lockdown is announced: GO to your cell or sit on your assigned bunk. Follow the Corrections Officer's Instructions.
18. When moving through the halls, you need to walk in a single file line on the right side of the hall. You are not to communicate with other inmates either when you are being moved or when another group is being moved by your unit.
19. Maintain good personal hygiene and shower daily.
20. Remember: NO outside packages from family/friends will be allowed.
21. Criminal Charges will be brought against anyone who defaces or destroys County Property.
22. All Communication forms are passed out at breakfast. Forms will be attended to in a timely manner.

PICKENS COUNTY DETENTION CENTER PHILOSOPHY STATEMENT

It is the operating philosophy of the Pickens County Sheriff's Office to provide for community safety, facility security, and the welfare of staff and inmates.

The primary function of the Detention Center is to safely and securely detain both pre-trial detainees and county sentenced inmates. The Staff of the Detention Center understands that, although inmates are subject to deprivations resulting merely from confinement, their roles are not to inflict punishment, but to make the inmate's period of confinement productive as possible.

Although most Pickens County Detention Center inmates are short-term detainees, staff shall encourage each inmate to take advantage of opportunities provided for educational, health, and personal self-improvements. In this way, the staff contributes to making the inmate's return to the community as positive and productive as possible. This goal can be realized only through the concerted efforts of all staff members.

The effective operation of the Detention Center is dependent on a highly motivated, well-trained staff continually striving to improve both their individual job performances and their areas of responsibility. To encourage professional growth, the staff is provided opportunities to attend training. To facilitate the effective operation of the Detention Center, the staff is provided with training and is encouraged to actively contribute to management decisions through regular meetings designed for problem solving and proposing improvements. Such contributions are essential to the successful operation of the Detention Center.

PROTECTION OF INMATE RIGHTS

The Pickens County Detention Center employees shall be aware of and seek to protect the inmates' rights, both civil and legal.

1. Freedom from discrimination based on race, religion, national origin, sex, handicaps, or political beliefs.
2. Equal access to programs and work assignments.
3. Protection from personal abuse, corporal punishment, personal injury, disease, property damage, and harassment.
4. Freedom from reprisals or penalties as a result of seeking administrative or judicial redress.

INMATE HANDBOOK

SECTION 1: CLASSIFICATION

- 1) Detention Center Staff will evaluate the following when classifying you:
 - a) Your Behavior
 - b) Your Attitude
 - c) Your Needs
 - d) The Detention Center's Needs
 - e) Your Level of Security Risk

- 2) THE LEVELS of classification are:
 - a) **Maximum**
 - b) **Medium**
 - c) **Minimum** (Inmate Workers Status)

- 3) You will be housed in an area appropriate to your classification level.
 - a) If your classification status changes, you may be moved to another housing area.
 - b) You are given privileges according to your classification.
 - c) Inmate Workers are chosen by the Sheriff and the Jail Administrator. You may request to be considered for Inmate Worker Status by using the INMATE REQUEST FORM.
 - d) If you think you need protective custody, tell any member of the Staff.
 - e) The Detention Center Staff may move you anywhere within this facility or to any other detention center.

SECTION 2: HOUSING

- 1) Bedding will include: 1-mattress; 1-authorized blanket; and 2-sheets.
- 2) Each day your cell/bunk area will be inspected. It must be neat and clean.
- 3) By 7:00 a.m. daily, make your bed neatly with the bedding tucked under the mattress all the way around. Keep it made until 8:00 p.m.
- 4) Each morning you must clean your cell and help in the cleaning of your Unit. Sweep and mop the floor and clean the toilet. Your Personal Property should be gathered together and on your bunk or in the storage area beneath the bunk.
- 5) Do not use Detention Center Property for anything other than what it is supposed to be used.
- 6) Do not put up anything, which will block doors or windows. Do not cover lights or cameras.
- 7) There are three roll calls (population counts) each day: At Breakfast, At Lunch, and At Dinner. A Corrections Officer will call your name to come and pick up your tray of food at the door to the unit. You must be wearing your COMPLETE Detention Center Uniform before you can receive the tray. Counts may also be done on an as needed basis.
- 8) "Shakedowns" are searches for contraband and may be done at any time and include your living area and all of your property. "Shakedowns" may include a search of your person.
- 9) The Pickens County Detention Center is a tobacco-free facility. You may not smoke or even possess any tobacco products. Tobacco products will be destroyed.
- 10) You may not keep food, other than commissary items, unless it has been authorized by Medical Staff.
- 11) DO NOT THROW TRASH on the floor.
- 12) You may not keep trash cans in your cell.

INMATE HANDBOOK

SECTION 2: HOUSING *continued*

- 13) Do not take your bedding into the dayroom.
- 14) No article of any kind may be placed on any wall of the Detention Center.
- 15) The Intercom is for emergency use only.

SECTION 3: PERSONAL PROPERTY ALLOWED:

- 1) You are permitted to keep:
 - a) 10 letters (any more will be taken and stored or you must send home)
 - b) 2 books (any more will be taken and put into the library or you must send home)
 - c) 5 approved photos (any more will be taken and stored or you must send home)
 - d) Approved Legal Materials
 - e) Authorized commissary items in original packaging
 - f) Approved educational and program materials
- 2) You will be asked to discard other personal property or send it out if it is not on the list in #1.
- 3) After a release or transfer from the Pickens County Detention Center, you have 30 days to have your personal property returned. Personal Property may be picked up Monday thru Friday (except holidays) 9:00 a.m. - 4:00 p.m. If your property is not picked up within 30 days of your release or transfer, it will become the property of the Pickens County Sheriff's Office and will be used by the Sheriff's Office.
- 4) NO TOBACCO PRODUCTS, including lighters are allowed. If you were booked into the Detention Center with any tobacco products, they have been destroyed.
- 5) NO WEAPONS of any type, including pocket knives are allowed. If you were brought into the Detention Center with any item that could be used as a weapon, it was given back to the arresting officer.

SECTION 4: CLOTHING

- 1) You need to wear a complete set of the Pickens County Detention Center clothing at all times during waking hours.
- 2) Detention Center Clothing includes:
 - a) 1 pair of pants
 - b) 1 shirt
 - c) Detention Center clothing may also include a pair of coveralls.
- 3) You may not wear your own clothes, except underwear, socks, and approved tennis shoes. These items must be white in color.
- 4) No articles of clothing may be brought in from the outside. All articles of clothing must be ordered through the commissary.
- 5) If your attorney asks, you may wear your own clothing to court for trials and sentencing but you will NOT be able to keep this clothing with you upon your return.
- 6) Female Inmates may have three bras without under-wire and six pairs of underwear. All must be white in color.
- 7) Clothing must be kept neatly folded.

SECTION 5: TOILET/SHOWER ITEMS ALLOWED

These are the Toilet Articles you are allowed:

- | | | |
|-----------------|-------------------------|------------------|
| a) 1 toothbrush | b) 1 tube of toothpaste | c) 1 comb |
| d) 2 towels | d) 2 washcloths | d) 1 bar of soap |

INMATE HANDBOOK

SECTION 6: DETENTION CENTER PROPERTY

Detention Center Property you will be using must be kept in good condition and returned when you are released. Allowances are made for normal wear and tear. Mis-use and/or intentional destruction of property will result in disciplinary action and/or criminal charges.

SECTION 7: COMMISSARY

- 1) If you have ordered commissary items and are released before the delivery, you have seven (7) days to pick up the commissary. Commissary may be picked up Monday thru Friday (except holidays) 9:00 a.m. - 4:00 p.m. If your commissary is not picked up within seven (7) days, all the items will become the property of the Pickens County Sheriff's Office.
- 2) Inmates who are released or transferred to another facility may not transfer their scheduled to be delivered commissary orders to any other inmate.
- 3) Inmates who are released or transferred may not transfer any funds to the account of another inmate.

SECTION 8: MEALS

- 1) Meals are served three times a day, seven days a week.
- 2) Menus are planned to meet and/or exceed nutrition standards set by The American Diabetic Association.
- 3) No inmate is allowed outside food.
- 4) You may not save food from meals to eat later. Only food from the commissary may be kept in your cell/bunk area.
- 5) Special diets are prepared as directed by qualified medical authorities.

SECTION 9: TELEPHONE CALLS

- 1) After booking into the jail, you have three days to provide telephone numbers for use in the system.
- 2) Calls are limited to ten (10) minutes.
- 3) You may only use the telephone in the dayroom from 7:00 a.m. until 10:00 p.m. (lights out).
- 4) Calls must be collect.
- 5) You may not charge calls to other numbers.
- 6) The Pickens County Detention Center may limit access to the phone or Interrupt a telephone call if deemed necessary.
- 7) Telephone numbers may be changed every 3 months.

SECTION 10: MAIL

- 1) You may mail as many letters as you want if you pay for the postage. You may buy stamped envelopes through the commissary.
- 2) The following are considered to be PRIVILEGED mail:
 - a) A letter to or from a Government Official.
 - b) Judges and clerks of federal, state, and local courts.
 - c) Attorneys.
 - d) Pickens County Sheriff, Chief Deputy, or Jail Administrator.

INMATE HANDBOOK

SECTION 10: MAIL *continued*

- 3) Incoming Mail is opened and inspected for contraband and any written content that might threaten security. Outgoing mail is usually opened before it is sent. HOWEVER, the Detention Center staff may inspect all outgoing mail, except privileged mail, when necessary to protect security. Privileged mail from attorneys will only be opened in your presence.
- 4) Anything mailed to you, which is not allowed in the Detention Center, will be returned to the sender. You will receive notification in writing of anything received but not given to you.
- 5) Incoming mail will be given to you 24 hours after it is received and inspected, excluding holidays and weekends.
- 6) Only first class mail service is available.
- 7) You will need to use the following return address on your letters:

Inmate: (put your name here) .
Pickens County Detention Center
P.O. Box 226
Carrollton, Alabama 35447

SECTION 11: VISITS

You should inform anyone wishing to visit you that there are some guidelines for visits.

- 1) Visits must be scheduled.
- 2) The Detention Center makes background checks on all visitors.
- 3) Visitors must sign a Visitor's Log and show valid photo identification with a current address.
- 4) Smoking is not allowed during visits. If you break any rules during a visit, we may end your visit and take disciplinary action against you.
- 5) Visitor's personal property (coats, purses, briefcases) is not allowed in the visiting area. Visitor's personal property is subject to search and seizures. This also applies to professional visitors. Visitors may not give anything to an inmate.
- 6) The Staff will do what is needed to make sure no contraband is passed between visitors and inmates. If necessary, all people involved in the visit will be searched. If a visitor is found with contraband, the visit will not be allowed and criminal charges may be filed.
- 7) Members of the criminal justice system and approved professional visitors may visit at any reasonable time and if staff and space are available.
- 8) Inmates or former inmates are not allowed to visit with any other inmate housed at the Detention Center.
- 9) Special Visits are allowed only with written permission from the Sheriff.
- 10) One hour non-contact visits may be approved for visitors coming from more than 300 miles away from Carrollton.

Pickens County Detention Center Visitation

Visitation time:

Monday - Friday (except holidays and court days)

9 a.m. - 11 a.m. & 1 p.m. - 3 p.m.

Must be 18 years old and have never been incarcerated in a prison or detention facility before.

Visitation appointments are done by control on first shift.

Each inmate is allowed 2 visits per month at 30 minutes each and may have 3 people on their visitation list.

The list cannot be changed, added to, or taken away, but every 3 months.

Lawyers can visit without an appointment. Same time regulation applies.

Lawyers can go into jail side of visitation if they indicate the need.

An inmate can refuse to see a visitor.

INMATE HANDBOOK

SECTION 12: HEALTH SERVICES

- 1) Any inmate who wishes to consult medical personnel will be required to complete an INMATE REQUEST FORM denoting the ailment and give the form to a Staff Member on duty. As soon as possible, the Nurse will review the request and make the necessary arrangements as needed.
- 2) Dental treatment and optometry visits will only be provided on an **emergency basis** or on a referral by the Pickens County Detention Center Physician.
- 3) If an Inmate desires to be examined by any physician or medical specialist other than the ones normally used by the Detention Center, the inmate may request them to come at the expense of the Inmate. A private visit will be permitted at the Detention Center.
- 4) Any medication prescribed for an inmate by a physician will be obtained at a local pharmacy, kept in the Detention Center Office and distributed to the inmate at the prescribed times as directed by the prescribing physician. Inmates are not permitted to keep prescribed medication in their living area. Hoarding and/or transferring of prescription medications are not permitted and such action may subject the inmate to disciplinary action and/or prosecution. An inmate must sign for all medications they receive.
- 5) All inmates are responsible for a mandatory payment of \$10.00 when seeing the nurse or doctor. Inmates will be charged for the price of medicine.

SECTION 13: RELIGION

The Pickens County Detention Center does not discriminate against any recognized religious faith, beliefs, or practices.

- 1) Religious Services are held weekly.
- 2) If you wish to receive your personal religious materials, send an INMATE REQUEST FORM. There is a limit to what an inmate may have (see SECTION 3).
- 3) All items must be approved either by the Sheriff or the Jail Administrator.

SECTION 14: COMMISSARY

The Pickens County Detention Center is not responsible for commissary operations. A separate firm has been contracted to handle the commissary. You may buy a variety of items from the commissary through your inmate fund account. An inmate account fund is set up within 48 hours of time you arrive at the Detention Center. An inmate must deposit all cash they have at the time of their booking into an inmate account; thereafter, any deposit to an Inmate account is done by money order.

- 1) Commissary orders are done over the phone.
- 2) A list of items that may be purchase are posted in every dorm.
- 3) You may not purchase anything on credit.
- 4) One inmate may not buy commissary items for other inmates. This is a major rule violation.

INMATE HANDBOOK

SECTION 15: PERSONAL SAFETY

While here, you will meet different kinds of people. If you are threatened, assaulted, or you feel intimidated or unsafe: **TELL A STAFF MEMBER.** The Pickens County Detention Center will do what is necessary to protect you. For your own protection, do not discuss your charges with other inmates.

SECTION 16: RULE VIOLATIONS

There are three types of rule violations: MINOR, MAJOR, and SERIOUS.

You may be discipline on site for breaking rules listed in the Inmate Handbook but be advised that if you break any law(s) while incarcerated, The Detention Center does have the right to file criminal and/or civil charges against you which may result in additional time being added onto your original sentence.

MINOR VIOLATIONS interfere with the orderly operation of the facility but do not immediately threaten security or the safety of inmates, staff, or visitors. Minor violations include:

- 1) Profanity or derogatory remarks.
- 2) Making unnecessary noise (shouting, whistling, or pounding on windows/doors).
- 3) Not doing routine duties.
- 4) Not maintaining your personal cleanliness.
- 5) Not wearing your complete uniform.
- 6) Wearing your uniform improperly.
- 7) “Horseplay” or teasing another inmate.
- 8) Taking unauthorized items to recreation, to a visitation, to programs, or to court.
- 9) Unauthorized communications between units (including hand gestures).
- 10) Having unauthorized amounts of consumable property. (over \$35.00)
- 11) Putting your feet on the walls, banisters, or railings.
- 12) Covering air vents, removing light coverings, or damaging light fixtures.
- 13) If on trusty status, violation of specified rules that are not covered by minor, major, or serious violations.
- 14) Not following any of the guidelines of the handbook.

MAJOR VIOLATIONS include repeated minor rule violations and violations which could seriously threaten security or the safety of inmates, staff, or visitors. Major violations include:

- 1) Disobeying staff.
- 2) Profanity, or derogatory remarks or gestures to staff or to visitors.
- 3) Lying to a member of Staff.
- 4) Fighting or inciting others to Fight.
- 5) Disrupting or abusing programs, health services, religious services, food service, or a visitation.
- 6) Putting foreign matter in toilets or sinks, or stopping up toilets or sinks.
- 7) Attempting to flood any area.
- 8) Hanging items from walls, fixtures, ceilings, bars, windows, or vents.
- 9) Defacing, altering, or misuse of detention center property.
- 10) Jumping or hanging from banisters, railings, stairways, or any fixture.
- 11) Gambling in any form.

INMATE HANDBOOK

SECTION 16: RULE VIOLATIONS (MAJOR VIOLATIONS) continued

- 12) Interfering with lockdowns or counts.
- 13) Buying, selling, trading, or transferring property or money between inmates.
- 14) Using facility equipment or areas without authorization.
- 15) Communicating, harassing, or interfering with the work of trustees involved in performance of their duties.
- 16) Unauthorized contact with another inmate.
- 17) Communication with people on the outside of the facility through the windows, including making hand gestures.
- 18) Entering a cell other than your own.
- 19) Possession of smoking materials or tobacco in any form.
- 20) Violations of minor or serious rules listed which establish a pattern of disregard for rules, or the repeating of the same offense more than once for which some disciplinary action was imposed.
- 21) Excessive use of the intercom for non-emergencies.

SERIOUS OFFENSES include law violations and acts which immediately threaten the security of the facility, staff, inmates, or visitors. Serious offenses include:

- 1) Entering or leaving a housing unit without getting permission from staff.
- 2) Assault.
- 3) Escaping, trying to escape, or helping someone else to escape.
- 4) Having or making alcoholic drinks or unauthorized drugs, keeping facility-issued or other medications, or sharing medications with others.
- 5) Theft.
- 6) Interfering with security operations or mechanical.
- 7) Arson.
- 8) Having a weapon, chemical agent, or any object, which has been changed so it can be used as a weapon.
- 9) Inciting or participating in a riot.
- 10) Refusing to lockdown.
- 11) Refusing to work.
- 12) Malicious destruction, alteration, or misuse of Detention Center property or another inmate's property.
- 13) Trying to control other inmates by force or threats, or having other inmates do your work.
- 14) Having contraband.
- 15) Sexual assault.
- 16) Use of either verbal and/or physical threats, coercion, force, bribery, or intimidation against any person or assisting another to do so.
- 17) Violations of major or serious rules listed which establish a pattern of disregard for rules, or the repeating of the same offense more than once for which disciplinary action was imposed.

DISCIPLINE:

Discipline for minor violations is handled in the cell/housing unit. You may be reprimanded or the reporting staff may recommend removing some privileges.

If the Staff recommends **lockdown of over 24 hours** as a form of discipline, you will be told of the charges and may ask for a minor violation hearing. Within 24 hours after the rule violation is reported, an impartial staff member will interview you, the reporting staff, and if necessary, any witnesses. The impartial staff member will make their decision and you will be given a written copy of this decision. (NOTE: for security reasons, staff may lock you down before the hearing.) The disciplinary lockdown will begin when you are notified of the hearing results.

If you think this discipline is unfair, you may appeal it by writing an INMATE REQUEST for hearing before the sheriff. The Sheriff will decide if the discipline was fair.

DISCIPLINE FOR MAJOR AND SERIOUS VIOLATIONS:

- a) You will get a copy of the disciplinary report when you are accused of violating a rule.
- b) An investigation will begin within 48 hours after the violation has been reported.
- c) You will be given a written copy of any charges requiring a hearing within 24 hours after the investigation is complete.
- d) You will be given at least 24 hours notice of the time set for the disciplinary hearing.
- e) However, you may waive this 24-hour notice period and proceed directly to a hearing on an "as soon as possible" basis or you may waive your hearing entirely.
- f) The hearing will be held no later than 72 hours (excluding weekends and holidays) after you are notified of the charges.

THE HEARING PROCESS

- 1) If you ask for help in understanding the hearing process, the Jail Administrator will appoint a staff member to help you. You may also ask a Staff Employee to help you at the hearing.
- 2) Your refusal to testify may be taken as an admission of guilt.
- 3) Each side may present witnesses. You do not have the right to cross-examine witnesses. The number of witnesses called may be limited. Limiting witnesses is due to:
 - a) Protect security
 - b) If witness cannot give relevant information.
 - c) When information given by a witness already called is enough to make a point and calling more witnesses will give unnecessary repeated information.
 - d) You may be asked to leave during the testimony of any witnesses whose testimony must be given in confidence. If you are asked to leave, the reasons will be written on the Disciplinary Hearing Report.

INMATE HANDBOOK

SECTION 16: RULE VIOLATIONS (THE HEARING PROCESS) continued

- 4) Each side has the right to make an oral or written statement, to present any letters or documents, and to examine any documents introduced as evidence. (Unless security, order, or the safety of a person(s) is threatened.)
- 5) You may not have an attorney present at a disciplinary hearing.
- 6) If a violation is subject to criminal charges, you will be given the Miranda Warning.
- 7) The Hearing will decide if you are guilty or innocent. You will be given a copy of the Disciplinary Hearing Report, which will include the sanction recommended.
- 8) You may appeal the decision of the hearing by writing a grievance to the Jail Administrator.
- 9) Copies of your disciplinary reports may be sent to any institution to which you may be assigned. Disciplinary reports may also be sent to the District Attorney's Office.

SECTION 17: SANCTION SCHEDULE

- 1) If you break any of the rules in this handbook, you may be placed on disciplinary status. This means you will be given only the following: (unless you abuse them or security is threatened)
 - a) One hour per 24 hours out of your cell for shower and exercise
 - b) Telephone calls to attorneys or clergy
 - c) Visitation (only if your lockdown is administrative)
 - d) Mail
 - e) Adequate food, light, ventilation, temperature, sanitation, and medical care.
 - f) Proper clothing, bed, bedding, and the use of toilets, sinks, and showers.
- 2) Your sanction (length of time you are on disciplinary status) will be decided in the Disciplinary Hearing. Any sanction of over 10 days must be approved by the Sheriff or the Jail Administrator. The longest sanction for rule violation arising from one incident is sixty (60) days.
- 3) You will serve sanctions longer than 48 hours in the administrative/disciplinary segregation area of the Detention Center. When your sanction time is completed in the administrative/disciplinary segregation area, you will remain there until you are reclassified into another area.

If you are an inmate worker (trustee) or a work release inmate and are charged with a major or serious infraction, your status of trustee or work release may very well be removed until the hearing, and if found guilty, your trustee status may be permanently removed.

INMATE HANDBOOK

SECTION 18: GRIEVANCES

NO one at the Pickens County Detention Center will take any negative action against you because you file a grievance.

- 1) If you have a grievance, you can report it on an INMATE REQUEST FORM. Only one signature is allowed on grievance.
- 2) Your grievance will be investigated and answered in writing within 72 hours of the time it is received (excluding weekends and holidays) by the Jail Administrator.
- 3) If you are not satisfied with the first answer to your grievance, you may send a grievance to the Sheriff, who will make the final decision.

SECTION 19: INMATE WORKERS (TRUSTEES)

- 1) If you want to be an inmate worker, you must: Fill out an INMATE REQUEST FORM asking for a change of status to Inmate Worker (Trustee).
- 2) You must be willing to work, follow orders, and get along with many different kinds of people.
- 3) Be medically approved for the kind of work you will be doing.
- 4) Have had no Disciplinary Actions in your Inmate File for the last six months.
- 5) Be approved by the Sheriff.

SECTION 20: NOTARY SERVICES

You may have notary services for legal services. You may ask for notary services on an INMATE REQUEST FORM. Notary Services can only be performed Monday through Friday from 9:00 a.m. until 4:00 p.m. (Holidays excluded)

SECTION 21: TELEVISIONS

The televisions are placed in each unit as a privilege. Correction Officers will turn on and turn off televisions at their convenience. An inmate is not to use the intercom to ask for a television to be turned on or turned off.