

MASON COUNTY DETENTION CENTER

INMATE HANDBOOK

INTRODUCTION TO RULES AND REGULATIONS

TO ALL INMATES OF THIS FACILITY

Revised: August 7, 2024

While you are an inmate at Mason County Detention Center (MCDC), you will have certain rights and privileges. There are rules and regulations that you will be expected to follow for the purpose of safety, security, control, order, and discipline. This book is given to you to help you better understand what your rights are and what the rules and regulations of this facility are. The staff will do their best to see that none of your rights are violated and your privileges are given to you.

You will be expected to follow all rules and regulations. Be advised that disciplinary action for violation of the rules and regulations in this handbook will be enforced.

This handbook is provided as a general guide to policies and services of interest to persons detained or incarcerated at MCDC. Specific practices may vary depending on housing assignment, security classification, or other special circumstances.

Any questions or comments regarding the content of this handbook or differences regarding contents in this handbook may be presented to the Jailer or his/her designee.

From the Jailer

As the Jailer of MCDC, I am constitutionally charged by the Kentucky Revised Statutes with the keeping of the county jail and the safe keeping of all prisoners committed to the jail by county courts.

Every inmate of MCDC shall obey the rules and regulations of the institution. You should be aware that a report on the manner in which you respond to the rules and regulations of the jail may be forwarded to Federal, State, and local court jurisdictions, United States Marshals Services, Federal Probation and Parole, the Kentucky Department of Corrections and the Kentucky Board of Probation and Parole.

Inmates Rights and Responsibilities

1. You have the right to expect that, as a human being, all personnel will treat you respectfully, impartially, and fairly. You have the responsibility to treat others, both employees and inmates, in the same manner
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution. You have the responsibility to know and abide by the rules and regulations of this facility.
3. You have the right to freedom of religious affiliation and voluntary religious worship. You have the responsibility to recognize and respect the right of others in this regard.
4. You have the right of unrestricted and confidential access to the courts (on matters such as the legality of your own conviction civil matters, pending criminal cases and conditions of your imprisonment, etc). you have the responsibility to present honestly and fairly your petitions, questions, and problems to the courts.
5. You have the right to legal counsel from an attorney of your choice by interviews and correspondence. It is your responsibility to use the services of an attorney honestly and fairly. In order to ensure that the Client/attorney privilege is protected, we ask that you notify the jailer in writing of the phone number of your attorney so that we can protect your rights through the inmate phone system. If your attorney needs to visit, they will need to schedule an appointment. Any inmate who is represented by counsel shall make a written or verbal request for legal reference material directly to his/her attorney. Inmates not represented by counsel may make a written request on a plain sheet of paper to the Office of Public Advocacy or the county attorney for legal reference material. The request shall include the inmate's name, date of request and specific description of the requested materials. Anytime you have a court appearance you are required to conduct yourself in the appropriate manner and follow directives from the jail staff and courtroom rules.
6. Inmates placed in isolation for detox, discipline, and/or medical will be permitted to make phone calls from their cell on Sundays; any other calls are at the shift supervisor's discretion except for disciplinary inmates.
7. If stated in the incident report, inmates placed in isolation for disciplinary reasons will not be permitted to have their mat, sheet, or blanket from 0700-1900 and will only be allowed to order hygiene products from commissary. A bible will be given if requested, no other books allowed.
8. Written correspondence may be used to contact their attorney if an inmate has no available phone time.

Admission (Booking and Processing)

During the booking process, you will be asked questions for our records. You will be expected to give the information that is requested. If you refuse to give the required information or the information you give is incorrect you may be charged with obstruction. This could delay your court appearance until the proper information is obtained and verified. You will be required to submit photographs and fingerprints as needed during the time you are housed in this facility. Once booked into this facility, you will receive a free five (5) minute phone card. After that, phones are available in accordance with the Kentucky Jail Standards. You will be asked to submit a drug screen (which you may refuse but understand if you were to need detox medication a drug screen is required). Once the clerical part of the booking process is complete you may be strip searched and required to take a shower.

The following items will be issued upon completion on the booking process and will be required to be turned back in at the time of your release:

1-Mat (\$95), 1-Sheet (\$10), 1-Blanket (\$15), 1-Uniform (\$36), 1-Pair of Jail Sandals (\$8), 1-Cup (\$8), 1-Spork (\$5), 1-Intake pack containing hygiene products and the 5-minute phone card, 1-Towel (\$10), 1-wash cloth (\$5) and 1-tote (\$25). Any of these items that may be altered during your stay, other than normal wear and tear, that amount will be charged to you. Your commissary may also be restricted until the payment for replacement cost has been received.

Property Inventory

The searching officer inventories all property you had on your person and in your possession and lists it on a property sheet which you verified and signed during the booking process. You will be given a jail uniform. Your property will be stored in a secured area of the facility until you are released from our custody or transferred to another facility.

If you are transferred to our facility from another facility, only items permitted in our facility will be allowed to be kept with you. Anything else will be placed in your property bag.

If you bring cash or checks into this facility, it will be deposited onto your account. Once any fees are taken from this deposit, any money left on your account at time of your release will be available to you in check form within 5 business days.

MCDC is a tobacco free facility. Smoking is prohibited. Possession of ANY tobacco products including, possession of matches, lighters, rolling papers, or any other type of tobacco paraphernalia is prohibited and deemed as contraband and will be disposed of.

Once released from our facility, if you leave any property, you will have ten (10) days after your release to pick up your property. Any items left after the 10 days will be auctioned, donated, or destroyed. Personal property includes, but is not limited to jewelry, clothing, bags/purses, etc

Living Conditions and Cleanliness

The jail staff is responsible for your safeguarding, maintaining sanitary living conditions, and providing fair treatment until you are released.

We will provide a clean and sanitary facility with adequate heat, ventilation, and hot water. Dirty linens, towels and uniforms will be available for exchange (if any are available at the time requested). Laundry will be done once a week. Each cell has a certain night their laundry will be done (subject to change). You are responsible for personal hygiene which must be purchased from Commissary.

All cells will be given a cleaning cart after breakfast to clean their cells. The cells will need to be cleaned before the TV for your cell will be turned on. Cell and bunk areas will be ready for inspection daily no later than 7 A.M. or any other time after this time with or without warning. All day rooms and plumbing facilities will be inspected at least once per day.

1. You must do your share of cleaning and general housekeeping each day
2. Your attention to sanitation and tidiness will help maintain a clean environment and make your stay as comfortable as possible.
3. You will not be permitted to be covered up until after 1900. All personal property items in your cell must be stored in your property box. You will be given one warning and then your mat, sheet, and blanket will be removed for the day until 1900 or 2300 (Supervisor's discretion).
4. All doors, beds, shelves, tables, floors, and bathrooms are expected to be cleaned daily and kept as clean as possible. Materials needed for this purpose will be supplied on a cleaning cart after breakfast trays. If your cell is not cleaned, you will not be permitted to have your television until it is cleaned.
5. No items (including paper, feminine hygiene products) will be placed in/on the doors, windows, walls, lights, vents, or bunks. Any items in the windows or on the doors will be seized as jail property.
6. DO NOT throw trash (paper, wrappers, cardboard, etc) on the floor or in the toilets. Toilet paper should be the only thing thrown in the toilets.
7. Writing or drawing on the walls or other surfaces is strictly forbidden.
8. Personal hygiene: You are required to maintain personal hygiene to ensure your body odor and breath is not offensive to others. All inmates must shower daily.

You will be given an intake pack during the booking process to get you through until to get to a GP (General Population). Once in general population, you will order hygiene products off of commissary unless you are deemed indigent. If this is the case you will receive an indigent pack.

9. Bed, Bedding, Linens, and Clothing: All will need to be maintained in a clean and sanitary condition; exchanged when needed (and availability of items requested), free from alteration, damage, or destruction. Laundry will be done once a week on scheduled nights for each cell.

10. Vestibule areas will be cleaned nightly and free from trash
11. Plumbing Facilities: All toilets, urinals, showers, and sinks will be maintained in a clean sanitary condition and used only for their intended purpose.
12. Spitting, urinating, and defecating in an area other than toilet facilities provided is strictly prohibited.
13. If a cell or bunk area is found to be non-compliant to cleaning standards and property not put away, a verbal warning will be issued first. If the problem is not corrected after the verbal warning, this could result in cell privileges being suspended and mat, sheet, and blankets being removed until 1900 or 2300 (Supervisor's discretion).

***Non-compliance of these rules can result in disciplinary action**

Dress Code

1. All Inmates at MCDC will be issued a jail uniform and shoes during the booking process.
2. White t-shirts (6), undergarments (6), and socks (6 pair) are permitted and may be purchased from commissary.
3. Uniforms must be on in a correct manner for headcounts, meal passes, medication pass, and anytime you come to the door for anything from jail staff. You are permitted to have a white t-shirt on and uniform bottoms while in your cell at any other time.
4. Any items (purchased from commissary) that have been altered from the original manner will be considered contraband and removed from your person or property.
5. If a uniform is found to have been altered, torn, or defaced from its original state you will be charged for that uniform.
6. No headbands / head coverings of any type are allowed and will be considered contraband and removed.

All inmates are to be clothed in full uniform when out of bed and out of your cell as well as during headcounts, meal pass and medication pass. All clothing purchased from commissary and property must fit in the tote you were provided.

Hair Cuts/Nail Clippers/Laundry Schedule

Haircuts will be offered the third week of each month. Haircuts will be done on the same schedule as laundry for that week. Nail clippers will be available during haircuts. Schedule is as follows but is subject to change with or without notice:

Monday - 149/151

Tuesday - 155/162

Wednesday - 169/146/183/188

Thursday - 165/167

Friday - 191/192/193/194

Saturday - Isolation Cells

Trustee Cells will be as needed

Razor Schedule

Razors will be passed out twice a week on days/nights to be determined. Days are subject to change at any time at the discretion of the jailer with or without notice.

All cells will have two hours to use the razors and then they will be picked up. If any razors are tampered with or you misuse the razor in any way, you will be restricted from having a razor while incarcerated in this facility and disciplinary actions may be implemented.

Mail

All mail will be scanned and available on the kiosk. Only mail that will be hand delivered will be legal mail and books (paperback only).

- All incoming mail should be addressed in the following manner
Inmate's Name, MCDC, P.O. Box 76550, Highland Heights, KY 41076
- There will be outgoing mail daily except weekends and holidays
- All incoming and outgoing mail is subject to search and screen for safety and security reasons.
- Privileged mail (correspondence with attorneys, government agencies, public officials, courts) will be opened and checked in the presence of the inmate.
- Mail from other correctional facilities will not be allowed
- Inmate to Inmate mail within this facility or any other facility is strictly prohibited. If a piece of mail is found to be addressed to a current inmate it will not be sent out.
- No nude pictures or pictures depicting sexual acts will be permitted

Headcounts / Cell Checks

Headcounts will be done at least six (6) times every twenty-four (24) hours to ensure that each inmate is safe and in a reasonable state of health. During the headcounts (other than the midnight headcount) you will stand in front of your bunk in complete jail uniform. During the 7 A.M. headcount, if you are on the top bunk, you are still required to have your uniform on but may sit up on your bunk. If the TV is on at this time, you will mute the TV until after headcount is complete. When your name is called you will verbally acknowledge that you are present. After the 7 A.M. headcount you are not to be covered up until 7 P.M. If you are caught covered up you will lose your mat, sheet, and blanket until 7 P.M. If you are caught letting someone use your mat, sheet, or blanket that has had theirs pulled, you will also lose yours.

Cell checks will be done periodically throughout the day and night between headcounts.

Cell Searches

Searches of your person, property or housing area will be made periodically to protect you and others from contraband and weapons throughout the facility. It is in your best interest to cooperate fully during these searches to avoid conflict and/or disciplinary actions.

Lockdowns/Removal from cells (Temporary)

At times, you will be asked to leave the cell and will be placed in other cells or rooms so that authorized staff can enter the cell. This may be done when conducting searches, inspections, maintenance, or when security or safety is involved. You will be kept in the other areas only as long as needed for staff/workers to complete whatever needs to be done. This is not done as a disciplinary measure. If for some reason a cell or cellblock can no longer be used without further repair, etc., you will be moved to another cell.

Physical Force and Restraints

The Jail Staff will not use physical force other than to protect themselves, to protect other persons, to prevent self-harm, to prevent destruction of property, to move a person in a reasonable manner to a particular area, in the event of an attempted escape, and only force necessary to prevent the escape. When the response to resistance is necessary, a written report will be required. If items, such as pepper spray, pepper ball weapon, TASER, etc, is used, the inmate involved will be charged for the force used. Charges are as follows and will be added to the inmate's jail bill: Pepper spray \$14, Taser \$25, Pepper ball weapon \$20, spit mask \$12.

Meals

Three scheduled meals, one of which shall be hot, will be served daily. All meals are prepared under the authorization of the Jailer and Food Service Director and approved by the Department of Corrections (DOC). Breakfast will be served between 5-6A.M., lunch will be between 11A.M.-12P.M., and dinner will be served between 5-6P.M. All inmates are required to have their full uniform on and complete headcount prior to receiving their tray. You will be required to get your own tray. Medical diets will only be authorized under the direction and authorization of medical personnel. Vegetarian meals are available upon request. You will be responsible for returning your trays and not having any damage to it. If your tray is returned damaged, you will be responsible for the cost of the tray (\$20). Some cells will have their trays served through the food flap. Times are subject to change at the discretion of the Jailer. Notice will be provided of any change to the time.

Commissary

Commissary will be provided to all inmates except those in isolation for disciplinary reasons. Once the order has been placed there will be no refunds. Commissary is delivered twice a week on Tuesdays and Fridays. Orders will need to be placed no later than 5A.M. on Mondays and Thursdays. Coffee is available daily (except weekends and holidays). Orders for coffee must be in no later than 8A.M. to receive the coffee for that day. E-cigarettes and Nicotine pouches are available Monday-Friday and must be ordered by 10A.M. (Must have a return e-cigarette and/or empty can after the first purchase to receive a new one). You may order Pasquales sandwiches on Monday and pizza on Thursdays. These orders must be in no later than 1P.M. on these days. You must have sufficient funds available to purchase items. A list of items is available in each cell on the kiosk. Isolation cells will need to request a paper copy to order. If an inmate has put money on other inmates' books to prevent paying toward any bill they may owe, commissary will be suspended for all inmates involved for at least a week.

Inmate Accounts

Money will only be accepted in money order form through the mail. Cash may be brought to the facility and placed on the kiosk in the lobby. If you have money on you at the time you are booked in our facility, it will be credited to your account. Money on your account may be used to purchase commissary and requested medical care fees. Any money remaining on your account at the time of release will be returned in the form of a check from the administrative office once all fees have been paid.

Recreation

Every Inmate will be offered recreation a minimum of three (3) times per week for a total of three (3) hours per week. You must have at least a white shirt and uniform bottoms on while in the rec yard. If you do not have a white shirt, you must keep your full uniform on. Horseplay, hollering, and misuse of items will result in immediate loss of privileges. If you are found to have violated rules of the jail you may not be allowed to use the recreation areas for a ten (10) day period. Rec after 3pm and on the weekends is up to the shift supervisor. Any items provide for you as recreational (such as cornhole boards, bags, balls, playing card, chess, checkers, dominos, etc.) will be monitored. If any of these items are found to be destroyed other than normal wear and tear you may be charged for those items. The following is a schedule for recreation but is subject to change with or without notice:

MONDAY

8:00-9:00 155
 9:00-10:00 169
 10:00-11:00 146
 1:00-2:00 165
 2:00-3:00 167
 3:00-4:00 192
 6:30-7:30 191
 7:30-8:30 193 & 194

THURSDAY

8:00-9:00 162
 9:00-10:00 149
 10:00-11:00 151
 1:00-2:00 155
 2:00-3:00 146
 3:00-4:00 192
 6:30-7:30 193 & 194
 7:30-8:30 191

TUESDAY

8:00-9:00 165
 9:00-10:00 167
 10:00-11:00 169
 1:00-2:00 162
 2:00-3:00 151
 7:30-8:30 117, 122 & 114
 8:30-9:30 183/188

FRIDAY

8:00-9:00 167
 9:00-10:00 165
 10:00-11:00 149
 1:00-2:00 169
 2:00 - 3:00 191
 6:30-7:30 193 & 194

WEDNESDAY

8:00-9:00 149
 9:00-10:00 151
 10:00-11:00 155
 1:00-2:00 162
 2:00-3:00 146
 3:00 - 4:00 192
 6:30-7:30 114, 122 & 117
 7:30-8:30 183/188

SATURDAY

6:30-7:30 114, 122 & 117
 7:30-8:30 183/188

Notary Service

A notary will be available upon request to notarize documents for inmates. A request must be made to the Chief Deputy and he/she will schedule a time. The only personnel authorized to notarize documents are office staff. A fee of \$20 may be charged to the inmate's jail bill for notary service. If you need copies of paperwork, there will be charge of .25 per copy to the inmate's jail bill.

Medical, Mental Health, and Dental Services

Medical staff is only in the facility from 7A.M. to 7 P.M. and only available for morning and evening med pass on holidays.

If there is a medical *emergency* notify staff immediately. Medical staff will respond and triage the medical need unless after 7P.M. and then a supervisor will respond.

All Inmates will have history and physical done within 5 days of being booked in.

All inmates will be permitted medical attention upon request. Inmates must submit a sick call via kiosk or paper form if you are in an isolation cell in order to be seen by medical. MCDC works with Southern Health Partners and will follow the recommendations of the medical professionals/contractors. **No inmate will be denied medical care due to his/her inability to pay.** County inmates will be financially responsible for 100% of all medical services such as off-site medical services and prescriptions. County and state inmates will be charged for in-house medical services as follows:

1. APRN/Doctor visits at the detention center - \$20
2. Nurse visit at the detention center – \$10
3. Co-payment for each prescription for all inmates – \$5

All state inmates will be subjected to a co-payment for medical services, including but not limited to, dental care, eye care, doctor's visits (within the jail and in the physician's office), laboratory test, emergency medical treatment and hospital stays. All inmates will follow the direction by jail staff for medical treatment.

Inmates must also be in jail issued uniform to receive any type of medical treatment unless it is deemed a life-threatening emergency. All medications will be dispensed under jail staff supervision with the medical professionals.

You will be required to open your mouth to verify you took your medication by medical staff as well as the jail staff member that is assisting. If you are caught "cheeking" (not taking or hiding) your meds, your meds will be discontinued. If the medication is a life-threatening medication, the decision may be made to crush the medication and give it to the inmate in this form.

If an inmate has a need for mental health services, policy and procedures will be followed and appropriate action will be taken to provide the necessary care for the inmate. Medical personnel will follow up with mental health services as needed.

If an inmate needs dental services, the inmate will be responsible for having someone prepay the dentist approved by Mason County Detention Center prior to an appointment being made.

Visitation

On-site visitation will take place with a kiosk via video visitation. To schedule a visit, go to www.inmatesales.com, all visits must be scheduled prior to using the kiosk in the lobby. All inmates receive up to two 15 minutes of on-site video visitations per week at no cost. All other video visits, which are off-site, must be scheduled and paid for by family through the www.inmatesales.com.

Programs

We are approved for the following programs at MCDC:

- Moral Recognition Therapy- MRT
- MRT Anger Management EB
- MRT Parenting EB
- MRT Staying Quit
- PORTAL New Direction LS
- SAP Male/Mentor EB
- SAMAT EB
- PSAP EB
- Adult Basic Education EB

Discipline

The Jailer or the Disciplinary Board Members will review all forms of discipline. Discipline will be fair, impartial, and administered in accordance with the Kentucky Jail Standards. Discipline will be administered where it is necessary to maintain compliance with the rules and regulations of this facility. Pages to follow will outline the categories of offenses and recommended punishment. These will be subject to change at the discretion of the Jailer. Inmates and staff will be notified in a timely manner.

Inmates may be segregated for the following reasons: Safety, security, order, control, and discipline.

Jail Staff reserve the right to remove all property from inmates that are housed in disciplinary cells. Any inmate in disciplinary units will only be allowed to purchase hygiene products from commissary. Phone privileges will be limited to one call per week at a designated time set by the Jailer. If an inmate is caught using someone else's phone time, their phone privileges will be

suspended for a period of time not less than one (1) week and not more than four (4) weeks. The time of the phone suspension will be at the discretion of the Jailer, Chief Deputy, or Internal Affairs. The minimum jail standards will apply to inmates housed in the disciplinary units

Grievances

Inmates who feel they have a grievance that needs to be addressed may file a grievance as follows:

- The inmate will verbally bring their issue to the attention of a deputy. The deputy will attempt to resolve the issue at the time.
- If the inmate is not satisfied with the deputy's response, or if the deputy does not know how to answer the issue, a Sergeant will then attempt to verbally resolve the problem.
- If the inmate is not satisfied with the response, they may electronically file a grievance.
- The Administrator will then review the Grievance.
- The grievance will be investigated and an answer returned.
- Anything deemed "Not a Grievance" will be disregarded.
- Filing Frivolous Grievances can result in disciplinary action.
- Appeals will be filed in response to the electronic grievance.
- Inmates must submit their grievances within 48 hours of when the issue occurred. Upon submission, the administrator will issue a response within five (5) days. Inmates then have 48 hours to file an appeal to the responses received. The administrator has ten (10) days to respond to the appeal.
- In the event that you do not receive a response to your grievance within ten (10) days, then your grievance has been deemed as a non-grievable offense.

Grievance Issues are as follows:

- Personal and Social Service Needs
- Kentucky Jail Standards Violations
- Jail Policy & Procedure Violations
- State and Federal Law Violations
- Personal Action by Staff or Inmates
- Staff Conflicts
- Health Care Concerns

The grievance process is the inmates' opportunity for due process.

Emergency Evacuation Plan and Procedure

1. Inmates should be aware that the threat of fire is always present. For their own safety and the safety of others in their cells, inmates should see that the threat of fire is held to a minimum!
2. Inmates should in no way, play with or start fires in their cells. There is no smoking in this facility. If an inmate is caught smoking the entire cell may be disciplined and the inmate may be charged with promoting contraband.
3. Staff personnel will hold regular fire drills on a quarterly basis.
4. During a fire drill the alarm will sound. Jail personnel have been assigned to go to jail cell areas immediately to check on the situation.
5. If an alarm sounds, unless otherwise notified, inmates should treat it as a real fire possibility. You will be expected to do the following things to ensure your safe evacuation from the building.
 - a. Stay calm. If you see fire before alarm sounds, notify jail personnel immediately
 - b. In the event of smoke, you should stay close to the floor and wait on jail personnel to evacuate you.
 - c. All inmates are expected to follow instructions from jail and fire personnel. Failure to do so may result in the loss of life.
 - d. You will be instructed where to go to upon leaving cell areas.
 - e. In the event of evacuation, inmates should not worry about retrieving personal items. Getting out of the building is the important aim of everyone.
 - f. It is important that you follow instructions from jail personnel, who are aware of the fire exit routes
 - g. Inmates should remain quiet and orderly at all times.

P.R.E.A

Prison Rape Elimination Act

The Prison Rape Elimination Act (PREA) was signed into federal law in September 2003. The main purposes of this act are to establish a **zero-tolerance standard** for rapes in prison-jails; make the prevention of prison rape a top priority; and to develop national standards for the detection, prevention, reduction and punishment of prison rape.

The term "rape" means the carnal knowledge, oral sodomy, sexual assault with and object or sexual fondling of a person, forcibly or against that person's will, where the victim is incapable of giving consent because of his/her youth or his/her temporary or permanent mental or physical incapacity; or the carnal knowledge, oral sodomy, sexual assault with and object or sexual fondling of a person achieved through the exploitation of fear or threat of physical violence or bodily injury.

This law is directed to all sexual acts relating to: inmate-to-inmate, inmate to staff and staff to inmate.

Staff Sexual Misconduct

Sexual acts or sexual contacts between any staff person and an offender, **even if the offender consents, initiates or pursues**, are always prohibited and always illegal.

Sexual misconduct is:

- Any sexual advance by staff members
- Requests for sexual favors by staff members
- Threats by staff for refusing sexual advances
- Verbal or physical conduct of a sexual nature toward an offender by staff members, contract staff or volunteers of the Department of Corrections
- Invasion of privacy beyond what is reasonably necessary for safety and security

KRS 510.120 (1C)

A person is guilty of sexual abuse in the second degree when:

Being an employee, contractor, vendor, or volunteer of the Department of Corrections, or a detention facility as defined in KRS 520.010, or of an entity under contract with either the department or a detention facility for the custody, supervision, evaluation, or treatment of offenders, he/she subjects an offender who is incarcerated, supervised, evaluated, or treated by the Department of Corrections, the detention facility, or the contracting entity, to sexual contact

Treatment Options for Assault Victims

Immediately report the assault to a staff member.

Medical attention will be given; **DO NOT** shower, clean yourself, brush your teeth or change clothes for medical and prosecution purposes.

Separation from the assaultive inmate during the investigation will occur

How inmates can protect themselves from becoming victims

- Stay away from isolated areas such as closets and isolate/unoccupied restrooms
- Stay within eyesight of the correctional staff member whenever possible
- Be aware of your body language; avoid conversations involving sexual topics, family relationships, sexual experiences, and financial status
- Don't get in debt. You may be expected to repay a debt with sex
- Avoid purchasing large amounts of canteen items or giving impression you have money available to you. You may be strong-armed or approached to pay for protection, etc.

- Know that victims are selected by stronger inmates seeking out those that appear weaker (either physically or mentally) and are frequently similar to domestic violence situations

Know that, as a victim, you are NOT at fault!

If YOU are a sexual predator and/or Assault someone

- Sexual assaults will be investigated and are subject to prosecution to outside courts and by the institutional adjustment process
- Your actions **will** have an impact on family, friends, and children, Visits for family and friends will be restricted
- You will be classified as a sexual offender and be required to complete the Sex Offender Treatment Program and register as a sex offender prior to release.
- Your release date and amount of good time eligibility will be affected, thus increasing your sentence/stay
- Such actions may warrant isolation from general population indefinitely.

Categories of Offense and Penalties

Category I (Minor Violations)

1. Faking illness or injury
2. Horseplay, teasing or verbally harassing another inmate
3. Talking through windows to persons on the interior of the jail
4. Failure to perform routine duties such as housekeeping, making of bed, cleaning of bathrooms etc.
5. Improper use of issued property (such as hanging bed sheets, towels, and blankets or any other items from the bunks that restrict the view of officers).
6. Possession of contraband such as money, extra linens, food utensils or hair clippers and anything not approved by the jailer
7. Possession of tobacco
8. Improper or unauthorized use of possession of equipment or materials
9. Littering
10. Unauthorized communication with other inmate to include gang signs and related gestures.
11. Dress code violations. Inmates will be fully dressed in uniform when outside of their cell, inside of the cell the inmate must be appropriately attired
12. Disruptive behavior
13. Charging another inmate for services
14. Interfering with officers in the performance of their duties
15. Improper or unauthorized use of a telephone
16. Illegal possession of any item or quantities not on an authorized property list
17. Failure to abide by any published institutional schedule or documented rule

18. Abusive or vulgar language to any member of staff, visitors or members of the public

Category 2 (Major Violations)

1. Interfering with an employee in the performance of his duty
2. Breaking or tampering with another inmate's property
3. Refusing or failing to obey an order
4. Refusing a drug screen
5. Refusing to comply with stand-up count
6. Violation of mail or visiting regulations
7. Refusing or failing to carry out work assignments
8. Involvement in the writing, circulating or signing of petitions
9. Failure to clean bed area or pass bed area inspections
10. Fighting physical action or force against another inmate where no injury occurred
11. Inflicting injury to self
12. Being in a restricted or unauthorized area
13. Unauthorized communication between inmates
14. Forgery
15. Lying to an employee
16. Unauthorized communication with any member of the public or staff
17. 2nd minor violation within 30 days of last violation
18. Participation in a three-way telephone call
19. Assault or physical actions or force resulting in injury to another inmate
20. Unauthorized use of drugs or intoxicants
21. Smuggling of contraband items into, out of or within the institution
22. Engaging in extortion or blackmail
23. Refusing or failing to comply with institutional count or lockup procedures
24. Nonviolent demonstration or inciting a nonviolent demonstration that could lead to a disruption of institutional operations
25. Negligent or deliberated destruction, altercation or defacing of state, personal, or community property of less the \$100 in value
26. Obtaining money, goods, privileges, or services under false pretenses

Category 3 (Major Violations)

1. Inappropriate sexual behavior or harassment
2. Gambling or possession of gambling paraphernalia
3. Stealing or possession of stolen personal, state or community property over \$100
4. Unauthorized transfer of money or property
5. Possession of tattoo or body piercing paraphernalia
6. Indecent exposure

7. Misuse of authorized or issued medication
8. Making threatening statements
9. Pursuing or developing a relationship that is unrelated to correctional activities with a non-inmate
10. Possession of drug paraphernalia
11. Stalking
12. Nonviolent demonstration or inciting a nonviolent demonstration that could lead to a disruption of jail operations
13. Grievance misuse

Category 4 (Major Violations)

1. Negligently or deliberately destroying, altering or defacing of county, personal community property valued at \$100 or more
2. Destroying or tampering with life safety equipment, locking or security devices
3. Eluding or resisting apprehension
4. Loan sharking, collecting or incurring debts
5. Bribery
6. Tampering with physical evidence or hindering an investigation
7. Using mail to obtain money, goods, or services by fraud
8. Displaying gang paraphernalia
9. Involvement with gang activity

Category 5 (Major Violations)

1. Inciting to or rioting
2. Escape
3. Deliberately or negligently causing a fire
4. Possession or promoting a dangerous contraband
5. Taking property by force or threat of force
6. Using an authorized object as a weapon or to facilitate escape
7. Creating or causing a health hazard
8. Enforcing or threatening gang activity
9. Inappropriate sexual behavior with another person
10. Tattooing or piercing self or others or allowing self to be tattooed or pierced
11. Unauthorized use of drugs or intoxicants after being convicted two (2) or more times

Category VII (Major Violation)

1. Assault or physical action against an employee or non-inmate
2. Assault or force resulting in the death or serious injury of another inmate
3. Sexual assault or sexual harassment
4. Assault or physical action resulting in the death or injury of an employee or non-inmate
5. Hostage taking

All penalties and disciplinary actions for violations will be decided by the supervisor on duty, Disciplinary Board and/or Internal Affairs

Dismissed lawsuit

1. An inmate who has filed a civil action that results in dismissal by a court based upon a finding that the action is malicious or harassing or that it is without merit or factually frivolous shall be charged with violation, which shall be a major offense, and issued a disciplinary report.
2. All other provisions of this policy shall apply to any such charges

Inchoate Offenses

1. A person may be found guilty of an offense listed in this policy if he/she:
 - a. Attempts to commit the offense
 - b. Solicits another or other to commit the offense
 - c. Conspires with another or others to commit the offense
 - d. Aids the action of another or others in committing the offense

Penalties

1. Reprimand and warning
2. Restrictions of privileges not to exceed six (6) months, excluding exercise periods. This shall not exclude restrictions from use of recreational facilities on the institution.
3. Extra duty assignment for a specific period of time not to exceed forty (40) hours
4. Restitution
 - Any member of the jail staff may order restitution in cases of:
 - a. Destruction, injury, improper use, removal of theft or property of the state, employees, visitors, or other inmates
 - b. Self-inflections of injury or taking illness or injury
 - c. Infliction of injury to others
 - d. Obtaining money, goods, privileges or services under false pretenses
 - e. Reimbursement of laboratory fees for drug testing
5. Disciplinary Write up to the Department of Corrections
6. Loss of privileged housing or meritorious living conditions
7. Assignment to disciplinary segregation for a maximum of fifteen (15) days, each offense
8. Permanently housed in segregation units.

Disciplinary Segregation

1. The Jailer or his/her designee reserve the right to reduce disciplinary segregation time in an emergency situation of cell space is needed
2. The Jailer or his/her designee reserve the right to increase disciplinary segregation based on the offense and/or the number of thereof in efforts to maintain the safety and security of the facility and inmate

Suspension of Sentence

- A sentence or any part of a sentence may be suspended for a period of up to six (6) months

THE POLICIES, PROCEDURE, AND RULES WITH THIS FOREGOING HANDBOOK MAY BE ALTERED OR DELETED WITH OR WITHOUT NOTICE, AT ANYTIME AT THE DISCRETION OF THE JAILER.