

LEON COUNTY SHERIFF'S OFFICE



Leon County Jail

535 Appleyard Drive
Tallahassee, Florida 32304

Inmate Handbook

*Rules, Regulations and
General Information*



Revised: May 2010



INMATE HANDBOOK

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PHILOSOPHY AND GOALS

The administration and management of the Leon County Jail is based on the belief that security, safety and welfare of inmates is essential. Your safety, welfare and value as an individual are genuine concerns of the staff. For this reason, it is hoped that you will understand the necessity for security requirements, inmate rules and regulations and regimentation. We hope to promote a spirit of understanding, mutual respect and cooperation.

It is the goal of the Leon County Jail to operate in compliance with all applicable statutes, standards, policies and procedures prescribed by the State of Florida, Florida Model Jail Standards, Jail Standard Operating Procedures and Leon County Sheriff's Office General Orders.

The purpose of this handbook is to make available to you, the rules and regulations you shall be held accountable for, to establish and define provisions to meet your needs and to ensure your safety and welfare while here.

FORWARD

Please read this handbook carefully. It explains what you can expect during your stay here and how you may receive assistance. You are responsible for knowing what is in this handbook and for following the rules and regulations outlined herein.

Our aim is to treat you the same way we would want to be treated if we were in your place. We would like you to keep a positive attitude and cooperate with our staff.

Being in a jail is inconvenient and regimented. Being in jail means you must do things by the routine set up for its operation. The Leon County Jail is governed by Federal and State laws and your behavior must be lawful while you are here. Violations of facility rules may result in disciplinary action and or criminal charges in some cases. If you commit a crime while you are here, you will be prosecuted.

You must remember you are not the only person in this facility. There are a thousand or more other persons incarcerated here who the Sheriff's Office is also responsible for. The Leon County Jail's staff is well trained and organized professionals, but we cannot treat each inmate as if he or she were the only one here. With your cooperation, our facility will operate more efficiently, which will result in our job being made easier and we will have more time to spend helping those with problems.

This handbook is easy to read however, if you have trouble understanding it or reading it, ask a staff member for assistance. Most questions about the day to day expectations while incarcerated here will be answered in the handbook. If you cannot find the answer, ask a staff member, as we are here to help.

CANTEEN

You will not be permitted to keep in your possession any money, checks, money orders, or any other legal tender. Your money will be receipted and deposited into an account for you upon entry into the jail. This money can be used for purchase of commissary items.

1. Your Pod Officer has Canteen Order Forms at the station. You will need to fill out the form and select the items you wish to purchase and turn it in to your officer prior to lock-down.
2. Canteen will be delivered to the Pods on Wednesdays and Fridays. For canteen to be delivered on Friday you need to have turned it in on Tuesday night. For a Wednesday delivery you must fill out an order on Sunday night.
3. Your family or friends can deposit money in your canteen account 24 hours a day via the Keefe Commissary Kiosk Cybersuite System (www.cybersuitehome.com) using your name or jail inmate SPN number. The Keefe Commissary Kiosk Cybersuite System will allow money deposits by several methods:
 - Internet access to a secure payment website (www.cybersuitehome.com) utilizing VISA, MasterCard, Debit or credit care payments.
 - Toll free telephone payments (1-866-345-1884) utilizing VISA, MasterCard, Debit or credit care payments.
 - Secure Kiosk located inside the Jail Lobby utilizing **Cash**, VISA, MasterCard, Debit or credit care payments.
 - If your family or friends have any problems or questions they can contact Keefe Commissary Network at 1-866-345-1884 toll free.
4. Only once you may release money (up to 50% of your account balance) to your family, friends or bondsman through your case manager. Your case manager has the form.
5. You will be allowed to order up to \$30.00 for hygiene and snack items. Your canteen order can be higher than \$30.00 only, if your order includes underwear and shoes. However, if your balance is low, and you are not sure you have enough to cover all you would like to order, you need to indicate on the order form which items are priority.
6. You are not considered indigent if your balance is 44 cents or less. (If you are truly indigent and not expecting any more money to come in, go ahead and order a stamped envelope,(*nothing else*), and it will bring your balance low enough to receive the indigent kit in the future. Indigent inmates receive indigent kits every 14 days.

7. If an inmate has a prior balance when he/she comes in 40 percent of all money and money orders will be deducted for food and jail fees. The remaining 60 percent will be deposited in the inmate's account. (If an inmate receives a \$20.00 money order 40 percent or \$8.00 will be taken out for food and jail fees and 60 percent the remaining \$12.00 will be deposited in inmate's account.)
8. If you have funds available in your canteen account at the time of your release, all back jail fees owed will be deducted at that time and the remaining funds will be issued via check.
9. **You may not deposit money in another inmate's account. This constitutes an attempt to defraud and you may be prosecuted.**

CHAPLAINCY PROGRAM

This guide is to assist the inmates and jail staff alike in becoming familiar with the Chaplaincy Program, rules, and services, at the Leon County Jail. Although the guide does not address every situation, it will cover the most frequently asked questions and requests concerning the facility policy on religious matters. Questions not covered in this guide should be submitted in writing on a "Note from Prisoner" Form and forwarded to the Chaplain.

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CHAPLAINCY PROGRAM GUIDE

1. CHAPLAIN:

The Chaplain plans, implements, and directs the facilities religious programs, and is available to counsel, and offer guidance to officers and inmates in social, personal, and spiritual matters. All counseling is confidential.

Inmates desiring a meeting with the Chaplain should make their request in writing on the inmate request form. These one on one counseling sessions are for the more serious problems. Less serious issues and questions can be handled with the "Note from Prisoner Forms" in a timely manner. Except in an emergency, counseling will be done on Tuesdays or Thursdays.

2. GENERAL

- A. **RELIGIOUS SERVICES:** Scheduled services are held on each Sunday and Tuesday evenings from approximately 7:15 p.m. to 8:15 p.m. in the pods. These services are conducted by local pastors, religious leaders and qualified lay workers under the Chaplains supervision, and normally reflect a variety of religious denominations. Some religions are not as evangelical as others and do not come to minister as much.

Preachers are instructed not to get so loud as to disturb those who are not participating. Officers can turn the volume down on the TV so both groups can hear.

Small groups can gather around one of the tables, while larger groups may use one of the **TV areas, the recreational area, or counseling room**. Each individual is responsible for returning his/her chair to the pod at the end of each service when the recreation or council room is used. **In the absence of the Chaplain, or volunteer leader, these areas may be used by inmates desiring to hold their own religious studies or prayer sessions to the extent they do not become unruly or conflict with normal Pod operation.** Each religious group should be considerate of the other and not keep the room for too long at a time.

Muslims are required to pray at designated times during the day and those desiring to meet for the early morning prayer will need to come out at the 6:00 a.m. call if they desire group prayer in the counsel room. A chart showing the designated times of prayer is furnished at the Pod Officer station or by request to the Chaplain.

Prayer rugs are permitted, however must be kept in the inmate's room and can only be brought out into the Pod while traveling directly to and from the counsel room for group prayer. Maximum size of prayer rugs is 24"x36"

- B. RELIGIOUS MATERIALS:** Inmates are limited to six (6) books. The Chaplaincy does not have a budget and the County does not furnish religious materials. We only have what materials that are donated to pass out. The Chaplaincy stocks and passes out on request, religious material as it is donated by religious groups and individuals. Therefore, from time to time some material may be temporarily unavailable until new donations are received.

BIBLES, KORANS, & TORAHS: Bibles (when in stock) can be acquired from an outside Ministry by completing a Bible Correspondence Course, if a Bible has not been previously received during the current incarceration. Korans and Torahs are available when donated to the Chaplaincy by outside Ministries and in stock. These books can also be sent in from the outside by mail or delivered to the lobby counter. Books must be soft cover. **Remember, we depend on donations and can only pass out what we have at the time request is made. These books can also be sent in from the outside by mail or delivered to the lobby counter. Books must be soft cover.** Inmates should fill out the "Note from Prisoner From" to receive one of the above, or a personal book from their property. **Remember, only the books mentioned above will be received at the lobby counter. All other religious material must be approved and mailed in. Unauthorized materials will be returned to sender.**

- C. RELIGIOUS BOOKS & STUDIES:** All books and studies received as stock must be "soft cover" and approved religious material. Individuals can receive approved religious materials through the mail from a bookstore,

or and organized jail or prison ministry. The Chaplain must approve all incoming religious material.

Acceptable materials are: Bibles, Torahs, & Korans as described in C above, study courses, and acceptable religious books (soft cover). No material may contain staples. Novels are not accepted, and magazines are only accepted when mailed direct from the publisher. Materials that are considered inflammatory will not be allowed.

A reasonable collection of books and studies is allowed, however, excess materials create a fire hazard. **Therefore, inmates are limited to six (6) religious books each.** This is in addition to Bible study courses, pamphlets, or library books.

BIBLE CORRESPONDENCE COURSES: The Chaplaincy presently offers three correspondence courses furnished by outside ministries that are very popular with the inmate population. The Chaplaincy distributes these studies, and issues the certificates on successful completion of the courses. Should the inmate leave the facility before completion of a course arrangements can usually be made to finish the course in progress. These courses are extremely beneficial in learning the Bible and promoting spiritual growth in the individual and we encourage inmates to participate.

Other religious course for Buddhist, Muslim, Jewish and other religious groups promoting their particular belief and practices will be available and distributed on request as they are donated and available.

- D. **RELIGIOUS DIETS:** The Leon County Jail Food Services does not serve pork products. There are two basic diets available: regular tray and vegan tray. Request can be made directly to the Case Management Unit for either of these, however a change is considered permanent.
- E. **FUNERALS:** In the event an inmate experiences a death in the family the Chaplain will be available for counseling and ministering in this time of need. If the Chaplain is not in the facility, his designee, or an officer will notify the inmate and assist until the Chaplain returns. **To get released for the funeral an order must come from a Judge.** This request should be handled by the inmate's defense attorney if possible. Most Judges require that the death be in the immediate family (father, mother, sister or brother), and the funeral be in the State of Florida for ROR. However, each case is different, and the types of charges, sentence time remaining, etc. are factors.
- F. **SPECIAL PROGRAMS:** From time to time during the year there will be special events such as Christmas programs, guest preachers, video programs, advanced religious study programs etc. for the inmates.
- G. **SPECIAL VISITS:** Inmates may receive visits from their pastors, priest or religious leader. The inmate should call or write such individual and arrange a visit if desired.

- H. **SPECIAL CALLS:** The Chaplain does not grant phone calls outside the Pod except in an emergency.

CLOTHING/LINEN/SUPPLIES

1. You will be completely dressed in jail issued clothing anytime you step out of your room, or out of the shower. There will be no lounging around in undergarments and no wrapping a towel around you as you leave the shower to walk to your room.
2. Issued uniforms and linens will be exchanged twice a week. This means a total exchange of all clothing and linens (no exceptions)! You will not use the commercial washer and dryer in the Pod to wash your uniforms or linens unless directed to do so by a supervisor.
3. On your date of arrest while being booked in, you were issued two pair of underwear. You can purchase additional underwear from the canteen if you need more than two pair. You are allowed to have up to five (5) pairs underwear, five (5) white tee-shirts, and five (5) pairs of white socks.
4. Commercial washers and dryers are provided in each Pod to wash your personal undergarments. Your Pod Officer will insure that only full loads are washed at a time, and may have you wash your garments in with someone else.

CLOTHING, LINEN AND SUPPLIES SCHEDULE:

Monday: Cleaning supplies, laundry detergent, food handling gloves, latex gloves, toilet paper, plastic forks/spoons and trash bags. Female hygiene items will be issued to the female pods.

Tuesday: Uniform exchange.

Wednesday: Linen exchange.

Thursday: Personal items issued to the inmate: Toilet paper, toothbrushes, toothpaste, soap, shampoo and combs. Deodorant will only be issued on the first Thursday of the month. These items are stored in the trustee pods and are issued as needed by the pod officer.

Friday: Uniform exchange.

Blankets, towels, wash cloths, and shower shoes will be exchanged when requested by the inmate.

COURT APPEARANCES

First Appearance:

You will appear before a judge within 24 hours of arrest. You will be advised of your legal rights, informed of the charge(s) against you, have a bond set if your charge is bondable, and have a public defender appointed if you can not afford an attorney. Any future appearance will be set by the courts.

Violation of Probation:

If you have been arrested for violation of probation on a misdemeanor charge, you will go to court the next working day (Monday through Friday) after your arrest. If you are charged with violation of probation on a felony charge your court appearance will be two working days after the date of your arrest.

When you go to court you are to carry **nothing** with you other than the legal materials that are pertinent to that court hearing.

INMATE FURLOUGHS

1. Eligible inmates may be permitted escorted or unescorted furloughs into the community for the purpose of attending a funeral or attend to a family crisis. All such furloughs must be approved by court order.
2. An inmate may go through his/her Public Defender or Attorney to petition the court to approve funeral furlough in the event of the death of immediate family (mother, father, foster parent, brother, sister).
3. Approved furloughs require a member of the court to notify the Jail by fax, computer entry, or a hand-delivered order.

Unescorted Furloughs:

Court ordered the inmate is released on his/her own recognizance for the period of time stated on the order.

Escorted Furloughs:

Court ordered and requires the inmate to pay the cost of transportation and supervision by the Sheriff's Office prior to the furlough. Inmates approved for escorted furloughs shall be handcuffed and shackled while out of the secure confines of the Jail.

LIBRARY/LEISURE READING MATERIALS

1. Books are distributed to each Pod (except for confinement Pods) twice a month.
2. New books are brought in and exchanged for Old books. Please ensure all books that you have read, are placed back in the book box for exchange.

3. If family or friends wish to donate books to the Jail, please inform them to take the books to the Leon County Public Library and let the Library Staff know they are a donation to the Leon County Jail. We are unable to accept books here directly for you.
4. Books are brought here from the Leon County Public Library.
5. Newspapers will be distributed daily. **Do not take newspapers into your room.** Newspapers found in rooms will be considered contraband and seized.

LAW LIBRARY

1. It is the policy of the Leon County Sheriff's Office to provide inmates who are not represented by legal counsel access to legal materials to aid in their defense. This is accomplished through the paralegal who is assigned to the Jail. Inmates who are represented by legal counsel shall be provided this access through their attorney. The following criteria shall be utilized by the paralegal to determine which requests will receive a response:
 - < Only inmates who are pro se will receive requested legal material.
 - < If the requestor is pro se, then only materials pertinent to their specific criminal charges relevant to their current incarceration.
 - < Requests for legal research and/or opinions will be denied.
2. Pro se inmates may request legal materials using the Inmate Legal Material Request Form. The Paralegal will utilize Westlaw Online Services for inmate legal material requests.
3. A reasonable amount of legal material copies will be provided at no cost to the inmate (not to exceed fifty (50) copies per week).
4. Inmates will not be supplied Power of Attorney Forms, General Motion Forms, or legal advice by the Law Library. A Power of Attorney Form can be requested through the inmate's assigned Case Manager, using the regular inmate request form.
5. Information provided by the Paralegal will not be reissued a second time to the same inmate.
6. All requests shall be legible and shall include the Inmate's name, SPN #, date, and specific legal materials needed.
7. All legal materials and requested copies will be provided back to the inmate in a reasonable amount of time as defined by the Leon County Sheriff's Office.

INMATE LEGAL MATERIAL REQUEST FORM

Name: _____ SPN # _____ Pod: _____
(Please Print)

Instructions: List below the area (s) of information to be requested. The request must be specific, listing the exact statute, cite, ruling or issue.

The Law Library does not issue motions or calculate your sentence. The requested legal material is designed to provide information in regards to the subject covered. If legal advice or other expert assistance is required, the service of a competent professional person should be sought.

Reference material available: Florida Cases, Florida Statutes, Florida Statutes Annotated, Florida Jurisprudence 2nd, American Jurisprudence, Florida Law Weekly, Florida Court Rules, Federal Reporter, Federal Supplement, U.S. Code Annotated, Supreme Court Reporter, Keycite Federal and Florida Cases.

I request information on the following item(s) **YOU MUST BE SPECIFIC**

All information must be filled out correctly and in full or your request will not be honored.

A reasonable amount of copies will be provided (not to exceed 50 copies per week).

DO NOT WRITE IN THIS BOX / PARALEGAL USE ONLY

Date Received: _____ Date Filled: _____ Number of Copies: _____

Inmate refused to accept Legal Material / Comments: _____

Paralegal's Signature: _____ Date: _____

Inmate's Signature: _____ Date: _____

Inmate Signature: _____ Date: _____

White - Inmate File

Yellow - Law Library

Pink - Inmate

LIFE SAFETY

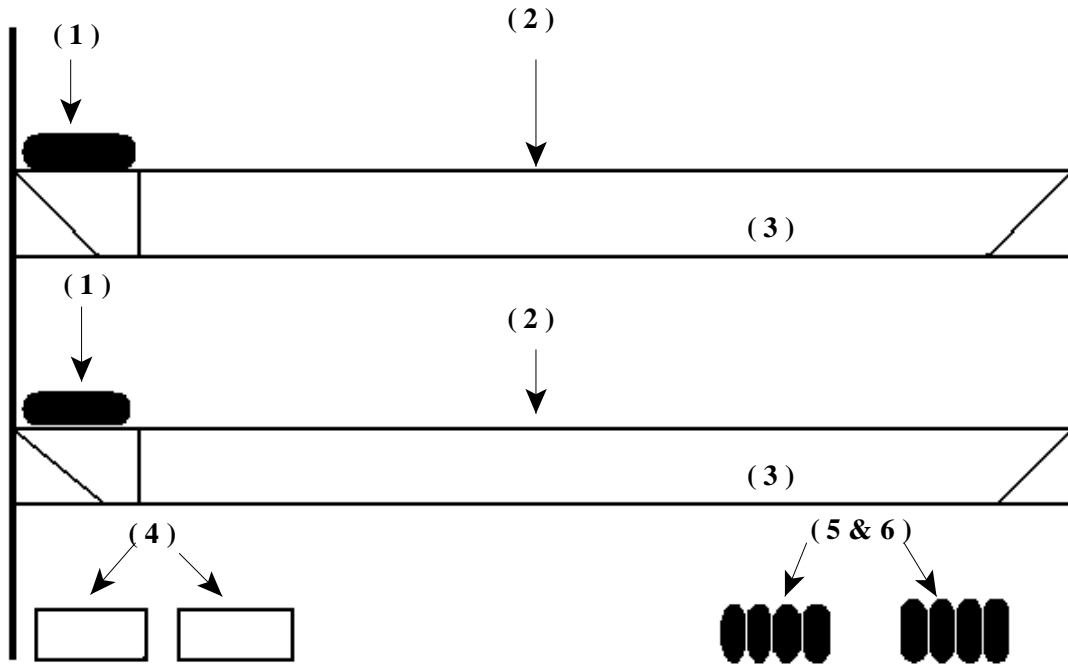
1. The Jail has established plans in place should we have an emergency situation or natural disaster. Our goal is life safety for staff, inmates and visitors while maintaining the integrity and security of the facility. **WE EXPECT YOUR COMPLETE COOPERATION WHEN DIRECTIONS ARE GIVEN DURING AN EMERGENCY SITUATION.**
2. In the event of fire evacuation, exit floor plans are posted throughout the facility, alarms will be sounded, announcements being over the public address system and Officers will be giving directions for you to follow. **FOLLOW ALL DIRECTIONS GIVEN.**
3. Safety devices are installed throughout the facility. Do not tamper with these devices in any way. Tampering with such devices (i.e. fire extinguishers, smoke alarms) is a criminal offense and violations will be prosecuted to the fullest extent of the law.

LIVING AREA

1. You are responsible for cleaning and maintaining your own room.
2. Your bed will be made at all times when you are not lying in it.
3. Shoes will be set or placed in a neat fashion, toes pointed outward, under your bunk when not being worn.
4. Your personal property shall be neatly stored away in the provided storage containers.
5. Your Pod Officer will assign Pod cleaning duties in addition to the cleanliness of your room. These duties will be in a fair and impartial manner, and you will be expected to take your turn at these assigned tasks.
6. Pod Officers will perform systematic room searches unannounced. You must be present. Each time you leave the Pod Living Area and return, you will be searched. (Your cooperation is expected.) Searches are conducted to keep down contraband and are done to maintain a safe and secure living area. **All found contraband will be seized.**
7. Room inspections can be conducted at any time. You do not have to be present for an Officer to conduct a visual inspection to see if you are maintaining a clean room.

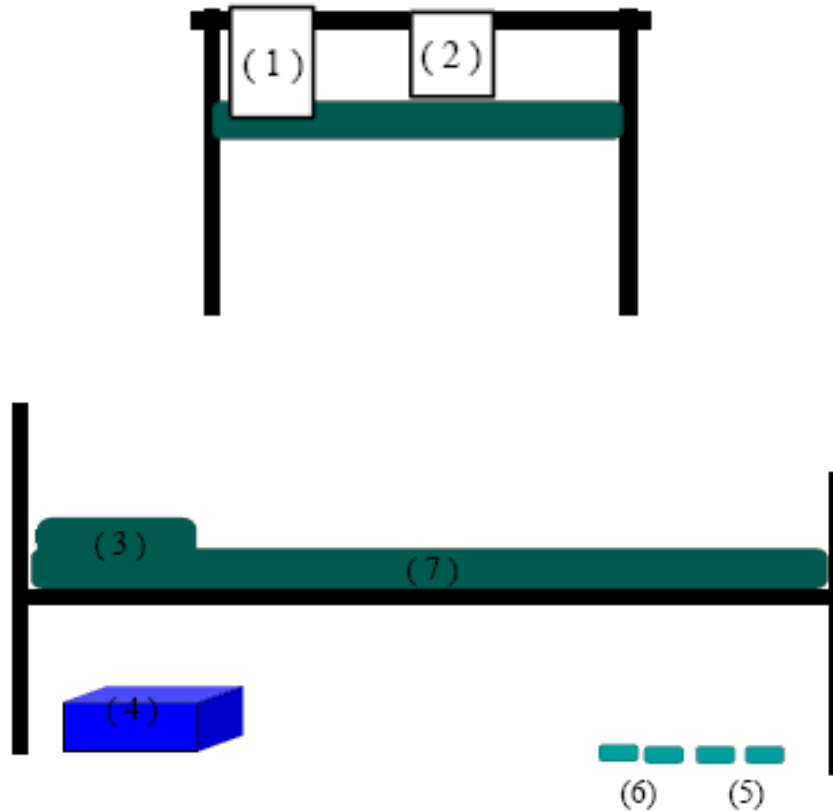
Leon County Sheriff's Office Display Form

This is the setup for all Pods Bunk beds, double bunks on the wall or single beds.



1. Place the pillow (if available) on top of the blanket.
2. Place the blanket on top of the sheet(s) and make it up neatly.
3. The bed is to be made up with two (2) sheets and one (1) blanket tucked in around the mattress.
4. Blue containers placed underneath the head of the bunk, next to the wall.
5. Shower shoes will be placed side by side neatly.
6. Tennis shoes will be placed side by side neatly.
7. ALL SINKS ARE TO BE KEPT CLEAN AT ALL TIMES.

Diagram of how your bed should be made:



1. Towel placed on end of bunk, folded in half.
2. Wash cloth
3. Pillow placed under the blanket.
4. Blue container placed underneath the head of the bunk, next to the wall.
5. Shower shoes
6. Tennis shoes
7. Bed made with two (2) sheets and one (1) blanket. The blanket is the top cover of the bed and should be neatly made up. (Note: the blanket covers all other items on the bed)

If you do not understand any rules, see the Pod Officer for assistance.

NOTICE OF CLASSIFICATION ASSESSMENT

All inmates admitted to (housed in) the Leon County Jail shall be subject to a formal classification process which shall determine classification criteria as to housing, programming and privileges. **Rules violations may affect the status of housing assignments, programs attendance and privileges.**

Classification Custody Levels

1. **CLOSE CUSTODY:** (high security) You have met one or more of the following criteria:

- A. prior felony convictions
- B. active violence
- C. serious charges
- D. escape potential
- E. behavior in custody
- F. history of violence

This level of custody requires additional security during movement and administrative housing. Restrictions of programs and privileges may be required in order to maintain facility safety and security.

2. **PROTECTIVE CUSTODY:** You have met one or more of the following criteria:

- A. serious felony charges
- B. disregard for facility rules or others
- C. issues involving the inmate's personal safety or the safety of others
- D. medical conditions

This level of custody may require administrative housing and/or some restriction in programming and privileges to ensure your personal safety, the safety of others and the security of the facility.

3. **MEDIUM CUSTODY:** You may have serious charges however, your adjustment to incarceration and behavior are not an issue

General population housing and normal programming and privileges.

4. **MINIMUM CUSTODY:** You have less serious charges (property crimes and/or misdemeanors) and your adjustment to incarceration and behavior are not an issue

General population or less restrictive housing, work details including outside assignments (county sentenced inmates ONLY) and normal programming and privileges.

MAIL

1. Personal mail will be distributed Monday through Friday afternoon. The Pod Officer will conduct mail call in an orderly fashion. There is no need to gather up around the officer's station. You will be called individually to come receive your mail.
2. Inmates are encouraged to maintain general correspondence between themselves and their families and friends. However, correspondence between individuals incarcerated at the Leon County Jail is prohibited. Correspondence between individuals incarcerated at other jails or prisons must be authorized by the facilities where the inmates are incarcerated.
3. Your incoming mail will be monitored to make sure it contains no plans for escape, security violations, or conspiracy to introduce contraband. It is also inspected to intercept cash, checks, money orders, or physical contraband.
4. Your outgoing mail will not be interfered with except to inspect it to determine if there are threats of physical harm, criminal activity, blackmail or extortion, escape plans, secret codes or letters which if communicated would create a clear and present danger of violence and physical harm to a human being.
5. If a correspondence is denied, the inmate will be provided written reasons as to why.
6. Privileged mail, including mail from attorneys, courts and public officials shall not be opened for inspection unless there is a reasonable suspicion of a prohibited act as outlined in #4 above.
 - a. Incoming privileged mail shall be opened and inspected only in the presence of the inmate who will be required to sign for the privileged mail.
 - b. Outgoing privileged mail will not be opened, but may be held up to 72 hours pending verification that it is properly addressed and in fact "privileged mail".
7. Indigent inmates will be supplied with writing materials and postage to correspond with attorneys and court and with their immediate family at reasonable intervals. **If you are indigent and need this service, you must fill out a canteen slip on Tuesday night and write "Indigent Kit" on the top of the slip. Inmates will be charged \$1.54 per indigent kit. Indigent Kits contain two stamped envelopes and one pencil which will be delivered every 14 days.** You will not automatically receive an Indigent Kit. You must fill out canteen slip requesting this service.
8. All outgoing mail must be turned in to the Pod Officer prior to evening lock down. Mail written after lock down will remain with the inmate until the next day.

The official mailing address for inmate correspondence is:

**Leon County Jail
P.O. Box 2278
Tallahassee, Florida 32302**

PUBLICATIONS

Inmates are allowed to access publications under the following guidelines:

1. The Jail Administrator and/or designee will approve publications for inmates only if the publications are sent directly from the publisher or vendor such as a retail bookseller. A publication is defined as books, magazines, and newspapers.
2. When a publication has been approved, the publications will be logged into the inmate's property inventory. A property receipt will be generated and signed by the inmate receiving the publication. A copy of the signed property receipt will be given to the inmate and one placed in the inmate's case management folder.
3. The Jail Administrator and/or designee will disapprove a publication if it is deemed an immediate and tangible threat to the security or good order of the jail.
4. There will be no limit on the volume of publications nor whom is allowed to order and prepay for a publications for an inmate incarcerated in the jail, except when it is determined that these items constitute a threat to the security, good order or discipline of the jail.
5. Inmates will not be allowed to receive any "sexually oriented material" or "pictorial representations of nudity".
6. Publications will be disapproved if the material:
 - A. is typical of a security threat, group/gang (i.e. drawings, signs, symbols, codes, literature, documents, etc.)
 - B. contains instructions for the manufacturing of explosives, weapons, drugs, drug paraphernalia, alcoholic beverages, escapes paraphernalia, or to affect and/or facilitate an escape
 - C. advocates violence within the jail
 - D. is of a type that has demonstrably caused violence or other serious disruption of jail security or good order within the jail or similar facilities.
 - E. advocates racial hatred, or hatred toward any individuals, organization, religion or nation in such a way as to create a serious danger of violence in the jail, or by its nature or content, poses a threat to the security, good order, or discipline of the jail and/or facilitates criminal activity.
7. The Leon County Jail will not authorize inmates to order publications that the publisher will bill the inmate for later (COD), or receive publications on a trial basis. All publications shall be prepaid prior to delivery from the publisher.
8. Inmates written requests forwarded to canteen to authorize payments for publications will not be approved.

9. All publications shall be paperback binding only, without staples. No exceptions.
10. Review of all publications will be done on an individualized basis. When a publication has been disapproved, the canteen supervisor will advise the inmate in writing of the disapproval. The inmate may appeal the decision through the established inmate grievance system.
11. All religious publications shall be approved/disapproved by Chaplain Services.
12. Publications disapproved for forwarding to inmates may be placed in the inmate's property.
13. Inspection of incoming publications;
 - A. Incoming publications shall be inspected for content and contraband.
 - B. All packing and original wrapping will be discarded.

MEALS

Inmates will be provided with three substantial, wholesome, and nutritious meals daily, with at least one being a hot meal.

1. Meal times are (approximately) 04:30 a.m., 10:30 a.m. and 5:30 p.m. daily.
2. A \$2.40 per food fee will be automatically deducted from your canteen account daily to help defray some of the food expense.
3. Indigent inmates are allowed to eat the same food in the same amount as paying inmates. A daily accumulated fee is charged against their canteen account and will be deducted should they have any money deposited in their account. **All inmates will receive a food tray at each meal time regardless of whether they are able to pay for the food or not.**
4. If you should be released from jail while still owing food fees, the unpaid balance remains on record for period of 3 years. These food fees will be taken from your canteen account upon any subsequent arrest. If you should be found not guilty on all charges and wish to be reimbursed for your meals, a disposition from the Clerk of the Court will be required from you prior to any reimbursement. Requests for reimbursement must be submitted through the Leon County Attorney's Office (487-1008)
5. All meals will be eaten in the day room at the provided tables and chairs.
6. All television programs, telephone calls, and recreation with the exception of visitation will cease during meal time. If you happen to be visiting when meals are served, come downstairs, receive your tray, and carry it back up to the visitation area with you.

7. Food may not be withheld, nor the standard menu varied, as a disciplinary sanction. Extra food will not be given as a reward for good behavior or work performed by an individual inmate.
8. Upon completion of each meal, you will immediately scrape all remaining food and trash into the garbage receptacle and stack your tray (both pieces) on the pantry counter.
9. After scraping your tray, you are to report to your room immediately, unless you are assigned after meal clean-up duty.

SPECIAL DIETS

1. Modified diets shall be prepared for inmates when ordered by a physician. Some of these special diets include but are not limited to; (diabetic diets, low-calorie diets, high calorie diets, high protein diets, additional nutrients for pregnant female inmates, vegetarian diets, and etc.) **If you have need for a modified diet, you must address your needs in writing to Prison Health Services Medical. Your request must be written using PHS medical forms located in your pod.**
2. **Leon County Jail Food Services does not serve pork products.** There are two basic diets available: **regular tray** and **vegan tray**. Request can be made directly to the Case Management Unit for either of these, however a change is considered permanent.
3. Special management (loaf) meals meeting the minimum daily nutrition requirement and as approved by a physician or qualified medical staff may be substituted for regular meals in an event an inmate throws food, beverage, food utensils, food trays, or any substance including human body waste with food utensils or a food tray.

MEDICAL

Medical, dental and mental health services are provided as needed. To request these services, you must submit a **“Sick Call Request”** using Prison Health Services forms located in your Pod. You received written sick call procedures at the time of medical screening shortly after being booked into this facility. Your Pod Officer will assist you if you no longer have the instructions. Fees for medical services are as follows:

Nurse sick call..... \$10.00

Your account will be charged the \$10.00 fee at the time the form is turned into medical. You may be seen by the nurse up to three times for the same request before being referred to the Doctor, Physician Assistant (PA) or Nurse Practitioner (ARNP).

Doctor/Psychiatrist/PA/ARNP.....	\$5.00 (per visit)
Mental Health/Social Worker.....	\$5.00 (per visit)
Dental visits.....	\$5.00 (per visit)
Prescriptions.....	\$5.00 (per prescription)
X-rays.....	\$5.00 (per x-ray)

Co-payments will be waived for any diagnostic testing when deemed medically necessary by the Doctor/Dentist for chronic care.

NO INMATE WILL BE REFUSED MEDICAL SERVICES DUE TO INABILITY TO PAY!

Emergency medical services are provided when there is a life threatening illness or injury. The Pod Officer will call for emergency medical services if this should occur.

A physical assessment and limited exam will be conducted within fourteen (14) days of your first day of incarceration at no cost to the inmate. This assessment/exam includes testing for infectious and communicable diseases. If you refuse this exam, you cannot receive trustee status.

HIV testing is available upon request by the Leon County Department of Health. Submit requests via PHS Sick Call Forms.

Inmates found “cheeking” or “hoarding” prescribed medication will result in disciplinary action for contraband.

Over the counter medications such as Tylenol, antacid, medicated soaps and shampoos may be purchased from the Jail Canteen.

Should Medical Authority determine you should receive a special diet, it will be ordered for you based on sound medical findings. Diet requests related to personal preference will not be considered. Religious diets may be requested through the Jail Chaplain. A vegetarian diet is a personal choice, not a medical or health issue. You may request a vegetarian diet through your Case Manager. If approved, you must remain on a vegetarian diet for the duration of your incarceration.

The only ‘Food Allergies’ recognized by the Jail are dairy/milk, eggs, fish and peanut butter. Provisions will be made to adjust/substitute such items as necessary. If there are any other foods you feel may make you sick, do not eat them.

If you have food allergies other than those listed above, **you** must ask your personal physician, clinic or hospital who treats you or has treated you, to send a summary letter containing the information to the Jail Prison Health Services Medical Unit. This information will be added to your file and appropriately addressed by the Medical Unit.

MEDICAL GRIEVANCE PROCEDURES

Inmates incarcerated at the Leon County Jail will be afforded the opportunity to grieve medical care provided by Prison Health Services. A medical grievance can be

described as a problem that an inmate has, related to the medical department, and have been unable to resolve through proper channels.

Some examples of appropriate grievances:

- They told me I would be seen by an orthopedic specialist for the strained tendon in my hand in six weeks. It is now two months - am I going to be seen?
- I have not received the medication the doctor told me I would start for my ear infection.
- I received medication last night and I am not supposed to be on any medication.

The following examples are **NOT** grievances. They should be written on a PHS Inmate Medical Request Form:

- Questions about sick call charges
- Questions about trustee status
- Asking for lab/x-ray results
- Any initial medical request asking to see a doctor
- Asking for a sick call re-check.

A “sick call request” should be answered within the next **72 hours**. A “grievance” should be answered within **10 days** of receipt. Please make sure you submit the correct form for your medical issue to avoid unnecessary delays.

Any inmate can grieve medical treatment by filling out a Prison Health Service Medical Grievance Form, located in their assigned housing area. Inmates will submit the Grievance Form to the Prison Health Services, Health Services Administrator.

A written response will be returned to the grieving inmate within ten (10) days after date of receipt of the complaint.

If the grievance is not resolved to the inmate’s satisfaction, the inmate can request an appeal of the response to the original grievance. The appeal along with the original grievance will be forwarded to the Medical Review Committee. A response to the inmate’s appeal will be forwarded to the inmate within fourteen (14) days from date of receipt of the appeal.

MEDICAL GRIEVANCE REVIEW

Purpose: The purpose of the Medical Grievance Review Committee is to address chronic complaints from inmates who wish to express concerns about their medical care. Through this process, inmates can express their problems and have resolution to those problems.

General Guidelines: Inmates who have written three (3) or more valid grievances to Prison Health Services Medical about the same medical issue, and feel that their complaint has not been resolved satisfactorily, will be referred to the Medical Grievance Review Committee for immediate resolution.

Once the Committee has set a date and time for review of the inmate's Grievance or chronic complaint, the inmate shall be given written notification twenty four hours (24) prior to the hearing. Inmates may bring documentation to support their claim. The inmate will be able to ask questions relating to his/her complaint or grievance. After the inmate has made his /her presentation, they will be excused from the room, if necessary, for deliberation by the committee. A determination will be made by the committee if the complaint or grievance is a **valid** medical issue. If the inmate's complaint is determined to be "**not a valid medical issue**", the complaint will be referred to the proper Bureau within the Jail for review and resolution of non-medical issues/complaints if warranted.

If the inmate's complaint or grievance is determined to be "valid" by the committee, recommendations will be made by the PHS Medical Director, consulting with the Health Services Administrator for Prison Health Services for resolution of the inmate complaint.

The inmate will be brought back into the room and be given a verbal report of the Committee's findings. The inmate will sign a Committee Review Attendance sheet, showing the date and time the hearing was held, and acknowledging that he /she will receive written notification of the Committee's findings and recommendations within forty eight (48) hours after the hearing.

The Medical Grievance Review Committee will be staffed by representatives from Prison Health Services Medical Staff and Jail Security Staff. A copy of the final findings of the committee will be distributed to the Health Service Administrator for appropriate record keeping.

NOTE FROM PRISONER FORMS

The *Note from Prisoner* Form is used for a variety of things:

General Requests: Request specific items/services such as canteen, laundry, programs, property, warehouse, kitchen, Chaplain or to make an Officer/Supervisor aware of problems you may have while incarcerated in the Jail.

Complaint: Write your complaint down as clearly as possible explaining the complaint. Submit it to the Pod Officer for routing to the appropriate staff. Every attempt will be made at the Officer level to resolve the complaint.

Formal Grievance: If after submitting a complaint you feel that your complaint has not been resolved, then you may file a **Formal Grievance**. This will be written to the Jail Administrator. **A copy of the original *Note from Prisoner* describing the initial complaint must be attached.** The Jail Administrator shall forward a reply in writing to you.

Note from Prisoner Forms can also be used to answer any other questions you might have.

Note from Prisoner Forms are available at the Pod Officer's station upon request.

REPORTING A CRIME

1. If you are threatened by another inmate you have the responsibility to reporting this to your Pod Officer immediately. This is to insure your safety and to make the Pod Officer aware of a potential problem.
2. If you are a victim of a crime, you have the following rights:
 - A. To be informed of all crucial stages of the criminal proceedings and parole proceedings.
 - B. To submit written statements at all crucial stages of criminal proceedings and parole proceedings.
3. If you wish information on proceedings in which you are a victim, and you wish to be kept informed of crucial stages (i.e., arrest, arraignment, filing decision, sentencing plea, warrant issued, notice of trial, appeal, disposition, defendant's release or escape from jail) you may:
 - A. Submit a written request to the State Attorney's Office through a Correctional Officer.
 - B. Call the State Attorney's Office at (850) 488-6701 for further information.

PROGRAMS

The programs listed below are to help offenders take control of their lives and start anew, thru behavior change and education. The list below provides information about available educational and self-help programs. Groups and classes are only available to inmates who have completed the classification process, and are assigned to a general population Pod.

- **SUBSTANCE ABUSE EDUCATION COURSE** - This eight week educational program meets 1 1/2 hours per week. Issues explored include addiction, relapse, recovery and treatment. This program is available for Male and Female inmates.
- **ADULT GED CLASSES** - Sponsored by Leon County Adult and Community education, the male daytime class offers 15 hours of weekly instruction, the male evening class provides 8 hours of class time, and the female program consists of 15-30 hours weekly, depending on the needs of the students. Ten times yearly, actual GED testing occurs at the facility for those identified as academically prepared to take the battery of tests.

- **JUVENILE GED CLASSES** - Provided by Lively Vo-Tech Center all juveniles attend GED classes Monday-Friday. Additionally, an ESE instructor is provided four days per week for those identified in need of special education.
- **VISION OF MANHOOD** - The mission of this program is to mentor, educate and assist all male inmates in need of knowledge, support and encouragement to become more responsible men and fathers.
- **BOOKMOBILE** - Designed to provide reading materials for inmates while incarcerated at the Leon County Jail. Books are exchanged in the PODs Bi-weekly.
- **HIV PREVENTION** - Provides education on HIV and STD awareness and prevention for male and female inmates.
- **Personal Money Management and Employment Skills:** This class is designed to assist inmates with money management along with job preparation. It is taught in four sessions, each lasting two hours. The first hour consist of class lecture, followed by one hour of class work, group discussion, and reflection over covered material. Homework and in-class exercise are important aspects of this class. Available to male and females
- **WOMEN PARENTING** - Provides the education needed to assist female inmates in becoming responsible mothers. This is a certificate program designed to help Mother's regain custody of their children.
- **DAD FAMILY PROJECT** - Meeting once monthly for 12 hours, this workshop is designed for inmates who are fathers. It evolves from exploring the nature of the parenting they received to the type of parent they have been. Hands-on parenting skills are addressed as well.
- **CHALLENGE FOR SUCCESS:** This open-ended program is designed to assist troubled youth with coping with life's changes and developing personal growth. Sessions are designed to help adolescents to improve self-image, self esteem, establish stronger family relationships, recognize and modify disrupted behavior, and to prepare for future life goals. In addition, sessions will involve group discussions to reflect on covered materials. This program is for **Juvenile inmates** .
- **AA AND NA MEETINGS** - Meeting once weekly, Alcoholics Anonymous and Narcotics Anonymous provides ongoing self-help meetings for those who desire support in remaining free from chemical substances, by way of approved organization volunteers.
- **ANGER AND AGGRESSION MANAGEMENT:** Sessions are developed to assist inmates with controlling their personal emotions and behavior. The class is divided into six one and one half hour sessions, topics to include, but not limited to: (1) Signs of Anger, (2) theories about how and why aggressions develop, (3) means of preventing or coping with anger (in yourself and others). This program also consists

of group discussions, with reflection of covered material. This program is available to Male and Female inmates.

- **WOMEN BREAKING CHAINS:** This program is designed to assist female inmates with various emotional and psychological issues as well as procedures to help preserve these efforts. The five week, two hour long session will consist of lectures as well as group discussions to ensure understanding of covered materials. Homework and class exercises are an important part of learning.

Programs are requested by filling out a separate request for **each** program that inmate wishes to attend.

The following programs are available, upon approval, for male, female and juvenile inmates in general population at the Leon County Jail:

Program	Days/Times	Location
Men Alcoholics Anonymous	Wednesdays 1930-2100 hrs	Pod K/L Classroom
Women Alcoholics Anonymous	Fridays 1900-2030 hrs	Pod M/N Classroom
Women Breaking Chains	Wednesday 1500-1630 hrs	Pod M/N Classroom
Women Parenting	Mondays 1500-1630 hrs	Pod M/N Classroom
Women Narcotics Anonymous	Mondays 1800-1730 hrs	Pod M/N Classroom
Women Anger and Aggression Management	Tuesdays 1800 - 1930 hrs	Pod M/N Classroom
Visions of Manhood	Tuesdays and Thursdays 1900-2100 hrs	Pod K/L Classroom
Dad's Program	Once a month	Pod K/L Classroom
Substance Abuse Women	Fridays 1500-1630 hrs	Pod M/N Classroom
Bookmobile	Twice a month	All Pods
Juvenile GED Program	Monday through Friday 0830-1500 hrs	Pod G/H Classroom
Men GED Program (Day)	Monday through Friday 0800-1100 and 1200-1500 hrs	Pod I/J Classroom
Men GED Program (Night)	Monday and Wednesday 1800-2000 hrs	Pod I/J Classroom
Women GED Program	Monday through Friday 0800-1100 and 1200-1500 hrs	Pod M/N Classroom
Female HIV Prevention (SISTA)	Saturdays 1000 -1130 hrs	Pod M/N Classroom
Female Personal Finances and Employment Skills	Tuesdays 1500 - 1630 hrs	Pod M/N Classroom
Male Personal Finances and Employment Skills	Wednesdays 1330 - 1500 hrs	Pod K/L Classroom
Men Anger and Aggression Management	Wednesdays 1130 - 1300 hrs	Pod K/L Classroom

Inmate Assistance	Case Management via "Note from Prisoner"	U.S. Mail Service
GED Tests	Must be enrolled in GED program	Programs Office
Challenge for Success (Juveniles)	Tuesdays and Thursday 1730 - 1845 hrs	Pod G/H Classroom
TABE Testing	Fridays 0800 - 1500 hrs	Flexible

NOTARY PUBLIC - Will be made available to you when requested if the need is valid. However, you may have to wait until the next working day for one to be available.

VOTING - If you are a registered voter and desire to exercise this privilege, you must write your Supervisor of Elections and request an Absentee Ballot. The Notary will notarize your correspondence requesting the ballot and will also notarize the ballot after you have voted. It is your responsibility to do this in a timely manner in order to meet voting deadlines.

REPRODUCTION OF MATERIALS - Reproduction of material, such as legal papers, can be done at the facility for you. However, you must pay a nominal fee for the cost of reproduction.

FILING INCOME TAXES - You will need to send a written Note from Prisoner to the Programs Director at least two week in advance of April 15th. This will allow time to pick up the forms and booklet up for you at the Post Office.

CULINARY ARTS - Sponsored by Lively Vo-Tech Center, this program prepares inmates for food service careers. It combines both classroom and hands-on instruction.

METHODS OF RELEASE

1. Sentenced inmates may be released at any time on their scheduled release date. All others will be released as soon as possible after written direction is received from legal authority.
2. There are numerous methods by which an inmate might become eligible for release. These include:
 - A. **Purge** - The authorized release of an inmate by a Court Order involving payment of money (most often associated with child support cases).
 - B. **Surety Bonds** - A bond posted for you by a person who is a licensed bondsman with the State of Florida and registered in the county where the bond is posted.
 - C. **Cash Bond** - Money posted by the inmate or his/her family or friends, guaranteeing appearance in court.

- D. **Property Bond** - Property that you own that is not a homestead or domicile which is lien clear may be used to ensure your appearance in court.
 - E. **Release on Own Recognizance (ROR)** - The release of an inmate to appear in court without exchange of money or other items of value; releasing an inmate on his/her "word" to appear in court.
 - F. **Pre-Trial Release** - The release of an inmate to the Pre-Trial Program. The inmate is required to follow certain conditions of release and appear in court.
 - G. **Payment of Fine** - When an inmate has been sentenced and a monetary fine has been levied; the entire fine must be paid before release unless otherwise stipulated by court.
 - H. **Time Served** - An inmate has been sentenced to serve time in jail and has completed that time.
 - I. **Transfer** - An inmate is transferred to another institution. His/her time in the Leon County Jail may or may not be completed.
3. Prior to being released, after you have become eligible for release by one of the methods listed above, the following procedures must be followed:
- A. A criminal history check must be made to determine if you are wanted in any other location.
 - B. Your housing area or room must be inspected to ensure it hasn't been damaged or marred in any way.
 - C. All property issued by the jail must be turned in and checked to ensure that it has not been damaged.
 - D. All necessary paperwork for release must be completed.
 - E. All personal property belonging to you must be returned to you. If you have money in your commissary account you will be given \$10 cash and you will be issued a check at that time for the rest of you.
 - F. It is your responsibility, along with the correctional officer, to ensure all property has been returned to you.
 - G. If you have not received all of your property, you should not sign the form saying you did.
 - H. Work Release Inmates must have all their accounts up-to-date before they can be released.
 - I. The release process normally takes 45 minutes to an hour to complete depending upon how promptly the necessary paperwork is received from the

Court and the Clerk's office, and how long it takes to receive an agency check regarding any holds or wants by other agencies. You should notify your family and friends that they should be patient as every effort will be made to release you as soon as possible.

INMATE PROPERTY RELEASE AUTHORIZATION FORM

1. If you wish to release property to family members or other designated parties you must fill out an Inmate Property Release Authorization Form available in your Pod.
2. The Inmate Property Release Authorization Form must indicate the property you wish to release and the person who will be picking up the property.
3. Sign and have it witnessed by the Pod Officer. Place it in the locked pick-up box located at the Officer's station in your Pod.
4. Allow 24 hours for the Form to reach the Property Office.
5. Advise persons who are to pick up the property to call the Property Office before they arrive to pick up the property.
6. No property will be released without picture identification produced by the person picking up the property.

INMATE PROPERTY RELEASE AUTHORIZATION
VOID AFTER 30 DAYS FROM DATE OF ISSUE

DATE _____

I _____ SPN # _____ GIVE _____

PERMISSION TO PICK UP THE PERSONAL PROPERTY LOCATED AT THE LEON COUNTY JAIL PROPERTY ROOM.

UNLESS SPECIAL PERMISSION IS GRANTED, AN INMATE MUST RELEASE ALL PERSONAL PROPERTY NOT IN HIS/HER POSSESSION DURING ANY RELEASE TRANSACTION. THE ONLY EXCEPTION IS ONE SET OF CLOTHING TO BE DRESSED IN UPON RELEASE FROM THIS FACILITY.

CHECK THE CORRECT BOX FOR THE RELEASE YOU ARE REQUESTING.

ALL ITEMS STORED IN THE PROPERTY ROOM EXCEPT ONE SET OF CLOTHING.

ALL ITEMS STORED **IN THE PROPERTY ROOM** INCLUDING ALL CLOTHING
(SENTENCED DOC INMATES ONLY)

ALL ITEMS LISTED AS COURT CLOTHES

INMATES SENTENCED TO D.O.C

ALL PERSONAL **ITEMS STORED IN THE PROPERTY ROOM** YOU REQUEST TO BE RELEASED MUST BE OUT OF THE FACILITY BEFORE YOU ARE TRANSFERRED. ITEMS NOT RELEASED BEFORE YOU LEAVE THE FACILITY WILL GO WITH YOU "NO EXCEPTIONS ". PROPERTY WILL NOT BE STORED AFTER YOU LEAVE FOR PICKUP. ITEMS MAY NOT BE BROUGHT TO THE FACILITY TO BE SENT WITH INMATES.

FEDERAL INMATES

THE FEDERAL MARSHAL'S TRANSPORT WILL NOT ALLOW PROPERTY TO BE TRANSPORTED IN THE EXCESS OF THE CLOTHING YOU ARE WEARING. IT IS STRONGLY RECOMMENDED YOU RESTRICT THE AMOUNT OF PROPERTY IN YOUR POSSESSION AND RELEASE ALL UNNECESSARY ITEMS BEFORE YOU ARE TRANSPORTED. THIS FACILITY WILL NOT HOLD OR BE RESPONSIBLE FOR PROPERTY LEFT BEHIND.

I _____ SPN# _____ POD _____

HAVE READ AND UNDERSTOOD THE ABOVE INFORMATION.

WITNESSED BY OFFICER _____ ID # _____

An officer must witness the inmate signature.

INMATE TELEPHONE SYSTEM

1. You will voice enrolled and issued a telephone PIN number upon intake. You will not be able to use the inmate telephone system without completing the telephone enrollment process.
2. Use of another inmate's telephone PIN number to make calls is prohibited. Violations could result in your placement on telephone restriction.
3. There are telephones located in each Pod for your privilege. The telephones allow collect calls and pre-paid calls. Pre-paid phone calls can be arranged through the Embarq Telephone System. All collect call charges must be accepted by the person you are calling. You are not permitted to charge your call to a credit card or another number.
4. The Embarq Inmate Telephone Systems places limitations on the dollar amounts that can be owed on the family and friends phone bill. If your family or friends phone bill reaches a certain dollar amount, phone calls are blocked by Embarq Inmate Telephone Systems until the bill is paid below the limit.
5. Calls to the Public Defender's Office are not recorded or monitored and are free. The telephone numbers are **850-488-1210, 850-414-7175 and 850-414-7176.**
6. All telephone systems within the jail are the property of Embarq Inmate Telephone Systems. All inmate telephone calls may be monitored or recorded. Phone numbers and calls to the Public Defender's Office and Private Attorneys are not recorded or monitored.
7. If you use the telephone to make obscene, threatening or harassing telephone calls, you will lose your telephone privileges and will be criminally prosecuted.
8. The Pod Officer will monitor how long you stay on the telephone to insure that each inmate receives an opportunity to make a call.
9. Damage to the telephone equipment is a criminal charge.
10. No three-way calls allowed.

The telephones will be turned on automatically at 08:00 a.m. and turn off automatically at 11:00 p.m. Time limit per call is 15 minutes. Remember, telephone usage is a privilege.

TRUSTEE/WORK ASSIGNMENT

1. Sentenced inmates may be assigned to work to the benefit of the Jail or County. If a sentenced inmate refuses to work, the inmate will be charged with a misdemeanor of a second degree.
2. Non-sentenced inmates shall not be required to work beyond the duties necessary to maintain the cleanliness of their own area and the common areas of the Jail.

However, inmates who are on pretrial status and held beyond first appearance are given the opportunity to volunteer for inside available work details.

3. No inmate shall be compelled to neither work more than ten (10) hours per day nor be subject to punishment for any refusal to labor beyond such limit (F.S. 951.08). However, this ruling does not preclude a sentenced inmate from volunteering to labor more than ten (10) hours daily.
4. All inmates must be cleared by Medical Authority prior to being given a work assignment. You will be tested for tuberculosis. You will be asked to voluntarily submit to a blood test. The blood sample will be tested for blood borne pathogens such as HIV, Hepatitis, and Sexually Transmitted Diseases, etc. Upon completion of your health appraisal and if you are found to be physically capable for trustee duty, your Case Manager will make your job assignment.
5. No inmate shall work in food service operations if he/she is known to have or suspected of having a communicable disease, open wounds, sores, or respiratory infections.
6. Trustees will not leave their assigned work areas without permission from a supervisor in charge of the work detail.
7. Trustees will not under any circumstances talk to, give to, or receive materials from any inmate and/or civilian.
8. Trustees will be under the supervision of an Officer(s) at all times.
9. All Trustees will attend all scheduled inmate counts on time and fully dressed.
10. Trustees will not take reading materials to work areas.
11. There will be no talking during inmate counts. A wristband check will be conducted. When a trustee's name is called, he/she will answer in an audible tone and volume.
12. Trustees will wear county issued clothing, and will not possess personal clothing with the exception of underwear, socks, and shoes.

TRUSTEE APPEARANCE

1. Trustees will wear shirts (tucked in pants), pants, and shoes (not shower slides) at all times when not in their housing area.
2. Trustees **will shave** every day, unless they have a **written medical excuse**.
3. Trustees will maintain a clean and neat appearance including maintaining hair length within regulations.

4. Kitchen Trustees will wear clean uniforms and maintain a high level of personal cleanliness.
5. For security and identification purposes, no trustee will be allowed to have his/her hair dyed, cut, shaved or styled according to extreme fads, clipping or etching numbers, words or symbols.
6. Trustees will not alter or deface their uniform in any way.

INMATE HEAD COUNTS

Inmate head counts are a necessary and mandatory part of the Jail's daily routine. You are expected to comply with instructions given to you regarding inmate counts which occur several times each day. Inmate counts will be conducted at a minimum but not limited to the following times.

Morning shift change - 4:30 a.m. to 5:30 a.m.

Evening shift change - 4:30 p.m. to 5:30 p.m.

Midnight Lock-down - 11:30 p.m. to 12:30 a.m.

Counts may occur at any time deemed necessary by the Jail Staff and you will be expected to cooperate with all count procedures. Failure to follow instructions regarding inmate count procedures or interfering with same may result in disciplinary action being taken against you.

RECREATION

1. Inmates shall have the opportunity to have a minimum of 3 hours of outdoor exercise per week, weather permitting. Uncontrollable or violent inmates are not subject to the provisions of this paragraph.
2. **Each Pod has an attached Exercise Deck that has flowing fresh air and qualifies as an outdoor area.** This Deck is to be opened at 8:00 a.m. and remain open until 10:30 p.m. nightly, unless bad weather dictates its need to be closed. (Also, it will be closed during meals, canteen pass, count, linen/clothing exchange, and during Pod general clean-up.)
3. Shirts must remain on while on the exercise deck until after visitation is over at 7:00 p.m.
4. The counselor's room is not an exercise area.

5. When weather is good, your Pod may be escorted out to the large outdoors exercise courtyard. This area has sports equipment for basketball and volleyball team sports. It is a non-covered area, and therefore provides fresh air and sunshine. We ask that you proceed down the hallways from your Pod to the outdoors court in an orderly fashion.
6. Inmates shall be allowed to remain in their housing areas or cells if they so desire however, all inmates who are not out to work or otherwise directed by Jail Staff shall be in lock down from 11:30 p.m. until 6:00 a.m.

VISITATION

The Leon County Jail encourages visitation for the inmates incarcerated here. We firmly believe that ties to family and friends are extremely important whenever a person is incarcerated. We will do everything possible to insure this contact unless it jeopardizes the safety and security of the facility. However, there are rules that we need to make you aware of so you can inform your visitors, so your visiting privileges are not denied, terminated or suspended.

VISITATION HOURS:

Visitation hours are Monday through Sunday from 9:00 a.m. to 4:00 p.m. Visitation will resume again after official count and shift change and run from 5:30 p.m. to 7:00 p.m. Lobby Doors are open 8:00 a.m. through 8:00 p.m.

VISITATION RULES:

During the admission process, the Booking Unit will enter (at least one, and up to five) visitors names chosen by the inmate, into the system for immediate approval to visit. Requests for visitor changes will only be made the last day of each month for the next calendar month. Visitation Forms will be provided by the Pod Officer the evening of the last day of each month and collected by the Pod Officer after the evening meal. Each Inmate is allowed five (5) Thirty (30) minutes visits not to exceed 2 ½ hours per week. Inmates who are being confined in special housing pods are restricted to two (2) visits per day.

Individuals who are authorized to conduct an inmate visit are only allowed to visit the designated inmate and will only be allowed to visit one inmate per day. Split visits (visits of more than one inmate) shall not be allowed and are grounds to have ALL visitation privileges revoked. All visitors must be at least 16 years of age to visit.

For security reasons inmates admitted to a hospital will not be permitted visitors unless approved by the Sheriff, the Jail Administrator or his/her designee.

DRESS CODE FOR VISITORS:

- ! Blouses and dresses must have at least a short sleeve before jackets or sweaters are added.
- ! No halter tops.
- ! Skirts and dresses must be to the knee or below.
- ! No culottes. No shorts above the knee.
- ! No see-through attire. No bra-less attire. No form fitting clothing (tights etc.).
- ! No open-throat to midriff blouses or tops.

RULES OF VISITATION:

- ! There are no split-time visits.
- ! You must see the inmate you wish to see during the time you come to visit.
- ! You may not return later that day to see different inmates.
- ! You may visit only the inmate you signed in to see.
- ! Profanity will not be tolerated. Any violation can result in permanent suspension.
- ! No communications with working inmates in and around the facility as you pass by.
- ! Children under the age of 16 are not allowed on the premises without someone who is at least 16 years of age with them.
- ! You may not leave your children with strangers.
- ! If you leave your child unattended in a vehicle, your visitation will be suspended.
- ! Leave personal items other than car keys, locked inside your car.
- ! Persons believed under the influence of alcohol or drugs will not be allowed to visit.

Out of Town Visitors:

You are required to conform to our set forth Visitation Rules and Dress Code policy outlined above.

Violation of Jail Visitation Rules may result in suspension of your visitation privileges.

AUTHORIZED ITEMS

1. The following list of items shall be authorized for inmates to have in their possession unless denied for disciplinary or medical reasons. Anything else will be considered contraband.
 - A. One pair of approved tennis shoes and issued footwear.
 - B. Issued clothing (uniforms and undergarments)
 - C. Personal hygiene items issued and/or purchased through the commissary
 - D. Issued bedding (2 sheets, 1 pillow, 1 pillow case, 1 mattress, 1 blanket issued as necessary, 1 towel, 1 washcloth)
 - E. Clothing items purchased through the commissary (up to 5 t-shirts, 5 pairs of socks, 2 sets of long underwear)
 - F. Library books
 - G. Personal and legal mail and legal materials/papers
 - H. Writing materials either issued and/or purchased through the commissary
 - I. Authorized work uniform(s) for (trustees)
 - J. Five (5) Approved photographs
 - K. Any other item(s) specifically authorized by the Jail Director
2. Exceptions to the above may be in the form of denial or restriction for the following reasons:
 - A. As disciplinary sanctions as approved by the Jail Administrator
 - B. Upon the order of Medical Authority
 - C. Upon the order of the Watch Commander or higher authority to prevent an inmate from harming him/herself or others

Fees may be charged for issued items that can not be reissued due to misuse or vandalism.

GENERAL RULES

1. All Correctional Officers and members of the Jail Staff will be addressed as Officer, Mr., Mrs., or by title of their position along with their last name. First names or other terms will not be used. You will be identified by your last name.
2. All directives and requests from Jail Staff members are orders and must be carried out promptly and fully without complaint. **An order to lock down will be followed at once.** If you believe the order is unjust, or have a complaint regarding an order or action, obey the order. You may later bring the complaint to the attention of Jail Staff by completing a "*Note from Prisoner*" form documenting your complaint or by formal or informal grievance process. All formal and informal grievances are also made using the "*Note from Prisoner*" Forms.
3. If an emergency or incident occurs, go to your assigned room **IMMEDIATELY**. Inmates remaining out of their room will be considered to be involved.
4. During inmate counts and shift change, you will report to your room and close your door until the Pod Officer clears his/her official count. If on a work assignment, report to your supervisor and follow his/her instructions. During counts, televisions, and inmate telephones will be turned off.
5. A schedule for work, sick call, dining, recreation, visitation, laundry, church services, educational classes, and other programs will be posted at the Pod Officer's station, or otherwise announced. You are responsible for following these schedules. You must be dressed and prepared to report, on time, for any scheduled activity or program.
6. You are required to keep your assigned room clean, assist in cleaning day rooms and recreation areas, and have these areas ready for inspection. Walls will not be marked or defaced in any manner; no pictures or other articles will be attached to walls or placed on window ledges. Your bed is to be made whenever you are not laying it. Do not place anything in your window that hinders the Officer's view.
7. You will not give, lend, barter, exchange, or sell any personal property, food commissary items, or issued items to another inmate. Personal property in the possession of anyone other than the recorded owner will be taken and disposed of as contraband.
8. Television sets are in each Pod for your entertainment. The television will be turned on each morning after the sanitation inspection is successfully completed. The television is a privilege and may be withdrawn when rules are not followed. The Pod Officer will control television channel selection and volume. Do not touch the televisions.
9. Tampering with, damaging, or destroying county property and safety devices such as a smoke detector is a punishable offense. Disciplinary action will be taken and/or criminal charges filed against inmates found in violation.

10. Use of any tobacco products will not be permitted. All tobacco products are contraband.
11. You will not enter any holding cell/sleeping cell or any other housing room where you are not assigned except when on a supervised work detail. You will not enter another inmates' room (this applies even when invited). **NO EXCEPTIONS!!**
12. You are encouraged to shower daily; however, you shall be required to bathe at least twice weekly.
13. You are responsible for the safekeeping of all personal property in your possession
14. You are required to wear an identification armband. Removal of this armband is prohibited and shall result in disciplinary action. The removal of your armband will result in loss of privileges. Deliberate destruction of your armband may result in a fee (\$5.00) being assessed for its replacement. .
15. Bedding and linen (mattresses, blanket, pillow, pillow case, sheets, towels, etc.) shall neither be removed from your sleeping area, nor used for rugs, tablecloths, or for any other purpose.
16. Excessive noise, horseplay, shouting, yelling, profanity, etc. will not be permitted in the Jail or in outside areas.
17. Talking or passing items to inmates in segregation is prohibited and will result in disciplinary action.
18. Hats, headbands, caps, handkerchiefs, scarves, sunglasses, wigs, and weaves are not authorized.
19. Altering or marking your issued clothing is prohibited.
20. Do not litter. Trash containers have been placed in selected locations for your use.
21. You will not leave any assigned area without first receiving permission from your supervisor. You will be required to proceed directly and promptly to and from any designated area.
22. No inmate will be in charge of another inmate.
23. If you have an accident or injury, no matter how minor, you are to report it immediately to Jail Staff member.
24. Running within the confines of the Jail is prohibited except during recreation.
25. County-sentenced inmates, except in emergency situations, shall not be required to work more than 10 hours per day and not more than 60 hours per week.
26. Inmates are not allowed to have keys in their possession.

27. You are not allowed to have tools in your possession except when assigned to a supervised detail requiring tools.
28. Do not swap rooms unless approved by the Case Management Section.
29. Do not enter or go behind the Pod Office's work station or touch the computer.
30. Do not stand on day room furniture; sit on tables or stacked chairs, move day room furniture or place furniture in your room.
31. If you do not have a visitor in the visitation area, stay away from the area.
32. Respect the privacy, property and dignity of others. Name calling, fighting, cursing and disruptiveness will not be tolerated.

STATEMENT OF PROHIBITED CONDUCT

While you are detained, you are subject to the same Federal, State, and County laws as any other citizen. Therefore, if you violate these laws, you will be prosecuted to the fullest extent of the law. Statutory violations include, but are not limited to the following:

Statute	Charge	Maximum Penalty
FS 782.04	Murder	Death or life in state prison
FS 806.01 (1)(b)	Arson	30 years in state prison
FS 794.011	Sexual Battery	30 years in state prison
FS 944.40	Escape/Attempted Escape	15 years in state prison
FS 784.082	Battery in a Detention Facility	15 years in state prison
FS 784.07	Battery on a Law Enforcement Officer	5 years in state prison
FS 870.01	Affrays and Riots	5 years in state prison
FS 870.03	Riots and Routs	5 years in state prison
FS 812.014	Theft	60 days in jail
FS 849.08	Gambling	60 days in jail
MO 330.112	Damaging Public/Private Property	60 days in jail

Any action which is a felony or misdemeanor in the State of Florida may, at the option of the Jail Administrator and the State Attorney, lead to prosecution as prescribed by Florida Law.

In addition, under Florida Model Jail Standards, violators of posted Jail Rules, upon conviction by a Disciplinary Committee, may be punished with up to 30 days disciplinary

confinement, loss of privileges, and possible loss of gain time. Inmates, who repeatedly, knowingly and willfully violate posted Jail Rules, will be prosecuted under Florida State Statute 951.23.

**FLORIDA STATUTE GOVERNING
CRIMINAL PROCEDURE AND CORRECTIONS
F.S. 951.23**

It is a misdemeanor of the second degree, punishable as provided in s. [775.082](#) or s. [775.083](#), for a county prisoner or a municipal prisoner in a county detention facility to knowingly, on two or more occasions, violate a posted jail rule governing the conduct of prisoners, if the rule prohibits any of the following acts:

- Assaulting any person;
- Fighting with another person;
- Threatening another with bodily harm, or any offense against another person or property;
- Extortion, blackmail, protection, demanding or receiving money or anything of value in return for protection against others to avoid bodily harm, or under threat of informing;
- Engaging in sexual acts with others;
- Making sexual proposals or threats to another;
- Indecent exposure;
- Escape;
- Attempting or planning escape;
- Wearing a disguise or mask;
- Setting a fire;
- Destroying, altering, damaging, or defacing government property or the property of another person;
- Stealing (theft);
- Tampering with or blocking any locking device;
- Adulteration of any food or drink;
- Possession or introduction of any explosive, ammunition, firearm, or weapon;
- Possession of contraband;
- Misuse of authorized medication;
- Loaning of property or anything of value for profit or increased return;

- Possession of anything not authorized for retention or receipt by the inmate and not issued to him or her through regular institutional channels;
- Mutilating or altering issued clothing, bedding, linen, or mattresses;
- Rioting;
- Encouraging others to riot;
- Engaging in or encouraging a group demonstration;
- Refusing to work;
- Encouraging others to refuse to work or participating in work stoppage;
- Refusing to obey a reasonable order of any staff member;
- Unexcused absence from work or any assignment;
- Malingering; feigning an illness or injury;
- Failing to perform work as instructed by a supervisor;
- Lying or providing a false statement to a staff member;
- Conduct which disrupts or interferes with the security or orderly running of the institution;
- Counterfeiting, forging, or unauthorized reproduction of any document, article, or identification, money, security, or official paper;
- Participating in an unauthorized meeting or gathering;
- Being in an unauthorized area;
- Failure to follow safety or sanitation regulations;
- Using any equipment or machinery contrary to instructions or posted safety standards;
- Failing to stand count;
- Interfering with the taking of count;
- Making intoxicants or being intoxicated;
- Smoking
- Using abusive or obscene language;
- Gambling; preparing or conducting a gambling pool; possession of gambling paraphernalia;
- Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards;
- Tattooing or self-mutilation;
- Unauthorized use of mail or telephone;

- Unauthorized contacts with the public;
- Correspondence or conduct with a visitor in violation of posted regulations;
- Giving or offering any official or staff member a bribe or anything of value; or
- Giving money or anything of value to, or accepting money or anything of value from another inmate, a member of his or her family, or his or her friend.

Punishment for a violation of this subsection shall run consecutive to any other sentence.

DISCIPLINE

1. An inmate who violates any rule or regulation of the Jail will be subject to disciplinary action. There are three (3) levels of rule violations:
 - **Minor infractions**: a violation of rules of such a nature that no disciplinary report is necessary. May result in receiving verbal counseling, a corrective consultation or informal disciplinary sanctions (two hour lock down).
 - **Minor violations**: any rule violation that goes beyond corrective effectiveness of a verbal warning but would not warrant maximum disciplinary sanctions.
 - **Major violations**: any rule violation of such magnitude that maximum disciplinary sanctions may be imposed for a period of up to thirty (30) days.

2. When a rule violation has taken place, a disciplinary report will be written and the report forwarded to an investigating officer. The inmate will be provided a copy of the disciplinary report at the time of the investigation. Once the investigation is completed, the inmate will be allowed a 24-hour period in which to prepare a defense. The inmate may waive the 24-hour period. The disciplinary hearing will be conducted within seven (7) working days excluding weekends and holidays. The disciplinary hearing may be postponed or continued for a period of ten (10) days for good cause. Disciplinary hearings are conducted by the Disciplinary Committee. The accused inmate shall have the following rights:
 - The right to be present at the disciplinary hearing. The inmate may waive this right in writing. The inmate may be removed from the hearing if his/her uncooperative or violent behavior justifies such action.
 - The right to make a statement of defense, present documentary evidence, and request witnesses on his/her behalf.
 - The right to remain silent. Such silence may be used to draw and adverse inference against the accused.
 - The right to be informed of the decision of the disciplinary committee at the conclusion of the disciplinary hearing.

- The right to receive a written copy of the results of the disciplinary hearing, regardless of the outcome.
 - The right to appeal the decision of the disciplinary committee to the Jail Administrator within five (5) days. The appeal must be made in writing and directed to the Jail Administrator who will have the final approval on all appeals. The “**Note from Prisoner Form**” shall be used for this purpose.
 - Witness name must be given to the investigating officer of the D.R. This officer will obtain witness statements on your behalf. Identify your witnesses the best way you can.
3. If the inmate is found in violation of a rule or regulation, the disciplinary committee will submit a recommendation for Disciplinary Sanctions to the Jail Administrator. These sanctions may include, but are not limited to, Disciplinary Confinement, Probation, loss of privileges, loss of earned Gain Time, Special Work Details (Sent. Inmates), etc. The Jail Administrator will have final approval on all disciplinary reports.

PROHIBITED CONDUCT AND DISCIPLINARY SANCTIONS

DEFINITIONS:

1. **Gain Time** - A period of time deducted from a prescribed sentence, awarded to inmates sentenced to the Jail having a work assignment outside their housing area. Gain Time award and forfeiture shall be subject the following provisions:
 - A. Gain Time may be awarded through the Classification Section at the recommendation of a Supervising Employee or a Case Manager. Awards of up to ten days in a thirty day period may be granted.
 - B. Forfeiture of Gain Time as a disciplinary sanction shall be administered if recommended by the Disciplinary Hearing Committee and approved by the Jail Administrator.
2. **Disciplinary Confinement** - The segregation of an inmate for disciplinary reasons.
 - A. Disciplinary Confinement shall not be greater than 30 days for each violation, and no more than 60 days for all violations arising out of one incident. Any confinement of more than 60 days requires the review and approval of the Jail Administrator.
 - B. Inmates in Disciplinary Confinement shall:
 - Be required to bathe twice a week.

- Be offered time out of their rooms to make phone calls to their attorney as necessary, unless it would endanger the inmate and/or others, or compromise facility security and order.
 - Be allowed hygiene items however, commissary items shall not be allowed.
 - Be allowed mail privileges unless the inmate seriously violated that privilege. Legal mail shall not be suspended for any reason.
 - Have reasonable access to religious materials and legal materials
 - Receive the same food as general population inmates, unless due to throwing food or misuse of utensils, a special management meal has been approved by the Jail Administrator.
3. **Loss of Privileges-** The inmate may lose Visitation, Canteen, Telephone, except to courts or attorneys, TV, Newspaper privileges and classes.
 4. **Special Work Details-** Inmates sentenced to the Jail may be required to perform special work details such as cleaning areas within the jail.
 5. **Probation-** Inmates may be placed on periods of probation not to exceed thirty (30) days for each violation. The probation will begin at the conclusion of disciplinary confinement. If the inmate, while on probation, is found guilty of violating an additional rule, remaining probation time may convert to disciplinary confinement.

The following list of rules and sanctions ensure fair and consistent inmate treatment regarding rules violations and prescribed penalties. For the purpose of this procedure Gain Time is identified as “GT” and Disciplinary Confinement as “DC”.

SECTION 1 - Assault, Battery, Threats, and Disrespect

#	ACTION	Maximum Discipline
1-1	Assault or battery or attempted assault or battery, with a deadly weapon	30 DC + ALLGT
1-2	Other assault or battery or attempted assault or battery	30 DC + 180 GT
1-3	Spoken or written threats	30 DC + 90 GT
1-4	Disrespect to officials, employees, or other persons of constituted authority expressed by means of words, gestures and the like	30 DC + 60 GT
1-5	Sexual battery or attempted sexual battery	30 DC + ALLGT

SECTION 2 - Riots, Strikes, Mutinous Acts and Disturbances

#	ACTION	Maximum Discipline
2-1	Participating in riots, strikes, mutinous acts or disturbances	30 DC + ALL GT
2-2	Inciting or attempting to incite riots, strikes, mutinous acts or disturbances conveying any inflammatory, riotous or mutinous communication by word of mouth, in writing or by sign, symbol or gesture	30 DC + 180 GT
2-3	Participating in or inciting a minor disturbance	30 DC + 60 GT
2-4	Fighting	30 DC + 30 GT

SECTION 3 – Contraband

Any Article Not Sold in the Canteen, or by the Institution, or for Which You Do Not Have a Specific Permit Authorized by the Institution.

#	ACTION	Maximum Discipline
3-1	Possession of weapons, ammunition or explosives	30 DC + ALL GT
3-2	Possession of escape paraphernalia	30 DC + ALL GT
3-3	Possession of narcotics, unauthorized drugs and drug paraphernalia	30 DC + 180 GT
3-4	Trafficking in drugs or unauthorized beverages	30 DC + 180 GT
3-5	Manufacture of drugs or unauthorized beverages	30 DC + 180 GT
3-6	Possession of unauthorized beverages	30 DC + 90 GT
3-7	Possession of aromatic stimulants or depressants, such as paint thinner, glue, toluene, etc.	30 DC + 60 GT
3-8	Possession of negotiable(s), cash where cash is not permitted, other inmate's canteen coupons other inmate's canteen or identification, gift certificates,	15 DC + 30 GT
3-9	Possession of unauthorized or altered identification -- driver's license, armband, social security card.	15 DC + 30 GT
3-10	Possession of unauthorized clothing or linen -County or personal	15 DC + 30 GT
3-11	Possession of stolen property - County or personal	15 DC + 30 GT
3-12	Possession of any other contraband	15 DC + 30 GT
3-13	Introduction of any contraband	30 DC + ALL GT

SECTION 4 - Unauthorized Area

#	ACTION	Maximum Discipline
4-1	Escape or escape attempt	30 DC + ALL GT
4-2	Unauthorized absence from assigned area, including housing, job or any other assigned or designated area	30 DC + 60 GT

4-3	Being in unauthorized area, including housing, job recreation, visiting or any other area where an inmate is not authorized to be	15 DC + 30 GT
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SECTION 5 - Count Procedure Violations

#	ACTION	Maximum Discipline
5-1	Missing Count	30 DC + 90 GT
5-2	Failure to comply with count procedure	15 DC + 30 GT

SECTION 6 - Disobeying Orders

#	ACTION	Maximum Discipline
6-1	Disobeying verbal or written order - any order given to an inmate or inmates by a staff member or other authorized person	30 DC + 60 GT
6-2	Disobeying institutional regulations	15 DC + 30 GT

SECTION 7 - Destruction, Misuse, or Waste of Property

#	ACTION	Maximum Discipline
7-1	Destruction of County property or property of another	30 DC + ALL GT
7-2	Altering or defacing County property or property of another	15 DC + 30 GT
7-3	Destruction of County property or property of another due to gross negligence	15 DC + 30 GT
7-4	Misuse of County property or property of another - use for purpose other than the intended purpose	15 DC + 30 GT
7-5	Willfully wasting County property	15 DC + 30 GT
7-6	Arson or attempted arson	30 DC + ALL GT

SECTION 8 - Hygiene

#	ACTION	Maximum Discipline
8-1	Failure to maintain personal hygiene or appearance	10 DC + 15 GT
8-2	Failure to maintain acceptable hygiene or appearance of housing area	15 DC + 15 GT

SECTION 9 - Miscellaneous Infractions

#	ACTION	Maximum Discipline
9-1	Obscene or profane act, gesture, or statement -- oral, written or signified	30 DC + 90 GT
9-2	Bribery or attempted bribery	30 DC + 90 GT

9-3	Breaking and entering or attempted breaking and entering	30 DC + 90 GT
9-4	Attempt, conspiracy, or attempted conspiracy to commit any crime or violation of the Rules of Prohibited Conduct	0 DC + 90 GT
9-5	Theft	30 DC + 60 GT
9-6	Bartering with others	15 DC + 30 GT
9-7	Sex acts or unauthorized physical contact	30 DC + 90 GT
9-8	Consumption of intoxicants or intoxication	30 DC + 90 GT
9-9	Lying to staff members or others in official capacity, or falsifying records	30 DC + ALL GT
9-10	Feigning illness or malingering as determined by a physician or medical	10 DC + 15 GT
9-11	Gambling or possession of gambling paraphernalia	10 DC + 15 GT
9-12	Insufficient work: This constitutes an inmate not working up to expectation taking into consideration the inmate's physical condition, the degree of difficulty of assignment, and the average performance by fellow inmates assigned to the same task	10 DC + 15 GT
9-13	Mail regulation violations	30 DC + 30 GT
9-14	Visiting regulation violations	30 DC + 30 GT
9-15	Refusing to work	30 DC + 90 GT
9-16	Disorderly conduct	30 DC + 60 GT
9-17	Unauthorized physical contact	30 DC + 60 GT
9-18	Presenting false testimony before Disciplinary Team	30 DC + All GT
9-19	Extortion or attempted fraud	30 DC + 60 GT
9-20	Fraud or attempted fraud	30 DC + 90 GT
9-21	Robbery or attempted robbery	30 DC + All GT
9-22	Theft of property	30 DC + All GT
9-23	Loaning or borrowing money or other valuables	5 DC + 30 GT
9-24	Telephone regulation violations (unauthorized use of P. I. N)	30 DC + 30 GT
9-25	Altering, destroying or refusing to wear assigned identification armband	30 DC + 30 GT
9-26	Making third party calls or 3-ways	30 DC + 30 GT

SECTION 10 - Community Release Program-Work Release, Study Release, Furlough and Volunteer Service

#	ACTION	Maximum Discipline
10-1	Failure to directly and promptly proceed to and return from a designated area by approved method	30 DC + 180 GT

10-2	Failure to remain within designated area of release plan	30 DC + 60 GT
10-3	Failure to return if plan terminated prior to scheduled time	30 DC + 30 GT
10-4	Making unauthorized contact, personal, telephone or otherwise, with any individual in behalf of another inmate	10 DC + 15 GT
10-5	Deviating from or changing an approved plan without permission	10 DC + 15 GT
10-6	Making purchase or contract without approval	10 DC + 15 GT
10-7	Failure to deposit or pay required work release or night fees	*
10-8	Failure to submit to random drug and alcohol testing	*
10-9	Failure to pass random drug/alcohol testing (positive results)	*

* Revocation of participation in work release/study program

MINOR INFRACTIONS

At the discretion of a staff member, an inmate may be issued a Minor Infraction Report in lieu of a formal disciplinary report. An inmate who received three (3) Minor Infraction Reports will be in violation of 6-2 of the rules prohibited conduct. The following violations may result in a Minor Infraction Report:

SECTION A – Contraband

#	ACTION
A-1	Possession of property belonging to another
A-2	Exchanging, trading, bartering giving, or receiving any item from one inmate to another without permission of a staff member
A-3	Possession of unauthorized negotiable, clothing, linen, etc.
A-4	Possession of contraband not specifically listed above

SECTION B – Hygiene

#	ACTION
B-1	Failure to maintain good grooming standards
B-2	Failure to maintain immediate living area
B-3	Placing litter of any description on grounds or floors
B-4	Engaging in unsanitary acts not listed above

SECTION C - Misuse of Property

#	ACTION
C-1	Failure to secure personal property
C-2	Failure to return or secure recreational equipment
C-3	Unauthorized use of county or personal property

SECTION D - Miscellaneous Infractions

#	ACTION
D-1	Attempting to manipulate a staff member
D-2	Unauthorized physical contact
D-3	Unauthorized visitation
D-4	Receiving mail or written material through unauthorized means
D-5	Unauthorized use of the telephone
D-6	Insufficient work
D-7	Making obscene or profane acts, gestures, or statements
D-8	Verbal disrespect
D-9	Failure to comply with roll call, count, or assembly procedures
D-10	Creating a disturbance
D-11	Disorderly conduct
D-12	Loitering
D-13	Being in an unauthorized area
D-14	Absence from assigned area
D-15	Failure to proceed directly and promptly to and from designated area