

# INMATE HANDOUT

Revised October, 2008



## **CHARLOTTE COUNTY SHERIFF'S OFFICE CORRECTIONS BUREAU**

### **Introduction**

This handout is designed to provide you with basic information about your stay at the Charlotte County Jail. This new facility represents the state of the art in jail construction and is designed to provide a safe and secure environment.

**This is a non-smoking facility.**

While we recognize our responsibility to you, we also have responsibilities to other inmates, our staff, and the citizens of Charlotte County.

While you are here, you are expected to behave in a positive manner. Any behavior that is against the rules and regulations of the jail or that interferes with the jail's operations will not be tolerated. You must follow all staff instructions on command.

Your Housing Unit Officer has the authority to do whatever is necessary within reason to meet your needs. Make yourself familiar with this handout as it contains valuable information. If questions come up, or if you do not understand the information given to you, you are to direct all questions and concerns to the Housing Unit Officer.

The Sheriff reserves the right to change any of the information in this handout as Office policy or State mandates dictate such changes.

### **OVERVIEW OF THE CORRECTIONS BUREAU**

All persons arrested in Charlotte County are brought to the Charlotte County Jail to be processed and appear before a judge at First Appearance Court, except persons arrested for parole violations and civil actions. Anyone who does not bond out or is not released at First Appearance Court will be housed in the Correctional Facility. The actual cell assignment will depend upon the arrested person's classification assessment.

The assignment to a specific pod depends on the following: current charge(s), previous criminal record, age, sex, behavior, medical concerns, and other factors assessed during the classification and screening process.

During your stay, you have the responsibility to recognize and respect the rights of others and treat both employees and inmates with respect at all times. Willful insubordination or disobedience may result in removal of any and all privileges, disciplinary or administrative confinement, or possible criminal charges.

#### AFTER YOU ARE ARRESTED

Arrest is permanently recorded. Bail will be set per Administrative Order. You will go through the booking process which includes medical screening, fingerprints, classification assessment, telephone calls, and temporary housing prior to First Appearance Court.

#### IF YOU ARE RELEASED

You will be advised of any Court information. Social Services and Community programs are available by request through the Programs unit.

#### IF YOU ARE NOT RELEASED

You will have a First Appearance Hearing in Court. You will be advised of your rights/charges. The Public Defender will be available. Bail may be reduced or increased. You may be released. Permanent housing may be assigned.

#### ARRAIGNMENT (PLEADING SESSION)

Public Defender may be assigned if needed. You will be advised of your charge(s), may plea to misdemeanor charge(s) and charge(s) may be disposed of. You may be able to plea on your charges at this time.

#### PRE-TRIAL HEARING

Set case for trial. Motions for State. Motions for Defense.

#### TRIAL

Misdemeanors may be tried in County Court; felonies are tried in Circuit Court.

## CASE DISPOSITION

You may be found guilty, not guilty, placed on probation, fined or released.

Note: If you are sentenced, you may serve your time in either the County Jail facility or the State Department of Corrections. This will depend upon the court disposition of your case.

### **1. General Guidelines**

- Your Housing Unit Officer is your information source for most issues.
- The facility uses an inmate request process for responding to issues, concerns, or information that cannot be handled by the Housing Officer.
- If you are assigned to the first floor, you are only permitted on the second floor for cleanup, laundry or visitation.
- You will wear your uniform, pants and shirt, when exiting your cell (including moving to and from the showers and the rec yard).
- Recreation will be available during specified times designated by the Housing Unit Officer. Male inmates are permitted to wear one of the following while on the exercise yard: 1 pair uniform pants, 1 pair shorts if purchased through commissary or 2 pair of boxers with the open flap to the top pair facing backwards. Uniform shirts may be removed. Female inmates may take off their shirt during exercise if wearing a sports bra. All inmates will wear shoes (not shower slides) when engaged in physical activity like basketball or handball.
- You are required to wear your I.D. wristband on your RIGHT wrist at all times. Alteration, destruction or removal of your I.D. wristband may result in disciplinary action and you being charged for replacement.
- When leaving the housing unit, you are only permitted to wear one uniform, one short sleeve t-shirt and one pair of underwear. Sweatshirts are not permitted outside the housing units.
- You are expected to conduct yourself properly at all times. Obey the commands of all staff and treat others, as you would like to be treated.
- Inmates are not permitted to make body contact with Officers or staff at anytime.

### **2. Cell Housekeeping**

- Your cell will be kept neat and orderly at all times.
- Your toilet and sink will be cleaned daily.
- Your cell floor will be kept free from obstruction.

- Your trash will be deposited in waste receptacles and emptied daily.
- Your bed will be made prior to the morning meal and remain made when not physically laying in the bed throughout the day
- No food from meals is permitted within the cell.
- Garments will be hung on the clothes hooks, not draped on the bunks.
- Failure to maintain your cell may result in disciplinary actions.
- Shoes will be lined up neatly at the foot of the bottom bunk closest to the window.
- Razor (if issued), liquid soap bottle, cup and toothpaste must be stored on the shelf above the sink. No other items are permitted.
- Only one pair of eyeglasses and/or contact lenses will be kept on the inmate desk when not in use.

### **3. Housing Unit Rules**

- Orders to Lockdown must be followed immediately without question.
- This handout will be kept in your storage bin when not being utilized.
- Profanity, yelling, running and other loud or disorderly conduct are not permitted.
- You may not enter any cell or occupy any open area bunk to which you are not assigned, unless ordered to do so by an officer.
- You may not loiter in front of cells.
- You will remain clear of any cell containing an inmate in Lockdown Status.
- You will not initiate conversation with visitors to the unit unless the housing officer has given permission for you to do so or you are spoken to.
- Your cell windows, air vents and lights will be kept clean and free of obstructions.
- Televisions are in the common use area of each dayroom only. The Housing Unit Officer will determine use of the television. The remote control will be under the direct control of the Housing Unit Officer only.
- Lights in the cells will remain on until lockdown for the night. Upon lockdown for the night, the nightlights must stay on in each cell.
- Only use the emergency call button to signal an emergency to the housing unit officer. Always follow the commands and directions of the housing unit officer during an emergency.
- Personal shoes will not be worn while working outside the unit and should remain in the housing unit. Shoes will be issued to Inmates Workers who work outside the unit.

#### 4. Property

- In addition to the 3 sets of uniforms you are issued, you may maintain the following if you have them or buy them from commissary and they fit into your property storage bin:
  - 3 white short sleeved t-shirts
  - 3 white underwear
  - 3 pair white socks
  - 3 white bras (females only, no underwire)
  - 2 white or gray gym shorts or approved shorts purchased from commissary
  - 2 white or gray sweatshirts
  - 1 pair of approved personal shoes
  - 1 pair of issued or purchased commissary shoes
  - one additional set of shower slides
- You are allowed to maintain possession of the following items: legal documents, approved eyeglasses, dentures, prosthetic devices and hearing aids approved by medical staff, personal shoes if approved and commissary items.
- The maximum amount of personal property that may be retained is limited to that which can be properly placed within your property storage box.
- Your property storage box will be kept in its storage location at all times.
- Contraband is any item not authorized or issued by the Corrections Bureau. Any item that is authorized or issued by the Corrections Bureau that has been altered from its original state will be considered contraband. Possession of contraband is punishable under inmate disciplinary procedures. Property in excess of that allowed is considered contraband and will be seized and become property of the jail for disposal.
- No more than 10 authorized over the counter pills may be stored in your property box. No prescription meds may be stored. Photo postcards may be placed on the provided attachment board (5 photos per inmate no larger than 4x6) All photos in excess of five must be stored in your bin. If located in an open bunk, all photos must be stored in your bin. No personal property will be accepted for you at the front lobby desk without written authorization.

- If you are sentenced to DOC, you will notify your family to pick up your property within 30 days or it will become property of the jail.

#### **5. Unit Housekeeping**

- General areas of the Housing Unit will be cleaned daily.
- All inmates are required to perform unit housekeeping duties as assigned. Assignments will be made by the housing unit officer on a rotating basis.
- Dayroom areas will be cleaned prior to and after the serving of meals.
- Trash receptacles will be emptied daily.

#### **6. Searches**

- There are two types of searches, pat down searches and strip searches.
- You will submit to both types of searches in accordance with your classification, reasonable suspicion, and whenever staff considers such action necessary to preserve the safety and security of the facility.
- Your cell area is subject to random searches. You must vacate the cell on the Officer's command. The Officer will make every effort to leave the cell in an orderly condition.

#### **7. Cell Lockdown**

- When a general Lockdown order is issued, you will immediately return to your cell or assigned bunk. If you are the only inmate assigned to a cell, you will close and lock the door behind you. If assigned with another person to a cell, do not close the cell door until your assigned cellmate is also present within the cell.
- An order to Lockdown will be given prior to official counts and whenever the Housing Officer believes that such action is necessary.
- Refusal to Lockdown, delaying Lockdown, or tampering with a locking device is a serious rule violation.
- Inmates assigned to bunks shall remain on the bunk until the pod officer returns the unit to normal operations.

#### **8. Personal Hygiene**

- You are expected to shower and shave at regular intervals and maintain a high level of personal cleanliness.
- At the time of your assignment to housing, you were furnished personal hygiene items. You are responsible for obtaining replacement or additional items through the commissary.

- Male inmate workers will receive disposable razors. When not in use, the razor must be placed on the shelf above your cell sink. If assigned to an open area bunk, razors and hygiene items will be kept in your property bin. General population Inmates will be provided limited shaving time during the week and electric razors will be available for lockdowns, as their behavior permits.
- Fingernails will be neatly trimmed. Nail clippers are available at the Officer's Station.
- Toilet paper and feminine hygiene products are provided by the facility. Request replacements from the Housing Unit Officer.
- You will conduct hair cutting activities within the housing unit only. No signs or symbols may be cut into the hair. Clippers are secured by the Housing Officer and are available on request
- Inmate Workers will maintain a clean and professional appearance in order to work. Male workers will be clean shaven with no facial hair. All inmate workers with long hair must have it tied in a pony tail.

#### **9. Personal Funds**

- At the time of your admission, you are given a personal money account. Any cash in your possession at the time of your admission is placed in your account, as are other funds you may receive during your stay at the facility.
- To be declared indigent an inmate must have \$1.99 or less in their account for a period of seven (7) consecutive days or longer.
- All inmates (except for Contract Inmates and State Inmates incarcerated as a witness) are charged an initial per diem fee upon intake and daily subsistence fees pursuant to F.S.S. 951.033. The subsistence fee will not be charged nor a lien placed for subsistence to Inmates with less than the established fee in their account. We will collect 100% of all subsistence fees applied if you have the available balance to support the fee. This would include taking the entire amount charged from your available commissary fund. Inmate Workers outside of the pod are not charged the daily subsistence fee. All other fees are applicable and will be posted in the housing unit.
- If you oppose paying the fees allowed under F.S.S. 951.033 you may present your opposition in writing to the Jail Commander listing the reason(s) you feel you are not able to pay such fees. Such reason(s) will be reviewed, considered and a determination made.

- Inmates without funds will carry a negative balance for all fees except subsistence. You are responsible for expenditures made by the facility on your behalf. When you have a negative balance, half of any funds you receive will be used to satisfy the negative balance. The other half can be used to purchase commissary. If you have medical fees, the entire amount of the medical charge can be collected from your Inmate Account. Medical charges can be posted anytime after the date of service and will be collected from available funds. If you have no funds available, the medical charge will be applied to you as a negative balance.
- Money orders, Cashier checks, and Government checks may be deposited in the lobby drop box during hours the lobby is open to be placed in your inmate account. It may take up to 48 hours for funds deposited in the lobby drop box to be available in your Inmate Account. Checks and money orders must be made out to your full name. It is helpful to put your JCA number on it. Personal checks and cash are not accepted.
- Funds may be mailed to the Facility for deposit into your Inmate Account. The funds must be in an envelope addressed to the facility and must state the inmate's name and JCA# on the envelope. "FOR DEPOSIT ONLY" must be clearly marked on the outside of the envelope or it will be returned to sender.
- Touch Pay Services are available for the public by phone or internet to deposit funds into an Inmate Account for the purpose of bond, commissary and prepaid phone use.
- A Kiosk Payment Acceptor is available in the lobby of the Charlotte County Jail which will accept Cash, Credit & Debit Cards for the purpose of commissary purchases, bond payment and pre paid phone use.
- You will be required to pay for institutional property that you damage, destroy or lose.

#### **10. Laundry Services**

- You will launder personal clothing items (i.e. underwear, socks, T-shirts, towel and wash cloth etc.) and sheets and uniforms within the housing unit. A schedule regarding use of the laundry machines will be posted or a laundry worker will be utilized. Detergent is provided.
- Shoes will not be washed in housing unit washers.
- Mandatory sheet exchange will be conducted weekly.
- Blankets will be laundered in the main laundry facility twice per month.

- You are responsible for maintaining items provided to you in good condition. At the time you receive your issue, you should report any damage to the Housing Unit Officer.

### **11. Meal Service**

- You will be provided with three nutritious meals daily. The menus are developed by a licensed dietitian and are prepared to the highest standards.
- Cups may be sent to the kitchen to be sanitized after the noon meal.
- Special medical diets will only be provided in response to orders from the facility's medical physician.
- Pork products are not served in this facility.
- Special religious meals will only be provided in response to an approved request from the Chaplain's office. Special diet meals will be provided when approved in writing by the medical unit.

### **12. Commissary**

- Commissary is a privilege.
- You may purchase approved items not furnished by the facility from the commissary. The commissary is a contracted operation with prices set by the vendor. A current price list is provided on the menu.
- Commissary is conducted once weekly with a maximum order of \$70.00. If a holiday interferes with the scheduled delivery day, commissary will be conducted twice within the week prior to the scheduled delivery for the Pods affected by the holiday. With a maximum order of \$140.00.
- When ordering a radio, you will only be allowed to retain one set of batteries in the radio (2), an additional 2 batteries and one set of headphones. If the batteries are altered in any manner they will be considered contraband and disposed of according to policy. Only 1 radio is allowed. Any additional batteries, radios or headphones will be confiscated as contraband.
- When your commissary order is filled, the appropriate debits will be made from your account.
- If your account does not have sufficient funds to pay for your order, the order may be rejected or reduced.
- You have thirty (30) days from the date of purchase to address issues concerning your order.

### **13. Mail**

- There is no limit on the volume of mail you receive, except when there is a clear and demonstrable reason justifying such limitation.
- For safety and security reasons, all mail, with the exception of legal mail and funds sent in for deposit must be in the form of a postcard. They can be purchased or computer generated which will allow for pictures to be printed rather than mailed separately.
- All postcards received must meet the following criteria:
  1. Postcard minimum size 3.5 inches by 4.25 inches
  2. Postcard maximum size 5 inches by 7 inches
  3. Must be written or typed in black or blue ink.
  4. Must include the Inmate full name and JCA#.
- Non-privileged mail may be read, censored, or rejected as directed by the Commander. When such action is taken, you will be notified of the reason for the action.
- Letters contained within envelopes will not be accepted unless the letter is legal or from a recognized official government body. Inmates are allowed to send mail out in an envelope purchased from commissary or received in an indigent kit.
- Unauthorized mail with a return address will be returned to sender. Mail without a return address or a complete return address will be destroyed per policy.
- Stamps may not be reused, all correspondence labeled with a reused stamp may be confiscated and considered contraband.
- Items that are considered contraband and not allowed in the jail include:
  - Postcard Pictures larger than 4"x6"
  - Polaroid photographs
  - All photos that are not part of a postcard.
  - Any pornographic or racially motivated item/material
  - Escape plans
  - Illegal correspondence
  - Stamped envelopes, stamps, stickers on letters or postcards.
  - Blank paper, paper clips
  - Postcards with biohazards including perfume or lipstick
  - Plastic or wrapped postcards.

- Any items that are considered contraband will be disposed of and a Mail Contraband Form initiated, original to inmate's housing file with copy to the inmate.
- Two magazines subscriptions (magazines in excess of two subscriptions per inmate will be confiscated and disposed of)
  - a. Incoming publications shall be inspected visually for content and contraband
  - b. All packing and original wrapping material will be discarded
  - c. If the mailing label has been removed with the wrapping material, the inmates name must be written with permanent marker on the front page of the magazine, so that it can not be removed.
  - d. Publications shall be prohibited which:
    - 1) Explain the construction of weapons, explosives, or other items which are likely to be used and weapons
    - 2) Are locksmith manuals
    - 3) Explain the construction of electronic devices intended to aid in escapes or disruption of order.
    - 4) Advocate or provide instructions in methods of escape.
    - 5) Advocate riot.
    - 6) Jeopardize the security or safety of inmates, staff, or the general public.
    - 7) Are sexually explicit.
    - 8) "Stuff", "Maxim", "FHM", XXL, King Mag and "American Curves" magazines have been prohibited within the Charlotte County Jail due to repeated articles which have contained one of more of the above listed prohibited items. Other publications may be rejected at time of delivery due to inappropriate content
- If illegal contraband is found in your mail, evidence procedures will be initiated. You may be subject to criminal charges by law enforcement or postal authorities and the jail disciplinary process.
- Incoming packages will not be accepted.
- Privileged mail (mail from any attorney, the court, etc.) will be opened and inspected in your presence. Legal/ Official mail must have recognizable embossed markings.

- Your outgoing mail must be marked with your name and the facility's return address, properly stamped, sealed and given to the Housing Unit Officer. No other markings on the envelopes are permitted.

Inmates Full Name  
JCA Number  
Charlotte County Jail  
26601 Airport Road  
Punta Gorda, Florida 33982

- Indigent inmates will be provided with postage, paper, envelopes and postcards sufficient to provide two non-privileged letters each week.

#### **14. Visitation**

- Visitation is a privilege. Visits may be denied, revoked or limited when the visit would threaten safety, security or good order of the facility or when visitation rules are not followed.
- You may have 2 social visits per week; only 1 visits per day. Visiting periods are 60 minutes and are non-contact. Hours will be posted in housing areas. Attorney visits are not restricted. Handicap and special needs visitation is accommodated by request.
- Visitors will abide by the dress code posted in the lobby and in the housing unit. You are responsible to make the visitor aware of the dress code. Visitation may be denied for inappropriate dress.
- You are responsible for scheduling your visit on the housing unit's visiting list prior to 5pm on the day before the visit. You must also inform the visitor of the date and time of the visit, this may be done by inmate phone or mail. If the visitor fails to show up, you will lose the slot as if the visit took place.
- A one hour visit may be one of the following: One Adult for an hour visit or One Adult and up to 2 minor children for an hour visit, or two adults (only) may split the hour. No more than one adult may actively visit the inmate at any time. All minor children under the age of 18 must be accompanied by an adult. Minor children will not be left unattended on the premises while an adult visits.
- Visitors must present government issued photo identification. Minor children may be admitted on the basis of the adult's identification. (i.e. Driver License, Passport, Military ID, State Issued ID Card.).
- Attorneys and other professional visitors (including clergy and religious advisors) may schedule visits by either calling or appearing in person at

the Visiting Desk in the Lobby. They will be required to produce proper identification and credentials.

- Inmates assigned to work details will not schedule visitation for normally scheduled work hours. If the visit is scheduled during work hours, the visit will be denied and count as a visit used for the week.
- In order to visit a family member in the hospital, the inmate **MUST** obtain a court order to do so. The inmate should contact his/her attorney to petition the court.
- In order to attend a funeral, the inmate or inmate's family must contact the Inmate's attorney to obtain a court order furlough or contact the Facility Watch Commander and arrange to have the inmate transported. Transport cost must be paid by the inmate or inmate's family prior to the transport.

### **15. Religious Activities**

- Only approved Clergy members on the list may visit an inmate. Visitation will occur in the inmate public visiting area.
- Religious services are offered by the office Chaplain.
- Subject to security considerations, inmates will have the ability to participate in the essential practices of their religious faiths.
- Inmates will be entitled to observe reasonable religious governed diets. Special religious meals will only be provided in response to an approved request from the Chaplain's office.
- If you wish to be married while incarcerated, you will submit a written request to the Chaplain at least 10 days prior to the event. Due to security concerns, only the bride and groom and person conducting the ceremony may attend. An escort officer may be used as a witness.
- Bibles are provided by request through the inmate library.
- Only two (2) spiritual and/ or religious soft cover books are allowed for each inmate at any time. You will be permitted to exchange one book for another upon request.
- Religious materials or activities that present a significant threat to security and order within the jail are prohibited.

### **16. Telephones**

- Telephones are a privilege.
- Local attorney and bondsman calls are not charged to the inmate.

- A collect call phone system is available for your use during the general dayroom activity periods. You and your applicable recipients are responsible for establishing and maintaining pre paid accounts.
- All calls other than those to attorneys may be monitored and recorded.
- The Housing Unit Officer may limit the length or curtail your telephone calls. You will remain standing during calls.
- You will not be permitted access to a telephone once you have been notified of an upcoming transport.
- Inmates may only use their assigned PIN number.

### **17. Reading Materials**

- You are permitted to maintain one library book in your cell.
- Reading materials must be able to fit within your personal storage bin.
- Newspapers are not permitted within the cells and must be kept in the dayroom area.
- Books from the facility library will be provided through the library request process.

### **18. Legal Materials**

- Legal Materials are maintained on computer and hard copies in the inmate library. These resources are available to court ordered Pro Se inmates by written request.
- Any inmate can request SPECIFIC legal information or materials in action cognizable in the State of Florida or to appeal their sentence by submitting a written legal request form to the Programs Clerk.
- Inmates may order paper and other legal supplies through commissary. The cost of these items will be debited from your commissary account before being delivered. Inmates will not be denied legal material for inability to pay.
- Computers have been placed in the classroom areas of A, B, C, D, E, F, G, H and Work Release Housing Units for the purpose of open population inmates to research legal material. The Inmate Legal Computer will only be utilized to research legal material for an inmate's criminal and/or civil case(s).
- For inmates wanting to schedule time for the legal computer, the inmate will:
  - Sign up 24 hours in advance to schedule computer time for 1 hour increments, Monday through Saturday. The available times are as

follows: 0845-0945, 0945-1045, 1200-1300, 1300-1400, 1400-1500, 1800-1900, 1900-2000 and 2000-2100.

- Bring no more than two (2) pens and one (1) writing tablet into the room. No food or drink items will be allowed in the room.
- Only one (1) inmate will have access to the Inmate Legal Computer at a time and will only work on his/her case(s).

### **19. Health Care Services**

- Health care services are provided through a medical contract. The medical service staff are all properly licensed and certified.
- Medication distribution and sick call occur within your housing unit at times designated by the medical staff.
- You should fill out a Medical request Form for non-emergency needs or alert the Housing Unit Officer to any immediate medical needs.

### **20. Medical Services Fees**

You are required to help defray the cost of your medical treatment. You are not charged for services required by the facility including:

- Initial Screening
- Physical Assessment
- Syphilis, Tuberculosis & HIV Testing
- Sexually Transmitted Disease Treatment
- Mental Health Services
- Emergency as determined by Medical Staff Member
- Follow-Up visit for same condition within 28 days (Physician ordered)
- Chronic Clinic Visits

Medical care is NEVER refused due to an inability to pay. Accounts may be placed in a negative status or funds will be deducted from your available commissary balance to satisfy medical fees.

### **21. Programming**

- Education, counseling and social service programs are offered by the facility. Participation in these programs is voluntary and considered a privilege. Inmates who are placed in confinement may be removed from programs.

- Program Descriptions and schedules are posted in the housing units. Your Housing Unit Officer can answer questions regarding the availability and requirements of participation.
- Once you have requested to attend a Halcyon Group Program and are enrolled you are subject to a \$10.00 debit to your Inmate account if you refuse to attend.

## **22. Classification**

- Housing unit assignments are based on your classification. Classification is based on a scoring system that considers your legal status, level of maturity, management requirements and in custody behavioral history.
- Your Initial Classification is usually determined within the first 72 hours. Reclassification occurs:
  - Whenever there is a change in your legal situation;
  - You complete a term of disciplinary segregation;
  - You are placed in an administrative segregation; or
  - The facility receives substantiated information that could reasonably be expected to impact your behavior.
- You are permitted one appeal of your classification status for each change of status. Appeals are requested through standard inmate request procedures to the Administrative Commander.

## **23. Gain Time**

- Inmates sentenced to county jail time receive a reduction of 5 days state gain time for every 30 days of the sentence.
- County gain time of 5 days per month is awarded for working in a job assignment and is awarded every 30 days.
- Gain time can be lost as a result of disciplinary action and or an inmate's refusal to work.

## **24. Grievances**

- You may file a " formal grievance" when you believe that you are being subjected to abuse, harassment, abridgement of civil rights or denied privileges without just cause.
- You first must attempt to solve the grievance with the staff person directly involved in the situation. If you are unsuccessful in resolving the issue at this level you may then initiate the formal grievance process.

- The grievance process includes an investigation of the issues including interviews with persons involved. If the issue cannot be resolved by the Housing Unit Supervisor to your satisfaction, the Housing Unit Supervisor will forward all relevant information to the appropriate Commander who will render a decision in writing within 5 working days of receiving the grievance.
- You may appeal the Assistant Commander's decision to the Jail Commander within 72 hours of receiving the decision. The Jail Commander's decision is final.

## **25. Disciplinary Actions**

- You (as an individual) may be subject to an individual lockdown order (instant adjudication) for a minor rule violation. If such an order is given, you must immediately go to your cell and shut the cell door, or immediately go to your open bunk area. At a time convenient to the operation of the unit, the Housing Unit Officer or other staff member will discuss the situation with you.
- A disciplinary report (DR) is written when an inmate has committed a major infraction or repeated violation of any rules of the jail.
- A disciplinary report initiates the facility's formal inmate disciplinary process. The disciplinary process is designed to determine whether your actions violated facility rules and regulations.
- You may be placed in Administrative Confinement prior to the initiation of the formal disciplinary hearing. The basis for this action may be either the seriousness of the charges, or if such action is deemed necessary, for reasons of safety or security.
- The procedure for a disciplinary action is as follows:
  - You will be served with a disciplinary report. An impartial officer will investigate the charges.
  - You will have 24 hours to prepare a defense of the charges. You may waive this 24-hour waiting period in writing. You will be permitted to present evidence in your own behalf including written witness statements.
  - Within 5 working days (excluding weekends and holidays), the Hearing Officer will conduct a disciplinary hearing. The Hearing Officer will make a decision of guilt or innocence.
  - You will be provided with a copy of the Hearing Officer's findings and the Assistant Commander's decision (or designee's decision).

You may appeal the Disciplinary Decision in writing to the Jail Commander within 24 hours of receiving your copy of the decision.

- The Jail Commander will respond to your appeal within 72 hours excluding weekends and holidays.
  - The Jail Commander may reduce the imposed sanctions but cannot increase them. The Jail Commander's decision is the final decision on all appeals.
- Discipline may include but is not limited to loss of privileges, loss of gain time, disciplinary confinement, monetary reimbursement and/or criminal prosecution.
  - Disciplinary Confinement will include loss of privileges. This may include specific Commissary items, Programs, Television and Visitation. Telephone privileges may be limited or revoked as a disciplinary measure. Legal calls and legal visitation will not be restricted.
  - Inmates placed on Disciplinary or Administrative Confinement due to behavioral problems will not possess a stool or property bin.
  - The following is a list of infractions and maximum penalties: