

# Inmate Rules and Regulations

SI DESEA ESTA INFORMACION EN ESPANOL LA PUEDE PEDIR AL OFICIAL EN TURNO

## A. BOOKS, NEWSPAPERS AND PERIODICALS

1. The Corrections Bureau staff will make paperback books available on portable book carts. No inmate may have in his/her housing area any more than the following at any time: a. One newspaper; b. Two magazines or periodicals; One paperback dictionary; Five paperback books. Hardbound books are not allowed.
2. Inmates are not allowed to receive books, magazines, or newspapers from visitors. If mailed to the inmate, they must come from the publisher or Internet bookstores. Hardbound books will be returned to the point of purchase.
3. Inmates may purchase, receive and read any book, newspaper or periodical accepted for distribution by the United States Post Office. Nothing herein shall be construed as limiting the right of a facility commander to: Exclude obscene publications or writings, and mail containing information concerning where, how, or from whom such matter may be obtained; and any gang activity or any matter of a character tending to incite murder, arson, riot, violent racism, or any other form of violence; and any matter concerning unlawful gambling or an unlawful lottery; Exclude publications or writings based on the physical composition of the material or packaging or to restrict the sources from which the jail will receive such materials where there is a valid security reason to justify such action; Open and inspect publications or packages received by an inmate; Restrict the number of books, newspapers or magazines the inmate may have in his/her cell or elsewhere in the facility at one time; Outgoing post cards requesting subscriptions marked "bill me" will be destroyed.

## B. CLEANLINESS

All privileges may be withheld until unit is clean

1. Each inmate is responsible for the cleanliness of his/her housing area. Floors will be swept and mopped daily. Mops and mop buckets will be made available.
2. Trash, papers, or any other items are not to be thrown on the floor of the dayroom, individual cells, or patio area. Receptacles in each housing area are only to be used for trash.
3. No adhesive such as toothpaste or tape shall be used to hang any pictures, etc. in units. Nothing is to be placed on the cell doors, windows, speakers, walls, vents, mirrors etc.
4. Handmade storage containers or using any items to make shelving is not authorized. Handmade storage containers will be removed and destroyed. Shelving will be confiscated and destroyed.
5. Covering cells windows, "tenting" bunks, clothes lines, chairs in cells and chairs on the upper tier are all strictly prohibited and result in disciplinary action or suspension of privileges.

## C. COMMISSARY

1. Commissary will be issued once a week on Wednesdays.
2. Inmates may only spend money which is recorded on their account. Online orders can be placed by family or friends at [www.santacruzpackages.com](http://www.santacruzpackages.com)
3. Commissary slips must be turned in by 10:00 a.m. on Tuesdays.
4. Indigent inmates with less than \$3.00 may receive an indigent kit free of charge once a week on Wednesday. The indigent kit includes: 6 sheets of paper, 2 stamped envelopes, 1 pen, 7 shampoo packets, two bars of soap, 1 toothbrush, 1 tube of toothpaste and 1 comb. Qualifying inmates need to fill out a commissary form and order item #9636 to receive an indigent kit.
5. Inmates are responsible for checking their commissary purchase to ensure accuracy. All commissary will be transferred to a paper bag. Plastic bags are not allowed in the units and are considered contraband.
6. Once inmates have purchased commissary items, they will not be allowed to trade any commissary items for another item. No substitutions will be provided for items not in stock.
7. Items that are missing from an inmate's order will be credited to their account.
8. Slips will not be processed if they are submitted with stains on them, have any foreign substance on them or are not signed by the inmate.
9. Slips will not be processed if they are not filled out completely or not filled out correctly.
10. Inmates released without their commissary order will have the funds credited to their accounts. Released inmates have 120 days to request a refund of these funds or it will be disposed. Per gov. code 26642.

## D. COURT APPEARANCES

1. The Jail staff is aware of each inmate's court schedule and he/she will be called from his/her housing area to make court appearances.
2. Inmates going to court must have inmate identification and be fully dressed. Inmate jewelry or decoration is not allowed in court or court holding. No items may be taken to court except legal papers.
4. Only verified medical emergencies will excuse an inmate from court appearances.
5. All clothing for inmates scheduled for jury trial shall be delivered directly to Court Security by the inmate's attorney.

## E. INMATE GRIEVANCES

Any inmate incarcerated in a Santa Cruz County Correctional Facility may file a grievance regarding any condition of confinement. Grievances related to issues that are outside the Corrections scope of authority are not generally grievable, for example, probation and parole decisions, judicial decisions, state and federal laws, and issues governed by the policies and procedures of other authorities.

Grievance forms (DET-1060) and appeal forms (DET-1148) shall be available in housing units and shall be issued to the inmate on request. Retaliation against an inmate for filing a grievance is prohibited.

## F. SCHEDULE

1. Lights are turned on at approximately 5:30 a.m. and off at approximately 11:00 p.m. daily.
2. Meals are served at approximately 6:00 a.m., 11:30 a.m. and 5:00 p.m.
3. All food provided by the kitchen will be consumed at the time it is served. A maximum of 30 minutes will be allowed for consumption and/or disposal of a meal. Food, including fruit, may not be stored.
4. After meals stack trays by the dayroom door for pickup.
5. Razor pass is conducted daily. You must present the officer with your ID card in exchange for a razor. Before lights out you will be asked to turn in your razor in exchange for your ID. Any missing razors or broken/altered razors may result in disciplinary action and the unit may be locked down until the razor is found.

## G. JAIL ISSUE

1. Prior to Housing, all inmates will be issued a kit that includes clothing, bedding, cup, spoon and toilet paper.
2. Upon housing all inmates shall be given a hygiene kit and charged \$3.75.
3. Each inmate will be issued clean clothing, of appropriate size, sheet and towel once a week, and two sets of clean underclothing twice a week. Soiled items must be exchanged on a one-for-one basis.

4. Clothes or towels should not be hung on railings or in windows. Anything that may obstruct an officer's view will be confiscated and that inmate will receive disciplinary action.
5. Any use of clothing not worn for what was intended will not be condoned and may result in disciplinary action and/or seized.
6. All items issued by the jail shall be returned prior to release.
7. Cleaning implements and furniture shall not be used for exercise.
8. Inmates will be billed for any and all damage to jail issue including the inmate ID card.
9. Toilet paper is issued during clothing exchanges; inmates will receive a total of three rolls of toilet paper per 7 day period.
10. Possession of a razor outside the approved time of issuance is considered contraband and will result in disciplinary action.

#### **H. LEGAL INFORMATION SERVICES**

A private company administers the legal research and information system. You may obtain general legal research and information by completing a Legal Information Request Form and submitting it to an officer. You will receive a response in about three business days. Inmates are limited to three request forms each calendar month or information specific to your case you can consult your attorney.

#### **I. MAIL**

1. There is no limit on the volume of letters an inmate may receive or mail each day at the inmate's expense. Inmates who are without funds may request two postage paid envelopes each week.
2. All outgoing mail will have the inmate's name; S number and the facility's return address. Outgoing mail with drawings or graffiti on it will be returned to the inmate and not mailed out. The address while at the County Jail facility is: Inmate's Name, S# \_\_\_\_\_ Santa Cruz County Jail 259, Water St, Santa Cruz, CA 95060
3. If a letter does not have proper return information and it cannot be determined whom the letter is from, the address will be blacked out and "dead letter" will be marked on the envelope. The letter will then be placed into the outgoing mail. Incoming mail will be opened and checked for contraband.
4. Acceptable Mail: letters, paperback books, magazines and newspapers if mailed from the publisher, pictures and polaroids (they will be trimmed when inspected), greeting cards (must be single layer, no plastic coating, and no musical devices).
5. Letters received from the courts and attorneys marked confidential or legal mail must be opened and inspected by the staff in the presence of the inmate.
6. Only publications sent by a publisher or internet bookstore will be accepted and given to an inmate. Hardbound books, cassettes, CD's, or other items at the discretion of the Facility Commander or his designee will be returned to sender or placed in the inmate's property.
7. First class mail of persons no longer in our custody shall be returned to the Post Office for return to sender.
8. Magazines, periodicals, and newspapers will not be forwarded by the jail staff after the inmate is released. The inmate is responsible for updating subscriptions upon transfer to another facility.
9. Free advertising material, fliers, catalogs and other bulk rate material will not be delivered to the inmate.
10. Outgoing mail that appears bulky or might contain contraband will be opened and inspected.
11. Mail between inmates in the Santa Cruz County Corrections Facilities is prohibited without prior approval of the Jail Commander.
12. Mail received from inmates in other State, Federal, City and or County Corrections Facilities will not be permitted without prior approval of the Jail Commander.
13. Stamps and other gummed seals including return address labels will be removed before delivery.
14. Staples, stickers, glitter, tape or paper clips will be removed prior to delivery.
15. Material that is sexually explicit, racist, hate-related, gang-related, may invoke violence, or aid escape is prohibited and will not be delivered.
16. Questionable substances on mail i.e. stains, perfume, powder, etc. will not be delivered.
17. Stamps, envelopes or other writing implements will not be delivered.
18. Outgoing mail with any markings, drawings and/or writing other than return address and addressee's address will be returned to the sender. The only exception will be envelopes marked "Legal Mail."
19. Mail containing any pornographic photos, images, drawings, etc. will either be returned to sender or, if not possible, placed in the inmate's property.

#### **J. MEDICAL SERVICES**

1. Medical care is available in this facility. If you need medical attention, request a slip from the nurse on medication rounds. Nurses are on duty at the Main Jail at all times. A doctor is available Monday through Friday for sick call. Special health needs should be discussed with the medical personnel. In an emergency, you will be taken to the appropriate medical facility for treatment.
2. Cost for outside medical services will be at the inmate's expense.
3. Santa Cruz County will charge \$3.00 for medical or dental visits requested by an inmate. You will not be denied health care because of lack of funds. The following medical services are excluded from charges: medical emergencies, appointments made by medical staff, communicable disease testing or treatment, any and all services related to pregnancy; and mental health evaluations.
4. The only inmates who will be given medications during medication rounds will be those who have a medication ordered by a health professional.
5. Inmates must take oral medication with water or juice. Hoarding or "cheeking" of medication will result in disciplinary action.
6. No medication will be dispensed to inmate without authorized inmate identification.
7. Pain relievers and decongestants can be ordered through commissary.

#### **K. MONEY**

Money orders may be mailed to the Jail and added to an inmate's account. The inmates name and S number must be on the money order. Personal checks are not accepted.

Cash or credit deposits may be made at the Main Jail or Rountree lobby kiosk. Inmates may not transfer money to another inmate's account. Coins are not counted during intake and are not added to an inmate account. They are placed with the inmates' valuables and returned at the time of inmates' release.

#### **L. PROPERTY RELEASE**

1. Generally, property belonging to an inmate shall not be released, with the exception of keys. The Watch Commander must approve any exception. Inmate money is released only with the approval of the Watch Commander. An inmate who has been sentenced to state or federal prison may release all property.

#### **M. RECREATION**

1. Inmate patio areas may be used daily, depending upon the status of the unit and weather. Tables and chairs are not allowed on the patio nor shall they be used as exercise equipment. Patios will be locked at sunset. Inmates may not exercise in groups of more than three. Audible cadence or military style chants are strictly forbidden. Inmates are required to wear footwear whenever on patio or outside.

#### **N. RELIGIOUS ACTIVITIES**

1. The Jail provides a Chaplain for inmates who desire individual counseling. The Jail Chaplain may be contacted by submitting a "Request Form".
2. If an inmate wishes to see his/her own minister, it is up to the inmate to contact him/her. The Jail Chaplain and Special Services Division Lieutenant must first clear all visiting dergy.

#### **D. CLASSIFICATION AND HOUSING ASSIGNMENTS**

1. Classification is a process that determines where an inmate is housed while he or she is in our custody. Your classification is based on your current behavior, gang affiliation, charges, past criminal history and past behavior either here or at other facilities.
2. Administrative Segregation: Your behavior while you are in custody is an important factor in determining your housing assignment. Inmates who are determined to be and escape risk, assaultive, disruptive to jail operations, or likely need protection from other inmates may be classified as Administrative Segregation. Administrative Segregation is NOT punishment. It may be necessary in order to obtain the objective of protecting the welfare of staff and inmates.
3. Inmates may request reclassification every 30 days on an "Inmate Request Form" also know as a green slip. Grievances are NOT for requesting reclassification.
4. If you disagree with your reclassification assessment by the classification officer you may appeal it via a grievance addressed to the Jail Commander.

#### **E. TELEPHONES**

1. Telephones are available in each housing area. The telephones will be turned on after inmates have left for Court.
  2. All local and long distance telephone calls are either collect or made using a phone time purchased through commissary.
  3. All calls (except those to attorneys) are subject to monitoring recordings. Pick-up the receiver, listen and follow the instructions. Calls will be limited to fifteen minutes each when another inmate wishes to use the phone. Inmates in housing may not use the phones in booking except for verified family emergency or at the discretion of the Watch Commander.
  4. Inmates may use money from their inmate account to purchase telephone time that can be used to make telephone calls from the jail in lieu of placing a collect call. This also provides access for international calling. Costs of calls and account balances are reported at the beginning of each call. There will be no limit on the amount of telephone time an inmate may purchase providing that he/she has sufficient funds to cover his/her order.
- b. If the inmate does not have enough money on his/her account to cover the Commissary order and inmate debit calling order, the Commissary order will be filled first.
- c. Inmates purchasing telephone time will be given a Personal Identification Number (PIN). This number will consist of the inmate's 6-digit "S" number plus four randomly assigned numbers.
- d. Telephone time is not intended to be traded, sold, bartered or used by other inmates and is meant to be used only by the purchaser.
- f. Using inmate telephones for the purpose of annoying or harassing is a crime.
- g. Inmates will be able to get the balance on their debit calling account by entering their PIN into any jail inmate phone.
5. An inmate may request a refund, after their release from jail, of any unused telephone time (\$1.00 or more) by submitting a request in writing to Santa Cruz County Jail. A post card for this purpose will be available from Jail Staff and at the front Jail Reception counter for distribution upon request. If the request for refund is received by Santa Cruz County Jail, after 30 days of this jail's documented release date, the refund will not be issued.

#### **G. TELEVISION**

1. Television programming is determined by a specific schedule. Do not ask officers to deviate from the schedule. The unit call button shall not be used to request a "channel check" under any circumstances.
2. Television volume may be turned down at the officer's discretion. Televisions will not be turned on unless the housing unit privileges have been granted.
3. Use of a television is considered a privilege and may be suspended at the housing officers' discretion.

#### **H. TRANSFER TO CALIFORNIA DEPARTMENT OF CORRECTIONS**

Any personal property items that do not meet the criteria as established in this procedure shall be disposed of in one of the following manners before you transfer to San Quentin:

- a. Released to a friend or relative.
- b. Donated to a charitable organization.
- c. Donated to the institution.
- d. Discarded.

#### **Property allowed includes:**

- a. Legal and religious material.
- b. Postage stamps, envelopes, writing paper.
- c. Receipts, address books, business cards, etc.
- d. Personal letters and photos.
- e. Eyeglasses and medical devices.
- h. Shoes.

All other items will be disposed of as described above.

#### **I. VISITING**

1. The following guidelines are provided to ensure that all parties have a successful visit. Failure to comply with these guidelines will result in the immediate revocation of the visiting privilege.
2. Inmates must complete a Visitor Request Form completely before any visits will be allowed. The visitor list can be updated only once every 30 days from the date the original list was completed. Visitors must be pre-approved by staff before they can schedule a visit.
3. Visitors call Jail Reception at (831) 454-2420 to schedule a visit. Visitors must check in 30 minutes before their visiting time. Failure to appear for a scheduled visit will count as a visit.
4. Visitor clothing cannot be provocative in nature or design. Clothing must cover all genitals, buttocks, and breasts. Clothing worn by the visitor(s) must be appropriate for a family visiting environment.
5. Inmates and visitors must conduct themselves properly at all times or the visit will end immediately and without warning.
6. Visitors are required to present valid identification prior to the start of the visit. Valid driver's license, California identification card, passports, military identification and immigration identification are acceptable forms of identification.

7. Minors are only allowed to visit when they are accompanied by an approved adult visitor such as a parent, a court appointed legal guardian, or they have written, notarized permission to visit from the minor's parent or legal guardian and a certified birth certificate or embossed abstract of birth. Notarized letters must have the notary stamp on the original document; it must not be stapled attached as an amendment and must be updated each calendar year.
8. Visitors who violate any proper procedure of the visiting process may be banned from entering the facility either temporarily or permanently or, depending on the violation, criminally charged.

**I. VOTING**

- The County Clerk/Elections Department Inmate Voter Outreach will provide all necessary materials to inmate voters. Corrections personnel will facilitate voter outreach as directed by the Chief Deputy.
- Inmates who are not registered to vote may request an Affidavit of Registration. Completed Affidavits shall be hand-delivered to the County Clerk/Elections Department.
- Inmates who are registered to vote must request an Absentee Ballot. Completed Ballots shall be hand-delivered to the County Clerk/Elections Department.
- The County Clerk/Elections Department is responsible for determining who is eligible to vote.

**II. PROGRAMS & CLASSES**

We offer a variety of programs and classes at the all of our facilities. The schedule for these classes and what is available to your unit is updated and posted in the units monthly. When your housing officer announces a class and you wish to attend, it is your responsibility to be fully dressed and ready to go in a timely manner. Anytime you leave your unit you must be wearing the jail issued sandals (no shoes).

**V. DISCIPLINE**

The degree of punitive actions taken by the disciplinary officer shall be directly related to the severity of the offense and history of similar offenses during same custody stay. Sustained disciplinary convictions negatively impact your classification level, which determines your housing and facility assignment.

Disposition of Disciplinary Sanctions

A. Minor offenses are designated as Level I and II.

**Level I**

- Extra work detail: 4-8 hours
- Loss of all privileges: 3-7 days

**Level II**

- Extra work detail: 8-16 hours
- Loss of all privileges: 7-14 days
- Confined to cell or bunk for a 24 hour period
- Removal from work or program assignments: 1-14 days

B. Major offenses are designated as Level III and IV.

**Level III**

- Forfeiture of "good time" credits earned: 25%-50%
- Forfeiture of "work time" credits earned: 25%-50%
- Disciplinary isolation and loss of all privileges: 15-30 days
- Disciplinary isolation diet: 1-3 days

**Level IV**

- Forfeiture of "good time" credits earned: 50%-100%
- Forfeiture of "work time" credits earned: 50%-100%
- Disciplinary isolation and loss of all privileges: 30-60 days
- Disciplinary isolation diet: 3-6 days

<b>C. Disciplinary Sanctions Schedule: DESCRIPTION</b>		
<b>LEVEL I</b>	Disruptive behavior during visits, interviews, programs, court appearances or other activities.	Interfere with facility security or security-related operations.
Failure to keep cell, bunk, dayroom and patio areas clean.	Misuse of any emergency alarm in the facility.	Destroy or damage jail property.
Failure to be responsible for jail-issued items or to alter or damage any jail-issued items.	Except white in the shower, failure to have bullocks, genitals or breasts appropriately covered.	Possess, smuggle or attempt to smuggle any contraband into or within a facility.
Taking property other than legal papers outside of the housing area without authorization.	Possession of extra jail-issued items.	Possess or make any intoxicant.
Placing any pictures or material on facility walls or windows.	Unauthorized communication between inmates.	Set or cause a fire.
Storage of food other than commissary items in the living area.	Refusal to work or attend mandatory programs.	Flood or clog plumbing.
"Tenting" of bunks	Disobeying a lawful order of the staff.	Misuse prescribed or non-prescribed medication.
Unauthorized transfer or exchange to another inmate of any item.	Possession of any item, contraband or issued, being used for tattoos.	Possess materials related to gangs or hate.
Tampering, destruction, or alteration detention identification.	Possession of cigarettes, tobacco, lighters, matches or any tobacco use.	Violate any local, state or federal law.
Using cleaning equipment for exercise.	Body piercing or using items as jewelry.	<b>LEVEL IV</b>
Locking out the dayroom or patio windows.	Giving, receiving tattoos or possession of any tattoo related items.	Assault any person.
<b>LEVEL II</b>	Possess or make an altered razor.	Escape, attempt to escape, or aid escape by any person.
Tampering with the television, telephone, hot water pots.	<b>LEVEL III</b>	Destroy or tamper with doors, locks, screens, or any other security device.
Failure to be appropriately dressed outside of housing area, minimally wearing long pants and a shirt.	Sparking or tampering with electrical outlets.	Possess or make a weapon.
Unauthorized bed or cell changes.	Refuse to transfer to another cell, unit or facility.	Riot or encourage others to riot.
The use of abusive or disrespectful language to any person.	Extort, blackmail, or threaten any person.	Engage in sexual activity.

**This facility does not tolerate sexual abuse, sexual harassment or sexual misconduct of any kind. While you are here, you have the right to be safe and treated with respect. You are expected to treat others in the same way. We take sexual abuse and sexual harassment seriously and will take every action to stop it. Every staff member, both custody and non-custody, is trained to give help if they see or hear about sexual abuse or sexual harassment. All staff members have to report any suspected sexual abuse or sexual harassment. If you need to report sexual abuse or sexual harassment that happened to you or that you witnessed, you can:**

- Tell any staff member, officer, medical, mental health staff, and chaplains.**
- Call 888-900-4232 (Monarch services).** Write a note or green slip to any staff member, Supervisor, Sergeant or Lieutenant. Fill out a sick call slip (blue Slip). You can request to see medical and mental health staff at this facility without naming names or making a full report. All medical and mental health services that you need because of sexual abuse will be free. No one deserves to be abused. Sexual abuse and sexual harassment are not a part of your sentence.

Welcome to the Santa Cruz County Jail. The Sheriff's Office Correctional Staff are committed to ensuring your stay in our facility is as comfortable and short as possible.

Your safety and well-being (medical and mental health) are our priority. Additionally, we will work to assist you with your personal growth through Inmate Programs (i.e. education, religious/spiritual, addiction recovery support, cognitive behavioral therapy, etc). Our goal is to safely care for you during your time here and provide you with the tools/skills to prevent you from returning.

Officers are readily available if you have questions or concerns. Alternatively, you can fill out and turn in a Request Slip (aka: Green Slip). If you have an emergency, you can push the red Panic Alarm.

Medical services are available 24 hours a day. If you or a fellow inmate has a medical or mental health emergency, contact your Housing Officer immediately! For non-urgent issues, fill out a Health Referral-Blue Slip. Your written communications with Medical and Mental Health staff will be confidential. All mental health requests are free of charge. A \$3.00 fee will be charged for submitting a medical request. Follow up medical visits for the initial request (injury, health concern, etc.) will be free of charge. Indigent inmates will not be charged for submitting medical requests.

The non-prescription medications in your hygiene kit are provided so you can care for minor discomforts such as headache, upset stomach, nausea, or stuffy nose.

It is normal to feel bad or upset about being in jail. You should remember that this is temporary and you are innocent until proven guilty. If you feel overwhelmed or like you want to hurt yourself, notify Jail Staff so we can help you.

You will go to Court within 72 hours, not including weekends or Court holidays. You can also bail out of Jail at anytime.

Inmate visitation is every Saturday and Sunday. Complete the Visitation form and turn it into your Housing Officer. Your requested visitors will go through an approval process, which usually takes a week. Once approved, they can schedule a visit by calling Reception 831-454-7800.

You are able to order up to \$125 of Commissary once every week. Select the items you want to buy from the Keefe Commissary List and complete a Commissary "Bubble" Sheet. Make sure it is turned in to your Housing Officer before 10 AM Tuesday morning.

You have access to a phone inside your Housing Unit; however, you will need the following information:

S#: \_\_\_\_\_ Pin#: \_\_\_\_\_ \*Do not give your pin# to anyone!

A TTY capable device will be made available to inmates who are deaf, hard of hearing or have speech impairments to allow equivalent telephone access.

The Santa Cruz County Sheriff's Office Corrections Bureau has a zero tolerance policy toward rape, sexual assault, abuse, harassment and sexual misconduct of any kind. If you are a victim of such abuse or have knowledge of such abuse occurring please report it. Methods of reporting: Tell any staff member, officer, medical, mental health staff, and chaplains. 2. Call 888-900-4232 (Monarch Services). Write a note or green slip to any staff member, Supervisor, Sergeant or Lieutenant. Fill out a sick call slip (blue Slip). You can request to see medical and mental health staff at this facility without naming names or making a full report. All medical and mental health services that you need because of sexual abuse will be free.

While you are within the Santa Cruz County Jail, and it is confirmed that you are pregnant, the following standards and policies governing pregnant inmates will apply to you:

- Inmates known to be pregnant or in recovery after delivery shall never be restrained by the use of leg irons, waist chains, or handcuffs from behind the body.
- Pregnant inmates in labor, during delivery, or in recovery after delivery, shall not be restrained by the wrists, ankles or both, unless deemed necessary for the safety and security of the inmate, staff or the public.
- Facility medical staff will ensure necessary medication and vitamins, as recommended by a doctor are available to you.
- Prenatal and postpartum information, health care information and childbirth education/infant care will be provided to you by the facility's medical staff.
- Medical diets, will be authorized by the facility medical staff during the intake process, or after you have been housed.
- Pregnant or lactating inmates will be given 8 oz of milk at each meal & a snack with 8 oz of milk during the evening. The housing unit officer will ensure the snack is received by you.

The Sheriff's Office Correctional Staff shall treat all persons in jail including the LBGTQJ population in a respectful, courteous, and professional manner while maintaining their safety and security. Staff shall address transgender inmates by their chosen name and proper pronoun. Discrimination or harassment of any kind based on gender identity status and/or sexual orientation shall not be tolerated. The Sheriff's Office goal is to ensure the safety of all inmates, by modeling respectful behavior and promptly intervening and immediately reporting to a supervisor whenever disrespect, harassment, or abuse is observed by others.

NAME: \_\_\_\_\_ UNIT: \_\_\_\_\_

You will go to Court within 72 hours, not including weekends or Court holidays.

You will have access to a phone inside your unit. You will need the following information:

S#: \_\_\_\_\_ Pin#: \_\_\_\_\_

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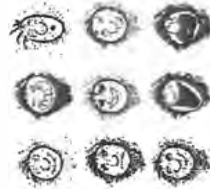
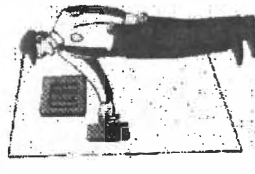
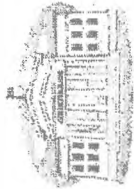
You can bail out of Jail, at anytime (24/7/365).

You will need your I.D. card on you at all times. Losing an I.D. card will result in being charged to replace it.

Officers are readily available if you have questions or concerns. Alternately, you can also fill out and turn in a Request Slip (aka: Green Slip). If you have an emergency, you can push the red Panic Alarm.

Medical services are available 24 hours a day. If you or a fellow inmate are having a medical emergency, contact your Housing Officer immediately! For non-urgent issues, fill out a blue slip.

It is normal to feel bad or upset about being in Jail. You should remember that this is temporary and you are innocent until proven guilty. If you feel like you cannot take it anymore and you feel like you want to hurt yourself, notify an Officer so we can help you.



OFFICER: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME: \_\_\_\_\_ UNIT: \_\_\_\_\_

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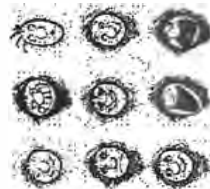
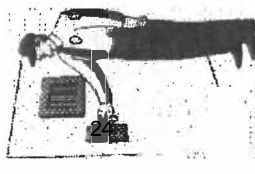
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Officers are readily available if you have questions or concerns. Alternately, you can also fill out and turn in a Request Slip (aka: Green Slip). If you have an emergency, you can push the red Panic Alarm.

Medical services are available 24 hours a day. If you or a fellow inmate are having a medical emergency, contact your Housing Officer immediately! For non-urgent issues, fill out a blue slip.

It is normal to feel bad or upset about being in Jail. You should remember that this is temporary and you are innocent until proven guilty. If you feel like you cannot take it anymore and you feel like you want to hurt yourself, notify an Officer so we can help you.



OFFICER: \_\_\_\_\_ DATE: \_\_\_\_\_