

# Warren County Detention Facility



## Inmate Rules and Regulation Handbook

The goal of the Warren County Sheriff's Department Adult Detention Facility is to provide a safe and secure environment that promotes positive inmate behavior. This is possible through the fair, impartial, and humane treatment of all individuals incarcerated in this facility.

The Detention Facility staff will presume that your behavior will be positive and rational. While incarcerated in the Detention Facility it will be your responsibility to comply with all rules and regulations, along with the directives of the staff. Although some of these regulations may seem restrictive to you, they are necessary to maintain a safe, secure, and humane environment. Positive and rational behavior on your part will preserve and maintain your privileges. Negative and irrational behavior will result in one or a combination of loss of privileges, disciplinary actions, and / or criminal charges.

Read this handbook and keep it with you during the time that you are incarcerated. Direct your questions pertaining to the contents of this handbook to any member of the Detention Facility staff for clarification or explanation.

# Warren County Detention Facility

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# Intake/Booking

**Beginning August 1, 2006 a \$10.00 administrative booking fee will be assessed for any person booked into the Warren County Detention Facility.**

## 1. Inmate Issued Items at Booking

- One Inmate Rules and Regulations Handbook
- One pair orange pants – county issued
- One orange shirt – county issued
- One blanket – county issued
- One bed sheet – county issued
- One washcloth – county issued
- One towel – county issued
- One pair of shoes – county issued
- One toothbrush – county issued or commissary
- One toothpaste – county issued or commissary
- One jail mattress with combined pillow and/or jail pillow
- One roll of toilet paper
- One bar of soap
- One Numbered Personal Property Tub
- One cup and one spoon
- Three sets of white underwear, bras, socks, and T-Shirts – county issued if not available through family or indigent

Phone calls will only be made upon the completion of the booking process or with the approval of the booking officer prior to the completion of the booking process. Phone calls are to be made on the inmate phones located in B01 and on the Booking area wall. These phones will only place collect calls.

Inmates may be held in the booking area for the following reasons: detoxification, medical issues, suicide prevention, inmate behavior problems, protective custody or any other issues deemed necessary by the on duty supervisor.

All inmates entering into the facility that will be placed into general population are required to shower with soap and a de-lousing agent prior to transfer.

All money that is brought into the facility will be deposited into an inmate bank account under the inmate's name. This money can be used for the following: Inmate commissary, haircuts, medical needs, booking fee, or bond and bond fees. Inmate money can not be transferred to another inmate for any reason.

Inmates are to stay behind the red line on the floor at all times unless directed by a detention officer. Further, all inmates are to be seated on one of the booking benches unless directed by a detention officer.

## 2. Medical

Upon incarceration, a medical questionnaire will be completed on each inmate. The questionnaires will be screened by medical personnel no later than the next business day. The medical department must order special medical diets.

# General Population

## 3. General Provisions and Inmate Responsibilities

1. All orders, directives and instructions from a staff member shall be obeyed.
2. All staff members will be addressed in a courteous manner
3. Each inmate is responsible for maintaining appropriate personal hygiene
4. Each inmate is also responsible for keeping their assigned living quarters and the dayroom area clean and in order
5. all vents in rooms, hallways cells, sally port, and pods must remain uncovered in order to ensure proper air circulation throughout the facility
6. Doors, walls, windows, and furniture shall be free of signs, pictures and any other item taped or stuck on. Toothpaste is not to be placed or applied on any part of the structure of the facility. Writing on or defacing the walls, doors, furniture and other facility property will not be tolerated. Damage will be prosecuted and disciplinary action pursued.
7. Tampering with any locking device or fire control system or devices is not permitted, and will lead to disciplinary action and/or prosecution
8. Each inmate must wear appropriate clothing at all times
  - a. The issued pants and shirt will be worn whenever going to court, medical areas, visitation, booking area, attorney conferences or appointments
  - b. Issued pants and shirt or your t-shirt will be worn while in the cellblock area, recreations and booking cells
  - c. All inmate owned t-shirts and socks shall be white in color

d. All inmate worn articles of clothing will be worn in a manner standard for society. Pants will be pulled up to cover an inmate's underwear. Further clothing will not be fashioned in such a manner as to show any gang affiliation

e. Inmates will also NOT wear any article of clothing upon their head or face

9. Each inmate shall behave in a manner so as not to disrupt the order of the facility; fighting, group disturbances, loud and profane language, or demonstrations will result in disciplinary actions. Inmates will not loiter in any un-authorized areas as designated by red lines on the floor. Inmate will not run in the cell area. Inmates are not to climb or swing from any furnishings or structures in the dayroom area. Damage to county property is a felony in the State of Missouri. All laws and statutes of the State of Missouri shall apply. Damage also applies to another person's property. Violations may result in criminal prosecution and/or administrative disciplinary action.
10. No tobacco products, matches or lighters of any kind will be allowed inside the Warren County Detention Facility. Violation will result in disciplinary actions and/or criminal prosecution. No tape recorders, tape players, headsets, earphones, or clocks will be allowed inside the Facility without express permission from the Jail Administrator.
11. Bed linens will be placed upon the bed/bunk anytime an inmate is not lying on the bed, except during laundry or cleaning of the cells
12. Cell doors will remain open at all times when inmates are not in their cells, except for inmates on lock down status. Chuck holes **will remain closed** except during tray pass and after lockdown at night for air circulation. All mattresses will be kept on the beds that they are assigned, unless authorized in writing by the facility doctor or nurse. Cell doors can be shut temporarily for privacy when inmates are using the toilet. The cell doors on lock down inmates will only be opened three times daily at meal pass to allow the cellmate to retrieve items or enter/exit the cell.
13. Cell areas will be inspected prior to assignment to the inmate will all previous deficiencies noted. Cell areas will be inspected prior to an inmate being released. Damages will be assessed in the form of application for additional criminal charges against the responsible inmate. Cells will also be inspected on a daily basis to ensure all inmate items are kept in an orderly fashion.
14. Intercoms in the cells and dayrooms are for emergency use only; Inmates will not use the intercom to ask for the time of day, request forms, or any other non-emergency use.
15. Inmates will not loiter in un-authorized areas and denoted by red lines on the floor.
16. When the daily count is conducted the inmate will follow the directives of the staff performing count. Inmate counts will be conducted at 7:00 a.m., 12:00 p.m., 5:00 p.m., and 11:00 p.m.
17. Inmates will not communicate with other inmates, in other pods, or in lock down by any means whatsoever.
18. Inmates are allowed to sit upon the stairway located in each of the housing unit pods; however you can only sit on the open rail side of the steps in a single line. You may also sit on the upper mezzanine level floor against the wall, however when a Detention Officer is conducting a walk through you must stand to clear a path for them to have free access to all cells.

#### 4. Meal Schedules

Inmates that arrive after the scheduled meal times will not be served until the next scheduled meal.

- Breakfast                      7:00 a.m.
- Lunch                              12:00 p.m.
- Dinner                             5:00 p.m.

#### 5. Phones

A telephone will be available after the booking process is complete or at the discretion of the booking officer. All calls are collect. Do not ask staff to make calls for you. Phones are also available in each of the housing units and are available after the morning meal until 11:00 p.m. each day except when inmates are preparing for transport. Inmates in lockdown are restricted from the use of the phones other than when they are on their hour out after 11:00 p.m. Staff members will not take or pass messages to inmates from incoming phone calls. Staff will however forward a message to contact their attorney at the attorney's request by use of the inmate phone only. All phone calls may be recorded.

#### 6. Laundry Schedule

- Orange Uniforms:    Thursday and Sunday
- Personal Whites:    Monday, Wednesday and Friday
- Linens and Towels:    A, B and Dorm on Tuesday      C and D on Saturday

Washcloths, towels, pillowcases, bed sheets and blankets are NOT to be put in the personal white laundry bags. Uniforms will be issued for the actual size you wear within reason and not the size that is necessarily requested. You issued uniform and linens will be washed in accordance to the facilities sanitation program. If an inmate deems it necessary to hand wash an item, these items are not to be hung on anything except the hooks provided in the individual cells.

## **7. Supply Cart**

The supply cart will come to each of the pods on Tuesday, Thursday, Saturday and Sunday. This cart will contain the following items: soap, toilet paper, toothpaste and toothbrushes, and feminine hygiene products. These items are available to all inmates.

## **8. Indigent Inmates**

All inmates who classify as indigent, if they request, will receive three pieces of paper, three stamped envelopes, one pencil, one bottle of shampoo, and one container of deodorant per week. An inmate is deemed indigent if they have only \$0.02 on their account or less for 7 days. An inmate who is deemed indigent, and is pro se (acting as their own attorney in the criminal proceedings against them), will have their legal mail sent for them at the expense of the facility. Indigent packages will be distributed only on Wednesdays. Indigent inmates will have expense entries made to their account for the dollar amount of the items provided to them. Any funds received for such inmates will be first utilized to satisfy outstanding charges. Outstanding balances will remain on the inmates arrest record, and upon subsequent arrest any funds on hand will be first utilized to satisfy outstanding charges.

## **9. Housing Assignment**

Inmates will be housed or moved to any unit or location as deemed necessary by the detention staff for the safe and efficient operation of the facility. At this time Inmates are classified and housed by Male and Female sex classification and also Civil and Criminal Commitment. The Detention Facility staff will make every effort if inmate population allows segregating inmates by the following categories: Felony or Misdemeanor Charge Classification and Violent or Non-Violent Felony Classification.

## **10. Commissary**

Commissary is available for inmate purchases. Commissary will be offered once per week. Inmates will complete an order form which contains all available items allowed in the Detention Facility and the prices of each items. Inmates are only allowed to purchase an amount that does not exceed their current inmate bank balance. Commissary privileges may be revoked as one form of disciplinary action. However, hygiene and writing items (toothpaste, shampoo, deodorant, soap, undergarments, envelopes, stamps, white writing pad, pens, and pencils) may be purchased even if commissary privileges are restricted. Inmate commissary which is received after an inmate has left the facility will be held for 72 hours. This will allow the inmate to make arrangements to have their commissary picked-up by a relative or friend. Inmates are not allowed to leave their commissary to another inmate. If the inmate commissary has not been collected by the inmate after 72 hours, the commissary will be disposed of. All inmate personal property must fit within the inmate personal property tub as outlined below.

## **11. Showers**

Showers are available for use throughout the day unless directed by a staff member not to use them. When walking to and from the shower you must wear pants and a shirt. Disciplinary lockdowns will have the ability to shower when on their hour out at approximately 11:00 p.m.

## **12. Shaving Razors**

A razor list will be circulated on Monday, Wednesday, and Friday. Inmates wishing to shave must place their names on the list. Razors will be issued the following morning and will be collected no later than 11:30 a.m. Razors that are returned altered and/or missing blades will result in disciplinary action towards the inmate that the razor was issued to.

## **13. Inmate Personal Property Tubs**

Each inmate entering into the facility and placed into general population or held for more than 24 hours will be issued a personal property tub. At all times inmate personal property must be stored inside this tub. The tub is to be placed under the lower bunk when not in use. This way they are out of the way as to allow unrestricted access to the cell. These tubs are not designed to be used as stools and shall not be used as such. Each inmate is assigned a tub with a number on it. You are responsible for the tub while it is in your possession. If a tub is returned in a damaged condition the following will apply: You can voluntarily request a \$5.00 fee to be removed from your inmate bank account to cover the replacement cost of the tub. Any damage to your inmate personal property tub not settled prior to your release will result in prosecution for damage to jail property.

The following items are not required to be kept in your inmate personal property tub:

1. Gel deodorant
2. Bar soap and plastic container
3. Approved ointments
4. Spoon/Cup and Bowl
5. Shampoo without a screw on lid
6. Towels/Washcloths/Clothes must be placed on hooks in cells
7. Pictures-may be tucked into a crevice but must not be stuck to any part of the facility with toothpaste, tape or glue type substance
8. Mail, books, legal material that is in use by the inmate

Keep in mind that your personal property must fit within the tub with the lid closed. If you are found to have more personal property than what will fit inside the tub you have the following options: Non-food items such as mail and legal material can be placed into your personal property bag down in booking. You can also have items mailed out at your expense. We can supply a flat rate box through the United States Postal Service (\$8.00) that you must pay for out of your inmate bank account. Or you can have property picked up through visitation. Finally, you can destroy it through solid waste (trash can). Once items are placed into your property bag down in booking you will NOT be able to retrieve it until you are released from the facility.

## 14. Visitation

### Male Inmates:

<b>Saturdays</b>	8:00 a.m. to 11:00 a.m. – Inmates with last name	A-F
	1:00 p.m. to 4:00 p.m. – Inmates with last name	G-L
	7:00 p.m. to 10:00 p.m. – Inmates with last name	M-S

<b>Sundays</b>	8:00 a.m. to 11:00 a.m. – Inmates with last name	T-Z
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### Female Inmates:

<b>Sundays</b>	1:00 p.m. to 4:00 p.m. – Inmates with last name	A-M
	7:00 p.m. to 10:00 p.m. – Inmates with last name	N-Z

Only two persons at a time may visit with an inmate. In the event of multiple visitors for the same inmate, the twenty seven minute visitation period will have to be divided among the visitors. Regardless of whether all persons get time with the inmate, no visit shall be extended beyond the authorized time.

Visitors need to arrive fifteen minutes prior to the start of the posted visitation period for registration and scheduling purposes. Visitors will be scheduled on a first come first serve basis. The visitation facility only accommodates four inmates at one time, so we will schedule eight inmate visits each hour. Visitors will be advised at the beginning of the posted visitation the specific time of their visit.

Children under the age of sixteen will be allowed inside the facility for visits with immediate family members only when an adult with proper identification accompanies them.

Each visitor, prior to authorization, must present a valid photo identification card issued by either the State or Federal Government.

Loss of visitation privileges shall be one form of administrative disciplinary action.

Duration of visits will be twenty-seven minutes. This allows three minutes between visits to move both inmates and visitors into and out of the visitation facility.

Visits for legal representatives, legal assistants, or attorneys will be allowed at any reasonable time unless extenuating circumstances arise.

## 15. Mail

Inmates must include their name and the following address on all out-going envelopes:

Inmate's Name Warren County Detention Facility 104 West Main Street, Suite A Warrenton, MO 63383

All mail (excluding legal mail) will be opened for the inspection of possible contraband, escape plans, threats, and evidence of illegal activity. Outgoing legal mail will not be inspected and may be sealed by the inmate and marked "**Legal Mail**" on the outside of the envelope. Incoming legal mail will be opened and inspected for contraband by the officer in the presence of the inmate.

All inmates are permitted to have funds placed on their account. The Warren County Detention Facility will only accept the following ways to place funds on an inmate account: U.S. Currency or Money Orders. Personal Checks will not be accepted.

Outgoing mail will be collected daily. Incoming mail will be distributed within twenty-four hours of delivery. All mail will be required to have return name and address on it. Outgoing mail will not be taken to the Post Office on Saturdays, Sundays or Holidays. Outgoing mail will only be collected at 8:00 a.m. and 8:00 p.m. med passes. There is no inmate-to-inmate in-house mail. There will be no delivery of incoming mail on Saturdays, Sunday, or Holidays.

## 16. Religious Activities

Inmates will have access to regularly scheduled non-denominational group activities consistent with the safe, secure, and orderly operation of the facility. Clergy visits can be accommodated during normal visitation hours or by special arrangement through the Jail Administrator.

## 17. Exercise and Leisure Activities

All inmates will be allowed the opportunity for physical exercise in the recreation area located inside the Warren County Detention Facility for at least one hour each day excluding weekends. Access to the recreation area on weekends is not possible due to the visitation schedule.

Inmates will have access to natural light and fresh air in the recreation area via the overhead door when outside weather permits. If recreation is missed due to circumstances beyond our control, it will not be made up. Loss of access to the recreation area may be one form of administrative disciplinary action. Inmates will be under direct supervision and camera surveillance while in the recreation area. The red line on the floor surrounding the stairwell is a restricted area and is not to be used by any inmate at any time unless directed by a staff member. Board games, playing cards, and reading material are available to be utilized in the day room of each pod. Each pod contains a color TV with cable programming for inmate viewing. The remote shall remain **Velcroed** to the small window ledge next to the pod door, except when being utilized. A signed waiver of liability must be completed by all inmates and placed in their file for the duration of their incarceration.

## 18. Labor

Any inmate who is being detained may fill out an application to be a trustee. The requirements for being a trustee are as follows: Trustees must obey all the same rules and regulations that apply to all inmates. Trustees may be allowed to have a reasonable amount of extra clothing, bedding & hygiene supplies as long as it does not interfere with the efficient running of the facility. Trustees are not to have any unnecessary conversations with any other inmates, pass notes, verbal messages, or contraband from one inmate to another. The applicant must receive approval from the Detention Facility Assistant Administrator. However a Trustee may have this privilege revoked or suspended if an Officer has evidence that a Trustee has disobeyed any rules or regulations. Any Trustee who has this privilege revoked, for any reason, may or may not be reconsidered for future inmate labor.

## 19. Cell Searches

Cell searches by staff members including the use of a K-9 will be conducted either randomly or systematically at any time as determined by the staff. Each inmate is responsible for their assigned cell or the cell in which they are occupying at the time the search is initiated. Any contraband located will be seized and destroyed. Inmates responsible for the area that the contraband was located in will be disciplined. Searches are conducted to ensure the orderly and safe running of the facility for all persons present.

## 20. Acceptable Inmate Items

One pair orange pants – county issued	One orange shirt – county issued
One blanket – county issued	One bed sheet – county issued
One wash cloth – county issued	One towel – county issued
One pair of shoes – county issued	One bar of soap
One toothbrush – county issued	One toothpaste – county issued or commissary
Six pair of underwear	Six pair of white socks
Six white t-shirts/thermal underwear shirts – no tank tops, must have sleeves	
Six bras – no under wire	
Reasonable amount of pictures – No Polaroid's unless the batter section is cut off the bottom. No photo shall contain nudity.	
One pair of eye glasses or contact lenses with contact lens cleaning solution.	
Reasonable amount of books, legal paperwork, and personal mail.	
Reasonable amount of commissary items.	

All commissary food items will be kept in your inmate personal property tub. Tubs are to remain in the cells and under the lower bunk except when retrieving or placing items in them.

Items of underclothes, as outlined above, may be brought in for an incarcerated individual within 72 hours of intake. Items will be new and in the original un-altered packaging from when they were purchased. All items brought in through visitation must be white in color.

Only books received through the mail from the publisher or distributor will be accepted into the facility. Books must not contain profanity or nudity. Books including crossword puzzle type publications cannot contain any staples. Educational books not fitting this description must be authorized by the Jail or Assistant Jail Administrator.

Any additional items must be purchased through the facility commissary.

In extreme cases, such as indigency or unavailability of the proper sizes on commissary, and inmate may make a request of the Assistant Jail Administrator to have clothing items brought in during visitation.

Shampoo, soap, and other personal care items not issued by this facility or specifically outlined in this handbook will not be accepted unless a medical authorization is obtained by the facility nurse and/or facility doctor.

### **DEFINITION OF REASONABLE QUANTITY**

All inmate personal property must fit inside their issued plastic storage tub. At such time that the quantity of property exceeds this storage, the excess must be mailed at the inmate's expense, transferred to the inmate's property on the booking floor, or destroyed.

## **21. Inmate Requests and Grievance Procedures**

Any inmate who believes they are the subject of improper treatment, or they have been improperly denied some privilege or service, may submit their grievance in writing on the Request/Grievance Form to the Detention Facility Shift Supervisor. Inmates who orally bring complaints or concerns to the attention of detention personnel will be requested to document these concerns on the appropriate departmental forms within five days of the event precipitating the grievance.

Grievance forms will only be passed or collected at the 8:00 a.m. and 8:00 p.m. med passes.

The Shift Supervisor shall investigate the allegations on the grievance and make a preliminary written response within seventy-two hours to the inmate. An inmate who wishes to appeal the decision of the Shift Supervisor may submit an Inmate Appeal Form to the Jail Administrator. This appeal must be made within seventy-two hours of receiving the decision from the Shift Supervisor. The Jail Administrator will provide a written response to the inmate within seven days thereafter. An inmate who wishes to appeal the decision of the Jail Administrator may submit an Inmate Appeal Form to the Sheriff. This appeal must be made within seventy-two hours of receiving the decision of the Jail Administrator. The Sheriff will provide a written response to the inmate within thirty days thereafter. A copy of the written grievance and formal response will be delivered to the inmate. A copy will also be placed in the complaining inmate's permanent file. Grievances involving potential emergency situations shall be handled in an expeditious manner by the on-duty Shift Supervisor. Previously outlined procedures regarding documentation shall be followed. Staff will not harass, discipline, punish, or otherwise retaliate against an inmate for filing a grievance or complaint. If an inmate establishes a habitual pattern of filing nuisance complaints, or otherwise abusing the grievance system, staff may refuse to process subsequent complaints. Documentation of such complaints shall be maintained in the inmate's file. The Detention Facility shall maintain a log of all inmate grievances noting date, complaining inmate's name, offending parties' name, brief classification of complaint, and disposition or official action taken. All Federal detainees will follow the same grievance procedures. All appeals can be forwarded to the appropriate custodial agency.

## **22. Discipline**

For the safety and security of all inmates, visitors, and staff of the Detention Facility, you will be required to comply with all rules, regulations, applicable laws, and staff directives. Violations may result in disciplinary actions, criminal prosecution, civil prosecution or a combination thereof. Disciplinary actions will be based on the severity of the violation(s) and the number of times the same violation(s) have been committed. Upon review by the administrative staff, additional disciplinary action may be taken. Any appeal will be handled as outlined in this handbook.

Prohibited activity shall include, but not be limited to the following acts, whether completed or attempted:

- 1) Murder
- 2) Taking and/or holding hostages
- 3) Assaulting any person or fighting
- 4) Threatening any person
- 5) Engaging in sexual acts with others
- 6) Making sexual threats or proposals to others
- 7) Extortion or blackmail for protection
- 8) Escape
- 9) Stealing
- 10) Tampering with locking devices
- 11) Possession of explosive materials, ammunition, weapons, firearms, knives, edged weapons, or unauthorized tools
- 12) Possession or use of any narcotics not issued by the medical staff
- 13) Possession of needles or syringes
- 14) Possession of any smoking materials
- 15) Creating a disturbance in a housing area which requires the removal of the accused to restore order to the area
- 16) Rioting or encouraging others to riot
- 17) Conduct which interferes with or disrupts the security or orderly running of the facility
- 18) Bribery or attempted bribery
- 19) Throwing any substance or object at or on any employee of the Facility or any other person authorized to work inside the Facility
- 20) Refusing to obey an order from any staff member
- 21) Attempting suicide



- 22) Aiding or assisting in a suicide
- 23) Interfering with taking of the count or lock-down
- 24) Refusing to give name, or giving incorrect name, to any staff member
- 25) Destroying, damaging, defacing, or altering County-owned property, or property of another
- 26) Being in an unauthorized area
- 27) Indecent exposure
- 28) Wearing a disguise or mask
- 29) Adulteration of any food or drink to manufacture intoxicants
- 30) Misuse or stockpiling of authorized medications
- 31) Malingering or feigning an illness
- 32) Failure to follow safety or sanitation operations
- 33) Unauthorized use of mail or the telephone
- 34) Unauthorized contact with the general public
- 35) Unauthorized food in the cell area
- 36) Spitting on or at any person in the facility
- 37) Obstructing, altering or tampering with vents, windows, window seals or other fixtures
- 38) Not in complete jail uniform when required
- 39) Lying or providing a false statement to a staff member
- 40) Possession of any money or currency, or of gambling materials
- 41) Tattooing or self-mutilation
- 42) Creating a disturbance in a housing area involving excessive noise
- 43) Violation of visitation rules
- 44) Possession of contraband other than weapons, drugs, or destructive instruments
- 45) Tapping or banging on windows
- 46) Misuse of intercom
- 47) Posting, fastening, pasting, sticking, or hanging items on walls, windows, ceiling, light fixtures, railings, etc.
- 48) Congregating, loitering, hanging or climbing on walkways, tiers, railing or un-authorized areas
- 49) Communicating or attempting to communicate with inmate in other pods
- 50) Communicating with inmates in disciplinary lockdown
- 51) Obstructing, altering, or tampering with TV, cable, or electrical cords or plugs
- 52) Entering a cell that has NOT been assigned to you

Attempting to commit any of the above offenses, aiding another person to commit any of the above offenses, and/or making plans to commit any of the above offenses, shall be considered the same as commission of the offense itself.

**Definition of Contraband:** Contraband is defined as any item or article which is **NOT** issued by the facility, purchased in commissary, medically prescribed, or issued by a Detention Officer or their Supervisor. Issued items will be considered contraband when found **altered or in excessive quantities**. Possession of contraband will lead to disciplinary action and/or criminal prosecution.

### 23. Baseline for Disciplinary Lockdown

	<u>1<sup>st</sup> Offense</u>	<u>2<sup>nd</sup> Offense</u>	<u>3<sup>rd</sup> Offense</u>
Violating any part of the Inmate Handbook Rules that is NOT going -to hurt another, disrespect staff or cause destruction of county -property or the property of another	3 days	5 days	10 days
Violating any part of the Inmate Handbook Rules that is disrespectful -towards the staff or possession of smoking materials.	5 days	10 days	15 days
Violating any part of the Inmate Handbook Rules that is not covered -above or violating multiple rules at once.	Admin Review	Admin Review	Admin Review

### 24. Inmates on Disciplinary Lockdown

Inmates who are on lockdown will receive **ONE** hour out of their cells at approximately 11:00 p.m. unless otherwise directed by staff. While on lockdown the cell door will be secured and the chuckhole closed except during the night when it will be opened to facilitate air circulation in the pods and cells. Commissary is still available to an inmate who is on lockdown; however it is restricted to personal care supplies and writing equipment. During their hour out you may use this opportunity to take a shower and place phone calls.

### 25. Lights Out / Facility Lockdown

Lights out will occur at approximately 11:00 p.m. nightly. At that time inmates are to follow the direction of the staff so that an inmate head count can be completed. Inmates are to occupy the room to which they have been assigned. At this time the inmates on disciplinary lockdown will be released for their hour out. The television will be turned down to a quiet level at this time. The main lights will be turned off; however the facility night lights will remain on for security purposes. Upon the completion of the hour outs the television will be shut off.

## 26. Miscellaneous Information

Marriage requests from inmates will be forwarded to the custodial agency for review, approval or denial.

Requests for legal reference material should be on a regular request form, which will then be forwarded to the court.

Requests for non-medical emergency trips will be forwarded to either the court of jurisdiction, or the custodial agency for review, approval or denial.

Request forms will only be passed out and collected at the 8:00 a.m. and 8:00 p.m. med passes.

## Inmate Release (Bunk and Junk)

Once the inmate has all of his belongings, the officer will step into the cell in which the inmate had been assigned, and check for any damage to the cell or items missing from the cell. Any deficiencies shall be brought to the attention of the Shift Supervisor, who will help assess whether the damage or loss was caused by the inmate. If it is determined that the inmate is responsible, the Shift Supervisor shall contact the Asst. Administrator to determine if the inmate should continue to be detained. If no damage is noted to the cell, the inmate will be escorted to the booking area for release. Once in booking, the inmate will produce all facility issued items to the Detention Enforcement Officer for inspection. The Detention Enforcement Officer will make not of the condition of the items, and any deficiencies will be handled in the same manner as damage to the facility. It is the policy of the Warren County Detention Facility to seek prosecution for any damage which can be attributed to a specific inmate. The facility issued items will be placed in the appropriate receptacles for laundering and/or cleaning. No inmate shall be released until all issued articles have been returned.

Money in the inmate account will be returned in the form of a check, mailed to the address shown on the booking sheet or forwarded to the transfer agency, within a reasonable amount of time by a Records Clerk.

## 27. US Marshals Inmate Property:

Any US Marshal Inmate being transported to another facility will only be allowed to take the following items with them: Legal work, glasses, medical aids, and their civilian clothing if they are being transported from one facility to another. If you are being airlifted to a federal prison you are only allowed to bring: medication, medical aids, and legal work which are related to an active case. If you have been sentenced, then you would not have an active case. If you have additional property then **YOU** must make arrangements for the property to be picked up at this facility within 72 hours of your release. **Items not picked up within that timeframe will be disposed of.**

## 28. Warren County and Other Jurisdictions Inmate Property:

Any inmate transferred to another jail, Department of Corrections, or transport agency will have their personal property transferred over to the other agency. If that agency declines to accept your personal property it will be returned to the Warren County Detention Facility where it will be held for 72 hours. It will be **YOUR** responsibility to make arrangements for the property to be picked up at this facility within the 72 hours after your release. **Items not picked up within that timeframe will be disposed of.** If you are sentenced to the Department of Corrections you should immediately make arrangements to have your personal property picked up since you will not be notified of what day your transport will occur.

## 29. Handbook Revisions

**Rules and regulations established by the Warren County Detention Facility are subject to revisions, modifications, deletions, or additions. Any revisions to the rules and regulations will be posted in an area where they will be visible to all inmates.**