Monroe County Jail and Dormitory
Inmate/Detainee Guidebook
Revised 12/10/2015

ADMISSIONS
Upon admission you are required to cooperate with the intake procedures by providing requested data and medical information, fingerprints, photograph, search of person and personal belongings and Funds for which you shall be provided a receipt. **Note:** All inmates shall be charged the established booking/training fee upon admission. After the admission process is completed, **you shall receive one free phone call** for bond purposes or to notify family members of your whereabouts, **thereafter all phone calls shall be collect only or by calling cards purchased from the commissary kiosk.** Inmates/Detainees shall be issued an armband, which you are required to wear at all times. You shall be assigned to a temporary housing unit until the Jail Classification Officer completes the primary classification.

Monroe City ordinance No. 10-001 Disturbances; Disorderly Conduct states, attempting to communicate, by shouting or other spoken words; written notes, letters or signs; or hand signals or other motions, with any inmate or prisoner/Detainee of the Monroe County Jail from any location, public or private, adjacent to or contiguous with the Monroe County Jail or Monroe County Courthouse, whether the inmate or prisoner is indoors or outdoors, or in or out of vehicles, excepting such communication permitted by written rules and policies of the Monroe County Sheriff’s Office. Smoking and tobacco products are not allowed in this building by anyone.

During your stay it will be your responsibility to comply with the regulations of the Corrections Facility and the directives of the staff. Some regulations may seem restrictive to you. However, they are necessary to maintain a safe, secure, and humane environment. Positive and rational behavior will preserve your privileges. Negative and irrational behavior shall result in disciplinary action and / or criminal charges.

This guidebook is subject to change without prior notice.

**Advise your family and friends that they cannot call and ask to have a messages, phone number etc., passed to you, we will not pass messages.**

For more information families and friends may access the Monroe County Website at www.monroesheriff.org
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CLASSIFICATION

Within 72 hours of admission or arraignment, a member of the Classification Staff shall conduct a classification interview, orientation to the jail rules and regulations and identify programs available to you. During classification you shall be assigned to a security classification. The Monroe County Jail uses three primary classifications: Minimum (very Low, Low and Minimum), Medium Security (Medium Assault/Escape, Medium, and Medium Pre-sentenced) and Maximum Security (High and Closed Custody).

The Dormitory Facility utilizes a single classification level: minimum (very Low, Low and Minimum). Under no circumstances will inmates classified as minimum have contact with any inmates of another level of classifications.

This classification is determined by: current/past convictions; current/past institutional behavior (any institution); pending charges or holds from other jurisdictions (if any); sentence status (pre-trial, sentenced, remanded to prison, etc.); and any other information that may be deemed appropriate with regard to your personal security or the security of the facility. Note: Your classification can change when: charges are altered, reduced or dismissed; you are sentenced; due to rule infractions; due to administrative decision; due to regular periodic review of your classification.

Any inmate may appeal the primary classification within 10 days of assignment to the Classification Committee. Every effort shall be made to review classification appeals within 72 hours of receipt. All inmate classifications shall be reviewed every 45 days. All administrative/disciplinary segregation shall be reviewed every 7 days.

Proof of incarceration forms may be requested. However, they will not be issued prior to your release date.

Each inmate will be able to access the guidebook on the dayroom kiosk. Inmates/Detainees are required to follow all inmate guidebook rules. Inmates/Detainees are to follow all directives given by Officers/Staff. All classified inmates/Detainees shall be issued linen, towels and a blanket. Detainees shall receive green undergarments and shoes, if you are on a bunk you shall receive a plastic tote for your personal property. Inmates/Detainees should thoroughly inspect their cells and report any damage to the Corrections Officer. Inmates damaging jail property, cell, or issued items shall be charged for the damaged item(s).

EMERGENCY

In the event of a fire, adverse weather, or other emergencies your housing area may possibly be evacuated or you may be directed to lockdown in your cell or bunk area. Follow the directions of the Corrections Officers and move quietly. Some types of emergencies may only require that you move from one area in the facility to another area or that you take cover in your cell or bunk. The Corrections Sergeant will determine the appropriate type of movement. The Corrections Officers will direct you to the safest, most secure area. Generally you should always stay away from windows and doorways. You may be directed to take your mattress and blanket with you to protect yourself from flying glass and debris. It is important that you follow the directions of the Corrections Officers exactly. Fire drills will be conducted periodically.

VISITATION NON-CONTACT

Visitation:
All inmates/Detainees, except those suffering loss of this privilege from disciplinary action, are entitled to one (1) visit per visitation day. Inmates/Detainees must submit a kite request form using the kiosk in the Dayroom for visitation approval. Inmates/Detainees shall be allowed a total of eight (8) visitors on their list. No exceptions shall be made in this area. The list must include visitor’s full name, address, birth date,
age and relationship to inmate/Detainee. After the original approval an inmate/Detainee is authorized only one visitation change, or add on a month (30 days from the last change). Because of the limited space only two adults (17 years or older) or one adult and one child shall be permitted to visit at any one time. Visitors under the age of 17 years must be immediate family members and must be accompanied by another family member 18 years or older to visit. Non-family visitors must be 17 years or older, without a criminal felony record. All visits are non-contact. It is the Inmates/Detainees responsibility to make sure they receive confirmation that their list was approved, do not assume the list was approved until you get a kite response from an Officer that it was entered. The list will not be approved if it does not contain all required information.

- All visitors must be on the “Approved Visitors List” or they will be turned away.
- Visitors must produce approved identification at the Main Jail officer’s station on the third floor or Dorm Reception Center.
- Visits shall not be less than 20 minutes and shall not exceed 30 minutes.
- Visitors cannot call to see who is on an Inmates/Detainees visitation list, they must show up at visitation with proper ID.

Behavior and Attire:
Inmates/Detainees and visitors are expected to conduct themselves in a mature and respectable manner. At the completion of visits inmates and visitors are not permitted to linger failure to leave when told will result in loss of visit privileges. PROFANITY SHALL NOT BE TOLERATED. Inmates/Detainees shall properly wear the jail uniforms provided – including armbands. Visitors shall wear appropriate clothing and under clothing, no exposure of breasts, belly and/or buttocks.

Identification:
Visitors 17 or older must produce photo identification: The following are acceptable forms of ID:

1. Operator’s license
2. Secretary of State (non-driver) identification card
3. Armed Forces Identification Card
4. Passport
5. Visitors under the age of 17 must provide a certified birth certificate
Verification of some immediate family members may require the visitor to produce certified birth certificates, marriage license, or court documents to prove inmate-visitor relationships.

Denial of Visits: A visitor cannot produce the required identification, the Officer cannot verify that the ID is legitimate, is disruptive, dangerous, under the influence of drugs/alcohol, is under 17 years of age (non-family), has a prior felony conviction, is inappropriately dressed, or is deemed a security risk the visit shall be denied. All visiting phones are subject to monitoring and may be recorded at any time.

Attorney visits:
Legal representatives or paralegals may visit detainees between the hours established by the Jail Administrator, seven days a week; the detainee may decline the visit during meal times.

**Note** Visitors with children shall be responsible for the supervision and the actions of these children, if they are not well supervised they shall be denied visitation privileges.

Visitors must produce approved identification at the front reception window.
Visitation Schedule:
The visiting schedule is as follows: The last visit shall start no later then 10:40 A.M., 3:40 P.M. or 8:40 P.M. Visitors must arrive prior to 10:30 A.M., 3:30 P.M. or 8:30 P.M.

Saturday & Sunday:  9:00 A.M. -  11:00 A.M.-Main Jail & Dorm
                    1:00 P.M. -  4:00 P.M.-Main Jail & Dorm
                    6:00 P.M. -  9:00 P.M. - Dorm only

Note: Visitors can receive Automated Voice Tree information by dialing #240-7430 and pressing prompt #3 each Friday after 10:00 pm to obtain information on inmates not receiving visits due to disciplinary action. This list is subject to change; all visitors should contact the number prior to entering the building.

Immediate Family:
Parents, spouse, grandparents, brother, sister, and inmates children (includes step, half, and adopted children).
Non Family:
Aunts, uncles, cousins, in-laws, friends and fiancée.

TELEPHONES

Each dayroom is provided with an inmate/Detainee collect-only telephone. The telephone shall be turned on at 9:00 a.m. and turned off at 9:00 p.m. Abuse of the telephone privilege shall result in the suspension of this privilege. From time to time the telephones may be turned off during the authorized hours for security reasons. Should an officer instruct an inmate/Detainee to terminate a telephone conversation the inmate/Detainee shall immediately end the usage of the telephone. All inmate/Detainee phones are subject to monitoring and may be recorded at any time. To place money on an Inmates/Detainees phone account call ICE Solutions 1-888-506-8407.

Being all eight phones in each Dorm are activated for 12 hours a day we do not anticipate a high demand at any specific time which would delay someone the opportunity to use a phone. However, we encourage each inmates/Detainees to be respectful to the other inmate/Detainee desire to use the phone system.

ICE Detainee Free Calls

You will be provided a list of pro bono legal organizations and their phone numbers. Telephone numbers of pro bono providers are posted in the Dormitory housing units. Dialing instructions are posted.

You are entitled to access of free and toll-free telephone calls to the following entities:

• Consulates;
• Courts;
• Immigration Courts;
• Pro bono attorneys or free legal aid groups recognized by the Executive Office for Immigration Review;

If you experience any problems with the ICE pro bono telephone system, please report the problem to the Dormitory Correctional Officer so that we can take immediate steps to ensure that the system is functioning properly.
In the case of an emergency, such as illness or death in your family, the correctional officer can assist you in making telephone calls when access to telephone would not normally be available. Routine telephone calls to attorneys are not considered to be emergencies.

**RECEIVING INMATE ITEMS**

**Clothing:**
Inmates/Detainees shall not receive civilian clothing at the front information window. Underclothing, socks, insulated underclothing and gym shorts are available for purchase from inmate commissary.

**Exception:**
Dress clothing shall be accepted for jury trials only. We shall accept only one complete dress outfit per day. A new outfit shall be accepted only after the previous clothing has been released from the inmate’s property.

**RECEIVING PUBLICATIONS**

Inmates/Detainees may receive newspapers, magazines, and soft-covered books by subscription only. Inmates may not have more than four magazines and two-soft covered books in their cells at any one time. **Newspapers shall be disposed of daily.**

The Sergeant may withhold delivery of any newspaper, magazine, book, or other type of publication for a period not to exceed 48 hours in order to inspect the publication.

**Denial of Publications: Is for the sole purpose of providing a safe and secure environment of staff and Inmates.**

a. Specific information regarding manufacturing of weapons, explosives, incendiary devices, poisons, dangerous drugs, alcohol, or security equipment.
b. Writings which advocate violence, insurrection, or violation of rules.
c. Materials describing or showing acts of homosexuality, sadism, sexual practices or unlawful sexual behavior, nudity or partial nudity. (Examples: Playboy, Penthouse, Playgirl, Maxim etc.)
d. Material advocating racial supremacy or ethnic purity.
e. If any publication is questionable, borderline, or deemed inappropriate, the Sergeant on duty shall make the final decision whether the inmate can receive the publication.
f. Any items/publication that is denied shall be placed in the inmate’s /Detainee’s property, the Inmate/Detainee will be advised and a notice will be sent to the publisher as well.

**KITES**

Kites are inmate/Detainee correspondence with jail officials. Inmates/Detainees who have grievances, requests or problems should use the kites for communication within the correctional facility. The Dayroom kiosk shall be used to send all kites. Kites shall be submitted and directed to the appropriate personnel. If the person/Department/Agency is not listed on the Kiosk then you will have to write them a letter and send it through the proper mail channels; you cannot write them a kite. Do not send duplicate kites, you will receive a response on the kiosk once your kite is answered. Misuse of the kiosk system may result in disciplinary action and loss of kite privileges. Any kites not completely filed out with all required/requested information shall be returned to Inmate/Detainee unanswered. All communication from an Inmate/Detainee shall remain confidential. ICE Detainees may submit questions or seek assistance from the ERO staff by sending a communication in the Kite system. If the detainee is unable to complete the request or needs assistance they can speak with a correctional officer.
CORRESPONDENCE/MAIL

An inmate/Detainee shall be allowed to send un-inspected correspondence to any person or organization unless there are reasonable grounds to believe that one or more of the following conditions exist:

a. The correspondence contraveses law or postal regulations.
b. The inmate/Detainee is a suicidal risk.
c. There is plotting against the safety and security of the facility.
d. The correspondence concerns plans or schemes for criminal activity or a prior substantiated instance wherein one or more of the conditions above was present.

Any inmate/Detainee shall be allowed to send unopened correspondence to public officials or legal council representing him/her, but must be sealed in the presence of a corrections officer. This is required to ensure the good order of the facility. This includes communication from legal representatives, government attorneys, judges, court, embassies, consulates, President and Vice President of the United States, members of Congress, the Department of Justice (including INS, and the Office of Inspector General), the US Public Health Services, administration of grievance systems, and representatives of the news media.

Properly identified incoming attorney and court mail shall be opened in the presence of the inmate/Detainee and its confidentiality shall be maintained. This includes communication from legal representatives, government attorneys, judges, court, embassies, consulates, President and Vice President of the United States, members of Congress, the Department of Justice (including INS, and the Office of Inspector General), the US Public Health Services, administration of grievance systems, and representatives of the news media.

All incoming mail shall be inspected for contraband. The following items shall be denied and shall be placed in the inmate/Detainee’s property: any personal items, personal checks, envelopes, stamps, pictures larger than 4x6 (only 5 pictures allowed) and greeting cards with sound, strings, hard plastic covers, stickers and ornaments.

Outgoing mail requires inmate/Detainee’s name and facility address to be included on the envelope. Envelopes marked with profanity, gang symbols or pornographic drawings shall be returned to the inmate and shall not be mailed out. Packages are not to be sent and shall not be received from outside sources.

Your mailing address is:

Main Jail
   You’re Name & Inmate Number
   Monroe County Main Jail Facility
   100 E. Second Street
   Monroe, MI. 48161

Dormitory
   You’re Name & Inmate Number
   Monroe County Inmate Dormitory Facility
   7000 East Dunbar Rd.
   Monroe, MI. 48161

Kites provided for internal correspondence only. Inmates/Detainees may correspond with anyone providing each letter is addressed and has the required postage. Letters or notes to other inmates/Detainees must be mailed.

Paper, pencils, (minimum of three envelopes & stamps per week for indigent detainees), notary public service, and medical services shall be provided for indigent inmates upon request. If an inmate has funds deposited into his/her commissary account, after receiving indigent items, notary public service, or medical services the established cost shall be deducted from their account.

Only legal or personal business documents shall be notarized. Documents must be typed or written in ink.

Misuse of the mail privilege is a class I offense and may be cause for the suspension of this privilege or cause all incoming/outgoing mail to be inspected thoroughly.
RECEIVING OF INMATE MONEY

Money may be received via lobby Kiosk, Government Payment Service, MoneyGram or by Court Money and shall be directly credited to an inmate/Detainee’s commissary account. The depositor shall receive a receipt of the money deposited and the inmate/Detainee can view the deposit receipt on the Dayroom Kiosk. The minimum deposit shall be five (5) dollars for the lobby kiosk. **Note:** There is a kiosk located in the lobby of the Main Jail at 100 E second St. and the Dormitory Facility at 7000 E. Dunbar Rd. **Acceptable values:** U.S. Currency, Credit Cards, (Checks from another Inmate Facility, inmate’s name must be listed on the check and deposited during the booking process only). **No personal checks**

Should an inmate be indigent or the inmate has insufficient funds in his/her commissary account, when money is deposited the amount owed or a parcel share of the amount owed to the county shall be deducted from the inmate’s commissary account.

**Note:** Money orders, cash or any other form of monies sent by mail to an inmate/Detainee will not be accepted and shall be returned to sender.

**Court Money:** 1-800-352-9870  www.courtmoney.com
1. Credit, Debit Card or check
2. Inmate/Detainee’s Name, Jail ID number and Facility Code (D92)
3. Form Number 5500

**Government Payment Services:** 1-888-277-2535.  www.govpaynow.com
1. Credit or Debit card
2. Inmate/Detainee Name, Jail ID Number and Location (Monroe County Jail, Monroe MI)
3. Pay Location Code 5500
Reaches Inmate account within 15 minutes.

**MoneyGram:** 1-800-Moneygram.  www.moneygram.com
1. Company Name: SSC Inmate Funding
2. Receive Code: 7950
3. Account Number: Facility ID (D92)
4. Inmate/Detainee Jail ID Number

**To put money on an Inmates phone account:**

**IC Solutions:**
Attn: Customer Service Department/Prepaid Account
2200 Danbury Street
San Antonio, TX 78217
**1-888-506-8407**

**LAUNDRY**

After an inmate/Detainee has been classified he/she shall be provided one set of jail clothing, one mattress, one mattress cover, one sheet, one blanket, and one bath towel. ICE Detainees will be provided green underclothing. Jail clothing, towels, and linen shall be laundered each week and a clean set shall be given to each inmate/Detainee. Upon receiving a change of linen, inmates/Detainees should inspect all items immediately for any missing or damaged items. Inmates/Detainees are required to sign for the linen issued to them each week. Any issued linen that is damaged, altered or missing shall be billed to the inmates/Detainees account. Blankets shall be laundered as needed. **ICE Detainees shall receive clean underclothes each day.**

Inmates may purchase laundry soap from the commissary to launder personal clothing (socks, underclothing, etc.).
PERSONAL CLEANLINESS & APPEARANCE

All inmates/Detainees must keep themselves in a state of personal cleanliness at all times. Showers are required to be taken daily.

Complete jail uniforms are to be worn at all times in an appropriate manner, except during sleeping hours. There are to be no hand in pants, and pants are to be worn at the waist with no boxer or under shorts protruding from the waist band. Pant legs shall not be rolled up or tucked into sock(s). Undershirts are to be tucked in the uniform pant and are not allowed to hang out past the uniform shirt.

RECREATION

All inmates/Detainees shall be offered exercise outside of their cell. Each recreation period shall be one hour in length. There shall be a maximum of twenty (20) inmates scheduled for recreation at any one time at the Main Jail. Inmates/Detainees shall be scheduled to use the indoor multipurpose room or the outdoor exercise area for recreation. Both the indoor and outdoor recreation areas shall be used for walking around only. Inmates shall remain dressed at all times during the recreation period. Inmates shall not be permitted within 6 feet of the PERIMETER SECURITY FENCE. Any violation of this security zone shall result in the immediate termination of recreation time for all. The outdoor recreation area shall only be used for walking around only.

Inmates/Detainees at the Dorm will be allowed to exercise in the common area between the hours of 7:30 am and 8:30 am. seven days a week. The Inmates/Detainees are permitted to use their mates while exercising.

The inmates at the Main Jail will be allowed to exercise in the day room between the hours of 9:00 am and 10:00 am. seven days a week.

We will be purchasing Yoga video's for the Dorm.

The exercise shall only consist of push-ups, sit-ups and Yoga.

LIBRARY

All inmates/Detainees shall have access to the library for research and reading materials. Reading material is offered from a mobile library cart taken to each dayroom on the day of linen exchange or by movement to the library room.

Two books may be checked out of the library at any one time for a period not to exceed one week. Upon the return of the book (s) additional books may be checked out. Damaged or lost books shall be subject to disciplinary action including reimbursement.

LAW LIBRARY

Inmates at the Main Jail must summit a written request (kite) to the Shift Sergeant to utilize the library for research. The shift sergeant shall schedule the inmate to use the library for a period not to exceed one (1) hour at a time. The sergeant, depending on scheduling of the library, may authorize additional time. No more than one inmate/Detainee at a time shall be authorized to use the library for research unless authorization is granted by the Shift Sergeant or Administration for inmates requiring assistance. There is a computer located in each Dormitory for legal purposes only, and can be used when the Inmates/Detainees are permitted in the common area.
(Lexis Nexus Computerized research)
Computers are to only be used to complete research on the below listed sites and preparation of legal documents only. Computers are not to be used for any other purpose. Only one inmate/Detainee shall use the law library at a time, unless authorization is granted by the Shift Sergeant or Administration for inmates requiring assistance.

a. Volume, Prisoner’s Rights
b. Michigan Criminal Law and Procedure forms
c. Title 16, 26, and 42 of the United States Code with annotations
e. Immigration Case Law

HAIRCUTS

When an inmate/Detainee barber is being utilized to cut inmate hair there shall be no charge. The inmate must understand that this person is not a licensed barber and cannot make written complaints on the hair cut quality. Inmates/Detainees shall be allowed one hair cut per month. Inmates/Detainees qualify for haircuts after 30-days of incarceration. Hair clippers shall be utilized to give haircuts, no scissors cuts. Special cut/shape haircuts are not permitted. When a licensed barber is on staff inmates must have sufficient money in his/her account in order to pay prior to receiving a haircut. The cost of the hair cut shall be posted at that time. Indigent inmates are eligible to receive one haircut per month. ICE detainees are exempt from being charged for haircuts.

An Inmate’s personal barber/beautician is not permitted into the jail facility.

MEDICAL SERVICES

The Monroe County Adult Detention and Dormitory Facilities have medical staff to address the medical needs of inmates/Detainees. Medical screening forms are completed during the booking process, inmate/Detainee classification process and during the fourteen- (14) day health assessment. All Medical information provided by individual inmates/Detainees must be provided accurately to ensure proper medical treatment is provided. If you have medical insurance advise the Booking Officer so that a copy of your insurance can be given to Medical Staff. Should an inmate/Detainee develop a medical problem while in the jail, notify the medical department by submitting a kite to any correctional officer or medical department.

All medical requests shall be forwarded to the medical department. If an inmate/Detainee has a medical emergency medical problem the inmate/Detainee should notify a Corrections Officer or Sergeant to determine the immediate needs of the inmate/Detainee.

Special diets:
If an inmate/Detainee has a food allergy to any food, the inmate must provide documentation from their physician stating that they have an allergic reaction to a particular food. Once documentation is received the inmate/Detainee shall be placed on a special diet. If the inmate/Detainee has been treated at a medical clinic or hospital for a food allergic reaction, the inmate may supply the medical department with the facilities name and date(s) of treatment so the records can be obtained and can be used as the required form of documentation. Otherwise the jail policy is "Do not eat the offending item".

If an inmate requests a religious special diet the inmate must provide a letter from their religious leader stating that the diet is a practicing requirement of their faith and that the inmate is an active member of that congregation. When documentation is received the inmate shall be placed on a special religious diet. Otherwise the jail policy is "Do not eat the offending item”. ICE Detainees shall be placed on a religious special diet upon request.
MEDICAL CHARGES/BILLING

A nominal fee shall be charged to each inmate for any doctor’s office visits, nurse’s visits, dental visits, and medication processing fee. On a case by case base some inmates shall be charged for special need medications. Should an inmate be indigent or the inmate has insufficient funds in his/her commissary account, the medical staff shall document the office visit or daily medication and deduct from an inmate’s commissary account when funds are deposited. If an inmate has an outstanding medical bill at the time of release the inmate shall receive a bill for any unpaid medical services by means of the US Mail Service. Unpaid bills shall be turned over to the local Credit Bureau for collection.

If any inmate has medical insurance he/she must notify the medical department to ensure appropriate billing for services. Inmates/Detainees will not be denied medical services because of inability to pay.

Inmates/Detainees may, at their own expense, have a physician of their choosing come to this facility for medical treatment providing the medical service provided is paid in advance. The physician coming into the facility shall have a valid practicing medical license and shall contact the jail medical staff to set up an appointment time once they are cleared to enter the facility.

DENTAL SERVICES

Inmates/Detainees shall be provided dental services upon request from an inmate and prepayment for dental services after consultation with the jail physician or referral by the medical department. Indigent inmates shall be eligible for extractions or dental emergencies only after consultation with the jail physician or referral by the medical staff. If an inmate is indigent, or the inmate has insufficient funds in his/her commissary account, the medical office shall document the dental visit and deduct from an inmate’s commissary account when funds are deposited. If an inmate has an outstanding dental bill at the time of release the inmate shall receive a bill for any unpaid dental services by means of the US Mail Service. Unpaid bills shall be turned over to the local Credit Bureau for collection.

RELEASE OF INMATE PERSONAL PROPERTY

Personal property will not be released prior to an inmate/Detainee being released from the facility. Under special circumstances if an inmate want to release his/her personal property (i.e. keys) the inmate shall submit a kite to the on Shift Sergeant with a list of item(s), reason for release, and the complete name of the individual who will be picking up and signing for the item(s). The Shift Sergeant shall deny or approve the request. If the request is approved the receiving person must provide photo identification at time of pick-up. The Shift Sergeant shall assign a Corrections Officer to print out a property release form listing the items to be released; the inmate's signature is required on the release form prior to release of the property. The release of money, from an inmate’s commissary account, is not allowed unless authorized by the Major of Jail Operations or the Captain of Jail Operations. However, inmates may use inmate funds to pay for fines/costs and/or bail bond.

DISPOSAL OF INMATE PROPERTY

Inmate personal property left at this facility for more than forty-five (45) days after an inmate’s release shall be disposed of. If an inmate is released prior to delivery of the commissary order, the inmate has 7-days to pick up the order. Any unclaimed Detainee property will be turned over to ICE Officers.

COMMISSARY
Inmates/Detainees shall have the opportunity to purchase items from the jail commissary once weekly. Commissary orders shall be completed on the Dayroom Kiosk by lock down Tuesday. Inmates/Detainees must have the funds in their account at the time the order is placed to receive commissary. Delivery shall be no later than Sunday of the same week. Quantities are limited as outlined on the Kiosk. If an inmate/Detainee is released prior to delivery of the commissary order, the inmate/Detainee has 7-days to pick up the order. Inmates/Detainees may not leave their commissary order to another inmate/Detainee. Inmates are not allowed to purchase commissary for another inmate. If the inmate/Detainee orders the wrong item or size, the inmate/Detainee account shall not be credited or the item exchanged.

** The Chuck wagon service is provided by a third party vendor; therefore, the date, times and prices for each product is at their discretion.

**Prepaid phone cards and pack sales (additional commissary items bundled) will be sold weekly. Funds must be available in your account at the time of purchase.

Any commissary items altered, changed or modified from their original state shall be considered contraband and shall be confiscated and destroyed.

Inmates/Detainees under Administrative/Disciplinary Segregation Lockdown shall only receive mandatory commissary items/personal items. Inmates that have money deposited into another inmate account in an attempt to defraud the county shall be subject to disciplinary action.

Inmate stamped envelopes:
1. Inmates/Detainees may not purchase more than 10 stamps or 4 stamped envelopes per week from commissary.
2. No inmate/Detainee is allowed more than 10 stamps or 8 stamped envelopes in their possession at one time.
3. Any envelopes or stamps found in possession over the allowed limit, shall be considered contraband and turned into the Commissary Officer.
4. Excess envelopes and stamps shall not be placed into an inmate’s property for any reason.
5. If an envelope is not purchased from the commissary or obtained through an indigent kit it is classified as contraband.
6. Trading, gambling, giving away or performing any services for stamps or envelopes is a Class II offense subject to discipline.
7. No Inmate shall be released from jail with more than 8 stamped envelopes or 10 stamps.

Indigent kits/Envelope Kits:
Indigent kits shall be available at classification and every thirty (30) days thereafter. If a kit is requested a nominal fee shall be deducted from the inmate’s account.

Indigent Kits Contents:
- One (1) Toothbrush
- One (1) Tube of toothpaste
- Writing paper
- Pencils
- Deodorant
- Shampoo / Body wash
- One (1) Comb

Envelope kits shall be available after classification and every 30-days thereafter. If a kit is requested a nominal fee shall be deducted from the inmate’s account.

Envelope kits Contents:
- Eight (8) envelopes per kit
Should an indigent inmate receive money in his/her account the indigent items provided shall be deducted automatically from the inmate’s account.

CLASSIFICATION COMMISSARY ISSUE

Classified inmates/Detainees shall receive, upon request at classification, the same kit as is issued to indigent inmates. A nominal fee shall be deducted from an inmate’s commissary account after receiving the classification commissary kit.

ITEMS ALLOWED IN CELLS / BUNK AREA

a. Mattress
b. Sheet
c. Mattress cover
d. Blanket

Note: Items not authorized or listed shall be considered contraband, confiscated, destroyed and the inmate will be subject to disciplinary action. Any item altered from it original state is classified as contraband and shall be disposed of. Mattresses are not authorized to be in the dayroom. Mattresses taken from a cell into the dayroom without permission shall be removed from the inmate for 24-hours, if this becomes a reoccurring problem progressive discipline will follow.

Cells shall be thoroughly cleaned, by its occupant, on Monday, Wednesday and Friday. Cells are inspected prior to occupancy and any damage listed. It is every inmate’s responsibility to inspect each cell upon occupancy and immediately report any damage. Cell doors shall be locked at all times unless authorized to keep doors open. Inmates may have towels and blanket in the dayroom. Any damage found after occupancy shall be billed to the occupant/inmate account. Occupant/inmates are not allowed to place or adhere any items (pictures, letters, etc.) to walls, windows, mirrors, vents, ceiling or light fixtures (due to safety regulations.)

Official Counts

In order to maintain proper accountability of inmates/detainees, we conduct official counts a minimum of four times each day. You are required to participate and be counted.

During all official counts, no movement or talking is permitted. Any disruptions during counts may result in disciplinary action. Please remember that it is your responsibility to be present and counted during any population count and to follow the instructions of the Correctional Officer conducting the count. Failure to stand for the count so that you can be counted is grounds for disciplinary action against you.

INMATE MOVEMENT

All inmate/Detainee movement, while in the custody of this agency, shall be done in a safe and orderly manner. Upon leaving the dayroom for any purpose, the inmate/Detainee shall be fully dressed in the clothing issued by the corrections staff. When walking in any hallway in this facility, inmates/detainees shall walk with their right shoulder to the wall at all times, with their hands down at their sides. The inmate shall walk approximately three feet in front of the escorting officer(s). Inmates/Detainees are required to wear their armbands at all times. Inmates/Detainees shall not stop, take a detour, make gestures to others, or make physical or verbal contact with others while in the hallway. Passing of items to others is strictly forbidden. While waiting in the hallway at the Main Jail Facility inmates shall stand against the wall at the patched wall area.

Inmates escorted to court or outside the facility, shall NOT have any verbal or physical contact with anyone
other than law enforcement personnel, court staff or legal counsel. A violation of this rule, will result in punishment under a Class II (9) violation.

SHAKEDOWNS/INSPECTIONS/CELL AND BUNK CLEANING

Under the direction of a sergeant, periodic shakedowns/inspections are conducted to ensure the health, safety and fire standards are met, as well as to discover and detect contraband inside the facility. All shakedowns shall be conducted in a manner conducive to the maintenance of a stable inmate/detainee-staff relationship. Any contraband items found shall be confiscated and disposed of. Inmates/Detainees are required to cooperate with the staff conducting the shakedown/inspection. Inmates/detainees do not have the right to be present during the shakedown/inspection. Inmates/Detainees have no right to privacy while incarcerated. Inmates/Detainees may be subjected to pat searches and/or unclothed searches upon entering or departing their assigned housing area.

Inmates are responsible to clean their individual assigned housing cell every Monday, Wednesday, and Friday. Dayroom common areas shall be cleaned each day. It is the responsibility of all inmates assigned to that housing unit to assist in cleaning. Inmates must maintain their living areas in an orderly and sanitary condition. Cleaning supplies shall be placed in the dayroom area daily by Corrections staff. Inmates are not authorized to hoard or keep any cleaning material after the cleaning detail is completed. Failure to comply or assist in cleaning shall result in a minor rule infraction charge.

DORM:

Bunk sleeping areas shall be thoroughly cleaned, by occupants daily. Inmates/Detainees are not allowed to place or adhere any items (pictures, letters, etc.) to bunks. Bunks shall be made each morning and the sleeping area brought to dormitory specifications. Bunk areas are inspected prior to occupancy and any damage listed. It is the inmate’s responsibility to inspect their bunk and area upon occupancy and immediately report any damage. Any damage found after occupancy shall be charged against the occupant / inmate either with internal discipline and / or possible criminal charges.

BIOHAZARDS: Any bodily fluids such as urine, vomit, feces, blood, and/or any other form of bodily fluid found in the dayroom unit or located on bedding/clothing shall be reported to the Corrections staff. Do not attempt to clean up the biohazard material. Correctional staff shall take charge of the situation.

DAMAGE TO COUNTY PROPERTY

After a complete internal investigation, if an inmate/detainee is found guilty of damaging or defacing county property in any way outside of what would be considered normal wear, the inmate/detainee shall be charged for the damage and subjected to disciplinary action. The cost of the damage shall be debited to the inmates/detainees account.

If the cell is a double bunk cell and damage to the cell is found and no inmate assigned to the cell will admit being responsible for the damage, 50% of the cost shall be debited to each inmates/detainees account. Inmates involved in the destruction of county property shall be charged criminally. If damage is found in the common dayroom area and no inmate will admit to being responsible for the damage all inmates/detainees assigned to that dayroom area shall be subjected to disciplinary action.

PROPERTY LEFT IN DAYROOM AFTER LOCKDOWN TIME

Any county or inmate/detainee personal property left in dayroom after lockdown time shall be taken and disposed of.
ADMINISTRATIVE/DISCIPLINARY SEGREGATION LOCKDOWN

When an inmate has been placed in administrative/disciplinary segregated lockdown the inmate shall have no in-house program participation. Only mandatory commissary items (personal hygiene) shall be allowed. Inmates shall be permitted to visit with legal counsel. Inmates shall have one hour out-of-cell activity per day. Inmates listed as an escape risk or security risk shall have one hour per week out-of-cell activity. Inmates are required to shower and make personal phone calls on their scheduled out of cell time. Inmate may receive court ordered programs and one on one counseling as determined appropriate. Inmate’s classification shall be reviewed every seven days, it is not required that the inmate be present during this review. Inmates are required to follow all inmate guidebook rules. Inmates shall be authorized to have the following items in their cell.

Linen (blanket, mattress cover, sheet, towel)

1. Toilet paper
2. Hygiene items (soap, shampoo, toothpaste, toothbrush, deodorant, comb)
3. Bible
4. Legal paperwork on active cases only
5. Inmate guidebook
6. Mail (inmate may have only one days mail in their cell. The inmate at their choice can dispose of the previous day’s mail or have the mail placed in their property bag. If the mail is to be placed in the inmate’s property the inmate must request this transaction by kite, which shall include the inmate’s property number and number/description of items to be placed in their property.

If the inmate receives publications during their administrative/disciplinary segregation period the item(s) shall be placed in the inmate’s property.

Note: Inmates attending Relapse Prevention, Cognitive Behavioral, and Employability Skills Programs are conditional upon the good behavior of the inmate. Inmates who are in the Cognitive Behavioral, Relapse Prevention, and Employability Skills Programs are subject to all jail rules. If an inmate receives disciplinary lockdown while attending Relapse Prevention, Cognitive Behavioral, and Employability Skills Programs the inmate shall be terminated from the program as unsuccessful. After an inmate’s disciplinary lockdown has ended the inmate may make request to the Office of Community Corrections to be placed in a schedule class at a later date.

** If an inmates discipline time is up while in lockdown and there is no open space to reclassify them, then the above procedures will still apply. The inmate may receive visits, recreation and attend in house programs only, as long as they do not violate any rules. If the Inmate is found in violation of any rule or in possession of contraband and or any unauthorized commissary items then they shall lose all privileges and start over with their discipline. If an Inmate refuses to be reclassified then they shall lose all privileges during their entire time in lockdown. Any Inmate in Administrative lockdown shall be subjected to all the above procedures.**

DISCIPLINE

Discipline will not be capricious or retaliatory. Disciplinary violations are categorized into two classifications according to the seriousness of the offense. CLASS II offenses are generally not serious enough to warrant a formal hearing. CLASS I offenses are more serious in nature and require due process and a formal hearing. The following rules and regulations are to be observed by all inmates/detainees of the Monroe County Corrections Facilities at all times. These rules are guidelines of what is expected of each inmate/detainee and is intended to ensure safe custody, decent living conditions, and fair treatment of all inmates/detainees. Any discipline or reoccurring behavior problems that an inmate is found in violation of shall be forwarded to the sentencing judge for review at sentencing.

The following violations are recognized as CLASS II offenses at the Monroe County Correctional Facilities and may be punished by restriction of privileges for a period not to exceed 48- hours of lockdown in your
cell and/or loss of individual privileges not to exceed one week.

1. Using vulgar or obscene language/gesture toward an employee.
2. Possession of unauthorized clothing/bedding.
3. Bringing unauthorized items out of inmate’s cell into dayroom.
4. Coming out of cell not properly dressed/Improper wearing of uniform.
5. Not dressed and/or bed not made when inspection is made.
6. Failure to keep cell clean or assist in clean up.
7. Failure to follow safety or sanitation regulations.
8. Lying or providing false information to an employee.
9. Failure to proceed as directed by staff.
10. Failure to return tray or eating utensils.
11. Throwing trash.
12. Placing, hanging, or adhering items on any walls, windows, lights, vents, ceilings, floor, or propping water valves open, with-out causing damage to cell. (Item(s) utilized for violation shall be classified as contraband and disposed of).
13. Failure to mail letters through proper channels.
14. Passing notes or letters to another inmate without using U.S. Mail Service.
15. Refusing to get off telephone when ordered by officer.
16. Transferring property between inmates without authorization.
17. Being in another inmate’s cell.
18. Being in unauthorized area.
20. Loaning of property or anything of value for profit or gain.
21. Gambling or possession of gambling materials.
22. Possession of food not sold on commissary or provided by the last kitchen meal past meal time.
23. Malingerering or feigning illness.
24. Failure to wear armband on arm.
25. Possession of any item or material altered from its original use.
26. Destruction or loss of armband (Inmate is responsible for replacement cost at established price).
27. Possession of more than 8 stamped envelopes or 10 stamps.
28. Attempting to commit any of the above infractions, and making plans to commit any of the above infractions.
29. Disruptive behavior.
30. Inmates having money deposited into another inmates commissary account in an attempt to defraud the county or bypass the disciplinary system.
31. Wearing or tying any item to head
32. Storing or hoarding cleaning solutions

**Class II** rule infractions shall be investigated by a corrections officer and determination whether an infraction was committed, and if so, what punishment is deemed necessary for that infraction. A written incident report shall be written for all infractions and placed in an inmate’s/detainees permanent file.

The following are considered as **CLASS I** offenses at the Monroe County Correctional Facilities which may be punishable by isolation in a single cell until a hearing, loss of good time, restriction or denial of some privileges, food loaf, reclassification to lockdown with review every seven days, administrative lockdown with review every seven days and/or criminal prosecution. Inmate does not need to be present during review.

**Any assault causing injury shall result in loss of all goodtime and possible criminal charges.**

1. Violation of the criminal code.
2. Smoking in the correctional facility.
3. Cooking in cell.
4. Assaulting any person.
5. Fighting with any person.
6. Threatening another inmate/detainee, staff member, or officer with bodily harm.
7. Escape, attempting or planning an escape.
8. Rioting.
9. Encouraging others to riot.
10. Refusing to obey an order of any staff member.
11. Acting in a way that disrupts or interferes with security or orderly running of the Jail.
12. Refusing to work when assigned duties.
13. Interfering with an officer in the line of duty.
15. Failure to lock up when ordered.
16. Failure to secure cell door after entering or exiting cell.
17. Spitting or throwing food or liquid on another inmate/detainee, staff member, or officer.
18. Destroying, altering, or damaging Jail property, cell or the property of another person.
20. Sabotaging or damaging security equipment.
21. Exiting cell when not called for.
23. Stealing.
24. Defacing or marking up facility property.
25. Possession of property belonging to another person.
27. Making sexual proposals or threats to another inmate/detainee, staff member, or officer.
28. Engaging in sex acts with another person.
29. Indecent exposure.
30. Possession, making of or introduction of a gun, firearm, weapon, sharpened instrument or any device (item) perceived as a weapon.
31. Misuse of authorized medication.
32. Possession, introduction, or use of any narcotics (not prescribed) or narcotic paraphernalia.
33. Possession of an explosive, ammunition, caustic material, or other unauthorized chemicals.
34. Plugging sinks, toilets, vents, or flooding cell blocks.
35. Infliction of punishment under pretense of law on any inmate by initiating or participation in a “kangaroo court”.
36. Extortion, blackmail, protection, demanding or receiving money or anything of value in return for protection against others to avoid bodily harm, or under threat of informing.
37. Possession or receipt of any contraband.
38. Throwing items and/or clothing at another inmate/detainee, staff member, or officer.
39. Violating any other posted rule or regulation.
40. Three or more CLASS II offenses (current incarceration).
41. Attempting to commit any of the above offenses, and making plans to commit any of the above offenses.
42. Tattooing or self-mutilation.
43. Tampering with TV or Kiosks.
44. Failure to return razor.
45. Making false accusations against staff or another inmate/detainee.

The following disciplinary sanctions are prohibited for ICE Detainees: Corporal punishment, deprivation of normal food service, deprivation of clothing and or bedding, denial of personal hygiene items, loss of correspondence privileges, and deprivation of physical exercise.

PROCEDURE FOR CLASS I VIOLATIONS

If court action is filed against an inmate he/she shall be advised of their constitutional rights.

For specified CLASS I violations, a hearing shall be held by a jail sergeant with-in 24-hours of the reported
rule violation. The sergeant shall hear the evidence and determine the punishment, if merited. Inmates have the right to present witnesses in his/her behalf during the hearing without jeopardizing the security of the facility. The disciplinary hearings are administrative and therefore attorneys cannot represent inmates.

1. Written notice of the alleged violation shall be given to the inmate/detainee, prior to the hearing.
2. A hearing before the sergeant shall be held on the same shift that the violation occurred. If extending circumstances warrant then the relieving sergeant shall hold the hearing not to exceed 24-hours unless circumstances justify an extension.
3. The reporting corrections officer shall be present during the hearing.
4. Inmates have the right to present witnesses and present any documents in his/her defense.
5. A written report of the incident, hearing decision, and Inmate Disciplinary Notification Form shall be retained in the inmate’s permanent file. A completed copy the Inmate Disciplinary Notification Form listing disciplinary action taken shall be issued to the inmate.

**GRIEVANCE PROCEDURE FOR INCIDENTS, POLICY & CONDITIONS**

Before writing a formal complaint or grievance, we encourage everyone to first attempt to resolve your complaint or grievance informally with a correctional officer or shift sergeant. You shall present your oral complaint or informal grievance no later than five days from the date the underlying event, incident, or condition became a concern. If your concerns are not resolved informally, proceed with a written grievance in the form of a kite. If assistance is needed on the completion of a grievance, then Staff or inmate/detainee can help with the process.

Inmates may submit, in writing on a kite, any grievance to a shift sergeant concerning a formal complaint, policy, or condition within the jail. Shift Sergeants on each shift shall answer grievances before the end of their shift. If a Sergeant is not able to address a grievance due to extenuating circumstances then the Sergeant shall pass the request onto the relieving Sergeant for appropriate action to be taken.

Shift Sergeants who receive an emergency grievance that involves an immediate threat to an inmate’s safety or welfare shall respond and take immediately action by the end of shift on the day the grievance is received. If a Sergeant is not able to address an emergency grievance due to extenuating circumstances then the Sergeant shall pass the request onto the relieving Sergeant for appropriate action to be taken.

If the Sergeants response does not rectify the situation the inmate may appeal, in writing, the grievance to the jail administration. Administration shall respond, within a reasonable period of time, by sending a written response to the inmate.

ICE detainees that are dissatisfied with the administration response to an appeal shall submit a written request to communicate directly with the ICE Agent.

If ICE detainees who elect to file a complaint concerning officer misconduct shall file their complaint with the Department of Homeland Security. A booklet containing the contact information for the Department of Homeland Security is located in each dorm.

No harassment, punishment, or disciplinary action will result to a detainee who seeks resolution of a legitimate complaint in good faith. However, if you demonstrate a pattern of abuse of the grievance system, resulting in unnecessary burdens at the expense of legitimate complaints, such grievances will be returned unprocessed. Continued abuse may result in an adverse action initiated against you.
EDUCATIONAL PROGRAM

When available the Monroe County Correctional Facility may offer educational opportunities for inmates who do not have a traditional high school diploma. Three basic components to the education program are explained below.

The Adult Basic Education program provides skill-building opportunities in the areas of reading, writing, and math. Students who have had limited schooling or have been out of school for several years and need to brush up would benefit from this program. The building of basic skills can lead to the G.E.D. or high school diploma program.

G.E.D. program: The G.E.D. test measures knowledge in five basic subject areas: math, reading, writing, science, and social studies. An overall total of 225 points must be achieved in order to receive a certificate. G.E.D. testing when available is scheduled from September through June and may be partially or totally completed free of charge while the student is at the Monroe County Correctional Facility. Possession of a G.E.D. certificate is of great value when seeking employment. Community colleges and trade schools accept G.E.D certification for entrance and it also provides qualification for financial aid.

Educational opportunity may be available to eligible inmates of the Monroe County Correctional Facility who are in compliance with jail policies. Participation in the educational program is on a voluntary basis, unless the inmate is court ordered to attend. Failure to comply with jail administration or school rules may result in the student’s dismissal from the program.

CLASSROOM CONDUCT

1. Students shall spend their time in class on a program of study agreed upon by both the student and the teacher.
2. While in the classroom students shall follow teacher directives.
3. Students shall work quietly so as not to disturb others.
4. No abusive or profane language shall be tolerated.
5. Misuse or waste of school property shall not be tolerated.
6. No threatening or inappropriate behavior shall be tolerated.

TRUSTY PROGRAM

Currently we offer a trusty program here at the Monroe County Adult Correctional Facility. Inmates requesting to be on trusty status must meet certain criteria, no disciplinary action, security requirements and must be medically cleared by the jail nurse to perform trusty duties. Denial or removal from trusty status can not be grieved. After a thirty (30) day time period only the sergeant responsible for the removal or denying of trusty status, may approve reassignment to a trusty position. Trusty status is a privilege not an inmate right.

Trusties shall not exit their dayroom area without authorization from the correctional staff. Trusties shall not take any item out of the kitchen. Trusties shall not speak with other inmates while working, unless it is necessary in the performance of their duty.

Trusty Assignments
a. Kitchen-Main and Dorm
b. 3rd floor maintenance-Main
c. Animal Control-Dorm
d. Laundry/Cleaning- Main and Dorm
e. Commissary-Dorm
Eligibility for Trusty Status
a. No prior suicide attempts (within 2 years).
b. No prior escape attempts at a correction facility.
c. Must have good hygiene and be clean shaven.
d. Must be in good health.
e. Must be medically cleared by the jail nurse.
f. Must be willing to work.
g. No pending or prior assaultive felony convictions.
h. No parole detainees or writ detainees.
i. Any outside Trusty must be sentenced on all charges and have no pending charges or holds.

Good days earned for being a trusty
  a. 1 to 7 days = 1 good day
  b. 8 to 14 days = 1 additional good day
  c. 15 to 21 days = 1 additional good day
  d. 22 to 28 days = 1 additional good day
  e. 29 + days = 1 additional good day for a total of 5.

RELIGIOUS SERVICES

Religious services are available in the jail. Any inmate wishing to attend religious service shall be required to sign their name on an attendance sheet.

Minister Visitation/Attorney Visits - Ordained ministers/Attorneys may visit inmates/detainees individually anytime between 7:00 a.m. – 9:00 p.m. except during meal times and personal visits. Ministers must receive prior approval from jail administration before being allowed religious visitation. Ministers who have family members in jail may not visit inmates as a minister but may visit as an inmate visitor during regular visitation days. Attorneys must be in possession of a valid Michigan Bar card.

COMMUNITY CORRECTIONS PROGRAMS
- MUST BE SENTENCED ON ALL CHARGES TO QUALIFY-

Qualifications For Admission Include:
- Sentenced to a minimum of 90 days for the Cognitive Behavioral and Sex Offender Programs.
- Sentenced to a minimum of 60 days for the Relapse Prevention and Employability Skills Programs
- No out of County holds placed for the Employability Skills Program.
- One enrollment/completion per inmate for each program within one year’s time.

Cognitive Behavioral Program - Includes lectures, videos and verbal presentations, along with classwork done outside of class. Sessions will run for approx. 2.5 hours a day, for 5 days a week. The program is a minimum of 5 weeks long. Inmates will be asked to successfully complete and present one worksheet each week. Sessions focus on cognitive self-change, barriers, high risk situations, social pressure, life skills and support systems. Inmates can receive up to 30 days off of their sentence, once successfully completed, but only if approved by their judge. This class is held in the main jail.

Relapse Prevention Program - Includes assessment, group, lectures, and individual therapy, is held 3 hours a day, 3 days a week, for 4 weeks. This program deals with high-risk situations, self-defeating behaviors and attitudes while learning coping skills. Sessions focus on warning signals of relapse, temptations, support networks and how to generate options for maintaining abstinence. Inmates can receive up to 30 days off of their sentence, once successfully completed, but only if approved by their judge. The program is held in the dormitory.

Employability Skills Program – Includes group and lectures on goal setting, resume writing, filling out applications, successful interviewing, barriers to employment and referral for follow-up at MI Works.
Sessions are held for 4 days, approx. 2.5 hours a day, for one week. This program is offered every other week in a rotating schedule at the main jail and the dormitory. Inmates can receive up to 5 days off of their sentence, once successfully completed, but only if approved by their judge.

**Sex Offender Program** - Includes group and lectures on thinking errors, feeling links, grooming behaviors, values clarification, the pre-assault cycle, anger management, assertiveness training, learning about victims, consent, reframing distortions, normal sexual behaviors, social skills and interpersonal skills. Sessions are held 1 day a week for approximately 90 minutes a day, for 12 weeks. This program does not offer a sentence reduction.

Classes are filled with felony offenders first, according to outdate. Misdemeanors will be placed, only if there is open space when the felon has enough jail time to complete a future class. Inmates that want to be considered for programming should submit one request per program, through a kite (kiosk), to Community Corrections. Inmates will be notified if they have been added to the waiting list or not, through a returned kite (kiosk).

**Inmates enrolled in Community Corrections Programs are subject to all jail rules and program rules. If any rules are violated and/or the inmate receives administrative/disciplinary lockdown, the inmate will be terminated from the program as unsuccessful.**

**Program Rule Violations:**
1. Aggression and/or hostility to other inmates, any jail personnel, or any threats to outside individuals.
2. Not attending class, not participating while in session, and/or not completing assigned classwork.
3. Being found in possession of a controlled substance.

**Note:** It is the policy of Community Corrections that inmates may participate in the in-jail programs but they will NOT be eligible for a sentence reduction if the inmate did not complete PRC, 30/60/90, court ordered RAP or an in-jail program within the last year. A sentence reduction form will not be sent to the inmate’s judge. Community Corrections will not speak to family members regarding incarceration reductions. **If a family member is interested in information regarding an inmate’s sentence reduction, they must file under the Freedom of Information Act.** In the event that an inmate does not receive a copy of their incarceration reduction form within one week of the class termination, a kite can be sent to the Office of Community Corrections.

**AA/NA COUNSELING**

Alcoholics Anonymous and Narcotics Anonymous meetings are welcomed at this facility. Both of these services rely upon volunteers to commit themselves to hold regular meetings at this facility on scheduled days. When the AA/NA counselor arrives a Corrections Officer shall ask each dayroom if any inmate wishes to attend the meeting. Inmates that would like to attend AA/NA are required to sign their name on the AA/NA sign-up sheet.

**NOTARY PUBLIC**

Inmates requiring notary public service shall submit a kite to the shift sergeant. The sergeant shall notarize or forward the document to a notary public. A nominal fee shall be charged for each legal document needing to be notarized. Indigent inmates shall not be denied notary public service. If an inmate has funds deposited into his/her commissary account, the established cost for the notary service shall be deducted from their account.

Only legal or personal business documents shall be notarized. Documents must be typed or written in ink.
RAZORS

Main Jail razors shall be issued to each inmate who requests one at 9 p.m. every Sunday, Tuesday, and Thursday Evenings and collected prior to 9:45 p.m. Dormitory razors are issued Monday, Wednesday and Friday at 7 a.m. and collected prior to 9 a.m. Detainees attending court will be afforded the opportunity to shave first. Inmates are issued their own razor daily and shall not share razors with other inmates. Razors are not authorized to be used for shaving the head. Inmates requesting a razor must print, sign their name and list their perm number on the razor sign out sheet prior to being issued a razor.

MAIN JAIL DAYROOM SCHEDULE

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>5:45 a.m.</td>
<td>Wake up – lights turned on</td>
</tr>
<tr>
<td>6:00 a.m.</td>
<td>Inmates to dayroom/ Doors secured</td>
</tr>
<tr>
<td>6:00 a.m. – 6:30 a.m.</td>
<td>Medication pass</td>
</tr>
<tr>
<td>11:00 a.m. – 12:30 p.m.</td>
<td>Lunch Meal</td>
</tr>
<tr>
<td>4:00 p.m. – 6:00 p.m.</td>
<td>Dinner meal</td>
</tr>
<tr>
<td>6:00 p.m.</td>
<td>Medication pass</td>
</tr>
<tr>
<td>9:45 p.m.</td>
<td>Inmates to cells</td>
</tr>
<tr>
<td>10:00 p.m.</td>
<td>Cell Doors secured</td>
</tr>
<tr>
<td>11:30 p.m.</td>
<td>Lights out</td>
</tr>
</tbody>
</table>

DORMITORY DAILY SCHEDULE

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>5:45 a.m.</td>
<td>Wake-up call – lights turned on</td>
</tr>
<tr>
<td>5:45 a.m. -- 6:00 a.m.</td>
<td>Make up bunk and clean bunk area</td>
</tr>
<tr>
<td>6:00 a.m. -- 6:45 a.m.</td>
<td>Med Pass / Breakfast served</td>
</tr>
<tr>
<td>6:45 a.m. -- 7:15 a.m.</td>
<td>Midnight and Dayshift Headcounts</td>
</tr>
<tr>
<td>7:15 a.m. -- 9:00 a.m</td>
<td>Showers</td>
</tr>
<tr>
<td>9:00 a.m.</td>
<td>Phones on</td>
</tr>
<tr>
<td>7:00 a.m. -- 11:30 a.m.</td>
<td>Commons area / Dormitory Clean up</td>
</tr>
<tr>
<td>11:30 a.m. -- 12:30 p.m.</td>
<td>Lunch meal served</td>
</tr>
<tr>
<td>12:30 p.m. -- 3:30 p.m.</td>
<td>Quite time – in bunk area</td>
</tr>
<tr>
<td>3:30 p.m. -- 4:30 p.m.</td>
<td>Personal time in Commons</td>
</tr>
<tr>
<td>4:30 p.m. -- 5:30 p.m.</td>
<td>Dinner meal served</td>
</tr>
<tr>
<td>5:30 p.m. -- 6:30 p.m.</td>
<td>Commons area</td>
</tr>
<tr>
<td>6:30 p.m. -- 7:15p.m.</td>
<td>Dayshift and Midnight Headcounts</td>
</tr>
<tr>
<td>7:15 p.m. -- 9:30 p.m.</td>
<td>Commons area</td>
</tr>
<tr>
<td>7:15 p.m.</td>
<td>Medication pass</td>
</tr>
<tr>
<td>9:00 p.m.</td>
<td>Phones off</td>
</tr>
<tr>
<td>9:30 p.m. -- 9:45 p.m.</td>
<td>Clean-up time</td>
</tr>
<tr>
<td>9:45 p.m. -- 10:00 p.m.</td>
<td>Quiet time in bunk area</td>
</tr>
<tr>
<td>10:00 p.m.</td>
<td>Lights out</td>
</tr>
</tbody>
</table>

INMATE REIMBURSEMENT/BILLING PROCEDURE

The Prisoner Reimbursement to the County Act of 1994 (M.C.L.A. 801.81 – 801.93) requires that all sentenced prisoners reimburse the County for any expense they incur as a result of their incarceration. The laws allow for up to $60.00 per day. The current fee at the Monroe County Jail for housing is $60.00 per day. The following terms apply to billings received from this facility:
1) The billing is calculated at the end of the sentence, including all days served on the charge. Individuals who bond out on a charge shall not be billed until after sentence has been served on that charge.

2) The account is calculated at $60.00 per day for each day served. Unpaid booking fee or medical expenses shall be included in a statement sent to the Credit Bureau of Monroe.

3) If you unable to pay your balance in full upon release, you will receive a notice from Advent (pay my jail system), within 10 business days of your release. If you are unable to pay your balance in full, they will establish a payment plan for you, this will avoid the account be sent to the Credit Bureau. Advent will charge an additional $25.00 if the balance is not paid within 10 business days of your release.

MEALS

All meals are nutritionally balanced, dietician approved, properly prepared and attractively served in your housing location. Meals plated in the kitchen and are brought to the housing locations in a locked serving cart. The use of food, i.e., withholding of, or variation form the standard menu, as a disciplinary measure or reward is prohibited. Special diets are required for medical reasons or adherences to religious dietary law are provided by the Food Service Department upon receipt of notification from proper authority. You will be issued an appropriated eating utensil. The utensil must be accounted for at meals end. Meal times are posted in the Inmate/Detainee Guidebook.

PRISON RAPE ELIMINATIN ACT (PREA)

Each facility has a zero tolerance policy for sexual abuse or assault. No inmate or detainee will be subject to repercussions for making a valid sexual assault complaint against another inmate/detainee or staff member.

If you feel you are a victim of sexual abuse or assault, immediately report the incident to a correctional officer or shift supervisor. If you don’t feel comfortable with an in person notification, you can send a communication using the kiosk under the PREA heading to a supervisor.

Captain Brett Ortolano is the PREA Coordinator for each facility. 734-240-7706

Rape Crises Line: 734-243-6410.

CONTACT INFORMATION

Michigan Department of Corrections Parole/Probation
Stoner-Kemmerling Building
29 Washington Street
Monroe, MI 48161

Monroe County District Court Probation
125 East Second Street
Monroe, MI 48161

Monroe County Court House
125 East Second Street
Monroe, MI 48161
SEXUAL ASSAULT AWARENESS

SEXUAL ASSAULT AWARENESS: This document is required to be posted in each Housing Unit Bulletin Board at all Service Processing Centers and Contract Detention Facilities and by InterOperational Service Agreement Providers that house ICE detainees.

If you are detained by the Department of Homeland Security, Immigration and Customs Enforcement, Office of Enforced removal Removal, you have a right to be safe and free from sexual harassment and sexual assault. Report all attempted assaults and assaults to your housing unit Officer or a supervisor or the Officer in Charge or directly to the Office of the Inspector General at 1-800-323-8603.

Definitions:

Detainee-On-Detainee Sexual Abuse/Assault: One or more detainees engaging in or attempting to engage in a sexual act with another detainee or the use of touch, intimidation, and/or another action or communications by one or more detainees aimed at coercing or pressuring another detainee to engage in a sexual act.

Staff-on-Detainee Sexual Abuse/Assault: Staff member engaging in, or attempting to engage in, a sexual act with any detainee or the intentional touching of a detainee’s genitalia, anus, groin, orifices, or body parts with the intent to abuse, humiliate, harass, degrade or slight the sexual desires of any person. Sexual abuse of a detainee by staff or other detainees is an inappropriate use of power and/or an intimation of power by CE Policy and the AIC.

Staff Sexual Misconduct is sexual behavior between a staff member and a detainee which can include but is not limited to indecent publicity or abusive language or gestures and inappropriate visual surveillance of detainees.

Prohibited Acts:

A detainee who engages in inappropriate sexual behavior with or directed at others can be charged with the following Prohibited Acts under the Detainee Disciplinary Policy.

- Code 101: Sexual Assault
- Code 207: Making a Sexual Proposal
- Code 401: Using Abusive or Obscene
- Code 208: Engagin,g a Sex Act
- Code 300: Indecent Exposure or Language

Detainees in a Safe Environment

While you are detained, no one has the right to pressure you to engage in sexual acts or engage in unwanted sexual behavior regardless of your age, race, ethnicity, or sexual advances and acts.

Confidentiality:

Information concerning the identity of a detainee victim report 11g a sexual assault, and the facts of the report may be limited to those who have the need to know in order to make decisions concerning the detainee-victim’s welfare or for law enforcement/investigative purposes.

Avoiding Sexual Assault

Here are some things you can do to protect yourself against sexual assault:

- Carry yourse in a confident manner. Many offenders choose victims who look like they would not fight back or who they think are emotionally weak.
- Do not accept gifts or favors from others. Most gifts or favors come with strings attached to them.
- Do not accept any offer from another detainee to be your protector.
- Find a staff member with whom you feel comfortable discussing your fears and concerns. Report concerns.
- Do not use drugs or alcohol. These can weaken your ability to stay alert and make good judgments.
- Avoid talking about sex. Other detainees may believe you have an interest in a sexual relationship.
- Be clear, direct and firm. Do not be afraid to say NO or STOP IT NOW.
- Stay in well-lit areas of the Facility.
- Choose your associates wisely. Look for people who are involved in positive activities like educational programs, work, recreational programs, counseling groups.
- Get involved in these activities yourself.
- Trust your instincts. Be aware of situations that make you feel uncomfortable. If it does not feel right or safe, leave the situation. If you fear for your safety, report your concerns to staff.

REPORT all Assaults:

If you become a victim of a sexual assault, you should report it immediately to staff person you trust, to include housing officers, deportation officers, chaplains, medical staff or supervisors. Staff members keep the report and information confidential and only discuss it with the appropriate officials on a need to know basis. If you are not comfortable reporting the assault to staff, you have other options:

- Write a letter reporting the sexual misconduct to the Officer in Charge, Assistant Field Officer, or Field Officer; Direct your concern to special mail procedures.
- File an Emergency Detainee Grievance: If you decide your complaint is too sensitive to file with the Officer in Charge, you can file your Grievance directly within the Field Director. You can get the forms from your housing unit officer, deportation staff or a facility supervisor.
- Write to the Office of Inspector General (OIG), which investigates allegations of staff misconduct.

Individuals who sexually abuse or assault detainees can only be disciplined or prosecuted if the abuse is reported.

Next Steps after Reporting a Sexual Assault:

You will be offered immediate protection from the assailant and you. If you are referred for medical examination and clinical assessment. You do not have to name the detainee(s) or staff member assaulted to receive assistance. Specific information may need to be told for you to be protected. You will continue to receive protection from the assailant either or not you have identified your attacker or agree to testify against them. It is important that you do not shower, wash, drink, change clothing or use the bathroom until evidence can be collected.

The Medical Exam

Medical staff will examine you for injuries, which may or may not be readily apparent to you and you may gather physical evidence of assault. Bring the clothes and undergarments that you had on at the time of the assault to the medical exam. Lift off. You will be checked for the presence of physical evidence, which supports your allegation. If you are a medical professional, you will be performing a pelvic or rectal examination to obtain samples of your DNA. While the existence of physical evidence such as hair, body fluids, tears or abrasions which remain after the assault. This physical evidence critical in corroborating the sexual assault occurred and in identifying the assailant trained personnel conduct the exam privately and professionally.

Understanding the Investigative Process

Once the misconduct is reported, the appropriate law enforcement agency (MI) conducts an investigation of the type of the closer as to determine the nature and extent of the misconduct. You may be an employee during the investigation. If charges are filed, you may be asked to testify during the criminal proceedings. Any detainee who alleges that he or she was sexually assaulted shall be offered immediate protection and will be referred for a medical examination.

The Emotional Consequences of Sexual Assault

It is common for victims of sexual assault to have feelings of embarrassment, guilt, panic, depression, and fear even several months or years after the attack. Other common reactions include loss of appetite, nausea, or stomachaches, headaches, loss of memory and/or trouble concentrating and changes in sleep patterns. Emotional support is available from the facility’s mental health and medical staff, and from the chaplains. Also, many detainees who are at risk to sexually assault others have often been sexually abused themselves. Mental health services are available to you also so that they can control their actions and heal from their own abuse.

Sexual assaults can happen to anyone: any gender, age, race, ethnic group, socioeconomic status, sexual orientation, or disability. Sexual assault is about sex, fit and about POWER and CONTROL. All reports are taken seriously. Your safety and the safety of others is the most important concern. For everyone’s safety, incidents, threats or assaults must be reported.