

**ST. JOHNS COUNTY
SHERIFF'S OFFICE
DAVID B SHOAR, SHERIFF**



**DETENTION CENTER
AND
COMMUNITY RELEASE CENTER**

INMATE HANDBOOK

Revised 03/29/10

INTRODUCTION

You are located in the St. Johns County Detention Center at 3955 Lewis Speedway, St. Augustine, Florida 32084. The Sheriff of St. Johns County and his staff manage the St. Johns County Detention Center.

You are responsible for knowing and obeying the Rules and Regulations. If, at any time, you violate these rules, you will be subject to disciplinary action being taken against you.

These rules apply at all times and locations as long as you are in the custody of the St. Johns County Sheriffs Office Detention Center.

St Johns County Sheriffs Office Detention Center is governed by Florida Model Jail Standards (FMJS) and Florida Corrections Accreditation Commission (FCAC). Inmates returned from the Department of Corrections are required to adhere to these regulations.

This book is to assist you while you are an inmate in this jail. This book is **issued jail property** and must be treated as such and not destroyed or mutilated. Failure to maintain the book in good condition or loss of the book could result in criminal charges against you.

If a serious problem develops, do not attempt to solve it yourself. You should direct the problem to a Corrections Deputy or Control Room Operator, who is in a better position to help solve the problem.

If you need to discuss a problem with any member of the staff, an inmate request form is provided for your use in requesting that staff member. The form should be requested from the Deputy on duty.

These rules were established using guidelines from the Florida State Statutes, the Florida Model Jail Standards, and the Florida Corrections Accreditation Commission.

This handbook will also provide you with a general guide of operations and programs at the St. Johns County Detention Center.

If you have any questions regarding the information in this handbook, contact any Corrections Deputy for clarification.

NONSMOKING ENVIRONMENT

Smoking or the use of tobacco products in the St. Johns County Detention Center and Community Work Release Center is prohibited. A tobacco free environment is provided for the benefit of everyone's health and well-being. The possession of tobacco products, matches, or any other fire starting items is considered contraband.

COLONEL P. F. CYR

DIRECTOR OF CORRECTIONS

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PRISON RAPE ELIMINATION ACT (PREA)

While you are incarcerated, **NO ONE**, neither inmate nor staff member has the right to pressure you to engage in sexual acts. You do not have to tolerate sexual abuse or pressure to engage in unwanted sexual behavior regardless of your age, size, race, or ethnicity. Whether you are straight, gay, lesbian, or bisexual, you have the right to be safe from unwanted sexual advances and acts.

CONFIDENTIALITY:

Information concerning the identity of the inmate victim reporting the sexual abuse and the facts of the report itself shall be limited to those who have a need to know in order to make decisions concerning the inmate victim's welfare and for law enforcement investigative purposes.

WHAT TO DO IF YOU ARE VICTIMIZED:

Report the incident **immediately** to staff. Staff will immediately protect you from the assailant and will refer you for a medical exam. You do not have to name those involved, however, the more specific your information, the easier for staff to help you. You will receive protection whether or not you have identified your attacker or agreed to testify against them.

Even though you may want to clean up, it is important to see medical staff **before** you shower, wash, drink, eat, change clothing or use the bathroom. Medical staff will examine you for injuries. They can also check for sexually transmitted diseases. They will also assist in providing you with counseling if you request it.

HOW TO REPORT THE INCIDENT:

You can tell the floor Deputy, chaplain, programs person, or any other staff member you trust. Staff members are instructed to keep the reported information confidential, and only discuss it with the appropriate officials on a need to know basis.

Or

If you are not comfortable speaking with staff, you may write any staff member. You may use a request slip or a hand written letter.

Or

You may also call the Intervention Phone line (829-2016) to report the incident. Follow directions once answered. This is a free call from any cell or block.

SEEKING MEDICAL HELP:

As stated earlier, although it may be difficult, it is important that you do not shower after the incident. Showering may wash off hair and body fluids that are critical evidence. Bring the clothes and underwear at the time of the incident with you to the medical exam. A medical professional will perform a medical examination to obtain samples or document the existence of physical evidence. The exam will be conducted privately and professionally.

UNDERSTANDING THE INVESTIGATIVE PROCESS:

Once reported, the St. Johns County Sheriffs Office will conduct an investigation. The purpose of the investigation is to determine the nature and extent of the misconduct. You may be asked to give a statement. If criminal charges are brought, you may be asked to testify during the criminal proceedings.

COUNSELING PROGRAM:

You may seek counseling and/or advice from a psychologist or chaplain. Crisis counseling, coping skills, suicide prevention, and mental health counseling are all available to you. Most people need help to recover from the emotional effects of sexual abuse. If you have been the victim of sexual abuse, recently or in the past, staff is available to counsel you.

REMEMBER:

1. SJSO will investigate all reported incidents of sexual abuse. If you are a victim, report it **immediately**.
2. Staff will protect you from the assailant.
3. Staff or inmates who engage in sexual abuse or battery of inmates will be investigated, and if found guilty, will be subject to a full range of criminal and administrative sanctions.
4. Any sexual act between inmates and staff (even when no objection is raised) is always illegal.

AVOIDING SEXUAL BATTERY:

1. Carry yourself in a confident manner at all times. Do not permit your emotions (fear/anxiety) to be obvious to others.
2. Do not accept gifts or favors from others. Most come with strings attached to them.
3. Do not accept an offer from another inmate to be your protector.
4. Find a staff member with whom you feel comfortable with to voice your fears and concerns.
5. Be alert. Do not use contraband substances such as drugs. These can weaken your ability to stay alert and make good judgments.
6. Be direct and firm if others ask you to do something you do not want to do. Do not give mixed messages to other inmates regarding your wishes for sexual activity.
7. Choose your associates wisely. Look for people who are involved in positive activities like educational programs, self-help programs, or religious services.
8. Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns.

Sexual abuse is a serious crime. The St. Johns County Sheriffs Office will investigate all reported incidents of sexual abuse. If you are a victim, REPORT IT IMMEDIATELY. Staff will protect you from the assailant.

DETENTION CENTER AGREEMENT

You are required to closely adhere to the conditions of your Detention Center Agreement, as follows:

When ordered to leave your cell and report to a specific area, you are to go directly and promptly to and from your designated location.

Whenever you hear the lockdown buzzer or are instructed by staff to lock down, you must return to your cell immediately and secure your cell.

Remain within the designated area.

Conduct yourself in a proper manner; obey all laws, Detention Center regulations and instructions.

Make no contact, either personally, by telephone or otherwise, with any individual on behalf of another inmate.

You will not deviate from the daily routine that has been approved for you without advance approval from the Shift Sergeant.

ESCAPE: Escape or Attempted Escape is a **Second Degree FELONY**, F.S. 944.40, punishable by up to fifteen (15) years in prison. This offense, if convicted, will be prosecuted as a separate criminal charge, and shall be in addition to any other sentence imposed.

PROFANITY: Profanity is prohibited and will not be tolerated

SENTENCED INMATES ONLY: When an inmate is transferred to the Community Release Center or the Work Release Program, additional rules and regulations will apply. They will be followed and enforced. These rules can be found at the end of this handbook. **FOR SENTENCED INMATES ONLY.** Due to the fact that we have sentenced inmates that reside in the Main Unit of the Detention Center, this addendum is necessary to provide the changes to the rules and regulations for them.

ADMISSION – BOOKING

A processing fee of \$20.00 (twenty dollars) will be collected from every inmate during the Booking process per Florida State Statute 951.033 and Florida Model Jail Standards 2.14 (a-f). The Booking Staff will activate an inmate's account record into the Canteen system at the time of booking.

A processing fee of \$20.00 (twenty dollars) will be deducted from the inmates account.

If an inmate is indigent at the time the processing fee is to be deducted, the account will be debited for the amount due.

If an inmate receives money deposited into his/her Canteen Account during incarceration and he/she owes for the processing fee, forty (40) percent of monies received will be applied to the processing fee, and the remaining sixty (60) percent will be placed into the inmates Canteen fund. This will continue until all processing fees are paid.

If an inmate is returned from the State Department of Corrections, they are exempt from a second processing fee. This will include inmates on Courtesy Hold, Federal Inmates, and inmates returned for court purposes. The Corrections Division Director upon review and recommendations of the Bureau Commander will determine all exceptions.

The use of funds in an inmate account will be given the following priority:

- To make bond/cash fines/Child Support/purges.
- Payment of processing fees.
- Commissary purchases.

Inmates who believe that they have been charged inappropriately may contest the charges by submitting an Administrative Remedy (grievance form).

During the Booking process, defendants are searched, property inventoried, and a medical screening completed. You will be photographed, fingerprinted and required to provide personal information in order to provide accurate records for the Courts.

All personal property will be inventoried and sealed in the appropriate containers, once sealed the property will not be opened.

Inmates will not be allowed access to property that is brought with them from another institution. Items will be placed in property (Exception: legal mail and Bible).

ALL opened food items, whether from another institution or upon initial intake will be disposed. Unopened items can be mailed to relative/friend if the inmate has funds available, be picked up by a relative/friend within 72 hours of incarceration or be disposed of.

Defendants will be allowed to keep a reasonable amount of legal papers.

Money will be placed in their Inmate Canteen Fund account.

Defendants are required to bathe during the process. Undergarments and Detention Center uniform will be issued.

Upon completion of the Booking process an armband will be issued for the purpose of identification. These armbands **WILL BE WORN AT ALL TIMES. NO EXCEPTIONS.** This requirement is necessary in order to maintain the security and control of the facility. Removal of the armband by the inmate will be considered a violation of the rules and regulations designed to insure the security and control of the facility. **Disciplinary action WILL be taken if you are found without your armband affixed to your wrist.** Privileges and programs may be denied until the armband is replaced. Any problems with the armband should be reported to a Deputy immediately. If an inmate removes, loses, or damages the armband or identification badge in any way, you will be required to purchase another armband at a cost of \$5.00, which will be charged to your Canteen fund. **You must have the armband to be released.**

Defendants will be allowed use of the telephone to contact family, Attorneys or a Bail Bond agency once the Booking process is complete. Upon admission each inmate will be given a “PIN” number. This “PIN” number will be on the inmates booking sheet and armband. In order to use the phone each inmate must have a “PIN” number. This pin number will be utilized for your entire time of incarceration. Inmates will be allowed to have up to ten (10) telephone numbers in their phone list. Once the list is full, inmates will not be allowed to call any other numbers. The pre-recorded message will advise the list is full. Numbers cannot be deleted from an individuals list. Inmates are encouraged to carefully choose who they call and not to call numbers at random as it will fill up their list. **In the event an inmate loses his/her booking sheet and or does not remember his/her “PIN” number he/she must forward a written request to Booking for a duplicate copy of his/her booking sheet. Anyone found using other inmates “PIN” number will be subject to disciplinary action and loss of telephone privileges. Inmates who have been court ordered not to have contact with their victims and/or witnesses and family will not use the telephone to contact these individuals directly or by third party calling. In the event that you cannot contact the person(s) you are attempting to call, you may write them a letter and have them contact Pay-Tel Communications at 1-800-729-8355 for assistance.**

Upon the initial use of the telephone, you **must speak your full name clearly and plainly**. No nicknames, slang, slurring, code names, etc. This name will only be changed at a cost of \$5.00. New PIN numbers will not be issued.

CLOTHING/PROPERTY ISSUE: Upon completion of the Booking process you will be issued:

- 2 – Inmate uniforms
- 1 – Blue Gym shorts
- 1 – White boxer
- 1 – White log sleeve shirt
- 2 – Sheets
- 1 – Blanket
- 1 – Towel
- 1 – Admissions package (consisting of soap, comb, toothbrush, deodorant, and toothpaste)
- 1 – Armband
- 1 – Handbook
- 1 – PREA Pamphlet

The blankets, sheets, and other property that are issued to you are not to be used as floor mats, curtains, hammocks or coverings of any kind except for the purpose issued.

Clean clothing and other approved articles are exchanged one for one, i.e. to get one sheet you must turn in one sheet.

You will be required to pay for all property that is damaged or not returned at the time of your release. You are responsible for all County property issued to you, including this copy of the Inmate Rules and Regulations (Inmate Handbook). The loss of jail issued property could cause a delay in your being released.

BEHAVIOR/CONDUCT

ATTITUDE: Your attitude towards other inmates and staff is extremely important. You are expected to conduct yourself in such a manner as to command the respect of fellow inmates and the Detention Center staff. You will address all Detention Center Staff using an appropriate title such as Deputy, Officer, Sergeant, Lieutenant, Miss, Mister or Mrs., Nurse, etc. **No Detention Center Staff member will be addressed on a first name basis.** Correspondence with staff, nurses, kitchen civilians or any other visitor that enters this facility on a personal level is not allowed. Inmates must contact the appropriate staff member/department through the proper channels (Inmate Request Form, Sick Call Request, etc.) regarding any issues or concerns relating to their incarceration only.

CONDUCTING COMMUNICATION: Constructive correspondence by mail or telephone is encouraged between inmates and their families and friends. Inmates may not communicate by telephone or mail to any person who has advised the Administration that communication with the inmate is not wanted. Further communication could result in disciplinary action taken against the inmate and/or criminal charges. **Three-way telephone conversations are not permitted.**

Conducting communication out of windows or from any location on the complex, either verbal or through physical gestures, to family members, friends or the general public is prohibited. Inmates are encouraged to make this fact known to family and friends in order to discourage them from attempting to do this. Participation in this activity could result in disciplinary action taken against the inmate and/or criminal charges.

CONTRABAND: Contraband is considered to be articles that are not obtained through regular channels as authorized by the Detention Center or having excessive amounts, F.S. 944.47. "Regular channels", in this facility, is defined as items issued by the facility or purchased through the Canteen. Possession of contraband is a **Second Degree FELONY**, punishable by up to fifteen (15) years in prison.

Contraband is described as any article in the facility or on facility grounds, which is neither:

1. Issued;
2. Approved for purchase through Canteen (See allowable items);
3. Purchased through an approved source with official approval;
4. Authorized and approved for delivery by mail;
5. Authorized to be introduced into the facility;
6. An article passed from one inmate to another without authorization;
7. An article which is not stored in the designated place in a proper manner;
8. Or, **any** article which is altered from its original design (this includes items that are purchased by the inmate);
9. Approved articles in excess amounts or number, which may cause a fire, or health hazard, pests and vermin.

It is each inmate's responsibility to maintain only allowed items in their cells. If you receive books, magazines, photographs, etc. through the mail system, it is your responsibility to maintain only authorized amount in your cell. Unauthorized amounts are contraband and will be confiscated and handled accordingly.

DESTRUCTION OF, TAMPERING WITH, OR VANDALISM OF COUNTY PROPERTY: To include but not be limited to the following items: Sheets, blankets, towels, bedding, issued clothing or footwear, armbands/identification badges, plumbing fixtures and facilities, desks, tables, lockers, communication equipment, telephones, lighting and fixtures, doors, grills, gates, fencing, and walls. Defacing walls including marking, scratching, carving, drawing or removing paint in any way could result in disciplinary proceedings, Criminal Prosecution or Administrative Housing Assignment or AHA. AHA is defined as being assigned to your cell on a full time basis. Criminal proceedings or sanctions could follow in accordance with Florida Model Jail Standards Chapter 13.03.

DISCIPLINARY PROCEDURES

Any inmate that violates any rule and/or regulation of the St. Johns County Detention Center could be subject to disciplinary action. The type of disciplinary action taken is based on the severity of the infraction. All written reports will become a permanent part of an inmate's record.

VERBAL WARNING: An inmate may receive a verbal warning from any Deputy or staff member. This is generally for behavior, which is not acceptable; however, it is still considered a violation of rules and regulations.

CORRECTIVE CONSULTATION: Written reports used by a Deputy or staff member to document a verbal warning of inmate behavior. This does not normally call for disciplinary action unless the behavior continues.

23-HOUR LOCKDOWN: Any activity that interferes with the security, order, and control of the facility.

DISCIPLINARY REPORTS: If an inmate is accused of a violation of the "Rules of Prohibited Conduct," a disciplinary report will be filed. The inmate will receive "Due Process" as it applies and be placed in the appropriate confinement status pending the outcome of the disciplinary hearing.

NON-CONFINEMENT STATUS: An inmate may be placed in a non-confinement status for minor rule violations. This will be determined during the disciplinary hearing. When placed in non-confinement status, the inmate's privileges will be altered to include:

- Loss of visitation, library, group religious services, and telephone.
- Canteen orders will be limited to hygiene items and writing materials

- All other items will be removed from the inmate’s cell, placed in a bag and stored until the inmate is removed from non-confinement status. Items are to be stored in the identified bin in the property room.
- All open food items will be disposed of.

Disciplinary Lockdown: Confinement of an inmate to a cell for up to a period of thirty (30) days with loss of applicable privileges and/or gain time. Inmates confined for disciplinary infractions will be placed in a lockdown capacity to regain security and adherence to the facilities rules and regulations.

- Within 24 hours after being placed in confinement, the on-duty supervisor will read the Disciplinary Confinement Notification to the inmate. The inmate will be required to sign a copy of the Disciplinary Confinement Notification and will be required to follow all criteria while in isolation.
- Upon placement into isolation recreation is denied and will be reviewed on a weekly basis. If an inmate does not comply with all rules and regulations while in isolation, recreation will continue to be denied.
- Inmates will not attend any programs for the duration of their disciplinary confinement. However, inmates may request to speak to a clergy member one-on- one, and are allowed Attorney visits.
- Confinement Inmates Personal Hygiene items will go into an assigned property locker and the confinement inmate will receive a Canteen issued hygiene kit.
- Confinement inmates can purchase envelopes and clothing only from Canteen.
- The following items will be allowed for Confinement Inmates to keep in their cells:

<u>Item</u>	<u>Quantity</u>	
Blanket	1	
Mattress	1	
Sheets	2	
Canteen Issued hygiene Kit	1	
Towel	1	
Uniform	1	
Underwear – White only	3 pair	
Thermals	1 pair	
Bras	3 (females only)	
Socks – White only	3 pair	
Tee Shirts – White only	3 pair	
Feminine Products	(females only)	
Shower Slides	1 pair	
<u>Religious Book (Bible, Koran, etc.)</u>	<u>1</u>	1
Legal Mail		

INMATE RECORDS: All disciplinary actions taken against you, while incarcerated, will become a permanent part of your record in this facility. Information can be retrieved from this file as part of various information-gathering efforts, i.e., pre-sentence investigation, or any other inquiries into the inmate's behavior. Facility records are sometimes received by other Criminal Justice Agencies when making decisions about your future and security status and may change your classification if/when you are sent to the Department of Corrections. Inmates can be criminally charged if they receive three or more disciplinary actions.

GENERAL CONDUCT

When moving to and from areas in the facility you will walk **ahead** of the Corrections Deputy, and stay between the black line and the wall.

You will walk in a single line.

You are to be **absolutely** quiet when moving.

NO HORSEPLAY, NO YELLING, NO TALKING TO **ANYONE** ENCOUNTERED ENROUTE TO YOUR DESTINATION (this includes hand signals).

There will be no deviations from the route. You will not get out of line because you see the Classification Deputy, etc. and decide that you want to speak to him/her.

Any deviation from established required behavior shall be dealt with immediately, which may result in a disciplinary action.

PRISONER RULES OF PROHIBITED CONDUCT AND PENALTIES FOR INFRACTIONS

The following penalties are directed toward inmates that violate rules and regulations. These are used when Administrative disciplinary actions are taken. Inmates should be aware that the Deputy-in-charge could elect to file Criminal charges rather than Administrative charges, which could result in additional jail time.

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

Acts Prohibited:

1. Assaulting (or attempting to assault) any person (physical or verbal), or horse playing;
2. Fighting with another person;
3. Threatening another person with bodily harm, or any offense against his/her person or his/her property;
4. 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;
5. Engaging in sexual acts with others;
6. Making sexual proposals or threats to another;
7. Indecent exposure;
8. Escape;
9. Attempting or planning escape;
10. Wearing a disguise or mask;
11. Setting a fire;
12. Destroying, altering, damaging or defacing government property or the property of another person, using government property or equipment as recreational exercise devices;
13. Stealing, theft;
14. Tampering with or blocking any locking device or camera, using emergency call speakers in cell blocks for other use than emergencies such as for time of day, turn on shower, etc.;
15. Tampering with any food or drink;
16. Possession or introduction of any explosive or any ammunition, firearm or weapon;
17. Possession of contraband;
18. Misuse of authorized medication;
19. Loaning of property or anything of value for profit or increased return, including canteen items;
20. Possession of anything not authorized for retention or receipt by the inmate and not issued to him/her through regular institutional channels, to include telephone "PIN" number of another inmate;
21. Mutilating or altering issued clothing, bedding, linen or mattresses;
22. Rioting;
23. Encouraging others to riot;
24. Engaging in, or encouraging, a group demonstration;
25. Refusing to work;

26. Encouraging others to refuse to work or participating in work stoppage;
27. Refusing to obey an order of any staff member;
28. Unexcused absence from work, or any assignment;
29. Malingering, feigning an illness or injury;
30. Failing to perform work as instructed by a supervisor or maintain required hygiene;
31. Insolence toward a staff member;
32. Lying or providing a false statement to a staff member;
33. Conduct which disrupts or interferes with the security or orderly running of the institution;
34. Counterfeiting, forging, or unauthorized reproduction of any document, article, or identification, money, security, or official paper;
35. Participating in an unauthorized meeting or gathering;
36. Being in an unauthorized area;
37. Failure to follow safety or sanitation regulations;
38. Using any equipment or machinery contrary to instructions or posted safety standards;
39. Failing to stand count;
40. Interfering with the taking of count;
41. Making intoxicants or being intoxicated;
42. Use or possession of tobacco products;
43. Using abusive or obscene language;
44. Gambling, preparing or conducting a gambling pool, possession of gambling paraphernalia;
45. Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards.
46. Tattooing or self-mutilation;
47. Unauthorized use of mail or telephone;
48. Unauthorized contacts with the public;
49. Correspondence or conduct with a visitor in violation of posted regulations;
50. Giving or offering any official or staff member a bribe, or anything of value;
51. Giving money or anything of value to, or accepting money or anything of value from another inmate, a member of his/her family, or his/her friend;
52. Disorderly conduct; e.g., noise making, etc.
53. Possession of unauthorized narcotics, drug paraphernalia, beverages, aromatic stimulants/depressants; e.g., having or being in the immediate area of paint thinner, glue, palming (holding in one's hand), not taking as scheduled, hoarding, storing medicines, prescribed or otherwise; includes taking, ingesting, injecting or manufacturing unauthorized materials, etc.;
54. Trafficking in drugs and/or unauthorized beverages, aromatic stimulants/depressants and/or paraphernalia; e.g., trading for or attempting to trade in or with any unauthorized substance, etc.
55. Possession of money; (Work Release inmates approved allotted amounts only)
56. Failure to wear and display issued armband; e.g., taking armband off, refusing to show a Deputy an armband, not having armband properly secured on wrist, distorting, stretching, breaking or cutting armband, etc.;

57. Failure to maintain acceptable personal and/or facility hygiene, e.g., showering less than twice weekly, pictures on the walls, anything in or on the bars, etc.;
58. Attempting to kite; e.g., moving or transporting anything from one housing area/cellblock to any other area, etc.;
59. Attempting to or conspiring and/or conspiracy with others to commit an act which is in violation of constituted statutes or Rules of Prohibited Conduct, etc.;
60. Mail regulations violations; e.g., sealing mail, etc.;
60. Visiting regulations violations; e.g., improper behavior during visiting, etc.;
61. Use of sheets or blankets as a hammock in the housing area;
62. Abuse of telephone privilege; e.g., abusive or threatening conversation, destruction or attempted destruction of the telephone instrument;
63. Yelling out of windows, or signaling to relatives, friends or citizens;
64. Correspondence with persons after notification correspondence is restricted and not wanted;
65. Possession of food items outside of dayrooms;
66. Placing three-way calls is not permitted;
67. Failure to follow dress regulations including, but not limited to, exposing underwear.

NOTE: All of the above rules, if violated, could carry a maximum of thirty (30) days Disciplinary Confinement (DC) and/or loss of gain time. They may also cause a loss of privileges of various degrees.

Translations for disabled and/or non-English speaking inmates will be provided.

CLASSIFICATION

The primary objective of Classification is the placing of inmates in the type of quarters that best meets their needs and to provide reasonable protection for the inmate and others.

Every inmate will be classified. The Classification decision will be based on all information available to include charges, history, social, legal, and self-reported medical history as well as a pre-placement physical.

As your custody status changes during your confinement, you may be reclassified and moved to another cellblock.

No inmate will be allowed to move from his/her assigned cell or bunk to another without being reclassified by the Classification Deputy.

Trustee Status: Inmates approved by Classification and the Medical Section to perform general work within the facility are termed as "Trustee." Ordinarily, inmates selected for this status are sentenced inmates in the St. Johns County Detention Center however; consideration will be given in special cases regarding non-sentenced inmates. Federal inmates are not eligible for Trustee status.

EMERGENCY PROCEDURES

Immediately notify the staff of the nature and location of the problem. Keep yourself between the dangerous situation and the exit, if possible.

CAUTION: In the event of fire, it is most necessary to protect yourself from smoke. Wet a cloth, such as underwear, sheet, towel, blanket, etc., and put it on your face. Get your body and head as close to the floor as possible.

FIGHTS OR ARGUMENTS: If a fight or heated argument occurs between two (2) or more inmates, you are to remove yourself from the area at once and not engage in the altercation yourself. Report the incident to the cellblock Deputy as soon as possible. You will immediately go to your cell and secure the door until released by Corrections staff. This is not to be interpreted as “squealing” on another inmate but is to be interpreted as “keeping order and control” since any such incidents reflect upon all inmates in your cellblock.

FIRE DRILLS: From time to time the Detention Center conducts fire drills. Inmates may be required to evacuate the building. These drills are for your protection. Even though you do not see evidence of a fire, one may be in progress and you must act accordingly. You are to remain calm and proceed at once, if instructed, to leave the building via the route shown on the fire plan.

ILLNESS: If you note unusual behavior on the part of anyone in your cellblock, notify the deputy assigned to your area immediately at once. The Detention staff is thoroughly familiar with handling emergencies and can summon assistance at any time, day or night. Help others to help yourself. It could be you who needs the emergency assistance.

GENERAL RULES/PROCEDURES

ALLOWED ITEMS: The following items are permitted for each inmate to keep in their cell. Items not on this list or items that exceed specified amounts will be confiscated and appropriate action taken:

<u>Item</u>	<u>Quantity</u>
White Underwear	5
White Bras (no underwire)	5 (females only)
White Undershirts/T-Shirts	5
White Long Sleeve T-shirt	2
White Socks	5 pair
Shower slides (jail issued)	1 pr
Sneakers (Canteen purchased)	1 pr
Blue gym shorts (Jail issued)	1 pr
Hygiene Items (soap, shampoo)	2 each
Toilet Paper	1 roll
Writing Paper	
Pencils (see note below)	3
Canteen Items (Food Snacks)	as outlined in the Canteen section on page 23
Photographs	6
Personal letters	as outlined in the Mail section on page 24
Legal Papers	as outlined in the Mail section on page 24
<u>Religious Book</u>	1 1
Books/magazines	4
Prescription Glasses	1 pr
Uniform (jail issued)	2 sets
White Towel	2 (One issued – One purchased)
Sheets	2
Blanket	1
Mattress	1
Pillow	1

Medication: **ONLY** as authorized by the medical staff in prescribed quantities.

Canteen purchased medication (non-prescription) ibuprofen, non-aspirin, antacid, triple antibiotic, and cold tablets are limited to 12 each. Indigent inmates will obtain over the counter medications through Medical Staff.

NOTE: PLAIN PENCILS ONLY. No markers, pens, crayons or colored pencils are permitted. These items will be considered contraband and will be confiscated.

Do not pass items under doors or to other inmates. Do not communicate with inmates through doors. Violation shall be subject to disciplinary action.

No photographs, drawings, or cartoons displaying nudity or sexually graphic content will be permitted. Pictures or pages removed from magazines will be considered contraband and will be destroyed.

BED LINENS: The sheets will be laundered once per week or as needed. The sheets and blankets will not be tied in any manner so as to form a knot to make the sheets or blankets smaller. No bed linens, blankets, pillows or mattresses will be permitted on the balcony, stairs or in the dayroom or placed on any floor to be used for comfort; sleeping, sitting on, table covering, etc., except at the time of laundry exchange. No sheets or towels will be hung on cell bars for privacy.

BLANKET EXCHANGE: Blankets will be exchanged once per month.

CLEANLINESS: It is your daily responsibility to maintain cleanliness and order within your individual cell and the cellblock areas. Your individual cell will be clean throughout the entire day, free from clutter (*see sample on page 15*). Clean up of individual cells will be accomplished in the following manner when cleaning gear is issued:

- Cell floors will be swept and mopped, including under bunks and storage areas.
- Sink and toilet fixtures cleaned.
- Windows, lights/fixtures and cell walls will be clean and free of markings.
- Desk and storage areas will be clean and neat.
- Trash removed and placed in receptacles daily.

On a daily basis you will have your individual bed made by the time the cleaning supplies are removed from the cell block. This includes the two sheets and one blanket. This is accomplished by placing both sheets spread out on the mattress under the blanket and tucked in all around (*see sample on page 16*). They will remain made until at least 8:00 p.m. daily at which time you may return under the covers. (Exceptions: specific Trustee work crews and medically housed inmates)

You are also individually responsible for the general cleanliness and order of your assigned cellblock, dayroom, balcony and shower areas, specifically as follows:

- Shower and curtain cleaned after each use.
- **Dayroom area and cell floors clean and free of trash clutter, etc., at all times.**
- Dayroom tables and stools clean.
- No items will be placed in the windows.

Samples of Acceptable Clean Cells



Samples of Acceptable Made Bunks



CLOTHING: You are required to dress in Jail issued clothing while you are in the St. Johns County Detention Center. All inmates shall be dressed in complete jail issued uniform, to include armband, when the breakfast meal is served and remain dressed until your return to bed for the night (no sooner than 8:00 p.m.). Long underwear will be worn under the jail issued uniform. The sleeves of thermal underwear will be permitted to extend below the shirtsleeves and cover the arms. You must be properly attired to receive medications, mail, canteen and meals. **Inmates must wear their pants so that they cover the top portion of their buttocks without any portion of their undergarments showing. Pants will be worn at the waist level. No hair coverings will be permitted. Inmates will not lounge on their bunks dressed only in their undergarments. No clothing will be worn inside out or altered by the inmate under any circumstance. Red Shirts and Yellow Shirts will be worn over the complete jail issued uniform at all times.**

Uniforms and personal laundry will be washed two (2) times per week. Every bunk is issued two (2) *numbered* laundry bags, one for whites and one for uniforms. Do not mix whites with colors when sending your laundry out. Make sure your laundry bag is securely knotted. When the deputy announces “laundry pick-up” you must line up at the block door to turn in your laundry bag(s). **DO NOT throw your bag into a pile at the block door. If you will be out of the block for court, etc., have your cellmate bring your bag(s) to the door.** The deputy will write down your laundry bag number and match it to your cell/bunk assignment. When clean laundry/uniform is returned, you **must** line up at the block door to receive your bag(s). *Whenever you move from one cell to another, please leave the laundry bags. There will be two (2) laundry bags when you arrive at your next assigned bunk.*

Sentenced Inmates: All clothing items must be clasped and zipped closed, i.e. bras, pants, etc. No underwire bras will be allowed into the facility laundry. These items damage the machines, rip other laundry bags and cause laundry bags to be severely twisted. *If these items are found they will be removed and disposed of.*

DAYROOM: Each inmate is responsible for the overall tidiness of the dayroom. They are also responsible for disposing of personal litter, cleaning of spills of liquids or other substances on the floor or furniture and cleaning of any other unsightly condition occurring in the dayroom. **An area in the dayroom at the entrance doorway, and emergency exit doors under stairway has been outlined in red as a secure area. All inmates are not allowed beyond the red line unless instructed by a staff member. This restricted area is to remain clear at all times regardless of whether the entrance door is open or closed.**

FURNITURE: This equipment is placed in the dayroom for the convenience and comfort of all inmates. Abuse of the equipment will result in disciplinary action.

HALLWAYS: Cleanliness of the hallways is the responsibility of all inmates. There will be no loitering, talking in the hallways, or leaning on the walls.

INMATE REQUEST FORMS: When filling out Inmate Request forms, they must be completed properly. **One request per form, and directed to the proper person/staff member. Address only one person per request. Do not send a mass request to each individual listed on the request form.** If a reasonable amount of time has passed, and you have not received an answer to your request, you may re-address the issue to the next person in command. Not

completing these forms properly results in them not getting to the right person for handling or being returned to the inmate. If you do not know who to address the request to, consult your handbook, or ask a staff member.

INTERPRETERS/LANGUAGE ASSISTANCE: If you are hearing impaired, or you know someone that needs assistance because of a language barrier, an inmate request form should be completed and forwarded to the Classifications Deputy. All efforts will be made to get the inmate assistance in taking care of matters pertaining to the incarceration.

KITCHEN AND PANTRY: The kitchen and pantry are **OFF LIMITS** to all inmates except those assigned to work in these areas. Assignments for keeping this area clean will be made by the Food Service Supervisor. This area will be kept clean at all times.

LAUNDRY ROOM: The laundry room is **OFF LIMITS** to all inmates except those assigned to work in this area. Assignments for keeping this area clean will be made by the Utilities Deputy. This area will be kept immaculately clean at all times. Turn off the equipment after use, and before leaving. Do not loiter in the laundry room area.

LIGHTS AND WATER: Water must be turned off after use. Do not tamper with light fixtures or water fixtures. If a fixture requires repair or adjustment, report the condition to the Detention Center staff immediately. All dayroom lights will remain on at all times.

LIVING QUARTERS: The areas where your bed, desk, and toilet/sink are located are considered your “living quarters.” The following are the regulations concerning your living quarters and your cooperation in abiding by these regulations will save a great deal of trouble for yourself and the Detention Center staff.

You are required to keep your living quarters clean and neat at all times. Your living quarters will be thoroughly inspected by the Detention Center staff before your release from custody. Failure to comply with facility rules regarding proper upkeep of the personal cell assigned could result in criminal charges filed. No additional items are to be brought into the living quarters unless written authorization is obtained from the Shift Sergeant. Defacing of walls, accessory items or appendages: i.e., posting of pictures or drawings/markings on the walls, accessory items or appendages, sticking of pictures on walls, lights, lockers, sides of tables, bunks, seats, etc., is absolutely prohibited. Lockers will be provided in each cell. Those with no lockers will utilize storage box attached under bed. All personal items shall be stored in the lockers provided with the exception of dirty laundry.

Food items purchased from the Canteen can be kept in the living quarters provided they are well wrapped and not exposed. Food served for meals must be consumed by tray pick up and not stored in cells. Food items stored and not purchased from canteen will be considered contraband and will be disposed of. This is to include jelly packets, sugar packets, juice packets, peanut butter packets, etc.

The living quarters are to remain relatively quiet in support of an atmosphere for sleeping, studying, letter writing, reading and serenity of mind. Horseplay and creating other loud disturbances are not permitted in the living quarters and may be subject to disciplinary action. Only the inmate assigned to the specific cell will be allowed in said cell. Remain in assigned sleeping space unless reassigned by a Deputy. Violation of this rule will result in disciplinary action.

Unoccupied bunks in the cells will not be used for storage or placing of items except the facility issued pillowed mattress. The balcony is to be used to access upper level cells. Only inmates assigned to upper level cells may utilize the balcony. Inmates are not to watch television, talk with other inmates or loiter on any cellblock balcony. Visitors are not allowed in the inmates living quarters or dayroom.

LOCKDOWN: All Detention facility activities will cease at 10:30 p.m. By 11:00 p.m. all inmates will be in their cells for lockdown. ***At any time***, inmates can be ordered into a lockdown situation for the order and security of the facility, based on the circumstances or for the serving of all meals. **Whenever you hear the lockdown buzzer sound, immediately return to your cell and secure your door (if it is self locking). DO NOT** attempt to ask any staff member why. Failure to lockdown at the buzzer at any time can be cause for disciplinary action. Final Count will occur at 11:30 p.m.

MAINTENANCE: There are inmates assigned as trustees who are responsible for laundry, cooking and general maintenance. Due to the fast turnover in the Detention Center, vacancies do occur which may go unfilled for some time. When this occurs, you may be assigned to assist in the cleaning or maintenance of certain areas inside the Detention Center. When this occurs, you will be expected to perform your assignment.

MEALS: All food and equipment used to prepare and serve meals at the St. Johns County Detention Center meet all requirements of the Department of Health and Rehabilitative Services standards. All inmates will receive three substantial, wholesome, and nutritious meals daily. Inmates will be locked down each time meals are served. Modified diets will be provided to individual inmates when ordered or approved by the appropriate source. Failure to return a tray will be considered a violation of the rules as well as a potential threat to the order and security of the facility. Inmates will, unless otherwise directed, eat all meals in the dayroom and not in their living quarters.

MONEY: Cashiers checks, money orders, government checks and checks from other correctional facilities will only be accepted for deposit into the Inmate Canteen Fund. All money, which is deposited in the Canteen fund during the receiving process and after processing fees are collected, may be used for purchasing various canteen items. **It is absolutely prohibited for an inmate to possess any amount of cash.**

Money can only be received for an inmate by money order, government check, and checks from other institutions through inmate mail. We do not accept cash, personal checks or payroll checks. Family members or friends may deposit funds into an inmate trust fund account through the Kiosk located at video visitation.

In the event that cash is found in an inmates' possession, it will be confiscated and considered contraband. The cash will be placed in the Inmate Welfare Fund, and not in the inmate's personal fund. Disciplinary action and/or criminal charges could be taken regarding a charge of "possession of contraband." Family members or friends may enter funds into the inmates trust fund on the Kiosk at Video Visitation Monday through Thursday from 8:00 am until 8:00 pm or send in money orders via U.S. mail.

OFFICES: Offices are **OFF LIMITS** to all inmates except when assigned to them for cleaning or when admitted by a Deputy.

PERSONAL HYGIENE: Each inmate is issued adequate body soap, toothpaste, toothbrush, comb, and toilet tissue. You are encouraged to maintain a clean body. You are required to bathe at least twice per week. Razors and needed shaving accessories will be provided on a regular basis, security conditions permitting. The showers will be turned on between the hours of 6:00 a.m. to 10:00 a.m. and 7:00 p.m. to 10:00 p.m. daily. In addition, the showers will be turned on after recreation for bathing, for a period of one (1) hour.

Appropriate hygiene is required in regards to fingernails. Fingernails will not be shaped or sharpened to a point in order to use them as a weapon. Nail clippers will be placed in the blocks by the Program Deputy at least once weekly for the purpose of personal hygiene.

PERSONAL PROPERTY: Storage of inmates' personal property is available, however; only a reasonable amount will be stored. A reasonable amount is normally defined as that property which is in your possession during the Booking process, generally clothing. Inmates who wish to have stored personal property permanently removed from the facility, during incarceration, may write a request for release to the Property Deputy with the name of the person to be allowed to pickup the property. Property will be picked up between 1:00 p.m. and 3:00 p.m., Mondays, Tuesdays and Thursdays unless otherwise authorized. Inmates will not be permitted to leave items behind to be picked up. Inmates with personal property identified with a value of more than one hundred dollars (\$100.00) are advised to make arrangements to have property released or mailed (at own expense) within five (5) working days. Inmates sentenced to DOC may have their property picked up Monday through Friday between 8:00 a.m. and 4:00 p.m.

PRISONER MOVEMENT: When walking in the hallways, you are to walk quietly and quickly, always stay between the black line on the floor and the wall to your approved destination. If in a group, you are to walk in one single column (line) as stated above. **NO CONTACT EITHER VERBAL, GESTURES/BODY MOVEMENTS WITH OTHER INMATES WHETHER IN THE HALLWAYS OR IN CELLS. DO NOT STOP TO**

TALK TO ANY CIVILIAN, TO INCLUDE ATTORNEYS, VOLUNTEERS, MEDICAL PERSONNEL, CCO'S, ETC. No horseplay will be tolerated. Sitting/standing on the balcony or stairs is prohibited. No food items will be permitted to be taken from the dayroom to any other area of the Detention Center. No pencils, etc., are to be placed in hair or behind ear when movement is required out of the dayroom. Anything carried out of cellblock (except legal papers when going to court) will be considered contraband and will be taken from you.

In the event that an inmate becomes a threat to the security, control and operation, he/she will be locked in their cell for a period of twenty-three hours. This will allow time to regain control.

PUBLIC ENTRANCE: Loitering will not be permitted at the entrance to the Detention Center. Since this area has a high flow of traffic, frequent sweeping is necessary.

RESTROOMS: (staff & visitor): These restrooms are **OFF LIMITS** to the inmates unless assigned for cleaning purposes. Visitors are only to use the visitor restrooms.

SLEEPING IN DAYROOM: There will be no sleeping in the dayroom, under normal circumstances.

TELEVISION: The television will be viewed between the hours of 7:00 p.m. and 11:00 p.m. daily, or at the discretion of the shift supervisor. The only channel to be viewed will be Channel 7 (PBS Channel). This is educational, family and a self-help channel. Any deviation from this channel will be at the discretion of the shift supervisor.

TRANSFER OF PERSONAL ITEMS: No inmate, unless authorized by the Watch Commander, is permitted to transfer clothing, personal Canteen funds or other property to another inmate. Consideration will be given to legally married inmates (to each other). No personal items such as clothing or canteen items will be permitted to be mailed out of the Detention Center.

UTILITY ROOMS: (cleaning closets): These rooms are used only for storage of cleaning materials and other Detention Center equipment and are not to be used by inmates for storing personal property.

VEHICLES: The County provides vehicles in order to furnish transportation for court appearances and Work Release inmates when needed; therefore, you are urged to respect this effort on your behalf and to keep the vehicles clean.

WALLS AND CEILINGS: Protection and cleanliness of the walls and ceilings of the Detention Center are the responsibility of all inmates. Inmates are prohibited from leaning on or touching the walls.

GRIEVANCE PROCEDURE

Problems or concerns that may arise should be brought to the attention of the Detention Center staff. If the inmate believes, the issue needs further attention the following will occur:

If the inmate believes that the issue of concern has not been adequately resolved, an “Administrative Remedy” (Grievance) form should be requested from Accreditation staff through an Inmate Request Form. The inmate must state what the issue of concern is on the request form. Requests that are not filled out completely will be returned to the inmate. The Sergeant on duty will investigate the issue and determine if an Administrative Remedy form will be issued.

The Administrative Remedy form will be delivered during afternoon mail pass. The inmate will have twenty-four (24) hours to complete the form and return it to the Mail Clerk the following business day during afternoon mail pass. The form must be signed and dated. Returning the form for signature will delay the process. The Administrative Remedy form **must** be sent back to Accreditation for processing. Attempting to go around the process will result in not getting these forms properly processed. After investigation, a copy of the “Administrative Remedy” form will be returned to the inmate with appropriate comments and actions.

If the Administrative Remedy form is not completed by the inmate within the appropriate time limit, it will be voided.

Only one Administrative Remedy per complaint, one Administrative Remedy active at a time. You may only grieve an issue one time.

MEDICAL

EVALUATION: The St. Johns County Sheriff’s Office provides qualified medical personnel to attend to all inmate needs.

MEDICATION: All medications brought in with inmates to the facility are logged on a form at intake by Medical Staff. The form lists the prescription number, name of pharmacy, medication and directions, number filled, number remaining, prescriber name and name of Nurse taking the medication. The inmate and the Nurse will both sign the form. The medications are then placed in a bag with a copy of the list and placed in a locked cabinet in the Medical department. A copy of the list goes into the inmates’ medical chart and a copy to Booking Staff to be placed with the property card. When the inmate is released from the facility, these medications will be returned. All medications dispensed by Medical Staff will be obtained through Armor Correctional Health, Inc. as prescribed by Medical Staff.

All medications will be administered in the following manner:

- The inmate will be called to the door.
- The inmate will be given medication and water.
- The nurse and Deputy will observe the inmate taking the medication to insure that it was done properly.
- Inmates will not gather at the door to ask questions or interfere with the passing of medication. Failure to comply could result in disciplinary action.

Medications brought in by friends and/or family is not accepted into the facility. The appropriate information is taken off the bottles, but the medication will not be accepted into the facility.

Written authorization from medical staff is required before having any medication in your possession. Failure to have authorization could be cause for disciplinary action for having contraband in possession.

DENTAL: Dental services are normally provided for inmates on an emergency basis.

INMATE SICK CALL REQUEST FORMS: They will be picked up daily by the Medical Staff at the evening medication pass. Inmates will personally give the Medical Staff the “Sick Call Request”. These forms are provided by the Rover in your area.

MENTAL HEALTH SERVICES: Will be available to any inmate who has a need for such services. Inmates must complete the “Sick Call Request” requesting to see a counselor.

TREATMENT: Any medical problems you might have should be brought to the attention of the Detention Center staff when you are being processed into the Detention Center. The Staff Members will medically screen each inmate by asking a series of questions regarding present medical conditions and history. After screening, if you require medical attention, request and complete a “Sick Call Request” from the Deputy on duty. The inmate will personally give the “Sick Call Request” to the Medical Staff during evening medication pass. The Medical Staff will take appropriate action.

MEDICAL FEES: A reimbursement for medical services, medications, and transportation provided to inmates may be charged against the inmates’ trust fund account. All inmates will receive the same level of medical, dental and mental health care regardless of their ability to pay. No inmate will be denied necessary medical treatment because of the inability to pay. If the inmate has sufficient funds to cover the co-payment, it will be deducted from their Inmate Trust Fund Account. If the inmate does not have funds to cover the co-payment, once funds are credited to the account they will be utilized to reduce the lien.

FEE SCHEDULE:

- Nurse sick call \$5.00 co-pay \$ 5.00
- Doctor visit after nurse’s sick call \$5.00 co-pay
- Physician \$10.00
- Dentist \$10.00
- Lab \$ 5.00
- X-Ray \$ 5.00
- Medications (Prescription) \$ 5.00
- Medications (Over the Counter) \$ 1.00
- Transportation \$50.00

There is no charge for: visits related to treatment of chronic care conditions (seizure, cardiac, diabetes, hypertension, infectious diseases, pulmonary); treatment of skin infections (Staph infections, MRSA); treatment of sexually transmitted diseases; any treatment that is initiated by medical (detox monitoring, BP checks, and return to clinics ordered by medical); or mental health treatment.

PROGRAMS AND PRIVILEGES

The Detention Center affords various programs and privileges to all inmates. Programs offered are; Stress Management, Release and Reintegration, Alcoholics Anonymous, Parenting, Relapse Prevention, GED, Criminal and Addictive Thinking, Narcotics Anonymous and a various religious services. Due to numerous programs being conducted at the same time, you will have to decide which program or privilege you want to attend. You will not be moved from one program to another if they are being conducted at the same time. An example is being on the recreation yard at the time of visitation. A choice will have to be made as to go to recreation and miss visitation or remain in your housing area for the visitation privilege.

Leaving any program or privilege of one-hour duration or less before it is completed will be cause for returning to your cell and not being able to return to your function. Requests for consideration for any program must be submitted to the Programs Staff to be added to the list. If you are court ordered to a program, make sure that your request states that information for verification by the Programs Staff.

JUVENILE EDUCATION: All juveniles housed in the St. Johns County Detention Center under court order will attend the GED classes afforded.

CANTEEN: An inmate Canteen service is available. Those inmates with money deposited in their account may purchase Canteen items once weekly. A shopping list will be provided weekly for each inmate who wishes to order Canteen.

Inmates will be allowed to spend a maximum of \$30.00 on food weekly. All other items have limited authorized amounts. Canteen items will be packaged and delivered to those receiving Canteen. Limits will be placed on items and designated on the Canteen slip. No trading, exchanging or refunding allowed.

Money can only be used for Canteen purchases. Transfers to immediate family, Attorney's or Bonding agencies may be arranged by written request.

Money can only be received for an inmate by money order, government check, and checks from other institutions through inmate mail. We do not accept cash, personal checks or payroll checks. Family members or friends may deposit funds into an inmate trust fund account through the Kiosk located at video visitation.

Canteen orders placed prior to release must be picked up within 2 weeks of delivery or they will be properly disposed of.

Money left by inmates, after their release, is mailed to them if an address is left as to where to send the money.

Be sure to review purchase requests on Canteen form before turning in as no exchanges or refunds will be made.

Regular Canteen will not be available to inmates in 23-Hour Lockdown and/or Disciplinary Confinement. A modified Canteen list for hygiene items or stationary will be available.

Canteen must be ordered via telephone no later than Monday at 11:00 pm and will be delivered every Wednesday evening. Hearing impaired inmates must request a canteen slip from their roving Deputy.

All food items purchased from the Canteen will be consumed in the cell or dayroom. Food items will not leave the cellblock.

Boxes purchased from canteen MUST be used only for mailing personal item to family or friends. They cannot be used to store items in your cell or for any other reason. If it is confiscated as contraband, you will not receive a credit to your account.

If a 23-Hour Lockdown occurs after a Canteen order has been phoned in and before delivery of the order, the order will be delivered at the conclusion of the 23-hour lockdown. If an inmate is on a DR or 23-hour lockdown, they will only receive hygiene items. **If the lockdown occurs the day Canteen is passed out, they do not receive food items.** Inmates in cellblock fifteen (15) are only eligible for non-food items on Canteen day. There will be no playing cards for this area.

CANTEEN - INDIGENT: To be eligible, inmate must have less than \$1.00 (one dollar) in his/her account for the previous fourteen (14) days.

The following materials will be dispensed once weekly, alternating between the kits.

KIT 1

Shampoo

Toothbrush

Toothpaste

Deodorant

One pencil;

Two sheets paper

One stamped envelope

KIT 2

Shampoo

Deodorant

Toothpaste

Two sheets paper

One stamped envelope

Tennis shoes will be issued, upon request, one (1) time during incarceration. Exception; if an inmate is still incarcerated after one year of receiving a pair of tennis shoes, he/she may request an additional pair.

If the indigent inmate violates the recreational procedure for the wearing of tennis shoes, his/her tennis shoes will be removed.

DRUG PROGRAMS: If you have a drug abuse problem, we encourage you to discuss the matter with the Programs Staff and seek aid through the various drug programs available.

EYEGASSES: will be available for purchase through Canteen. These are not prescription glasses, and are used for reading purposes. Inmates will submit a request to see Medical Staff who will maintain **samples only** of the different strengths of magnification. They will advise the strength needed, and you will be able to purchase the glasses through Canteen.

HAIRCUTS: are given by block assignment each month. Alpha and Bravo and Echo housing will be given haircuts on the first weekend of every month, Charlie and Delta and Foxtrot housing on the second weekend of every month. Trustee housing will remain the first and fifteenth of every month, and as inmates are moved into the block after being County sentenced.

LAW LIBRARY: All Legal Materials will now be obtained from Legal Research Associates (LRA). Requests will be limited to inmates that are Pro Se or those working on an *active* civil case. If an inmate is represented by a private attorney or is assigned a public defender to their case they do not qualify to be provided legal material. All other inmates requesting legal materials must do so through their attorney. All requests for the Legal material will be made on the new Legal Material Request Form. These forms will be made available from Deputy on duty in your area. **It must be completed correctly with all information requested or it will be returned for further information. Follow the directions on the form.** The Programs Deputy will review the request for completeness, fax the request to Legal Research Associates, and return the information to the inmate when it is received via mail from LRA. All requests for legal materials must be related to the case that you are currently incarcerated for. We do not provide forms for “motions.” The inmate must obtain these forms from their Attorney/Public Defender. The quantity of legal material will follow established rules of allowed items. Excessive accumulation will be limited if it creates a safety, security or sanitation concern.

Program Staff /Corrections personnel are not permitted to give legal advice, legal assistance, or suggest areas for research.

LIBRARY: The library will be available as scheduled for all inmates, conditions permitting. Books in the library are for your use, and it is suggested that you take advantage of these reading materials during your leisure time. A maximum of four (4) books will be allowed to be checked out at any one time. You will not be allowed to check any more out until what you have has been returned. It is your responsibility to return the books to the library after you have finished with them. It is the inmates’ responsibility to keep the library clean and orderly.

MAIL CORRESPONDENCE: You are permitted to write and receive correspondence. General correspondence between family and other persons is encouraged. All mail will be processed daily, Monday – Friday (excluding holidays). **Inmates must send or receive all mail through the facility mailing system.** Only letters, envelopes, stamps and pictures are permitted to be mailed out of the Detention Center. Family/friends can access the SJSO website at www.sjso.org for rules and regulations regarding sending mail into this facility.

Correspondence between inmates is prohibited. If you have a family member incarcerated, you must obtain instructions and approval from mail personnel prior to sending mail.

Inmates are cautioned against the use of a “blind box” or any attempt at smuggling mail out of the facility or other ploy to violate mail procedures (for example, sending mail from inmate to inmate using an outside source as the go-between). Inmates who attempt to “blind box” shall be subject to disciplinary action.

Indigent (inmates without funds) and pro se inmates will be supplied with writing materials and postage to correspond with attorneys and the courts. Additionally, indigent inmates will be supplied with writing materials to correspond with their immediate family at reasonable intervals. These materials will consist of one (1) envelope, two (2) sheets of paper, and one (1) pencil.

Inmates may receive only cashier's checks and money orders. Inmates will not receive cash in the mail. Personal checks and cash (along with the letter) will be returned to the sender with a note of explanation from the St. Johns County Detention facility. The inmate shall also be notified in writing.

Unauthorized packages addressed to an inmate and sent through the U S mail will not be accepted. These items will be refused and marked "return to sender". Packages that are delivered through private delivery services or brought to the front counter will not be accepted. Any approved items not normally issued by the facility may be purchased from the canteen. Mailings larger than 10 x 13 or will not be distributed and will be returned to sender. No compact discs (CD) or digital video discs (DVD) will be accepted.

Publisher Only Rule governs the acceptance of publications sent **directly** from the publisher or bookstore. Publications are **not** accepted when mailed by family members or friends. Copies generated from the internet and/or copies from publications, lyrics, etc., are **not** considered general correspondence. These are considered publications and do not meet the requirements set forth in the Publisher Only Rule. Therefore, these materials are not permitted. ***Please remember that you are only allowed to have four (4) books or magazines in your cell at any time.***

Incoming mail and outgoing mail will be inspected for the following:

- threats of physical harm against persons or threats of criminal activity
- threats of blackmail or extortion
- plans of escape
- plans for activities in violation of Detention Center rules
- letters written in code
- information, which, if communicated, would create a clear and present danger of violence and physical harm to a human being

Incoming mail must be appropriately addressed to the inmate. It must contain the inmate's full name and MNI number.

Incoming mail shall be monitored to ascertain any attempts at escape, security violations, or conspiracy to introduce contraband. Incoming mail shall be inspected to intercept money orders or physical contraband. All items received through the mail considered contraband or unauthorized (i.e. hard back books, items that can be purchased through canteen such as envelopes and stamps) will be returned to the sender in their entirety. A note of explanation that the inmate cannot receive these items will be included. The inmate shall be notified in writing when incoming letters are rejected.

Any mail (including magazines/publications) containing photographs, drawings or cartoons displaying nudity or sexually graphic content will be returned to the sender. Any threats of criminal activity will not be permitted in general correspondence. No mail will be retained which is in an unsanitary condition, i.e., contains any type of body fluids, unidentified odors (i.e. perfume, body spray, etc), secretions, residue, hair or any other component of the human body or animal. Any mail fitting this description will be **destroyed**. Incoming mail may not contain any type of applied “stickers” or other types of appliqué, pasted or glued on attachments or other items applied or attached to the envelope in any manner or fashion. These will be returned to the sender.

Outgoing mail will not be sealed by the inmate. All outgoing mail must have inmate’s name and booking number in the return address area. Any outgoing mail that does not include the name and booking number will not be processed and will be discarded. Inmates **will not** draw on the outside of an outgoing mail item, as the Post Office may not accept the envelope if defaced. The inmate shall be notified in writing when outgoing letters are rejected.

Inmate to inmate mail correspondence will normally not be permitted. When the mail clerk receives this type of mail, it will be returned to the sender indicating the reason. Exception: immediate family, which includes, mother, father, sister, brother, children, spouse. If an inmate wishes to participate in this type of correspondence he/she must submit a written request to the mail clerk and provide proof of relationship (birth certificate). If the inmates wishing to correspond with each other are in different facilities, the mail clerk will send a letter of request to the other institution. Approval from the other institution must be granted prior to the inmates corresponding.

Items delivered to inmates by family or friends will be restricted to the following:

- Money orders/cashiers checks will be accepted (no personal checks or cash) at Video Visitation, Monday through Thursday, 8:00 am until 8:30 pm and Fridays 8:00 am until 4:30 pm (excluding holidays) and will be credited to your Canteen fund.
- Prescription glasses, upon prior medical approval, will be accepted by the booking staff.
- No property will be accepted, except clothing to be worn at jury trials. Court clothes will be accepted by the booking staff. Clothing can be dropped off anytime before the trial. The family members or friends have five (5) days after the end of the trial to pick up court clothes between the hours of 8 am and 5 pm, Monday through Friday.
- | |
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| Females sentenced to Work Release will be allowed appropriate clothing items.
See Sentenced Inmate Rules and Regulations in the back of this booklet. |
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Privileged mail (legal mail) is defined as mail to and from attorneys, the courts, and public officials. Privileged or legal mail will not be opened for inspection unless there is compelling evidence based on criteria used for inspecting incoming and outgoing mail (see incoming mail and outgoing mail paragraph). Privileged mail must be marked “Legal Mail”. If compelling evidence is present, the incoming or outgoing mail can be opened in the presence of the inmate who is either mailing out or receiving the correspondence.

Mail pickup and delivery will be announced by either the rover or the tower operator. Inmates should be ready for mail call by being dressed and in the day room. The mail specialist will not wait for inmates that are not prepared. If you are not prepared, your outgoing or incoming mail will have to wait until the next day to be picked up or delivered.

Local newspapers will be distributed to the cellblock daily. Newspapers are not to be used as floor mats, tablemats, fashioned into any type of weapon, i.e. nun chucks or billy clubs, etc. Papers are to be returned to the corrections deputy upon request.

NOTARY SERVICES: Notary services are available. After a document has been dropped off for signatures and notary service, we require up to 24-hours to process prior to being picked up. No notary services will be available on Saturdays and Sundays. Any documents addressing child custody will not notarized by Detention Center Staff.

RECREATION: Outdoor recreation will be made available to all inmates each week. Recreation will be permitted based upon security and weather conditions. Recommendations require temperatures to be no colder than 50 degrees, and no warmer than 95 degrees.

When going to and/or from recreation, inmates will wear full uniform, or white t-shirt and gym shorts, not a combination of the two (2). Inmates **must** present their arm band to the Deputy when going to recreation.

Inmates will not move the benches or sit on the backs of the benches.

Physical recreational activities include basketball, volleyball and walking laps.

Participation in basketball and volleyball will require tennis shoes to be worn. This is for the safety and the prevention of foot related injuries to inmates participating.

Tennis shoes can be purchased from the Commissary. Walking will not require tennis shoes. **There will be no exception to this procedure.** Inmates found to be in violation of this procedure will be subject to loss of recreation privileges. Tennis shoes that are damaged, excessively worn, or torn (to include the soles), or altered will not be allowed to be worn or kept in the inmates' possession.

Once notified that recreation will begin in fifteen (15) minutes, the inmates will be permitted to go to their cell and put on the recreational sneakers purchased from the inmate Canteen. The inmates will remain in their cell until notified to proceed to the recreation yard. The sneakers will not be worn in the dayroom except to go directly from the inmate cells to the recreation yard and to return directly to the cells.

When an inmate enters the dayroom from recreation, it will be their responsibility to go immediately to their cell and remove the sneakers.

Any inmate wearing sneakers in the dayroom other than going directly from their cell to recreation and returning from recreation directly to their cell will be subject to disciplinary action and loss of the recreation sneakers. Sneakers worn in the dayroom will be confiscated and disposed of in accordance to the appropriate rules. This is to include carrying the sneakers in the dayroom at any time. The inmate may purchase additional sneakers subject to the rules and regulations for usage.

While on the recreation yard, all inmates, male and female, will wear their uniform or gym shorts. Inmates will not be allowed to wear undergarments exposed. This is to include boxer shorts and sports bras. Females must wear a tee shirt over the sports bra.

RELIGION: Local clergy provides Religious services, at least once per week. Written request will be given due consideration by the facility Chaplain.

Clergy is responsible for approving any special religious diets and symbols after receiving an inmates written request. The Food Service Provider does not serve any pork products.

TELEPHONES: Every inmate will be given access to the telephone in the Booking area upon completion of the admission process and thereafter in the cellblock to which he/she is assigned. The jail has a Text Telephone for the hearing and speech impaired (TTY) available upon request.

All telephone calls, both local and long distance, will be collect and subject to being recorded. The rates will be based on the current charges imposed by the telephone company and as allowed by the Public Service Commission. If inmates violate any of the telephone rules or misuses the telephone instrument, disciplinary and criminal action could be taken to the maximum extent of the law. If you experience telephone problems, you must submit a request slip with the following information; the telephone number you attempted to call along with the date and time. Submit the request slip to the Unit Commander of Programs.

Telephones are placed in the dayroom for the convenience and comfort of all the inmates. Abuse and/or damage of the equipment will result in disciplinary action and Criminal charges being filed. **This will include defacing the walls. Prohibited conduct will result in the removal of the telephone for disciplinary reasons. Inmates will not be afforded the opportunity to use a telephone in another cellblock.**

No telephone messages will be taken and delivered to inmates unless it is a verified emergency. Telephone communications may be monitored, and/or recorded at any time.

Upon admission each inmate will be given a pin number. This pin number will be on the inmates booking sheet. In order to use the phone, each inmate must have a pin number. In the event an inmate losses his/her Booking sheet and or doesn't remember their pin number, he/she must submit a written request for a replacement Booking sheet. Until received, phone privileges will be revoked. Inmates will be allowed to have up to ten (10) telephone numbers in their phone list. Once the list is full, inmates will not be allowed to call any other numbers. The pre-recorded message will advise the list is full. Numbers cannot be deleted from an individuals list. Inmates are encouraged to carefully choose who they call and not to call numbers at random as it will fill up their list.

Anyone found using other inmates "PIN" number will be subject to disciplinary action and both inmates will lose their telephone privileges.

An inmate may be given a warning for placing a nuisance call to any reporting party. However, the violator risks losing his/her phone privileges. Disciplinary actions involving telephone restrictions shall not include the inmate's rights to call his/her attorney or Bondsman. However, the number to be called shall be verified by a Deputy prior to the inmate making the call. A fifteen (15) minute time limit is given if someone is waiting to use the telephone. Inmates will not use office telephones unless authorized by Detention Center staff.

VISITATION: Visitation will take place Monday through Thursday during the following scheduled hours;

9-10 a.m., 10-11 a.m.

1-2 p.m., 2-3 p.m., 3-4 p.m.

6-7 p.m., 7-8 p.m.

Visitation from members of the immediate family or approved friends is encouraged; however, there are certain rules and regulations that must be followed.

1. Behavior of Inmates/Visitors shall be carefully regulated. Loud speech, boisterousness, and obscene behavior or language will not be tolerated.
2. At the discretion of the Deputy-in-charge, a Visitor/Inmate, at any time, may be asked to terminate the visit. Failure to comply on the part of the Visitor/Inmate may result in the loss of their visitation privileges.
 - All visitors are required to be appropriately dressed before visitation. Inappropriate revealing clothing is not acceptable. (See Visitation Rules and Regulations).
 - Inmates and visitors will conduct themselves in an appropriate manner, at all times, while Video Visitation is in progress.
3. Inmates are permitted to have visitation sixty (60) minutes, twice weekly.
4. Visitors are required to schedule visitation appointments.
5. All Visitors must check in fifteen (15) minutes prior to scheduled appointment.
6. Visitors are expected to make their appointments at least 24 hours in advance.
7. Showing up late will cancel the scheduled appointment; no subsequent appointment will be made for that day.
8. If a Visitor is unable to visit they are required to cancel their scheduled appointment prior to the time allotted for the visit.
9. Cancellations can be made via the telephone.
10. Should a visitor fail to cancel an appointment it will be considered a no show.
11. Video visits are subject to being recorded.

VISITOR VISITATION PENALTIES:

First Violation: Missing two (2) appointments, showing up late, failing to cancel a scheduled appointment or the combination of the two (2) will result in the loss of visitation privileges for the visitor, for a period of thirty (30) days. Should violations occur beyond this period, visitation may be suspended for sixty (60) days or longer.

Abuse of visitation phones by Inmates or Visitors may result in permanent revocation of visitation privileges and charges filed.

Inmate to Inmate visitation: Inmate must provide proof of relationship.

RELEASES/BONDS

The Bond that you post, or cause to be posted, is to make sure you appear in court at the appointed time. If you are released on Bond and you appear in court as scheduled, the money (Bond) will be returned **by the Clerk of Court** once any court costs or associated costs are deducted if ordered by the courts. No money will be returned until final disposition of the case. **The St. Johns County Detention Center does not refund money associated with bonds.**

There are four types of releases available in St. Johns County:

CASH: Cash, Cashiers Check or Money Order must be made payable to the St. Johns County Clerk of Court

1. **SURETY:** It is the responsibility of the inmate or family member to make arrangements through a licensed Bail Bond Agency to post Bond. Bail Bond Agencies are listed in the yellow pages of the phone book. Bail Bond Agencies will charge a fee, which is usually a percentage of the amount of the bond and is non-refundable. Additionally, bonding agencies will require collateral.
2. **PURGE:** Can be posted by cash, Money Order or Cashiers Checks only, must be made payable to whoever is named on the writ. Those purging on child support must keep receipt on person for 30 (thirty) days.
3. **ROR:** Approved release by a Judge. Release immediately after Booking or First Appearance.
4. **TIME SERVED/RELEASE:** Release from the facility will be accomplished on the date specified or time of posted Bond. The actual time (hour) of release (time served) will be at the convenience of the security, order and control of the facility.

Once the inmate is actually in the Detention Center, if circumstances develop which might allow release, you should bring this to the attention of the Detention Center staff.

Any condition known or unknown that may be holding the inmate in this facility should be discussed with the Classification Deputy or personal Attorney.

At the time of release, the inmate will sign for the return of their personal property which was held by the facility. The releasing Deputy will also sign this form. This form will be verification that all property was returned to the inmate.

A check will be issued for the balance in an inmate's Canteen account at the time of his/her release. However, if canteen was ordered then the inmate will get canteen instead of the money.

Florida Model Jail Standards states, "Positive identification must be made of all prisoners being released". All inmates must have their ID armband in order to be released.

IMPORTANT: Armbands must be worn and presented to the releasing Deputy at the time of release.

SECURITY REGULATIONS

COUNTS: Inmate counts will be taken on a regular basis. The method for taking a count of inmates will be as follows:

1. Inmates will present armbands upon request by the Deputy conducting the count.
2. Inmates will not attempt to distract the Deputy during the count procedures.
3. No inmate will be allowed to remain in bed during count procedures.
4. All inmates will lockdown in their assigned cells when any lockdown is ordered.

5. Inmates must be aware that failure to follow count procedures as specified, or in any way interfere with the procedure which will render the count inaccurate, will be in violation of those rules and regulations that are designed to insure the security and control of the facility.

SENTENCED INMATES TO DEPARTMENT OF CORRECTIONS

When an inmate is sentenced to the Department of Corrections the following procedure will be adhered to as it relates to the inmate's property: The items in bold text refer to items that will not be allowed in this facility. These items will remain in the inmate property until he/she is transported to DOC. Family members will not be allowed to drop off any items for DOC.

- The inmate will have the following two options to remove the property that is not approved by the Department of Corrections.
- Contact a family member to pick up his/her property immediately.
- Mail the property to family or friend. Boxes, postage can be purchased through
- Canteen.
- If the inmate's property is not mailed or picked up prior to the inmate being transported to the Department of Corrections, it will be transported with inmate to Department of Corrections.

The Department of Corrections approves the following lists:

MALE INMATES

Legal Mail

Religious Material

Limited Writing Material

Ten (10) Personal Letters

Fifty (50) Photographs (no nudity)

Eyeglasses with **case**

Hearing Aid with batteries and **case**

One (1) Ring, NOT TO EXCEED \$100

One (1) Watch, NOT TO EXCEED \$50

One (1) Chain with religious medallion, NOT TO EXCEED \$25

FEMALE INMATES

Personal Bible, Legal Materials

Religious medallion with chain

Twenty (20) postage stamps

Four (4) pens, pencils (no markers)

Four (4) each of writing tablets/notebooks

One (1) ring; wedding band, gold or silver, no stones or protrusions

One (1) wind-up watch

One (1) pair, post type earrings

One (1) shampoo, conditioner, lotion, deodorant, comb, brush, soap, baby powder, toothbrush, toothpaste

**INFORMATION ON THE FOLLOWING PAGES APPLY TO ALL INMATES THAT
ARE COUNTY SENTENCED**

**ST. JOHNS COUNTY SHERIFF'S OFFICE
COMMUNITY RELEASE CENTER**

SENTENCED INMATE RULES AND REGULATIONS

The following rules and regulations must be followed. A violation of these rules could result in removal from Trustee, Work Squad or Work Release status, disciplinary proceedings if warranted, and/or Criminal prosecution.

1. All inmates will be out of bunks by 0430 for morning cleanup and breakfast.
2. All bunks will be made immediately after getting up at 0430. Blankets will be used as spreads when making bunks. Bunks must be made when not in use.
3. At 0545 an inspection and count will be conducted. Counts and inspections will also be conducted at other times as required or at the Deputy's discretion.
 - Deputies will inspect all living areas for cleanliness, absence of clutter, beds made, etc., and point out areas in need of correction.
 - Individuals or entire dorms not passing inspection will be given a brief time, 15 (fifteen) minutes, to correct deficiencies or they will be held in the facility until corrections are made and appropriate disciplinary actions taken.
4. For all counts, inmates will stand at their assigned bunks until dismissed. There will be **no** talking or movement during counts. Inmates will be in full uniform for counts. Inmates that have worked during the midnight hours may, at the discretion of the Deputy, remain in the bunk.
5. The use and/or possession of tobacco products in any form are prohibited.
 - Additionally, matches and/or lighters are prohibited.
6. When being escorted to or from the Main Unit:
 - Walk in single file line
 - No horseplay
 - No talking.
7. Once assigned a bunk, it can only be changed by facility needs.
8. No sitting or lying on tables.
9. Do not use trashcans, books, etc., as a seat while on the telephone, or any reason other than its intended use.
10. No food or beverages will be kept in the dorm except items purchased from Canteen.
 - All food must be eaten during the meal or it will be confiscated.
11. Shower slides will be worn at all times when out of bunk.
12. All items not issued by facility, purchased from canteen or allowed in Inmate Handbook will be considered contraband and disposed of or used for disciplinary action.

13. Uniforms: Pants and shirts will be worn in dayroom area of dorm at all times and any time you are out of dorm. Pants will be worn properly and not below the beltline. No hair coverings will be permitted.
14. At lights out there will be no excessive noise or extra activities such as card playing, exercise, loud talking, etc.
15. Recreation:
 - Inmates will form 1 (one) or 2 (two) columns as directed by the Deputy.
 - There will be no talking, horse playing, or breaking of lines.
16. All inmates will be issued a picture identification badge. You are responsible for this badge and will wear it at all times except after lights out. The badge will be worn when out of your dorm. Work Release inmates will have their card in his/her possession at all times when out of the facility and present it to any Deputy on demand. This badge will be worn on the collar or shirt pocket only. If your identification badge is damaged, excluding normal wear and tear, you will be responsible for a new badge. You will pay \$5.00 (five dollars) for a new identification badge.
17. You will not have in your possession another inmate's identification badge.
18. Working is **mandatory** and you may be moved from one job assignment to another at any time according to the needs of the Detention Center.
19. There will be no unauthorized communication with other inmates or people. You are allowed to communicate only with the other inmates assigned to your work area.
20. There will be no lingering in the hallways or Deputy's station.
21. You are subject to be searched by a Deputy at any time.
22. Possession of unauthorized food items is prohibited. This includes salt, pepper, sugar, ketchup, mustard, etc.
23. You will follow all lawful orders given to you by a Work Supervisor or Deputy.
24. Shirts with sleeves will be worn while working outside the facility.
25. When returning from a Work Squad, you will be required to remove your uniform and will be thoroughly searched. Your uniform will be left in a designated area for inspection. You will then be returned to your dorm to shower and dress into the inmate uniform.
26. No inmate will get back into his/her bunk under the covers after cleanup with the exception of the midnight floor crew.
27. Break periods will be at the discretion of the Work Supervisor.
28. Blankets, mattresses and/or pillows will not be used on the floor or tables. They are considered part of your bedding and are to remain on your bed.
29. Institutional materials, bedding, towels, etc., will not be torn, mutilated, or otherwise damaged.
30. Cleaning instruments and supplies will not be stored in dorms. All cleaning equipment will be removed from the dorms by the end of the day.
31. Television viewing will be from 1900 to 2300 only and viewing will be restricted to "Public Broadcasting" only (PBS Channel) any change must be authorized by Supervisor or his/her designee.

32. Telephones will be turned on after 0900 or after morning cleanup is completed. Telephones will be secured at 2300. When using the telephone, if requested by another inmate, your call is limited to 10 (ten) minutes.
33. Intercom buzzers are for contacting a Deputy. Excessive or continued pushing for attention for non-emergencies is prohibited.
34. Inmates will not shout, whistle, or make any motions from windows or any other location to people passing by.
35. Inmates attending classes or programs will conduct themselves in an orderly manner.
36. When your name is called, you will answer in an audible voice, tone, and volume.
37. Male inmates will keep their hairstyles within the following guidelines, as directed by the Staff.
 - Hair will be clean and combed, cut short to medium length and neatly trimmed at all times with no part of the ear or collar covered. No radical or odd designs will be permitted. The Deputies will determine what is considered odd or radical.
 - Side burns shall not extend beyond the bottom of the earlobes and will have straight lines with no flair at the base.
 - All male inmates will be clean-shaven daily. Beards will not be permitted. Moustaches must be neatly trimmed. Bush, spit curls, Fu Manchu or odd designs are not allowed. The length of the moustache will not extend below the corners of the mouth.
38. All inmates will have good personal hygiene. You will shower daily or additionally as necessary to remain neat and clean.
39. Female inmates will keep their hair clean, combed, and neat. If on a Work detail, their hair will be kept in place according to the instructions of a Work Supervisor.

DISCIPLINARY PROCEDURES

Disciplinary procedures shall be the same as the Main Unit. Sentenced inmates that are housed at the Annex for work release will adhere to the following additional rules and regulations.

PROHIBITED CONDUCT

1. Possession of unauthorized or excess clothing or linen (County or personal).
2. Possession of stolen property (County or personal).
3. Possession of miscellaneous contraband.
4. Bribery or attempted bribery.
5. Breaking and entering or attempted breaking.
6. Disobeying institutional regulations.
7. Destruction of county property or property belonging to another due to gross negligence.
8. Misuse of county property or property belonging to another. (Use for purpose other than the intended purpose).
9. Willfully wasting county property or property belonging to another. (Any waste of edible or useable property).

10. Unauthorized physical contact.
11. Presenting false testimony before disciplinary team.
12. Community Release Program violation (Work Release, Study release, Extended Limits of Confinement and Volunteer Services).
13. Failure to directly and promptly proceed to and from designated area by approved method.
14. Failure to remain within designated area of release plan.
15. Failure to return if plan terminated prior to schedule time.
16. Not going directly to and from place of employment.
17. Operating a motor vehicle on the job without authorization.
18. Unauthorized absence or leaving place of employment.
19. Not returning to the Work Release Center at designated time.
20. Use of alcoholic beverage or narcotics/drugs.
21. Making contact, either personally, by telephone or otherwise prohibited for another inmate.
22. Use of non-approved transportation.

A copy of the Main Unit Prisoner Handbook/Community Release Center (Annex) Handbook, containing all Detention Center disciplinary rules and list of all chargeable offenses was issued to you when you were booked into the Main Unit. It is your responsibility to read, understand and comply with all regulations. Failure to comply with all rules and regulations will be subject to the following sanctions per Annex Progressive discipline.

- Removal from Work Release program and/or
- 1-30 (one to thirty) days disciplinary Confinement and/or
- Loss of gain time.

MEALS: The Community Release Center will provide 3 (three) meals daily. This schedule has been established for the orderly operation of the Work Release center.

- Breakfast 0430 - 0530 hours
- Lunch 1130 – 1230 hours
- Dinner 1630 – 1730 hours

It will be the participant's responsibility to arrange employment hours to meet the meal schedule.

A take-out lunch is available for those working outside of the Work Release Center when lunch is served. The lunch must be ordered and signed for the evening prior to the next working day. If you do not order a lunch, you will not be afforded one.

No food or drink will be permitted to be brought into the Work Release center from outside. Food and/or drinks purchased at the Work Release Center's day room and from the kitchen will not be permitted in the dorms. Consumption will be in the dayroom only.

NO CARD GAMES OR GAMES OF ANY FORM IN THE DORMS. GAMES MUST REMAIN IN THE DAY ROOM.

SANITATION AND CLEANLINESS

All Dorms

- On duty Deputy will assign cleanup personnel on a routine basis.
- All toilets, sinks, and showers will be cleaned each morning.
- Trash will be emptied after evening meal then the floors swept and mopped.
- Dining area, dayroom, dorms and common hall will be swept and mopped daily.
- Bunks will be made properly by 0500 hours.
- Nothing is permitted on the floors or under bunks except one pair of shower slides.
- Nothing will be stored under mattress such as books, papers, clothing, etc.
- Nothing will be hung outside of locker or in the dorms.
- Windows and sills will be cleaned daily or as directed by assigned Deputy.
- Tables and chairs in dining area will be cleaned after each meal.
- Lockers will be cleaned weekly and inspected for excessive items.
- Any other cleaning as directed by a Staff member.

General Area

- A Deputy will assign cleanup personnel.
- Trash emptied after evening meal.
- Halls swept and mopped daily or as needed.
- Carpeted floors vacuumed as needed.
- All windows and sills cleaned daily.
- Outside reception area swept and mopped daily as needed.
- Steps swept daily or as needed.
- Any other cleaning as directed by a Staff member.

VIDEO VISITATION: Same guidelines as they apply to the Main Unit, with additional requirements.

- Due to work squad schedules; all visitation for dorms 4 and 5 must be scheduled after 3:00 pm.
- It is your responsibility to check the monitor for your scheduled date and time of visit.
- Work squad - any monies for sentenced inmates is to be left at the Visitation Center for deposit into the Canteen account, during normal business hours.
- Work Release - any monies to be left for Work Release participants must be approved first by the Community Release Center Supervisor or his/her designee.

WORK RELEASE IN-HOUSE RULES:

- No hair coverings will be permitted.
- Inmates will not interfere with windows or window coverings unless directed to do so by a Deputy. Window blinds will be closed at dark and will not be opened during the night.
- Laundry room schedule will be posted in dayroom.
- Work Release participants will not loiter on the front steps, in hallways or restrooms.
- Slides and 1 (one) pair of work shoes may be kept under the bed when not being worn. All materials not in use will be put away in an orderly manner.
- Lockers will be kept locked at all times when not in use.
- No glass containers, aerosol cans or drugs will be permitted

- Work Release participants will only use the front entrance when leaving or returning to the Annex, unless otherwise instructed.
- No incoming telephone calls are permitted.
- Male inmates will remain clean-shaven. Beards are not allowed. Moustaches are allowed, but must be neat and not exceed past the corner of the mouth. No Fu Manchu styles. Hair will be kept neat and cut to a normal length off of the collar. Sideburns will not exceed below earlobes. No radical cuts or flared style sideburns are permitted.
- Each inmate is expected to keep himself/herself clean and present a neat appearance.
- No physical contact, talking, etc. is permitted between non-sentenced inmates and sentenced inmates. No entry to rear station, past door to Dorm 4&5. Enter your assigned dorm only.
- Work Release participants will not litter in the buildings or on the grounds of the complex.
- Fingernail length will be neat and appropriately trimmed.
- No musical instruments, cameras, tape recorders, stereo systems, portable televisions, VCR's, CD players, or tape players are allowed.
- When meals are served, inmates will respond promptly to receive their tray.
- Inmates shall not possess or use personal checkbooks, credit cards or debit cards or any other type of banking card. All inmates' monies including tips will be processed through the Work Release Account.

All of the above rules and regulations will be complied with at all times while assigned to the Work Release Program.

Any change from the original status of work condition will be agreed on among:

- Unit Commander or his/her designee.
- Inmate's employer.
- The inmate.

These conditions will be in written form and signed by all 3 (three) of the above.

TRANSPORTATION: Work Release inmates will have transportation provided for them by the Work Release Center. The charge for transportation is \$70.00 (seventy dollars) per week or \$10.00 (ten dollars) per day. No other transportation is authorized. Violation of this rule will result in the immediate removal from the Work Release Program, and/or disciplinary action or Criminal charges being filed.

Inmates will be dressed and in the dayroom ninety (90) minutes prior to their scheduled work time. Inmates will be back in uniform within thirty (30) minutes of their return from work.

When you are released from work, you **MUST** be at your predetermined pick up location at the scheduled time. The C.T.A. (Corrections Transport Assistant) van driver will **NOT** wait for you.

- If you miss the van, you will receive a disciplinary report or you will be charged with Escape.
- If you move from one location to another, your supervisor must call and advise the Front Desk Deputy your new location. All time changes must be approved in advance with the Front Desk Deputy.

- The Corrections Transport Vans are County property. Anything that would be contraband inside the Work Release Center will be considered contraband inside the vans.
 - **NO food or drinks are allowed.**
 - Box lunches will not be opened or consumed in the vans.
 - The vans will be kept clean at all times.
 - No one will open any windows without the permission of the driver.
- The drivers are Staff. If they tell you to do something, you are required to comply.

You are expected to conduct yourself within the same guidelines as you are in the Work Release Center. **PROFANITY AND HORSEPLAY WILL NOT BE TOLERATED.**

Any rule violation will result in your removal from the Work Release Program, Disciplinary action, and/or Criminal charges.

All female inmates will ride in the first seat behind the driver. **NO EXCEPTIONS.**

ALLOWABLE ITEMS: This is a list of personal property that will be allowed in the Detention Annex. Additional items will be placed in your personal property. Arrangements may be made by you for someone to pick up excessive items.

- Watch 1
- Wallet 1
- Work shoes 1 pair
- Work pants 5 pair
- Work shirts (No sleeveless shirts) 5
- Underwear (white only), no sleeveless shirts 5 pair
- Belt 1
- T-shirts (white only) 5
- Socks (white only), colored if job related 5 pair
- Work jacket 1
- Sneakers 1 pair
- Clock, windup only 1
- Money, not more than \$50.00 (fifty dollars) per week at one time. Only exception up to \$100.00 (one hundred dollars) for approved shopping trips.
- Personal hygiene items must be in plastic if applicable.
- Any other attire or items will have to be approved by the Unit Commander.
- If tools are required, a place will be provided to secure these items upon entry to the Work Release Center. All tools will be in a toolbox and securely locked.

FEMALE WORK RELEASE ONLY ALLOWED CLOTHING AND PERSONAL ITEMS: Female sentenced inmates are housed in the Main Unit. The Work Release inmates are allowed the following items in their possession only while participating in the Work Release Program.

- Underwear/panties white only 5 pair
- Bras (white only), no underwire 5
- Undershirts (white only) 5
- Socks (white only), colored if job related 5 pair
- Work jacket 1
- Work shirts 5
- Work pants or uniform if required 5 pair
- Nightgown and/or pajamas (white only) 2
- Sneakers or work boots 1 pair
- *Belt 1
- Watch 1
- *Purse 1
- *Mascara 1 tube
- *Lipstick 1 tube
- *Foundation 1 jar
- *Eye shadow – 4 color compact 1
- *Hair appliance (hot curler) 1
- Shampoo 1
- Conditioner 1
- Soap 1
- Face Cleanser 1
- Deodorant (stick or roll on) 1
- Hair Product 1
- Lotion 1
- Feminine Products 1 box
- All hygiene items: soap, shampoos, etc. will be in plastic containers – no glass.
- *Money – not more than fifty dollars (\$50.00) in personal expense money per week.

*These items must be kept in the lockers provided at the Community Release Center.

All of the above rules and regulations will be complied with at all times while assigned to the Work Release Program.

REQUIREMENTS FOR WORK RELEASE PARTICIPATION: Participation in the Work Release Program is a privilege and is designed primarily to help the participant become reestablished in the Community. Continued participation will depend on how closely the rules are adhered to.

The intent of the Work Release Law is that the participant be confined except when actively engaged in his/her employment.

1. The participant is to go each workday directly from his/her place of confinement to the place of employment or the approved location such as, doctor, dentist, school, etc. by the authorized method of transportation. Participants are not allowed to make stops unless prior written permission is obtained.
2. Participants are not permitted to operate a motor vehicle on the job unless the employer requests for you to do so in writing. **ONLY** the Bureau Commander may grant this permission. Participants that have been approved must have a valid Florida Drivers License. All other Work Release participants not approved to drive will not possess a Driver's License.
3. The participant is to work diligently at his/her job and is not to leave the place of employment or approved location for any purpose unless authorized to do so in advance.
4. All participants must have their schedules **faxed** to the Work Release Center from their employer by Saturday of each week. If no schedule is submitted by Saturday for the following week, the participant will not be allowed to go to work until a schedule has been submitted by the employer.
5. Any unauthorized absences from the approved place of employment or approved location will subject the participant to possible prosecution for Escape as set forth in Florida Statute 944.40.
6. All participants are responsible for notifying the Work Release Center Staff of his/her job location changes through their employer. If the employer wishes to change the time and/or work location, he/she must make arrangements with the Work Release Center Staff as soon as possible.
7. If work ceases before the end of the schedule, the participant's employer must call and notify the Work Release Center.
8. The participant will not quit or resign his/her job, or change jobs without first securing approval from the Work Release Administrator.
9. Participants that are terminated from their employment due to reasons of incompatibility may be afforded the opportunity to secure another job at the discretion of the Work Release Administrator.
10. Use or possession of any alcoholic beverage, narcotic or any other drug is strictly forbidden. Use of any of the listed items will result in immediate removal from the Work Release Program and/or disciplinary and/or criminal charges being filed.

11. Participants will be truthful at all times. Lying to any Staff member will be cause for immediate removal from the Work Release Program.
12. Participants in the Work Release Program will abide by all institutional rules and regulations.
13. In the event that anything unusual should occur, the participant will contact the Work Release Center at once for special instructions.
14. **ALL** non-job related contacts with spouses, male/females friends, any relative of yours or other participants/inmate or family members are prohibited on the job or in transit. You will not make contact with any of the fore mentioned people either personally or by telephone while on the job or in transit.
15. Work Release participants will carry, at all times, the issued Work Release inmate identification card. You will submit this card to any Deputy upon demand.
16. All Work Release participants will turn in **all** monies (including tips) earned each day through their employment to the Work Release Center for deposit into their Work Release account. Work Release participants are not permitted to cash their checks. If paid in cash, the employer will provide documentation as to the number of hours worked, amount paid, and any/all deductions. Failure to do any of above will be cause for immediate removal from the program and disciplinary and/or criminal actions taken.
17. All Work Release monies will be processed by individual account. From this account Room and Board will be deducted, any Court ordered costs to include Child Support, Restitution, Attorney fees, cost of supervision, transportation costs or any other accrued expenses. The remainder of the money will stay in the account unless you designate a specific person to whom it will be given for support.
 - Requests for monies will be turned in on Saturdays, along with the next weeks work schedule. Failure to turn in requests for monies on Saturdays will result in no monies/checks written for that week but will still allow for mandatory deductions from your account. Accounts will be processed on Monday, Tuesday, and Wednesday of each week. The Front Desk Deputy will issue support checks to participants on Wednesday after 1800 hours each week.
18. A maximum of \$50.00 (fifty dollars) per week will be allowed for personal expenses. At no time will a participant be allowed to have more than \$50.00 (fifty dollars) in their possession. Exception: see below.
19. At the approval of the Work Release supervisor, Work Release participants will be afforded the opportunity to leave the facility for a 1 (one) hour shopping trip, as needed, to an approved mercantile. This shopping trip may be used to purchase the necessary clothing for job related purposes only. All other items must be purchased from canteen. An additional \$100.00 (one hundred dollars) will be allowed for this shopping trip. If additional monies are needed due to the cost of work tools etc., you may submit a request for additional funds however, you must state why these additional funds are needed. All requests will be reviewed and approved or denied by the Work Release Administrator.
20. All participants on the Work Release Program will be thoroughly searched upon entry to the facility and will be subject to a pat down search as deemed necessary.
21. All Work Release lockers will be inspected for cleanliness and hygiene as needed. All Work Release participants will be searched for contraband and cleanliness as needed.

23. All Work Release participants will be breath and urinalysis tested at random as deemed necessary.
24. If a participant is removed from the Work Release Program for any rule infraction and/or found guilty by a disciplinary board for any rule infraction, he/she will not be eligible for reinstatement to the program. This is to include future incarcerations.
25. No Work Release participant will carry or use cell phones, pagers, or any other electronic device unless authorized by the Work Release Administrator.
26. Upon removal from Work Release, you will be given seven (7) to have all property picked up. After seven (7) days all items not picked up will be disposed of.

In summary, when the participant:

- Is not truthful
- Does not follow established procedures and/or rules
- Fails to work as directed
- Fails to turn in his/her pay for processing
- Leaves the place of employment or approved location without authorization
- Indulges in or possesses or uses alcohol or drugs at/or during his/her period of confinement
- Uses an unauthorized means of transportation
- Has unapproved contact or is engaged in any improper activity contrary to the established rules, regulations and procedures

He/she will be subject to immediate removal from the Work Release Program and disciplinary and/or criminal charges may be filed.

Additionally, if a participant has any outstanding charges or is rearrested for any reason, or has been deemed as a security risk, he/she will be removed from the Work Release Program.

All Work Release participants will comply with any and all Court mandated sanctions to include terms of probation on all sentences. Non-adherence to any of the Work Release Center's rules and regulations may constitute a violation of probation.

Any change from the original status of work conditions will be agreed on among:

- The Bureau Commander or his/her designee.
- The participant's employer, and
- The participant.

These conditions will be in written form and signed by all 3 (three) of the above.

WORK RELEASE ELIGIBILITY: Under normal every day conditions, inmates must meet the following criteria in order to be eligible for the SJSO Work Release Program.

1. Authorized through the courts and must meet minimum qualifications set by the Sheriffs Office Work Release Center.
2. If the Courts/Judges grant you immediate work release, you must still meet the Work Release Center requirements before you are eligible.
3. You will not have incurred any disciplinary actions within 30 (thirty) days of your eligibility date or have a history of disciplinary actions.

4. You must be resident of St Johns County for at least 6 (six) months, prior to your arrest. Proof of your arrest and proof of residency is required.
5. If you were a past participant in the Work Release Program, you must have successfully completed it.
6. You will be required to submit to a pre-employment urinalysis and obtain successful results. If you fail the pre-employment urinalysis you will not be offered the opportunity for Work Release for a period of 30 (thirty) days.
7. You will be drug and alcohol tested periodically throughout your participation in the Work Release Program
8. All employment shall take place within St Johns County.
9. Prospective employers shall be approved by the Work Release Administrator prior to employment.
10. Prospective employers are required to meet mandatory state requirements for insurance.
11. Participants will not be allowed to operate motor vehicles, unless jobs require them to drive. The employer will submit a written request, along with proper documentation of insurance; the participant must possess a valid Florida Driver's License.
12. All prospective employers will be given a copy of the Work Release rules and regulations for their review.
13. Detention center medical staff must clear all prospective work release participants prior to employment.
14. Must not have been charged/found guilty of any sexual offense.
15. Must not have been found guilty of any type of escape charge.

PARTICIPATION IN THE WORK RELEASE PROGRAM IS A PRIVILEGE AND IS DESIGNED PRIMARILY TO HELP THE PARTICIPANT TO BECOME REESTABLISHED INTO THE COMMUNITY.

INMATE RULES AND REGULATIONS REVIEW

On an annual basis these Rules and Regulations will be reviewed and amended as per the recommendations from Florida Model Jail Standards and Florida Corrections Accreditation Commission.

Main Detention Center/Community Release Center

First Revision: March 10, 2010

Main Detention Center

First Revision: April 20, 1999
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Community Release Center

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Third Revision: March 25, 2004
Fourth Revision: June 04, 2004
Fifth Revision: August 10, 2004
Sixth Revision: March 1, 2006
Seventh Revision: March 9, 2009 At the time of this revision, all rules and regulations from the Community Release Center Handbook were incorporated into the Detention Center Handbook