

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



# DETENTION CENTER AND COMMUNITY WORK RELEASE CENTER

## INMATE HANDBOOK

REVISED: 11/3/2016

## INTRODUCTION

The Sheriff of St. Johns County and his staff manage the St. Johns County Detention Center. The St. Johns County Sheriff's Office Detention Center is governed by Florida Statute, Florida Model Jail Standards (FMJS), and Florida Corrections Accreditation Commission (FCAC).

The Detention Center is located at 3955 Lewis Speedway, St. Augustine, Florida 32084. The St. Johns County Detention Center operates two separate facilities:

Main Detention Unit - Pre-trial and Sentenced Inmates

Community Work Release Center - Sentenced Inmates

This handbook is to assist you during your incarceration and will provide you with a general guide of operations from the time of admission until your release. The handbook will provide you with an overview of inmate privileges to include inmate canteen visitation and programs provided by the St. Johns County Detention Center. The handbook is considered jail issued property, and must be treated as such and not destroyed or mutilated.

While incarcerated, you are responsible for knowing and adhering to the rules and regulations of each facility. Violation of these rules and regulations may result in disciplinary action and/or criminal charges. If a serious problem develops, do not attempt to solve it yourself. You should direct the problem to Corrections Staff. If you have any questions regarding the information in this handbook, contact any Corrections Deputy for clarification.

Authorized Signature on File

---

Samuel P. Williams

Director of Corrections

## Table of Contents

Introduction	2
Prison Rape Elimination Act (Prea)	4
During Incarceration	6
Rules and Regulations	6
Admissions / Release	8
Admissions	8
Bonds	9
Property	11
Inmate Trust Fund Account	13
Canteen Ordering	14
Indigent Ordering	15
Inmate Services	15
Meals	15
Medical	15
Mail	16
Inmate Privileges	18
Telephone/TTY	19
Grievances	20
Visitation	21
Recreation	21
Religious Services	22
Housing / Living Quarters	23
County Sentenced Inmates	25
Community Work Release Center Requirements	26
Work Release Eligibility	26
CWRC Rules and Regulations	28
Sentenced Inmate Rules and Regulations	28
CWRC Inmate Property	31
CWRC Inmate Services	32
CWRC Inmate Privileges	33
CWRC Housing / Living Quarters	34
INMATE RULES AND REGULATIONS REVIEW	36

## PRISON RAPE ELIMINATION ACT (PREA)

While you are incarcerated, no one, neither inmate nor personnel has the right to pressure you to engage in sexual acts. You do not have to tolerate sexual abuse or pressure to engage in sexual behavior regardless of your age, size, race, or ethnicity. Regardless of sexual orientation you have the right to be safe from 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're Victimized:**

Report the incident immediately to personnel. Jail personnel will immediately protect you from the aggressor, and will refer you for a medical exam. You do not have to name those involved, however, the more specific your information, the easier it will be for personnel to help you. You will receive protection whether or not you have identified your aggressor 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. Showering may wash off hair and body fluids which are critical evidence. Bring the clothes and underwear, which were worn at the time of the incident, with you to the medical exam. Medical 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 a Corrections Deputy, Medical personnel, Chaplain, Programs Instructor, or any other personnel you trust. Personnel are instructed to keep the reported information confidential, and only discuss it with the appropriate officials on a need to know basis.

You may also call the Intervention Phone to report the incident, by choosing option number seven (7) on the Inmate phone system, follow directions once answered. This is a free call from any block telephone.

### **Seeking Medical Help:**

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 Sheriff's 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 filed, 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, counseling services are available.

### **Avoiding Sexual Battery:**

Carry yourself in a confident manner at all times. Do not permit your emotions (fear/anxiety) to be obvious to others.

Do not accept gifts or favors from others.

Do not accept an offer from another inmate to be your protector.

Find personnel with whom you feel comfortable to voice your fears and concerns.

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.

Choose your associates wisely. Look for people who are involved in positive activities like educational programs, self-help programs, or religious services.

Trust your instincts. If you sense 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 Sheriff's Office will investigate all reported incidents of sexual abuse. If you are a victim, report it immediately.

## DURING INCARCERATION

### Language Assistance

If you are hearing impaired, speak a foreign language, or you know someone who needs assistance because of a language barrier, an inmate request form should be completed and forwarded to the Classification Deputy. Language assistance will be provided.

### Rules and Regulations

While incarcerated you will be required to adhere to the Rules and Regulations of the facility to include the following conditions:

- 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 personnel to lock down, you must return to your cell immediately and secure your cell.
- Conduct yourself in a proper manner; obey all Detention Center Rules and Regulations and instructions.
- Make no contact, either personally, by telephone or otherwise, with any individual on behalf of another inmate.
- Profanity is prohibited and will not be tolerated.
- Do not enter red-taped areas.

Violation of the rules of conduct for inmates will also result in criminal charges if it is in violation of Florida Statutes. In, addition, if an inmate violates the rules of conduct two or more times, they may be criminally charged for violating posted jail rules, and if convicted will receive an additional sentence to run consecutive with any other sentence. The following is a list of rules of conduct for all inmates:

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 (consensual or forced)
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
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 personnel
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 personnel
32. Lying or providing a false statement to personnel
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 for counts
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 personnel 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
53. Possession of unauthorized narcotics, drug paraphernalia, beverages, aromatic stimulants/depressants.
54. Trafficking in drugs and/or unauthorized beverages, aromatic stimulants/depressants and/or paraphernalia
55. Possession of money (Work Release inmates approved allotted amounts only)
56. Failure to wear and display issued armband
57. Failure to maintain acceptable personal and/or facility hygiene
58. Attempting to kite
59. Attempting to or conspiring to and/or conspiracy with others to commit an act which is in violation of constituted statutes or Rules of Prohibited Conduct.
60. Mail regulations violations
61. Visiting regulations violations
62. Use of sheets or blankets as a hammock in the housing area
63. Abuse of telephone privilege
64. Yelling out of windows, or signaling to relatives, friends or citizens
65. Correspondence with persons after notification correspondence is restricted and not wanted
66. Possession of food items outside of dayrooms
67. Placing three-way calls is not permitted
68. Failure to follow dress regulations including, but not limited to, exposing underwear

**PENALTIES:** All of the above rules, if violated, could carry a maximum of thirty-(30) days Disciplinary Confinement (DC) and/or loss of thirty-(30) days of gain time.

## **Behavior**

You are expected to conduct yourself in such a manner as to demonstrate respect to fellow inmates and all Detention Center personnel.

You will address all Detention Center personnel using an appropriate title such as Deputy, Officer, Sergeant, Lieutenant, Miss, Mister or Mrs., Nurse, etc. No Detention Center Personnel will be addressed on a first name basis.

Destruction, tampering, or vandalism of county property could result in disciplinary proceedings, criminal prosecution and / or Administrative Confinement (A/C).

## **Identification**

Identification, in the form of an armband or ID badge, will be issued upon admission into the facility. Identification will be worn at all times - NO EXCEPTIONS. Failure to wear the armband or badge will result in the loss of privileges, and appropriate disciplinary action will be taken.

If you remove, loose, or damage your armband or identification badge in any way, you will be required to purchase another armband at a cost of five dollars (\$5.00), which will be charged to your Trust Fund account. You must have your armband to be released.

## **Attorney / Official Visitor**

Attorney/Official visitor visits-may be suspended during meal times to allow inmates the opportunity to eat. Exceptions to this rule will be approved by the on-duty Shift Leader.

Only the Attorney of Record will be permitted to visit an inmate.

# **ADMISSIONS / RELEASE**

This section of the handbook will provide you with an overview of the booking and release process. Additional areas such as property, Inmate Trust Fund account and medical services will be addressed in further detail. Please refer to the table of contents.

## **Admissions**

During the booking process, arrestees/offender's are searched; personal property will be inventoried, all monies (cash or coins) will be collected and medical personnel will conduct a medical/mental health assessment.

It is absolutely prohibited for an inmate to possess any amount of cash after the Admission process. In the event cash is found in your possession, it will be confiscated and considered contraband. The cash will be placed in the Inmate Canteen Fund and not in your personal fund. Disciplinary action and/or criminal charges could be taken regarding a charge of possession of contraband.

Medical personnel will ask a series of questions regarding present and past medical/mental health conditions. You will be photographed, fingerprinted and required to provide personal information.

A phone pin will be provided and you will be required to enroll in the St Johns County Detention Center's Inmate Telephone System, utilizing a Biometrics Voice Recognitions System. Once registered you will be afforded the opportunity to make a phone call

If you are unable to post bond you will be required to shower and will be issued uniform, hygiene items, handbook and PREA pamphlet.

DNA- Pursuant to Florida Statute 943.325 at the time of arrest and or release qualifying offenders will be required to submit to DNA for submission the DNA database, maintained by Florida Department of Law Enforcement.

At the time of booking if applicable the arrestee/offender may post bond. A bond may be assigned based on a bond schedule furnished by the 7<sup>th</sup> Judicial Circuit or if arrested on a capias/warrant the bond amount is predetermined by the judge who issued the capias/warrant. Arrestees/Offenders who cannot post bond or do not meet the criteria for bond upon admission will receive first appearance.



## First Appearance

During first appearance the presiding judge will review all arrest information, advise you of your rights, and appoint legal counsel (attorney) if you qualify. The judge will determine if there is probable cause for the arrest and set bond. Once bond is set upon return to your assigned housing you will be afforded the opportunity to make phone call(s) for the purpose of posting bond. The judge may set special conditions in conjunction with the bond, special conditions may consist of: no contact with victim, GPS monitoring, surrender passport, no use of alcohol etc.

## Bonds

Bonds are to ensure your appearance in court on a specified date and time, set by the County Clerk of Court. It is your responsibility to make sure the court has your correct address and other information.

Upon release you will be required to acknowledge the information in your booking file is correct and sign in the required areas.

## Releases

You will be released from jail once bail / bond has been posted or the appropriate authorization for release has been received from the court, or an outside agency if applicable. There are several types of releases:

- *Signature Bond*-Requires the defendant's signature. Also known as: ROR-Release on Recognizance / Unsecured Bond.
- *Cash Appearance Bond*-A monetary value is set for bond and can be posted in the form of: Cash, Money Order, Cashier Check / Certified Check. If posting a cash bond in accordance with Florida Statute 903.26:
  - Cash bonds will be applied to any unpaid court fees, court cost and criminal penalties on behalf of the criminal defendant regardless of who posted the funds.
  - This includes the current case and any prior cases in which the inmate owes fees. Once all fees are collected the depositor will be refunded the balance.
- *Cash Purge*- A cash purge in most cases is set due to child support or alimony obligations, usually through the issuance of a Writ / Purge. Can be posted in the form of: Cash, Money Order, or Cashier Check/Certified Check.
  - Writs may require issuance of the funds to specified individual i.e., attorney, wife, or other as noted.
  - Writs with special conditions as noted i.e., proof of enrollment in batterers intervention, mental health/substance abuse evaluation, etc.
- *Surety Bond*- Monetary value is set for bond and bond may be posted by a bonding agency registered in St. Johns County. A list of bail bond agencies will also be available for viewing via the video visitation monitor located in the cell block.
- *Property Bond*- Persons with release estate property in St Johns County. This type of release/bond is coordinated with the clerk of court.
- *Expiration of Sentence (Time Served)* - Completion of County Sentenced jail time.
  - The actual time (hour) of release, will be at the convenience of the security, order and control of the facility.
  - If you have a release date on your booking sheet and have not been released on the day which appears make the Housing Deputy aware.
- Release or loan to another agency
- *No Information*-State Attorney has determined there is not enough information to file the charges.
- *Nolle Prosequi*- Case has been dismissed by the State Attorneys Office.
- *Probation / Community Control*- During sentencing you are placed on probation for a specified length of time. Misdemeanor probation is supervised by Probation Plus and felony probation/community control is supervised by the Department of Corrections. Upon release you are directed to report to the Department of Corrections.
- *Sentenced to DOC*- Sentenced to serve time in the state prison.

## **Release Process**

Once contacted of pending release the Housing Deputy will confirm your identification and then you will be required to clean your assigned cell, by removing all jail issued items from the cell, emptying the trash and clean the mattress with the cleaning solution provided by the deputy. Once the assigned cell has been cleaned, the Housing Deputy will direct you to take all issued jail items to Booking.

The Booking Deputy will receive all jail issued items prior to returning personal property. In the event clothing or jail issued items are not accounted for you will be returned to your cell to collect the missing item(s). Once all jail issued items are collected, you will sign the appropriate form. Then all personal property received at the time of booking will be returned and signed for. Exception: Contraband items, the Booking Deputy will give all items in personal property marked contraband back when you are released.

Positive identification must be made of all inmates being released. All inmates must have their ID armband, in order to be released. Not having your armband at time of release will only delay the process.

The Releasing Supervisor will verify your identification, ensure all property, monies and appropriate paperwork has been signed and completed prior to release.

## **DNA**

If applicable the deputy will collect DNA for submission to the DNA database maintained by FDLE in accordance with Florida Statute. Additionally, you may voluntarily submit DNA to the local DNA database.

## **Probation / Criminal Registration**

As a condition of felony probation you may be required to complete the criminal registration process.

At the time of release you will be provided with the appropriate paperwork and will be instructed to report to the St Johns County Sheriff's Bailiffs Office to complete the criminal registration. The Bailiffs Office is located directly across the street in the Courthouse Complex.

On holidays, weekends, and after normal business hours, the Booking Deputy will complete the criminal registration paperwork, prior to release.

## **Classification**

Upon completion of the booking process inmates will be assigned to the appropriate housing area pending classification. The primary objective of Classification is the placing of inmates in appropriate housing to provide reasonable protection for all inmates.

During your incarceration if an inmate has an issue regarding their current housing assignment or an issue of concern which may be occurring in the block, the inmate can notify Classification by submitting a request form or can advise the Housing Deputy for immediate response.

## **Veterans**

During the classification interview inmates who are active military members, honorably / medically discharged, or retired military will be provided printed information by the Veterans Justice Outreach Coordinator on how to apply for veteran's services to include, but not limited to:

- Mental Health Services
- Substance Abuse
- Housing
- Benefits

The Coordinator will schedule monthly visits to the jail, to work on case management for veterans, which requested services. If you are a Veteran and would like to speak to the Veterans Justice Outreach Coordinator, concerning your benefits, send an inmate request form to the Classifications Deputy.

# PROPERTY

During the admissions process the Booking Deputy will inventory all your property. You will be required to sign all property receipts and you will be provided with a copy of the property inventory.

## **Personal Property - Storage**

All personal property items will be inventoried and sealed in the appropriate containers, once sealed the property will not be opened, until you are released or transferred.

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.

All medications received during intake will be inventoried by the Intake Deputy and medical personnel and stored as personal property.

Property brought from another institution will be stored as personal property, food items will be disposed of accordingly. Unopened food items be picked up or mailed at the inmate's expense within seventy-two (72) hours of admission. Inmates will be allowed to keep a reasonable amount of legal papers.

All personal property items will be stored in the secured Property Room. (Exception: Legal Mail / Materials)

Upon intake if you have body piercing that cannot be removed you will be placed in Administrative confinement, until piercings can be removed or until a determination is made by administration.

## **Personal Property - Pickup by 3rd Party**

Inmates who wish to have stored personal property permanently removed from the facility during incarceration may write a request with the name of the person allowed to pick up the property. An individual item may not be released from property, inmate may release:

- Only Small Property
- Only Large Property
- All Property

The inmate may request the form from the Booking Deputy (during intake) or Housing Deputy (after intake). The inmate and deputy will both sign the form when form is turned in.

## **Personal Property - Court Clothing**

Court clothes will be accepted by booking personnel. Clothing can be dropped off after your trial date has been set and before the trial begins.

## **Other Personal Property**

No inmate is permitted to transfer clothing or other property to another inmate. Personal items such as clothing or canteen items will be permitted to be picked up or mailed out of the Detention Center at the inmate's expense.

Inmates sentenced to work release will be allowed appropriate clothing items. The work release supervisor will approve the acceptance of clothing for work release purposes.

## **Jail Issued Property – Allowed Items**

Upon completion of the Booking process, you will be issued at a minimum:

- 2 – Inmate uniforms
- 1 – Blue gym shorts
- 1 – White boxer
- 1 - Bra and underwear (females only)
- 1 – White long 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

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 you being released.

You are permitted to have the following items in your cell. Items not on this list or exceed specified amount will be considered to be contraband and will be confiscated and appropriate action taken.

- 4 - White Underwear
- 5 (females only) - White Bra (no underwire)
- 5 - White Undershirts/T-Shirts
- 1 - White Long Sleeve T-shirt
- 5 pair - White Socks
- 1 pair - Shower Footwear (jail issued)
- 1 pair - Canvas footwear (Canteen purchased)
- 2 each - Hygiene Items (soap, shampoo)
- 1 roll - Toilet Paper
- 2 - Flexible Pens
- 6 - Photographs
- 1 - Religious Book
- 4 - Books/magazines (To include puzzle books)
- 1 pair - Prescription Glasses
- 1 - White Towel
- 1 - Mattress
- 1 pair - Reading Glasses
- 12 packets (Canteen purchased) - OTC Medicines\*
- As Prescribed by Medical - Other Medications (must have written Authorization)
- Canteen Items (food snacks)
- Legal Papers
- Personal letters
- Writing Paper

#### **At Time of Release**

At the time of release, if you have not already released your property, your property will be returned to you. The Releasing Deputy and you will sign for the return of your personal property which was held by the facility. This form will be verification all your property was returned.

## **Inmates Sentenced To Department Of Corrections**

When an inmate is sentenced to the Department of Corrections the following procedure will be adhered to:

- The inmate will have the following two (2) options to remove the property not approved by the Department of Corrections.
  - Contact a family member to pick up property immediately.
  - Mail the property to family or friend. Boxes, postage can be purchased through Canteen.
- If property is not picked up prior to being released to the Department of Corrections, your property will be sent with you.

## **INMATE TRUST FUND ACCOUNT**

During the admission process an Inmate Account is generated for the purpose of depositing funds for your use during incarceration. Funds deposited into your account will be used for payment of debt incurred during incarceration or for the purchase of canteen items. Each of these processes will be explained below. All currency (bills and coins) on your person during the admissions process will be deposited into your inmate trust account. Checks received from outside agencies will accepted and deposited into your account.

### **Admissions Fee**

Florida Statute 951.033 allows the collection of fees to assist in defraying the cost of processing inmates. Inmates will be charged a \$20.00 processing fee at the time of admission into the facility. Processing fees will not be applied under the following circumstances:

- Inmates Returned from Department of Corrections, unless returning for a new case.
- Courtesy Holds,
- Federal Inmates,
- Inmates returning for court purposes,
- Civil Cases
- The Corrections Division Director upon review and recommendations of the Corrections Executive Staff will determine all other exceptions.

Inmates who are indigent or who have inadequate funds at the time the processing fee is applied the inmates trust fund account will be debited for the amount due

### **Medical Co-Pay**

Florida Statute 951.032 authorizes a county detention facility to seek reimbursement for medical care, treatment, hospitalization or transportation. No inmate will be denied necessary medical treatment and all inmates will receive the same level of medical, dental and mental health care regardless of their ability to pay medical fees incurred while incarcerated.

A reimbursement for medical services, medications, and transportation provided to inmates will be charged for services rendered. If there are sufficient funds to cover the co-payment, it will be deducted from your Inmate Trust Fund Account. If there are not sufficient funds to cover the co-payment, once funds are credited to your account, a percentage will be deducted to reduce the lien.

Inmates will be responsible for medical fees incurred for self-inflicted injuries, to include those obtained during altercations with other inmates.

### **Fee Schedule**

Nurse sick call	\$5.00
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  
Physician referred from nurse \$5.00  
Reading Glasses \$3.00

Inmates will not be charged for:

- Treatment for chronic care conditions (seizure, cardiac, diabetes, hypertension, infectious diseases, pulmonary);
- Treatment of skin infections (Staph infections, MRSA);
- Treatment of sexually transmitted diseases;
- Treatment initiated by medical (detox monitoring, BP checks, and return to clinics ordered by medical);
- Mental Health treatment

### **Release**

Upon release from the facility, you will receive the balance of your account. If you have money it will be disbursed in the form of a debit card. Based on the amount of funds in your account, a check may be written in conjunction with the debit card. Instructions for the card will be provided by booking employees at the time of release.

If you do not have funds available to you, you will be given a receipt of your balance, showing any debt(s) incurred.

### **During Incarceration – Use of Funds**

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

- To make bond/cash fines/child support/purges
- Payment of debts (Processing Fees, Medical, Postal or CWRC)
- Commissary purchases
- Transfers to immediate family, or attorneys may be arranged by written request

Money can 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 through inmate mail.
- Monday-Thursday funds may be deposited into your trust fund account through the kiosk located in the Detention Center Visitor Lobby, at Video Visitation, OR via the internet at <https://deposits.jailatm.com/WebDeposits/>.

When an inmate receives money deposited into his/her Canteen account during incarceration and he/she owes for a debt incurred:

- Forty-(40) percent of monies received will be applied to the debt owed, and
- Sixty-(60) percent will be placed into the inmate's Canteen account
- This will continue until all debts are paid.
- To check the amount of monies in your account you must utilize the telephone system. Hearing impaired individuals may ask the Deputy

Inmates who believe they have been charged a debt inappropriately may contest the charges by submitting an inmate request to Corrections Finance Technician.

### **Canteen Ordering**

An inmate Canteen service is available, for purchases of snacks, hygiene items and clothing beyond what the Detention Center provides. Inmates may purchase Canteen items once weekly.

A canteen menu is posted in each block. 23-Hour Lockdown and/or Disciplinary Confinement areas will have a modified Canteen list menu for hygiene items and/or stationary items.

Inmates will be allowed to spend a maximum of \$35.00 on food weekly, all other items have limited authorized amounts located on the canteen menu.

Canteen must be ordered via telephone no later than Monday at 10:00 pm and will be delivered every Wednesday evening. Hearing impaired inmates must request a Canteen slip from the Corrections Deputy.

No trading, exchanging or refunding allowed of purchased canteen.

Food items purchased from Canteen will be kept in the living quarters provided they are well wrapped and not exposed. All food items purchased from the Canteen will be consumed in the cell or dayroom. Food items will not leave the cellblock.

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 you are on 23-hour lockdown, DR Pending Review or serving DR time, you will only receive hygiene items.

Canteen orders placed prior to release will be disposed of, unless it is be picked up within two (2) weeks of delivery.

### **Indigent Ordering**

An inmate must have less than \$1.00 (one dollar) in his/her account, for the previous fourteen (14) days to be eligible for indigent status.

The following materials will be dispensed once weekly:

- Shampoo/Conditioner packets
- Toothbrush
- Toothpaste packets
- Deodorant packets
- One (1) security pen
- Two (2) sheets paper
- One (1) stamped envelope

### **Indigent Footwear**

Shoes will be issued for indigent persons, one (1) time during incarceration through Canteen.

**Exception:** If an inmate is still incarcerated after one (1) year of receiving a pair of shoes, he/she may request an additional pair.

## INMATE SERVICES

### **Meals**

Food served for meals must be consumed by tray pick up and not stored in cells. This is to include jelly packets, sugar packets, juice packets, peanut butter packets, etc.

All inmates will receive three (3) substantial, wholesome, and nutritious meals daily.

Modified diets will be provided to individual inmates when approved by the appropriate health authority or clergy

### **Medical**

The St. Johns County Sheriff's Office provides qualified medical personnel (day and night) to attend to all inmate medical needs.

Any medical problems you might have should be brought to the attention of the Detention Center personnel. Medical will be notified and will take the appropriate action.

### **Medications**

Medications received during intake, the Intake Deputy, Nurse and Inmate will sign the inventory form. The inmate will be provided with a copy of the inventory form. Upon release from the facility the inmate will be required to



show the form. All medications will be returned. The inmate will sign the inventory form notating all medications were received.

Medication not in the proper container will be disposed of or submitted into evidence pending criminal charges.

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

Written authorization from Medical is required before having any medication in your possession in the housing area. Failure to have authorization could be cause for disciplinary action for possession of contraband.

### **Medication Pass**

All medications will be administered in the following manner:

- Medication pass is announced by the Corrections Control Operator (CCO) or Corrections Deputy
- Inmate will be dressed in full uniform with issued armband for identification
- The inmate will be called to the door
- The inmate will be given medication
- The Nurse and Corrections Deputy will observe the inmate taking the medication to ensure it was properly taken.
- 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.
- Failure to immediately come to the door when called will result in a refusal.

Medication (prescription or non-prescription) will not be accepted into the facility if brought in by family or friends.

You may request a Sick Call Request form from the Corrections Deputy in your area. The form will be picked up daily by medical staff, at the morning medication pass. Inmates will personally hand the Sick Call Request to medical staff.

### **Sick Call Requests**

Sick Call Request Forms are utilized to address medical issues or concerns with the Medical Department during your incarceration. Sick call requests may be requested from the Housing Deputy.

### **Dental**

Dental services are available upon submittal of a sick call request. Dental services will be provided upon referral from medical.

### **Mental Health**

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.

### **Eye Glasses**

Reading glasses will be available for purchase through Canteen. You will need to submit a request to see Medical who will advise the strength glasses you need. Prescription glasses, upon prior medical approval, will be accepted.

### **Mail**

Inmates must send or receive all mail through the facility mailing system.

Family/friends can access the SJSO website at [www.sjsso.org](http://www.sjsso.org) for rules and regulations regarding sending mail into this facility.

You are permitted to write and receive correspondence; correspondence between family and friends is encouraged. Only letters, envelopes, stamps and pictures are permitted to be mailed out of the Detention Center.

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 prohibited from any attempt at smuggling mail out of the facility or any attempt to violate mail procedures (for example, sending mail from inmate to inmate using an outside source as the go-between).

Mail will be processed daily, Monday – Friday (excluding holidays). Incoming mail and outgoing mail will be inspected for the following:

- Contraband, as defined by Florida Statute:
- 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
- photographs, drawings or cartoons displaying nudity or sexually graphic content or sexually explicit reading material

All mail (including magazines/publications) containing any of the above listed items will be returned to the sender or turned over to the proper authorities. Any threats of criminal activity will not be permitted in general correspondence and may result in criminal charges.

Incoming and outgoing mail will be picked up and delivered by the housing deputy. Outgoing mail will be picked up by the housing deputy prior to 11am. All attempts will be made to deliver mail in a timely manner.

### **Incoming Mail**

Mail containing personal checks and cash 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.

Incoming mail must be appropriately addressed to the inmate. All items received through the mail considered contraband or unauthorized (i.e., hardback 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 will be included. The inmate shall be notified in writing when incoming letters are rejected.

No mail will be retained which is in an unsanitary condition. [I.e., contains any type of body fluids, unidentified odors (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 or the contents of the envelope in any manner. Stamps / stickers will be removed from the envelope prior to delivery to the housing areas.

No mail containing drawings or writing using crayons, markers, colored pencils or pens, glitter pens, etc., will be accepted. These items will be returned to the sender.

Correspondence which appears printed or copied from the internet will not be accepted.

### **Outgoing Mail**

All outgoing mail will **not** be sealed by the inmate; it must have your **full** name and booking number in the return address area. All mail which does not comply 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**

This type of correspondence will normally not be permitted. When the Mail Specialist 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, or 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 or marriage certificate). If the inmates wishing to correspond with each other are in different facilities, the Mail Specialist will send a letter of request to the other institution. Approval from the other institution must be granted prior to the inmates corresponding.

### **Unauthorized Packages**

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 which are delivered through private delivery services or brought to the front counter will not be accepted.

Mailings larger than 10 x 13 will not be distributed and will be returned to sender.

No compact discs (CD) or digital video discs (DVD) will be accepted.

### **Publishers Only Rule**

Publisher Only Rule governs the acceptance of publications sent **directly** from the publisher, distributor, 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.

All publications received will be identified with the inmates name by the Mail Specialist. Any item found in the possession of another inmate that is identified with your name will be considered contraband and appropriate disciplinary action may be taken.

### **Legal Mail / Privileged Mail**

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.

Privileged mail will be opened in the presence of a Corrections Deputy by the inmate.

Privileged mail must be marked “Legal Mail”.

### **Juvenile Education**

All juveniles housed in the St. Johns County Detention Center, will attend GED classes.

### **Notary Services**

Notary services are available upon request.

No notary services will be available on Saturdays, Sundays and/or holidays

When a family member or friend drops a document off for signatures and notary service, we require at least twenty-four 24-hours to process prior to being picked up.

## **INMATE PRIVILEGES**

The Detention Center affords various programs and privileges to all inmates. Programs offered may include: AA/NA, Parenting, Relapse Prevention, GED, SIGHT and various religious services. Several programs are being conducted at the same time; you will have to decide which program or privilege you want to attend. You will not exit the classroom unless instructed by the Instructor or Corrections Deputy.

If you are court ordered to a program, make sure your request states information needed for verification by the Programs Deputy.

If you have a drug abuse problem, we encourage you to seek aid through the various drug programs available.

### **Communications**

Constructive correspondence by mail or telephone is encouraged between inmates, their families and/or friends.

### **Inappropriate/ Unacceptable Communications**

Correspondence with employees, contract employees and / or volunteers of this facility on a personal level is not allowed.

Communication by telephone or mail to any person who has advised the Administration that communication with the inmate is not wanted will result in telephone privileges being revoked and possible criminal charges being filed.

Conducting communication out of windows or from any location on the Sheriff's Office Complex, either verbal or through physical gestures, is prohibited. Participation in this activity could result in disciplinary action and/or criminal charges being filed.

Do not pass items under doors or to other inmates. Do not communicate with inmates

### Telephone/TTY

At the time of admission you were afforded the opportunity to register in the St Johns County Detention Center Telephone system via the Biometrics Voice Recognition System. If you were unable to register at the time of admission, advise the deputy assigned to your housing area and arrangements will be made for you to register. Once registered, you will be provided access to the phone in your assigned cell block to contact family, friends, attorneys, bail bond agencies etc.

The jail has a Text Telephone for the hearing and speech impaired (TTY) available upon request.

Telephone communications are subject to monitoring and/or recording at all times.

No telephone messages will be taken and delivered to inmates unless it is a verified emergency.

If you are experiencing problems completing a phone call advise the deputy assigned to the housing area.

All telephone calls, both local and long distance, will be charged as a collect call. The rates will be based on the current charges imposed by the telephone company and as allowed by the Public Service Commission.

Abuse and/or damage of the equipment will result in disciplinary action and criminal charges being filed. This will include nuisance calls, calls to victims, damage to equipment, defacing the walls. Prohibited conduct will result in the removal of the telephone or telephone privileges for disciplinary reasons. Inmates will not be afforded the opportunity to use a telephone in another cellblock. Disciplinary actions involving telephone restrictions shall not include the inmate privileges to call his/her attorney or bondsman. However, the number to be called shall be verified by a Corrections Deputy prior to the inmate making the call.

Anyone found using other inmate's personal identification number (pin #) will be subject to disciplinary action and both inmates will lose telephone privileges.

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 personnel.

If you are hearing impaired or have a family member who is you must send an Inmate Request to the on-duty Shift Leader to be authorized use of the TTY. Inmates requesting to utilize the TTY should be familiar with the operation. The request must contain the name of the individual you are wishing to contact and telephone number the individual can be reached at.

### How to Change Your Personal 4-Digit Passcode

Once activated you will then have an opportunity to change your Personal Identification Number (PIN) so only you will know the last four digits of the account; you can change your Pin Number at any time utilizing the instructions as listed below:

SJSO MNI Number

SAPB MNI Number



- Lift the handset and listen for instructions
- Select a language
  - Press (1) for English or (2) for Spanish

- Enter:
  - MNI Number (enter only numeric characters)
    - a) Example 1: SJSO12MNI000000 Example 2: SABP12MNI000000
  - Plus a 13 if you have a SJSO or a 12 if you have SABP in your MNI Number located on your armband.
    - a) Example 1: SJSO12MNI00000013 Example 2: SABP12MNI00000012
  - Plus your 4-Digit Birth Date Month and Year MM YY,
    - a) Example: 01 61 unless you have previously changed the last 4 digits - Then you will change the 4-digit pass code to activate the new pass code.
  - # (Pound) sign
- Press 9 to access the Commissary System
  - Press one (1) for English or (2) for Spanish.
    - a) Enter your site code followed by #. (St. Johns Site Code: 4006#)
    - b) Enter your inmate ID followed by #. (Your “Inmate ID” is your MNI number. Example 1: SJSO12MNI00000013# Example 2: SABP12MNI00000012#)
    - c) Enter your 4-digit pass code followed by #. (This is your birth date MMY Y unless you have previously changed the last four digits)
    - d) Press nine (9) to change your 4-Digit pass code.
- Please enter your new 4-digit pass code followed by #.
- Your 4-digit pass code has been updated to: \_\_\_\_\_ (System will read back your new pass code)

IT IS YOUR RESPONSIBILITY TO PROTECT YOUR PASS CODE – It allows access to your Trust / Commissary Account Funds

### Other Options for the Phone System

- Press seven - 7 to access the Prison Rape Elimination Act (PREA) System, to report PREA incidents
- Press 8 to access the Crime Stoppers Hotline, to report crime tips

### Inmate Requests

Inmate Request Forms are utilized to address Detention Center Staff regarding issues or concerns during your incarceration.

When filling out Inmate Request forms, they must be completed properly in ink. One (1) request per form, and directed to the proper person/personnel. 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. If you do not know who to address the request to, consult a Corrections Deputy.

### Grievances

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

- An Administrative Remedy (Grievance) form should be requested through an Inmate Request Form from the on-duty Shift Sergeant
- The issue of concern must be stated on the request form. Request forms which do NOT have an issue of concern, are not filled out completely and will be returned to the inmate.
- The on-duty Shift Sergeant will investigate the issue and determine if an Administrative Remedy form will be issued
- The Administrative Remedy form will be delivered during mail pass.
- You will have twenty-four (24) hours to complete the form and return it the following business day during mail pass.
- If the Administrative Remedy form is not completed and returned by the inmate the next day during mail pass it will be voided.
- The form **must** be filled out in PEN, forms filled out in pencil will be sent back to the inmate, delaying the process.
  - If you do not have a pen, let the Corrections Deputy in your area know and one will be provided.

- The form must be signed and dated; returning the form unsigned will delay the process.
- The Administrative Remedy form must be sent back to Accreditation for processing.
- After the investigation, a copy of the Administrative Remedy form will be returned to the inmate.

Only one (1) issue / complaint per Administrative Remedy form; only one (1) Administrative Remedy active at a time.

### **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.
- 6:30-7:30 p.m.
- 7:30-8:30 p.m.

Visitation from approved members of the immediate family or approved friends is encouraged. The following rules and regulations 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 Visitation personnel, 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.
3. Inmates are permitted to have visitation sixty-(60) minutes, twice weekly.
4. Visitors are required to schedule visitation appointments.
5. Visitors / Inmates must be appropriately dressed for the visit to occur.
6. Abuse of visitation phones by inmates or visitors may result in permanent revocation of visitation privileges and charges filed.
7. Video visits are subject to being recorded.

Inmate to inmate visitation: Inmate must provide proof of relationship, (i.e. birth certificate, marriage license, etc.)

### **Newspapers**

Newspapers will be distributed to the cellblock daily.

Newspapers are not to be used as floor mats, tablemats, fashioned into any type of weapon.

Newspapers are to be returned to the Corrections Deputy upon request.

### **Library**

The mobile library will be available as scheduled for all inmates. Books in the library are for your use, and it is suggested you take advantage of these reading materials. A maximum of four (4) books will be allowed to be checked out at any one time. It is your responsibility to return the books to the mobile library after you have finished with them.

### **Television**

The television will be viewed between the hours of 7:00 p.m. and 10:00 p.m. daily, or at the discretion of the Shift Leader.

### **Recreation**

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 fifty-(50°) degrees and no warmer than ninety-five-(95°) degrees.

Once notified recreation will begin in fifteen (15) minutes, the inmates will be permitted to go to their cell and put on the canvas shoes purchased from the inmate Canteen. The inmates will remain in their cell until notified to proceed to the Recreation Yard. The canvas shoes 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. Any inmate wearing canvas shoes 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 canvas shoes. Canvas shoes worn in the dayroom will be confiscated and disposed. The inmate may purchase additional canvas shoes subject to the rules and regulations for usage. Canvas shoes can be purchased from the Canteen Commissary. Canvas 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 inmate's possession.

Inmates must present their armband to the Corrections Deputy upon going to and returning from recreation.

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 will not sit on the backs of the benches.

While on the Recreation Yard, all inmates 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 t-shirt over the sports bra.

### **Religious Services**

Local clergy provides religious services, at least once per week.

Written request will be given due consideration by the facility Chaplain for one-on-one religious counseling sessions.

Clergy is responsible for approving any special religious diets and symbols after receiving an inmate's written request.

The food service provider does not serve any pork products.

### **Law Library**

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

All inmate legal materials are obtained through a contracted service. Legal requests may be made by inmates who are:

- Pro Se
- Working on *active* civil cases, and
- Inmates with funds to pay for research materials

Forms are not provided for motions; these forms must be obtained from your attorney/public defender.

All requests for the legal material will be made on the Legal Material Request Form. These forms will be made available by the Corrections Deputy on duty in your area. It must be completed with all information requested or it will be returned for further information. Follow the directions on the form. Return the form via Mail Pass to the Programs Deputy.

All requests for legal materials must be related to the case for which you are currently incarcerated. Inmates who are Pro-se will be provided with paper, pen and envelopes upon request.

The Programs Deputy will review the request for completeness. After review by the Programs Deputy the request form will be forwarded to the contracted service provider. The contract service provider will return the legal research material via U.S. Mail. The Programs Deputy will ensure all materials are returned to the requesting inmate. The inmate will be required to sign for all materials, and funds will be deducted from the inmate's Canteen account.



Requests submitted by inmates who have a private or court appointed attorney will be processed if funding is available in the inmate's canteen account. If the inmate does not have funding in his/her canteen account, the request will be denied and returned to the inmate. Under these conditions the inmate may request the required material from his/her legal counsel.

The quantity of legal material will follow established rules of allowed items. Excessive legal work will be limited if it creates a safety, security or sanitation concern.

### Audio/Visual Criminal Cases

There are some cases in which an attorney will request his/her client view audio/visual media in the form of CD/DVD. The items will be placed in the inmate's property and the inmate will be advised the Detention Center is in receipt of the media files. The inmate will submit a request form to review the media files to the Programs Deputy. Once the request form is received, the necessary arrangements will be made for the inmate to view the files.

## HOUSING / LIVING QUARTERS

The walls and ceilings of the Detention Center are the responsibility of all inmates; inmates are prohibited from leaning on or touching the walls.

The areas where your bed, desk, and toilet/sink are located are considered your "living quarters".

Defacing walls, furnishings, lights, lockers, storage bins, sinks, toilets, mirrors, tables, seats, bunks, etc., by posting pictures, by drawing, marking on, or in any other manner is strictly prohibited.

Remain in your assigned bunk unless reassigned by a Deputy. Unoccupied bunks in the cells will not be used for storage or placing items for storage. You are assigned a bunk by Classification, if there is an issue with your housing assignment inform the Deputy or write Classifications an Inmate Request Form detailing the problem.

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.

It is your responsibility to maintain only allowed items in your assigned cell. Unauthorized items are contraband and will be confiscated and handled accordingly.

### Sanitation / Hygiene

It is your daily responsibility to maintain cleanliness and order within your individual cell and the cellblock areas.

### Assigned Cell

Your individual cell will be clean throughout the entire day, free from clutter. Cleanup of individual cells will be accomplished in the following manner when cleaning materials are issued:

- Individual bed will be made by the time cleaning supplies are removed from your area. They will remain made until 8:00 P.M. daily. Exception: Trustees work crews and medical housed inmates
- 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 / clutter
- Desk and storage areas will be clean and neat
- Trash removed and placed in receptacles daily
- All items must be stored in the bins; bins must be stored under the bed



Correctly  
Made Bunk



Acceptable  
Clean Cell

## **Bed Linens / Blankets**

Clean bed linens and blanket are exchanged one (1) for one (1) i.e., to get one (1) bed linen / blanket you must turn in one (1) bed linen / blanket.

Sheets will be exchanged once per week. Sheets will not have knots tied in any manner.

Blankets will be exchanged once per month. Blankets will not have knots tied in any manner.

No bed linens, blankets, or mattresses will be permitted on the balcony, stairs or in the dayroom or placed on any floor.

## **Lights**

Do not tamper with light fixtures. If a fixture requires repair or adjustment, report the condition to Detention personnel immediately.

All dayroom lights will remain on at all times.

Individual cell lights will remain on at all times

## **Water**

Water must be turned off after each use.

Do not tamper with water fixtures. If a fixture requires repair or adjustment, report the condition to Detention personnel immediately.

## **Day Room / Showers / Balcony**

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 floors clean and free of trash clutter at all times
- Dayroom tables and stools clean

There will be no sleeping in the dayroom under normal circumstances.

## **Showers-Personal Hygiene**

Each inmate is issued adequate body soap, toothpaste, toothbrush, comb, and toilet tissue.

You are required to bathe at least twice (2) per week.

Razors and needed shaving accessories will be provided on a regular basis, security conditions permitting. Failure to return razor will result in appropriate disciplinary procedures and/or criminal charges.

The showers will be turned on between the hours of 8:00 a.m. to 10:00 a.m. and 7:00 p.m. to 9:45 p.m. daily. In addition, the showers will be turned on after recreation, affording everyone an opportunity to shower who attended recreation.

## **Hair Cuts**

Are conducted monthly by block, assignment are as follows:

- Alpha and Bravo, the first weekend of every month;
- Charlie and Delta, the second weekend of every month;
- Echo and Foxtrot, the third weekend of every month.
- Male trustees and male SIGHT, the first and fifteenth of every month and as inmates are moved into the block after being County sentenced.

Haircut schedules are subject to change, as the facility needs change.

## **Fingernails**

Fingernails will not be shaped or sharpened to a point.

Nail clippers will be placed in the blocks by the Programs Deputy at least once (1) weekly for the purpose of personal hygiene.



## Uniform / Clothing

Clean uniforms are exchanged one (1) for one (1) i.e., to get one (1) uniform you must turn in one (1) uniform.

You must be properly attired to receive medications, mail, canteen and meals.

- Pants will be worn at the waist level, so the pants cover the top portion of your buttocks without any portion of your underwear showing.
- No hair coverings will be permitted, except in the Kitchen area.
- Inmates will not lounge on their bunks dressed only in their underwear
- No clothing will be worn inside out.
- No clothing will be altered by the inmate.
- Red Shirts and Yellow Shirts will be worn over the complete jail issued uniform at all times.

Uniforms and Personal (White) laundry will be washed two (2) times per week.

- Every bunk is issued two (2) *numbered* laundry bags, one (1) for whites and one (1) for uniforms
- Do not mix whites with colors when sending your laundry out.
- Make sure your laundry bag is securely knotted.
- When the Corrections 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, have your cellmate bring your bag(s) to the door.
- When clean laundry/uniform is returned, you must line up at the block door to receive your bag(s).

When you move from one (1) bunk to another, leave the laundry bags. There will be two (2) laundry bags at your next assigned bunk.

## COUNTY SENTENCED INMATES

### Trustees

Inmates approved by Classification and Medical to perform general work within the facility are termed as “Trustee”. Inmates selected for this status are sentenced inmates. Consideration will be given in special cases regarding non-sentenced inmates.

### Kitchen Trustees

The Kitchen area is 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

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 Utility Deputies. This area will be kept clean at all times. Turn off the equipment after use and before leaving

## COMMUNITY WORK RELEASE CENTER REQUIREMENTS

**SENTENCED INMATES ONLY:** When an inmate is transferred to the Community Work Release Center 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.

### Work Release Eligibility

Under normal conditions, inmates must meet the following criteria in order to be eligible for the SJSO Community Work Release Program:

1. Authorized through the courts and must meet minimum qualifications set by the Sheriff's Office Community Work Release Center.
2. If the Courts/Judges grants 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 thirty (30) days of your eligibility date or have a history of disciplinary actions.
4. You must be a resident of St. Johns County for at least six (6) months, prior to your arrest.
  - 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 drug screening 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 thirty (30) 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 Supervisor, 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 License.
12. All prospective employers will be given a copy of the Work Release Rules and Regulations for their review.
13. Detention Center Medical 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.
16. Work Release inmates are responsible for the cost of their medical care.
17. All outside medical appointments will be approved by the contracted medical provider. **Exception:** Emergency medical conditions do not have to be preapproved

### Requirements for Work Release Participation

Participation in the Work Release Program is a privilege and is designed to help the participant become reestablished in the Community.

1. The participant is to be at his/her place of employment or the approved location such as, doctor, dentist, school, etc., by the authorized method of transportation. Participants are not allowed to deviate unless prior 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. The employer is required to submit a request in writing outlining the purpose of the request and the job requirements including proof of insurance.
  - Only a Lieutenant or above may grant this permission.
  - Participants who have been approved must have a valid Florida Driver License.
  - Work Release participants not approved to drive will not possess a Driver 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. Any unauthorized absences from the approved place of employment or approved location will result in disciplinary action or criminal charges
4. All participants are responsible for notifying the Community Work Release Center personnel 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 Community Work Release Center Supervisor or Shift Leader on duty.
5. If work ceases before the end of the schedule, the participant's employer must call and notify the Work Release Center.
6. In the event anything unusual should occur, the participant will contact the Work Release Center at once for special instructions.
7. All participants must have their schedules faxed or emailed to the Community 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.
8. The participant will not quit or resign his/her job, or change jobs without first securing approval from the Work Release Supervisor.
9. Participants who 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 Supervisor.
10. Use or possession of any alcoholic beverage, narcotic or any other drug is strictly prohibited. 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 personnel will be cause for immediate removal from the Work Release Program.
12. Participants in the Work Release Program will abide by all facility rules and regulations.
13. All non-job related contacts with spouses, 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 these people either personally or by telephone while on the job or in transit or by any other means (text, email).
14. No Work Release participant will carry or use cell phones, pagers, or any other electronic device unless authorized by the Work Release Supervisor.
15. Work Release participants will carry, at all times, the issued Work Release inmate identification card. You will submit this card to any deputy (Law Enforcement or Corrections) 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, as well as 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 week work schedule.
  - Failure to turn in requests for monies on Saturdays will result in no monies/checks written for the next week but will still allow for mandatory deductions from your account.
  - Accounts will be processed on Monday, Tuesday, and Wednesday of each week.
  - The CWRC Supervisor or designee will issue support checks to participants on Wednesday after 6:00 p.m. each week.
  - A maximum of fifty dollars (\$50.00) per week will be allowed for personal expenses. At no time will a participant be allowed to have more than fifty dollars (\$50.00) in their possession. Exception: Approved shopping trip.

18. At the approval of the Work Release supervisor, Work Release participants will be afforded the opportunity to leave the facility for a one (1) 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 one hundred dollars (\$100.00) 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 Supervisor.
19. 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.
20. All Work Release participants are subject to random drug/alcohol testing.
21. All Work Release lockers, storage bins and other containers will be inspected for cleanliness and hygiene as needed.
22. Upon removal from Work Release, you will be given seven (7) days to have all property picked up; after seven (7) days all items not picked up will be disposed of properly.
23. If a participant is removed from the Work Release Program for any rule infraction and/or found guilty by a disciplinary hearing officer for any rule infraction, he/she will be permitted to request Work Release consideration after six (6) months.
24. 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
  - Additionally, if a participant has any outstanding charges or is re-arrested 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 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.
25. He/she will be subject to immediate removal from the Work Release Program and disciplinary and/or criminal charges may be filed.
26. Any new work conditions will be in written form and will be signed by the CWRC Supervisor, the inmate's employer and the inmate. Any change from the original work conditions will be reviewed and approved by the Work Release Supervisor

## CWRC RULES AND REGULATIONS

### **Sentenced Inmate Rules and Regulations**

A copy of the Detention Center and Community Work Release Center Inmate 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:

- Removal from Work Release program and/or
- 1-30 (one to thirty) days disciplinary confinement and/or

- 1-30 (one to thirty) days loss of gain time.
- Non-confinement
- Formal and informal discipline

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.

### General Rules

1. All inmates will be out of bunks by 4:30 a.m. for morning cleanup and breakfast, with the exception of the work release inmates.
2. All bunks will be made immediately after getting up at 4:30 a.m.; blankets will be used as spreads when making bunks. Bunks must be made when not in use.
3. At 5:45 a.m., an inspection and count will be conducted. Counts and inspections will also be conducted at other times as required or at the Corrections Deputy's discretion.
  - Corrections 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 housing area not passing inspection will be given a brief time, (fifteen-(15) 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 be required to stand beside his assigned bunks until dismissed. There will be no talking or movement during counts. Inmates will be in full uniform for counts. Inmates who have worked during the midnight hours may, at the discretion of the Corrections Deputy, remain in the bunk.
5. Once assigned a bunk, it can only be changed for facility or medical needs.
  - No sitting or lying on tables
  - Do not use trashcans, books, etc., as a seat or any reason other than its intended use
  - Blankets, mattresses will not be used on the floor or tables. They are considered part of your bedding and are to remain on your bed
  - Institutional materials, bedding, towels, etc., will not be torn, mutilated, or otherwise damaged
6. 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
7. The use and/or possession of tobacco products in any form is prohibited.
  - Additionally, matches and/or lighters are prohibited.
8. At lights out, there will be no excessive noise or extra activities such as card playing, exercise, loud talking, etc.
9. Lockers and inmate storage containers will be kept locked at all times when not in use
  - All materials not in use will be put away in an orderly manner.
10. Working is **mandatory** and you may be moved from one-(1) job assignment to another at any time according to the needs of the Detention Center.
11. There will be no unauthorized communication with other inmates or the public. You are allowed to communicate only with the other inmates assigned to your work area.
12. There will be no lingering at Corrections Deputy's work station.

## Disciplinary Procedures

Disciplinary procedures shall be the same as the Main Unit. Sentenced inmates who are housed at the Community Work Release Center (CWRC) for work release/work squad will adhere to the following additional rules and regulations.

## Prohibited Conduct

1. Possession of unauthorized clothing or linen.
2. Possession of stolen property.
3. Possession of miscellaneous contraband.
4. Bribery or attempted bribery.
5. Disobeying facility rules and regulations.
6. Destruction of county property or property belonging to another due to gross negligence.
7. Misuse of county property or property belonging to another. (Use for purpose other than the intended purpose).
8. Willfully wasting county property or property belonging to another. Unauthorized contacts.
9. Presenting false testimony either written or verbal.
10. Community Work Release Program violation (Work Release, Extended Limits of Confinement).
11. Failure to directly and promptly proceed to and from authorized designated areas by approved method.
12. Operating a motor vehicle on the job without authorization.
13. Being in an unauthorized location.
14. Failure to report a change in your daily employment schedule.
15. Unauthorized absence or leaving place of employment.
16. Not returning to the assigned pickup location at designated time.
17. Use of alcoholic beverage or narcotics/drugs.
18. Making contact, either personally, by telephone or otherwise prohibited for another inmate.
19. Use of non-approved transportation.

## Security

When your name is called, you will answer in an audible voice, tone, and volume.

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.

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 (Corrections or Law Enforcement) 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 five dollars (\$5.00) for a new identification badge.

You will not have in your possession another inmate's identification badge.

No glass containers, aerosol cans or drugs will be permitted

When being escorted to or from the Main Unit:

- Walk in single file line
- No horseplay
- No talking

Cleaning instruments and supplies will be appropriately stored at the CWRC.

Inmates will not interfere with any doors located in the CWRC

NO personal communication devices or audio recording devices allowed.

You will follow all lawful orders given to you by a Work Supervisor or Corrections Deputy.

No inmate will get back into his/her bunk under the covers after cleanup with the exception of the midnight floor crew.

You are subject to being searched by a Corrections or Law Enforcement Deputy at any time.

## CWRC INMATE PROPERTY

### **Property**

**MALE WORK RELEASE ONLY ALLOWED CLOTHING AND PERSONAL ITEMS** This is a list of property allowed in the CWRC. Additional items will be placed in your personal property. Arrangements may be made by you for someone to pick up excessive items.

1	Watch
1	Wallet
1 pair	Work shoes
5 pair	Work pants
5	Work shirts (No sleeveless shirts)
5 pair	Underwear (white only)
1	Belt
5	T-shirts (white only)
5 pair	Socks (white only), colored if job related
1	Work jacket
1 pair	Sneakers
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 trip.

All hygiene items are purchased through Canteen.

Any other attire or items will have to be approved by the Community Work Release Supervisor.

If tools are required, arrangements will be made with employer for storage. No tool will be stored at the CWRC.

**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.

5 pair	Underwear/panties white only
5	Bras (white only), no underwire
5	Undershirts (white only)
5 pair	Socks (white only), colored if job related
1	Work jacket
5	Work shirts
5 pair	Work pants or uniform if required



1 pair	Sneakers or work boots
1	Belt*
1	Watch*
1	Purse*
1 tube	Mascara*
1 tube	Lipstick*
1 jar	Foundation*
1	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 box	Feminine Products

Fifty dollars (\$50.00 per week) Money\*

All hygiene items: soap, shampoos, etc. will be in plastic containers – no glass.

\*These items must be kept in the lockers provided at the Main Unit.\*

## CWRC INMATE SERVICES

### Meals

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

- Breakfast 4:30 – 5:30 a.m.
- Lunch 11:30 – 12:30 p.m.
- Dinner 4:30- 5:30 p.m.

All served meals (breakfast, lunch and dinner) will be eaten during the assigned meal times.

- When meals are served, inmates will respond promptly to receive their tray.
- Break periods will be at the discretion of the Work Supervisor.

It will be the participant's responsibility to arrange employment hours to meet the meal schedule. A take-out meal is available for those working outside of the Work Release Center when lunch or dinner is served. The meal must be ordered and signed for the evening prior to the next working day. If you do not order a meal, you will not be afforded one. No food or drink will be permitted to be brought into the Community Work Release Center from outside vendors.

Meal consumption will be at the dayroom tables only.



## Transportation

Work Release inmates will have transportation provided for them by the Work Release Center. The charge for transportation will be determined by the driving distance to each employment site. 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 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 CWRC of your new location. All time changes must be approved in advance with the Community Work Release Center Supervisor or Shift Leader on duty.
- The Corrections Transport Vans are County property. What is considered contraband inside the Work Release Center will be considered contraband inside the vans.
  - No food or drinks are allowed to be consumed in the van.
  - The vans will be kept clean at all times.
  - No one will open any windows without the permission of the driver.
- You must comply with driver instructions during transport.

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.

## CWRC INMATE PRIVILEGES

### Canteen

Inmates will be permitted to order canteen food and hygiene items which are not allowed at the Main Unit.

All food and beverages will be consumed at the dayroom table.

- Once items intended to be consumed in a single serving (soup, food pouches, etc.) are opened, they are to be fully consumed or disposed of. Once opened, these items will not be stored in a locker or storage container.
- Microwaves have been provided for inmate use. Inmates will be responsible for maintaining the cleanliness of the microwave. Any abuse or intentional damage to the microwave could result in the removal of the microwaves.
- Any inmate who deliberately damages a microwave will be liable to reimburse the Sheriff's Office for repairs or replacement.

Inmates who lose canteen privileges (such as Non-Confinement disciplinary action) and remain at the CWRC will have his canteen items removed, inventoried and stored until the completion of his Non-Confinement status.

Inmates returned to the Main Unit will forfeit all food and hygiene items not allowed in the Main Unit. These items will be inventoried and destroyed or donated as directed by the CWRC Supervisor.

All items not issued by facility, purchased from Canteen or allowed as outlined in Inmate Handbook will be considered contraband and properly disposed of.

- Possession of unauthorized food items is prohibited. This includes salt, pepper, sugar, ketchup, mustard, etc.

## **Recreation:**

Inmates will form 1-(one) or 2-(two) lines as directed by the Corrections Deputy.

- There will be no talking, horse playing, or breaking of lines.

## **Programs:**

Religious Services will be reviewed and approved by the facility Chaplain.

Television viewing will be from 7:00 p.m. to 10:00 p.m. only and viewing will be restricted. Any change must be authorized by the CWRC Supervisor or designee.

Telephones will be turned on after 0900 or after morning cleanup is completed. Telephones will be secured at 10:00 p.m.

- When using the telephone, if requested by another inmate, your call is limited to fifteen (15) minutes.
- No incoming telephone calls are permitted.

Inmates attending classes or programs will conduct themselves in an orderly manner.

Video Visitation: Same guidelines as the Main Unit, with additional requirements.

- It is your responsibility to check the monitor for your scheduled date and time of visit.
- Work Squad - any monies will be deposited into your Canteen account via the Visitation kiosk, during normal business hours at the Visitation Center.
- Work Release - any monies to be left at the Main Unit (one time only), for Work Release participants must be approved and coordinated through the Community Work Release Center Supervisor or designee. All other monies will be deposited into your Canteen account via the Visitation Kiosk at the Visitation Center.

## **CWRC HOUSING / LIVING QUARTERS**

### **Sanitation – All Areas**

Deputy will assign cleanup personnel on a routine basis.

All toilets, sinks, and showers will be cleaned each morning.

Trash will be emptied after every meal, the floors swept and mopped after evening meal.

Housing areas will be swept and mopped daily.

Nothing will be stored under mattress such as books, papers, clothing, etc.

Nothing will be hung outside of locker.

Dining area will be cleaned after each meal.

Lockers and inmate storage containers will be cleaned weekly and inspected for excessive items.

Any other cleaning as directed by personnel.

### **Personal Hygiene**

Male inmates will keep their hairstyles within the following guidelines, as directed by personnel.

- 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 Corrections Deputy 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.

All inmates will have good personal hygiene. You will shower daily or additionally as necessary to remain neat and clean.

Female inmates will keep their hair clean, combed, and neat. If on a work detail, hair will be kept in place according to the instructions of a Work Supervisor.

Fingernail length will be neat and appropriately trimmed.

### **Uniforms:**

Pants and shirts will be worn in housing area at all times. Pants will be worn properly and not below the beltline.

No head coverings will be permitted.

Shirts with sleeves will be worn while working outside the facility.

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 return to the housing area to shower and dress into the inmate uniform.

Footwear will be worn at all times when out of bunk.

Footwear: one (1) pair of work shoes may be kept under the bed when not being worn, in addition to crocs (slides). All other footwear must be stored in your locker.

### **Laundry**

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 properly.

## 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 Work Release Center

First Revision: March 10, 2010  
Second Revision: March 28, 2013  
Third Revision: July 09, 2013  
Fourth Revision: September 10, 2013  
Fifth Revision: April 28, 2014  
Sixth Revision: October 17, 2014  
Seventh Revision: January 19, 2015  
Eighth Revision: August 12, 2016  
Ninth Revision: November 3, 2106

### Main Detention Center

First Revision:	April 20, 1999	Eleventh Revision:	April 15, 2003
Second Revision:	June 30, 1999	Twelfth Revision:	April 28, 2003
Third Revision:	December 21, 1999	Thirteenth Revision:	May 23, 2003
Fourth Revision:	August 8, 2000	Fourteenth Revision:	June 10, 2003
Fifth Revision:	March, 15, 2000	Fifteenth Revision:	February 3, 2004
Sixth Revision:	April 7, 2000	Sixteenth Revision:	August 4, 2004
Seventh Revision:	April 2002	Seventeenth Revision:	April 4, 2005
Eighth Revision:	August 19, 2002	Eighteenth Revision:	November 1, 2005
Ninth Revision:	October 30, 2002	Nineteenth Revision:	March 25, 2008
Tenth Revision:	November 6, 2002	Twentieth Revision:	March 9, 2009

### Community Release Center

First Revision: March 14, 2003  
Second Revision: August 27, 2003  
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.