

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



DETENTION CENTER AND COMMUNITY
WORK RELEASE CENTER

INMATE HANDBOOK

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INTRODUCTION

The Sheriff of St. Johns County and his staff manage the St. Johns County Detention Center. 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, Sentenced Inmates and Direct Filed Juveniles

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.

Samuel P. Williams
Director of Corrections

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*****IF YOU WOULD LIKE TO PROVIDE INFORMATION ON CRIMINAL ACTIVITY AND ARE WILLING TO COOPERATE WITH LAW ENFORCEMENT, CALL 904-999-9999. PLEASE PROVIDE YOUR NAME AND INMATE NUMBER – THIS CALL WILL BE FREE.*****

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.

Detection

Sexual Assault / Abuse in inmates is described as one or more inmates touching, or other actions and/or communications by one or more inmates aimed at coercing and/or pressuring another inmate to engage in a sexual act. Sexual acts or contracts between inmates, or staff and inmates even when no objections are raised, are prohibited acts. Engaging in, or attempting to engage in a sexual act with any inmate or the intentional touching of an inmates genitalia, anus, groin, breast, inner thigh, or buttocks with the intent to abuse, humiliate, harass, degrade, arouse, or gratify the sexual desire of any person is prohibited. Sexual acts between inmates is a violation of administrative rules and could be illegal. Sexual acts between inmate and staff, even when no objections are raised, are always illegal.

Prevention

All staff and inmates are responsible for being alert and reporting signs of potential situations in which sexual assaults may occur.

Preventing sexual assault/abuse also requires that staff attempt to identify sexual assaultive inmates. In fact, care must be taken to identify and document any history of sexual assaultive behavior. Accordingly, during intake screening procedures, staff will review available documentation for any indication that an inmate has a history or has sexually aggressive behaviors. Staff shall refer any inmate with a history of sexually abusive behavior to Medical staff for an assessment and possible treatment.

Screening and Classification

All inmates entering into the St Johns County Detention Center will be screened by the Medical staff. Classification will occur after first appearance. When an inmate reports having been a victim of sexual assault/ abuse and expresses a willingness to participate in treatment, staff shall refer the inmate to Medical. They will assess the inmate's need for treatment and discuss available treatment options when appropriate.

Every inmate will complete a questionnaire during the Classification process in order to determine those inmates which may be at risk of being victimized.

Confidentiality:

Distribution of information concerning the identity of the 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 victim's welfare and for law enforcement investigative purposes.

What to Do If You're Victimized:

Report the incident immediately to staff. Jail staff 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 worn at the time of the incident with you to the medical exam. Medical will examine you for injuries. They may also check for sexually transmitted diseases. Staff will assist in providing you with counseling.

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 PREA Hotline to report the incident by choosing option number seven (7) on the inmate phone system. Follow instructions 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 provide 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, if assistance has not already been provided. 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 that may 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 another 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, telephone or tablet
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
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

69. Failure to remain employed (CWRC)

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, lose, 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 Visitors may visit inmates any time the facility is not on a lockdown status. Visits will be suspended during meal times and facility counts. Facility will be available to attorneys / official visitors from 0700 to 1130, 1300 to 1600 and 1900 to 2200.

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

- Additional visitors with the attorney will require a court order
- The only exception will be whether a paralegal or private investigator representing an attorney provided prior approval has been obtained.
- All other deviations will require the approval of the Director of Corrections or designee.

Attorneys may not solicit inside the jail.

ADMISSIONS / RELEASE

Admissions

During the booking process, arrestees/offenders 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 afforded the opportunity to take a shower and will be issued uniform, hygiene items, inmate handbook to include PREA information.

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.

After the booking process has been completed, if eligible, the arrestee/offender may post bond. A bond may be assigned based on a bond schedule furnished by the 7th 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 may set a 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 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 batters 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 outside the secured area.

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 Supervisor conducting releases will verify your identification, ensure all property, monies and appropriate paperwork have 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.

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 SPOT Registration Office to complete the criminal registration process. The Bailiffs Office is located directly across the street in the Courthouse Complex.

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 Booking Deputy and medical personnel and stored as personal property.

Property brought from another institution will be stored as personal property, opened food items will be disposed of accordingly. Unopened food items must 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 which cannot be removed you may be placed in Administrative Confinement, until piercings can be removed or until a determination is made by Classifications.

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 deputy and inmate will both sign the form when the 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 or designee will approve the acceptance of clothing for work release purposes.

Excessive Property, Pictures, or Books

At any time during your incarceration, if you have property, pictures or books over the authorized amounts, you may write a request form to Booking to place items into your property.

If an inmate wants to mail excessive property out of the facility, fill out an Inmate Request Form to the Mail Room Clerk. All cost incurred for property mailed out of the facility will be at the expense of the inmate, prior to package being mailed.

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
- 2 – White boxer
- 2 - Bra (females only)
- 3 - Underwear (females only)
- 1 – Gray long sleeve shirt
- 2 – Sheets
- 1 – Blanket
- 1 – Towel
- 1 –Hygiene Packet (consisting of soap, comb, toothbrush, deodorant, and toothpaste)
- 1 – Armband
- 1 – Handbook – PREA Information

You are responsible for all County property issued to you, including this copy of the Inmate Rules and Regulations (Inmate Handbook). All issued property shall be returned during the release process. 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 in excess of the specified amount will be considered to be contraband and will be confiscated and appropriate action taken, to include items being discarded.

- 4 - White Underwear
- 5 (females only) - White Bra (no underwire)
- 5 - White Undershirts/T-Shirts
- 1 - White Long Sleeve T-shirt (purchased from canteen)
- 5 pair - White Socks
- 1 pair -Footwear (jail issued)
- Hygiene Items (soap, shampoo) no more than two (2) of each different type of products (2 shampoo, 2 conditioner, 2 palm aid, 2 Nair, etc.)
- 1 roll - Toilet Paper
- 2 - Flexible Pens
- 6 - Photographs

- 1 - Religious Book (not to include books from Program Classes)
- 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*
- Other Medications as Prescribed by Medical - (must have written Authorization)
- Canteen Items (food snacks)
- Legal Papers
- Personal letters
- Writing Paper
- 1 pair – Earbuds to be used with tablets (purchased from Canteen)

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 Booking 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 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 transferred 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 the inmate 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) in your possession during the admissions process will be deposited into your inmate trust account. Checks received from other institutions will be accepted and deposited into your account.

Admissions Fee

Florida Statute 951.033 allows the collection of fees to assist in offsetting 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 or transferred from Department of Corrections, unless returning for a new case
- Courtesy Holds
- Federal Inmates
- Inmates returning for court purposes
- All other exceptions must be approved by the Corrections Division Director.

Inmates who are indigent or 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 fee 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 are responsible for medical fees incurred for self-inflicted injuries, and may include those obtained during altercations with other inmates.

Fee Schedule

Nurse sick call	\$5.00
Physician	\$10.00
Dentist	\$10.00
Medications (Prescription)	\$5.00
Medications (Over the Counter)	\$1.00
Physician referred from nurse	\$5.00
Reading Glasses	\$3.00

Inmates will not be charged for:

- Initial Screenings
- Physical Assessment / Histories
- Mental Health Services, psychotropic medications and medical care specific to mental health.
- Tests and treatment related to sexually transmitted diseases or other contagious diseases, tuberculosis / HIV
- Follow-up care prescribed by Medical
- Medical care requiring immediate outside medical intervention and true medical emergencies as determined by Medical
- Injuries excluding self-inflicted, recreational
- Treatment related to chronic care clinic as ordered by Medical includes, but not limited to:
 - Cardiac
 - Hypertension
 - Asthma
 - Diabetes
 - Infectious / Communicable Disease
 - Obstetric Services

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 post 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.

Funds may be deposited into your Canteen account in the following areas / times:

- The Detention Center Visitor Lobby Kiosk – Open 24/7
- Video Visitation Center – during normal business hours Monday-Friday or,
- Online 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.

Canteen menus are posted in each housing area. Inmates will be allowed to spend a maximum of \$75.00 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 on the approved day once a week. Hearing impaired inmates must request a Canteen slip from a Corrections Deputy.

No trading, exchanging or refunding allowed of purchased canteen.

Food items purchased from Canteen will be kept in the assigned property bag within your cell, 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.

23-Hour Lockdown and/or Disciplinary Confinement areas will have a modified Canteen list menu for hygiene items and/or stationary items. 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 and stationary items.

Upon release if you have placed a canteen order, you or a designated person will have two (2) weeks to pick up the canteen order or it will be donated to a local charity.

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

Indigent inmates will be provided the appropriate facility authorized footwear. An Inmate Clothing Request form must be submitted to replace your crocs should they need to be exchanged. See the Housing Deputy for a Request form.

INMATE SERVICES

Dental

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

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.

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.

Cards which are constructed in such a manner as to permit concealment of contraband will not be permitted.

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

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.

Juvenile Education

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

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".

Mail

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

Family/friends can access the SJSO website at www.sjso.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.

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
- letters written in sparkle ink, crayon, colored pencil, etc.
- letters which have an unknown substance on them

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.

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.

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.

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" If the package does not have a return to sender it will be donated. 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.

Meals

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

All inmates will receive three (3) dietician approved 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.

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.

Medications

Medications received during the intake process, the Booking Deputy, Nurse and Inmate will sign the inventory form. The inmate will be provided with a copy of the inventory 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.

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 be seen.

Notary Services

Notary services are available upon request.

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.

Sick Call Requests

Sick Call Request Forms are utilized to address medical issues or concerns with the Medical Department during your incarceration.

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.

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 a 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 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 to any person who has advised the Administration that communication is not wanted will result in telephone privileges being revoked and possible criminal charges being filed.

Communicating 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.

Telephone/ VRS

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.

Video Relay Services (VRS) for the hearing and speech impaired available upon request.

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 VRS. Inmates requesting to utilize VRS 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.

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 and approved by the Shift Leader.

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 Federal Communications 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, etc. Prohibited conduct will result in the removal of the telephone or telephone privileges. 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 to use the telephone.

Inmates will not use office telephones unless authorized by Detention Center personnel.

Tablets

Tablets are considered an inmate privilege and are provided by the St. Johns County Detention Centre as a means of improving access to educational materials, phone and message communications, and other applications as determined by the Corrections Staff. Each inmate has a unique user name and personal identification number (PIN) for use with tablets. It is each inmate's responsibility to safeguard this information. The St. Johns County Sheriff's Office or the St. Johns County Detention Center will not be responsible for any monetary or other losses due to fraudulent use of PIN numbers.

Earbuds may be required for certain applications when using the tablets. Earbuds may be purchased through Canteen. The St. Johns County Sheriff's Office is not responsible for any loss or damaged earbuds. Inmates are only authorized to have one (1) set of earbuds in their possession.

Tablets are issued and collected at the discretion of the Corrections Staff. Inmates will be limited to three (3) hours of use, if other inmates are waiting to use the tablet. Inmates preventing other inmates from using a tablet will lose their privilege for the day and may receive disciplinary actions against them.

Inmates who abuse, willfully damage, or use a tablet in any manner other than its intended purpose will face disciplinary actions and may receive criminal charges and loss of future tablet privileges.

When finished using a tablet, you will need to log off of the tablet – but do not turn the tablet off.

All communications via the tablets are subject to monitoring and/or recording at all times.

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:



- 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, a 12 if you have SABP, or a 10 if you have a SAPD in your MNI Number located on your armband.
 - a) Example 1: SJSO12MNI00000013, Example 2: SABP12MNI00000012, Example 3: SAPD12MNI00000010
 - 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
- **Dial 904-999-9999, if you would like to provide information on Criminal Activities and are willing to cooperate with law enforcement officials. Please provide your name and inmate number – this call will be free.**

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.
- If the Administrative Remedy form is not completed and returned by the inmate the next business day 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 / HomeWav

Two types of visitation are offered by the St. Johns County Sheriff's Office. Video Visitation at the Video Visitation Center – free of charge to inmates and visitors and can be up to sixty (60) minutes in duration. Approved visitors may also conduct Remote Video visits outside of scheduled times when video kiosks are available in the housing areas during regular visitation hours – requires a fee. These visits may be of shorter duration than sixty (60) minutes and will not be considered one of the weekly permitted visits conducted at the Video Visitation Center.

Inmate to inmate visitation: Inmate must provide proof of relationship, (i.e. birth certificate, marriage license, etc.) in order to visit another inmate which is incarcerated in the St Johns County Detention Center. Approved visits will only be conducted at the Main Unit in the non-contact Visitation Rooms.

All visits (Remote or at the Video Visitation Center) will be scheduled through the website of the visitation provider, HomeWav: <https://www.homewav.com>

Visitation will take place Monday through Friday during the following scheduled hours:

Monday and Friday Only	Tuesday, Wednesday, and Thursday
8:00-9:00am	1:00-2:00pm
9:00-10:00am	2:00-3:00pm
10:00-11:00am	3:00-4:00pm
1:00-2:00pm	7:00-8:00pm
2:00-3:00pm	8:00-9:00pm
3:00-4:00pm	

Visitation from approved friends and family 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 or inmate, may be asked to terminate the visit. Failure to comply on the part of the visitor or inmate may result in the loss of their visitation privileges.
3. Inmates are permitted to have visitation sixty-(60) minutes, twice weekly.
4. If approved, visitors are required to schedule visitation appointments no less than 24 hours in advance, and must check-in at least fifteen (15) minutes in advance.
5. Visitors and 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. All Remote and Video visits are monitored and are subject to recording.
8. You will only communicate with the person you are scheduled to visit – No Exceptions.
9. For Remote Visits –
 - Only approved visitors will be allowed during visits
 - Clothing must be appropriate and follow the same guidelines as at the Visitation Center.
 - Any activities that are sexually suggestive will result in the permanent suspension of that visitor.
 - No taking pictures during visits

Violation of any Remote / Video Visitation Rules will result in the loss of visitation privileges. The nature of the violation will determine whether suspension is permanent or temporary.

Reading Materials

Reading materials are made available for inmates held beyond first appearance.

Reading materials will be made available via the inmate tablet system to include recreational and educational reading materials.

Television

The television will be viewed between the hours of 7:00 p.m. and 11:00 p.m. daily, or at the discretion of the Shift 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 go to their cell and put on the proper attire for recreation. The inmates will remain in their cell until notified to proceed to the Recreation Yard.

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).

While on the Recreation Yard, all inmates will wear their uniform or white t-shirt and 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 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 through 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 bags, 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 property bags, which must be stored under the bed

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.
- Isolation and Medical, the fourth 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 Housing Deputy at least once (1) weekly for the purpose of personal hygiene.

Uniform / Clothing

Uniforms too small / large or with a defect will be exchanged one (1) for one (1) (i.e., to get one (1) uniform you must turn in one (1) uniform). The Utilities Deputy will only exchange clothing after receiving an Inmate Clothing Request Form.

You must be properly dressed 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.
- Religious head covering approved on a case by case basis

- No head coverings will be permitted
- 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.
- If issued, red/yellow shirts will be worn at all times.

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

- Every bunk is issued One (1) *numbered* laundry bag
- 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
- Do not throw your bag into a pile at the block door; if you will be out of the block for court, hand the laundry bag to the Housing Deputy.
- When clean laundry is returned, you must line up at the block door to receive your bag.

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

COUNTY SENTENCED INMATES

Inmate Workers

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

Inmate Workers assigned to Kitchen

The Kitchen area is prohibited to all inmates, except those assigned to work in this area. 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 prohibited 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.

WORK RELEASE 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 Detention Center Administration.
2. If the Courts/Judge 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.
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. Participants will not be allowed to operate motor vehicles.
11. All prospective employers will be given a copy of the Work Release Rules and Regulations for their review.
12. Detention Center Medical must clear all prospective Work Release participants prior to employment.
13. Must not have been charged/found guilty of any sexual offense.
14. Must not have been found guilty of any type of escape charge.
15. Work Release inmates are responsible for the cost of their medical care.
16. All outside medical appointments will be approved by the contracted medical provider. **Exception:** Emergency medical conditions do not have to be pre-approved.

Requirements for Work Release Participation

Participation in the Work Release Program is a privilege and is designed to help the participant reintegrate into 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. 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 and/or criminal charges
3. 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.
4. If work ceases before the end of the schedule, the participant's employer must call and notify the Work Release Center.
5. In the event anything unusual should occur, the participant will contact the Work Release Center at once for special instructions.
6. 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.
7. The participant will not quit or resign his/her job, or change jobs without first securing approval from the Work Release Supervisor.
8. 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.
9. 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. You may be subject to disciplinary and/or criminal charges.
10. Participants will be truthful at all times. Lying to any personnel will be cause for immediate removal from the Work Release Program.
11. Participants in the Work Release Program will abide by all facility rules and regulations.
12. All non-job related contacts are prohibited on the job or in transit.

13. No Work Release participant will carry or use cell phones, pagers, or any other electronic device unless authorized by the Work Release Supervisor.
14. 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.
15. All Work Release participants will turn in all currency (including tips) earned each day 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.
 - Inmates are prohibited to be in possession of any currency.
16. All Work Release currency will be maintained in individual accounts. 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 release money to.
 - Requests to release money will be turned in by Saturday, along with the next week work schedule.
 - Failure to turn in requests for money on Saturday will result in no money/checks written for the next week but will still allow for mandatory deductions from your account.
 - The CWRC Supervisor or designee will issue requested checks to participants each week.
17. All participants on the Work Release Program will be strip searched upon entry to the CWRC and will be subject to a pat down search, as deemed necessary.
18. All Work Release participants are subject to random drug/alcohol testing.
19. All Work Release lockers, storage bins and other containers will be inspected for cleanliness and hygiene as needed.
20. 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.
 - Property not authorized in the Main Unit will be inventoried and stored in the Main Unit Property Room.

CWRC 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 in addition to Main Unit Rules and Regulations. A violation of these rules could result in removal from 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.
7. The use and/or possession of tobacco products in any form is prohibited.
 - Additionally, matches and/or lighters are prohibited.
8. At lock-down 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 inappropriate communication with the public.
12. There will be no lingering at Corrections Deputy's work station.

Security

When your name is called, you will answer loudly and clearly.

All inmates will be issued a picture identification badge. You are responsible for this badge and will wear it at all times except after lock-down.

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 intentionally damaged, you will be responsible for the cost (\$5.00) for a new badge.

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

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.

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, or sneakers
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	Long Sleeve gray shirt
1	Long Sleeve white shirt (purchased from canteen)

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) *

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.

A take-out meal is available for those working outside of the Work Release Center when lunch or dinner is served. 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.

- If you miss the van, you may be subject to disciplinary action.

- 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.
 - 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.
- All female inmates will ride in the first seat behind the driver.

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.

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.

Velco Tennis shoes may be purchased from canteen for recreation time; they are not to be worn in the dayroom.

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 items not issued by the facility to include food, and hygiene items. These items will be inventoried and if opened discarded, all other will be donated as directed by the CWRC Supervisor.

- Clothing items will be inventoried and placed in the inmate's property.

Recreation:

Inmates will offered recreation in accordance with policy, no less than 3 hours per week.

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. 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 turned off at 10:00 p.m.

- When using the telephone, if requested by another inmate, your call is limited to fifteen (15) minutes.

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

Recreational and educational reading materials are made available on the inmate tablet system – and is available to all inmates.

Remote and 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.
- Visits may only be schedule for non-working hours.

Canteen:

Follow the same procedures for depositing money into your canteen account as in the Main Unit.

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 daily, the floors swept and mopped daily.

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

Nothing will be hung outside of locker.

Day room tables will be cleaned after each meal.

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.
- Sideburns 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.

*****IF YOU WOULD LIKE TO PROVIDE INFORMATION ON CRIMINAL ACTIVITY AND ARE WILLING TO COOPERATE WITH LAW ENFORCEMENT, CALL 904-999-9999. PLEASE PROVIDE YOUR NAME AND INMATE NUMBER – THIS CALL WILL BE FREE.*****

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, 2016
Tenth Revision: May 8, 2017
Eleventh Revision: April 12th 2019

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.