

ST. JOHNS COUNTY SHERIFF'S OFFICE  
ROBERT A. HARDWICK, SHERIFF



COMMUNITY WORK RELEASE CENTER  
(CWRC)  
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 at the Community Work Release Center. 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 – CWRC, in addition to the Main Unit handbook. 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 the facility in which you are assigned. 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.



Tara Wildes

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.

# WORK RELEASE REQUIREMENTS

## 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. If you were a past participant in the Work Release Program, you must have successfully completed it.
5. You will be required to submit to a pre-employment drug screening.
6. You will be drug and alcohol tested periodically throughout your participation in the Work Release Program.
7. All employment shall take place within St. Johns County.
8. Prospective employers shall be approved, by the Work Release Supervisor, prior to employment.
9. Participants will not be allowed to operate motor vehicles.
10. All prospective employers will be given a copy of the Work Release Rules and Regulations for their review.
11. Detention Center Medical must clear all prospective Work Release participants prior to employment.
12. Must not have been charged/found guilty of any sexual offense.
13. Must not have been found guilty of any type of escape charge.
14. Work Release inmates are responsible for the cost of their medical care.
15. 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. You must be a resident of St. Johns County for at least six (6) months, prior to your arrest.
  - Proof of residency is required.
2. 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.
3. The participant is to work diligently at his/her job and is not to leave the place of employment or approved location for any purpose unless authorized to do so in advance. Any unauthorized absences from the approved place of employment or approved location will result in disciplinary action and/or criminal charges
4. All participants are responsible for notifying the Community Work Release Center personnel of his/her job location changes through their employer. If the employer wishes to change the time and/or work location, he/she must make arrangements with the Community Work Release Center Supervisor or Shift Leader on-duty.
5. If work ceases before the end of the schedule, the participant's employer must call and notify the Work Release Center.
6. In the event anything unusual should occur, the participant will contact the Work Release Center at once for special instructions.
7. All participants must have their schedules faxed or emailed to the Community Work Release Center from their employer by Saturday of each week. If no schedule is submitted by Saturday for the following week, the participant will not be allowed to go to work until a schedule has been submitted by the employer.
8. The participant will not quit or resign his/her job, or change jobs without first securing approval from the Work Release Supervisor.
9. Participants who are terminated from their employment due to reasons of incompatibility may be afforded the opportunity to secure another job at the discretion of the Work Release Supervisor.

10. The Work Release Supervisor or designee will approve for work release participants to have work appropriate clothing dropped off to the Detention Center.
11. 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.
12. Participants will be truthful at all times. Lying to any personnel will be cause for immediate removal from the Work Release Program.
13. Participants in the Work Release Program will abide by all facility rules and regulations.
14. All non-job related contacts are prohibited on the job or in transit.
15. No Work Release participant will carry or use cell phones, pagers, or any other electronic device unless authorized by the Work Release Supervisor.
16. 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.
17. 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, unless otherwise approved.
18. 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.
19. 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.
20. All Work Release participants are subject to random drug/alcohol testing.
21. All Work Release lockers, storage bins and other containers will be inspected for cleanliness and hygiene as needed.
22. 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

The following general rules must be followed while assigned to the CWRC. 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 of the CWRC**

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 CWRC Deputy's discretion.
  - CWRC 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 CWRC 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 **CWRC** Deputy's workstation.

### **Disciplinary Infractions of CWRC**

The Detention Center Community Work Release Center (CWRC) Inmate Handbook containing all disciplinary rules was issued to you when you transferred into the facility. 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:

- Criminal Charges, if Violation of Florida Statute
- Removal from Work Squad / 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
- Informal / Formal discipline

The following is a complete list of disciplinary infractions:

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/Poss 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 staff member a bribe,
51. Giving money or receiving money or anything of value for protection
52. Disorderly conduct
53. Possession or Use of any unauthorized narcotics, drugs, paraphernalia, or medications
54. Trafficking any intoxicant or drug
55. Possession of money (Work Release)
56. Failure to wear and display issued armband or ID
57. Failure to maintain acceptable personal and/or facility hygiene
58. Attempting to kite
59. Attempting to or conspiring to violate Rules of 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, or citizens
65. Correspondence with persons after notification it is not wanted
66. Possession of food items outside of dayrooms
67. Placing three-way calls is not permitted
68. Failure to follow dress regulations (exposing underwear)
69. Failure to remain employed (Work Release)
70. Disobeying instructional Regulations
71. Willfully wasting county property or Property of another
72. Operating Motor Vehicle on job without authorization

## **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 identification 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 / locks 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 (no steel / composite toed, unless approved for work purposes only, by the Work Release Supervisor of designee)
5 pair	Work pants
5	Work shirts (No sleeveless shirts)
5 pair	Underwear (white only)
1	Belt
5	Undershirts (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.

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

Velcro 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.

## **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 CWRC 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., pants, etc. These items damage the machines, rip other laundry bags and cause laundry bags to be severely twisted.

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