

ST. JOHNS COUNTY  
***SHERIFF'S OFFICE***

**ROBERT A. HARDWICK, SHERIFF**

**INMATE  
HANDBOOK**



**REVISED 02/07/2025**

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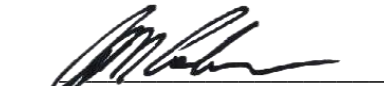
The Sheriff of St. Johns County and his staff manage the St. Johns County Detention Center. The Detention Center is located at 3955 Lewis Speedway, St. Augustine, Florida 32084.

The St. Johns County Detention Center operates two separate facilities:

- Main Detention Unit - Pre-trial, Sentenced Inmates and Direct Filed Juveniles
- Community Work Re-Entry 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 commissary, 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.



Jason M. Caban  
Director of Corrections

**\*\*\*IF YOU WOULD LIKE TO PROVIDE INFORMATION ON  
CRIMINAL ACTIVITY AND ARE WILLING TO  
COOPERATE WITH LAW ENFORCEMENT,  
CALL 904-209-1564.  
PLEASE PROVIDE YOUR NAME AND INMATE NUMBER  
– THIS CALL WILL BE FREE\*\*\***

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 contact 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 inmate's 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 are 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 an 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.

You can tell a Corrections Deputy, Medical personnel, Mental Health Staff, Chaplain, Programs Instructor, or any other personnel you trust if you have thoughts of suicide or self-harm. 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 Suicide Hotline to report thoughts of suicide or self-harm. If you suspect another inmate of being suicidal, you are encouraged to report this to the Suicide Hotline. Call the Suicide Hotline by choosing option seven (7) on the inmate phone system. This is a free call from any block telephone.

## 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 ADA Coordinator, 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 which may run consecutive with any other sentence. The following is a list of rules of conduct for all inmates housed in the Main Unit / Community Work Re-Entry Center (CWRC):

- .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 their 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 them 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
- .56 Failure to wear and display issued 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
- .70 Disobeying instructional Regulations
- .71 Willfully wasting county property or Property of another
- .72 Operating Motor Vehicle on job without authorization
- .73 Resisting staff with violence
- .74 Resisting staff without violence

**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**

Conduct yourself in such a manner as to demonstrate respect to fellow inmates and all Detention Center personnel.

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 (AC).

**Identification**

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

If you remove, lose, or damage your issued identification in any way, you will be required to purchase another ID at a cost of six dollars and twenty-eight cents (\$6.28), which will be charged to your Trust Fund account. You must have your ID to be released.

**Attorney / Official Visitor**

Attorney / Official Visitors may visit inmates any time the facility is not on a lockdown status. Facility will be on lockdown status and unavailable to attorneys / official visitors from 10:00 p.m. to 7:00 a.m.; 11:30 a.m. to 1:00 p.m., 4:00 p.m. to 7:00 p.m.; during times of inclement weather, and when ordered by Executive Staff for safety and security of inmate, visitors, and the public.

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 Corrections Division Director or designee.

**Restraints for Pregnant Females:**

- If you are pregnant or think you may be pregnant, please inform staff.
- In accordance with St. Johns County Sheriff's Office policy, at no time will a pregnant female be restrained with leg irons and waist chains unless there is an imminent threat of violence; self-harm; harm to the fetus or escape, and whose escape poses a risk of additional criminal activity to the community. The inmate will be restrained by handcuffs in the front of the body in order to protect herself in the event of a forward fall prior to active labor, delivery, or postpartum recovery.
- Should extraordinary circumstances arise where the restraints must be used during active labor, delivery, or postpartum recovery, only handcuffs are to be used for no more time than necessary.



**Admissions**

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

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. You will be responsible for your phone PIN and should not share with others. 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.

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 to 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. Arrestees / Offenders who cannot post bond or do not meet the criteria for bond upon admission will receive first appearance in front of a judge.

**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.

**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. This 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. Any issues of concern need to be addressed to Classification via an inmate request.

**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

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.

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. Property will be stored in the secured Property Room.

Inmates with personal property identified with a value of more than one hundred (\$100.00) dollars 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.

Any medications which are brought into the facility as property not in the proper container will be disposed of or submitted into evidence pending criminal charges.

Property brought from another institution will be stored as personal property and opened food items will be disposed of accordingly. Inmates will be allowed to keep a reasonable amount of legal papers.

### **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; inmates 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.

### **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 costs 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:

- Three (3) Inmate Uniforms
- One (1) Blue Gym Shorts
- Three (3) White Boxers (males only)
- One (1) Bra (females only)
- Three (3) Underwear (females only)
- One (1) Gray Long Sleeve Shirt
- Two (2) Sheets
- One (1) Blanket
- One (1) Towel
- One (1) Hygiene Packet (consisting of soap, comb, toothbrush, deodorant, and toothpaste)
- One (1) Eye Mask
- One (1) Inmate Identification Card
- Handbook / PREA Information

You are responsible for all County property issued to you. 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.

- Four (4) White Underwear / Boxers
- Five (5) White Bras (no underwire, females only)
- Five (5) White Undershirts / T-Shirts
- One (1) White Long Sleeve T-Shirt (purchased from inmate commissary)
- Five (5) Pairs White Socks
- One (1) Pair Footwear (jail issued)
- Hygiene Items (soap, shampoo) no more than two (2) of each different type of products (two (2) shampoo, two (2) conditioner, two (2) palm aid, two (2) Nair, etc.)
- One (1) Roll Toilet Paper
- Two (2) Flexible Pens
- Six (6) Photographs
- One (1) Religious Book (not to include books from Program Classes)
- Four (4) Books / Magazines (to include puzzle books)
- One (1) Pair Prescription Glasses
- One (1) White Towel
- One (1) Mattress
- One (1) Pair Reading Glasses
- One (1) Eye Mask
- Twelve (12) Packets OTC Medicines\* (purchased from inmate commissary)
- Other Medications as Prescribed by Medical (must have written authorization)
- Canteen Items (food snacks)
- Legal Papers
- Personal Letters
- Writing Paper
- One (1) Pair Earbuds to be used with Tablets (purchased from inmate commissary)

## **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 Florida Department of Corrections**

If you are sentenced to the Florida Department of Corrections, the following procedure will be adhered to:

- You will have two (2) options to remove the property not approved by the Department of Corrections.
  - (1) Contact a family member to pick up property immediately.
  - (2) Mail the property to family or friend. Boxes, postage can be purchased through commissary.
- If property is not picked up prior to being transferred to the Florida Department of Corrections, your property will be sent with you and may not be retained by the Florida Department of Corrections.

Allowable property for Department of Corrections includes:

- 1 Address Book (Wallet Size)
- 1 Religious Book
- 40 Blank or Stamped Envelopes
- 40 Stamps
- 2 Personal Glasses Reading/RX, No Sunglasses
- 4 Pens or Pencils
- Legal Work (Limited to Storage Capabilities)
- 50 Pictures
- 1 Wedding Ring (Smooth Surface Only, Under \$100)
- 1 Watch (Cloth or Plastic NO Metal bands, Under \$50)
- 1 Necklace with Religious Charm (Not to Exceed 2 in X 2 in, Under \$50)
- 2 Packs of Paper
- Medically Prescribed Items
- Authorized Religious Items

## **INMATE TRUST FUND ACCOUNT**

## **TOC**

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. All currency (bills and coins) in your possession during the admissions process will be deposited into your Inmate Trust Fund (Commissary Fund) 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 twenty (\$20.00) dollar 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 the Florida 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 Inmate's 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**

One (\$1.00) dollar	Medications (Over the Counter)
Three (\$3.00) dollars	Reading Glasses
Five (\$5.00) dollars	Nurse Sick Call, Physician referred from nurse, and Medications (Prescription)
Ten (\$10.00) dollars	Dentist and Physician

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:
  - (1) Cardiac
  - (2) Hypertension
  - (3) Asthma
  - (4) Diabetes
  - (5) Infectious / Communicable Disease
  - (6) 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. 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 inmate commissary 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 their commissary account during incarceration and they owe 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 commissary account
- This will continue until all debts are paid
- To check the balance in your account you must utilize the telephone system
- Hearing impaired individuals may check their balances via the tablet.

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

It is your responsibility to protect your pass code – It allows access to your Trust / Commissary Account Funds.

### **Inmate Commissary Orders**

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

Commissary menus are posted in each housing area. Commissary must be ordered via telephone and will be delivered on the approved day once a week. Hearing impaired inmates must request a commissary slip from a Corrections Deputy.

No trading, exchanging, or refunding allowed of purchased commissary.

Food items purchased from commissary will be kept in the assigned property bag within your cell, provided they are well wrapped and not exposed. All food items purchased from commissary will be consumed in the cell or dayroom. Food items will not leave the cellblock.

Temporary Security Housing and / or Disciplinary Confinement areas will have a modified commissary list menu for hygiene items and / or stationary items. If a Temporary Security Housing occurs after a commissary order has been phoned in and before delivery of the order, the order will be delivered at the conclusion of the Temporary Security Housing period. If you are in Temporary Security Housing, DR Pending Review or serving DR time, you will only receive hygiene and stationary items.

Upon release, if you have placed a commissary 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 their 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 footwear should they need to be exchanged.

**Dental**

Dental services are available upon submittal of a Sick Call request. Dental services will be provided upon referral from Medical.

**Eyeglasses**

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

**Mail**

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

Family / Friends may send non-legal mail to an inmate at the following address:

Smart Communications/St. Johns County Jail  
(Provide Inmate Name and Inmate ID #)  
P.O. Box 9102  
Seminole, FL 33775-9151

Family / Friends should access the St. Johns County Sheriff's Office website at [www.sjso.org](http://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.

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 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 11:00 am. 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.

## **Inmate to Inmate Mail Correspondence**

This type of correspondence will normally not be permitted. The only exception will be immediate family, which includes, mother, father, sister, brother, children, or spouse. If an inmate wishes to participate in this type of correspondence, they 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.

## **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 an Inmate Communications Specialist.

Privileged mail must be marked "Legal Mail".

## **Unauthorized Packages**

Unauthorized packages or mailings larger than 10x13, CDs, or DVDs 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.

## **Juvenile Education**

Juveniles housed in the St. Johns County Detention Center will attend classes provided by the county school system or GED, whichever applies based on age and current education level.

## **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.

## **Medical**

The St. Johns County Sheriff's Office provides qualified medical personnel around the clock, every day, to attend to all inmate medical needs.

## **Medication Pass**

All medications will be administered by licensed medical personnel. Inmates are to be dressed in full uniform with issued ID.

## **Medications**

Inmate commissary-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 prescription medication in your possession in the housing area. Failure to have authorization could be cause for disciplinary action for possession of contraband.



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

### **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 Requests are utilized to address medical issues or concerns with the Medical Department during your incarceration.

All Sick Call Requests must be submitted through the tablet system.

Inmates unable to use the tablet system may request a Sick Call Request form from the Housing Deputy.

## **INMATE PRIVILEGES**

## **TOC**

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.

All communications (mail, phone and / or tablet) inside and outside of the Detention Center are subject to recording and monitoring.

### **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 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**

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

If you have a family member who is hearing and speech impaired, 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.

No telephone messages will be taken and delivered to inmates unless it is a verified emergency and approved by the Shift Leader.

Abuse and / or damage of the equipment will result in disciplinary action and criminal charges being filed. Prohibited conduct will result in the removal of the telephone or telephone privileges. Inmate privileges to call their attorney or bondsman will not be restricted. Prior to the inmate making the call, a Corrections Deputy shall verify the number to be called.

Anyone found using another 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 as a means of improving access to educational materials, legal research, phone and message communications, and other applications as determined by the Corrections Staff. Each inmate has a unique username and personal identification number (PIN). 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.

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.

## **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 the inmate tablet system or an inmate request form to the Accreditation Sergeant.
- The issue of concern must be stated on the request form. Request forms which do NOT have an issue of concern or are not filled out completely, will be returned to the inmate.

## **Visitation / Remote Visitation**

Two types of visitations are offered, video visitation and remote visitation. Video Visitation at the Video Visitation Center – free of charge to inmates and visitors. Approved visitors may also conduct remote visits outside of the scheduled visitation times when kiosks or tablets are available.

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

All visits (Remote or at the Video Visitation Center) will be scheduled through the online visitation provider website.

Onsite visits are conducted Monday through Friday 0800 to 1100 and 1300 to 1600. Local visits are scheduled in 30-minute increments.

Visitation from approved friends and family is encouraged. The following rules and regulations must be followed:

- Behavior of inmates / visitors shall be carefully regulated. Loud speech, boisterousness and obscene behavior or language will not be tolerated.
- 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.
- Inmates are permitted to have visitation sixty (60) minutes, twice weekly.
- If approved, visitors are required to schedule visitation appointments no less than twenty-four (24) hours in advance and must check-in at least fifteen (15) minutes in advance.
- Visitors and inmates must be appropriately dressed for the visit to occur.
- Abuse of visitation phones by inmates or visitors may result in permanent revocation of visitation privileges and charges filed.
- All Remote and Video visits are monitored and are subject to recording.
- You will only communicate with the person you are scheduled to visit – No Exceptions.
- For Remote Visits –
  - (1) Only approved visitors will be allowed during visits.
  - (2) Clothing must be appropriate and follow the same guidelines as at the Visitation Center.
  - (3) Any activities that are sexually suggestive will result in the permanent suspension of that visitor.
  - (4) 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.

### **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.

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

When going to and / or from recreation, inmates will wear full uniform, or white t-shirt and gym shorts, not a combination of the two (2).

Inmates who are wearing a colored shirt for identification purposes shall only be required to wear their colored t-shirt and gym shorts or colored t-shirt over full uniform while on the recreation yard.

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 a minimum of 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**

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 who do not otherwise have access to tablet system

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 and 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.

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 commissary account.

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

Inmates who are Pro Se will be provided with paper, pen, and envelopes upon request.

## **Audio / Visual Criminal Cases**

There are some cases in which an attorney will request their 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 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**

**TOC**

Your living quarters are considered the area where your bed, desk, and toilet / sink are located. Defacing walls, furnishings, lights, lockers, storage bags, sinks, toilets, mirrors, tables, seats, bunks, etc., 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 completed daily. All bunks will be made by 8:00 a.m. each morning, blankets will be used as spreads when making bunks. Bunks must be made when not in use. Failure to make bunk may result in disciplinary action.

### **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. You will be provided with a sleep mask.

### **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.

### **Dayroom**

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, toilet tissue, and necessary feminine hygiene items.

You are required to shower 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.

### **Haircuts**

Are conducted monthly by block, assignment are as follows:

- Alpha, Bravo, and Medical the first weekend of every month;
- Charlie and Delta, the second weekend of every month;
- Echo and Foxtrot, the third weekend of every month.
- Male inmate workers and male SIGHT will receive haircuts based on the schedule where they are housed, not on specific days.

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, commissary, meals and while in the day room at all times.

- Pants will be worn at the waist level, so the pants cover the top portion of your buttocks without any portion of your underwear showing
- No head coverings will be permitted, except religious reasons
- Religious head covering approved on a case-by-case basis
- 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.

### **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.

## CWRC Entry

Inmates approved by Classification and Medical to perform general work within the facility are termed as an "Inmate Worker". Inmate eligibility will be evaluated by the Classification Committee.

## County Sentenced Grooming Requirements

The wearing of a beard is prohibited.

Refusal to abide by above standards may result in disciplinary actions being taken.

## CWRC RULES AND REGULATIONS

## TOC

The following general rules must be followed while assigned to the CWRC. A violation of these rules could result in removal from work squad, disciplinary proceedings if warranted, and / or criminal prosecution.

### General Rules of the CWRC

All inmates will be out of bunks by 4:30 a.m. for morning cleanup and breakfast.

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.

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.

For all counts, inmates will be required to stand beside their 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.

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

The use and / or possession of tobacco products in any form is prohibited. Additionally, matches and / or lighters are prohibited.

At lockdown count, there will be no excessive noise or extra activities such as card playing, exercise, loud talking, etc.

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.

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.

There will be no inappropriate communication with the public.

There will be no lingering at CWRC Deputy's workstation.

## **Disciplinary Infractions of CWRC**

It is your responsibility to read, understand and comply with all regulations listed in this handbook. 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 program
- 1-30 (one to thirty) days disciplinary confinement
- 1-30 (one to thirty) days loss of gain time.
- Non-confinement
- Informal / Formal discipline

## **Security**

All inmates will be issued a picture identification badge. You are responsible for this badge.

If your identification badge is intentionally damaged, you will be responsible for the cost (\$6.28) 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 SERVICES**

**TOC**

### **Meals**

The CWRC will provide three (3) meals daily. This schedule has been established for the orderly operation of the CWRC. Approximate meal times are as follow:

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

## **CWRC INMATE PRIVILEGES**

**TOC**

### **Inmate Commissary**

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

Follow the same procedures for depositing money into your commissary 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.

Inmates who lose commissary privileges (such as Non-Confinement disciplinary action) and remain at the CWRC will have their commissary items removed, inventoried and stored until the completion of their 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 items will be donated as directed by the CWRC Supervisor.

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

### **Recreation**

Inmates are offered recreation in accordance with policy, no less than three (3) hours per week.

### **Programs**

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

Television viewing must be authorized by the Shift Leader or designee.

Telephones will be turned on after 9:00 a.m. or after morning cleanup is completed. Telephones will be turned off at 10:00 p.m.

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 are 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 scheduled for non-working hours.

## **CWRC HOUSING / LIVING QUARTERS**

## **TOC**

### **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 mattresses such as books, papers, clothing, etc.

Nothing will be hung outside of locker.

Dayroom 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.
- No radical or odd designs will be permitted. The CWRC Deputy will determine what is considered odd or radical.

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

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.

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 cros (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.

**\*\*\*IF YOU WOULD LIKE TO PROVIDE INFORMATION ON CRIMINAL ACTIVITY AND ARE WILLING TO COOPERATE WITH LAW ENFORCEMENT, CALL 904-209-1564. PLEASE PROVIDE YOUR NAME AND INMATE NUMBER – THIS CALL WILL BE FREE\*\*\***