

Minnehaha County Sheriff's Office



CCC Inmate Guidebook

Revision 2014

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SECTION 1: INTRODUCTION

MISSION STATEMENT

The Minnehaha County Jail shall provide safe, secure housing of inmates and continued public safety. The Jail will:

- Operate in accordance with the US Constitution, Federal and State laws, under the direction of the Sheriff.
- Operate in a cost effective manner, without compromising the safety and security of staff, inmates, and visitors.
- Not discriminate against staff, visitors, or inmates because of race, religion, sex, national origin, age, or disability while providing the ability to maintain family ties and community contacts.
- Provide inmates with necessary and legally required medical, mental health, and dental services consistent with the standards for health services established by the National Commission on Correctional Health Care and American Corrections Association.
- Maintain those in custody in a safe and humane manner until legally released.
- Provide a detailed explanation of the facility rules and hold all individuals accountable for their behavior.
- Provide a range of programs and services to reduce idleness and to encourage inmates to improve themselves to reduce further criminal activity.
- Provide staff with initial and ongoing training in order to provide professional development in accordance to the American Corrections Association.

INTRODUCTION

This handbook is designed to provide inmates housed in the Minnehaha County Corrections Center (CCC) with important information during their time at our facility. Information included pertains to Minnehaha County rules and regulations, living instructions, sanitary requirements, and general information to help you with the normal routine of being in custody.

You are responsible for understanding and abiding by all of the information contained in this Inmate Guidebook. If the information contained in the Inmate Guidebook is not completely understood or you have any questions, ask a staff member for an explanation.

Most inmates want to do their time in the best possible way and be released as soon as possible. Some inmates, however, have the mistaken impression that the rules and regulations do not apply to them. They attempt to establish their own methods of operation by creating unrest and causing trouble.

If a disturbance, mass assault, assault, or demonstration occurs, go immediately to your housing area or other area as directed by staff and remain there. Inmates who participate or encourage these actions and behaviors will face disciplinary action and criminal prosecution. Avoid any behavior that may connect you with the trouble in any way.

The safety and security of you (the inmate), the facility, and correctional staff is of the utmost importance. The rules and regulations that have been implemented in this facility support our goal of safety and security.

If at any time, you believe you are in danger of being physically assaulted or abused (including sexual assault or sexual abuse), you should report your concern to a staff member so action can be taken to ensure your safety.

PRISON RAPE ELIMINATION ACT (PREA)

The Minnehaha County Jail has a zero tolerance policy for any type of sexual contact, consensual or otherwise, between inmates, staff, contract workers, visitors, volunteers, and inmates. It is mandatory that you contact a staff member immediately if you become aware of any such situation. You may immediately speak with the Correctional Officer assigned to your unit or request to speak with a Supervisor, Jail Sergeant, Jail Lieutenant or Warden. You may also send a written request or letter to any staff member. Any reports of sexual activity will be fully investigated and persons involved may be subject to disciplinary action and criminal prosecution.

CCC STAFF

When a staff member gives an order or directive, **IT IS EXPECTED TO BE FOLLOWED IMMEDIATELY AND WITHOUT QUESTION.** Inmates not following staff member's orders or directions shall be subject to immediate disciplinary actions. **WHEN AN OFFICER CALLS FOR LOCKDOWN, INMATES SHALL IMMEDIATELY RETURN TO THEIR BUNKS.**

SECTION 2: FACILITY ORIENTATION

INTERCOM AND EMERGENCY CALL BUTTON

The Intercom / Emergency call button can be used to call for assistance in case of an **EMERGENCY** only. Emergencies must consist of life or death medical problems, fights or disturbances, suicide attempts, fires, water flooding or sewer back-up. All other **NON-EMERGENCY** problems are to be handled through a request via the kiosk system or through direct staff contact. Anyone abusing the emergency intercom system will be subject to disciplinary action.

INMATE IDENTIFICATION

Work release inmates will be issued an inmate identification card upon (DOC inmates excluded). The cost of this identification card is \$5.00. If your ID card is accidentally broken or damaged, report it immediately to an officer to be replaced. If an ID card is lost, stolen, or damaged, a \$5.00 replacement fee will be charged to your account. This ID card is to be returned upon release; the \$5.00 fee will not be refunded.

Overflow inmates will be issued an identification band to be worn around their wrist at all times.

PERSONAL ATTIRE

Inmates are expected to be fully clothed when outside of their assigned cell or bunk, including a full uniform (stripe shirt and pants), underwear (including a bra for females), socks and sandals/shoes while in the day area or out of the unit. In the recreation areas you must wear issued pants, shirt and shoes at all times. Trustees will be directed as to what to wear while working.

All other clothing items are to be worn in the manner that they were intended to be worn. *IE: no towel or t-shirt shall be worn about your head, etc.* Inmates are restricted to utilizing a maximum of TWO hair ties in their hair at any given time. Altering or writing/drawing on Jail issued clothing will result in disciplinary action.

ENVIRONMENT

The CCC shall have adequate lighting, heating, and ventilation as prescribed by national Jail standards. If you have any questions regarding any of the aforementioned subjects contact the Correctional Officer on your unit. When a literacy or language problem prevents an inmate from understanding written information, a staff member will assist the inmate.

HOUSING/CLASSIFICATION STATUS

When you are housed at the CCC you have been classified as a minimum security risk level. Receiving formal rule violations and/or your behavior may adversely affect your classification resulting in transfer to the Jail.

LIVING QUARTERS

The care and cleaning of your living area or cell is your responsibility. You are required to keep your cell neat and clean at all times and your bed must be neatly made anytime you are not in it. Items not in use are to be stored in the property bin, which will be stored under your bed at all times.

FORMAL COUNTS

There will be four (4) formal counts per day. When Formal Count is announced, you are required to **immediately** go to your bunk and **remain** there until staff announces that normal activity may resume.

Lights out starts at the 2245 count and is concluded at 0615. During that time all inmates must stay in their bunks unless using the restroom, getting ready for work, or directed otherwise by CCC staff. At 2245 all game playing and conversation will be stopped. The television will be turned off at 2245 and will not be turned back on until 0615. At the breakfast page, inmates attending breakfast may quietly line up at the unit door. Once inmates have completed breakfast they will return to their bunks until 0615.

PERSONAL CONDUCT

You are expected to conduct yourself in an orderly, adult manner and be respectful of others. Noise levels shall be strictly enforced. Horseplay is prohibited and is subject to disciplinary action.

OUT OF BOUNDS

The following areas are out of bounds for any inmate unless authorized by an officer:

- Another inmate's bunk
- Behind the front desk
- Entering the Corporal's office without permission.
- Leaving the housing unit without permission

- Loitering in the bathrooms or shower areas when you are not using them
- Locker room without an officer
- Staff bathroom
- Officer desk areas inside the units
- Any housing unit other than what you are assigned
- Laundry room unless you are the assigned trustee

PERSONAL HYGIENE

Each inmate is expected to maintain an acceptable level of personal hygiene. A hygiene kit will be issued to you when you are assigned to a housing unit. Feminine hygiene products are available. Hygiene items are **NOT** to be flushed down the toilet. Sharing of razors, tooth brushes or other hygiene items is strictly prohibited. Hair extensions or hair styles that prohibit searching by staff will be handled on a case by case basis. *Hair styles may be altered to ensure proper hygiene and for facility Security.*

HAIRCUTS/FINGERNAIL CLIPPERS/RAZORS

Haircuts will be given to inmates whenever a qualified barber is available at the inmate's expense. A signup sheet will be posted by the housing unit officer prior to the scheduled haircuts. Work release inmates may get their hair cut during their lunch break, just be sure to notify CCC staff of your location change.

Fingernail clippers will be available to inmates during razor pass. The inmate that receives the fingernail clippers will be responsible to return those fingernail clippers to the officer.

Razors:

Non Work release/Non DOC- a signup sheet will be placed into the unit at 1815. Officers will collect the sheet at 1845 and issue the razors at 1915. All razors issued must be turned back in by 1945 when officers will pick them up. Any damaged razor must be reported immediately to the issuing officer. If you have tampered with the razor and fail to report the incident to the issuing officer this may result in the entire housing unit being locked down indefinitely and/or disciplinary actions.

Work release inmates and DOC (trustee, W/R, CTP) inmates will be required to purchase razors from commissary if they want to shave. Inmates transferred from a state facility will be allowed to bring in 3 razors they have previously purchased. All razors purchased from commissary will be secured in your assigned tote when not in use.

INMATE MOVEMENT

You may not possess any personal property during movement (unless you are being transferred to another housing unit, directed by staff or being released from the facility) with the exception of the following: legal papers, library or program materials when applicable or work assignment supplies (trustees). Items that are not allowed will be taken away, commissary will be disposed of.

PAT SEARCHES

All inmates are subject to being pat searched at any time. When returning to your housing unit you will be pat searched.

STRIP SEARCH

Inmate strip searches will be conducted in order to reduce the introduction of contraband brought into the facility.

You will be strip searched upon returning to the CCC after you have left the secure perimeter of the facility. Strip searches are also authorized when there is reasonable suspicion circumstance.

LAUNDRY

Laundry will include towels, blankets, mattress covers, sheets, and CCC uniform clothing. Blankets, mattress covers, sheets and mattresses will not be allowed outside the cell. These items are to remain on the bunk. Towels are to be used to dry off after showering and washing only, not for cleaning. "Tenting" or shading your bunk with laundry is not permitted.

LINEN EXCHANGE

Each unit has a laundry trustee in charge of washing the unit's laundry. This includes your 5 t-shirts, 5 pairs of socks, 5 underwear, and 3 bras. Check with your laundry trustee for a schedule. This is the trustee's job and you do not have to pay or trade for it. Notify officers if a trustee asks for payment.

Twice a week on Tuesdays and Fridays you may exchange your stripes or oranges for new ones. The new stripes are located in the men's change room. When you are returning from work, ask the changing officer for a clean uniform. Uniform exchange will be arranged by CCC Staff. Do not ask to come out of the unit to receive new laundry. Place your old laundry in the large hamper. If you receive laundry in need of repair, it must be brought to the attention of an officer immediately. Damaging county property may result in disciplinary action.

ALCOHOL

Every time you return to the CCC you will be required to blow into an alcohol sensing breath test machine. You are not allowed to use alcohol in any form, this includes (but is not limited to) mouth wash or cold medicine. **YOU CANNOT HAVE ALCOHOL OF ANY KIND IN YOUR SYSTEM.** If you fail a breath test for any amount of alcohol you will be asked to retest again in 15 minutes. If you fail a second time you may be transported to the Jail immediately and will receive disciplinary action up to and including permanent loss of work release.

DRUG TESTING

Inmates starting work release must pass a UA test. The initial test costs \$15.00 (see W/R fees). Failing the initial test will keep you from going to work until you pass. You may retest every 5 days until you pass. You must pay \$15.00 for each retest. During the waiting period, you will still be required to pay normal work release costs unless you decide to be moved to the Jail and request to be taken off the work release program. The initial urine analysis (UA) does not have an option for 3rd party testing.

During your stay at the CCC you may be required to give a random drug test at any time. Failing a random drug test while on the work release program will result in disciplinary action, possible criminal charges, and possible transfer to the Jail for medical observation. You may elect to have the test sent to the DCI laboratory in Pierre for confirmation of the test at your own expense (\$45.00). You may continue to go out to work pending results of the test. When the results are returned, the Disciplinary Board will convene to determine any action to be taken. Failure of a random UA is grounds for permanent loss of work release.

Every DOC inmate must pass a UA test monthly. Any failure will result in being transferred back to the Dept. of Corrections facility from where you came, possible criminal charges, and/or violation of parole/probation.

Inmates returning from a furlough lasting longer than 24 hours will need to pass another UA test upon their return. You will be responsible for this cost (\$15.00).

SECTION 3: COMMUNICATION/ MAIL

TELEPHONE

The CCC has telephones in each housing unit that may be used at the inmate's expense. Improper usage may result in phone restriction or disciplinary action.

ATTORNEY CALLS

Inmates may request staff place their name on a list for the inmate's to have their attorney contacted. The request will be collected after breakfast Monday through Friday. Your attorney will be contacted by staff soon thereafter via telephone or email. All other contacts should be made by mail, inmate phone, or via e-mail through the kiosk system in your housing unit.

VISITATION

The Minnehaha County Corrections Center inmates will have opportunity to keep in contact with family and friends through visitation. You have the right to refuse any visit.

Visitors are expected to be orderly and respectful to staff, inmates and other visitors. Visitation can be denied if your visitor is not dressed appropriately. Please refrain from using obscene gestures and language. Lewd conduct is prohibited and may be prosecuted. Visitation privileges will be terminated if any of the rules are violated.

Inappropriate behavior during visitation, damaging visitation equipment and abusing visitation equipment will result in disciplinary action of the inmate and termination of the visitor's privileges.

Visitation is available for DOC inmates and trustees. DOC inmates must have visitors approved by the DOC Case Manager before visitation is allowed.

All non-privileged visitation will be monitored and recorded.

U.S. MAIL

There are no restrictions on the amount of incoming or outgoing mail for inmates. All **incoming mail** is subject to being searched and scanned by Jail staff.

Incoming legal mail will only be opened and inspected in the presence of the inmate to whom that mail is addressed.

Packages that come through the mail will NOT be accepted and will be returned to sender unless prior approval has been obtained from a Jail Sergeant or Lieutenant.

All **outgoing mail** will be recorded and will not go out until the following business day. **All outgoing inmate mail must be unsealed before it is given to staff, this mail is subject to search, and it will be sealed by the Correctional staff.**

The only exception to this rule is legal mail, although legal mail is not censored, **it will be searched in front of the inmate for contraband.** ENVELOPES WITHOUT PROPER ADDRESSES AND RETURN ADDRESSES WILL NOT BE MAILED. Outgoing mail should have the following return address on the outside of the envelope:

NAME OF INMATE
MINNEHAHA COUNTY CORRECTIONS
1900 W. RUSSELL AVENUE
SIOUX FALLS, SD 57104

Inmates are not permitted to write to other persons in custody of Minnehaha County Jail or CCC unless permission is granted.

The Minnehaha County Corrections Center will provide envelopes and pay postage for privileged/legal mail.

PRIVILEGED CORRESPONDENCE

A. Incoming and outgoing correspondence from the following sources is normally considered privileged/legal:

1. Judge of any Court.
2. Clerk of any Court.
3. Private practice attorneys/lawyers or law firms.
4. State's Attorneys.
5. Public Defenders (State or Federal).
6. Public Advocates Offices.
7. South Dakota Advocacy Services (SDAS).
8. South Dakota Attorney General or South Dakota Assistant Attorneys General.
9. U.S. Attorney General, U.S. Attorney for South Dakota and Assistant U.S Attorneys for South Dakota.
10. Organizations or entities which are known to provide legal services such as East/West River Legal Services, Dakota Plains Legal Services, etc.

B. The following incoming correspondence will normally be treated at privileged/legal only if the envelope is clearly marked “personal”, “legal” or “privileged”.

1. U.S. and State Representatives and Senators.
2. Law Enforcement agencies.
3. Parole or Probation authorities.
4. The State Bar Association of South Dakota and its committees.

The following outgoing correspondence is NOT considered privileged/legal:

1. U.S. and State Representatives and Senators.
2. Governors (other than the Governor of South Dakota).
3. The State Bar Association of South Dakota and its committees.
4. American Civil Liberties Union
5. Department of Social Services.
6. Governmental agencies or officials not listed above in Section A.

Incoming attorney or legal mail will only be opened and inspected in the presence of the inmate to whom that mail is addressed.

NEWSPAPERS BOOKS AND MAGAZINES

Books (soft cover only), magazines and newspapers must be ordered directly from a publisher by an outside person (i.e. family member, friend etc.) and delivered through the US mail or UPS type of service. The only exception is the Argus Leader; the Argus Leader can be delivered by the Argus Leader agent through its normal delivery service. The Minnehaha County Corrections Center will not be responsible for the storage or forwarding of any mail ordered book, magazine or newspaper after the inmate is discharged from the Minnehaha County Jail. **Refer to the Authorized Items section for possession limits.**

SECTION 4: HEALTH SERVICES

ACCESS TO HEALTH SERVICES

The Minnehaha County Corrections Center has a process for overflow inmates and trustees to initiate requests for health services. Submit your health care need on the kiosk system under ‘sick call’. If you are pregnant or think you may be pregnant please advise the Medical staff. Infectious diseases, mental health care, acute and chronic illnesses will be treated by on-site medical and mental health personnel. Detoxification from alcohol and drugs is conducted under medical supervision. Dental care is provided on an emergency basis.

Work release inmates are responsible for their own health care needs. Work release inmates that have a health care need must speak to CCC staff for direction.

MENTAL HEALTH SERVICES

The Minnehaha County Corrections Center has a process for overflow inmates and trustees to initiate requests for Mental Health services. Inmates may be referred to Mental Health through a

variety of avenues. Self-referral is done by submitting a Sick Call on the kiosk system or by speaking to a staff member. Qualified mental health staff will respond to all referrals in a timely manner and initiate appropriate treatment services as needed.

WORK RELEASE/ DOC MEDICAL NEEDS

If you are on the work release program, you are in charge of your own medical care and expenses. Trustees or Non Work Release inmates will be cared for by medical staff. Immediately notify staff if you have any medical issues or problems.

Work release inmates will have a different procedure for receiving prescription medications and medical care. This procedure will be explained by the work release staff.

Work Release options for medical visits:

1. Minor/routine medical problems - Make an appointment with your family doctor. Notify the CCC Supervisor of the appointment time, place or facility, and doctor. This appointment will need to be verified before you are allowed out to transport yourself. The doctor's office must call 367-8428 to verify the appointment with the on-duty Supervisor.
2. Serious medical problems – You may visit an after-hours Acute Care facility if they are open. Notify staff of your medical complaint and your intention to receive care at an Acute Care facility. You will choose the facility where you want to receive treatment. The Supervisor will not choose this for you or recommend one facility over another. You will be scheduled an event immediately, changed to street clothes, and allowed out of the building to transport yourself. Your initial event will be for 2 hours; however, if you need more time, contact the CCC Supervisor for approval. You must take an appointment verification sheet with you.
3. Very serious medical problems (or after hours) – Notify staff immediately and if you want an ambulance called. Otherwise you will be allowed to transport yourself to a hospital. Notify the CCC Supervisor which hospital you will be going to. If you are unconscious or unable to respond you will be transported to a hospital via ambulance at your expense.

DOC Inmate options for medical needs:

1. You are responsible for signing yourself up for Sick Call on either Mondays or Thursdays. You must be signed up by 0700.
2. Emergencies will be handled by the local hospitals.

You must inform the CCC staff of any updates to your medical condition while at health care facilities (being admitted to the hospital for example). **With all medical visits you need to take an APPOINTMENT SHEET with you.** These forms can be found at the front desk or by asking any officer. A staff member of the medical facility you are visiting needs to complete the form by filling in the time you arrived, the time you left, any future appointments and sign the bottom of the form. Bring this sheet back with you and turn it in immediately. Failure to bring the sheet back, tampering with the form, or forging information on the sheet will result in a disciplinary write up. If you are going to be in the hospital for more than 24 hours we recommend you contact your attorney to obtain a furlough from custody. Also, repeated

excessive visits to health care facilities may result in being transferred to the Jail for medical observation.

Comfort items such as extra pillows or special mattresses etc. are NOT allowed even with a doctor's note. In the event that your physical condition is such that you require such comfort items you will be transported to the Jail so our medical staff may better assist you. During this time you will not be allowed out for work release and will be charged the room and board fee of \$10.00 per day.

MEDICATION AT CCC

Work release inmates are responsible for their own medications and are to be kept in their locker or vehicle. Work release inmates will be afforded the opportunity to gain access to their medications when needed, but will not be allowed to leave the building to get medications kept in their vehicle.

DOC/Trustees/Overflow inmates will be notified of Med Pass times.

HANDICAP SERVICES/TDD

Inmates requiring handicap services may make the request to any officer. Telecommunication Devices for the Deaf (TDD) are available for your use.

OVER THE COUNTER MEDICATIONS

Several over the counter (OTC) medications are available for purchase through commissary. OTC's will be kept in the inmate's possession.

SECTION 5: POSSESSIONS

CONTRABAND

Any item not authorized for you to have is contraband. Approved items may be contraband if they have been altered, are possessed in higher quantity than authorized, used in ways for which they were not intended, or obtained through an unapproved source. Items purchased must remain in their original containers.

You will be held responsible for contraband found on you, in your bunk, in a storage space assigned to you or at your work site. Contraband will be confiscated and you will be subject to disciplinary action.

SMUGGLING

Smuggling is the deliberate bringing of contraband into or out of a secure place as to avoid detection. This can include, but not limited to, carrying items in your shirt pocket or hidden in your hand or on your person. Smuggling or attempting to bring any contraband back to the unit or from the dining hall to the unit may result in a permanent loss of work release and/or trustee status.

Depending on the item that is brought into the facility, you could be subject to prosecution under SDCL 24-11-47, Possession of certain unauthorized articles in Jail as a felony and will be subject to disciplinary action.

K-9 OFFICER AND K-9 DOG

When the K-9 officer is with the K-9 you do not approach, touch or antagonize them. A K-9 is considered an officer and you are subject to disciplinary action if you fail to follow the guidelines. Each animal that is working will be marked with a K-9 vest.

AUTHORIZED INMATE POSSESSIONS

The Warden reserves the right to modify inmate authorized possessions.

- 5 Pictures-This includes computer generated pictures or those downloaded off the internet. (Polaroid and sexually explicit photos are not accepted.)
- Legal papers-reasonable amount to be determined by staff.
- Prescription eyeglasses and case, hearing aids and dentures.
- Medical alert bracelets (if approved by medical staff).
- 1 Combination padlock for tote.
- 1 Pair of contact lenses and case (not responsible if lost or damaged while incarcerated).
- 1 Religious Book (soft cover) IE: Bible, Koran, etc.
- 2 Books (soft cover).
- CCC issued linen and clothing not to exceed Jail/CCC issued amount.
- 1 Bar soap
- 1 Tube toothpaste
- 1 Toothbrush
- 1 Comb
- 1 Deodorant
- Shampoo 1 bottle or 6 packets
- 2 Hair ties
- 2 Notepads for writing paper
- 3 Pencils
- Consumable commissary items - reasonable amount to be determined by staff (maximum order allowed 50.00 each commissary day, does not include phone cards or stamps; empty soda bottles may not be kept and must be discarded).
- 10 food service juice packs
- Personal letters - reasonable amount to be determined by staff
- Any other item authorized by Jail staff
- Any combination of 2 magazines or newspapers (Newspaper not older than 1 day from the date received may be in possession).

***Acceptability of content will be at the discretion of a Sgt., Lt. or Warden*

All items other than hygiene items, must be stored in your storage bin or tote.

Storage bins must be stored under your bunk. While you are out of the unit your tote must be placed on top of your assigned bunk for cleaning purposes.

Blankets are not to be hung from bunks. Towels may be hung on the side of the bunk until dry.

Routine and random searches of a housing unit, bunk, and dayroom area and all contents to check for contraband as well as safety and security issues may be conducted by staff at the direction of Jail Command Staff or Supervisor.

WORK RELEASE ISSUED ITEMS

Each inmate upon entry into general population shall receive the following:

- | | |
|------------------------------|------------------|
| 1 Set of striped clothes | 1 Mattress |
| 1 Pair of sandals | 1 Mattress cover |
| 1 Towel | 1 Sheet |
| 1 Tote | 1 Blanket |
| 1 Inmate Identification card | 1 Hygiene Kit |
| Kiosk Card | |

WORK RELEASE ITEMS YOU CAN BRING TO CCC

- | | |
|------------------------|--|
| 5 Plain white T-shirts | 3 Bras (women, no underwire) |
| 5 Pairs Underwear | 1 Combination lock (new, still in packaging) |
| 5 Pairs socks | |

**These items can be brought into the unit with you when you first arrive at the CCC but, they must stay there until you are released for good. These items will be laundered in the unit. **

NOTHING WITH ZIPPERS

NO DRAWSTRINGS

NO BUTTONS

NO POCKETS

NO CLOTHING WITH ALCOHOL OR TOBACCO PRODUCTS OR OTHER LEWD OR OFFENSIVE MATERIAL

ANY OTHER CLOTHES THAT YOU MAY NEED FOR YOUR JOB WILL BE STORED IN YOUR WORK RELEASE LOCKER.

PERSONAL PROPERTY

Personal property will not be allowed into units without being approved by a Sergeant or Lieutenant. If the property is approved it will be noted on the inmate management system. Minnehaha County will not be responsible for any property being lost, stolen or destroyed.

PERSONAL JEWELRY AND CLOTHING

Inmates will not be allowed to wear jewelry other than medical alert bracelets. One (1) wedding band without stone(s) may be allowed with supervisor approval. **The inmate must sign a waiver releasing Minnehaha County of all responsibility if ring is lost, damaged, or stolen.**

TOBACCO / CELL PHONES / OUTSIDE FOOD OR DRINK

This is a **tobacco free facility**. Tobacco products, cell phones, or outside food or drink are **NOT** allowed inside the building. If you have tobacco products or a cell phone leave it in your car or at work. Bringing a cell phone or tobacco products into the CCC will result in an automatic confiscation and a two day loss of work release as well as a two week loss of commissary privileges on the first offense. Community Service trustees found in possession of tobacco products will not work for one day and lose one day of good time on the first offense. Any subsequent offense may result in loss of work release for 30 days, or permanent loss of trustee status. Cell phones will be returned upon completion of the inmate's sentence; however, tobacco products will not. Outside food or drink will not be allowed as well. Please dispose of these items prior to returning to the CCC. Opened food and drink will not be put in work release lockers. Do not attempt to hide tobacco products or cell phones on CCC property. Any contraband found outside on the property will be confiscated. DOC inmates found in violation of this policy will have their discipline determined by the DOC Case Manager. Overflow inmates in possession of tobacco are subject to discipline.

SECTION 6: KIOSK/INMATE ACCOUNT

KIOSK

The Minnehaha County Jail has implemented a Kiosk system that serves several functions. The Kiosk system allows inmates to order commissary, send e-mail, request health services, make general requests and submit grievances. Questions concerning how to use the kiosk should be directed to correctional staff in your unit.

INMATE ACCOUNT

Every Inmate will have an inmate account created upon being booked into the Minnehaha County Jail. All inmates bringing in money and all established inmates receiving money from outside will have the money deposited in an individual inmate account. Inmates may request that cashier's checks or money orders only be placed in property. **ALL CASH WILL BE DEPOSITED IN THE INMATE ACCOUNT.**

Only money orders, cashier's checks, and cash will be accepted. Personal checks and payroll checks will not be deposited into an inmate's account. Upon release, a debit card will be issued for the remaining balance minus any expenditures or charges.

Each inmate will be issued a Smart Card and pin number in booking prior to moving to housing. A \$5.00 fee will be deducted from your account for the card, which will be credited back upon release from custody when the card is returned.

Within the kiosk program you will be able to view your account history, order commissary items if you have sufficient funds, or indigent items if you do not. You can also transfer money from your account to your smart card to purchase items from the vending machines.

DOC inmate money (at CCC) will be handled by the DOC liaison.

ROOM & BOARD

Minnehaha County sentenced inmates will be charged a room and board fee. Room and board fees will be deducted from your inmate account daily. If you do not have funds in your account you will accrue a negative balance. The room and board fee will be \$10.00 per day. Only the sentencing judge can waive the fee. If you want to apply to have the fee waived, contact any staff member for the form. You can only submit a waiver request for current sentences, not old ones.

Out of County sentenced Inmates and federal inmates will not be charged. Trustee inmates are also not charged room and board on the days that they work.

Inmates with a negative account balance at the time of their release will be responsible to pay Minnehaha County for their unpaid balance. Failure to pay may result in civil lien or forfeiture proceedings against the inmate. If before such civil process occurs the inmate is detained in the Minnehaha County Jail for a new charge, the inmate's account will begin with a negative balance consistent with the amount owed.

SPLIT DEPOSITS

If you owe money for room and board costs, any deposits made to your account will be split 50/50. Fifty percent of any deposit will be applied as payment towards your room and board; the rest will be available for use to order commissary items.

COMMISSARY

Commissary items may be purchased through the inmate kiosk. Credit will not be given. Choice of items and prices are subject to change without notice. Returns, refunds or exchanges are not permitted. If you contest your order, the entire order may be returned and your account credited. Commissary is a privilege, not a right. It is your responsibility to check over your commissary order prior to signing for receipt of the order. Once you have signed to accept the order, it will not be changed if there is a discrepancy. The commissary order limit is \$50.00 per order. This does not include stamps. You are allowed to order twice a week.

Schedule pick up times for commissary at CCC are as follows:

Tuesday	1600 to 1830
Wednesday	0430 to 0830
Friday	1600 to 1830
Saturday	0430 to 0800

INDIGENT STATUS

Any inmate needing indigent supplies will be able to order them through the kiosk. You are considered to be indigent when you have a **current balance at or below \$1.00, balance never exceeds \$1.00 in 3 days and no money receipts in the past 8 days.**

GENERAL REQUESTS

Inmates may utilize the kiosk system to submit formal requests for needs that the available staff cannot provide. Prior to submitting a request on the kiosk, inmates should speak to officers present to see if the request can be handled immediately.

Requests that contain abusive/ derogatory language will not be addressed.

Inmates are encouraged to **immediately** notify an officer if a request concerns a **threat to the immediate health or welfare of an inmate, staff or the public.**

INMATE GRIEVANCES

A complaint filed by an inmate related to any aspect of institutional life or conditions of confinement which personally affects the inmate grievant. The following are not grievable issues: Federal, State, or Local Statutes, court decisions, or decisions of an inmate's attorney, and sanctions as a result of a disciplinary action.

I. Procedure:

- a. Inmates are encouraged to resolve all complaints informally through the security staff or medical staff.
- b. If an inmate cannot resolve their complaint through the security staff or medical staff, he/she may submit a Grievance through the kiosk system. The inmate must state the specific nature; including, but not limited to, specific dates, times, locations, individuals involved, and other relevant information of their complaint and explain what efforts (if any) they have taken to resolve the problem.
- c. If the grievance concerns a threat to the immediate health or welfare of an inmate, contact a staff member immediately.
- d. Grievances must be submitted within 5 days of the incident or event.
- e. Inmates may only file one grievance per issue.

II. Response:

- a. Grievances will be handled at the lowest possible level beginning with the shift Corporal.
- b. The shift supervisor will ensure that grievances are addressed daily.

III. Appeal to Sergeant:

- a. If the complaining inmate is not satisfied with the Corporal's response they may submit an appeal on the kiosk. Levels of appeal (in order): Sergeant, Lieutenant, Warden, Sheriff.
- b. The inmate must submit their appeal within 3 days of receiving their response from the Corporal.
- c. The appeal must indicate why the inmate believes the response from the Corporal is not adequate.

IV. Appeal to Lieutenant:

- a. If the complaining inmate is not satisfied with the Sergeant's response he/she may submit an appeal to the Lieutenant indicating why the response from the Sergeant was not adequate.
- b. The inmate must submit this appeal to the Lieutenant within 3 days of receiving the response from the Sergeant.

V. Appeal to Warden:

- a. The Lieutenant's response may be appealed by the complaining inmate to the Warden.
- b. Appeals to the Warden must be submitted within 3 days of receiving their response from the Lieutenant.

- c. The appeal must indicate why the inmate believes the responses from the supervisors are not adequate.
- d. The Warden or designee will respond within 10 days from the date the appeal was submitted to the Warden.

VI. Appeal to Sheriff:

- a. The Warden's response may be appealed by the complaining inmate to the Sheriff.
- b. Appeals must be submitted to the Sheriff within 2 days of receiving their response from the Warden.
- c. The appeal must indicate why the inmate believes the response from the Warden is not adequate.
- d. The Sheriff or designee will respond within 15 days from the date the appeal was submitted to the Sheriff.
- e. Once the Sheriff has responded, the inmate has exhausted his appeals within the department.

VII. Abuse of the Grievance Procedures

- a. The grievance procedure is in place to protect inmates and allow for the settling of disputes and problems that cannot be settled informally with security or medical staff. Abuse of the grievance procedures will not be tolerated.
- b. If it is determined by the Warden that an inmate is abusing the grievance procedure, the inmate will be informed in writing that grievances are to be limited to legitimate complaints. Examples of abuse of this policy are set forth below but are not all inclusive.
- c. If it is determined by the Warden that an inmate has submitted more than three frivolous grievances, the inmate may be subject to disciplinary action.
- d. Grievances signed by more than one inmate will not be accepted.
- e. Grievances submitted on behalf of other inmates will not be accepted.
- f. Grievances containing profanity, abusive language, sexual connotations or threats will not be addressed and the inmate may face disciplinary action.

SECTION 7: PROGRAMS

WORK RELEASE/ ELECTRONIC MONITORING APPLICATION

The Minnehaha County Corrections Center has established a Work Release Program and an Electronic Monitoring Program for participation by inmates who have been authorized by their sentencing Judge.

The Work Release Program provides Sentenced inmates with an opportunity to maintain outside employment while still serving a sentence in custody.

The Electronic Monitoring Program affords the inmate the opportunity to maintain employment and stay at their residence.

Inmates requesting detailed information on the work release program or the electronic monitoring program, should contact a staff member to view the Work Release or Electronic Monitoring Information Packet.

DOC work release inmates need to contact their DOC Case Manager. CTP workers should fill out an application when they have been employed. CTP applications will be approved by their Case Manager.

In order to fill out a Work Release application you must sit down with an available officer and they will walk you through the process. You may have multiple jobs but you may not be out of the building for more than 12 hours (including travel time) in a 24 hour period.

WORK RELEASE/ ELECTRONIC MONITORING REQUIRMENTS

- Work release inmates are required to have work release money paid in advance.
- Inmates must have a verified and approved job.
- Inmates must pass an initial drug test and continue to pass subsequent random drug tests. .
- Inmates must have a current TB test within the past 6 months(work release).
- Inmates must have their schedule called in or a permanent schedule listed.
- If you're driving, we need a copy of your vehicle registration, insurance, and driver's license or work permit.
- Inmates must have an up to date Job Site Slip.
- Electronic Monitoring candidates must have a residence.

SENTENCE TO SERVE INMATE WORKERS (Trustees)

Due to a constant turnover in the inmate population, there will always be a need for inmate labor. Work assignments will vary. Inmates classified as a Federal inmate, awaiting extradition or are a current behavioral problem will not be considered. Preference will be given to those inmates serving a sentence. Each inmate who participates in this program may be eligible for a sentence reduction. Un-sentenced and out-of-county inmates may apply for inside jobs but will not be eligible for sentence reductions unless authorized by their sentencing county or judge.

CHURCH AND RELIGIOUS SERVICES

The Minnehaha County Corrections Center have volunteers that come to the facility at various times to provide religious services. Services are offered to housing units on a rotating basis. When it is your housing unit's turn in the rotation, an announcement will be made asking those interested in attending the religious service to report to the chow hall. The CCC will restrict religious services in whatever way to maintain the security of the facility.

RECREATION

DOC inmates, Minnehaha County trustees and overflow inmates will be offered outside recreation for one hour. Weather permitting; recreation may be supervised in the recreation area. Recreation may be restricted due to safety, security, medical reasons, or weather conditions. The decision to restrict recreation is a discretionary decision made by CCC staff.

LIBRARY

Inmate will have access to books in there housing unit library.

SECTION 8: MISCELLANEOUS

TELEVISION

The television sets located in each unit **are a privilege and not a right** for the inmates. Misuse of televisions or arguments over programing may result in restricting this privilege.

FOOD SERVICE

Meals are served three (3) times daily.

Special diets will be provided for those inmates with medical or genuine religious restrictions, but must be approved in advance by Medical Staff or Command Staff.

If you require a religious diet, you must submit a request to food service on the kiosk system. When your request is addressed you will be provided a "Request for a Religious Diet" form. You must complete this form entirely. Once it is processed, you will be notified of the approval or denial of your request. This process does take time and your patience is appreciated.

DOC inmates may get trays up until 1800 hours after which sack lunches will be provided upon request until 2000 hours.

COURT/COURTROOM BEHAVIOR

If you have any questions regarding your court status, custody or release status, or accuracy of your release date or time, you should speak to a unit officer or submit a request with your specific question on the kiosk system.

Physical contact, written or verbal communication will not be permitted between inmates and other persons except court officials and attorneys. During any Magistrate or Circuit Court appearances, all inmates are expected to behave and follow all instructions of the escorting officers.

COURT CLOTHES

Inmates will normally wear their Jail issued uniform to court unless ordered otherwise by the court.

SECTION 9: INSTITUTIONAL RULES

DISCIPLINE

Informal Discipline/Housing Unit Disciplinary Lockup

Confinement of an inmate in an individual cell for up to 23 hours is determined by the Housing Officer. Housing unit disciplinary lock-up is used in lieu of a disciplinary write-up. (Inmates may submit an appeal to the supervisor)

Administrative Lockup

Confinement of an inmate in an individual cell for up to 72 hours as determined by the Shift Supervisor, Jail Lieutenant and/or Warden. Administrative Lockup may be used in lieu of a disciplinary hearing. (Inmates may submit an appeal to the supervisor.)

Formal Discipline

Inmates that are suspected of violating Jail rules will be written up for those violations by the witnessing officer. The Shift Supervisor may place the inmate in an individual cell on lockdown status, pending the outcome of a formal hearing.

RULE INFRACTIONS

The investigating officer or his/her designee, will serve notice of violation and a copy of the rule infraction report on the inmate offender upon completion of the investigation. If the inmate desires a hearing, a separate hearing board will determine the inmate's innocence or guilt and then decide upon appropriate disciplinary action. Any or all of the restrictions in each action may be appropriately applied for disciplinary reasons.

PROHIBITED ACTS CLASSIFIED AS MAJOR VIOLATIONS:

Any violation of the following is punishable by up to 60 days in lock down.

Loss of work release or community service status may result for violating any major infraction.

1. Any act or acts defined as felonies or misdemeanors by South Dakota Law or Federal Law not defined already as a prohibited act. Inmates charged with a violation of this rule will be given a copy of the particular law or laws allegedly violated.
2. Assaulting any person resulting in injury or risk of injury; including the throwing of any substance or object at any person.
3. Fighting with another person.
4. Engaging in or encouraging a riot, work stoppage, group demonstration, and group food or group hunger strike.
5. Escape; planning, attempting, assisting in escape or escape paraphernalia.
6. Tampering with or blocking any locking device or camera.
7. Setting a fire, attempting to set a fire, or tampering with fire detection equipment or firefighting equipment.
8. Use of, possession of, introduction of, or manufacturing of , plans or drawings to manufacture, or attempt to procure an explosive device, ammunition, firearm, weapon, sharpened instrument, knife, hacksaw blade, wire cutter, or unauthorized tool.

9. Use of, possession of, introduction of, manufacturing of plans or drawings to manufacture, buy or sell, or attempt to do the same of any narcotics, narcotic paraphernalia, drugs, medicine or intoxicants not prescribed by the medical staff. To include the manufacturing of homemade alcohol (hooch).
10. Refusing or failing to produce a urine or breath sample, refusing to participate in a urine or breathe test, or attempting to circumvent or alter a urine or breathe test.
11. Threatening any person (e.g. staff, volunteers, visitors, and inmate) with bodily harm or with any offense against his/her person, his/her family or his/her property.
12. Extorting, blackmailing - demanding or receiving money or anything of value in return for protecting someone.
13. Giving or offering any non-inmate a bribe or anything of value.
14. Making unsolicited contact with, or in reference to any non-inmate (writing notes or letters, making suggestive remarks or gestures, inappropriate touching or seeking out personal information).
15. Disorderly conduct:
 - a. Conduct which disrupts or interferes with the security or good order of the institution or interfering with a staff member in the performance of his/her duties.
 - b. Insolence (any conduct, acts, or gestures, verbal or non-verbal, showing disrespect) toward any non-inmate or in reference to any non-inmate.
 - c. Conduct which disrupts or interferes with the security or good order of the institution or interfering with a staff member in the performance of his/her duties including circumventing or attempting to circumvent any rule, regulation or procedure contained in County policies or institutional operational memorandums.
16. Engaging in consensual sexual contact and/or unnatural acts or propositioning sexual contact or sexual harassment with any person.
17. Damaging, altering or wasting county property resulting in Major damage.
18. Misuse of prescribed or authorized medicine, including saving, cheeking or accumulating authorized medicine contrary to medical orders, failure to turn in medications on or before their expiration date, or using authorized medication for an unauthorized purpose, such as giving, trading or selling authorized medicine to another inmate.
19. Stealing (theft) or possession of stolen property.
20. Being in an area posted as unauthorized for inmates and/or areas inmates are not allowed to be without staff escort.

21. Having possession of materials used for tattooing, or administering/receiving tattoos.
22. Self-mutilation and/or deliberately injuring yourself or permitting others to harm you.
23. Failure to be present for count or interfering with the taking of count.
24. Failure to abide by rules or regulations governing special programs including, work release, trustee, community service or furloughs.
25. Refusing to obey a verbal or written order of a staff member.
26. Having in your possession, living quarters, storage area or work site any article not issued to you, not purchased through the commissary, or for which you do not have special authorization; or having articles in excess of established limits, or articles which are used for unauthorized purposes.
27. Unauthorized contact with outsiders or visitors, or violation of a protection order issued by any court or conditions set forth as conditions of bond.
28. Gambling or participating in games of chance such as poker, black-jack, gambling pools, etc. or having in your possession any paraphernalia used in gambling such as dice, etc. (inmates are permitted to have playing cards and dice for board games, the determination of paraphernalia is made if the item is utilized in a game of chance for gambling purposes.)
29. Transferring money or property to, or accepting money or property from, another inmate, a member of his/her family or his/her friends
30. Counterfeiting, forging or unauthorized reproducing of any document, article of identification, money, pass, or official paper or form.
31. Refusing to eat for a period of seventy-two (72) hours or more, other than for a religious fast or prescribed medical reason.
32. Refusing to accept a program or living quarters assignment.
33. Engaging in gang activity. Possession of material depicting gang symbols, specific gang colors, or any act or gesture that references gangs.
34. Following three violations of any minor rules by an inmate within a two month period, the Warden or designee may declare that all future violations of minor rules constitute a major violation. The Warden or designee must give prior notice to the inmate concerned that future violations of the minor rules will constitute a major violation.

35. Attempting to commit any of the offenses in this section, aiding another person to commit any of the offenses in this section, and/or making plans to commit any of the offenses in this section and/or threatening to commit any of the offenses in this section will be considered the same as commission of the offense.

Past conduct may be used in determining any sanction you may receive for a major rule violation. You will be given notice of any disciplinary action being contemplated against you.

YOU MAY BE LOCKED UP PENDING A HEARING FOR VIOLATING ANY MAJOR VIOLATION. Violation of any major infraction may result in loss of work release or community service status. CERTAIN RULE VIOLATIONS MAY RESULT IN CRIMINAL CHARGES BEING BROUGHT AGAINST YOU.

Following 3 convictions of major violations within a 6 month period, your file will be submitted to Jail Administration for review.

PROHIBITED ACTS CLASSIFIED AS MINOR VIOLATIONS:

Any violation of the following is punishable by up to 30 days lock up. Loss of work release or community service status may result for violating any minor infractions.

1. Failure to abide by posted or written regulations/standards.
2. Lying or knowingly providing a false statement to a staff member.
3. Failure to perform work as instructed and/or failure to comply with sanitation standards; failure to make your bed as instructed or by the designated time.
4. Unauthorized use of telephone, intercom, visitation equipment or kiosk.
5. Placing any article over cell window, cell front or windows.
6. Failure to comply with standards of grooming or dress.
7. Failure to sleep with your head towards the door with your head exposed or positioning your mattress in an area other than on the bunk.
8. Being in a housing unit other than your own, or entering living quarters other than your own, or being on the wrong floor or tier of your housing area.
9. Having in your possession, living quarters, storage area or work site, any article not issued to you, not purchased through commissary, or for which you do not have special authorization; or having articles in excess of established limits, or articles which are used for unauthorized purposes.
10. Disorderly conduct:

- a. Conduct which disrupts or interferes with the security or good order of the institution or interfering with a staff member in the performance of his/her duties.
 - b. Disrupting staff during count.
 - c. Inappropriate behavior during an authorized visit (e.g. flashing); or inappropriate conduct during an authorized visit (e.g. arguing, loud noises).
 - d. Making unnecessary or loud noises or unruly conduct.
 - e. Conduct which disrupts or interferes with the security or good order of the institution or interfering with a staff member in the performance of his/her duties.
 - f. Conduct which disrupts or interferes with the security or good order of the institution or interfering with a staff member in the performance of his/her duties.
11. Possession of pornographic material.
 12. Transferring money or property to, or accepting money or property from another inmate, a member of his/her family or his/her friends
 13. Physical resistance or physical interference with an employee, contract service provider, volunteer or visitor at a level less than assault.
 14. Gambling or participating in games of chance, such as poker, black-jack, gambling pools, etc. Having in your possession any paraphernalia used in gambling such as dice, etc. (inmates are permitted to have playing cards and dice for board games, the determination of paraphernalia is made if the item is utilized in a game of chance for gambling purposes.)
 15. Failure to follow work release or special program rule.
 16. Scratching or marking walls/doors or furnishings, taping or attaching pictures or other articles to walls or other furnishings.
 17. Posting or passing personal notices without authorization.
 18. Giving, receiving or taking extra portions of food or meal trays.
 19. Removing food from the dining room, day area or kitchen.
 20. Failure to comply with a "Cell Clean-up Order" within a 24 hour period.
 21. Failure to comply with medical orders and/or directives including the cheeking of medication.
 22. Violating correspondence regulations.
 23. Loitering.
 24. Damaging, altering or wasting County property resulting in Minor damage.

25. Failure to follow a religious diet, medical diet or other special diet; or failure to pick up any meal that has been specifically prepared for you as an individual (e.g. diet tray, kosher tray, Halal tray, etc.).
26. Possession of unauthorized or altered personal clothing or property.
27. Obstructing, altering or darkening light fixtures or bulbs.
28. Accumulation of containers, newspapers, magazines and/or trash.
29. Attempting to commit any of the offenses in this section, aiding another person to commit any of the offenses in this section, and/or making plans to commit any of the offenses in this section and/or threatening to commit any of the offenses in this section will be considered the same as commission of the offense.
30. Following 5 informal violations of any rules by an inmate within a two month period, the Warden or designee may declare that all future informal violations constitute a minor violation. The Warden or designee must give prior notice to the inmate concerned that future informal violations constitute a minor violation.

Past Conduct may be used in determining any sanction you may receive for a minor rule violation. You will be given notice of any disciplinary action being contemplated against you.

CERTAIN RULE VIOLATIONS MAY RESULT IN CRIMINAL CHARGES BEING BROUGHT AGAINST YOU.

Repeated violations of minor offenses may result in the loss of work release of community service status.

Following three violations of any minor rules by an inmate within a three month period, the Warden or designee may declare that all future violations of minor rules constitute a major violation. The Warden or designee must give prior notice to the inmate concerned that future violations of the minor rules will constitute a major violation.

YOUR RIGHTS AT THIS HEARING

These rights apply when you have been charged with the infraction of a rule violation and a guilty plea or conviction by the disciplinary board may result in your placement in isolation, lockup and/or a loss of privileges.

1. You must receive a copy of the Rule Infraction report containing the reporting officer's charge against you.
2. You must receive two (2) copies of the Notice of Violation. The pink copy is yours. The yellow copy is to be returned within 24 hours to the disciplinary office once a plea has

been made. The officer serving the Notice of Violation will forward the original to the hearing officer.

- a. Should you desire to plead GUILTY to the charge and waive your rights to a Due Process hearing, your penalty will be as described under Penalty Upon Guilty Plea. That penalty will be imposed as soon as possible.
 - b. If you plead NO CONTEST or NOT GUILTY, you will receive a due process hearing and if found guilty the disciplinary board will determine any penalty imposed upon you.
3. The disciplinary board shall consist of two Jail staff, neither of which shall have participated as an investigator or as charging officer.
 4. You may be eligible to be assisted at your hearing by a member of the Jail staff. Such assistance may be granted for foreign language speaking inmates or those who are not capable of understanding the process. Requests for staff assistance will be done on a case by case basis. (See Rule Violation Form)
 5. You have **no** right to cross examine any witnesses who are presented against you at the hearing. You have the right to call witnesses in your own defense subject to a reasonable number which will be determined by the disciplinary board. You must indicate the name of any witnesses that you wish to be present at the hearing on the yellow copy of this notice and return it within 24 hours to the hearing board.
 6. You are entitled to remain in the general population pending your hearing unless it is determined that you present a threat to the security or discipline of the institution. A hearing will be held within 7 days after the Notice of Violation was served excluding weekends and holidays.

FAILURE TO RETURN THE YELLOW COPY OF THE NOTICE OF VIOLATION WITHIN 24 HOURS WILL RESULT IN AN AUTOMATIC WAIVER OF YOUR RIGHTS TO COUNSEL SUBSTITUTE AND TO CALL WITNESSES AT YOUR HEARING UNLESS YOU CAN SHOW GOOD CAUSE FOR NOT RETURNING IT.

DISCIPLINARY SANCTIONS

Verbal warning may be given by a staff member to an inmate who is in violation of a Jail rule or policy. Ignoring a verbal warning may result in further disciplinary action. A verbal warning may be considered a form of probation.

MINOR INFRACTIONS:

Lock up in cell except for daily showers, cell clean up and exercise.

Inmate will eat in locked cell.

Visitation restricted to professional visits only.

Commissary purchases restricted to personal hygiene items, legal pad, pencil and envelopes. Previously purchased commissary items not listed are prohibited and will be stored in the inmate's property bag or CCC locker.

Recreation restriction.

U.S. Mail will not be restricted.

30 DAY LIMIT

MAJOR INFRACTIONS:

Lock up in cell except for daily showers, cell clean up and exercise.

Inmate will eat in locked cell.

Visitation restricted to professional visits only.

Commissary purchases restricted to personal hygiene items, legal pad, pencil and envelopes. Previously purchased commissary items not listed are prohibited and will be stored in the inmate's property bag or CCC locker.

Recreation restriction

U.S. Mail will not be restricted.

60 DAY LIMIT

Formal appeals of disciplinary action will be reviewed by the Jail Lieutenant. You must keep your appeal copies for proof of status change.

DISCIPLINARY APPEALS

Disciplinary Appeals should be in writing and submitted within 10 days of the disposition. The levels of appeals are:

- a. Warden or his/her designee.
- Sheriff or his/her designee.