

## INTRODUCTION

You are located in the Clay County Jail at 901 North Orange Avenue, Green Cove Springs, Florida 32043. Your mailing address is: P.O.Box 958, Green Cove Springs, FL 32043. The Clay County Jail is managed by the Sheriff of Clay County and his staff.

The rules and regulations in this book are designed to maintain order, discipline, safety and security. Failure to follow these rules can result in loss of privileges, loss of gain time, and/or criminal charges. The facility is a tobacco-free facility. (No tobacco products are allowed.) You are responsible for knowing and obeying the rules and regulations.

These rules apply at all times and locations as long as you are in the custody of the Clay County Sheriff.

This book is to assist you while you are an inmate in this jail. This book is issued jail property and must be treated as such and not destroyed or mutilated. Failure to maintain the book in good condition or loss of the book could result in criminal charges against you.

If a serious problem develops, do not attempt to solve it yourself. You should direct the problem to the detention deputy assigned to your area, who is in a better position to help solve the problem.

If you need to discuss a problem with any member of the staff, an Inmate Request Form is provided for your use in requesting that staff member. The form should be requested from the deputy on duty.

These rules were established using guidelines from the Florida State Statutes, the Florida Model Jail Standards, and the Florida Corrections Accreditation Commission.

This handbook will also provide you with a general guide of operations and programs at the Clay County Jail.

If you have any questions regarding the information in the handbook, feel free to contact any detention deputy for clarification.

## **ASSISTANCE TO LAW ENFORCEMENT**

You may possess information that would assist law enforcement in the investigation of other offenses. If you believe you do possess such information, and desire to assist law enforcement, you should contact any detention deputy and request to speak with a detective, submit an Inmate Request Form to talk to a detective, or all the Inmate Tipline at (904) 591-8400, free of charge. The detention deputy will handle your request discretely and contact a detective to speak with you. The detective cannot make you any promises or rewards for providing assistance, but the detective can communicate to the State Attorney's Office the fact that (1) you did come forward voluntarily with information to assist law enforcement and (2) the value of the information that you conveyed.

## **PRISON RAPE ELIMINATION ACT (PREA)**

While you are incarcerated, **NO ONE**, neither inmate nor staff has the right to pressure you to engage in sexual acts. You do not have to tolerate sexual abuse or pressure to engage in unwanted sexual behavior regardless of your age, size, race or ethnicity. Whether you are straight, gay, lesbian, or bisexual, you have the right to be safe from unwanted sexual advances or related acts.

### **Confidentiality**

Information concerning the identity of the inmate victim reporting the sexual abuse and the facts of the report itself shall be limited to those who have a need to know in order to make decisions concerning the inmate victim's welfare and for law enforcement investigative purposes.

### **What to do if you are victimized**

Report the incident **immediately** to staff. Staff will immediately protect you from the assailant and will refer you for a medical exam. You do not have to name those involved, however, the more specific your information, the easier for staff to help you. You will receive protection whether or not you have identified your attacker 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. Medical staff will examine you for injuries. They can also check for sexually transmitted diseases. They will also assist in providing you with counseling if you request it.

### **How to report the incident**

You can tell the floor deputy, chaplain, programs person, or any other staff members you trust. Staff members are instructed to keep the reported information confidential, and only discuss it with the appropriate officials on a need to know

basis. If you are not comfortable speaking with the staff, you may write any staff member. You may use a request form or a hand written letter. You may also call the **Tip Line** at 591-8400 to report the incident. Follow the directions once answered. This is a free call from any cellblock.

### **Seeking medical help**

As stated earlier, although it may be difficult, it is important that you do not shower after the incident. Showering may wash off hair and body fluids that are critical evidence. Bring the clothes and underwear you were wearing at the time of the incident with you to the medical exam. 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 Clay County Sheriff's Office will conduct an investigation. The purpose of the investigation is to determine the nature and extent of the misconduct. You may be asked to give a statement. If criminal charges are brought, 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.

### **Remember**

Clay County Sheriff's Office will investigate all reported incidents of sexual abuse. If you are a victim, report it immediately.

Staff will protect you from the assailant.

Staff or inmates who engage in sexual abuse or battery of inmates will be investigated, and if found guilty, will be subject to a full range of criminal and administrative sanctions.

Any sexual act between inmates and staff (even when no objection is raised) is always illegal.

## **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. Most come with strings attached to them.

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

Find a staff member with whom you feel comfortable with to voice your fears and concerns.

Be alert. Do not use contraband substances such as drugs. These can weaken your ability to stay alert and make good judgments.

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 that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns.

**Sexual abuse is a serious crime. The Clay County Sheriff's Office will investigate all reported incidents of sexual abuse. If you are a victim, REPORT IT IMMEDIATELY! Staff will protect you from the assailant.**

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## **GENERAL RULES**

### **Personal Cleanliness**

Shower facilities are available for all inmates. Each inmate is required to bathe at least two times a week.

All clothing shall be laundered at least once weekly.

Haircuts – Hair care service is available to all inmates. Haircuts will be given using a contract barber. Haircuts may be obtained by requesting the same on an Inmate Request Form. Inmates sentenced to the Clay County Jail will have their hair cut or face disciplinary action. There will be no outrageous haircuts such as Mohawks, surfer, letters, numbers or designs cut to the scalp. You will be allowed one (1) haircut per month unless otherwise directed. Inmate request must be submitted to the Programs Coordinator no later than the Friday before the inmates' designated haircut day.

### **General Conduct**

When moving to and from areas in the facility:

You will walk ahead of the Detention Deputy and to the right of the yellow lines, along the right hand side of the wall.

You will walk in a single line on the right side of the yellow line.

You are to be absolutely quiet when moving:

- No horseplay
- No yelling
- No talking to anyone encountered en route to your destination.

There will be no deviations from the route. You will not get out of line because you see the Classification Deputy, etc. and decide that you want to speak to him/her.

Any deviation from established decorum shall be dealt with immediately.

Sentenced inmates on work details will not speak to other people unless authorized to do so by their work supervisor.

## INTAKE PROCESS

### **Intake/Booking**

Per F.S.S. 951.033 inmates will be charged a processing fee of \$25.00 per booking. Federal inmates, inmates returning from Department of Corrections and court ordered transports are exempt from this fee.

Each inmate shall be searched by the receiving deputy upon being admitted to the jail. Upon admission, your personal property will be taken and inventoried for safekeeping. Items you are allowed to keep are:

- Wedding band (NO STONES)
- Small religious medallion on a reasonable chain
- Eyeglasses (excluding sunglasses)

You will not be allowed to keep any body piercings (i.e. tongue rings, ear piercings, etc.) on your person. You must take them out at the time of booking and allow the deputy to inventory those items. Additionally, any non-medically approved article that is being used to keep a piercing open will be considered contraband and will be confiscated.

You are not allowed to keep **MONEY** on your person. Your money will be placed in a trust account from which you will be able to use as bond money, make releases to your family or purchase commissary items once you are placed into the inmate population. You may not release money from your account to the account of another inmate confined in the Clay County Jail, or to any member of another inmate's family. **ANY OUTSTANDING DEBITS ACCRUED BY AN INMATE WILL BE DEDUCTED FROM ANY BALANCE DEPOSITED ON ANY SUBSEQUENT INCARCERATION.**

You will be advised of the charges against you and the amount of the bond. Bonding agencies are available to assist you in posting your bond. They are listed in the telephone directory and are posted on the wall of each holding cell.

During the booking process it is necessary that certain items of information be obtained from you. This includes, but not limited to: age, date of birth, next of kin, address, drivers license number, telephone number, occupation and employer, marital status, attorney, and religion.

It is also necessary that you give information regarding any illness or injury that you may have, so we may better attend to your medical needs.

**After the booking process is complete** you will be allowed to use the telephone for contacting any family member or friend and your attorney. Phone calls are "collect" type only. Credit or calling card calls are prohibited.

To make a collect call you must dial "0", the area code, and number you are calling. Your inmate identification number will be required to complete this call. Your identification number is located on your wristband.

## **Personal Property**

Upon admittance to the jail, all personal property will be inventoried and stored in the property room. Your property will remain in the property room until you are released from jail, unless said property is released to a family member at your request, via an Inmate Property Release Form.

Inmates are required to release or dispose of all excess property (clothing over one change is considered excess) within 14 days of date incarcerated. After the 14<sup>th</sup> day of incarceration, excess property will become the property of the Sheriff's Office and disposed of to prevent a potential fire hazard at the discretion of the Jail Administrator.

When releasing personal property you will complete a property release form, provide a name and telephone number of the person you want to pick up your property. Once this form is completed, it should be forwarded to the Property Room Deputy, who will contact the receiver and arrange for the pickup of your items. **DO NOT** have people show up and wait in the lobby for your property. All items that you want to release must be listed on the form. You cannot release all of your clothing unless you are sentenced to state prison. Property release will be done Monday through Friday from 8:00 a.m. to 4:00 p.m. only, excluding weekends and holidays.

Any inmate anticipating a hold for any federal agency (i.e. U.S. Marshals, Border Patrol, Immigration Service, etc.), is encouraged to have someone pick up all of their personal belongings other than clothing, before being released to said agency. Failure to do so will result in the disposal of your property, as federal agencies do not allow property with you during transfer.

## **Identification Process (ID)**

During the Booking Process, you will be photographed and fingerprinted.

All inmates will be issued an identification wristband. **THESE BANDS WILL BE WORN AT ALL TIMES.** Disciplinary action will be taken if you are found without your wristband affixed to your wrist. Any problems with the wristband should be reported to a deputy immediately.

Florida Model Jail Standards state "Positive identification must be made of all prisoners being released". All prisoners must have their identification wristband in order to be released.



**You will wear your identification wristband to receive mail, food, medication, commissary and any other item that the staff may bring to you.**

All identification wristbands must be turned in prior to release. Inmates WILL NOT be allowed to keep their identification wristbands.

If it becomes necessary to take your fingerprints to verify your identity, your release will be delayed until a certified fingerprint examiner can compare your fingerprints.

### **Classification**

The Classification Section is responsible for the cell assignments of all inmates in the facility. After admission, every inmate is evaluated in terms of personal, criminal, medical and social history.

Cell assignments are also based on whether you are waiting for trial or have been sentenced, your prior criminal record, medical condition, etc.

As your custody status changes during your confinement, you may be reclassified and moved to another cellblock.

No inmate will be allowed to move from his/her assigned cell and bunk to another without approval by the Detention Deputy or Watch Supervisor.

### **Bonds**

All inmates are allowed to post bond unless a bond has not been allowed by the court. Information on the bonding process is listed under the RELEASE SECTION of these rules and regulations.

### **Clothing / Property Issue**

After you have been classified for cell assignment, you will be issued jail clothing and required to shower, if needed.

Jail clothing will be issued to you and you must sign for all property you receive. The items of clothing and property you will receive includes:

- 2 – inmate uniforms
- 2 – sheets or 1 – sheet and 1 – mattress cover
- 1 – blanket
- 1 – mattress cover
- 2 – towels
- 1 – inmate handbook
- 1 – white and blue laundry bag

1 – blue bag for storing personal items

1-- admissions package (consisting of all purpose soap bar, soap dish, comb, toothbrush, toothpaste, and deodorant

The blankets, sheets, and other property that are issued to you are not to be used as floor mats, curtains, hammocks, or coverings of any kind except for the purpose issued.

Clean clothing and other approved articles are exchanged one for one, i.e. to get one sheet you must turn in one sheet.

You shall be required to pay for all property that is damaged or not returned at the time of your release. **You are responsible for all County property issued to you, including this copy of the Inmate Rules and Regulations Handbook.**

The loss of jail issued property will cause a delay in you being released.

## **RELEASE PROCEDURES**

### **Release Preparation**

It is the policy of the Clay County Sheriff's Office to make release preparation available to all inmates, assisting them in adjusting to the transition from incarceration to home, work or community environment.

Inmates, by submitting an Inmate Request Form prior to being released, may request individual release planning information through the following staff members:

- Programs Coordinator
- Chaplain
- Medical Staff

Inmates transferred to state facilities and inmates sentenced to a state Department of Corrections facility shall, upon request, be apprised of policies pertinent to clothing and personal property by a Detention Deputy. They shall have the opportunity to discuss problems and expectations with the Chaplain and/or Classification Deputy.

### **Release Policy**

It is the policy of the Clay County Sheriff's Office to release all eligible inmates as swiftly and efficiently as possible.

## **Methods of Release**

There are numerous methods by which an inmate might become eligible for release. These include:

**PURGE** – The authorized release of an inmate by a Court Order involving a payment of money (most often associated with child support cases.)

**SURETY BOND** – Where bond is posted for you by a person who is licensed with the State of Florida and registered in the county in which the bond is posted. The bondsperson guarantees your presence in court by assuming the responsibility for your bond. There is a fee charged by the bondsperson.

The fee charged by the bondsperson must be negotiated by you, your family or your friends.

Staff members are not allowed to recommend particular bondspersons to you nor become involved in your negotiations.

A list of bonding agencies is posted on the wall of each holding cell. Most bonding agencies are also listed in the telephone directory.

**CASH BOND** – Money posted for an inmate's release from jail, guaranteeing appearance in court. **The person posting the cash bond must bring the exact change to post the bond.**

**RELEASE ON OWN RECOGNIZANCE (ROR)** – The release of an inmate to appear in court without the exchange of money or other item of value. Releasing an inmate on his/her "word" to appear in court. This is obtained via a judge.

**PAYMENT OF FINE** – When an inmate has been sentenced and a monetary fine has been levied, the entire fine must be paid before release, unless otherwise ordered by the court.

**CHARGES DISPOSED OF BY THE COURT** – i.e., Nolle Prosequi, No Information, etc, when the State does not wish to prosecute or will not formally charge the individual.

**TIME SERVED** – An inmate has been sentenced to serve time in jail and has completed that time.

**TRANSFER** – An inmate is transferred to another institution. His/Her time in the Clay County Jail may or may not be completed.

**If you are being transferred to the Department of Corrections, the following is a list of items that are allowed in the cell at that facility:**

**\*This list is subject to change.**

legal mail

10 letters (personal)

50 photographs (in good taste)

religious material

eyeglasses with case, contact lenses and solution

hearing aid

wedding ring (plain gold or silver, no stones or protrusions – NOT TO EXCEED \$100.00 value)

1 watch (wind-up type; NOT TO EXCEED \$50.00 value)

1 chain with religious medallion (not to exceed two inches in width or diameter; NOT TO EXCEED \$25.00 value)

**ALL OTHER ITEMS WILL BE MAILED HOME AT THE INMATES EXPENSE OR DISPOSED OF IN ACCORDANCE WITH DEPARTMENT OF CORRECTIONS POLICY.**

**INMATES BEING TRANSPORTED TO FLORIDA DEPARTMENT OF CORRECTIONS SHOULD BE ENCOURAGED TO MAKE ARRANGEMENTS FOR ANY ITEM NOT MENTIONED ABOVE TO BE PICKED UP PRIOR TO DEPARTING THE CLAY COUNTY JAIL. NO PROPERTY WILL BE LEFT BEHIND FOR SOMEONE TO PICK UP.**

### **Release Procedures**

Prior to being released, after you have become eligible for release by one of the listed methods, the following procedures must first be accomplished.

A check must be made to determine if you are wanted in other areas.

Your cell must be inspected to ensure it has not been damaged or marred in any way.

All property issued by the jail must be turned in and checked to ensure it has not been damaged.

All necessary paperwork for the release must be completed.

All personal property will be returned to you.

If you must leave your check, you may have it mailed to you or you may return to pick it up. If you choose to pick up your check, you will have 5 business days to do so or it will be mailed to you at the last available address.

It is your responsibility to ensure that all property and money have been returned to you.

If you do not receive all of your property, you should not sign the form that states you have received it. Request to speak to a Supervisor.

Work release inmates must have their accounts up-to-date before they can be released.

The time to release an inmate varies; depending upon how promptly the necessary paperwork is received from the court and the clerk's office and how long it takes to receive an agency check regarding any holds or warrants by other agencies. You should notify your family and friends that they should be patient, every effort will be made to release you as soon as possible.

## **FACILITY SERVICES**

### **Medical and Dental Care**

The medical staff is available to provide medical care. Dental care which is medically necessary will be provided. These services are provided by jail staff physicians to incarcerated inmates only. Contracted medical providers **will not** provide continuing medical / psychiatric / dental care upon release from jail, nor will they write medication prescription refills.

In order to be seen by the medical staff, it is necessary for you to fill out a sick call request form directed to the Medical Section, briefly describing your medical problem. The nurse will conduct a daily sick call and make referrals to the doctor as needed.

The Clay County Jail began charging inmates for medical services effective October 1, 1994. A fee schedule has been provided for your information. The fees are minimal with the exception of prescribed medication, outside provider visits, emergency room, hospitalization, and testing, which will be charged the actual cost. The level of medical care will be the same regardless of the ability to pay.

Fees charged will be deducted from your account, and you will receive a receipt. It is your responsibility to keep up to date with your account.

Effective July 1, 1994, a new law requires that copies of your medical bills be provided to the court so that the Judge can add the cost to your sentence in the event that you are placed on probation.

The law also requires that copies of the medical bill be sent to the Parole Commission, in the event that you are sentenced to prison.

**It should be totally understood that no one will be denied medically necessary services because they do not have money in their account.**

A reimbursement for medical/dental services, medication, and transportation provided to the inmate shall be levied against the inmate's commissary account. Mental Health Services will not require reimbursement. Medical services provided will be deducted from the inmate's account in accordance with a set fee schedule.

The Courts, the control release authority and the Parole Commission can require payment of unpaid medical bills acquired while the inmate was incarcerated as a condition of probation, control release and conditional release.

### **Inmates with disabilities**

Notify Staff of your disabilities so that they may assist you.

1. We have teletypewriter/telecommunications devices and telephones with volume control.
2. Wheelchair accessible cell blocks.
3. Portable handicap shower and toilet chairs.
4. Sight impaired inmates are housed with easily accessible facilities.
5. Hearing aid and eyeglass repair.
6. Staff assistance as needed.

### **PROCEDURES**

It is very important at the time of booking to advise the detention staff if you are covered under a health insurance plan. If you are covered under a plan, a copy of the health card must be made and forwarded to the nurse.

We do not handle insurance claims. That information will be given to the provider (doctor, hospital, etc.) and the provider will file the claim.

## **SICK CALL**

A properly completed medical request must be submitted to the Medical Section before 0800 hours to receive over-the-counter medications.

If you are examined or assessed by a doctor or a nurse, a fee will be billed according to the fee schedule and debited against your account.

If you are requested by medical to return for a follow-up examination of the existing condition, and less than thirty (30) days has passed, no fee will be assessed.

## **REFUSALS**

If an inmate chooses to refuse any medical procedure they must do so on **CCSO/C-037** Medical/Dental Treatment Refusal Form, provided by the nurses or the medical deputy.

## **DENTAL**

Inmates who are treated by the facility dentist will be assessed a fee according to the fee schedule.

If you are seen by the dentist and decide not to be treated, the same fee will be assessed as if treatment had been done.

## **MEDICATIONS**

Prescription medication will be assessed according to the actual cost of the medication.

It should be totally understood that you will be charged full price for prescription medications, regardless if it is refused or if you do not use the full amount. Prescription medications **will not** be returned for a credit to your account.

Inmates will be able to request and receive over the counter medications upon a determination by the Medical Section that such medication is necessary for their well being. A fee will be assessed according to the fee schedule and debited against your account.

**Prescription medication must be taken at the time of issuance to assure effective treatment.**

## **OVER THE COUNTER MEDICATION (OTC)**

In order to prevent stock piling of medication, any over-the-counter medication found during a shakedown, shall be confiscated from the inmate and a Disciplinary Report may be written.

## **NON-CHARGEABLE SERVICES**

Initial Screening

Follow-up treatment ordered by the medical doctor within thirty (30) days after initial doctor's visit.

Tuberculosis tests

Mental Health Services, medications ordered by Mental Health Provider.

True medical emergencies as determined by the Medical Section.

Medical evaluation for Inmate Worker/Work Programs.

Injuries resulting from Inmate Worker/Work Programs.

Any medical care/procedures deemed necessary by sheriff's office medical supervisor or the Jail administration.

## **TRANSPORTATION**

If an inmate is transported to his/her personal physician/dentist at his/her request (including Workman's Compensation and Insurance), the inmate will be charged a minimum fee of \$81.00 plus \$.35 per mile with any time over three (3) hours being an additional \$27.00 per hour.

Transportation arrangements and appointments will be accomplished through the Medical Staff in conjunction with the Transportation/Warrants Section.

## **DISBURSEMENT**

When services are provided, the appropriate charges will be deducted from the commissary account as soon as billed.

## **FLORIDA STATUTE ALLOWING CHARGES**

Custody Required

Before the duty to provide and pay medical services arises, there must be an arrest or "custodial detention." Thus the Sheriff is not responsible for medical costs of indigent patients merely because deputies deliver them to the hospital.

Order of Liability for Costs



Section 901.35, Florida Statutes, was enacted by the 1983 Florida Legislature to establish financial responsibility for expenses incurred in providing medical care for an arrested person.

The Clay County Sheriff's Office will make every attempt to recoup monies spent for inmate care as provided for by F.S.S. 901.35, 951.032.

### **Fee Schedule**

Nurse Response to Request/Triage/Treatment	\$ 5.00
Physician/Dentist Visit	\$10.00
Physician/Dentist Procedure (Suture, Extraction, etc.)	\$40.00
Outside Physician Referral	Actual Cost
E.R. Visit, Hospitalization	Actual Cost

### **Testing**

Laboratory	Actual Cost
X-Ray (Except Chest X-Ray for TB assessment)	Actual Cost
Urinalysis (In Medical)	\$ 5.00
Pregnancy test	\$ 5.00
In or outpatient X-ray, scan, ultrasound, etc.	Actual Cost
Electrocardiogram (EKG)	Actual Cost
Dental X-Ray	\$ 5.00

### **Medications**

Prescription	Actual Cost
Over-the-counter medication (OTC) (Per Order)	\$ 3.00

### **Treatments**

Non-Invasive by request (Blood Pressure, Weight, etc)	\$ 3.00
AccuChek (By Request)	\$ 3.00

### **Outside Transportation**

Refer to transportation section above.

### **CLOTHING**

You are required to dress in jail issued clothing while you are in the Clay County Jail. You must wear your coveralls buttoned up while in the day room area. You must be properly attired to receive medications, mail, commissary, and meals. You must be fully clothed any time you leave the cellblock. Inmates **will not** lounge on their bunks dressed only in their underwear.

## **AUTHORIZED IN – CELL ITEMS**

The following items are permitted for each inmate to keep in his/her cell. Items not on this list, or excessive amounts will be confiscated and appropriate action, up to and including disciplinary action, may be taken:

**NOTE: Laundry will be hung on wall hooks. All other in-cell property will be kept in the issued blue net bag or stored under your bunk in the storage area provided. Any property on the floor, under the mattress, affixed to bunk, or otherwise not properly stored will be confiscated and disposed of.**

<u><b>ITEM</b></u>	<u><b>QUANTITY</b></u>
Mattress	(1)
Mattress cover	(1)
Sheet	(1)
Pillow	(1)
Towels	(2)
Wash cloth	(1)
Blanket	(1)
White and blue laundry bag	(1)
Jail issued uniforms	(2)
Jail issued shower slides	(1 pair)
Socks (white only)	(5 pairs)
Underwear/panties	(5 pairs)
Non-wire bras (females)	(4)
T-shirts (white only – No tank tops)	(4)
Small comb or brush	(1)
Prescription eyeglasses	(1)
Approved hygiene items	
Books/magazines (soft cover)	(2books/3 magazines)
Bible (soft cover)	(1)
Commissary Items	(Not in excessive amounts)
Up to ten (10) personal photographs	(Not of sexual nature)
Medication <u>ONLY</u> as authorized by medical staff in prescribed quantities.	
Reasonable amount of legal papers	
Reasonable amount of writing materials	

**NOTE: Plain pencils only.** No markers, pens, crayons or colored pencils are permitted.

### **Contraband**

Contraband is described as any article in the facility or on facility grounds which is neither:

- 1) Issued;
- 2) approved for purchase from Commissary;

- 3) purchased through an approved source with official approval;
- 4) authorized and approved for delivery by mail;
- 5) authorized to be introduced into the facility;
- 6) an article passed from one inmate to another without authorization;
- 7) an article which is not stored in the designated place in a proper manner;
- 8) any article which is altered from its' original design; or
- 9) approved articles in excess amounts or number which may cause vermin, fire, or health hazard.

**\*NOTE: Most items considered to be contraband could result in a felony charge.**

### Laundry

Personal clothing may be laundered once each week. The Clay County Jail and staff are not responsible for lost or damaged clothing. **IT IS HIGHLY RECOMMENDED THAT YOU AFFIX YOUR NAME TO EACH PIECE OF CLOTHING, IN SMALL LETTERS INSIDE THE WAISTBAND OR NECKBAND, AND BOTTOM OF SOCKS. Personal clothing will not be laundered in the sinks or showers.**

Your two uniforms shall be laundered and exchanged once weekly. Linen will be exchanged once each week. Laundry change out is done by cellblock and not by individual cells. Sometimes inmate movements are unanticipated and untimely. If you have not received clean clothes/linens in seven (7) days, contact a detention deputy.

It is your responsibility to see that your clothing is exchanged on the scheduled day. All inmates must exchange clothing on the scheduled day for hygiene reasons.

You must turn in one item of issued clothing to receive a like item of clean clothing.

Laundry items will only be exchanged by the laundry deputy, except as emergencies require.

### Notary Public

A notary public will be notified when their services are desired. The notary public may not be immediately available and you may have to wait until the next weekday. There is no fee for the service of the notary public. An Inmate Request Form must be submitted for this service.

## **Reproduction of Materials**

Reproduction of materials, such as legal papers, may be made at the Jail for you. However, you must pay for the cost of reproduction. The cost of the copies shall be \$.15 per one-sided page.

To obtain copies, notify the Detention Deputy on duty, by way of the Inmate Request Form. A Property Release Form must be completed so the appropriate amount may be deducted from your account. Ask your assigned officer for a Property Release Form.

## **Records**

Florida Statutes 945.10(2) permits inmates access to all records (including medical) under the following circumstances:

When a court orders the Clay County Jail to give an inmate access to specified material.

When the inmate demonstrates that exceptional circumstances exist and the information is not available from another source.

## **Food Service**

Three meals are served daily. Meals are served in the day room and will be eaten in either the day room or the individual cells, as directed by the Deputies. If assigned to a dormitory, meals will be eaten at the tables. No portion of the meal may be saved for consumption later.

Special food orders or religious diets must be submitted for approval to the Medical Staff, or the Jail Administrator, who will notify the Food Service Supervisor.

Special diets will be removed by doctor's orders or a signed refusal for treatment by the receiving inmate.

Inmates will be removed from religious diets when they violate the spirit/requirements of the diet.

Medical snacks are provided as determined by the medical authority. Bartering/trading of these snacks may result in disciplinary action. The inmate will consume medical snacks when the snack is provided and will not save it for a later time. The Medical Section will provide written deviation of this rule when medically warranted.

## **General Housekeeping**

You are required to keep your cell, day room and other areas in the cellblock neat and clean AT ALL TIMES. This includes the shower, sinks and tables in the day room. Failure to keep the cellblocks clean will result in loss of the phone for the day.

Trash shall be placed in a separate receptacle. Receptacles are provided in the day room of each section. **Trash IS NOT to be flushed down the toilet.**

No posters or pictures will be posted in the cells. Pictures are to be kept with your personal items. No writing or drawing on the walls, mirrors, bunks, or ceilings will be permitted.

Individual rooms will be inspected prior to your release. You will be required to pay for all damages to the room and its facilities and you may be charged with criminal mischief and prosecuted by the court system.

Beds will be made when not in use. You may sleep on your bed during the day, but the bed must be re-made when out of bunk. Nothing is to be stored or placed under the mattress.

The mattress will have a mattress cover on it, you will make your bed with the sheet over the mattress and cover. The blanket will be over the sheets. All coverings must be smooth and neat.

## **Fire and Ventilation**

Windows, doorways, ventilation and light fixtures are to remain unobstructed at all times.

There will be no tampering, defacing or obstruction of the windows or doorways in the cells.

Sheets, blankets, towels or articles of clothing are not to be used as drapes, rugs or tents. Improper use of issued items may result in their confiscation.

Periodic fire drills are conducted. Each inmate is instructed to cooperate during these drills as they are for the benefit of all in the event of a real emergency.

A surplus of newspapers, magazines and books shall not be allowed to accumulate; nor shall these items be used for floor mats or placed on the walls, bunks, or windows.

Each inmate may keep a total of five (5) articles of reading materials in his/her cell. Example: three (3) magazines and two (2) books. No hardback books are allowed in the cellblocks.

Bibles are not included in the number of reading materials an inmate may have in his/her cell. Each inmate may have one (1) bible in addition to the above mentioned books or magazines.

All of the cell bars will be clear. No items will be allowed between the cell bars.

Nothing will be allowed under the mattress or on the floor.

All personal property not in use, will be stored in the blue net bag in the compartment under your bunk. **Any article not in use and not in its appropriate place will be considered as contraband and will be confiscated.**

### Law Library

A law library is provided for those inmates which have a need for same. Due to limited space and security responsibilities, the following restrictions apply:

An inmate who has his own attorney or is assigned a public defender is not entitled use of the law library. However, you may be granted its use at the discretion of the programs coordinator or duty supervisor.

A written request must be submitted to use the law library must be completed and forwarded to the programs coordinator. Your request will be reviewed and will be verified that you have a legitimate reason for attending the law library. Unlike other programs inmates must submit a request for every time they would like to attend, they will not automatically added to the following weeks list.

Library times will be held in accordance with the posted schedule.

Law books will never be destroyed, altered, or removed from the library. Disciplinary action or prosecution will result from these actions.

### MAIL

#### **Incoming mail**

There shall be no limit on the volume of lawful mail, which an inmate may send or receive. There shall be no limitations on the length, language, content or source of mail except where there is clear and convincing evidence to justify limitations. A Detention Deputy shall deliver certified or registered mail to the inmate.

Privileged mail shall only be opened in the presence of the inmate to ensure that no contraband items have been received.

Inmates will not be allowed to receive cash in the mail. Inmates may receive only money orders. (a 7-10 day hold will be placed on all money orders in excess of fifty dollars) Personal checks and cash (along with the letter) will be returned to sender with a note of explanation that the Clay County Jail will not accept either by mail.

Personal checks, payroll checks, etc. will not be cashed by the Clay County Jail. These types of checks may be released to someone to be cashed so the funds can be placed in the inmate's account to purchase items through the commissary. You must use an Inmate Property Release Form to accomplish this. The only exception to payroll checks will be from approved work release inmates.

There will be no transfer of funds from one inmate account to another inmate's account, or release of funds to another inmate's family member.

**Inmates shall not be allowed to correspond with other inmates without prior approval of the Detention Bureau Commander.**

Inmates shall be allowed to receive printed materials and publications which are available to the public and may be purchased either through a publisher or internet website (i.e. Books-a-Million & Barnes and Noble). PRINTED MATERIALS WILL NOT BE ACCEPTED FROM INDIVIDUALS, NATIONAL CHAIN OR LOCAL BOOKSTORES THAT ALLOW ACCESS TO THE PUBLIC (i.e. Books-a-Million or Barnes and Noble located in local malls, college book stores or local book stores) Magazines, newspapers, soft covered books and subscriptions will be authorized and will have restrictions placed on them. Hard bound printed materials and publications or whose contents contain nudity, pornographic material or promote violence that is directly related to the safe and orderly security of this facility will be prohibited. As the postal service does not accept opened bulk mail, printed materials and publications that do not meet acceptable standards will be treated as contraband and disposed of per sheriff's office policy. Complementarily gifts, promotional offers or advertisements received with the publication will not be forwarded to the inmate. The sheriff's office will not retain any prohibited materials, gifts, promotional offers or advertisement in the inmate's personal property.

The deputy responsible for receiving mail shall forward printed material or publications of questionable nature to the watch supervisor.

The number of books and publications permitted in the housing area is outlined in a previous section of this handbook.

Inmates will not be allowed to receive materials of a pornographic nature.

Subscriptions to book clubs are prohibited.

All incoming correspondence shall be inspected for contraband, codes, escape plans, threatening statements, blackmail, or extortion, unless it is privileged mail, then it will be inspected in the presence of the inmate. Inmate letters will not be held for more than 72 hours excluding weekends and holidays.

Incoming mail without a verifiable return address will not be forwarded to the inmate. It will be placed in your property.

### **Outgoing Mail**

Outgoing inmate mail must include the sender's and the recipient's full name and address.

There shall be no limit on the amount of lawful mail an inmate may send.

All outgoing correspondence shall be inspected for contraband, codes, escape plans, threatening statements, blackmail or extortion. Outgoing mail will be picked up between the hours of 6:00 p.m. – 11:00 p.m.

All outgoing mail must be left unsealed and have the inmate's number, full name, and cell numbers and the jail address in the upper, left-hand corner of the envelope.

Inmates **will not** draw on the outside of an outgoing mail item, as the Post Office may not accept the envelope if defaced. Letters with drawings on the outside of envelopes will be returned to the inmate.

Privileged communication to counsel, court, public officials or the news media may be sealed by the inmate only in the presence of a deputy to ensure that the mail is in fact privileged mail. **It also may be held for a reasonable time not to exceed 72 hours pending verification that it is properly addressed to a person or agency referred to above.**

### **Indigent Inmates**

An indigent inmate is one who has no money in his/her account. If an inmate has had funds and chose not to purchase stamps, paper, etc., he/she will not be considered indigent until his/her account has had no funds for a period of one (1) week.

Inmates without funds may request an admissions package once per week via the commissary on scheduled commissary days. The agency cost of this package



will be debited to your account until such time money is deposited into your account. This package consists of the following:

- Paper (4 Sheets)
- Stamped envelopes (4 stamped)
- Pencil (1)
- Small comb
- Toothbrush

Indigent inmates requesting free mail service shall submit the letter and an indigent request form to the administrative staff.

Inmates without funds will also be supplied with writing materials and postage to correspond with attorneys and the courts at reasonable intervals.

### **Rejection of Mail**

All items that are received through the mail that is contraband, unauthorized, (i.e. hardback books, items that can be purchased off of commissary such as envelopes and stamps) will be returned to the sender in its entirety. A note of explanation that these items cannot be received by the inmate will be included.

The inmate shall be notified in writing when incoming or outgoing letters are rejected for, but not limited to:

- The letter contained threats of physical harm against person(s) or threats of criminal activity.
- The letter threatens blackmail or extortion.
- The letter contains plans of escape.
- The letter contains plans for activities in violation of detention facility rules.
- The letter is in code.
- Rejected mail will be forwarded to the Jail Administrator.

### **Mailing Address**

P. O. Box 958, Green Cove Springs, FL 32043

### **Incoming Property**

No property will be accepted, except clothing for court. Court clothes will replace the clothes in your property.

## **Food**

Each inmate shall receive one tray of food per meal. When inmate feed up is announced, inmates will quietly form a single line by bunk number to receive their food tray.

No food is allowed to be kept for later. All food not eaten must be disposed of by placing in the appropriate receptacles. Food found during cell searches shall be disposed of according to policy. Stored food may attract vermin which would interfere with the sanitation of the facility.

Only those food items purchased through the commissary will be allowed to remain in the cells. These items may be confiscated and will be destroyed if stored in excessive quantities or found half eaten and the remainder of the food item is stored for later consumption.

## **Telephones**

It is important to remember that what you say to your loved ones may place unnecessary worry on them and make them feel helpless, so be thoughtful during your conversations.

Inmates will not be permitted to receive incoming calls. If an incoming call of an emergency nature is received for an inmate, the phone number and name of the party calling will be obtained, after verification the inmate will be permitted to call the relative to the emergency as soon as reasonably possible.

Emergencies will be defined as a death in the immediate family, a crisis in a family or business in which the inmate has a real and vested interest, or other severe crisis that requires his/her immediate personal attention.

Messages lacking urgency will not be relayed. The caller will be advised to write or visit the inmate on visitation day.

Telephones are located in each day room for your convenience in contacting attorneys, bondspersons, friends and family. These telephones are capable of making both local and long distance calls. However, all calls will be made on a "COLLECT CALL" basis. All charges must be accepted by the person you are calling.

Telephone privileges will be provided between the hours of 8:00 a.m. and 10:00 p.m., except during feed up, count, or unless disciplinary action has been taken against all inmates of the cell, such as riot, refusal to work, etc. Telephones may be turned off if in cells, and day rooms, if showers and bunks are not kept neat and clean.

The telephone is a privilege and must be shared equally by all. The length of the telephone call will be (20) twenty minutes to insure all inmates have an opportunity to utilize the telephone. Any inmate attempting to make a three way call will be disconnected as soon as the phone system detects this. **Telephone communications may be monitored, and/or recorded at any time.**

Telephone calls of a threatening nature from an inmate to a second party will be investigated and prosecution may result.

An inmate may be given a warning for placing a nuisance call to any reporting party. However, the violator risks losing his/her phone privileges.

Disciplinary actions involving telephone restrictions shall not include the inmate's right to call his/her attorney or bondsperson. However, the number to be called shall be verified by an officer prior to the inmate making the call.

Inmates are warned not to share their pin with other inmates. You may be held liable for unauthorized telephone calls and could face additional criminal charges and/or disciplinary action.

### **Commissary**

The commissary operates for the benefit of the inmates. A list of items for sale and their prices will be posted in the cellblock each week. Items sold in the commissary will not be accepted through the mail or through the reception area.

Each cellblock will receive commissary privileges twice weekly and the items should be received by you within 48 hours, excluding weekends and holidays, after your order is placed. Shortages of any items are to be reported immediately to the officer delivering the orders. All other issues regarding your order should be reported to the commissary clerk on an Inmate Request Form within five (5) working days. **If you are released prior to receiving your commissary, you will have five (5) working days to pick it up. After the five (5) day period, your commissary is forfeited.**

**Commissary is a privilege and must not be abused. Excess items found during cell searches will be confiscated and destroyed.**

The commissary schedule shall be determined by the commissary staff. Commissary is usually conducted on Mondays and Wednesdays. Your order is usually received on Wednesday and Friday.

In the event a holiday falls on the day your commissary is scheduled, you will receive notice from administrative staff if a make-up order can be made.

Inmates will be allowed to order only one each of any hygiene item at a time.

Commissary slips will be distributed by your assigned deputy the day before the scheduled order. You **MUST** have your commissary slip completed (NAME, ORDER, COMMISSARY NUMBER, SIGNATURE) and turned in by 7:00 AM the day of commissary. Your order will be filled starting from the left side of the order form, top to bottom. The order will be filled until you reach the allowed limit, the order is completed, or you run out of money.

Your commissary account number and your ID number can be found on your ID wristband. The account number **must** be used to order commissary. Failure to complete your commissary slip properly will result in your order not being filled.

### **Newspapers**

Newspapers will be distributed to the cellblock after the assigned deputy determines that the cell block is clean and the behavior of the occupants warrants the issue of the papers.

Newspapers are **NOT** to be used as floor mats, table mats, etc. Papers are to be returned to the detention staff upon request to do so.

### **Programs**

Various programs are offered at the Clay County Jail. These programs are for your benefit and should not be abused. An inmate who receives a disciplinary report shall cause his/her name to be removed from the list and will have to resubmit a request to attend the program again when the disciplinary sanctions expire.

An inmate who does not attend a requested program function once, must re-submit a request to begin the program. Inmates will not attend programs in a hit or miss fashion.

### **Visitation**

It is the policy of the Clay County Sheriff's Office to provide visitation for inmates incarcerated in the Clay County Jail. Visiting facilities are provided which permit visitation for informal communication, high risk inmates, special circumstance and physical contact. All visitation will be non-contact.

During the booking process an inmate may give visitor(s) information to the booking deputy. Each inmate will be allowed to have four (4) names (adults) listed on his/her visitor list. For the purpose of this section any visitor 18 years of age or older is considered an adult and will be counted as such. **No one under the age of 18 will be allowed to visit.** Any changes to the visitors list can be

made by indicating changes via an Inmate Request Form made to the attention of a detention deputy.

It will also be the responsibility of the inmate to contact those persons listed as visitors and advise them that only they will be allowed to visit and when their visitation day is.

Attorneys and ministers are not required to be listed on the visitors list.

In some cases, out-of-town visitors are not required to be listed on the visitors list. Their visits shall be documented to insure they follow the maximum number of visits per week rule. These visitors are still required to call the jail in advance of departure for the jail. They must speak with a sergeant or higher authority to request a visit. They are not to just show up or they will not be allowed to visit.

Inmates will provide all of the required information on their visitors or the visitor will not be allowed to visit.

Falsifying information on the visitors list or visitors falsely identifying themselves to be the person on the list, could cause the inmate to lose his/her visiting privileges, either temporarily or permanently.

Visiting days and times shall be posted in the visitor's lobby and cell blocks.

It is the responsibility of each inmate to notify prospective visitors to be here (30) thirty minutes prior to visitation, as well as the rules pertaining to visitation. Visitors should only bring their car keys and a photo identification to visitation as no other materials are allowed to be taken upstairs.

Visitors must register and provide a proper identification, which includes a recent photograph. (Drivers license, identification card, military identification card, etc.)

Each visitor is to be searched before entering the visitation area.

Visitors suspected of being or who are under the influence of an alcoholic beverage or drug will not be allowed to visit and could be subject to arrest.

A visitor may visit only the inmate on whose visitor list his/her name appears.

No one under the age of eighteen (18) will be allowed to visit .

Each inmate will be permitted two (2) hours of visitation per week with 1 adult visitor each time, space permitting.

Anyone attempting to visit more than two hours a week will be suspended from visitation for thirty (30) days.

**Inmates must submit to certain hard restraints such as handcuffs, leg irons, waist chains, etc. in order to have a visit. The type of restraints used will be determined by the supervisor on duty. Inmates not wishing to be subjected to this requirement will be denied visitation privileges.**

### **Visitors Dress Code**

Visitors must be properly dressed before they will be allowed to visit.

Male visitors must be attired in shirt, trousers, and shoes. Mid-thigh or longer shorts are authorized wear. No cut-off or spandex shorts will be permitted in the jail facility. Tank tops are not allowed. T-shirts with offensive slogans or artwork are not allowed.

Female visitors must be attired in conservative clothing and shoes. Mid-thigh or longer shorts are authorized wear. No cut-off or spandex shorts will be permitted in the jail facility. No bathing suits or halter-tops are allowed. Dresses and skirts must be a knee length or longer. No flimsy or see through clothing.

All visitors must wear footwear. The following type footwear is unacceptable:

- Flip-flops
- Spike heels
- Sandals which are not secured to the ankle by at least one strap.

### **Property and Money**

No property or money may be transferred between the inmate and the visitor.

### **Termination of Visits**

No visitor will bring any type of tobacco product, nor matches or lighters, into the visitors reception area on the first floor of the jail. Anyone who violates this regulation faces the possibility of having his/her visitation cancelled for that day, or possible permanently revoked if a repeat offender.

The detention deputy supervising visitation, or higher authority may terminate a visit if a rule violation, misconduct, or emergency situation warrants such action.

Violators of visitation rules are subject to permanent loss of visitation privileges.

### **Exceptions to Visitation Rules**

Attorneys, clergymen (when possible), and military command visits are not restricted to the hours of visitation.

Inmates hospitalized in community facilities (Orange Park Medical Center, etc.) will not be allowed to visit except as approved by the jail administrator.

The visitors must call the jail and make an appointment to visit or the deputy watching the inmate at the hospital will not allow the visit.

Federal prisoners held in the Clay County Jail shall be allowed visitation only when authorized by the arresting federal agency.

### **Visitation for High Risk Inmates**

High risk inmates are those demonstrating the potential to escape, have violent tendencies, have mental/behavioral problems and inmates confined to medical isolation. Those inmates charged with violent crimes shall also be considered high risk.

Prior to a "high risk" inmate receiving a visitor the detention deputy shall notify the shift supervisor.

The watch supervisor will determine what measures may be needed to properly conduct the visit.

### **Special Visits**

The watch supervisor may authorize special visits based on the following criteria:

The visitor had to travel a long distance. (Proof of distance traveled is required, i.e., plane ticket, bus ticket, or a driver's license showing the visitor's residence is outside the immediate area.)

Sufficient cause exists indicating an emergency.

### **Religion**

Religious programs are conducted by volunteer ministers, priests, etc. who have a certificate of ordination through the jail chaplain. Services are conducted at the discretion of the chaplain and in accordance with the posted schedule.

You are allowed to have your personal minister visit you. It is not necessary to have the minister listed on your visitors list.

You may have your personal bible (**no hardbacks, soft cover only**) brought to you. However, the jail will not be responsible should it become lost or damaged. Request for bibles should be made to the jail chaplain using the Inmate Request Form.

The jail chaplain is available to help you and a request form is available from the deputy on duty.

Bible study will be held in accordance with the posted schedule.

### **Exercise**

Inmates shall have the opportunity to have a minimum of three (3) hours of outdoor exercise per week, weather permitting.

Leisure time activities are available within each day room area. These activities include cards and other various board games.

In some instances when other inmates are outside for recreation and you are allowed to remain inside for whatever reason, you could be locked in your cell during the time the other inmates are outside. This is for your benefit as well as the benefit of the inmates who are outside, in the event items of their property become missing.

### **Alcoholic Anonymous / Narcotics Anonymous**

AA/NA meetings are offered in the Clay County Jail to assist you with any behavioral problems you may be having because of the excessive use of alcohol and/or drugs.

If you are interested in this program you must apply to the programs coordinator using the Inmate Request Form. Your request will be considered after a check with the classification deputy concerning your eligibility.

AA will be held in accordance with the posted schedule.

NA will be held in accordance with the posted schedule.

### **Work Release**

This program allows you to continue employment and support your family.

You are eligible for this program only after you have been sentenced and have been approved by the sentencing Judge, the Parole and Probation Division of the Department of Corrections and the Clay County Jail.

All requests for this program must be made to the programs coordinator using the Inmate Request Form.



You are NOT allowed to consume any alcoholic beverages or use any drugs or narcotics while on these programs, except those medications prescribed by the medical authority.

Prior to acceptance into this program, a drug screen must be conducted at your expense, to determine your eligibility. If drugs are found in your system, you will not be eligible for the program.

Periodic drug screens and chemical tests for intoxication may be conducted during your time in jail. Refusal for such tests is grounds for immediate dismissal of the work release program.

All accounts must be kept up-to-date in order to maintain work release status.

All specific rules and regulations dealing with inmate conduct and behavior while on work release will be explained by the programs coordinator at the time of the interview.

Inmates previously denied in the program may request a review of the previous denial if conditions on which the denial was made have changed.

Inmates assigned to the work release program are not entitled to extra gain time.

Inmates will be monitored by GPS tracking system by utilizing an anklet assigned to the inmate. Inmates and their employers must agree to this type of supervision.

### **Exclusion from work release program**

Refusal by either the inmate or the employer to monitoring via the GPS tracking system will result in the inmates' exclusion to the program.

Certain offenses and/or individuals are automatically excluded from participating in the program. These offenses and/or individuals are:

- Inmates with pending charges
- Inmates with a history of escape or attempted escape
- Inmates involved in violent cases and domestic violence cases
- Inmates with a history of violent crimes
- Mentally incompetent inmates
- Inmates who refuse to be interviewed or investigated
- Inmates with a lengthy history of drug or alcohol abuse
- Inmates convicted of dealing in drugs, conspiracy to distribute, or possession with intent to distribute drugs
- Inmates classified as habitual felony offenders
- Inmates charged with a crime of a sexual nature or are registered sex offender/predator

- Inmates convicted of assault on a law enforcement officer or resisting an officer with violence

### **Inmate Work Program**

Each inmate who has been sentenced is given the opportunity to be a part of the Work Program. You could be allowed to work at various jobs for the Clay County Sheriff's Office or other governmental agencies within the county.

**This depends on your adjustment to confinement, classification, medical condition, attitude, etc.**

Inmates are not required to request to be an inmate worker. After Classification receives a copy of the inmate's sentence sheet, the inmate will be screened and assigned an appropriate Inmate Worker Status based on skills, availability of work assignments and the above criteria.

Inmate work assignments will not be based on sex, race, religion and national origin, with the exception of female trustees they will not be permitted to work in areas occupied by male inmates.

Pretrial and un-sentenced inmates are not allowed to work except for personal housekeeping.

Inmates, sentenced on all charges (except a sentence less than 30 days or a civil order), may be compensated for work in the form of Extra Gain Time which reduces the inmate's sentence.

All gain time is granted by the Board of County Commissioners, in accordance with existing policies of the Department of Corrections for such awards for State Prisoners.

Upon recommendation of the classification deputy and the Board of County Commissioners, an inmate may be granted 1 to 5 days off his/her sentence per month.

Inmates will be informed of their duties and responsibilities by their assigned supervisors.

**All inmates sentenced to the Clay County Jail will be required to be clean shaven every day. Mustaches are permitted, however they will be neatly trimmed and not extend past the corners of the mouth. Additionally, they are required to have a regulation D.O.C. type hair cut..**

## Education

Classes are available for GED review, preparing inmates to pass the GED test. The classes are taught by a fully certified teacher employed by the Clay County School Board. They are held in accordance with the posted schedules. Classes are also available for basic education. The goal for all students is to improve reading and math skills.

To request an interview for placement in the GED Basic Education classes an inmate may complete a request form, which is available from any deputy on duty and forward to the programs coordinator.

A schedule is maintained so inmates should be dressed and ready to attend when the deputy comes for you. Constant tardiness may result in you being removed from these activities.

## LOCKDOWN / ROLL OUT / COUNT

### **Lockdown**

Lockdown is at 11:00 p.m. each evening. All inmates are expected to go to their assigned cells/bunks at this time. Inmates that remain in the day room after 11:00 p.m. face disciplinary action. No talking will be allowed during this time (unless directed to do so by a detention deputy.)

### **Roll out**

Roll out is at 4:30 a.m. each morning. All inmates are expected to get up, dress and begin cleaning their respective cell areas. Common area cleaning is a group effort. **Cleanliness of the cells will determine if telephone privileges are granted for the day.**

**A random head count of all inmates shall be conducted at least four (4) times within each twenty-four (24) hour period.**

Random head count shall be conducted on each watch at the discretion of a Deputy or upon notification by a higher authority.

Day watch will conduct at least two (2) physical head counts per watch. Night watch will conduct at least two (2) head counts per watch with at least one (1) of the counts being a "Full Lockdown" count when all inmates are required to be in their cells and visually inspected.

## **Procedures**

### **Physical Head Count**

Inmates will be notified via intercom or in person by a deputy, to prepare for head count.

All telephones are to be turned off during the taking of head count.

At this time you shall line up by your cell door or bunk, which ever applies. Your cell room lights will be on and you shall be dressed in full uniform with your I.D. wristband. You will stand erect facing the end of the cellblock with the lowest numbers.

At times, this count will be conducted simultaneously to mealtime. In this case, you are to be fully dressed in your jumpsuit.

There will be no talking or unnecessary movement during count. This will allow the deputies to walk up to each inmate, see the identification wristband and see into the cell. At no time will a deputy count someone who is concealed from view.

So that the inmates and the officers will know what to expect each time, and to allow for an orderly and expedient head count, the count shall be conducted in the same manner each time.

### **Lockdown Head Count**

All inmates are required to return to their cells for lockdown.

During any lockdown period, inmates shall remain on their bunks. Inmates are not permitted to be at tables writing letters, playing cards, etc., during this period.

During most cases when a lockdown head count is performed, the inmates will be asleep. Flashlights will be used sparingly, but with enough light thrown on the inmate to leave no doubt as to whether a human is actually being counted. The deputy must see or touch flesh in all cases.

The deputies shall attempt to perform the head count without waking the inmate but in the event a positive identification is not made the deputy shall enter the cell to confirm the identification of the inmate and to insure the inmate is in his/her assigned cell.

## **SEARCHES FOR THE CONTROL OF CONTRABAND**

It is the policy of the Clay County Sheriff's Office to conduct frequent searches of the facility to discover and stop the introduction of contraband.

Contraband articles that are found at any time and under any circumstance (i.e. excess clothing, mail, torn T-shirts, etc) will be disposed of properly. These items will not be stored in personal property as they are in direct violation of the facility rules and regulations. F.S.S. 951.22

Shakedown searches shall be conducted frequently and on an irregular basis.

Shakedown searches shall be systematic and thorough, and shall include all areas of the jail where inmates may hide contraband.

### **Procedures for Shakedown Searches**

Inmates shall be locked in their cells. Those housed in dormitories shall sit on their bunks.

Each inmate shall be individually searched then moved outside the cell where he/she may be closely observed.

Should a search of body cavities be necessary, the medical staff shall be notified and appropriate arrangements made to conduct the search as per established guidelines.

After each inmate's area is searched, he/she will be locked into his/her room, or instructed to remain on his/her bunk until the entire cellblock has been searched. Inmates **WILL NOT** be allowed to move about during the shakedown.

The purpose of a shakedown is to find and discourage the use of contraband and to detect violations of jail rules and regulations. It is not intended as a harassment of inmates.

An inmate does not have to be present during a search of his/her cell/personal property/work area or living area.

You are responsible for your bunk and the immediate area. If contraband is found in these immediate areas, you will be held responsible.

### **Disciplinary Action**

If a cell search or shakedown results in the discovery of a violation, appropriate disciplinary action shall be taken by the discovering deputy.

Additional criminal charges may be added.

## INMATE CONDUCT AND DISCIPLINE

### **General Rules**

There will be no wrestling or other horseplay anywhere in the jail at any time. Proper behavior will be observed throughout the facility at all times.

The entire staff of the Clay County Jail is responsible for maintaining order and discipline at all times. Staff members have been directed to prepare an incident report or disciplinary report on all rule violations and to advise the inmate at the time of the violation that this measure is being taken.

All disciplinary reports will be reviewed by the State Attorney's Office for possible criminal charges and for consideration during your sentencing.

The inmate may be deprived of any or all of the following privileges:

- Telephone
- Visitation
- Good Time
- Programs
- Commissary

Inmates who violate the jail rules and regulations can be locked in their cells (lockdown) for various lengths of time. Listed below are definitions of the different types of lockdown and their potential time periods:

**Short Term** – When inmates interfere with orderly operation of the jail or do not obey a deputy's order(s) or are a general nuisance. The inmates can be locked in their cell for up to twenty-four (24) hours.

**Disciplinary** – **When disciplinary charges have been brought against an inmate, and if the inmate is found guilty of the charges, the hearing deputy may sentence the inmate to a period of time for one (1) to thirty (30) days in disciplinary confinement. During disciplinary confinement an inmate may lose all privileges, depending on the hearing deputy's ruling.**

\* Should an inmate be found guilty of two (2) violations of specific jail rules and regulations by the hearing deputy, that inmate may be arrested, charged with a second degree misdemeanor per F.S.S. 951.23(10.)

**Administrative Confinement** – If an inmate continually violates rules and regulations or is an escape risk or other risk because of the nature of the charges against him/her, or is a threat to themselves, other inmates or staff, he/she could be placed in Administrative confinement from one (1) day to the remainder of his/her time in jail.

**Medical Isolation** – Determined by the medical staff. Isolation could be in an individual cell or in the medical section. The period of time spent in medical isolation is determined by the medical staff.

### **Hearing Deputy**

A hearing deputy shall be appointed by the jail administrator to afford the inmate his/her due process.

Inmates who are accused of infractions and face disciplinary action will be notified of the charges against him/her at least twenty four (24) hours in advance of a hearing to prepare their defense. The inmate will acknowledge that the receipt of the charges were delivered. The inmate may waive the twenty-four (24) hour notification in writing.

A hearing shall be held as soon as possible after the alleged rule violation, as circumstances permit, after allowing twenty-four (24) hours for case preparation, but in no event later than five (5) working days, excluding weekends and holidays, from the date of the incident.

Recommendation for disciplinary action against an inmate will be the responsibility of the hearing deputy, who shall forward such recommendation to the Jail Administrator for review. The administrator may reduce, but may not increase the disciplinary penalty recommended by the hearing deputy, except for loss of gain time (See Gain Time Section.)

Any inmate facing disciplinary action has the right to appeal. All appeals must be made in writing to the Jail Administrator within three (3) calendar days of the decision. The Inmate Request Form may be utilized to file an appeal.

The results of the disciplinary action will be placed in the inmate's file and will be forwarded with him/her should he/she be transferred to another institution.

If the inmate is found "Not Guilty" of all the charges, all records of the disciplinary action shall be removed from the inmate's file.

### **Inmate Grievance Procedure**

An inmate may initiate a grievance at any time, for mistreatment or situation that cannot be resolved by the assigned detention deputy. The on-duty supervisor should be requested to review the situation via an Inmate Request Form.

## **Submission of a Grievance**

The inmate shall first try to resolve the problem with the individual involved. If a satisfactory response is not received from the individual involved, then the inmate shall try to resolve the problem with the on-duty supervisor. If a satisfactory response is not received from the supervisor, then the inmate shall then request a grievance form from the administrative lieutenant.

The inmate shall be instructed to fill out section 1 and return the form to the sergeant or officer-in-charge who shall then investigate the complaint and fill out Section 2. The form shall then be forwarded to the administrative lieutenant for action.

The administrative lieutenant upon completion of the review shall forward the form to the chief of detention for review.

## **Response to a Grievance**

A grievance, properly filed shall be acted upon within ten (10) working days (excluding weekends and holidays.) The administrative lieutenant will take action in the following ways depending on the urgency of the situation.

Written information returned to inmate.

Personal interview.

## **Appeal to the Jail Administrator**

If the response of the administrative lieutenant is not satisfactory to the inmate, the inmate may make an appeal.

The inmate will state, in writing, why the response is not satisfactory.

If the action of a member or other inmate caused the grievance, documented evidence of the corrective action taken by the immediate supervisor(s) shall be provided to the chief of corrections.

**A grievance forwarded directly to the jail administrator without prior action by staff will be immediately routed to the chief of corrections.**

Grievances not submitted in order of the paragraphs one (1), two (2), three (3), and four (4) shall be grounds for immediate dismissal of grievance.



## Rules and Discipline

Maintaining an orderly detention facility is necessary for the harmonious schedule of events taking place, e.g., recreation, church, work programs, substance abuse programs, etc. The disruption of such order by an inmate who endangers the safety or welfare of another person will not be tolerated and will be subject to disciplinary action.

### A. PROHIBITED CONDUCT AND PENALTIES

Any act, which is a felony or misdemeanor in the State of Florida, may lead to prosecution as prescribed by Florida law.

The following are established maximum penalties for indication infraction.

The disciplinary hearing officer may elect to impose the maximum penalty or any lesser penalty.

1. **Assault and/or Battery** on any person.....30 Days
2. **Fighting**.....30 Days
3. **Threatening another with bodily harm**, or any offense against their person or property.....30 Days
4. **Extortion, blackmail, protection**, demanding or receiving anything of value in return for protection against others to avoid bodily harm, or under threat of informing.....30 Days
5. **Engaging in sexual acts with others**.....30 Days
6. **Making sexual proposals** or threats.....30 Days
7. **Indecent exposure**.....30 Days
8. **Escape**.....30 Days
9. **Attempting or planning escape**.....30 Days
10. **Wearing a disguise or mask**.....30 Days
11. **Setting a fire**.....30 Days
12. **Destroying, altering or damaging county property**  
or the property of another person..... 30 Days
13. **Stealing (Theft)**.....30 Days

14. **Tampering with or blocking any locking device**.....30 Days
15. **Adulteration of any food or drink**.....30 Days
16. **Possession or introduction of any explosive or any ammunition**.....30 Days
17. **Possession/introduction of contraband into the facility**....30 Days
18. **Misuse of authorized medication**.....30 Days
19. **Possession of unauthorized medication**.....30 Days
20. **Loaning of property** or anything of value for profit or increased return.....30 Days
21. **Rioting**.....30 Days
22. **Encouraging others to riot**.....30 Days
23. **Engaging in, or encouraging a group demonstration**.....30 Days
24. **Encouraging others to refuse to work**.....30 Days
25. **Malingering, feigning an illness**.....30 Days
26. **Conduct which disrupts** or interferes with security or the orderly running of the institution.....30 Days
27. **Counterfeiting**, forging or unauthorized reproduction of any document, article or identification money, security or official paper..... 30 Days
28. **Failing to properly report for count**.....30 Days
28. **Interfering with the taking of a count** .....30 Days
30. **Making intoxicants** or being intoxicated.....30 Days
31. **Smoking** or tobacco use.....30 Days
32. **Correspondence or conduct** with a visitor in violation of posted regulations.....30 Days
33. **Giving or offering** any official or staff member

- a bribe**, or anything in value.....30 Days
- 34. **Giving money** or anything of value to, or accepting money or anything of value from another inmate, a member of his family, or his friend.....15 Days
- 35. **Violation of Work Release**.....30 Days
- 36. **Disrespect towards a staff member**.....30 Days
- 37. **Mutilating or altering issued clothing**.....25 Days
- 38. **Failing to perform work** as instructed by a supervisor.....15 Days
- 39. **Lying** or providing a false statement to a staff member.....30 Days
- 40. **Gambling**, preparing or conducting a gambling pool possession of gambling paraphernalia.....20 Days
- 41. **Tattooing** or self-mutilation.....15 Days
- 42. **Unauthorized contacts** with the public.....15 Days
- 43. **Refusing to work**, participate in work stoppage.....30 Days
- 44. **Refusing to obey the lawful order** of any staff member..... 30 Days
- 45. **Being in an unauthorized area**.....15 Days
- 46. **Failure to follow safety** or sanitation regulations.....15 Days
- 47. **Using any equipment or machinery contrary to instructions** or posted safety standards.....15 Days
- 48. **Using abusive or obscene language**.....15 Days
- 49. **Being out of assigned bunk after roll in/2300 count**.....15 Days
- 50. **Attempting to defraud another person or entity by con game** via use of the mail system or other written correspondence.....30 Days
- 51. **Placement of any non-medically approved articles** which prevent a body piercing from closing.....10 Days
- 52. **Being unsanitary or untidy**, failing to keep one's

- quarters in accordance with posted standards.....15 Days
- 53. **Unauthorized use of mail** or telephone.....15 Days  
     Second infraction.....30 Days
- 54. **Unauthorized removal or alteration of wrist identification band.**
  - First** infraction.....15 Days
  - Second** infraction.....30 Days
- 55. **Unexcused absence** from work or any assignment.....10 Days
- 56. **Participating in an unauthorized meeting** or gathering.....10 Days
- 57. **Refusing to conform** to haircut and/or shave regulations.....10 Days
- 58. **Unauthorized use** of another inmates' pin.....10 Days
- 59. **Violating a court order** (i.e. No contact; injunction; attempting to contact a "victim".) .....30 Days
- 60. **Any type of correspondence between male/female inmates currently incarcerated in the facility**.....30 Days

In Addition to disciplinary action, inmates can also be required to pay for damaged, destroyed or misappropriated property or goods per Florida Model Jail Standards (13.03)

**The jail administration reserves the right to refer any violations of this disciplinary code, which also constitute violations of the criminal laws of the State of Florida, to the Office of the State Attorney for possible criminal prosecution.**

**Gain Time**

**Good Conduct Time (State Time)**

Good conduct time shall be granted when no charge of misconduct has been sustained against a county inmate. The gain time shall be computed at a rate of five (5) days for every thirty (30) days of an inmates' sentence. State time is taken off the "top" of your sentence.

## **Extra Gain Time**

In order to encourage good inmate behavior, provide incentives for inmates to participate in productive activities, and to reward inmates who perform outstanding deeds of services, an Inmate Worker Work Program has been established. Extra gain time is authorized by the Clay County Jail by approval of the Clay County Board of Commissioners for those inmates who have satisfactorily discharged their assignments while appointed as an inmate worker, may earn up to five (5) days for every thirty (30) days worked as an inmate worker depending upon number of days of sentence and job performance. (Good Time is awarded on a monthly basis.)

Inmates that do not meet the above criteria are not eligible for this gain time.

## **Loss of Gain / Good Time**

All or part of any gain time earned by an inmate shall be subject to forfeiture upon recommendation by the hearing deputy for violation of any Florida State Statute, Florida Model Jail Standard, or any rule or regulation of the Clay County Jail.

## **INMATE RULES AND REGULATIONS REVIEW**

### **Once a year the jail management shall establish a committee to:**

Review recent court cases, rules of the Florida Model Jail Standards, Florida State Statutes, and Florida Corrections Accreditation Commission (FCAC) standards in order to continue division compliance.

Make suggestions for revisions which shall be forwarded to the Jail Administrator for approval.

Submit the approved revisions to the Planning and Research Section for review, publication and distribution.

<b>First Revision:</b>	<b>November 16, 1993</b>
<b>Second Revision:</b>	<b>January 30, 1995</b>
<b>Third Revision:</b>	<b>November 30, 1995</b>
<b>Fourth Revision:</b>	<b>November 27, 1996</b>
<b>Fifth Revision:</b>	<b>June 16, 1997</b>
<b>Sixth Revision:</b>	<b>April 28, 1998</b>
<b>Seventh Revision:</b>	<b>March 24, 1999</b>
<b>Eighth Revision:</b>	<b>August 9, 2000</b>
<b>Ninth Revision:</b>	<b>July 10, 2002</b>
<b>Tenth Revision:</b>	<b>August 20, 2003</b>
<b>Eleventh Revision:</b>	<b>January 31, 2006</b>
<b>Twelfth Revision:</b>	<b>March 16, 2010</b>