

Hardee County Sheriff's Office

Detention Facility

2009-2010 Inmate Handbook

Effective:

October 1st, 2009 - September 31st, 2010



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I. General Introduction:

- a. You will be charged a \$3.00 replacement fee for failing to return this Inmate Handbook or if this Inmate Handbook is intentionally damaged and deemed unusable for reissue by a Detention Deputy.
- b. This Inmate Handbook is provided to assist you during your incarceration at the Hardee County Sheriff's Office Detention Facility.
- c. The Inmate Handbook is a "General Guide" to the Operations of the Facility, available Inmate Programs, explaining Rules and Regulations concerning your day-to-day behavior, Disciplinary Hearings and the range of penalties imposed.
- d. The Guidelines contained in the Inmate Handbook are based on existing Florida State Statutes and the Florida Model Jail Standards.
- e. The Inmate Handbook is reviewed annually with necessary revisions made.
- f. If you have any questions contact any Detention Deputy for assistance or clarification.
- g. The information contained in the Inmate Handbook is subject to change, as needed to ensure the Safe and Secure Operation of the Hardee County Sheriff's Office Detention Facility.
- h. Only "Money Orders" for an inmate's personal "Commissary Account will be accepted via the mail or by being dropped in the "Money Order" drop box located in the Sheriff's Office Lobby.
- i. At no time will any cash be accepted after initial intake to be deposited into your inmate "Commissary Account".
- j. Money orders may be deposited in the "Money Order" drop box located in the Hardee County Sheriff's Office lobby or may be mailed to the following address:

Inmate Name, ID number
900 East Summit Street
Wauchula, FL 33873

II. Warning:

- a. Any inmate that Assaults a Hardee County Sheriff's Office Detention Deputy will be subject to one or more of the following:
 - i. Felony Criminal charges under F.S.S. 784, Battery on a Detention Member or Staff.
 1. This is a minimum Third (3rd) Degree Felony punishable by up to 5 years in prison or could be up to a First (1st) Degree Felony punishable by the Death Penalty, or a Life Sentence, depending on the severity of the crime.
- b. Administrative charges: Such as loss of all Privileges and Punitive Segregation.
- c. Classified, as a "High-Risk" to staff and this Classification must follow you to State Prison.
- d. Any inmate who Assaults another inmate while detained in this Facility will be subject to Felony Criminal charges under F.S.S. 784.082.
- e. Any inmate, found guilty of two (2) or more Disciplinary proceedings, may be subject to Criminal Prosecution.
- f. You will see the following words throughout this handbook. The definitions are provided for your use.
 - i. Assault - An attempt or threat to do bodily harm to another.
 - ii. Battery - To touch or strike another against their will.
 - iii. Contraband - Any item not authorized by detention staff or any item that has been altered from its original state or intended use.
 - iv. Detention Deputy – A Deputy trained by the Criminal Justice Standards and Training Commission pursuant to Chapter 943, Florida Statutes

III. Inmate Rights:

- a. The Hardee County Sheriff's Office Detention Facility affirms its determination to protect and promote the Safety and Constitutional Rights of inmates, and shall seek a balance between the expression of individual rights and the preservation of Facility security and order.
- b. No inmate shall be discriminated against.
- c. Inmate Program access, Work assignments and Administrative Decisions shall be made without regard to Inmates' Race, Religion, National Origin, Sex, Handicap or Political views.
- d. Inmates shall not be subject to personal abuse or injury, Corporal Punishment, Disease, Property Damage or Harassment.
- e. Furthermore, inmates shall be expected to treat one another with mutual respect, mindful of others' rights, without discrimination, violence or threat of violence.
- f. In addition, inmates have the following rights:
 - i. The right of access to courts.
 - ii. Inmates acting as their own attorney in a criminal case, provided that their arraignment has taken place, shall have access to legal materials if there is no legal assistance to help them in their pending criminal matter or any which involves the terms and conditions of their confinement. They will have access to supplies and other services such as pencil and notary services related to these legal matters in accordance with Detention Policies.
 - iii. The right to communicate and correspond in order to maintain family and community ties.
 - iv. The right of protection from unreasonable searches.
 1. Searches will be conducted by Detention Deputies to maintain the Security and Order of the Facility.
 - v. The right to participate in religious practices that do not threaten or disrupt Facility security and order.
 - vi. The right to access the "Inmate Grievance" process.

IV. Prison Rape Elimination Act of 2003:

a. General:

- i. The Prison Rape Elimination Act (PREA) was passed by Congress on September 04, 2003.
- ii. The Hardee County Sheriff's Office Detention Facility has established a zero tolerance philosophy and policy regarding inmate Sexual Battery / Assault.
- iii. Sexual Violence Investigations will be actively pursued by the Sheriff's Office and the agency's response shall not vary on the basis of the characteristics, status or profession of the victim or the perpetrator.
- iv. It is the policy of the Hardee county Sheriff's Office to reduce the incidence and severity of sexual violence, protect victims of sexual violence and promote officer safety.
- v. The Hardee County Sheriff's Office Detention Facility strictly prohibits the Sexual Abuse of inmates and Sexual Acts Involving Inmates, regardless of consensual status.
- vi. All incidents of Sexual Assault or Abuse will be reported promptly and investigated thoroughly.
- vii. Inmates under investigation for Sexual Acts will be placed in Administrative Confinement during the investigation, pending Disciplinary Charges and possibly outside charges.
- viii. Sexual misconduct is defined as:
 1. Any behavior or act of a Sexual Nature directed towards an inmate by a Member, Volunteer, Visitor, Agency Representative or other person while within the Hardee County Sheriff's Office Detention Facility.
 2. This includes acts or attempts to commit acts including, but not limited to:
 - a. Sexual Battery
 - b. Sexual Assault
 - c. Sexual Abuse
 - d. Activities to provide Sexual Gratification of another
 - e. Sexual Harassment
 - f. Sexual Conduct
 - g. Obscenity
 - h. An unreasonable invasion of privacy
 - i. Conversations or Correspondence that suggests a "Romantic Sexual Relationship" between an inmate and:

- i. Volunteer
- ii. Member
- iii. Agency Representative
- iv. Employee of the Hardee County Sheriff's Office.

b. Prevention:

- i. Be aware of your surroundings. Do not accept gifts or favors, most gifts or favors from others come with strings attached.
- ii. Do not accept offers for protection that is what the Correctional Staff are here for.
- iii. Be alert, using contraband narcotics can impair your judgment.
- iv. Be direct and firm when saying no to unwanted activity.
- v. If you fear for your safety report it to staff immediately.

c. Reporting:

- i. Reporting Acts of Sexual misconduct can be done verbally or by using an "Inmate Request Form".
- ii. You will be protected from the assailant and the incident will be referred to a detective to investigate.
- iii. You may need a medical exam, do not clean up, it is important to be examined prior to washing, changing clothes or using the restroom.
- iv. All reports concerning the identity of the victim of Sexual Battery and the facts of the report are only limited to those who have a need to know to make decisions concerning your welfare and for investigative purposes.
- v. "We want to know" no staff member will demean the situation through any type of Humiliation or Harassment.

d. Treatment and Counseling:

- i. Treatment will be provided if needed by medical personnel with-in, or outside our Facility.
- ii. You will be referred to a Victim Advocate.
- iii. In the event you need more assistance coping you will be referred to Mental Health Services.

V.

Personal Property:

a. General:

- i. Upon admittance, all your personal property, including civilian clothing, was inventoried and stored until your release or transfer.
- ii. Your money was also inventoried and placed in an inmate "Commissary Account", created for you.
- iii. Your account was charged a \$35.00 "Initial Substance Fee".

b. Authorized Property: (The following personal items may be kept in General Population cells):

- i. Toiletry articles (issued/purchased)
- ii. Addresses & Telephone numbers
- iii. Three (3) pairs of white socks
- iv. One (1) book of Religious Scriptures
- v. Three (3) White T-Shirts / No Tank Tops
- vi. Letters and Legal Items
- vii. Three (3) underwear (briefs or boxers)
- viii. Small Religious Medallion (Less than 1" in size)
- ix. Three white bras (no under-wire)
- x. Dentures (adhesive purchase via commissary)
- xi. Prescription Eye Glasses
- xii. Pencil/Paper (no mechanical pencils, pens, or markers)
- xiii. Prescription Hearing Aid
- xiv. Wedding band
- xv. Six (6) photographs (in good taste & no Polaroid's)
- xvi. All of your "Personal Property" must fit within the issued Property Box.
 1. Anything extra will be considered contraband and disposed of as such.

- c. **No personal items i.e., socks, t-shirts, underwear, will be accepted from family members via the control room.**
 - i. These items, if needed may be purchased through the inmate commissary.
- d. One (1) religious bible will be accepted via the control room with approved written authorization from the Detention Administrator.

VI. Programs:

a. Educational Program:

- i. In cooperation with South Florida Community College the Detention Facility provides Adult Educational Services to those inmates who qualify.
- ii. This program is offered Monday through Friday between the hours of 9:00 am - 11: 30 am and 12:30 pm - 2:00 pm for those inmates who qualify.
- iii. Disruptive behavior in any program will not be tolerated and will prohibit you from continued participation.
- iv. Those inmates wishing to attend Adult Educational Classes must submit a request to the Classifications Department for approval.
- v. To be considered for approval inmates must meet the following criteria:
 - 1. No Reports of Disciplinary Action, during their current incarceration.
 - 2. Inmates Classified as "High-Risk" or "Close-Management" are not eligible for this program
 - 3. Inmates Housed for other Agencies are not eligible for this program.
- vi. Class Schedules are subject to change and cancellation at anytime due to security issues. You will be notified when it is time for you to attend class. Once approved for this program, failure to attend a scheduled class time will result in your removal from the program and disqualify you from further participation in the Educational Program.

b. Inmate Religious Faith Program:

- i. Non-Denominational Religious Services will be held for all inmates who desire to participate; the only exception will be for those inmates considered to be a threat to Security, Staff, and Others.
- ii. Religious Programs will be coordinated as to not cause conflict with other scheduled Facility activities.
- iii. Inmates classified as "High-Risk", "Close-Management", "Disciplinary-Confinement", "Administrative-Confinement", or "Juvenile" will be afforded the opportunity for Religious Services at their respective cell fronts.
- iv. Religious services will held on Wednesday afternoons (ONLY), with the following schedule:
 - 1. 1st Wednesday of each month B-Hall Male Inmates and Female Inmates.
 - 2. 2nd Wednesday of each month D-Hall Male Inmates only.
 - 3. 3rd Wednesday of each month B-Hall Male Inmates and Female Inmates.
 - 4. 4th Wednesday of each month D-Hall Male Inmates only.
- v. Inmates requesting a Special Religious visit from there Minister or Pastor will need to submit a "Inmate Request Form" to the Classification Department requesting the individual be added to your visitation list.
- vi. The visitor will need to be informed to complete a "Visitor Registration Form" and await approval.
- vii. Once approved the religious visitor will be authorized to visit during scheduled visitation times only.
- viii. Inmates requesting a Special Religious Contact Visit from their Minister or Pastor will need to submit an "Inmate Request Form" to the Detention Administrator for approval.
 - 1. Special Contact Religious Visits will only be considered for those incidents involving death or serious injury of an immediate inmate family member.

c. Inmate Library Program:

- i. Inmates must complete an "Inmate Library Book Request Form" to receive Inmate Library Books.
- ii. Inmates are authorized to receive two (2) Inmate Library Books per week from the Inmate Library.
- iii. Inmate Library Requests will be filled and delivered to cells on Thursdays by the Programs Office.

VII.

General Facility Rules:

a. Obey Orders:

- i. Inmates shall promptly obey all Lawful Orders and Directions given by any Staff Member, Uniformed or Civilian of the Hardee County Sheriff's Office to include written or verbal.

b. Identification Photo Wristband ID:

- i. All inmates are issued an Identification Photo Wristband during the intake process.
- ii. The Wristband ID's shall be worn at all times, with the picture and name visible at all times.
 1. Removal, Altercation, or Intentionally Damaging the photo wristband will result in disciplinary action.
- iii. Loss, Altercation, or Intentionally Damaging the issued wristband will result in the deduction of \$3.00 from your "Commissary Account" for the replacement.

c. Inmate Searches:

- i. Inmates shall cooperate with searches of their persons and property at all times.

d. Behavior:

- i. General "Horseplay" or conduct that disrupts the Orderly running of the Facility will not be tolerated.

e. Inmate Count:

- i. Any time a Shift Supervisor calls for a "Formal Count", inmates will return to their bunks and remain quiet until the count is complete.
 1. Failure to do so will result in Disciplinary Action.

f. Inmate Dress Code:

i. (Out of Cell):

1. Full Uniform (Trousers, Top and Footwear) will be worn at all times when out of the cellblock for any reason.
2. Inmates must wear at minimum Trousers, Footwear and a T-Shirt while on the recreation.
3. Inmates are not authorized to go without a shirt on the recreation yard, unless receiving a haircut.

ii. (In Cell):

1. Issued clothing must be worn in dayrooms at all times and during inmate feeding times.
2. Inmates will wear either their issued uniform pants (shorts) and issued uniform shirt or their personal T-shirt in the Dayroom and during the feeding of meals.

iii. (Recreation Yard):

1. Inmates will remain in uniform while on the recreation yard.
 - a. Male inmates may remove their shirt while receiving a haircut.

iv. Issued Clothing will be worn Appropriately:

1. Uniform pants will be worn at waist level, not pulled down exposing undergarments.
2. Alterations are prohibited to issued or personal clothing.
 - a. All altered clothing from its original state will be considered contraband and handled as such by Detention Deputies.
3. Damaged, Altered, or lost issued County Property will result in Disciplinary Action and the damaged, altered lost property will be charged to your "Commissary Account" at the replacement cost.

g. Inmate Laundry:

- i. **All inmates are required to exchange their County issued Uniform three (3) times each week.**
- ii. **All Inmates are required to exchange their County issued Linen one (1) time each week.**
 1. Your personal garments will be laundered two (2) times each week, at your own risk.
 - a. Missing damaged, or lost items will not be replaced.

h. Personal Hygiene:

- i. **You are required to bathe at least three (3) times each week and encouraged to keep your hair clean and neat.**
- ii. Hair clippers are available for use on the recreation yard, during outside recreational times.
- iii. Bar Soap will be issued weekly.
- iv. Toothpaste will be issued weekly on an exchange basis.

- v. A Toothbrush will be issued weekly on an exchange basis.
- vi. Razors will be issued two (2) times per week and will be collected within one (1) hour after issued.
 - 1. **Failure to return the razor in its original condition in the allotted time will result in Disciplinary Action.**
- i. **Telephone Use:**
 - i. Telephones in cellblocks are capable of local and long distance collect calls only no incoming calls can be received.
 - ii. Inmates who intentionally damage, alter, deface or attempt to remove telephones from the cell walls will have the full repair cost deducted from their "Commissary Account".
 - iii. All telephone calls are recorded and monitored to include visitation.
 - iv. Telephone use begins shortly after 7:00 AM and ends at 11:00 PM.
 - v. Calls to the Public Defender are not recorded and dialed collect as directed by the Public Defender.
 - 1. The Public Defender can be reached at (863) 773-6758.
 - a. You can attempt to call the Public Defender Monday - Friday during the hours of 10:00 am - 11:00 am and 3:00 pm - 4:00 pm.
 - vi. Harassing or Threatening phone calls will result in loss of phone privileges.
 - vii. 3-Way Calls are prohibited and will cause an automatic disconnect, generating a report indicating the use of a 3-Way Call.
- viii. **Telephone Rate Issues, Blocked Phones, and any Billing issues for called parties need to be addressed through the Vendor "Securus" at 1-888-610-7079.**
- j. **Mail:**
 - i. **Inmates are not authorized to receive packages of any kind via the U.S. Postal Service, through another source or through family members attempting to leave packages at the control room.**
 - ii. The Detention Facility will accept no packages of any kind for inmates.
 - iii. Indigent inmates may order an "Indigent Package" on commissary order day.
 - 1. The package contains one (1) Stamped Envelope, two (2) sheets of paper, and one (1) pencil.
 - a. Indigent Inmates will have their "Commissary Account" debited \$1.50 for an indigent package.
 - iv. **A staff member in accordance with current Florida State Statues inspects all "Outgoing and Incoming Mail".**
 - v. Mail or Envelope's with drawings, obscene drawings, language or profanity will not be mailed, but returned to the inmate.
 - vi. Outgoing mail must have the inmate's name and Detention Facility address on the upper left-hand corner of each letter mailed.
 - vii. Inmates found sending or receiving contraband in the mail will be held accountable and charged with any applicable Florida State Statutes and the Rules and Regulations of the Facility.
 - viii. No inmate will be allowed to receive or send mail to any individual incarcerated in a Federal or State Prison, County Detention Facility, Jail or Municipal lock up, unless prior approval is obtained in writing from the Sheriff, Detention Administrator or his designee.
 - ix. No Greeting cards will be accepted by the Detention Facility, they will be returned to the sender unopened, to include but not limited to;
 - 1. Christmas Cards
 - 2. Religious Cards
 - 3. Get Well Cards
 - 4. Personal Cards
 - 5. Birthday Cards
 - a. Inmates may still purchase Greeting Cards from the "Inmate Commissary" to mail out.
 - x. Only one (1) weekly newspaper subscription per inmate shall be allowed – no daily subscriptions, no other subscriptions of any kind are allowed.

xi. Privileged Mail:

1. Privileged Mail is defined as – mail incoming or outgoing to Attorneys, Courts or Public Officials.
2. Incoming "Privileged Mail" will be delivered to you by a Detention Deputy, at which time it will be opened in your presence, inspected for contraband and legitimacy in accordance with current Florida State Statutes.
3. Outgoing "Privileged Mail" will be picked up by a Detention Deputy at the specified time and inspected for contraband in accordance with current Florida State Statutes. Once inspected the outgoing Privileged Mail will be sealed and processed.

k. Recreation

- i. Inmates in "General Population" are given the opportunity for at least three (3) hours of outside exercise per week, weather permitting.
- ii. Inmates shall be given only one opportunity to attend this activity, if refused, no other opportunity will be offered that day.
- iii. Uncontrollable or violent inmates are not subject to the above provision.
- iv. The bulletin board on the recreation yard is for dissemination of any information that pertains to inmates in the Detention Facility.
- v. You are required to read this bulletin board anytime you visit the recreational yard.
- vi. Inmates will remain uniform while on the Recreational Yard. Male inmates may remove their shirt while receiving a haircut.

l. Visitation:

- i. The purpose of visitation is to encourage family and friend contact as well as provide opportunities for associations beneficial to the inmate's overall adjustment.
- ii. All Inmate Visitors' are required to be on your "Registered Visitation List" and complete a "Visitor Registration Form", prior to visiting.
- iii. Your visitors may obtain a "Visitor Registration Form" from the Detention Facility Control room or from the Hardee County Sheriff's Office website at www.hardeeso.com.
- iv. Visiting Dates, Hours and a complete list of Visitation Rules are listed in the "Inmate Visitation" Section.
- v. **Attorney Visitation:**
 1. Your Attorney can schedule a visit during normal business hours 8:00 am – 5:00 pm Monday – Friday through the Classification Department:
 2. Your Attorney may visit at any time during the day except:
 - a. During inmate counts
 - b. Mealtimes
 - c. Between the hours of 7:00 PM and 7:00 AM.

vi. Special Visits:

1. Special visits are those visits conducted in the inmate visitation area on Non-Scheduled Visitation Days or after Hours for:
 - a. Family Emergency to include but no limited to:
 - i. Death in Family
 - ii. Grave Illness
2. All Special Visits must be approved through the Detention Administrator.
3. The Hardee County Detention Facility does not conduct contact visits this includes "Special Visits"

m. General Housekeeping:

- i. Each inmate is responsible for ensuring his/her cell and immediate area remains neat and clean at all times.
- ii. **Each inmate is held responsible for his/her cell and immediate area.**
- iii. No item may be attached or hung on cellblock walls or light fixtures to include pictures, calendars, newspapers, etc.
- iv. No beating on the cell windows or doors.
- v. All board games, playing cards, etc. will be neatly stored away when not in use, or they will be removed from the cell.
- vi. All inmates in a cellblock share responsibility for the proper disposal of all trash, wastepaper, etc.
- vii. No writing or drawing on cell walls is permitted.

- viii. Windows, doorways, vents and light fixtures shall remain unobstructed at all times.
- ix. No wearing of headgear, including hats, stockings or head-rags of any kind.
- x. Dayrooms, Showers, and lavatory areas shall be kept neat and clean at all times.
- xi. Surplus Newspapers and other reading material will not be allowed to accumulate or used for anything else other than reading.
- xii. Sheets, Blankets, Towels, Clothing, etc. will not be used as drapes, rugs, hammocks, tenting, and clothesline or in any other form that deviates from its normal use.
- xiii. All food not consumed at meal times shall be passed out of the cell with the food trays.
- xiv. Only food items purchased through commissary shall remain in any cell.
- xv. Empty bunks shall remain empty.
- xvi. Anything found on an empty bunk shall be confiscated and disposed of as "contraband".
- xvii. Mattresses, Blankets, Sheets or Pillows are to be left on the bunks.
- xviii. Inmates are assigned a bunk and are NOT allowed to sleep on the floor or in dayroom areas.
 - 1. Unless written authorization is provided by Medical Staff for Medical Reasons.
- xix. Dayroom tables shall be kept clean and free of clutter.
- xx. No inmate shall be permitted to keep in his/her possession Money, Checks, Money Orders or any form of Legal tender.
- xxi. The Facility shall deposit all money into an inmate personal account.
- xxii. Commissary items may be purchased from this account.
- xxiii. Only "mailed-in" Money Orders and Money Orders left in the lobby drop box shall be accepted for deposit into your inmate account.
- xxiv. Defacing or Destruction of County property shall result in:
 - 1. Disciplinary Action
 - 2. Criminal Charges
 - 3. Payment for Damages and Replacement.
- xxv. No arm wrestling or general horseplay will be tolerated throughout the Detention Facility.
- xxvi. Telephones will be turned off when the evening mop bucket is placed in your cell for cell cleaning.
 - 1. The Cell Floor is to be swept clean.
 - 2. The Cell Floor is to be Mopped
 - 3. The Shower is be cleaned
 - 4. All Trash removed from the cell
 - 5. Detention Deputies will inspect the cell, when the cell passes inspection, the telephone will be turned back on.

n. Cell Inspections:

- i. The Facility is inspected Daily and Weekly by the Detention Facility Shift Supervisor, Lieutenant and Detention Administrator.

o. Cell Searches:

- i. Any Cellblock or person is subject to search at any time by a Detention Deputy.

p. Classification:

- i. All inmates are "Classified" and "Housed" based on:
 - 1. Current Charges
 - 2. Criminal History
 - 3. Past incarceration Behavior
 - 4. Current incarceration Behavior
 - 5. Mental Status
- ii. The Classification Department conducts "Classification Reviews":
 - 1. Every thirty-days (30)
 - 2. As charges are added or removed
 - 3. Sentencing is completed
 - 4. Inmate Discipline occurs.
- iii. Some Classification changes are handled routinely and require no cell change or change in your current status. However, there are those times your classification changes effect your current cell assignment.

q. Inmate Substance Abuse Testing:

- i. It is the policy of the Hardee County Sheriff's Office to establish guidelines and procedures to be used in the Detention Facility in regards to Inmate Substance Abuse Testing in an attempt to limit and reduce substance abuse in the Detention Facility.
- ii. Inmates incarcerated within the Hardee County Detention Facility are required to submit to for Cause-Testing urine testing for drugs and alcohol.
 1. "For Cause Testing" will be done when probable cause exists that drugs or alcohol have been used by an inmate.
- iii. Inmates who fail to comply with the procedures for Inmate Substance Abuse testing will be written a Disciplinary Report for failure to comply with the Inmate Substance abuse testing and if found guilty will be placed in Disciplinary Confinement for up to 30-days and a loss of up to all gain time.

r. Trusty Status:

- i. The Classification Department selects and assigns trustees based on the needs of the Hardee County Sheriff's Office and available job assignments.
 1. Inmate selection is based on:
 - a. Need
 - b. Sentencing Status
 - c. Medical Screening
 - d. Mental Status
 - e. Charges & Bond
 - f. Custody Level or "Classification"
 - g. Criminal History
 - h. Detainers
 - i. Oral Interview
- ii. Trusty status is a privilege, not a right. Any inmate's trusty status may be revoked or terminated at any time.
 1. Such revocation or termination may be reviewed by the Classification Department but may not be appealed via "Inmate Grievance".
- iii. Inmates Sentenced to State Prison are **NOT** eligible for the Trusty Program.

VIII. Inmate Discipline:

a. General:

- i. All inmates shall obey Facility Rules and Regulations; Failure to obey Facility Rules and Regulations will result in Disciplinary Action.
- ii. When serious problems develop, inmates will not attempt to deal with the problem or situation in any manner that might disrupt Facility Security and Order.
- iii. Inmates shall refer such problems to a Detention Deputy.
- iv. Inmates shall live together in harmony, following all Facility rules and comply with all lawful orders.
- v. Your most important level of discipline is SELF-DISCIPLINE. Coping successfully with difficult situations and maintaining self-control are the two best ways of avoiding problems.

b. Categories of Discipline:

- i. There are three categories of rule violations:
 1. Category 1 – any rule violation that warrants loss of gain time and placement in Disciplinary Confinement for up to thirty – days (30).
 2. Category 2 - any rule violation that warrants loss of gain time and placement in Disciplinary Confinement for up to fourteen (14) days.
 3. Category 3 - any rule violation that warrants loss of gain time and placement in Disciplinary Confinement for up to seven (7) days.

c. Disciplinary Process:

- i. All disciplinary reports shall be investigated as soon as possible.
- ii. An inmate may be placed in Administrative Confinement prior to the disciplinary hearing, to maintain Facility Order and Security.
- iii. Placement in Disciplinary Confinement will include the loss and or restriction of the following privileges:
 1. Telephone

2. Commissary purchases
 3. Reading Material (excluding religious and legal material)
 4. Visitation privileges.
- iv. The inmate shall be informed of the alleged violations with which he/she is being charged at least twenty-four (24) hours in advance of the Disciplinary Hearing, to permit the inmate to prepare a defense.
 - v. The Disciplinary Hearing may be held within twenty-four (24) hours of the inmate receiving notification of the alleged rules violation(s), if the inmate waives this right in writing.
 - vi. If there is a language or literacy barrier, or if an inmate is otherwise unable to properly represent himself/herself at the Disciplinary Hearing, or prepare a defense, a detention deputy shall be assigned to assist the inmate.
 - vii. The Disciplinary Hearing should be held no later than seven (7) days after the alleged violation, excluding weekends and holidays.
 - viii. The accused inmate shall have the following rights:
 1. The accused inmate shall be present at the Disciplinary Hearing, unless he/she waives this right in writing, or is removed from the Disciplinary Hearing due to disruptive or unmanageable behavior, or during the testimony of any person whose testimony shall be given in confidence.
 2. The right to make a statement of defense, present evidence and request witnesses.
 3. The right to remain silent.
 4. The right to be informed of the decision of the Disciplinary Hearing Deputy.
 5. The right to appeal the Disciplinary Process to the Detention Commander within five (5) days, not the decision or penalties reached by the Disciplinary Hearing Deputy.
 - ix. If an accused inmate is found guilty of a rule violation, penalties shall be imposed.
 - x. Any inmate who has been found guilty of two (2) or more Disciplinary proceedings may be subject to criminal prosecution under F.S.S. 951.23, "Obstruct Police" (violation of County Detention Rule) a second-degree Misdemeanor.
 - xi. If an accused inmate is found NOT guilty, records pertaining to the charges may be expunged from the inmate's file.

d. Prohibited Acts and Penalties:

i. Category 1:

1. Killing
2. Assaulting another person
3. Fighting
4. Extortion, blackmail, protection, demanding or receiving money or anything of value in return for protection against another, to avoid bodily harm, or under threat of informing.
5. Engaging in sexual acts with another
6. Escape
7. Attempting or planning escape
8. Setting a fire of any nature
9. Destroying, altering, or damaging issued clothing, mattresses, bedding or property of another person
10. Stealing (theft)
11. Tampering with or blocking any locking device, damaging, tampering with or mutilating any locking device, fixture, or other property belonging to the Facility.
12. Possession or introduction of an explosive or ammunition
13. Possession or introduction of a gun, firearm, weapon or sharpened unauthorized tool that could be used to bring harm or damage to any person or item.
14. Possession, introduction or use of any narcotics, narcotic paraphernalia, drugs, or intoxicants not prescribed for the individual.
15. Possession of tobacco
16. Mutilating or altering clothing or any county property issued by the correctional Facility.
17. Rioting
18. Encouraging others to riot
19. Threatening an employee (any county employee) or visitor, or other person
20. Lying or providing false statement to an officer or staff member.

21. Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper
22. Being intoxicated
23. Tattooing or self-mutilation
24. Gambling
25. Possessing any officer's or staff clothing
26. Causing or engaging in a disturbance in court or on the way to or from court or other place outside the detention Facility
27. Engaging in or encouraging a group demonstration
28. Possession of any item that may be used as a weapon or may be used to disable or injure another person
29. Acting as cell boss
30. Violation of court appearance rules
31. Refusal to obey an order of any staff member
32. Inmate Substance Abuse Testing Violation
33. Insolence Towards any staff member
34. Failure to follow any written order

ii. Category 2:

1. Engaging in 3-way telephone calls
2. Indecent exposure
3. Taking another inmate's food without consent
4. Misuse or hoarding of authorized medication
5. Encouraging others to refuse to work, or participation in work stoppage
6. Conduct which disrupts or interferes with the security or orderly running of the detention Facility
7. Using any equipment or machinery which is not specifically authorized
8. Refusal to work
9. Threatening another with bodily harm, or with any offense against his person or his property
10. Making sexual proposals or threats to another
11. Possession of contraband that which does not pose a threat to the security of the Facility
12. Hanging blankets, clothing or other items in the cell to obstruct the view of the cell interior
13. Making intoxicants
14. Unexcused absence from any assignment
15. Failure to follow written rules and regulations outlined in the Hardee County Sheriff's Office Inmate Handbook.

iii. Category 3:

1. Alteration of any food or drink
2. Unauthorized passing of items from one inmate to another
3. Possession of property belonging to another
4. Loaning of property or anything of value for profit or increased return
5. Possession of anything not authorized for retention or receipt by the inmate, and not issued to him/her through regular Facility channels
6. Feigning an illness
7. Insolence toward a staff member
8. Failure to follow sanitation or safety standards
9. Failure to keep self and clothing clean and tidy
10. Interfering with head count
11. Using abusive or indecent or obscene language
12. Destroying or mutilating any portion or part of the issued detention Facility rules for any reason, or altering any receipt
13. Wearing a disguise or mask
14. Possession of money or currency
15. Possessing unauthorized clothing
16. Failing to perform work as instructed
17. Participation in an unauthorized meeting or gathering

18. Being in an UN-Authorized area of the Facility

- iv. When an inmate violates a Local, State or Federal Law, the inmate will be formally charged.
 1. Such criminal charges shall not supercede the Facilities Disciplinary Action.

IX. Inmate Grievance Procedure:

a. General:

- i. The Hardee County Detention Facility "Inmate Grievance Process" is available for inmates to express their Grievances without fear of Retaliation or Disciplinary Action.
- ii. A Grievance is defined as - an issue personally affecting an inmate in the area of Health, Welfare, or services in the Detention Facility.
- iii. The following are not recognized Grievance issues:
 1. Policies, Rules, Regulations, and Procedures of the Hardee County Detention Facility
 2. Group Grievances
 3. Grievances submitted on behalf of others
 4. Penalties as a result of Disciplinary action
 5. Federal Laws
 6. State Laws
 7. Local Statues or Ordnances
 8. Court Decisions
 9. Decisions of an inmate's Attorney
- iv. The abuse of the "Inmate Grievance" system will NOT be tolerated and inmates that abuse it may be subject to Disciplinary Action.

b. Inmate Grievance Process:

- i. You must first attempt to resolve all Grievances on an informal basis with the Detention Deputy assigned to your housing area via an "Inmate Request Form".
- ii. When you and the Detention Deputy are unable to resolve the matter an "Inmate Grievance Form" is completed, beginning with the "Informal Grievance Process".
- iii. The "Inmate Grievance Form" must be completed within three (3) days from the date of the incident or event.
- iv. The completed "Grievance form must be returned to a Detention Deputy for processing along with the original "Inmate Request Form".
- v. Grievances that contain Profanity, Obscene Language, or Sexual Connotations that do not apply or relate to the matter being grieved will not be accepted.
- vi. The Detention Deputy will forward the Grievance to the Detention Lieutenant who will assign a Shift Supervisor to answer your "Informal Grievance".
- vii. The Shift Supervisor will provide a written response to you within five (5) working days of receiving the grievance.
- viii. When you and the Shift Supervisor are unable to resolve the matter, the grievance will then be forwarded to the Detention Lieutenant as a "Formal Grievance".
- ix. The Detention Administrative Staff will provide a written response to you within fifteen (15) working days. His/Her decision is Final.

X. Medical Department:

a. General:

- i. All inmates have access to the Hardee County Sheriff's Office Detention Facilities Medical Care Unit and Professional Medical Staff through the use of:
 1. Sick Call Procedures
 2. Daily Nurses Rounds
 3. Notification of an Illness or Emergency to Detention Deputies
- ii. All inmates are medically screened, evaluated and treated as needed during their initial intake in to the Facility.
- iii. Over-the-Counter Medication must be purchased through the Commissary program

b. Sick Call:

- i. Sick call is provided to all inmates regardless of their ability to meet financial responsibilities.
- ii. To be seen by medical staff it is necessary to submit an "Inmate Request Form", stating briefly your medical problem, be specific.
- iii. When an emergency arises, notify a Detention Deputy immediately.
- iv. Under F.S.S. 951.032, a fee will be assessed against your "Commissary Account" for medical services provided:

c. Medical Services Fees:

- i. Nurse Call - \$7.00 per visit
- ii. Doctor Call - \$10.00 per visit
- iii. Prescription Medication - Actual costs of prescription
- iv. Outside Medical Care – Actual cost
- v. Continued Patient Care – Actual cost
- vi. Dental – Actual cost
- vii. Hospitalization – Actual cost
- viii. Emergency Room Transport – Actual Cost
- ix. Medical Appointment inside Hardee County - \$35.00
- x. Medical Appointment outside Hardee County - \$75.00
- xi. The above fees will be assessed to your "Commissary Account" as they are incurred.

d. (M.R.S.A) Methicillin – Resistant – Staphylococcus – Aureus Facts:

i. What is MRSA?

1. Staphylococcus aureus, often referred to as "Staph," is a common type of bacteria that is found, on the skin and in the nose of healthy persons.
 - a. Staph bacteria may cause minor skin infectious such as boils or more serious infections such as pneumonia and blood poisoning.
2. Certain Staph bacteria that have become resistant to first-line antibiotics are called MRSA.
 - a. MRSA infections are more difficult to treat, but usually respond to antibiotic therapy.
 - i. MRSA is not the "Flesh-eating" bacteria.

ii. How is MRSA spread from person to person?

1. MRSA is usually spread through direct physical contact with an infected person, but may also be transmitted through contact with contaminated objects or surfaces.
 - a. MRSA is not spread by coughing unless the infected person has pneumonia.

iii. How Can I prevent becoming infected with MRSA?

1. Wash your hands thoroughly with soap and water throughout the day, particularly every time you use the toilet and before every meal.
2. Never touch another person's wounds, infected skin, or dirty bandages.
3. Maintain excellent personal hygiene through regular showers and by keeping your living space clean, including the regular laundering of your bed linens.
4. Don't ever share personal hygiene items with others, including toiletries and towels.
5. Clean off recreational equipment before direct contact with your body or use a clean barrier such as a towel or shirt between our bare skin and exercise equipment.
6. Shower after participating in recreational activities whenever possible.
7. Don't ever get a tattoo while in prison, use injection drugs, or have a sexual contact with other inmates.
8. How does a person know that he or she has a MRSA infection? – Swabbing or aspirating pus from skin infection is the most common way to detect MRSA.

iv. Can MRSA be treated?

1. Strong antibiotics are usually effective in treating MRSA. Always seek medical attention if you develop a boil, red or inflamed skin, or a sore that does not go away that may look like an insect or spider bite.

XI. Inmate Services:

a. Notary Public:

- i. Notary services are available to inmates when sufficient need is demonstrated.
- ii. Complete an inmate request form and address it to Notary Services.

b. Marriages:

- i. No marriages shall be performed for inmates confined in the Hardee County Detention Facility.

c. Funerals:

i. Notification:

1. The inmate's Family or Minister on behalf of the Family must make contact with the Detention Administrator regarding:
 - a. Death Notifications
 - b. Imminent Death of a Family Member
 - c. Emergency Hospitalization of an immediate Family Member:
 - i. Spouse
 - ii. Child
 - iii. Father
 - iv. Mother
 - v. Sister
 - vi. Brother
 - vii. Grandmother
 - viii. Grandfather
2. The Family Member or Minister must provide the following information:
 - a. Name of inmate to be notified
 - b. Name of person with whom emergency exists
 - c. Address of Hospital or Funeral Home
3. Only after verification of this information will the message be relayed to the inmate.
- ii. Inmates who are notified of a death in their immediate family and desire to attend the funeral will comply with the following:
 1. **Furlough procedures for Funerals.**
 - a. It can take up to seventy—two (72) hours from the point of request to obtaining a Court Ordered Furlough through the Court System; Inmate's, Inmate's Family and/or the Inmate's Attorney need to plan accordingly.
 - b. It is the Responsibility of the Inmate, Inmate's Family and/or the Inmate's Attorney to request and obtain the Court Ordered Furlough for the Funeral through the Court System; NOT the Hardee County Sheriff's Office Detention Facility.**
 - c. It is the Responsibility of the Inmate, Inmate's Family and/or the Inmate's Attorney to provide suitable attire for the Funeral if the inmate granted a Furlough; **NOT** the Hardee County Sheriff's Office Detention Facility.

- i. Funeral Attire may be brought to the Detention Facility in advance of the inmate's temporary release, when a Furlough is granted.

1. The family shall pick up the Funeral Attire after the inmate's return.

- a. It will **NOT** be stored in the inmate's property.

2. Escort Procedures for Funerals:

- a. The Hardee County Sheriff's Office Detention Facility will only consider escorting those inmates currently incarcerated within the Facility.
- b. When a Judge does **NOT** grant a "Furlough", the Inmates Family may request a Funeral Escort by contacting the Detention Administrator.
 - i. The Detention Administrator will only consider for approval a Funeral Escort within the geographical boundaries of Hardee County.**
 - ii. Prior to final approval the following will be agreed to by the Inmate's Family member making the request:
 1. Advance payment (minimum) of four (4) hours pay per Deputy @ \$35 per hour, non-refundable.

- a. A minimum of two (2) Detention Deputies is required for Inmate Funeral Escorts from the Detention Facility.
 2. Advance payment of mileage and vehicle use @ the current rate, non-refundable.
 3. Agreed upon time of departure and time of return.
 - a. Used to compute expense of Funeral Transport and Escort Costs.
 4. Payment must be in cash or money order prior to transport
 5. **The Inmate will remain handcuffed and shackled per Hardee County Sheriff's Office Policy and Procedure's at all times.**
 6. **If the inmate becomes disorderly, disruptive, or fails to follow any instructions or orders given by the Escorting Detention Deputies. The Escorting Detention Deputies will terminate the escort and return the inmate to the Detention Facility.**
- c. **The Hardee County Sheriff's Office Detention Administrator reserves the right to deny Funeral Escort requests for any reason.**

XII. Commissary:

a. General:

- i. Inmate Commissary Services are provided by an outside Vendor, Swanson Commissary Service.
- ii. Items available include:
 1. Grooming products
 2. Snacks
 3. Writing materials
 4. Clothing and other items.
- iii. Florida State Statutes and the Florida Model Jail Standards strictly govern the Administration of the "Inmate Commissary".
- iv. The price charged to the inmate reflects up to a 30% markup over vendor's cost.
- v. This percentage goes directly to inmate services and can be spent on programs and items that are for the inmate's benefit.

b. Commissary Ordering / Receiving Processes:

- i. Commissary Order Sheets are delivered and picked up on Monday evenings
 1. **Incomplete Commissary Order Sheets or those Commissary Sheets not turned in on Monday evenings will not be accepted or processed.**
- ii. Inmates without sufficient funds to make any purchases may only order an "Indigent Package".
 1. Indigent Package contains:
 - a. Stamped Envelope
 - b. Pencil
 - c. Two pieces of paper
 - i. Your account will be debated \$1.25
- iii. Commissary Orders are delivered and passed on Thursdays by Detention Deputies.
- iv. Once your order has been placed, you may not return it for credit or change your selections, all sales are final.
- v. When you are Released or Bonded out before the Commissary Order is delivered.
 1. You will have three (3) days to come back and pick it up.
 - a. After three (3) days, it will be disposed of.
- vi. When you are Transferred to another Facility before the Commissary Order is delivered you may:
 1. Designate a Family member or friend to pick up the order within three (3) days
 - a. After three (3) days, it will be disposed of.
 2. Give your commissary to another inmate, by completing an "Inmate Request Form" indicating the inmate you want the commissary items left to.

- vii. Inmate Phone Card Requests will be collected and filled on Tuesday's and Thursday's only by the Commissary Clerk.
 - 1. **All Phone Card Sales are Final and non-refundable.**
 - viii. You are charged \$3.75 per day "Subsistence Fee" in accordance with Florida State Statute to defer costs of inmate meals.
 - 1. The "Subsistence Fee" is deducted daily from your Commissary Account only when your Commissary Account has balance of \$3.75 or more.
 - ix. Inmates with a Debt Balance: (Inmates who owe money for services):
 - 1. When you receive a money order, 50% of that money will be used towards your debt balance.
 - 2. The remaining will be put into your Commissary account and any fees that are assessed to your account while you have money in it will be deducted, to include the Daily Subsistence Fee.
 - x. Money must be in your account on the day that Commissary Orders are submitted to the vendor by Commissary or you Commissary Order will not be filled.
 - xi. The Hardee County Sheriff's Office Detention Division, subcontracts the Inmate Commissary out to an Independent Vendor.
 - 1. Commissary Orders are usually sent to the Vendor on Wednesday mornings.
 - a. However, the vendor has the right to request these orders at any time after Tuesday Morning, for any reason with out notice.
- c. Commissary Rules and Regulations:**
- i. Print your name, case history (ID) number, date, and cell number as requested on the "Commissary Order Form".
 - ii. **You must sign the "Commissary Order Form" in the appropriate section or the Commissary Order will not be filled.**
 - iii. Pay particular attention to detail, as your "Commissary Order" will not be placed if the form is not filled out correctly.
 - iv. Under no circumstance will you be allowed to receive another inmate's Commissary Order unless otherwise pre-approved through Commissary due to transfer or release of an inmate to another Facility.
 - v. Commissary Orders will be completed only for the amount of funds available in your account.
 - 1. When there are insufficient funds, it shall result in an incomplete order and will result in an incomplete order.
 - a. Items selected by the inmate on the "Commissary Order Form" will be ordered until all funds are depleted or the order is completed.
 - vi. A Detention Deputy will inventory commissary deliveries in your presence and you will be required to sign for items received.
 - 1. It is your responsibility to participate in the inventory, verifying your order, items received and delivered to you.
 - vii. All prices subject to change.
 - viii. An Inmate's Commissary Funds may be released in "Emergency Situations" to Family Members ONLY, (Mother, Father, Brother, Sister, Spouse, or Children) with appropriate picture identification.
 - 1. Inmates must submit an "Inmate Request" to Commissary explaining the "Emergency Situation".
 - a. The Relationship of the Person the funds are to be released to.
 - b. The Name of the Person the funds are to be released to.
 - c. The Detention Administrator will approve or disapprove your request.

XIII. Food Service:

a. General:

- i. The Hardee County Sheriff's Office Detention Facility Food Service is provided by an outside Vendor, Trinity Food Services.
- ii. Meals are Served three (3) times daily, one of which will be a hot meal.
- iii. All meals served at the Hardee County Detention Facility are from an approved menu by a State of Florida Certified Dietician and are "Pork Free".

b. Special Diets:

- i. If you have a medical problem that requires a "Special Diet", one will be developed under the guidance of medical.
- ii. Inmates who are placed on a "Special Diet" due to medical problems forfeit some or all commissary food privileges.
- iii. Any request for a "Special Diet" must first be approved by medical.
- iv. Any request for a "Special Diet" because of "Religious Beliefs" must be requested and approved through the Detention Administrator.

c. Food Service Meals:

- i. Breakfast 6:00 am
- ii. Lunch 11:30 am
- iii. Supper 4:30 PM

XIV. Inmate Visitation Schedule:

a. Visitation Rules:

- i. Inmates in "General Population" are authorized up to two (2) hours of visitation per week.
- ii. Only one (1) adult visitor per inmate shall be allowed in the visitation area at a time.
- iii. A parent or Legal Guardian will accompany approved Minors, at all times.
- iv. Each visitor is required to register (Completing a Visitor Registration Form), using photo identification, before visiting.
- v. Visitor are only authorized to visit those inmate(s) they have registered to visit and been approved to visit.
- vi. Only those individuals listed on an Inmate's Approved Visitation list will be allowed to visit.
- vii. No items may be brought in for an inmate without prior approval from the Sheriff, Detention Administrator or his designee.
- viii. No children under the age of 14 will be allowed to visit. Children 14-17 are not permitted to visit unless accompanied by a parent or guardian.
- ix. Defacing the visitation area shall result in cancellation of your current visit and all future visits.
- x. Visitors who are unruly or under the visible influence of drugs or alcohol will be denied visitation.
- xi. Yelling, loud conversations, obscene and/or offensive gestures, acts, or language is strictly prohibited.
- xii. All visitors will be appropriately dressed to include shirt/blouse, slacks/dress/shorts and shoes/footwear. No bathing suits, short shorts, tank tops, bra-less tops, or any type of sheer clothing are allowed.
- xiii. No personal property, food, or drinks are allowed in the visitation area.
- xiv. If you or your visitor leaves the visiting area for any reason, the visit is terminated.
- xv. Violation of these rules may result in termination of visit and/or disciplinary action against the inmate.
- xvi. If the visitor has been incarcerated in the Hardee County Jail for 30 days or more during the past 12 months, they will not be allowed to visit.
- xvii. No children under the age of 14 years shall be left unsupervised/unattended in the lobby area.

b. Visitation Procedures:

- i. Approved Registered Visitors are required to notify the Hardee County Sheriff's Detention Division Control Room (863) 767-9042 ext. 3 a minimum of twenty-four (24) hours in advance to schedule a visitation time.
- ii. Control Room Operators will verify the approved visitor and confirm the availability of the requested visitation time by the approved visitor.
- iii. Approved Registered Visitors with scheduled times are required to report to the Hardee County Sheriff's Office Detention Division Control Room Operator fifteen (15) minutes prior to the scheduled visitation time to sign and be checked in by the Control Room Operator.
- iv. **Approved Registered Visitors with scheduled times who do not check in fifteen (15) minutes prior to the scheduled visitation time will not be allowed to visit.**

XV. Visitation Schedule:

	7AM-8AM	8AM-11AM	1PM-4PM
Monday	Medical Needs	Males General Population Last Name A-M	Males General Population Last Name N-Z
Tuesday	High-Risk Close-Management Males – Only	Protective Custody 8:00 am – 9:00 am	None
Wednesday	High-Risk Close-Management Males – Only	Protective Custody 8:00 am – 9:00 am	None
Thursday	Medical Needs Inmates	Males General Population Last name N-Z	Males General Population Last Name A-M
Friday	High-Risk Close-Management Females – Only	Females General Population	Females General Population
Saturday	Male Juveniles 7:00 am – 9:00 am	Female Juveniles 9:00 am – 11:00 am	12 – 2pm Special Needs Females 2 - 4pm Special Needs Males
Sunday	None	8:00 am – 11:00 am Male Trustees	1:00 pm – 4:00 pm Male Trustees

XVI. Daily Programs Schedule:

6:00 am – 6:00 pm

Monday:

Visitation: General Population Males
(See Visitation Schedule)

Recreation: **MORNING**
Females
Juveniles
Rec. – Alone / Protective Custody

Education: Females – 9:00am – 2:00pm

Tuesday:

Visitation: Male "High-Risk" / "Close-Management" / "P/C"
(See Visitation Schedule)

Recreation: **NONE**

Education: Males – 9:00am – 2:00pm

Laundry: **Uniform and Towel Exchange all Population
Mandatory Exchange**

Wednesday:

Visitation: Male "High-Risk" / "Close-Management" / "P/C"
(See Visitation Schedule)

Recreation: **NONE**

Education: Males – 9:00am – 2:00pm

Religious Function: 1:00pm – 4:00pm (Recreation Yard)

Thursday:

Visitation: General Population Males
(See Visitation Schedule)

Recreation: Recreation Males – General Population

Education: Males – 9:00am – 2:00pm

Friday:

Visitation: Females – (See Visitation Schedule)

Recreation: **AFTERNOON**
Females
Juveniles
Rec. – Alone / Protective Custody

Education: Females – 9:00am – 2:00pm

Saturday:

Visitation: Juveniles - (See Visitation Schedule)

Recreation: **(ALL 3 HOURS)**
High-Risk, Close- Management - Afternoon
Administrative Confinement- Afternoon
Disciplinary Confinement- Afternoon

Sunday:

Visitation: Trustees - (See Visitation Schedule)

Recreation: Recreation Males – General Population

6:00 pm – 6:00 am

Monday:

Cell Cleaning / Mop Buckets
Razor Exchange (Trustees)
Pass Out / collect Commissary Order Forms
Personals (All Population)

Tuesday:

Cell Cleaning / Mop Buckets
Doctor Call (Medical – All Population)
Razor Exchange (Trustees)

Wednesday:

Cell Cleaning / Mop Buckets
Razor Exchange (Trustees)
Sheets and Pillow Cases (All Population) – Mandatory Exchange
Personal Hygiene Exchange (Toilet Paper / Razor – All Population)

Thursday:

Cell Cleaning / Mop Buckets
Razor Exchange (Trustees)
Pass Out Commissary
Personals (All Population) – Towel Laundered with Personals

Friday:

Cell Cleaning / Mop Buckets
Uniform Exchange (All Population) – Mandatory Exchange
Razor Exchange (Trustees)

Saturday:

Cell Cleaning / Mop Buckets
Razor Exchange (Trustees)
Blanket Exchange (All Population) last Saturday – Mandatory Exchange

Recreation: Trustees – 18:00 – 20:00

Sunday:

Cell Cleaning
Razor Exchange (Trustees)
Personal Hygiene Exchange (Toilet Paper, Razor, Tooth Paste,
Toothbrush)

Recreation: Trustees – 18:00 – 20:00