

# LEON COUNTY SHERIFF'S OFFICE

## LEON COUNTY DETENTION FACILITY

535 APPELYARD DRIVE  
TALLAHASSEE, FL 32304

REVISED MARCH 2024



## Inmate Handbook

Rules, Regulations, &  
General Information



## A message from Sheriff Walt McNeil



Welcome to the Leon County Detention Facility. This facility is more than a place of safekeeping and custody for those who are accused of or convicted of crimes. It is a place where you can take control of your life, make a new beginning, learn, and grow. At this facility, we encourage you to take on greater responsibility and participate in the programs offered to you.

We believe that everyone can learn from their experience here at our facility. Leon County Detention Facility has a responsibility to our community for the safekeeping, care, custody, and control of all inmates that are housed here. Our goal is to offer you opportunities for learning and growth while you are at our facility.

This handbook is a guideline for the operation of our facility. It explains what is expected of you during incarceration. The rules and regulations are listed, as well as practical details for daily living. Read this book thoroughly, as you are expected to comply with these regulations. If you do not understand what is written in the handbook, ask for assistance from any staff members, who are available in all living areas. Copies of this handbook are also available on your Electronic Tablets issued by the agency.

Our policies and procedures are in a constant state of review and change. When there is a need to update the materials contained in this book, an addendum will be distributed in advance before any changes are implemented.

Finally, Leon County Detention Facility is committed to professionalism. This facility strives to meet the strict guidelines set forth by the American Correctional Association Accreditation. The rights and dignity of every person is respected in the spirit of staff, management, and inmate cooperation.

Please join me in celebrating and appreciating the accomplishments of 2023 and in looking forward to a “YEAR OF ENGAGEMENT”. As we remain steadfast in our mission to reduce the incidence and fear of crime, we will continue to engage with each other and our community with kindness, integrity, and respect.

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## INTRODUCTION

Please read this handbook carefully. It has been prepared for YOUR benefit and how you may receive assistance. You must read and know the contents of this handbook. It explains what you can expect during your stay and what is expected of you at the Leon County Detention Facility. You are responsible for knowing what is in this handbook and for following the rules and regulations outlined herein.

In any community, it is necessary to respect the rights and privileges of others and to accept responsibility for your actions. We aim to treat you the same way we would want to be treated if we were in your place. A positive attitude and cooperation with staff will make your stay here as beneficial to you as possible.

This handbook contains your rights and responsibilities. It also describes acts prohibited in the Leon County Detention Facility and types of disciplinary action that may be taken if you commit any of the prohibited acts. Read them carefully so that you fully understand what is expected of you and what you can expect in return. It is your responsibility to seek help from correctional officers on anything contained in this handbook you do not understand.

Being in a Detention Facility is inconvenient and regimented which is why you must do things by the routine set up for its operation. The Leon County Detention Facility is governed by Federal and State laws and your behavior must be lawful while you are here. Violations of facility rules may result in disciplinary action and/or criminal charges in some cases. If you commit a crime while you are here, you will be prosecuted.

You must remember you are not the only person in this facility. There are a thousand or more other persons incarcerated here all of whom the Sheriff's Office is also responsible. The Leon County Detention Facility's staff is well-trained and organized professionals, but we cannot treat each inmate as if he or she were the only one here. With your cooperation, our facility will operate more efficiently, which will result in our job being made easier and we will have more time to spend helping those with problems.

This handbook is easy to read however if you have trouble understanding it or reading it, ask a staff member for assistance. Most questions about the day-to-day expectations while incarcerated here will be answered in the handbook. If you cannot find the answer, ask a staff member, as we are here to help.

While you are at this detention facility, you are expected to take advantage of any opportunity provided here to assist you. In any community, it is necessary to respect the rights, privileges, and responsibilities of others. This is needed to an even greater degree in an institution of this type.

It is your responsibility to seek help from correctional officers on anything contained in this handbook you do not understand.



## PHILOSOPHY AND GOALS

The administration and management of the Leon County Detention Facility are based on the belief that the security, safety, and welfare of inmates are essential. Your safety, welfare, and value as an individual are genuine concerns of the staff. For this reason, it is hoped that you will understand the necessity for security requirements, inmate rules and regulations, and regimentation. We hope to promote a spirit of understanding, mutual respect, and cooperation.

It is the goal of the Leon County Detention Facility to operate in compliance with all applicable statutes, standards, policies, and procedures prescribed by the State of Florida, Florida Model Jail Standards, Detention Facility Standard Operating Procedures, and Leon County Sheriff's Office General Orders.

The purpose of this handbook is to make available to you, the rules, and regulations that you shall be held accountable for, to establish and define provisions to meet your needs, and to ensure your safety and welfare while here.



*Courtesy of the LCDF Inmate Art Program*

## LIFE SAFETY

1. The Detention Facility has established plans in place should we have an emergency or natural disaster. Our goal is life safety for staff, inmates, and visitors while maintaining the integrity and security of the facility. **WE EXPECT AND REQUIRE YOUR COMPLETE COOPERATION WHEN DIRECTIONS ARE GIVEN DURING AN EMERGENCY SITUATION.**
2. In the event of fire evacuation, exit floor plans are posted throughout the facility, alarms will be sounded, announcements will be made over the public address system and Officers will be giving directions for you to follow. **FOLLOW ALL DIRECTIONS GIVEN.**
3. Safety devices are installed throughout the facility. Do not tamper with these devices in any way. Tampering with such devices (i.e., fire extinguishers, smoke alarms) is a criminal offense and violators will be prosecuted, to the fullest extent of the law.

## **SEXUAL ABUSE/HARASSMENT PREVENTION and INTERVENTION**

The Leon County Sheriff's Office has adopted a zero-tolerance policy toward inmate sexual abuse/harassment. While you are incarcerated, no one, including other inmates or staff members, has the right to pressure you to engage in sexual acts. You do not have to tolerate sexual assault or pressure to engage in unwanted sexual behavior regardless of your age, size, race, or ethnicity. If you are a member of the LGBTQIA community, you have the right to be safe from unwanted advances and acts.

### **Confidentiality**

Information concerning the identity of the inmate victim reporting the sexual abuse/harassment and the facts of the report itself shall be limited to those who need to know 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 suspect 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 you have identified your attacker or agreed to testify against them. You will not face any disciplinary actions if you report an incident of sexual abuse/harassment unless you file a false report.

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 and you may be transported to the hospital for a sexual assault kit to be completed.

### **How to report an Incident**

You can verbally tell the Pod Officer, Chaplain, Programs Staff, or any other Staff Member you trust. You may also use a request slip or written letter. You can also use the provided tablets or phones in the pod to place a toll-free call to the Rape Crisis Hotline by pressing \*700 (1-888-956- 7273) or \*701 (1-800-962-2873). You can also have any friend or family member file a report on your behalf, or you can report the incident anonymously.

Your friend or family member may report the incident to the Watch Commander by calling 850-606-3500 at any time 24 hours a day, 365 days per year, or by calling the PREA Coordinator at 850-606-3665 Monday – Friday 7:00 a.m. – 4:00 p.m.

### **Seeking Medical Help**

As stated earlier, although it may be difficult, you must not shower after the incident. Showering may wash off hair or body fluids which could be crucial evidence. Do not change clothing until instructed to do so, as valuable evidence can be lost. A medical professional will perform a medical examination to obtain samples and document the existence of physical evidence. The exam will be conducted privately and professionally by either a SAFE (Sexual Assault Forensic Examiner) or SANE (Sexual Assault Nurse Examiner).

You may also request testing for any sexually transmitted diseases. The exam and testing are provided free of charge. In addition, mental health care providers will be available to assist you throughout the process.

## **Understanding the Investigative Process**

Once reported, the Leon County Sheriff's Office will investigate. The purpose of the investigation is to determine the nature and extent of the incident. Criminal Investigations into all sexual abuse cases that may lead to an arrest will be conducted by the Violent Crimes Unit or Special Victims Unit. All sexual harassment cases, which are not criminal, will be investigated by the Facility Investigations Section or PREA Coordinator for administrative resolution.

## **Counseling Programs**

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 assaults/harassment. If you have been the victim of sexual assault/harassment, recently or in the past, the staff is available to counsel you.

**Florida Council Against Sexual Violence**  
**1820 East Park Avenue Suite 100**  
**Tallahassee, FL 32301**  
**850-297-2000**

**Refuge House**  
**PO Box 20910**  
**Tallahassee Florida, 32316**  
**850-681-2111**

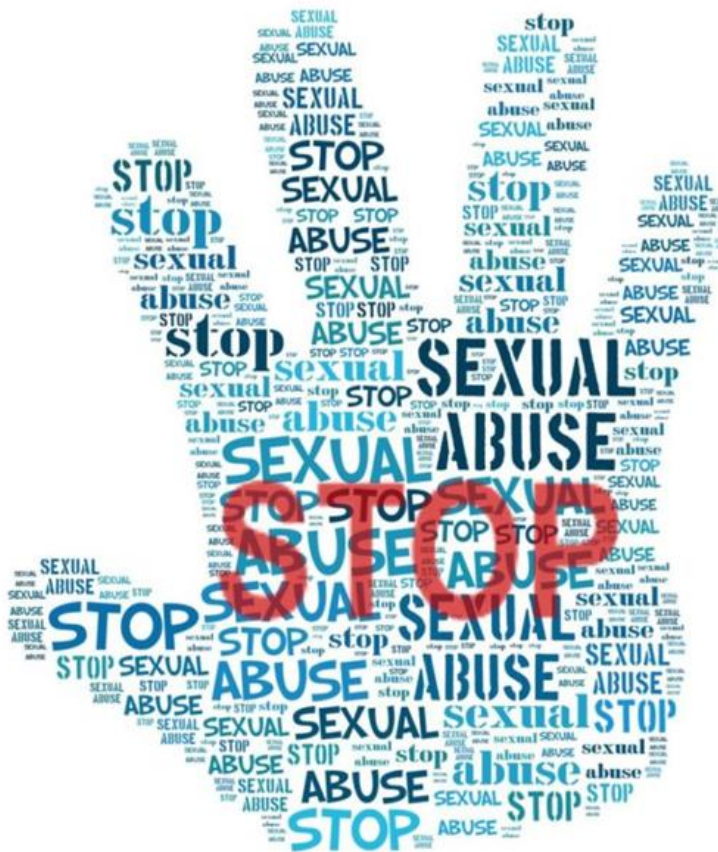
## **Remember**

- If you are a victim, REPORT IT IMMEDIATELY. Sexual abuse is a serious crime. The Leon County Sheriff's Office will investigate all reported incidents of sexual abuse/harassment.
- Staff will protect you from the suspect.
- Staff or inmates who engage in sexual abuse/harassment 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 acts between inmates and staff (even when no objections are raised) are always illegal.



## Avoiding Sexual Abuse

- Confidently always carry yourself. 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 voicing your concerns.
- Be alert. Do not use contraband substances such as drugs. These 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.



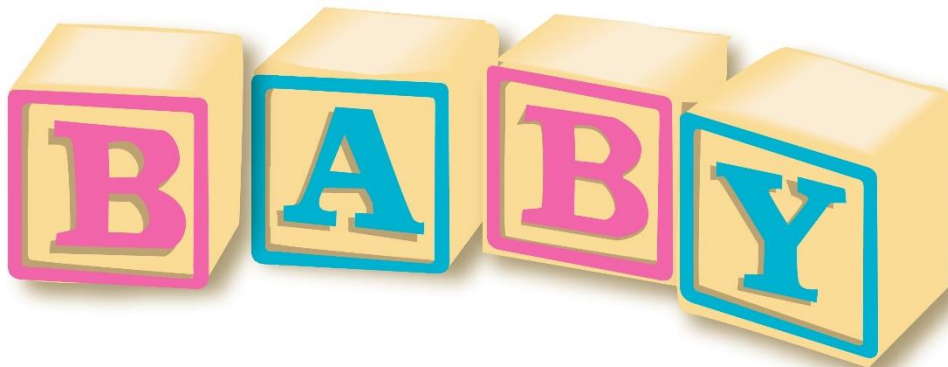
## **PREGNANCY INFORMATION:**

### **Attention Female Inmates:**

1. If you are pregnant or think you are pregnant; advise staff immediately.
2. It is the policy of the Leon County Sheriff's Office that pregnant inmates will not be restrained during labor, delivery, and postpartum recovery, unless the correctional officer assigned to security makes an individual determination that the inmate presents an extraordinary circumstance, per exceptions identified in F.S. 944.241.
3. If the correctional officer assigned to security makes an individual determination that there is an extraordinary public safety risk, the officer may apply restraints, as limited in F.S. 944.241.
4. Under no circumstances shall leg, ankle, or waist restraints be used on any pregnant inmate who is in labor or delivery.

### **Confinement for pregnant females:**

1. Pregnant female inmates will not be placed in administrative confinement without cause and proper documentation, such as a disciplinary report.
2. Such documentation will provide specific information illustrating the circumstances for which the pregnant female is being placed in confinement.
3. If a pregnant female inmate is placed in administrative confinement, she will receive a copy of the above-named report within 12 hours of the incident.
4. If at any time a female housing pod is locked down for a period longer than an hour, documented hourly visual inspections shall be made on all pregnant inmates.
5. If for any reason, there is a doubt about the inmate being pregnant medical will be contacted to confirm.



## **INDIGENT STATUS INMATES**

Inmates may be eligible for indigent status if the following criteria are met:

1. The total balance in their inmate accounts is less than \$1.00 for the previous thirty (30) days; and
2. Not received any iCare packages in the previous thirty (30) days.

Inmates will need to have been incarcerated for at least 30 days before being considered for indigent status. Inmates will have to request indigent status through Classification and be approved prior to receiving their first Indigent Kit.

Indigent kits will be provided the second week of each month.

### **Indigent Kits Content**

Indigent Kit (Provided Monthly):

Four (4) envelopes (Envelopes will be mailed free of charge)  
(2) Golf Pencils

Indigent inmates will also receive the same issued items as general inmates, including but not limited to uniforms, exercise attire, soap, toothpaste, toothbrush, linens, and comb.

No Indigent Inmate will be denied meals or medical assistance, regardless of their status.

### **Penalties**

Attempting to manipulate the system by allowing another inmate to order your commissary so that you may continue to be eligible for indigent status will result in disciplinary action and a mandatory one (1) year prohibition from requesting Indigent Status. Additional sanctions may be given based on the investigative findings.

Providing/trading call minutes or canteen items to another inmate is prohibited and will result in disciplinary action and a mandatory one (1) year prohibition from requesting Indigent Status.

## CLASSIFICATION UNIT

All Inmates admitted to the Leon County Detention Facility shall be subject to a formal classification process within 72 hours (excluding holidays) of arriving at the facility which shall determine classification criteria such as housing assignment, programs, and privileges. Inmates shall not be discriminated against regarding housing assignments, programs, or privileges, based on race, national origin, creed, disability (as described in the Americans with Disabilities Act), economic status, political beliefs, or sexual orientation (with the exception that male and female Inmates shall be housed separately). During this interview, you will be asked several questions and will also receive an assessment for a potential referral to **The Council on the Status of Men and Boys**. This referral is aimed at helping you and your family during your incarceration, through different programs we offer, not only in the facility but outside of the facility as well. This is a voluntary program, and you have the right not to participate if you choose.

Once your initial classification interview is complete you will be issued your tablet and a set of headphones. These tablets have many free apps and books available to you for entertainment and educational needs and have apps for purchase as well: such as movies, music, and games. The tablets also feature a phone app on them, and we continue to have phones in the dayroom area for your use. The tablets are also your source for ordering canteen (bubble sheets are still available if the tablet is down). The headphones can be replaced every 90 days so take care of them. If they are defective or break within the first 90 days **DO NOT** attempt to repair them. The correct procedure is to write a "Note from Prisoner" form to your classification officer, and we will address the issue on a case-by-case basis. Rule violations may affect the status of housing assignments, programs attendance, working, App availability, and other privileges.

While in booking you should have been issued a wristband, this wristband is **YOUR** responsibility, and you are required to always keep this on your person. If your wristband becomes damaged, lost, or stolen you need to submit a "Note from Prisoner" form to the Classification Unit, for a new one as soon as you can. Classification will issue you a new wristband once your request is received. If it is determined that your actions caused the wristband to become damaged or lost, you could be charged a \$5.00 replacement fee.

The "**Note from Prisoner**" form is used for a variety of things and is your number one tool for communicating with different units within the facility.

**General Requests:** You can request specific items/services such as canteen, laundry, programs, property, warehouse, kitchen, Chaplain or to make an Officer/Supervisor aware of problems you may have while incarcerated in the Detention Facility.

**Complaint:** Inmate complaints shall be written on the "Note from Prisoner" form.

**Note from Prisoner requests/concerns/complaints shall be reviewed daily by staff (excluding weekends and holidays) and routed to the appropriate person/unit to address the issue. A written response to all complaints shall be provided to the inmate in a timely manner.**

Complaints directed to a particular supervisory level (i.e., Captain or Chief) **Does Not Require** that they respond. Complaints will be forwarded to the lowest appropriate supervisory level to address and respond.

Multiple copies of the same complaint, directed to multiple supervisory levels will be combined and addressed at the lowest supervisory level appropriate. Repetitive complaints shall be returned to the inmate. Complaints which have already been answered do not require additional responses.

**Appropriate criminal charges for filing a false report and/or perjury may be pursued.**

The supervisor addressing the complaint shall ensure a written response for the “Note From Prisoner” is delivered to the inmate. Inmate will receive the yellow copy and the white copy will be placed in the inmate’s classification folder.

If you are housed within the facility for more than 14 days, your classification officer or a case manager will meet with you and conduct an assessment. This assessment is called CINAS Lite and it is designed to help us determine programs that would be beneficial to you and your situation, that we can enroll you in while incarcerated or once you are released from our custody. We have businesses and programs outside the facility that have partnered and committed to help us, help you, as you prepare to re-enter the community with the help you may need. This is a voluntary program, however, we highly encourage that you at least see what is offered, to help navigate a successful release back into our community.

## CLASSIFICATION ASSESSMENT

All inmates admitted to the Leon County Detention Facility shall be subject to a formal classification process which shall determine classification criteria as to housing, programs, and privileges. Inmates shall not be discriminated against regarding housing, programs, or privileges, based on race, national origin, creed, disability as described in the Americans with Disabilities Act, economic status, political beliefs, or sexual orientation (with the exception that males and female shall be housed separately). **Rule violations may affect the status of housing assignments, programs, attendance, and privileges.**

### Classification Custody Levels

1. **Maximum Custody: (High Security)** Inmate has met one or more of the following: criteria:

- a. Prior felony convictions
- b. Active or history of violence
- c. Serious nature of charges
- d. Escape potential
- e. Management problem or disruptive/bad behavior in custody

**This level of custody requires the adult inmate to be clothed in a red-colored Detention Facility uniform, housed in a single cell setting, and closely monitored. These inmates require escorted movement within the Detention Facility in restraints. Programs shall be restricted, and privileges may be restricted to maintain facility safety and security.**

2. **Close Custody:** The inmate has met one or more of the following criteria:

- a. Nature of the charges
- b. Observed behavior
- c. Protective Custody to ensure the inmate's safety
- d. Medical/behavioral observation

**This level of custody requires the adult inmate to be clothed in a blue or purple colored Detention Facility uniform and housed in a single cell setting.**

3. **Medium Custody:** The inmate has met one or more of the following criteria:

- a. Relatively serious nature of charges
- b. Prior felony convictions
- c. Behavior in custody



**d. Federal fugitive, writ, out-of-county hold**

This level of custody requires the adult inmate to be clothed in a blue-colored or purple-colored Detention Facility uniform if not assigned work responsibilities outside of the housing area. Inmates assigned work duties outside their assigned housing shall be clothed in a burgundy, brown, gray, and orange-colored Detention Facility uniform.

4. **Minimum Custody:** Inmates with less serious charges (property crimes and/or misdemeanors) and your adjustment to incarceration and behavior are not an issue.

This level of custody requires the adult inmate to be clothed in a blue-colored or purple-colored Detention Facility uniform if not assigned work responsibilities outside the housing area. Inmates assigned work duties outside their assigned housing shall be clothed in a gray-colored Detention Facility uniform (males) or burgundy-colored uniforms (females). Housing shall be in general population quarters. The adult sentenced inmate shall be clothed in an orange or gray colored Detention Facility uniform.



*Courtesy of the LCDF Inmate Art Program*

## INMATE HEAD COUNTS

Inmate head counts are a necessary and mandatory part of the Detention Facility's daily routine. You are expected to comply with instructions given to you regarding inmate counts which occur several times each day. Inmate counts will be conducted at a minimum but not limited to the following times.

- Morning shift change - 4:30 a.m. to 5:30 a.m.
- Evening shift change - 4:30 p.m. to 5:30 p.m.
- Midnight Lock-down - 11:30 p.m. to 12:30 a.m.

Counts may occur at any time deemed necessary by the Detention Facility Staff and you will be expected to cooperate with all count procedures. Failure to follow instructions regarding inmate count procedures or interfering with the same may result in disciplinary action being taken against you.



*Courtesy of the LCDF Inmate Art Program*

## HOUSING UNIT GENERAL RULES

You are expected to follow all rules provided to you in this Handbook and the instructions given to you by Detention Staff. This Handbook does not encompass all Leon County Detention Facility rules and regulations, as many items are at the Detention Staff's discretion. You are expected to get along with others and not be disruptive. If you are unable to follow the rules, you will be removed from the general population and lose all associated privileges.

Communication between you and the housing officer is very important to an effective operation. Allow the housing officer to answer a question before you submit a request or grievance. Communicating directly with the housing officer is the most effective and efficient way to get your questions answered.

1. All Correctional Officers and members of the Detention Facility Staff will be addressed as Officer, Mr., Mrs., or by the title of their position along with their last name. First names or other terms will not be used. You will be identified by your last name.
2. All directives and requests from Detention Facility Staff members are orders and must be carried out promptly and fully without complaint. An order to lock down will be followed at once. If you believe the order is unjust, or have a complaint regarding an order or action, obey the order. You may later bring the complaint to the attention of Detention Facility Staff by completing a "Note from Prisoner" form documenting your complaint or by formal or informal grievance process. All formal and informal grievances are also made using the "Note from Prisoner" Forms.
3. If an emergency or incident occurs, go to your assigned room IMMEDIATELY. Inmates remaining out of their room will be, considered to be, involved.
4. During inmate counts and shift changes, you will report to your room and close your door until the Pod Officer clears his/her official count. If on a work assignment, report to your supervisor and follow his/her instructions.
5. Noise will be controlled to assure an orderly and secure detention operation. If the Pod Officer advises you to quiet down, do so immediately. Congregating on the upper mezzanine is prohibited. Violations of these policies may result in disciplinary action and/or loss of privileges.
6. Housing assignments are at the discretion of Detention Staff and cannot be grieved. Lockdown times and out-of-cell times are determined by the shift. You are expected to sleep in your bunks at the designated times. Do not sleep under a makeshift tent or another device to conceal your body. You must sleep with your head always uncovered so we can see you and ensure your welfare.
7. Television is available as a privilege in the housing units for your entertainment and may be withdrawn when rules are not followed. It is ultimately up to the Pod Officer as to what programming will be shown if any. All television programming will be listened to through the tablet headset. The televisions may be turned on in the mornings once the entire pod has been cleaned to specified standards in the sanitation inspection. Do not touch the televisions.

8. If arguments about the television occur, the programming may be switched off and the housing pod may lose its television privileges. The television will not be turned on during mealtimes, counts, shift changes, after lights out, or other designated times throughout the day.
9. All housing units have an exercise deck with fresh air. You are required to wear your shoes, pants, shirts, and underwear while on the exercise deck. You are not allowed to exercise in the common area of the pod, as it is both hazardous and a distraction.
10. You are responsible for cleaning and maintaining your room. Your bed will always be made when you are not lying in it. Shoes will be set or placed neatly, toes pointed outward, under your bunk when not being worn. See the proper bed set up on the proceeding pages.
11. Walls will not be marked or defaced in any manner; no pictures or other articles will be attached to walls or placed on window ledges. Do not place anything in your window or the door window.
12. Your personal property shall be neatly stored away in the provided storage containers. Any personal property excluding legal mail, not stored in the storage container is considered contraband and will be seized for destruction.
13. You are required to keep your room clean. At times, you will be required to assist in cleaning the day room and pod exercise deck and have these areas ready for inspection. The Pod Officer will assign pod cleaning duties. These duties will be assigned fairly and impartially, and you will be expected to take your turn at these assigned tasks.
14. Room inspections can be conducted at any time. You do not have to be present for an officer to conduct a visual inspection to see if you are maintaining a clean room.
15. Pod Officers will perform systematic room searches unannounced and you may be required to be present. Each time you leave the housing pod and return, you will be searched. (Your cooperation is expected.)
16. Searches are conducted to keep down contraband and are done to maintain a safe and secure living area. **All found contraband will be seized.**
17. A schedule for work, sick call, dining, recreation, visitation, laundry, church services, educational classes, and other programs will be posted at the Pod Officer's station, or otherwise announced. You are responsible for following these schedules. You must be dressed and prepared to report on time, for any scheduled activity or program.
18. You will not give, lend, barter, exchange, or sell any personal property, food, commissary items, or issued items to another inmate. Personal property in the possession of anyone other than the recorded owner will be taken and disposed of as contraband.

19. Tampering with, damaging, or destroying county property and safety devices such as a smoke detector is a punishable offense. Disciplinary action will be taken and/or criminal charges filed against inmates found in violation.
20. Use of any tobacco products will not be permitted. All tobacco products are contraband.
21. You will not enter any holding cell/sleeping cell or any other housing room where you are not assigned except when on a supervised work detail. You will not enter another inmate's room (this applies even when invited). Inmates not housed on the mezzanine will not go to that level unless they have a video visitation appointment or attorney visit. NO EXCEPTIONS!!
22. You are encouraged to shower daily; however, you are required to bathe at least twice weekly.
23. You are responsible for the safekeeping of all personal property in your possession.
24. You are required to always wear your identification armband when you come out of your cell. Destruction or removal of the armband is prohibited and shall result in disciplinary action. The destruction of or removal of your armband will result in the loss of privileges. Deliberate destruction of your armband will result in a fee (\$5.00) being assessed for its replacement. You will not be charged a fee if your armband needs to be replaced due to normal wear and tear or if the replacement is due to a major change in your physical appearance.
25. Bedding and linen (mattresses, quilted blanket, pillow, disposable pillowcase, towels, etc.) shall neither be removed from your sleeping area, nor used for rugs, tablecloths, or any other purpose.
26. Excessive noise, horseplay, shouting, yelling, profanity, etc. will not be permitted in the Detention Facility or outside areas. Running within the confines of the Detention Facility is prohibited except during recreation and only in authorized exercise areas.
27. Talking or passing items to inmates in segregation is prohibited and will result in disciplinary action.
28. Hats, headbands, caps, handkerchiefs, scarves, sunglasses, wigs, and weaves are not authorized. Religious-approved headwear is authorized.
29. Altering or marking your issued clothing is prohibited.
30. The exercise uniform should only be worn on the exercise deck or the outside exercise area and is not allowed in the dayroom area.
31. Do not litter. Trash containers have been placed in selected locations for your use.
32. No inmate will supervise another inmate.

33. If you have an accident or injury, no matter how minor, you are to report it immediately to Detention Facility Staff member.
34. Inmates are not allowed to have keys in their possession.
35. You are not allowed to have tools in your possession except when assigned to a supervised detail requiring tools.
36. Do not swap rooms unless approved by Detention Staff.
37. Do not enter or go behind the Pod Officer's workstation or touch the computer.
38. Do not stand on day room furniture; sit on tables or stacked chairs, move day room furniture, or place furniture in your room.
39. Chairs are not allowed in the shower area.
40. If you do not have a visitor on one of the video visitation consoles, stay away from the area.
41. Respect the privacy, property, and dignity of others. Name-calling, fighting, cursing, and disruptiveness will not be tolerated.

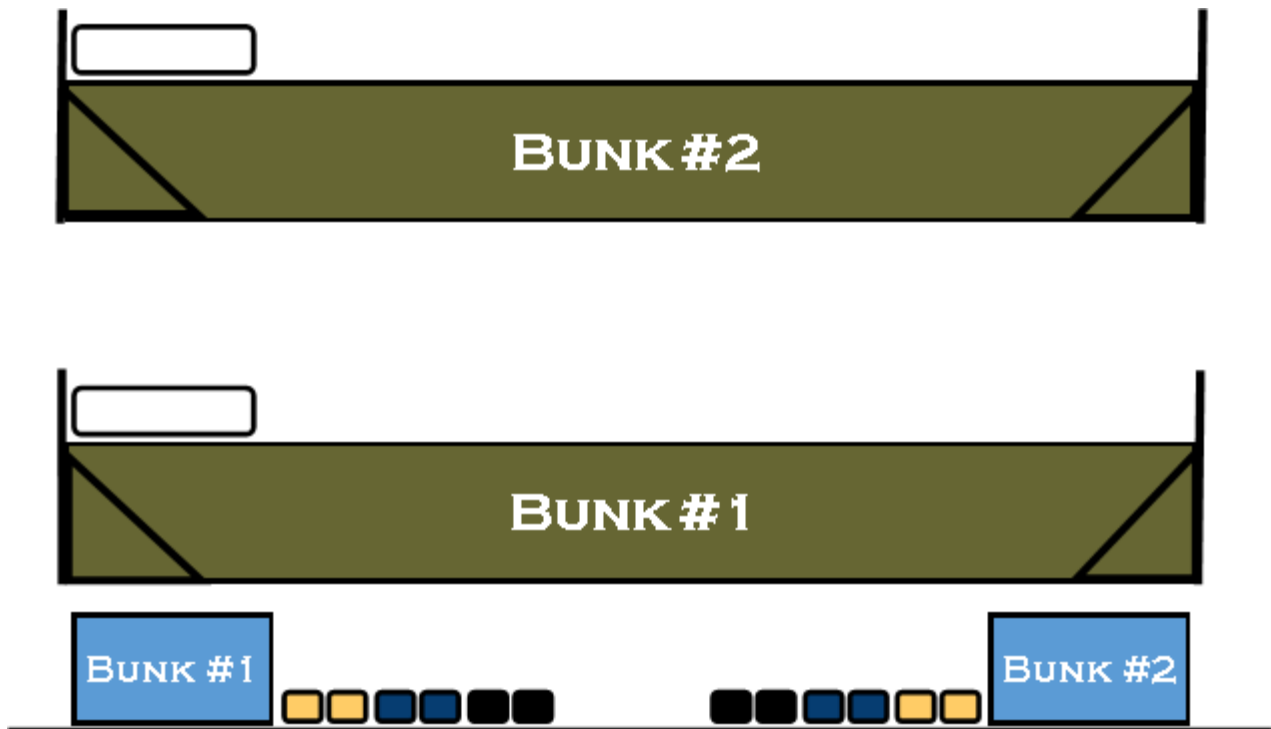


## LIVING AREA

1. You are responsible for cleaning and maintaining your own area.
2. Your bed will be made at all times when you are not lying in it.
3. Shoes will be set or placed in a neat fashion, toes pointed outward, under your bunk when not being worn.
4. Your personal property shall be neatly stored away in the provided storage containers.
5. Your Pod Officer will assign pod cleaning duties in addition to the cleanliness of your room. These duties will be in a fair and impartial manner, and you will be expected to take your turn at these assigned tasks.
6. Pod Officers will perform systematic room searches unannounced. You must be present. Each time you leave the pod living area and return, you will be searched. (Your cooperation is expected.) Searches are conducted to keep down contraband and are done to maintain a safe and secure living area. **All found contraband will be seized.**
7. Room inspections can be conducted at any time. You do not have to be present for an officer to conduct a visual inspection to see if you are maintaining a clean room.

## BED SETUP DIAGRAMS

This is the setup for all beds in double occupancy cells in a housing pod, excluding dormitories.



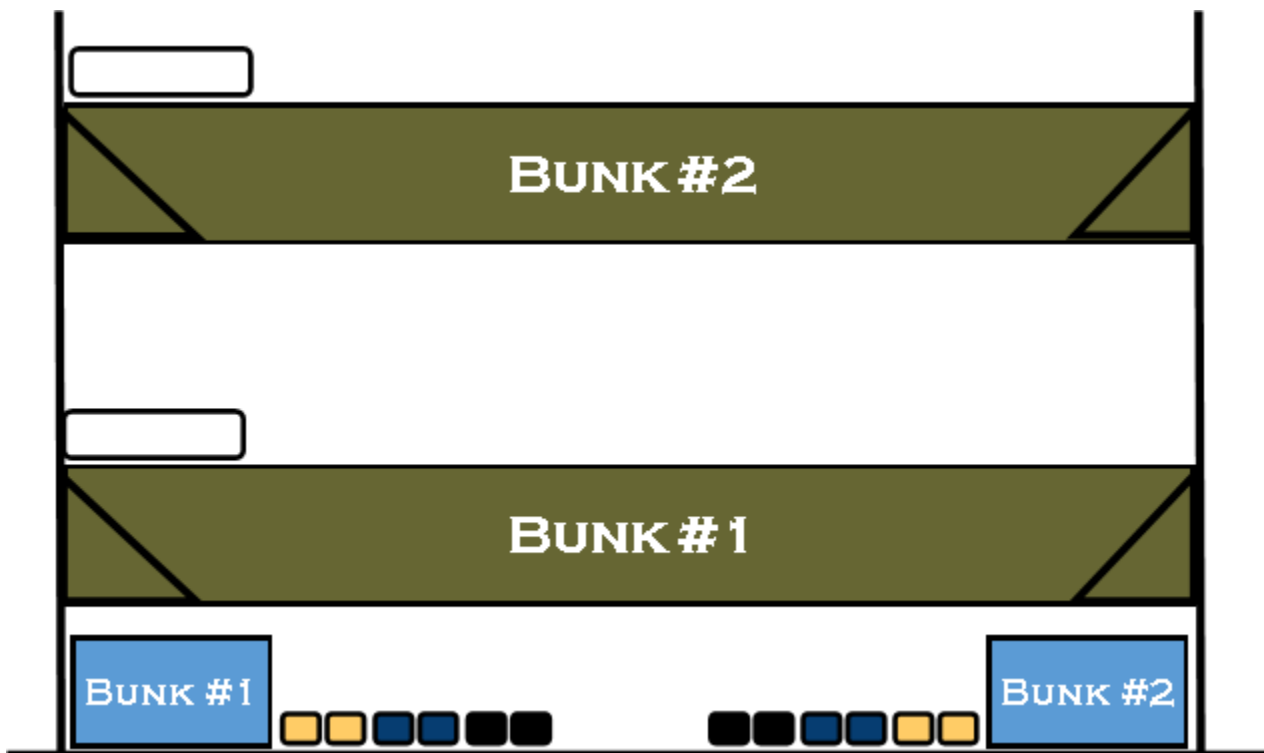
1. Place the pillow (if available) on top of the blanket.
2. The bed is to be made up of two (2) green quilted blankets tucked in around the mattress neatly.
3. Blue containers are placed underneath the head and foot of Bunk #1, aligned with the edge of the bed.
4. Shower shoes (yellow) will be placed side by side neatly.
5. Exercise shoes (blue), if issued, will be placed side by side neatly.
6. Work Boots (black), if issued for Trustee, will be placed side by side neatly.

This is the setup for all beds in a single occupancy cell in a housing pod, excluding dormitories.



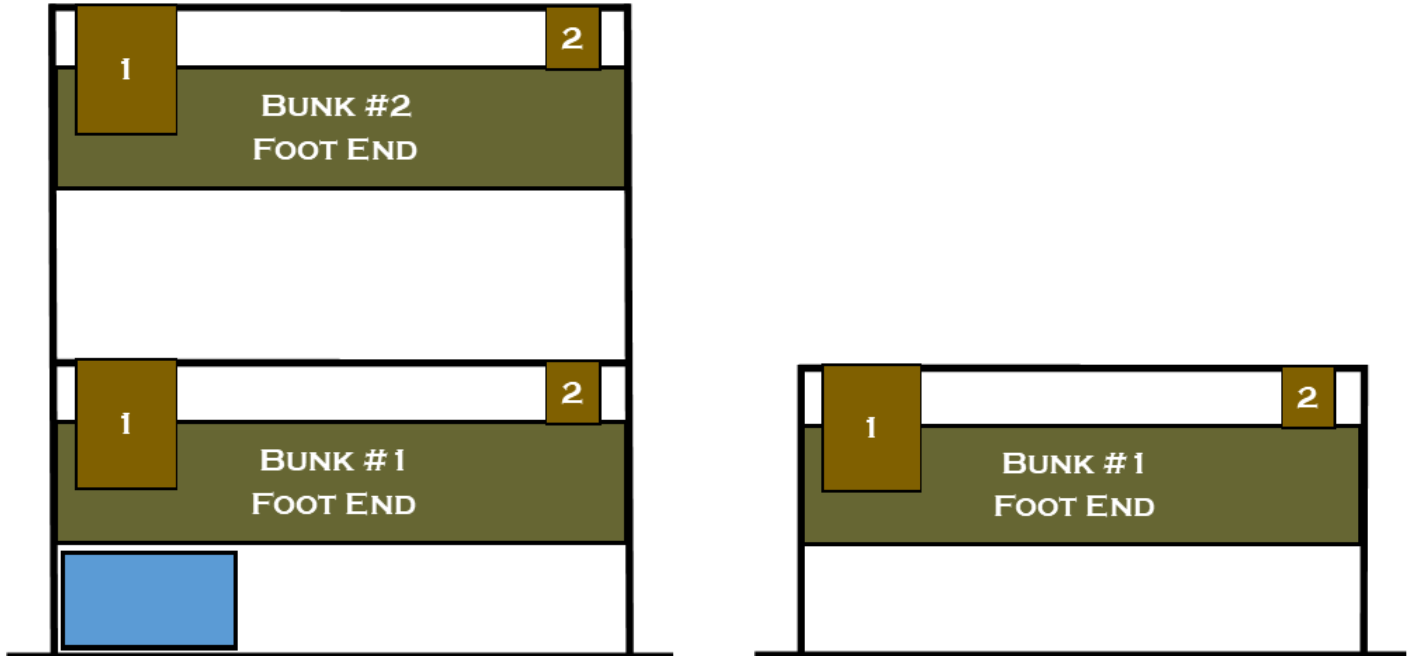
1. Place the pillow (if available) on top of the quilted blanket.
2. The bed is to be made up of two (2) green quilted blankets tucked in around the mattress neatly.
3. Blue container is placed underneath the head of Bunk #1, aligned with the edge of the bed.
4. Shower shoes (yellow) will be placed side by side neatly.
5. Exercise shoes (blue), if issued, will be placed side by side neatly.
6. Work Boots (black), if issued for Trustee, will be placed side by side neatly.

This is the setup for all dormitory double bunk beds in Pod N, O, P, and Unit 5 (Annex).



1. Place the pillow (if available) on top of the quilted blanket.
2. The bed is to be made up of two (2) green quilted blankets tucked in around the mattress neatly.
3. Blue containers are placed underneath the head and foot of Bunk #1, aligned with the edge of the bed.
4. Shower shoes (yellow) will be placed side by side neatly.
5. Exercise shoes (blue), if issued, will be placed side by side neatly.
6. Work Boots (black), if issued for Trustee, will be placed side by side neatly.

## Diagram of Towel and Washcloth Placement on Double and Single Bunk Beds:



1. Towel placed on the end the of bunk, folded in half.
2. Washcloth placed opposite side on the end the of bunk.
3. Neither towel nor washcloth should be dripping wet.

**If you do not understand any rules, see the pod officer for assistance.**

## AUTHORIZED ITEMS

1. The following list of items shall be authorized for inmates to have in their possession unless denied for disciplinary or medical reasons. Anything else will be considered contraband.
  - a. One pair of approved tennis shoes that have been issued or purchased through commissary, one pair of issued slides, and one pair of work boots (for trustees).
  - b. Issued clothing (uniforms and undergarments).
  - c. Personal hygiene items issued and/or purchased through the commissary.
  - d. Commissary Items.
  - e. Issued bedding (2) green quilted blankets, (1) pillow, (1) disposable pillowcase, (1) mattress, (1) towel, (1) washcloth.
  - f. Clothing items purchased through the commissary (up to 5 t-shirts, 5 pairs of white socks, 2 sets of long underwear).
  - g. Legal Mail and legal materials/papers.
  - h. Writing materials, issued and/or purchased through the commissary.
  - i. Inmate tablet and one (1) set of earbuds.
  - j. Any other item(s) specifically authorized by the Detention Facility Administrator.
2. Exceptions to the above may be in the form of denial or restriction for the following reasons:
  - a. As disciplinary sanctions as approved by the Detention Facility Administrator
  - b. Upon the order of the Medical Authority.
  - c. Upon the order of the Watch Commander or higher authority to prevent an inmate from harming him/herself or others.
3. Fees may be charged for issued items that cannot be reissued due to misuse or vandalism.
4. All Items listed in bullet #1 above, must be stored in the blue inmate property container assigned to each inmate, except for items a, b, e, h, and i. Any other items listed above kept outside the container will be considered contraband and discarded.



## **NOTE FROM PRISONER FORMS**

The Note from Prisoner Form is used for a variety of things:

### **General Requests**

Request specific items/services such as canteen, laundry, programs, property, warehouse, kitchen, Chaplain or to make an Officer/Supervisor aware of problems you may have while incarcerated in the Detention Facility.

### **Complaints**

Inmate complaints shall be written on the “Note from Prisoner” form.

Note from Prisoner requests/concerns/complaints shall be reviewed daily (excluding weekends and holidays) and routed to the appropriate person/unit to address. A written response to all complaints may be provided to the inmate promptly.

Complaints directed to a particular supervisory level (i.e., Captain, Chief, etc.) do not require them to respond. Complaints will be forwarded to the lowest appropriate supervisory level to address and respond, if appropriate.

Multiple copies of the same complaint, directed to multiple supervisory levels will be combined and addressed at the lowest level appropriate.

Appropriate criminal charges for filing a false report and/or perjury may be pursued. Complaints that have already been answered do not require additional responses. Repetitive complaints shall be returned to the inmate.

The supervisor addressing the complaint shall ensure a written response (Note from Prisoner) is delivered to the inmate. Inmates will receive the yellow copy and the white copy will be placed in the inmate’s file.

## MEALS

Inmates will be provided with three substantial, wholesome, and nutritious meals daily, with at least one being a hot meal.

1. Mealtimes are served on the following schedule (approximately):

Breakfast	3:30 a.m. to 4:30 a.m.
Lunch	9:30 a.m. to 10:30 a.m.
Dinner	3:30 p.m. to 4:30 p.m.

2. A \$2.70 per day food fee will be automatically deducted from your canteen account daily to help defray some of the food expenses.
3. Indigent inmates are allowed to eat the same food for the same amount as paying inmates. A daily accumulated fee is charged against their canteen account and will be deducted should they have any money deposited in their account. All inmates will receive a food tray at each mealtime regardless of whether they can pay for the food or not.
4. If you should be released from Detention Facility while still owing food fees, the unpaid balance remains on record for 3 years. These food fees will be taken from your canteen account upon any subsequent arrest. If you should be found not guilty on all charges and wish to be reimbursed for your meals, a disposition from the Clerk of the Court will be required from you before any reimbursement. Requests for reimbursement must be submitted through the Justice Administrative Commission on a refund voucher form along with your disposition. The form can be located at [justiceadmin.org](http://justiceadmin.org) under acquitted defendant refunds.
5. All meals will be eaten in the day room at the provided tables and chairs, except in confinement pods or during unusual circumstances as determined by detention staff.
6. All television programs, telephone calls, and recreation, except for visitation, will cease during mealtime. If you happen to be visiting when meals are served, come downstairs, receive your tray, and carry it back up to the visitation area with you.
7. Food may not be withheld, nor the standard menu varied, as a disciplinary sanction. Extra food will not be given as a reward for good behavior or work performed by an individual inmate.
8. Upon completion of each meal, you will immediately scrape all remaining food and trash into the garbage receptacle and stack your tray as directed by detention staff.
9. After scraping your tray, you are to report to your room immediately, unless you are assigned after-meal clean-up duty.

## **SPECIAL DIETS**

1. Modified diets shall be prepared for inmates when ordered by a physician. Some of these special diets include but are not limited to; (diabetic diets, low-calorie diets, high-calorie diets, high protein diets, additional nutrients for pregnant female inmates, vegetarian diets, etc.) If you need a modified diet, you must address your needs in writing to the contracted provider. Your request must be written using the contracted provider medical forms located in your pod.
2. Leon County Detention Facility Food Services does not serve pork products.
3. There are three basic diets available: regular tray, vegan tray, and kosher tray. Requests can be made directly to the Case Management Unit for either of these, however, a change is considered permanent.
4. Kosher meals are provided for religious purposes only and must be requested by the inmate. All requests need to be sent to the Detention Facility Chaplain.
5. Special management (loaf) meals meeting the minimum daily nutrition requirement and as approved by a physician or qualified medical staff may be substituted for regular meals in an event an inmate throws food, beverage, food utensils, food trays, or any substance including human body waste with food utensils or a food tray.

## CLOTHING/LINEN/SUPPLIES

You will be completely dressed in Detention Facility issued clothing anytime you step out of your room, or out of the shower. There will be no lounging around in undergarments and no wrapping a towel around you as you leave the shower to walk to your room.

Issued uniforms will be exchanged twice a week. Linens/supplies, disposable pillowcases and quilted blankets will be exchanged once a week. This means a total exchange of all clothing and linens (no exceptions)! Washers and Dryers are provided in the pods for inmates to wash and dry their undergarments only. You will not use the commercial washer and dryer in the Pod to wash your uniforms or linens unless directed to do so by a supervisor.

On your date of arrest, while being booked in, you were issued the following items:

(2) Green Quilted Blankets	(1) Toothpaste	(1) Pair Exercise Shoes
(1) Disposable Pillowcase	(1) Deodorant	(1) Exercise Shirt
(1) Pillow	(1) Shampoo	(1) Exercise Shorts
(1) Mattress	(1) Cup	(1) Pair Exercise Socks
(1) Towel	(1) Spork	
(1) Wash Cloth	(1) Comb	
(1) Soap Bar	(1) Mattress	
(1) Toothbrush	(1) Pair of Slides	

**UPON YOUR RELEASE, ALL LEON COUNTY DETENTION FACILITY ISSUED CLOTHING MUST BE RETURNED TO PROPERTY.**

### Clothing Exchange Schedule

#### Tuesday

Entire Facility

#### Friday

Entire Facility

### Linen Exchange and Supplies Issue Schedule

#### Thursday

Entire Facility

- Towels, wash cloths, and shower shoes will be exchanged when requested by the inmate.
- Inmates are permitted to clean the issued cups and sporks daily or exchange them upon request.

- Supplies will be issued once a week when linens are exchanged. It is your responsibility to obtain items you need. Supplies include soap, toilet paper, shampoo, toothpaste, toothbrush, deodorant, etc. To receive a replacement item, you will need to provide the empty container or paper roll, or the worn item. This is done to limit contraband in the facility.
- The Pod Officer is not responsible for giving you supplies because you failed to get the items on the supply day.

## **MEDICAL**

*Medical issues, requests, complaints, and grievances must be submitted using a Medical Sick Call Request or Grievance Form so your request/complaint/grievance can be addressed by Medical Authority.*

Medical, dental, and mental health services are provided as needed. To request these services, you must submit a “Sick Call Request” using medical forms located in your Pod. You received written sick call procedures at the time of medical screening shortly after being booked into this facility. Your Pod Officer will assist you if you no longer have the instructions. Fees for medical services are as follows:

Nurse sick call..... \$10.00

Your account will be charged the \$10.00 fee at the time the form is turned in to medical. You may be seen by the nurse up to three times for the same request before being referred to the Doctor, Physician Assistant (PA), or Nurse Practitioner (ARNP).

Doctor/Psychiatrist/PA/ARNP..... \$6.00 (per visit)

Mental Health/Social Worker..... No Charge

Dental visits..... \$6.00 (per visit)

Prescriptions..... \$6.00 (per prescription)

X-rays..... \$6.00 (per x-ray)

Diagnostic Test..... \$6.00 (per test)

*Co-payments will be waived for any diagnostic testing when deemed medically necessary by the Doctor/Dentist for chronic care.*

**NO INMATE WILL BE REFUSED MEDICAL SERVICES DUE TO AN INABILITY TO PAY!**

Emergency medical services are provided when there is a life-threatening illness or injury. The Pod Officer will call for emergency medical services if this should occur.

A physical assessment and limited exam will be conducted within fourteen (14) days of your first day of incarceration at no cost to the inmate. This assessment/exam includes testing for infectious and communicable diseases. If you refuse this exam, you cannot receive trusty status.

HIV testing is available upon request by the Leon County Department of Health. Submit requests via Medical Sick Call Forms.

Inmates found “cheeking”, or “hoarding” prescribed medication will result in disciplinary action for contraband.

Should the Medical Authority determine, you should receive a special diet, it will be ordered for you based on sound medical findings. Diet requests related to a personal preference will not be considered. Religious diets may be requested through the Detention Facility Chaplain. A vegetarian diet is a personal choice, not a medical or health issue. You may request a vegetarian



diet through your Case Manager. If approved, you must remain on a vegetarian diet for the duration of your incarceration.

The only 'Food Allergies' recognized by the Detention Facility are dairy/milk, eggs, fish, and peanut butter. Provisions will be made to adjust/substitute such items as necessary. If there are any other foods you feel may make you sick, do not eat them.

If you have food allergies other than those listed above, you must ask your physician, clinic, or hospital that treats you or has treated you, to send a summary letter containing the information to the contracted provider. This information will be added to your file and appropriately addressed by the Medical Unit.

## **MEDICAL GRIEVANCE PROCEDURES**

Inmates incarcerated at the Leon County Detention Facility will be allowed to grieve medical care provided by the contracted provider. A medical grievance can be described as a problem that an inmate has, related to the medical department, and has been unable to resolve through proper channels.

Some examples of appropriate grievances:

- They told me I would be seen by an orthopedic specialist for the strained tendon in my hand in six weeks. It is now two months - am I going to be seen?
- I have not received the medication the doctor told me I would start for my ear infection.
- I received medication last night and I am not supposed to be on any medication.

The following examples are NOT grievances. They should be written on an Inmate Medical Request Form:

- Questions about sick call charges
- Questions about trustee status
- Asking for lab/x-ray results
- Any initial medical request asking to see a doctor
- Asking for a sick call re-check.

A "**sick call request**" should be answered within the next **twenty-four (24) hours**. A "**grievance**" should be answered within **ten (10) days** of receipt. Please make sure you submit the correct form for your medical issue to avoid unnecessary delays. Any inmate can grieve medical treatment by filling out a Medical Grievance Form, located in their assigned housing area. Inmates will submit the Grievance Form to the Health Services Administrator for the medical provider.

A written response will be returned to the grieving inmate within ten (10) days after the date of receipt of the complaint.

If the grievance is not resolved to the inmate's satisfaction, the inmate can request an appeal of the response to the original grievance. The appeal along with the original grievance will be forwarded to the Medical Review Committee. A response to the inmate's appeal will be forwarded to the inmate within **fourteen (14) days** from the date of receipt of the appeal.

**Medical issues, requests, complaints, and grievances must be submitted using a Medical Sick Call Request or Grievance Form so your issue can be addressed by the Medical Authority.**

## **MEDICAL GRIEVANCE REVIEW**

### **Purpose**

The purpose of the Medical Grievance Review Committee is to address chronic complaints from inmates who wish to express concerns about their medical care. Through this process, inmates can express their problems and have resolutions to those problems.

### **General Guidelines**

Inmates who have written three (3) or more valid grievances to the contracted provider about the same medical issue and feel that their complaint has not been resolved satisfactorily, will be referred to the Medical Grievance Review Committee for immediate resolution.

Once the Committee has set a date and time for review of the inmate's Grievance or chronic complaint, the inmate shall be given written notification **twenty-four (24) hours** before the hearing. Inmates may bring documentation to support their claim. The inmate will be able to ask questions relating to his/her complaint or grievance. After the inmate has made his /her presentation, they will be excused from the room, if necessary, for deliberation by the committee. A determination will be made by the committee if the complaint or grievance is a **valid** medical issue. If the inmate's complaint is determined to be "**not a valid medical issue**", the complaint will be referred to the proper Bureau within the Detention Facility for review and resolution of non-medical issues/complaints if warranted.

If the inmate's complaint or grievance is determined to be "valid" by the committee, recommendations will be made by the Operations Chief, consulting with the Health Services Administrator for resolution of the inmate complaint.

The inmate will be brought back into the room and be given a verbal report of the Committee's findings. The inmate will sign a Committee Review Attendance sheet, showing the date and time the hearing was held, and acknowledging that he /she will receive written notification of the Committee's findings and recommendations within **forty-eight (48) hours** after the hearing. The Medical Grievance Review Committee will be staffed by representatives from Medical Staff and Detention Facility Security Staff. A copy of the final findings of the committee will be distributed to the Health Services Administrator for appropriate record keeping.

## INMATE TABLET USE

1. Tablets will only be provided for use by inmates housed in the general population and administrative segregation units. All tablets remain the property of Securus. You may rent tablets while detained, however, when you are released from the Leon County Detention Facility the tablet will be returned to Securus.
2. Inmates placed in segregation due to suicide watch, Mental health observation, violent behavior, or other aggravating factors will not be authorized to use a tablet. Tablet use is a privilege, not a guaranteed right.
3. Tablets will be issued to each eligible inmate by the classification officer during the classification interview which is completed within 72 hours of intake, excluding weekends and holidays. You must accept the tablet's terms of use when it is first turned on.
4. An initial set of earbuds will be issued with your tablet. Earbuds will be replaced every 90 days at no cost. If the earbuds become damaged before the 90 days, they may be replaced sooner through an inmate request. This type of replacement will be monitored for abuse. Replacement earbuds will require the exchange of the old earbuds.
5. Before a tablet is assigned, you will be required to sign an "Inmate Agreement of Tablet Use" form to acknowledge their understanding of the rules governing the use of inmate tablets.
6. Once you are assigned to a housing unit you will create an account and a PIN for your assigned tablet. You must create your account to prevent the possibility of someone creating an account in your name. Do not share your account or PIN as doing so could result in theft of funds. Do not log on to another inmate's account. Doing so could result in disciplinary actions. Any fees or costs associated with applications, communication services, entertainment services (movies and games) or any other special programming that may be added to the tablet or used on the tablet assigned to you is your responsibility. The Leon County Detention Facility will not investigate claims for fees/costs associated with my user log-on. Also, I understand that fees and costs are set by the tablet provider and are not the responsibility of the Leon County Detention Facility.
7. Log off your tablet any time you are not using it to prevent unauthorized use and charges. Do not share your tablet or earbuds with another inmate. As noted above, you are responsible for all tablet charges.
8. Tablets are to be placed in the charging stations when the pod is locked down for the night. The tablet applications will be automatically disabled at 2300 hours to ensure usage has ceased before lockdown. All tablets are to be docked in the charging station at 2300 hours. Failure to return your tablet when required shall be grounds for disciplinary action and may result in the suspension of tablet privileges. Tablets shall not be allowed in your cell during the 2330-0600 hours lockdown period. Tablets will also be automatically disabled at lunch from 1000-1130 hours, and shift change/dinner from 1630-1830 hours.

9. You will be allowed to check your tablet back out three times a day during set times. Once you have checked the tablet out of the charging station, it is checked out for the day. The approximate times your tablet is available to be checked out are when the pod first opens from 0600-0800, after lunch from 1100-1200, and after dinner from 1800-1900. You must be fully dressed and in possession of your issued identification to check out your tablet.
10. If you must leave your housing pod for any reason other than reassignment, you may turn your tablet into the pod officer or secure it in your cell. Do not remove the tablet from the pod unless you are being moved to another housing location.
11. You are responsible for your earbuds. When not in use they may be stored in your shirt pocket or secured in your cell. At no time will you be allowed to wear your earbuds when you are not actively using them. You are not allowed to take earbuds out of your pod. If you leave the pod for anything other than a housing reassignment, you must secure your earbuds in your cell. If your earbuds are confiscated for misuse, they will be placed in your property. If you break your earbuds, replacements must be purchased through the commissary.
12. Tablets are not allowed in the shower while using the telephone, or during visitation.
13. Misuse or unauthorized program access shall result in the suspension of tablet privileges pending the results of a disciplinary hearing.
14. Tablets damaged intentionally will result in disciplinary action. Tablets damaged through negligence may result in disciplinary action. Inmates who intentionally destroy their tablets will be charged for the tablet to their inmate account for replacement.
15. Inmates who intentionally destroy their tablet will not receive another tablet until they have paid in full the price of the tablet.
16. Inmates in Administrative Confinement will have access to tablets only during their out-of-cell time. Inmates in Disciplinary Confinement will not have access to tablets unless authorized by a Bureau Captain or higher authority.
17. At no time will an inmate view, encourage, request, or participate in nudity and/or sexual acts while using a tablet.
18. Tablet privileges may be temporarily restricted by informal discipline procedures such as two-hour lockdowns.
19. All tablet use is subject to monitoring and recording at any time.
20. All tablet use in the facility may be suspended, temporarily, by the watch commander or higher authority for emergencies or other situations that may impact the security of the facility.

## INMATE TABLET PROHIBITED CONDUCT

#	ACTION	Maximum Discipline
T-1	Misuse of Inmate Tablet or Earbuds - other than the intended purpose.	30 DC
T-2	Intentional Damage, Alteration, Defacing of Inmate Tablet, Earbuds, or Tablet Charging Station.	30 DC
T-3	Allowing others, the use of Inmate Tablet Account (Inmates are prohibited from allowing other inmates to use their tablet account and/or PIN)	30 DC
T-4	Use of other inmate Tablet accounts (Inmates are prohibited from using other inmates' Tablet accounts and/or PIN)	30 DC
T-5	Use of Inmate Tablet in Commission of Criminal Activity	30 DC Restricted Tablet Account Functionality.
T-6	Failure to return Tablet to charging station when not in use. before shift exchange, inmate count, meal times, or as directed by staff.	30 DC
T-7	Possession of more than one tablet.	30 DC
T-8	Introduction of Tablet to a restricted area (shower, recreational deck, visitation, and counseling room)	30 DC
T-9	Removing tablet from the assigned housing area.	30 DC

## INMATE TELEPHONE SYSTEM

1. You will be voice enrolled and issued a telephone PIN upon intake. You will not be able to use the inmate telephone system without completing the telephone enrollment process.
2. Inmates who are issued tablets will be able to make calls from the tablet utilizing the earbuds. The tablets allow collect and pre-paid calls. All collect call charges must be accepted by the person you are calling. You are not permitted to charge your call to a credit card or another number.
3. Use of another inmate's telephone PIN to make calls is prohibited. Violations could result in your placement on telephone restriction.
4. Besides the tablets, there are telephones located in each Pod for your use. These telephones allow collect and prepaid calls. All collect call charges must be accepted by the person you are calling. You are not permitted to charge your call to a credit card or another number. The Pod Officer will monitor how long you stay on these telephones to ensure that each inmate receives an opportunity to make a call, if necessary.
5. The Inmate Telephone System places limitations on the dollar amounts that can be owed on the family and friends' phone bills. If your family or friends' phone bill reaches a certain dollar amount, phone calls are blocked by the phone system until the bill is paid below the limit.
6. Calls to the Public Defender's Office are not recorded or monitored and are free. The telephone number is 850-606-1100.
7. Calls to Private Attorneys are not recorded or monitored. Calls to Private Attorneys are free of charge if the attorney's number is registered with our phone provider as an attorney.
8. All telephone systems within the Detention Facility are the property of Securus Technologies. All inmate telephone calls may be monitored or recorded. As a reminder, phone calls to your attorney are not recorded or monitored.
9. If you use the telephone to make obscene, threatening, or harassing telephone calls, you will lose your telephone privileges and may be criminally prosecuted.
10. Damage to the telephone equipment is a criminal charge.
11. Three-way calls are prohibited and could result in the loss of telephone privileges.
12. Inmates who require access to text telephone (TTY), Telecommunications Relay Services (TRS), and interpreter services for outside communications shall have reasonable access at reasonable times to this service. Requests shall be made through the Case Management Unit. The inmate shall be afforded at least 45 minutes to complete their communications. Such calls shall be documented in the inmate's classification event log.

The telephones will be turned on automatically at 06:00 a.m. and turned off automatically at 11:00 p.m. The time limit per call is 30 minutes. Remember, telephone usage is a privilege.

## MAIL

Postage stamps shall be purchased from Canteen and are not accepted through regular mail or legal mail.

Indigent inmates shall be provided four envelopes and two golf pencils in 30 calendar day intervals to maintain community ties. Writing paper is available free of charge to all inmates in the housing areas. If you are indigent and need this service, you must fill out a canteen slip or form on tablet on Tuesday night. Inmates will be charged for the indigent kit as stated on the Commissary Price List Sheet. You will not automatically receive an Indigent Kit. You must fill out a canteen slip requesting this service.

### Personal Mail (Non-Privileged Mail)

1. No personal mail is allowed to be mailed directly to inmates at the Leon County Detention Facility. All such mail shall be sent to the following mailing address:

**Inmate/Detainee's Legal Name and SPN number**  
**C/O Securus Digital Mail Center - Leon County**  
**PO Box 21947**  
**Tampa, FL 33622-1947**

2. Mail received by the Securus Digital Mail Center will be scanned and sent electronically to the inmate's issued tablet. Personal mail not sent to the address below will be returned to the sender.
3. Sender must send a stamped self-addressed envelope to the Securus mailing site if they would like to have mail (letters/Pictures) returned.
4. Mail is held for 90 days before being destroyed. Upon release, the inmate must make contact with the mail center prior to the end of the 90 days if they would like mail returned.
5. Inmates who are not issued a tablet will have their mail printed and delivered to them.

All incoming mail except for privileged/legal mail must meet the following requirements:

1. Correspondence:
  - a. Must be written or typed in blue or black ink or pencil.
  - b. Should include the inmate's full name and SPN number; and
  - c. Should include a complete return address.
2. All unacceptable correspondence will be "Returned to Sender". Examples of unacceptable correspondence include but are not limited to the following:
  - a. Plastic or any type of wrapping.
  - b. Contains any type of sticker or an addressed label.



- c. Watermarks or stains.
- d. Any biohazards, including lipsticks or perfumes.
- e. Contains drawings that depict nudity (full or partial), weapons, or gang references and anything jeopardizing or compromising the safety and/or security of the Detention Facility will not be accepted.

### 3. Mail Rules (Personal Mail)

- a. Personal mail will be distributed Monday through Friday, excluding holidays, via the inmate tablet or mail room personnel.
- b. Inmates are encouraged to maintain general correspondence between themselves and their families and friends. However, correspondence between individuals incarcerated at the Leon County Detention Facility is prohibited. Correspondence between individuals incarcerated at other jails, detention facilities, or prisons must be authorized by the facilities where the inmates are incarcerated.
- c. Your incoming mail will be monitored to make sure it contains no plans for escape, security violations, threats to the facility or staff, or attempts to introduce contraband.
- d. Outgoing mail shall include full names, addresses, and inmate number (SPN #) on the envelope. Proper postage must be affixed to the envelope and it must be unsealed. Indigent inmate mail will have postage placed on the envelope once it is received by the mail room.
- e. Outgoing mail may be screened by correctional personnel assigned to such duty, in the interest of facility security and/or the safety of staff and inmates.
- f. If correspondence is censored or denied, the inmate shall be informed of the action in writing by the Mailroom Supervisor or designee, including a statement of why the correspondence is being denied.
- g. All outgoing mail must be turned in to the Pod Officer before evening lockdown. Mail written after lockdown will remain with the inmate until the next day.

### 4. Mail Rules (Privileged Mail)

- a. Privileged mail will be distributed Monday through Friday, excluding holidays, via mail room personnel.
- b. Correspondence between individuals incarcerated at the Leon County Detention Facility is prohibited. Correspondence between individuals incarcerated at other jails, detention facilities, or prisons must be authorized by the facilities where the inmates are incarcerated.

- c. Outgoing privileged mail will not be opened but may be held up to 72 hours pending verification that it is properly addressed and in fact "privileged mail".
- d. Incoming privileged mail shall be opened and inspected only in the presence of the inmate. The mail and envelope will be copied in the presence of the inmate and the copies will be provide to the inmate, who will be required to sign for the privileged mail. The original privileged mail will be resealed in the presence of the inmate and placed in the inmate's property.
- e. All outgoing privileged mail must be turned in to the Pod Officer before evening lockdown. Mail written after lockdown will remain with the inmate until the next day.

## 5. CENSORSHIP:

- a. Inmate mail shall not be censored and/or denied unless for legitimate facility interests for order and security, and in the interest of upholding the law. Such interests include, but are not limited to the following statements, threats, and/or plans of:
  - 1) Physical harm or threats of physical harm against persons inside or outside the facility;
  - 2) Extortion, blackmail, or other criminal activity;
  - 3) Escape;
  - 4) Activities in violation of facility rules;
  - 5) Whose nature is such that, if communicated, would create a clear and present danger of violence and physical harm; or
  - 6) Correspondence that is in code or for which there is a reasonable belief that a code is contained therein.
- b. If correspondence is censored or rejected the inmate shall be informed of the action in writing by the Mailroom Supervisor or designee, including a statement of why the correspondence is being censored and/or rejected [FCAC 12.03 FMJS 9.03].
- c. Notice of censorship or rejection will also be provided via U.S. Mail to the sender/author within (5) business days by the Mailroom Supervisor or designee.
  - 1) The sender/author of the censored or rejected mail, within five (5) business days of receipt of the notification of the decision to censor or reject the item of mail, may protest the decision to censor or reject the subject item of mail to the Support Services Bureau Commander (SSBC) or designee. A protest may be made verbally or in writing. The protest should include the reasons why the item of mail should not be subject to censorship or rejection.

- 2) The SSBC or designee will review and respond to the protest within five (5) business days of receipt of the same.
  - 3) If the original censorship or rejection is upheld by the SSBC or designee, the SSC's decision may be appealed to the Detention Facility Chief within five (5) business days. An appeal may be made verbally or in writing. The Detention Facility Chief will respond to the appeal within five (5) business days. The Detention Facility Chief's decision on appeal is final.
- d. Inmates shall be permitted to send sealed letters (i.e., privileged mail) to the following persons and/or organizations:
- 1) Courts;
  - 2) Legal counsel;
  - 3) Officers of the confining authority;
  - 4) State and local chief executive officers;
  - 5) Administrators of grievance procedures;
  - 6) Members of the Parole Commission;
  - 7) Probation and parole officers; or
  - 8) The Facility Chaplain.
- e. Upon reasonable suspicion of a prohibited act, incoming privileged mail may be opened solely for determining that it is privileged mail and contains no contraband. The opening of privileged mail must be done in the presence of the inmate and only the signature and letterhead may be read [FCAC 12.04 FMJS 9.03].
- f. Outgoing privileged mail shall not be held longer than 72 hours (excluding weekends and holidays) pending verification of proper addressing and will not be opened. The Detention Facility Assistant Sheriff or designee may authorize inspection of privileged mail for contraband in the presence of the inmate before it is sealed [FCAC 12.05 FMJS 9.03].

**The official mailing address for inmate correspondence is:**

**Inmate/Detainee's Legal Name and SPN number  
C/O Securus Digital Mail Center - Leon County  
PO Box 21947  
Tampa, FL 33622-1947**

## **VISITATION**

The Leon County Detention Facility encourages visitation for the inmates incarcerated. We firmly believe that ties to family and friends are extremely important whenever a person is incarcerated. Visitation will be done through video visitation and in-person visitation. We will do everything possible to ensure this contact unless it jeopardizes the safety and security of the facility. However, there are rules that we need to make you aware of so you can inform your visitors, so your visiting privileges are not denied, terminated, or suspended.

### **Video Visitation Hours:**

Visitation hours are Monday through Sunday from 8:00 a.m. to 4:00 p.m. Visitation will resume again after the official count and shift change and run from 5:30 p.m. to 9:00 p.m. Lobby Doors are open 8:00 a.m. through 5:00 p.m.

### **Onsite Visitation Hours:**

In person visitation hours are Monday through Friday from 8:30 a.m. to 4:30 p.m. Visitation will resume again after the official count and shift change and run from 5:30 p.m. to 7:30 p.m. Lobby Doors are open 8:00 a.m. through 7:30 p.m.

## **LEON COUNTY SHERIFF'S OFFICE VISITATION RULES**

During the admission process, the Booking Unit will enter (at least one, and up to five) visitor names chosen by the inmate, into the system for visitation. Requests for visitor changes will only be made on the last calendar day of the month. Visitation Forms will be provided for the Pods on the evening of the last day of each month.

Individuals that are authorized visitors are only allowed to visit the designated inmate and will only be allowed to visit one inmate per day. Split visits (visits of more than one inmate) shall not be allowed and are grounds to have ALL visitation privileges revoked. All visitors must be at least 16 years of age to visit.

For security reasons inmates admitted to a hospital will not be permitted visitors unless approved by the Sheriff, the Detention Facility Chief, or his/her designee.

- There are no split-time visits.
- You must see the inmate you sign in to see during your visit.
- You may not return later that day to see a different inmate.
- Profanity will not be tolerated. Any violation can result in permanent suspension.
- No communications with working inmates in and around the facility as you pass by the perimeter fence.

- Children under the age of 16 are not allowed on the premises without someone who is at least 16 years of age with them.
- You may not leave your children unattended anytime or with other visitors.
- If you leave your child unattended in a vehicle, your visitation will be suspended.
- Leave all personal items other than car keys, locked inside your car.
- Persons believed to be under the influence of alcohol or drugs will not be allowed to visit.
- Cell phones are prohibited inside the Detention Facility.

Visitors must comply with standard security measures (metal detection devices etc.) before being permitted to enter the secure area of the Detention Facility. Failure to comply and/or successfully pass these measures will prohibit the visitor from entering the Detention Facility.

Visitors with medical claims, which prohibit exposure to metal detector devices must provide medical documentation if applicable. A supervisor shall review all medical claims.

All detention Facilities visitors must be dressed appropriately. Failure to comply with the following guidelines will result in denial of admission to this facility and/or suspension of the visit.

Visitors are NOT to wear garments that contain metal including underwire bras, or other items e.g., jewelry, hairpins, etc., as they may cause the metal detector to alert, and/or prevent their admission into the facility. When able, metal items should be removed before entering the Detention Facility. All items shall be subject to further search.

Visitors must remain properly dressed at all times. Visitors are prohibited from wearing:

- Clothing that resembles a correctional employee (officer or civilian) uniform, such as all green or a green and brown skirt/pants and shirt combination.
- Tight-fitting, see-through, provocative, and/or revealing clothing of any kind e.g., spandex, sheer, netting, torn or frayed attire, bathing suits, body suits, athletic shorts, hot pants, and pajamas.
- Tops that are cut low; reveal more than 2 inches of cleavage, more than 4 inches of the back, or any portion of the abdomen; halter tops, tube tops, tank tops, spaghetti straps, sleeveless/muscle shirts, strapless shirts.
- Shorts should be no more than 1 inch above the knee e.g., micro/mini shorts.
- Skirts and dresses should be no more than 1 inch above the knee e.g., micro/miniskirts. Slits in skirts/dresses must not exceed mid-thigh when seated.
- Non-prescription sunglasses

All visitors must always wear shoes. Visitors are encouraged to wear low footwear with sufficient traction. Flip-flops, bedroom shoes, high heels more than 3 inches, and sandals that are not secured to the ankle by at least one strap are prohibited.

The Shift Supervisor will make the final determination as to compliance with this policy and admission into the facility.

Out-of-town visitors are required to conform to the Visitation Rules and Dress Code policy outlined above.

Violation of Detention Facility Visitation Rules may result in the suspension of your visitation privileges.

## CANTEEN

You will not be permitted to keep in your possession any money, checks, money orders, or any other legal tender. Your money will be receipted and deposited into an account for you upon entry into the Detention Facility. This money can be used for the purchase of commissary items.

1. Aramark scanning process and delivering of commissary/ indigent kit orders.
  - a. All commissary and indigent kit order forms will be turned in on Sunday and Tuesday for processing. All commissary order forms will be processed on Monday and Wednesday. All indigent kit order forms will be processed on Monday and Wednesday.
  - b. The following pods I, J, K, L, M, N, O, and P will receive their commissary orders on Wednesday. Indigent kits are delivered on Wednesday.
  - c. Pods A, B, C, D E, F, G, H, Annex, and Medical will receive their commissary orders on Monday. Indigent kits are delivered on Monday.
  - d. All monies will need to be turned in by 8:00 p.m. on Sunday night.
  - e. No late order forms will be accepted, and your cooperation is expected and appreciated.
2. Your family or friends can deposit money in your canteen account 24 hours a day via either of two vendors, JPay ([jaypay.com](http://jaypay.com)) using your name or Detention Facility inmate SPN. They will allow money deposits by several methods:
  - a. Internet access to a secure payment website ([www.jaypay.com](http://www.jaypay.com)) for JPay utilizing VISA, MasterCard, Debit, or credit card payments.
  - b. Toll-free telephone payments (1-800-574-5729) for JPay utilizing VISA, MasterCard, debit, or credit card payments.
  - c. Secure Kiosk located inside the Detention Facility Lobby utilizing cash, credit card, or debit card payments.
  - d. Instead of monetary deposits, care packages that contain snacks and/or personal care items may be purchased online by visiting ([www.iCareGifts.com](http://www.iCareGifts.com)) or calling a toll-free number (1-877-615-3296).
  - e. If your family or friends have any problems or questions about canteen orders, they can contact Aramark Commissary at 1-877-615-3296 toll-free.
3. You may release money only once (up to 50% of your account balance) to your family or friends through your case manager. Up to 100 % may be used to post a bond or be released to a bondsman. Your case manager has the form.

4. You will be allowed to order up to \$40.00 per order for snack items and \$35 for hygiene items, once a week in a calendar week; (\$75 total weekly). If you place an order and you do not have enough in your account to cover the applicable charge(s) the commissary vendor will electronically determine which items are filled up to the amount available.
5. You are not considered indigent if your balance is .47 cents or less. (If you are truly indigent and not expecting any more money to come in, go ahead and order a stamped envelope - nothing else), and it will bring your balance low enough to receive the indigent kit in the future. Indigent inmates receive indigent kits every 14 calendar days.
6. Individuals who are arrested and incarcerated in the Leon County Detention Facility, who have a negative balance (either carried over from previously being incarcerated here or during their current stay) are bound by the following guidelines: When a deposit is made into the inmate's account, 40 percent of all money and money orders will be deducted for food and Detention Facility fees. The remaining 60 percent will be deposited in the inmate's account. (If an inmate receives a \$20.00 money order 40 percent or \$8.00 will be taken out for food and Detention Facility fees and 60 percent of the remaining \$12.00 will be deposited in the inmate's account).
7. At any point when an inmate maintains a balance in their account, subsequent charges for booking fees, medical fees, inmate meal fees, canteen charges, or other applicable fees will be deducted from the inmate's account at the full amount owed to the facility.
8. All arrestees who are photographed and fingerprinted shall be charged a \$20.00 Booking Fee.
9. If you have funds available in your canteen account at the time of your release, all back Detention Facility fees owed will be deducted at that time and the remaining funds will be issued via debit card if your balance is \$5.00 or less. When your balance is more than \$5.00 you will be issued a debit card. If you are released to another facility, you will be issued a check.
10. You may not deposit money in another inmate's account. **This constitutes an attempt to defraud, and you may be prosecuted and/or disciplined.**



## RECREATION

1. Inmates shall have the opportunity to have a minimum of 3 hours of outdoor exercise per week, weather permitting. Uncontrollable or violent inmates are not subject to the provisions of this paragraph.
2. Each Pod has an attached covered exercise deck that has flowing fresh air and qualifies as an outdoor area. This deck is to be opened at 8:00 a.m. and remain open until 10:00 p.m. nightly unless bad weather or extenuating circumstances dictates its needs to be closed. (Also, it will be closed during meals, canteen/med pass, count, linen/clothing exchange, maintenance, and during Pod general clean-up.)
3. Shirts must remain on while on the exercise deck during scheduled visitation hours.
4. The counselor's room is not an exercise area.
5. Dependent on the weather and staffing, your pod may be escorted out to the large outdoor exercise courtyard. This area has a marked walking track as well as sports equipment for working out, basketball, and volleyball. It is a non-covered area and therefore provides fresh air and sunshine. You shall proceed down the hallways from your pod to the exercise yard in an orderly and quiet manner. All inmates in the pod will be required to go to the exercise yard, with no exceptions.
6. Inmates shall be allowed to remain in their housing areas or cells if they so desire however, all inmates who are not out to work or otherwise directed by Detention Facility Staff shall be in lockdown from 11:30 p.m. until 6:00 a.m.

## **LIBRARY/LEISURE READING MATERIALS**

1. Books are available via the inmate tablets. There are currently over 50,000 books available on the tablets free of charge.
2. Newspapers will be distributed daily. Do not take newspapers into your room.
3. Newspapers found in rooms will be considered contraband and confiscated.

### **Inmate Legal Materials**

It is the policy of the Leon County Sheriff's Office to provide inmates who are not represented by an attorney access to legal materials to aid in their defense. This is accomplished through the inmate tablet. Inmates will have access to conduct legal research utilizing the Lexis Nexis Software program.

## PUBLICATIONS

Inmates are allowed to access publications under the following guidelines:

**PUBLICATIONS:** The Leon County Detention Facility does not accept packages or books for inmates, except for the items listed in Magazines and Newspapers/Newsletters and Religious and Spiritual Material. This includes anything from private citizens, Amazon, USPS, or any other delivery service.

All items will be returned to the sender. Inmates shall not be permitted to have more than five (5) periodicals/publications in their possession at any given time. This provision excludes religious materials and legal or school-related books. Excess materials may be mailed out to a party of the inmate's choosing at the inmate's expense, or they may be donated to the Leon County Library. All publications received but disapproved will not be placed in the inmate's property. Upon notification of disapproved items, inmates will have thirty (30) days in which to notify the mailroom of the desired disposition of the materials, as previously described. If the canteen office is not contacted within thirty (30) days of inmate notification, the materials will be disposed of at the facility's discretion.

**Pornographic Material:** Any publication or photographic material depicting human nudity or images mainly focusing on obscene realistic illustration of anatomic peculiarities of intimate body parts, either frankly or implicitly, making it sexually explicit and contrary to common moral standards. Publications or correspondence that contain passages involving sexually explicit activity. Publications to include, but are not limited to Stuff, Maxim, FHM, American Curves, Black Men Magazine, and Straight Stuntin shall be considered to be pornographic. Publications, correspondence, or photos deemed to be pornographic will be at the sole discretion of the Detention Facility Chief or designee.

1. The Detention Facility Chief and/or designee will approve publications for inmates only if the publications are sent directly from a legitimate (recognized) publisher or vendor such as a retail bookseller. A publication is defined as books, magazines, and newspapers.
2. When a publication has been approved, the publications will be logged into the inmate's property inventory. A property receipt will be generated and signed by the inmate receiving the publication. A copy of the signed property receipt will be given to the inmate, and one placed in the inmate's electronic Laserfiche file.
3. The Detention Facility Chief and/or designee will disapprove a publication if it is deemed an immediate and/or tangible threat to the security or good order of the Detention Facility or staff.
4. Inmates will not be allowed to receive any "sexually oriented material" or "pictorial representations of nudity".
5. Publications will be disapproved if the material meets any of the following criteria:
  - a. Is typical of a security threat, group/gang (i.e. drawings, signs, symbols, codes, literature, documents, etc.);

- b. Contains instructions for the manufacturing of explosives, weapons, drugs, drug paraphernalia, alcoholic beverages, escape paraphernalia, or to affect and/or facilitate an escape;
  - c. Advocates violence within the Detention Facility;
  - d. Is of a type that has caused violence or other serious disruption of Detention Facility security or good order within the Detention Facility or similar facilities; or
  - e. Advocates racial hatred, or hatred toward any individuals, organization, sexual orientation, religion, or nation in such a way as to create a danger of violence in the Detention Facility, or by its nature or content, pose a threat to the security, good order, or discipline of the Detention Facility and/or facilitates criminal activity.
- 6. The Leon County Detention Facility will not authorize inmates to order publications that the publisher will bill the inmate for later (COD) or receive publications on a trial basis. All publications shall be prepaid before delivery from the publisher.
- 7. Inmate's written requests forwarded to the canteen to authorize payments for publications will not be approved.
- 8. All publications shall be paperback binding only, without staples. No exceptions.
- 9. Review of all publications will be done on an individualized basis. When a publication has been disapproved, the canteen supervisor will advise the inmate in writing of the disapproval. The inmate may appeal the decision through the established inmate grievance system.
- 10. All religious publications shall be approved/disapproved by Chaplain Services.
- 11. Inspection of incoming publications:
  - a. Incoming publications shall be inspected for content and contraband.
  - b. All packing and original wrapping will be discarded.
- 12. If an inmate wishes to donate their books to the Leon County Public Library, the inmate will need to fill out an inmate request form and direct the request to the Inmate Services Unit. Canteen Staff will in return issue the inmate the appropriate form to complete the process.

## **COURT APPEARANCES**

### **First Appearance**

You will appear before a judge as required. You will be advised of your legal rights, informed of the charge(s) against you, have a bond set if your charge is bondable, and have a public defender appointed if you cannot afford an attorney. Any future appearance will be set by the courts.

### **Violation of Probation**

If you have been arrested for violation of probation on a misdemeanor charge, you will go to court the next working day (Monday through Friday) after your arrest. If you are charged with a violation of probation on a felony charge your court appearance will be two working days after the date of your arrest.

When you go to court you are to carry nothing with you other than the legal materials that are pertinent to that court hearing.

## FURLOUGHS

1. It is the policy of the Leon County Detention Facility that eligible inmates may be permitted escorted or unescorted furloughs into the community to attend a funeral or due to a family crisis. All such leave shall be approved by the Court.
2. Defense counsel may petition the court to approve leave for an inmate in the event of the death of a member of the inmate's immediate family (father, mother, spouse, children, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother, sister, grandparent, grandchild, stepparent, stepchild, great grandmother or great grandfather, individuals properly registered with the Leon County Domestic Partner Registry).
3. The decision to grant or deny a furlough shall be at the sole discretion of the Court, after considering input from the Sheriff's Office and the State Attorney's Office.
4. Types of furloughs:
  - a. **Unescorted Furloughs:** Court Order releasing the inmate for a specific amount of time.
  - b. **Escorted Furloughs:** Court Order releasing the inmate and requiring the inmate to pay the cost of transportation and supervision by the Sheriff's Office before the furlough begins.
  - c. Inmates approved for escorted leave shall be handcuffed and shackled while outside of the secure confines of the facility.
5. Process to request a furlough:
  - a. Your attorney will conduct a preliminary inquire with the State Attorney and the Detention Facility Assistant Sheriff to determine if there is any objection to the furlough.
  - b. Based on the inquire, the attorney may submit a request to the presiding Judge for the furlough, along with the results of the inquire from the State Attorney and Assistant Sheriff.
  - c. The Judge will approve or deny the request. If the request is not granted, then no further action will be taken.
  - d. If the request is granted for an unescorted furlough, Detention Facility staff will arrange for the release upon receipt of the Judge's order.
  - e. If the request is granted for an escorted furlough, your attorney or personal representative will contact the Sheriff's Office Extra Duty Section, to arrange for the furlough and payment prior to the furlough.
  - f. If the furlough cannot be staffed by law enforcement personnel, it will be cancelled.

## INMATE GRIEVANCES

1. The Detention Facility Administrator or designee is responsible for the coordination and management of the grievance procedures [FCAC 7.20(a)]. Inmates who cannot resolve a complaint through the “Note from Prisoner” form shall have access to a grievance procedure. Inmate grievances that are determined to be untruthful/frivolous will be considered the same as lying to staff members and appropriate sanctions may be imposed. Appropriate criminal charges for filing a false report and/or perjury may also be pursued. Grievances and appeals which have already been answered do not require additional responses. Repetitive grievances or appeals shall be returned to the inmate.
2. Inmates may not grieve the following matters [FCAC 7.20 (c)]:
  - a. State and federal court decisions
  - b. Local, state, and federal laws and regulations
  - c. Classification decisions
  - d. Other matters beyond the control of the Leon County Sheriff’s Office.
3. Inmates may grieve the following matters:
  - a. The substance, interpretation, and application of policies, rules, and procedures of the Leon County Detention Facility that affect them personally/directly. Inmates may not grieve on behalf of another inmate.
  - b. Staff reprisals for filing a grievance, appeal, or for participating in an inmate grievance proceeding.
  - c. Incidents occurring within the facility that affects them personally/directly including a disciplinary decision.
  - d. Any matter relating to conditions of care or supervision within the authority of the Leon County Detention Facility.
4. Grievances shall be routed to a Bureau Commander. All grievances must be responded to within the following established time frames:
  - a. Within **thirty (30) calendar days** of receipt of a grievance, the grievance shall be reviewed and if applicable thoroughly investigated. The investigation results shall be provided to the Detention Facility Administrator in writing. Grievances requiring extensive research and documentation may require a longer period for responses. The Detention Facility Administrator may extend response periods, if necessary. The extension shall be communicated in writing to the complainant.
  - b. The Detention Facility Chief will have ten (10) working days from the date of the review, or when the investigation is complete to review the grievance results and provide the inmate with a written response.

5. Inmates must follow the below procedures to submit a grievance.
  - a. All grievances shall be submitted on a Request for Administrative Remedy form, Detention Facility forms 450.31 obtainable from a case manager or Detention Facility supervisor upon written request. This form shall be accessible through the LCSO Intranet, Detention Facility Forms for prompt distribution.
  - b. At all levels of the grievance or appeal process, it will be the responsibility of the inmate to present only specific facts and circumstances directly relating to the complaint. The inmate should be brief and concise, stating only one issue per form. The inmate should also state the remedy which they are seeking and provide a copy of the original complaint which must be attached to the form. Supporting documentation, if available, shall be provided. Grievances received without a copy of the original complaint and response shall be promptly returned.
  - c. Upon completion of the Request for Administrative Remedy form by the inmate, the form shall be routed to the Facility Investigator or Bureau Commander. A grievance may be returned to the inmate for resubmission if it:
    - 1) Contains more than one issue.
    - 2) Does not follow the prescribed format.
    - 3) Seeks a remedy for matters beyond the facility's control.
    - 4) Contains profanity, unless quoting.
    - 5) Does not attach a copy of the original complaint and written response.
6. The Bureau Commander or Facility Investigator shall assign the grievance a case number and log the required information. The Bureau Commander shall refer the grievance for investigation. A thorough investigation shall be conducted and a sustained or not sustained finding rendered, the results of the investigation shall be reviewed by the Detention Facility Administrator or designee. The Request for Administrative Remedy form shall be returned to the Bureau Commander or Facility Investigator and the case number closed out. The Request for Administrative Remedy form shall be forwarded to the Case Management Supervisor for distribution.
7. The assigned Case Manager shall make a copy of the Request for Administrative Remedy Form, acknowledged by the Detention Facility Chief, for the inmate's Classification File. The Case Manager shall complete Detention Facility form LCSO 450-34 "Inmate Acknowledgement for Complaint/Grievance/Grievance Appeal". The original Request for Administrative Remedy form shall be delivered to the inmate. The inmate shall acknowledge delivery in writing on the "Inmate Acknowledgement for Complaint/Grievance/Grievance Appeal" form [FCAC 7.20(d)].
8. If a grievance is determined to be an allegation of misconduct against an agency member, a designated affidavit/complaint form will be provided to the inmate, so they may



document the allegation and affirm truthfulness. The allegations shall be investigated by the appropriate authority, per agency G. O. 52.1, at the discretion of the Detention Facility Chief.

9. The inmate may appeal the result of the grievance findings to the Detention Facility Administrator [FCAC 7.20(e)]. If the Detention Facility Administrator responded to the grievance their decision is final:
  - a. The original Request for Administrative Remedy form and other relevant documents shall be forwarded to the Detention Facility Administrator or designee within fifteen (15) calendar days from the date the inmate signed the "Inmate Acknowledgement for Complaint Grievance Appeal" form. The Facility Investigator shall assign the appeal a case number and log the required information. Appeals received after the fifteen (15) calendar days shall be denied and returned to the inmate.
  - b. The Detention Facility Administrator or designee shall affirm, reverse, or modify the decision within ten (10) working days of receipt of the appeal. Appeals requiring extensive research and documentation may require a longer period for responses. The Detention Facility Chief may extend the response time for a reasonable period if necessary. The extension shall be communicated in writing to the complainant.
  - c. Following the disposition, the Request for Administrative Remedy Form (appeal) shall be returned to the Facility Investigator and the case number closed out. The Request for Administrative Remedy Form (appeal) shall be forwarded to the Case Management Supervisor for distribution.
  - d. The assigned Case Manager shall make a copy of the Request for Administrative Remedy Form (Appeal), acknowledged by the Detention Facility Chief, for the inmate's Classification File. The Case Manager shall complete the "Inmate Acknowledgement for Complaint Grievance Appeal" form. The original Request for Administrative Remedy form (Appeal) shall be delivered to the inmate. The inmate shall acknowledge delivery in writing on the "Inmate Acknowledgement for Complaint Grievance Appeal" [FCAC 7.20(d)].

**PREA-related grievances will be handled in the following manner:**

1. There is no time limit on when an inmate may submit a grievance regarding an allegation of sexual abuse or sexual harassment.
2. Any portion of a grievance that does not allege an incident of sexual abuse must be filed within **fifteen (15) days** of the incident.
3. Inmates shall not be required to use any informal grievance process or to otherwise attempt to resolve with staff, an alleged incident of sexual abuse.
4. Nothing in this section shall restrict the Leon County Sheriff's Office and/or Leon County Detention Facility's ability to defend against inmate lawsuits because the applicable statute of limitations has expired.

5. An inmate who alleges sexual abuse or sexual harassment may submit a grievance without submitting it to a staff member who is the subject of the complaint. Such grievances shall not be referred to the staff member who is the subject of the complaint.
6. A final decision on the merits of any portion of a grievance alleging sexual abuse shall be provided to the inmate within 90 days of the initial filing of the grievance.
7. Computation of the ninety (90) day period shall not include time consumed by inmates in preparing any administrative appeal.
8. The Leon County Detention Facility may claim an extension of time to respond, of up to seventy (70) additional days if the normal period for response is insufficient to make an appropriate decision. The inmate shall be notified in writing of any such extension and be provided a date by which a decision will be made.
9. At any level of the administrative process, including the final level, if the inmate does not receive a response within the time allotted for the reply, including any properly noticed extension, the inmate may consider the absence of a response to be a denial at that level.
10. Third parties, including fellow inmates, staff members, family members, attorneys, and outside advocates, shall be permitted to assist inmates in filing requests for administrative remedies relating to allegations of sexual abuse and shall also be permitted to file such requests on behalf of inmates.
11. If a third-party files such a request on behalf of an inmate, the facility may require as a condition of processing the request that the alleged victim agrees to have the request filed on his or her behalf and may also require the alleged victim to personally pursue any subsequent steps in the administrative remedy process.
12. If the inmate declines to have the request processed on his or her behalf, the inmate shall be required to complete an affidavit stating that he or she does not want the grievance processed.
13. Inmates are provided the opportunity to file an emergency grievance alleging that an inmate is subject to a substantial risk of imminent sexual abuse. The emergency grievance shall be addressed immediately by the staff member receiving the grievance.
14. When an emergency grievance is received alleging an inmate is subject to a substantial risk of imminent sexual abuse, the staff member receiving the grievance shall immediately forward the grievance (or any portion thereof that alleges the substantial risk of imminent sexual abuse) to the Watch Commander for immediate corrective action to be taken. The inmate shall be provided an initial response within forty-eight (48) hours by the Watch Commander and shall be issued a final decision within five (5) calendar days by the Housing Captain. The initial response and final decision shall document the determination of whether the inmate is at substantial risk of imminent sexual abuse and the action taken in response to the emergency grievance.

15. An inmate may be disciplined for filing a grievance related to alleged sexual abuse only where it is determined that the inmate filed the grievance in bad faith.

**Note from Prisoner Forms are available at the Pod Officer's station upon request.**



## LEON COUNTY SHERIFF'S OFFICE

Request For Administrative Remedy Case#: \_\_\_\_\_

*Per Leon County Detention Facility SOP 450.J1 this form is to be used in the event a complaint cannot be resolved through the Note From Prisoner Form. Inmate grievances which are determined to be untruthful or frivolous will be considered the same as lying to staff members and appropriate measures may be imposed. Appropriate criminal charges for filing a false report and/or perjury may also be pursued.*

I. Name: \_\_\_\_\_ SPN: \_\_\_\_\_

Date: \_\_\_\_\_ Pod: \_\_\_\_\_

II. Grievance: Original Appeal

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*Do not write below this line. Attach additional sheets as necessary.*

Grievance Received By: \_\_\_\_\_ Date Received: \_\_\_\_\_

Forwarded to Grievance Investigator

III.

Investigation:

Findings      Sustained      Not      Sustained      Date: \_\_\_\_\_

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Investigation Completed By: \_\_\_\_\_

IV. Review Findings: Affirm Reverse Modify

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Detention Facility Chief: \_\_\_\_\_ Date: \_\_\_\_\_

Distribution: Inmate File

Originator: Case Management

Directive Linked: Detention Facility SOP 450.J1 Page 1 of 1 LCSO 450-31

## REPORTING A CRIME

1. If you are threatened by another inmate, you have the responsibility to report this to your Pod Officer immediately. This is to ensure your safety and to make the Pod Officer aware of a potential problem.
2. If you are a victim of a crime, you have the following rights:
  - a. To be informed of all crucial stages of the criminal proceedings and parole proceedings.
  - b. To submit written statements at all crucial stages of criminal proceedings and parole proceedings.
3. If you wish information on proceedings in which you are a victim, and you wish to be kept informed of crucial stages (i.e., arrest, arraignment, filing decision, sentencing plea, warrant issued, a notice of trial, appeal, disposition, defendant's release or escape from Detention Facility) you may:
  - a. Submit a written request to the State Attorney's Office through a Correctional Officer.
  - b. Call the State Attorney's Office at (850) 606-6000 for further information.

# CHAPLAINCY PROGRAM GUIDE

## Chaplain

The Chaplain plans, implements, and directs the facility's religious programs, is available to counsel, and offers guidance to officers and inmates in social, personal, and spiritual matters. All counseling is confidential.

Inmates desiring a meeting with the Chaplain should make their request in writing on the inmate request form.

## General

1. Religious Services: The Chaplain's office schedules regular services conducted by volunteers, local pastors, religious leaders, and qualified workers under the Chaplain's supervision. These services are designed to reflect a variety of religious expressions. Participation in these services is voluntary. Participation may be limited and available upon the approval of the Chaplain.
2. Small groups can gather around one of the tables, while larger groups may use one of the TV areas, the recreational area, or the counselor's room. Each individual is responsible for returning his/her chair to the pod at the end of each service when the recreation or counselor's room is used. In the absence of the Chaplain, or volunteer leader, these areas may be used by inmates desiring to hold their religious studies or prayer sessions to the extent they do not become unruly or conflict with normal Pod operations. Each religious group should be considerate of the other and not keep the room for too long at a time.
3. Muslims are required to pray at designated times during the day and those desiring to meet for the early morning prayer will need to come out at the top of the hour before praying if they desire group prayer in the counselor's room or recreational area. A chart showing the designated times of prayer is furnished at the Pod Officer's station or by request to the Chaplain.
4. Prayer rugs are permitted, however, must be kept in the inmate's room and can only be brought out into the Pod while traveling directly to and from the counselor's room for group prayer. The maximum size of prayer rugs is 24"x36".
5. Religious garments such as kufi, kippah, Hijab or other caps and head coverings must be approved by the Chaplain and Detention Facility Chief or designee. Jewelry, beads, medallions are not allowed.

## Religious Materials

1. Inmates are limited to two (2) Canon Books of their respective religion. The Chaplaincy and the County do not purchase religious materials. We only have materials that are donated to pass out. The Chaplaincy stocks and passes out on request, religious material as it is donated by religious groups and individuals. Therefore, from time to time some material may be temporarily unavailable until new donations are received. Religious garments must be approved per SOP 450.K8, jewelry, and beads are not allowed.

2. BIBLES, KORANS, & TORAHS: Bibles (when in stock) can be acquired by request. Korans and Torahs are available when donated to the Chaplaincy by outside Ministries and in stock. Remember, we depend on donations and can only pass out what we have at the time the request is made. Books must be soft cover. Inmates should fill out the "Note from Prisoner Form" to receive one of the above. All religious material must be approved and mailed in from a legitimate (recognized) publisher or vendor such as a retail bookseller. Unauthorized materials will be returned to the sender.

## **Religious Books and Study**

1. All books and studies received as stock must be "softcover" and approved religious material. Individuals can receive approved religious materials mailed in from the publisher or vendor such as a retail bookseller, an organized detention facility, or a prison ministry. The Chaplain must approve all incoming religious material.
2. Acceptable materials are Bibles, Torahs, & Korans as described in C above, study courses, and acceptable religious books (softcover). No material may contain staples. Religious magazines are accepted when mailed in from the publisher or vendor such as a retail bookseller. Materials that are considered inflammatory will not be allowed.
3. A reasonable collection of books and studies is allowed; however, excess materials create a fire hazard. Therefore, inmates are limited to two (2) noncanonical religious books each. This is in addition to Bible study courses, pamphlets, or library books.
4. BIBLE COURSES: Bible study courses are available on the Inmate Tablet and can be accessed under the "Viewer" app. These courses are extremely beneficial in learning the Bible and promoting spiritual growth in the individual and we encourage inmates to participate.
5. Religious courses are provided by the Chaplaincy for Christians, Buddhists, Muslims, Jewish, and other religious groups and distributed on request as they are donated. Contact information is also provided.

## **Religious Diets**

The Leon County Detention Facility Food Services does not serve pork products. The two (2) approved Religious Diets, "Vegan" and "Kosher," are available upon request for those inmates adhering to religious beliefs and practices that require a modified diet. Eligibility for a Religious Diet requires the following:

1. The inmate requesting a Religious Diet exemption must write to the Chaplain's office. This request must include:
  - a. A statement about his/her religious beliefs and how they require a Religious Diet.
  - b. A statement requesting which diet they are requesting (Vegan or Kosher).
2. All requests will be evaluated, and decisions will be made available to the inmate.

3. The Chaplain or his/her designated representative will interview inmates requesting a Religious Diet exemption. This interview will include the following questions:
  - a. Explain why the teachings of your religion require a modified diet.
  - b. Why does this religion require a Religious Diet?
  - c. How does this diet differ from the food provided by this facility?
4. You can be removed from a Religious Diet if:
  - a. You have officially changed your religious affiliation, which no longer requires a modified diet.
  - b. You are seen eating food that is contrary to your Religious Diet.
  - c. You are in possession of food that is contrary to your Religious Diet.
  - d. Your commissary orders include food that is contrary to your Religious Diet.

*Religious preference notification:* All persons booked into the Leon County Detention Facility will be asked to state their preference for religious affiliation or non-affiliation. Per LCSO policy, this preference can be changed (1) one time during their time at the facility.

## **Funerals**

1. In the event, that an inmate experiences a death in the family the Chaplain will be available for counseling and ministering in this time of need. If the Chaplain is not in the facility, his designee, or an officer will notify the inmate and assist until the Chaplain returns.
2. To be released or furloughed for the funeral an order must come from a Judge. This request is handled by the inmate's defense attorney.
3. Most Judges require that the death is in the immediate family (father, mother, sister, or brother), and the funeral is in the State of Florida. However, each case is different, and the types of charges, sentence time remaining, etc. are factors.

## **Special Programs**

From time to time during the year there will be special events such as Christmas programs, guest preachers, video programs, advanced religious study programs, etc. for the inmates.



## **Special Visits**

Inmates may receive visits from their pastor, priest, or religious leader. The clergy should contact the Chaplain to be approved. The clergy should be ready if asked to provide documentation of license or ordination by a bona fide Religious Organization.

## **Special Calls**

The Chaplain does not grant phone calls outside the Pod except in a verified emergency.

## PROGRAMS

We hope that you will use your time wisely and productively during your time at the Leon County Detention Facility. To that end, there are several programs available to the inmate population. These programs offer participants an opportunity to develop new skills, learn new things, and improve their chances of successfully returning to the community.

Learning new skills enhances opportunities to make good decisions, maintain positive relationships, and successfully enter the workforce. Our goal is for you to utilize your time in the facility to find ways to improve these situations.

**Interest:** Program availability is regularly communicated to the population through tablets, housing unit postings, and word of mouth. Those interested in participating should submit an inmate request to PROGRAMS indicating their interest. Class sizes are limited, and interest often exceeds the class capacity. A waiting list is created, and individuals are considered for the next available class.

**Eligibility:** All requests to participate in programming will be evaluated by Program staff. Participation is not guaranteed; however, every effort will be made to allow access to programming. Several factors will be considered to determine if you will be allowed to participate. These include institutional behavior, housing status, PREA concerns, classification issues, separations, and other factors. Decisions to include or exclude are made by program staff upon consultation with the Program Supervisor and the Director of Reentry & Inmate Programs.

**Attendance:** You must attend all scheduled class sessions once approved. More than two absences will be cause for removal from the class.

**Discipline or confinement:** Program participants who receive a disciplinary write-up will be flagged by program staff, and their continued participation in programming will be evaluated. After adjudicating a disciplinary hearing, those placed in disciplinary housing as a sanction will be removed from programming.

**Expectations:** The basic expectations of program participation include the following conditions:

- a. Attend, be on time, and participate constructively in all sessions. Constructive participation means genuine effort to learn and practice new skills and helping to create an atmosphere where others can do the same.
- b. Do assigned tasks on time and complete them.
- c. Bring class material to class as required.
- d. Be respectful to everyone, including instructors and other participants.

**Completion:** Upon completion, each participant will receive a Certificate of Completion. Each participant will receive a copy, and the original will be placed in inmate property.

**Court Ordered Programming:** All court ordered programming will be reviewed by program staff, and participation will be determined based on the eligibility noted above. Upon successful completion, program staff will notify the court.

**Program Categories:** All programming is placed into one of three categories. Each of these allows staff to determine the suitability of new programming and evaluate existing programming. We always explore new opportunities and encourage you to pay attention to information sources to learn about new programming.

1. Religious: Religious education encompasses diverse opportunities for spiritual exploration, moral development, and a comprehensive understanding of various religious traditions.
2. Educational: Education programs are designed to facilitate learning and skill development. These programs aim to empower individuals with knowledge, critical thinking abilities, and practical skills.
3. Transformational: Transformational programs are designed to facilitate personal and professional growth. These programs aim to empower individuals with transformative insights, self-awareness, and practical skills. Transformational programs aim to prepare individuals for significant life changes by providing them with the tools they need to navigate personal transformations, contribute to society, and achieve the holistic life goals.

## REENTRY SERVICES AND CASE MANAGEMENT

Offender reentry refers to the process by which individuals who have been incarcerated in correctional facilities reintegrate into society after serving their sentences. Reentry programs aim to facilitate a successful transition, reducing the likelihood of reoffending and promoting the rehabilitation of offenders.

The process typically involves a combination of pre-release preparation, community support and post-release services. Before release, inmates may receive vocational training, educational programs, and counseling to equip them with essential skills and address underlying issues contributing to their criminal behavior.

Community support is crucial, as it involves family, friends, and social services to create a stable and positive environment for the returning individuals. Post-release, access to employment opportunities, housing, healthcare, and continued support play pivotal roles in reintegration. Effective offender reentry programs aim to break the cycle of incarceration by fostering personal growth, addressing the root causes of criminal behavior, and promoting a successful reintegration into society.

The Leon County Detention Facility employs Case Management specialists to assist with reentry efforts. These Case Managers assist inmates with program enrollment and transition planning.

**RISE Center:** RISE is LCSO's continuum of care initiative, created to serve citizens released from the Leon County Detention Facility, Department of Corrections, Department of Juvenile

Justice, and the Federal Bureau of Prisons. RISE is a resource center with case managers focused on serving returning citizens. Direct services and referrals are available at the RISE Center.

LCSO is partnering with dozens of community organizations, educational programs, and local employers to provide these much-needed services. Our goal is to equip clients with everything they need to become productive member of our community.

**NOTARY PUBLIC** - Will be made available to you when requested if the need is valid. However, you may have to wait until the next working day for one to be available.

**VOTING** – Before each election, interested individuals will be provided the opportunity to vote. Leon county Detention Facility staff will assist eligible inmates with registration and access to mail-in ballots.

- 1. Registration:** Before each election, notification will be made to the general population of upcoming elections and registration deadlines. Classification staff will provide registration forms to those requesting them and facilitate delivery to the Supervisor of Elections office. The Supervisor of Elections office will review the registration application to determine eligibility to register and vote. Registration cards will be sent to the detention facility.
- 2. Eligibility:** Recent changes to Florida election law may impact your right to vote. If you have been removed from any voter eligibility role in Florida, you will not be automatically re-registered to vote when eligible. A new registration must be completed. If you are not sure of your eligibility, the Supervisor of Elections office will review your registration application to determine eligibility.
- 3. Mail-in Ballots:** Those wishing to vote in any elections must complete a mail-in ballot request form. These will be made available before each scheduled election. Ballots will be delivered to the Detention Facility, and upon completion, will be returned to the Supervisor of Elections office.
- 4. Restoration of Voting Rights:** The Leon County Supervisor of Elections office provides the following information. This information is current as of the date this handbook was published. Any changes to Florida law will be communicated as quickly as possible.
  - a. Did I lose my right to vote?
    - i. You lose the right to vote in Florida if convicted of a felony.
    - ii. A misdemeanor or adjudication withheld on felony charges does not affect your voting rights.
    - iii. A conviction in another state only causes a loss of rights in Florida if the conviction would cause a loss of rights in that state.
    - iv. If you have lost your right to vote, it is a crime to register and vote

b. How do I restore my right to vote?

- i. For most convictions, your right to vote is automatically restored as soon as you complete all parts of your sentence.
- ii. Completing your sentence includes all:
  1. Prison or jail time
  2. Parole, probation, or other supervision
  3. Payment of all fines, fees, costs, and restitution
- iii. If you were convicted of murder or a felony sex offense, your right to vote is not automatically restored.
- iv. For those who qualify, automatic restoration of your right to vote does not require any special action on your part. You regain the right to vote instantly as soon you complete all terms of your sentence.
- v. However, you are responsible for ensuring you have completed all terms of your sentence and that your right to vote is restored before registering to vote.

**REPRODUCTION OF MATERIALS** - Reproduction of material, such as legal papers, can be done at the facility for you. However, you must pay a nominal fee for the cost of reproduction.

**FILING INCOME TAXES** - You will need to send a written Note from Prisoner to the Programs Chief at least two weeks in advance of April 15th. This will allow time to pick up the forms and booklet for you at the Post Office.

### **Program Materials**

General items that are allowed inside the facility from the classroom to the pod or pod to the classroom are listed below.

4. Paperwork, books, folders, with no metal binding, staples, or paper clips.  
**ONLY PLASTIC or GLUE BOUND or LOOSE-LEAF ITEMS ARE ALLOWED.**
5. No ink pens, markers, color pencils
6. No long pencils – **GOLF SIZE ONLY**

If items are in question, please contact the programming manager for approval.

## METHODS OF RELEASE

1. Sentenced inmates may be released at any time on their scheduled release date. All others will be released as soon as possible after the written direction is received from the legal authority.
2. There are numerous methods by which an inmate might become eligible for release. These include:
  - a. **Purge** - The authorized release of an inmate by a Court Order involving payment of money (most often associated with child support cases).
  - b. **Surety Bonds** - A bond posted for you by a person who is a licensed bondsman with the State of Florida and registered in the county where the bond is posted.
  - c. **Cash Bond** - Money posted by the inmate or his/her family or friends, guaranteeing appearance in court.
  - d. **Property Bond** - Property that you own that is not a homestead or domicile which is lien clear may be used to ensure your appearance in court.
  - e. **Release on Own Recognizance (ROR)** - The release of an inmate to appear in court without exchange of money or other items of value; releasing an inmate on his/her "word" to appear in court.
  - f. **Pre-Trial Release** - The release of an inmate to the Pre-Trial Program. The inmate is required to follow certain conditions of release and appear in court.
  - g. **Payment of Fine** - When an inmate has been sentenced and a monetary fine has been levied; the entire fine must be paid before the release unless otherwise stipulated by the court.
  - h. **Time Served** - An inmate has been sentenced to serve time in Detention Facility and has completed that time.
  - i. **Transfer** - An inmate is transferred to another institution. His/her time in the Leon County Detention Facility may or may not be completed.
3. Before being released, after you have become eligible for release by one of the methods listed above, the following procedures must be followed:
  - a. A criminal history check must be made to determine if you are wanted in any other location.
  - b. Your housing area or room must be inspected to ensure it hasn't been damaged or marred in any way.
  - c. All property issued by the Detention Facility must be turned in and checked to ensure that it has not been damaged.

- d. All necessary paperwork for release must be completed.
- e. All personal property belonging to you must be returned to you upon release. If you have money in your commissary account, you will be given \$5 cash, and any money over this amount shall be returned to you in the form of a debit card. If you are being released to another jurisdiction or the Department of Corrections, a check will be generated and given to the transporting agency or sent to the Department of Corrections. If the system for debit cards is inoperable a check will be issued.
- f. It is your responsibility, along with the correctional officer, to ensure all property has been returned to you.
- g. If you have not received all your property, you should not sign the form saying you did.
- h. Work Release Inmates must have all their accounts up to date before they can be released.
- i. The release process normally takes 45 minutes to an hour to complete 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 wants by other agencies. You should notify your family and friends that they should be patient as every effort will be made to release you as soon as possible.

## **PROPERTY RELEASE AUTHORIZATION FORM**

1. If you wish to release property to family members or other designated parties, you must fill out an Inmate Property Release Authorization Form available in your Pod.
2. The Inmate Property Release Authorization Form must indicate the property you wish to release and the person who will be picking up the property.
3. Sign and have it witnessed by the Pod Officer. Place it in the locked pick-up box located at the Officer's station in your Pod.
4. Allow 24 hours for the Form to reach the Property Office.
5. Advise persons who are to pick up the property to call the Property Office before they arrive to pick up the property.
6. No property will be released without picture identification produced by the person picking up the property.



INMATE PROPERTY RELEASE AUTHORIZATION  
VOID AFTER 30 DAYS FROM DATE OF ISSUE

DATE \_\_\_\_\_

I \_\_\_\_\_ SPN # \_\_\_\_\_ GIVE \_\_\_\_\_

**PERMISSION TO PICK UP THE PERSONAL PROPERTY LOCATED AT THE LEON COUNTY DETENTION FACILITY PROPERTY ROOM.**

UNLESS SPECIAL PERMISSION IS GRANTED, AN INMATE MUST RELEASE ALL PERSONAL PROPERTY NOT IN HIS/HER POSSESSION DURING ANY RELEASE TRANSACTION. THE ONLY EXCEPTION IS ONE SET OF CLOTHING TO BE DRESSED IN UPON RELEASE FROM THIS FACILITY.

CHECK THE CORRECT BOX FOR THE RELEASE YOU ARE REQUESTING.

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

**ALL ITEMS STORED IN THE PROPERTY ROOM EXCEPT ONE SET OF CLOTHING.**

ALL ITEMS STORED **IN THE PROPERTY ROOM** INCLUDING ALL CLOTHING (SENTENCED DOC INMATES ONLY)

ALL ITEMS LISTED AS COURT CLOTHES

INMATES SENTENCED TO D.O.C

ALL PERSONAL **ITEMS STORED IN THE PROPERTY ROOM** YOU REQUEST TO BE RELEASED MUST BE OUT OF THE FACILITY BEFORE YOU ARE TRANSFERRED. ITEMS NOT RELEASED BEFORE YOU LEAVE THE FACILITY WILL GO WITH YOU "NO EXCEPTIONS ". PROPERTY WILL NOT BE STORED AFTER YOU LEAVE FOR PICKUP. ITEMS MAY NOT BE BROUGHT TO THE FACILITY TO BE SENT WITH INMATES.

FEDERAL INMATES

THE FEDERAL MARSHAL'S TRANSPORT WILL NOT ALLOW PROPERTY TO BE TRANSPORTED IN THE EXCESS OF THE CLOTHING YOU ARE WEARING. IT IS STRONGLY RECOMMENDED YOU RESTRICT THE AMOUNT OF PROPERTY IN YOUR POSSESSION AND RELEASE ALL UNNECESSARY ITEMS BEFORE YOU ARE TRANSPORTED. THIS FACILITY WILL NOT HOLD OR BE RESPONSIBLE FOR PROPERTY LEFT BEHIND.

I \_\_\_\_\_ SPN# \_\_\_\_\_ POD \_\_\_\_\_ HAVE READ AND UNDERSTOOD THE ABOVE INFORMATION.

WITNESSED BY OFFICER \_\_\_\_\_ ID # \_\_\_\_\_

**An officer must witness the inmate's signature.**

## TRUSTEE/WORK ASSIGNMENT

1. All inmates must be cleared by Medical Authority before being given a work assignment. You will be tested for tuberculosis. You will be asked to voluntarily submit to a blood test. The blood sample will be tested for blood-borne pathogens such as HIV, Hepatitis, Sexually Transmitted Diseases, etc. Upon completion of your health appraisal and if you are found to be physically capable of trustee duty, your Case Manager will make your job assignment.
2. County-sentenced inmates, except in emergencies, shall not be required to work more than 10 hours per day and not more than 60 hours per week.
3. Sentenced inmates may be assigned to work for the benefit of the Detention Facility or County. If a sentenced inmate refuses to work, the inmate will be charged with a misdemeanor of a second degree.
4. Non-sentenced inmates shall not be required to work beyond the duties necessary to maintain the cleanliness of their own area and the common areas of the Detention Facility. However, inmates who are on pretrial status and held beyond their first appearance are allowed to volunteer for inside available work details.
5. No inmate shall be compelled to neither work more than ten (10) hours per day nor be subject to punishment for any refusal to labor beyond such limit (F.S. 951.08). However, this ruling does not preclude a sentenced inmate from volunteering to labor more than ten (10) hours daily.
6. If a sentenced inmate refuses to work, the inmate will be written a Disciplinary Report for 9-15 Refusing to work, which is punishable up to 30 days of Disciplinary Confinement and/or may be charged with a second-degree misdemeanor.
7. No inmate shall work in food service operations if he/she is known to have or suspected of having a communicable disease, open wounds, sores, or respiratory infections.
8. Trustees will not leave their assigned work areas without permission from a supervisor in charge of the work detail.
9. Trustees will not under any circumstances talk to, give to, or receive materials from any other inmate and/or civilian.
10. Trustees will be under the supervision of an Officer(s) or other authorized staff, at all times.
11. All trustees will attend all scheduled inmate counts on time and be fully dressed.
12. Trustees will not take reading materials to work areas.
13. There will be no talking during inmate counts. An RFID armband check will be conducted. When a trustee's name is called, he/she will answer in an audible tone and volume.

14. Trustees will wear county-issued clothing and will not possess personal clothing except for underwear, socks, and shoes.

## **TRUSTEE APPEARANCE**

1. Trustees will wear T-shirts (tucked in uniform), pants, and shoes (not shower slides) at all times when not in their housing area.
2. Trustees will shave every day unless they have a written medical excuse.
3. Male trustees will maintain a clean and neat appearance, including maintaining hair length which cannot extend more than one and one-half inches from the head. Female Trustees must keep their hair in such a fashion that it will not obstruct their view or interfere with their assigned duties.
4. Fingernails will not exceed the tips of the finger for male or female sentenced or non-sentenced trustees.
5. Kitchen trustees will wear clean uniforms and maintain a high level of personal cleanliness.
6. For security and identification purposes, no trustee will be allowed to have his/her hair dyed, cut, shaved, or styled according to extreme fads, clipping, or etching numbers, words, or symbols.
7. Trustees will not alter or deface their uniforms in any way.

## STATEMENT OF PROHIBITED CONDUCT

While you are detained, you are subject to the same Federal, State, and County laws as any other citizen. Therefore, if you violate these laws, you will be prosecuted, to the fullest extent of the law. Statutory violations include, but are not limited to the following:

Statute	Charge	Maximum Penalty
<b>FS 782.04</b>	Murder	Death or life in state prison
<b>FS 806.01 (1)(b)</b>	Arson	30 years in state prison
<b>FS 794.011</b>	Sexual Battery	30 years in state prison
<b>FS 944.40</b>	Escape/Attempted Escape	15 years in state prison
<b>FS 784.082</b>	Battery in a Detention Facility	15 years in state prison
<b>FS 784.07</b>	Battery on a Law Enforcement Officer	5 years in state prison
<b>FS 870.01</b>	Affrays and Riots	5 years in state prison
<b>FS 870.03</b>	Riots and Routs	5 years in state prison
<b>FS 812.014</b>	Theft	60 days in Detention Facility
<b>FS 849.08</b>	Gambling	60 days in Detention Facility
<b>MO 330.112</b>	Damaging Public/Private Property	60 days in Detention Facility

Any action which is a felony or misdemeanor in the State of Florida may, at the option of the Detention Facility Chief and the State Attorney, lead to prosecution as prescribed by Florida Law.

**In addition, under Florida Model Jail Standards, violators of posted Detention Facility Rules, upon conviction by a Disciplinary Committee, may be punished with up to 30 days of disciplinary confinement, loss of privileges, and possible loss of gain time. **Inmates, who repeatedly, knowingly, and willfully violate posted Detention Facility Rules, can be prosecuted under Florida State Statute 951.23.****

## FLORIDA STATUTE GOVERNING CRIMINAL PROCEDURE AND CORRECTIONS

### F.S. 951.23

It is a **Misdemeanor of the Second Degree**, punishable as provided in s. 775.082 or s. 775.083, for a county prisoner or a municipal prisoner in a county detention facility to knowingly, on two or more occasions, violate a posted Detention Facility rule governing the conduct of prisoners, if the rule prohibits any of the following acts:

- ✓ Assaulting any person
- ✓ Fighting with another person
- ✓ Threatening another with bodily harm or any offense against another person or property
- ✓ Extortion, blackmail, protection, demanding or receiving money or anything of value in return for protection against others to avoid bodily harm, or under threat of informing
- ✓ Engaging in sexual acts with others
- ✓ Making sexual proposals or threats to another
- ✓ Indecent exposure
- ✓ Escape
- ✓ Attempting or planning an escape
- ✓ Wearing a disguise or mask
- ✓ Setting a fire
- ✓ Destroying, altering, damaging, or defacing government property or the property of another person
- ✓ Stealing (theft)
- ✓ Tampering with or blocking any locking device
- ✓ Adulteration of any food or drink
- ✓ Possession or introduction of any explosive, ammunition, firearm, or weapon
- ✓ Possession of contraband
- ✓ Misuse of authorized medication
- ✓ Loaning of property or anything of value for profit or increased return
- ✓ Possession of anything not authorized for retention or receipt by the inmate and not issued to him or her through regular institutional channels

- ✓ Mutilating or altering issued clothing, bedding, linen, or mattresses
- ✓ Rioting
- ✓ Encouraging others to riot
- ✓ Engaging in or encouraging a group demonstration
- ✓ Refusing to work
- ✓ Encouraging others to refuse to work or participate in a work stoppage
- ✓ Refusing to obey a reasonable order of any staff member
- ✓ Unexcused absence from work or any assignment
- ✓ Malingering feigning an illness or injury
- ✓ Failing to perform work as instructed by a supervisor
- ✓ Lying or providing a false statement to a staff member
- ✓ Conduct that disrupts or interferes with the security or orderly running of the institution
- ✓ Counterfeiting, forging, or unauthorized reproduction of any document, article, or identification, money, security, or official paper
- ✓ Participating in an unauthorized meeting or gathering
- ✓ Being in an unauthorized area
- ✓ Failure to follow safety or sanitation regulations
- ✓ Using any equipment or machinery contrary to instructions or posted safety standards
- ✓ Failing to stand count
- ✓ Interfering with the taking of count
- ✓ Making intoxicants or being intoxicated
- ✓ Smoking
- ✓ Using abusive or obscene language
- ✓ Gambling preparing or conducting a gambling pool possession of gambling paraphernalia
- ✓ Being unsanitary or untidy failing to keep one's person and one's quarters in

accordance with posted standards

- ✓ Tattooing or self-mutilation
- ✓ Unauthorized use of mail or telephone
- ✓ Unauthorized contacts with the public
- ✓ Correspondence or conduct with a visitor in violation of posted regulations
- ✓ Giving or offering any official or staff member a bribe or anything of value or
- ✓ Giving money or anything of value to or accepting money or anything of value from another inmate, a member of his or her family, or his or her friend.
- ✓ Punishment for a violation of this subsection shall run consecutive to any other sentence.

## DISCIPLINE

1. An inmate who violates any rule or regulation of the Detention Facility will be subject to disciplinary action. There are three (3) levels of rule violations:
  - a. **Minor infractions:** a violation of rules of such a nature that no disciplinary report is necessary. This may result in receiving verbal counseling, a corrective consultation, or informal disciplinary sanctions (two-hour lockdown).
  - b. **Minor violations:** any rule violation that goes beyond the corrective effectiveness of a verbal warning but would not warrant maximum disciplinary sanctions.
  - c. **Major violations:** any rule violation of such magnitude that maximum disciplinary sanctions may be imposed for a period of up to thirty (30) days.
2. When a rule violation has taken place, a disciplinary report will be written, and the report forwarded to an investigating officer. The inmate will be provided a copy of the disciplinary report at the time of the investigation. **Once the investigation is completed, the inmate will be allowed a 24-hour period in which to prepare a defense. The inmate may waive the 24 hours. The disciplinary hearing will be conducted within seven (7) working days excluding weekends and holidays. The disciplinary hearing may be postponed or continued for ten (10) days for good cause.** Disciplinary hearings are conducted by the Disciplinary Committee. The accused inmate shall have the following rights:
  - a. The right to be present at the disciplinary hearing. The inmate may waive this right in writing. The inmate may be removed from the hearing if his/her uncooperative or violent behavior justifies such action.
  - b. The right to make a statement of defense, present documentary evidence, and request witnesses on his/her behalf.
  - c. The right to remain silent. Such silence may be used to draw an adverse inference against the accused.
  - d. The right to be informed of the decision of the disciplinary committee after the disciplinary hearing.
  - e. The right to receive a written copy of the results of the disciplinary hearing, regardless of the outcome.
  - f. The right to appeal the decision of the disciplinary committee to the Detention Facility Chief within five (5) days. The appeal must be made in writing and directed to the Detention Facility Chief who will have the final approval on all appeals. The "Note from Prisoner Form" shall be used for this purpose.
  - g. Witness name must be given to the investigating officer of the D.R. This officer will obtain witness statements on your behalf. Identify your witnesses the best way you can.



3. If the inmate is found in violation of a rule or regulation, the disciplinary committee will submit a recommendation for Disciplinary Sanctions to the Detention Facility Chief. These sanctions may include, but are not limited to, Disciplinary Confinement, Probation, loss of privileges, and Special Work Details (sentenced inmates). The Detention Facility Chief will have final approval on all disciplinary reports.

## **PROHIBITED CONDUCT AND DISCIPLINARY SANCTIONS DEFINITIONS:**

1. **Gain Time** - A period of time deducted from a prescribed sentence, awarded to inmates sentenced to the Detention Facility having a work assignment outside their housing area. Gain Time awarded shall be subject to the following provisions:
  - a. Case Managers are allowed to grant 5 days of gain time for trustee work status per month (county time) and earn 5 days gain time per month (state time). Gain time will not exceed 10 days per month.
2. **Disciplinary Confinement** - The segregation of an inmate for disciplinary reasons.
  - a. Disciplinary Confinement shall not be greater than 30 days for each violation, and no more than 60 days for all violations arising out of one incident. Any confinement of more than 60 days requires the review and approval of the Detention Facility Chief.
  - b. **Inmates in Disciplinary Confinement shall:**
    - 1) **Be required to shower twice a week.**
    - 2) **Be offered time out of their rooms for exercise for no less than 3 hours per week.**
    - 3) Be allowed hygiene items however, **commissary items shall not be allowed.**
    - 4) Be allowed mail privileges unless the inmate seriously violated that privilege. Legal mail shall not be suspended for any reason.
    - 5) Have reasonable access to religious materials and legal materials.
    - 6) Receive the same food as general population inmates, unless due to throwing food or misuse of utensils, a special management meal has been approved by the Detention Facility Chief.
3. **Loss of Privileges** - The inmate may lose visitation, canteen, telephone (**except to courts or their attorneys**), television, and programs.
4. **Special Work Details** - Inmates sentenced to the Leon County Detention Facility may be required to perform special work details such as cleaning areas within the Detention Facility or other tasks that need to be addressed.

5. **Probation - Inmates may be placed on periods of probation not to exceed thirty (30) days for each violation. The probation will begin after their disciplinary confinement time has been completed.** If the inmate, while on probation, is found guilty of violating an additional rule, the remaining probation time may convert to disciplinary confinement.
6. **Restitution** – Inmates may be required to pay for damaged, destroyed, or misappropriated property or goods, whether owned by the facility or personal; if more than one inmate is involved, the total amount collected will be for an equal portion of the full amount. Payment for damaged, destroyed, or misappropriated property shall be at the replacement value, and inmate or staff labor costs shall not be included. If an inmate does not have sufficient funds to cover the repair or replacement costs, a notation shall be made on the inmate's bank account for possible future payment. Should the inmate ever receive money at the facility during the current commitment or any subsequent incarceration, the monies will be paid before issuing funds to the inmate.

The following list of rules and sanctions ensures fair and consistent inmate treatment regarding rules violations and prescribed penalties. For this table, Disciplinary Confinement will be described as "DC". **If found guilty and sentenced to disciplinary confinement some tablet privileges will be disabled until the completion of the confinement time. Mail, legal library, religious apps, will remain on at all times.**

## SECTION 1 - Assault, Battery, Threats, and Disrespect

#	ACTION	Maximum Discipline
1-1	Assault or battery or attempted assault or battery, with a deadly weapon	30 DC+ Possible criminal charges
1-2	Other assault or battery or attempted assault or battery	30 DC+ Possible criminal charges
1-3	Spoken or written threats	30 DC
1-4	Disrespect to officials, employees, or other persons of constituted authority expressed using words, gestures, and the like	30 DC
1-5	Sexual battery or attempted sexual battery	30 DC
1-6	Lewd or lascivious exhibition by intentionally masturbating, intentionally exposing genitals in a lewd or lascivious manner, or intentionally committing any other sexual act in the presence of a staff member, contracted staff member, or visitor	30 DC+ Possible criminal charges
1-7	Battery or attempted battery on a correctional officer	30 DC+ Possible criminal charges
1-8	Battery or attempted battery on staff other than a correctional officer	30 DC+ Possible criminal charges
1-9	Battery or attempted battery on an inmate	30 DC+ Possible criminal charges

## SECTION 2 - Riots, Strikes, Mutinous Acts, and Disturbances

#	ACTION	Maximum Discipline
2-1	Participating in riots, strikes, mutinous acts, or disturbances	30 DC
2-2	Inciting or attempting to incite riots, strikes, mutinous acts, or disturbances conveying any inflammatory, riotous or mutinous communication by word of mouth, in writing, or by sign, symbol, or gesture	30 DC
2-3	Creating, participating in, or inciting a minor disturbance	30 DC
2-4	Fighting	30 DC

## SECTION 3 – Contraband

***Any Article Not Sold by canteen, or any item which has been altered from its original state.***

#	ACTION	Maximum Discipline
3-1	Possession of weapons, ammunition, or explosives	30 DC+ Possible criminal charges
3-2	Possession of escape paraphernalia	30 DC
3-3	Possession of narcotics, unauthorized drugs, and drug paraphernalia	30 DC
3-4	Trafficking in drugs or unauthorized beverages	30 DC
3-5	Manufacture of drugs or unauthorized beverages	30 DC
3-6	Possession of unauthorized beverages	30 DC
3-7	Possession of aromatic stimulants or depressants, such as paint thinner, glue, toluene, etc.	30 DC
3-8	Possession of negotiable(s), cash where cash is not permitted, other inmate's canteen coupons another inmate's canteen or identification, gift certificates, etc.	15 DC
3-9	Possession of unauthorized or altered identification -- driver's license, RFID card, armband, social security card.	15 DC
3-10	Possession of unauthorized clothing or linen -County or personal	15 DC + Restitution
3-11	Possession of stolen property - County or personal	15 DC
3-12	Possession of any other contraband or transfer of the item to another inmate resulting in the item becoming contraband	15 DC
3-13	Introduction of any contraband	30 DC+ Possible criminal charges

3-14	Unauthorized possession or use of a cellular phone or any other type of wireless communication device, or any components or peripherals to such devices, including but not limited to SIM cards, Bluetooth items, batteries, and charging devices; any other technology that is found to be in furtherance of possessing, or using a communication device prohibited under section 944.47 (1) (a) 6.; F.S.	30 DC+ Possible criminal charges
3-15	Possession of gang-related paraphernalia or related material, gang symbols, logos, gang colors, drawings, hand signs, or gang-related documents	30 DC
3-16	Possession, introduction, or trafficking of tobacco or tobacco-related products such as lighters or cigarette papers	30 DC

## SECTION 4 - Unauthorized Area

Any Area of the Detention Facility you have not been assigned to or authorized to be.

#	ACTION	Maximum Discipline
4-1	Escape or escape attempt	30 DC+ Possible criminal charges
4-2	Unauthorized absence from assigned area, including housing, job or any other assigned or designated area	30 DC
4-3	Being in an unauthorized area, including housing, job recreation, visiting or any other area where an inmate is not authorized to be	15 DC

## SECTION 5 – Count Procedures Violations

#	ACTION	Maximum Discipline
5-1	Missing Count	30 DC
5-2	Failure to comply with count procedures	15 DC

## SECTION 6 - Disobeying Orders

When given any legal order by a staff member sworn or civilian obey the order, if you do not agree with the order send a Note From Prisoner form to the classification supervisor.

#	ACTION	Maximum Discipline
6-1	Disobeying verbal or written order - any order given to an inmate or inmates by a staff member or other authorized person	30 DC
6-2	Disobeying institutional regulations	15 DC

## SECTION 7 - Destruction, Misuse, or Waste of Property

#	ACTION	Maximum Discipline
7-1	Destruction of County property or property of another	30 DC + Restitution
7-2	Altering or defacing County property or property of another	15 DC + Restitution
7-3	Destruction of County property or property of another due to gross negligence	15 DC + Restitution
7-4	Misuse of County property or property of another - use for the purpose other than the intended purpose	15 DC + Restitution
7-5	Willfully wasting County property	15 DC+ Restitution
7-6	Arson or attempted arson	30 DC + Possible Criminal charges

## SECTION 8 – Hygiene

#	ACTION	Maximum Discipline
8-1	Failure to maintain personal hygiene or appearance	10 DC
8-2	Failure to maintain acceptable hygiene or appearance of housing area	15 DC

## SECTION 9 - Miscellaneous Infractions

#	ACTION	Maximum Discipline
9-1	Obscene or profane act, gesture, or statement -- oral, written or signified	30 DC + Possible criminal charges
9-2	Bribery or attempted bribery	30 DC+ Possible criminal charges
9-3	Breaking and entering or attempted breaking and entering	30 DC+ Possible criminal charges
9-4	Attempt, conspiracy, or attempted conspiracy to commit any crime or violation of the Rules of Prohibited Conduct	30 DC
9-5	Theft of property under \$50.00 in value	30 DC
9-6	Bartering with others	15 DC
9-7	Sex acts or unauthorized physical contact	30 DC+ Possible criminal charges
9-8	Consumption of intoxicants or intoxication	30 DC
9-9	Lying to staff members or others in an official capacity, or falsifying records	30 DC

9-10	Feigning illness or malingering as determined by a physician or medical	10 DC
9-11	Gambling or possession of gambling paraphernalia	10 DC
9-12	Insufficient work: This constitutes an inmate not working up to expectations taking into consideration the inmate's physical condition, the degree of difficulty of the assignment, and the average performance by fellow inmates assigned to the same task	10 DC
9-13	Mail regulation violations	30 DC + Possible loss of Privilege
9-14	Visiting regulation violations	30 DC
9-15	Refusing to work or participate in mandatory programs	30 DC
9-16	Disorderly conduct	30 DC
9-17	Unauthorized physical contact involving non-inmates	30 DC
9-18	Presenting false testimony before the Disciplinary Team	30 DC
9-19	Extortion or attempted extortion	30 DC
9-20	Fraud or attempted fraud	30 DC
9-21	Robbery or attempted robbery	30 DC
9-22	Theft of property exceeding \$50 in value	30 DC + Possible criminal charges
9-23	Loaning or borrowing money or other valuables	5 DC
9-24	Telephone regulation violations (unauthorized use of P. I. N)	30 DC
9-25	Altering, destroying, or refusing to wear assigned identification Armband or issued RFID card	30 DC
9-26	Making third-party calls or 3-ways	30 days loss of phone privileges (1st offense) ; 60 days for 2nd offense; and permanent loss of privilege for 3 <sup>rd</sup> offense
9-27	PREA Sexual Abuse/Harassment	30 DC + Possible criminal charges
9-28	Use of Alcohol as evidenced by positive results from a urinalysis test or observable behavior	30 DC
9-29	Tampering with, defeating, or depriving staff of any security device. Security devices include locks; locking devices; electronic detection systems; personal body alarm transmitters or receivers; handheld radios; restraint devices such as handcuffs, waist chains, leg irons, and handcuff covers; keys; video and audio monitoring and recording devices; security lighting; weapons; and any other device utilized to ensure the safety of the institution	30 DC+ Possible criminal charges

9-30	Tampering with or defeating any fire or other safety device. Safety devices include fire, smoke, and carbon dioxide detection systems; alarm systems; fire suppression systems and devices such as fire sprinklers, fire extinguishers, and dry chemical systems; safety and emergency lighting; exit lights; evacuation route and warning placards; personal protection equipment; first aid kits; eye wash stations; and any other device utilized to ensure the safety of the institution, staff, and inmates.	30 DC+ Possible criminal charges
9-31	Establishes or attempts to establish a personal or business relationship with any staff member or volunteer	30 DC
9-32	Gang-related activities, including recruitment; organizing; display of symbols, groups, or group photos; promotion or participation	30 DC
9-33	Unauthorized use of or tampering with a computer, computer peripheral device, or any other office equipment. Other office equipment includes copying machines, facsimile machines, postage meters, or any other device utilized in an office or office-like environment.	30 DC
9-34	Possession of any items or materials that can be used to facilitate an unauthorized or illegal financial transaction, including account numbers, passwords, PINs, or other similar items or materials that an inmate is not authorized to possess	30 DC

## MINOR INFRACTIONS

At the discretion of a staff member, an inmate may be issued an **Informal Discipline resulting in a two-hour lockdown instead of a formal disciplinary report**. An inmate who received three (3) Informal Discipline Reports will violate 6-2 of the rules prohibited conduct. The following violations may result in an Informal Discipline Report:

### SECTION A – Contraband

#	ACTION
A-1	Possession of property belonging to another
A-2	Exchanging, gambling, trading, bartering giving, or receiving any item from one inmate to another without permission of a staff member
A-3	Possession of unauthorized negotiable, clothing, linen, etc.
A-4	Possession of contraband not specifically listed above

### SECTION B – Hygiene

#	ACTION
B-1	Failure to maintain good grooming standards
B-2	Failure to maintain the immediate living area

B-3	Placing litter of any description on grounds or floors
B-4	Engaging in unsanitary acts not listed above

## SECTION C - Misuse of Property

#	ACTION
C-1	Failure to secure door to assigned cell or personal property
C-2	Failure to return or secure recreational equipment
C-3	Unauthorized use of county or personal property

## SECTION D - Miscellaneous Infractions

#	ACTION
D-1	Attempting to manipulate a staff member
D-2	Unauthorized physical contact
D-3	Unauthorized visitation
D-4	Receiving mail or written material through unauthorized means
D-5	Unauthorized use of the telephone
D-6	Insufficient work
D-7	Making obscene or profane acts, gestures, or statements
D-8	Verbal disrespect
D-9	Failure to comply with roll call, count, or assembly procedures
D-10	Creating a disturbance
D-11	Disorderly conduct
D-12	Loitering
D-13	Being in an unauthorized area
D-14	Absence from assigned area
D-15	Failure to proceed directly and promptly to and from a designated area





Crime Stoppers is a community-based program involving citizens, the media and law enforcement in the fight against crime. It is based on the principle that there is always someone out there besides the perpetrator who has information about a crime. Crime Stoppers gives people the opportunity to do the right thing and remain anonymous – which may be necessary for their own personal safety.

If you have information on a suspect or a crime, you can remain anonymous by calling Crime Stoppers. You may be eligible for a reward \$500 to \$5,000 dollars if your tip leads to a felony arrest.

### **Step 1: Submit a Tip**

Do you have information about criminal activity or a wanted fugitive? You can contact Crime Stoppers to provide information to the authorities. You may be eligible for a cash reward of \$500 to \$5,000 if your tip leads to a felony arrest. All interactions with Crime Stoppers are always anonymous.

Call (850) 574-8477, this is a free call.

### **Step 2: Remain Anonymous**

All Crime Stoppers transactions are completely anonymous, from the initial tip to the payment of the reward – NO caller ID, NO recorded conversations, and NO electronic tracking, guaranteed.

After you submit a tip, you will be given an initial TIP CODE. Crime Stoppers will pass the tip along to a local law enforcement coordinator. \*You must have your TIP CODE to check your tip status and to receive your reward.

### **Step 3: Check the Status of Your Tip**

You can call (850) 222-9109 every Tuesday (between 9:00 am – 12:00 pm and 1:00 pm – 4:00 pm, excluding holidays) to check the status of your tip. When checking the status of your tip, you must provide your TIP CODE. If the tip that you provided is eligible for a reward, you will be given a PICKUP CODE.

### **Step 4: Pickup Your Reward**

Once you receive both the TIP CODE and PICKUP CODE, you can proceed to a designated location, present both codes, and then receive the amount approved for your CASH reward – NO ID required and NO forms to sign.

**ANY INFORMATION IN THIS HANDBOOK IS SUBJECT  
TO CHANGE WITHOUT NOTIFICATION**