

SANTA ROSA COUNTY



SHERIFF'S OFFICE DETENTION BUREAU

Inmate Handbook

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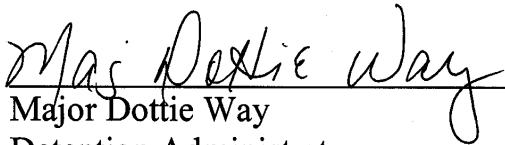
**SANTA ROSA COUNTY SHERIFF'S OFFICE
DETENTION BUREAU
INMATE RULES AND REGULATION**

INTRODUCTION

In any community it is necessary to respect the rights and privileges of others and to accept responsibility for your own actions. This is needed to an even greater degree in an institution of this type. While you are in the county jail, we expect you to take advantage of the opportunities provided to assist you. You will also be expected to follow the rules and regulations of this facility.

This bulletin contains information about what you can expect during your stay here at the county jail. It explains how you can be bonded out, when you will see the judge, and rules that must be followed while you are here. The bulletin briefly summarizes the arrest, booking, and classification process. You will also find information on inmate privileges, the request/grievance system, and other topics. Be sure to pay particular attention to the rules and regulations and disciplinary procedures. If you violate any of these rules, administrative and/or legal action can be taken against you.

It is important that you read and know the contents of this pamphlet. It is your responsibility to seek help on anything you do not understand. Remember that this pamphlet contains information you will need to make your stay here as beneficial and smooth as possible.


Major Dottie Way
Detention Administrator

ARREST

The jail serves several basic purposes. The main purpose is to detain accused persons awaiting trial. To hold persons convicted of a crime while they serve a sentence or await sentencing. Entrance into the criminal justice system, however, begins at the time of arrest. Arrests fall into two categories: (1) Service of a capias or warrant and (2) Police action. In a capias/warrant arrest, a judge reviews affidavits and other information and determines that there is reason to believe that the defendant has committed a particular crime. A capias is usually issued by the Clerk of the Court based on an information filed by the Office of the State Attorney. Police action usually results in an arrest when an officer responds to a crime scene or views a crime-taking place. These arrests are based on "Probable Cause" that a crime has been committed and that the defendant committed the crime. Under the U.S. Judicial System, the defendant is presumed innocent until proven guilty beyond a reasonable doubt in a court of law.

RULES AND RESPONSIBILITIES OF INMATES

The Santa Rosa County Sheriff's Office Detention Bureau is operated by the Sheriff and his staff. All inmates, regardless of commitment circumstances are subject to the laws of the State of Florida. All privileges are dependant on your conduct while housed in the facility. Violation(s) may result in your being restricted from all programs, and/or placed in cell confinement.

RIGHTS / PRIVILEGES

1. You will be treated fairly and equitably while an inmate in this facility.
2. You will be informed of the rules, regulations, and procedures of the Santa Rosa County Sheriff's Office Detention Bureau.
3. You have the right to freedom of religious affiliation and voluntary religious worship.
4. You will have health care, which includes nutritious meals, proper bedding and cleanliness of same, an opportunity to shower regularly, proper air, regular exercise periods, toilet articles, necessary medical care and emergency dental & medical treatment.
5. You will have visitation and the opportunity to correspond with family members and friends.
6. You will have unrestricted access to courts by correspondence.
7. You have the right to legal counsel from an attorney of your choice (at your own expense) or a court-appointed attorney, by interviews and correspondence.
8. You have the opportunity to participate in using the law library reference materials to assist you in resolving your legal problems. Using these materials to deface the walls, light fixtures, etc. . . will be in violation of department rules and your right to access the law library will be suspended.
9. You have access to a wide range of reading materials for your own enjoyment.
10. You have the opportunity to participate in educational, recreational, and self-help programs as far as resources are available and in keeping with your interest, needs, and abilities.

RESPONSIBILITIES

1. You have the responsibility to treat others, both staff and inmates, in a fair and equitable manner.
2. You have the responsibility to know and abide by these rules.
3. You have the responsibility to recognize and respect the rights of others.
4. It is your responsibility not to waste food, to follow a laundry and shower schedule, to keep neat and clean living quarters, to seek medical and dental care as you need it.
5. It is your responsibility to conduct yourself properly during visits and not to accept or pass contraband (an article not sold through the commissary or not issued by the staff or which is not specifically authorized by this institution or that constitutes an excessive amount).
6. It is your responsibility to request access to the courts through correspondence while adhering to policies and schedules of this facility.
7. It is your responsibility to conduct yourself properly during attorney/client interview and correspondence.
8. It is your responsibility to request in writing to the appropriate staff and to outline your needs.
9. You have the responsibility to abide by the regulations governing the participation in such activities.

ADMISSIONS

Following arrest is the booking process. This involves an Admission, Classification, and Release (ACR) officer recording basic information, much of which is received from the defendant. Fingerprints and a photograph are required at this time. An opportunity is provided at the time of booking for the defendant to make at least one completed free local call or one completed collect long distance call after being processed into the facility. Collect payphones are available in each housing unit. In most cases, especially misdemeanors, bonds may be posted immediately after booking. In a warrant arrest, the bond amount has been predetermined by the judge who issued the warrant; otherwise, the arresting officer may set a bond from a schedule furnished by the court. The bond will indicate the date you are to appear in court, your "Plea Day."

PRELIMINARY HEARING/1ST APPEARANCE

If the defendant remains in custody, he/she will be interviewed by the Probation office the following morning for a possible Pre-Trial Release, or will be taken before a judge within 24 hours. This may not apply to arrests for violation of probation, parole, or conditional release.

Statute (3.130) states that arrested persons shall be taken before a judge. You may not waive your right to first appearance. Prior to your first appearance you must have a first appearance review. Therefore, you must be interviewed by the pre-trial release officer.

At your first appearance, a judge will review the arrest information, advise you of your rights and appoint legal counsel (attorney) if you desire and qualify. The judge may also set a bond regardless of previous bond determinations. In reviewing the arrest information, or police action arrest, the judge checks to see if sufficient probable cause exists.

PLEA DAY

Inmates charged with a felony who are represented by the Public Defender's Office may not appear in court for plea day. The attorney normally files a written plea of not guilty on your behalf. Defendants who have been released on a bond will appear in court on plea day. On plea day, the defendant may plead guilty or not guilty. The court may order a pre-sentence investigation (PSI), or set a trial date. The judge usually does not consider bond reductions or other matters at this time.

CLASSIFICATION

After the booking process, you will be housed according to your classification. You will be examined by a member of the medical staff. The basic purpose of classification is to place you in one of several categories of housing. This is done to assure proper security and protection. There is an established criterion to classify all inmates into a specific security classification and to identify special category inmates.

All inmates are subject to be moved to other areas of the jail, as needed, for classification purposes. Guidelines for moving extreme and high-risk inmates are as follows:

Extreme high-risk inmates require leg shackles and must be escorted by two officers when being moved outside the facility or being moved outside the housing area.

The following charges classify as extreme high-risk: Murder, attempted murder with aggravating circumstances, prisoners with life or death sentences, battery on an officer during incarceration with aggravated circumstances, escape (past or present), and attempted escape (past or present).

BONDS

Bail Bonds are one of the most misunderstood aspects of the criminal justice system. Bonds exist primarily to guarantee that the defendant meets court appearances. The judge may consider a number of factors in setting a bond, mainly the seriousness of the offense and the threat a defendant may pose to the public. The judge has wide discretion in setting bonds, what types of bonds are acceptable to the court, and virtually any reasonable conditions.

Release on Recognizance Bonds (ROR) is basically your promise to appear in court with no money or collateral involved. ROR is seldom available to defendants charged with crimes of violence, or the more serious felonies and is approved by the Judge. It is almost never used with transients, or people with a history of failing to appear for court.

Pre-Trial Release (PTR) is a release set up by the county Judge and probation office. Terms and conditions will apply.

Signature Bonds are similar to an ROR bond; however, another person cosigns with the defendant and becomes responsible for seeing that the court appearance is met.

Property Bonds involve persons with real estate property in Santa Rosa County and wish to use it as security and meet certain conditions, as follows:

- (a) Property cannot be under homestead exemption.
- (b) Must be clear and free from any lien
- (c) All owners must sign the bond.
- (d) The net worth in a forced sale must be 1 ½ times the bond amount.
- (e) Property in other counties in Florida may be used if the Sheriff of that county will verify sufficiency and ownership.
- (f) The property bonds require a title search and must be handled through a law firm arranged by the defendant or his/her designee.

Cash Bonds are when a deposit of cash money or an approved certified check is used to guarantee court appearance. Cash deposited as bond is normally returned to the depositor when the case is disposed of. If the defendant is the depositor, fines and restitution may be deductible prior to refund.

Professional Bonds are posted by persons licensed by the State of Florida and registered with the Clerk of the Circuit Court and Sheriff in Santa Rosa County. A bondsman's fee is a minimum of \$50 or 10% of your bond amount. This fee is not returnable. A bondsman often requires collateral or a cosigner. It is usually easier to have family or friends meet with the bondsman rather than the defendant.

Requests for bond reduction(s) are filed by your attorney to the assigned trial judge.

INMATES SENTENCED TO COUNTY JAIL

A sentenced prisoner is required to work unless declared disabled by the jail physician. Failure to work will result in disciplinary action and forfeiture of all or part of state gain time and/or Inmate Workers per FS 951.21. Work release inmates will receive state gain time only. Weekenders must do the total amount of their sentenced time. Inmate Workers will clean the cells of bedridden and mentally disturbed prisoners who are incarcerated.

CLOTHING/LINEN/LAUNDRY

Upon admission, inmates will be furnished with the following items:

Uniform	Sheets(2)	Toothpaste
Pillow	Toothbrush	Comb
Towel	Pillowcase	Toilet Paper
Soap	Shorts	Shower Shoes
Mattress	Blanket	Storage Container
Mesh Laundry Bag		

Linen items will be laundered once a week on designated days for each housing areas. Personal items will be laundered by the Inmate Workers as scheduled. You obtain the days designated in your area by asking an officer assigned to your area. These items will be turned in before release.

FEEES FOR JAIL SERVICES

“INMATES WILL SIGN FOR AND BE HELD ACCOUNTABLE FOR ALL JAIL ISSUED ITEMS.” The cost of any missing or damaged items will be deducted from the inmate's account based on fair market value. Inmates who are released with a negative balance may be subject to pay if incarcerated again.

ARMBANDS: \$5.00 will be deducted from your account if you are found to be in violation of rule #29 and the armband has to be replaced.

CRIMINAL MISCHIEF/VANDALISM: (Rule #126) If you are found in violation, you will be required to reimburse cost of repairs and labor. You will also be criminally charged.

INMATE SUBSISTENCE FEE: A fee will be deducted from each inmate's personal commissary account incarcerated in the facility daily for meal allowance pursuant to FS 951.033.

PROCESSING FEE: A one-time fee of \$10.00 will be deducted at the time of booking from each inmate's personal commissary account to defray the cost of processing pursuant to FS 951.033.

NOTE:

- ▶ All inmates shall receive the same daily meals, uniforms, and linens regardless of their ability to pay. If the inmate has sufficient funds to cover the subsistence fee, it shall be deducted from their individual commissary account. If the inmate does not have the funds to cover their fee, the Santa Rosa County Sheriff's Office reserves the right to pursue restitution by filing a civil lien through the Santa Rosa County Courts for the balance owed.
- ▶ Inmates whose housing is being paid by United States Marshal Service, Federal Bureau of Prisons, INS, Transcor, Military contracts will not be charged the Subsistence or Processing Fee.
- ▶ Inmates who are classified as Work Release, Inmate Workers and Work Crew will not be charged the Subsistence fee. Work Release Inmates will not be charged the processing fee.

MEDICAL CO-PAY

In accordance with FS Chapter 951.032, medical co-pay will be charged against the inmate's personal account. Effective July 1, 2003, the co-pay charges are as follows:

Doctor/Dentist (In House)-\$ 10.00	Emergency Room-\$ 125.00 per visit
Extraction/Filling-\$ 5.00	Outside Doctor-\$ 75.00 per visit
Prescriptions & Refills-\$ 5.00	Hospital Inpatient-\$ 250.00 per day
Other-Single Dose Meds-Price Varies	Out Patient X-Ray or Scan-\$ 50.00
Nurse Visit-\$ 5.00	Out Patient Care/Surgery-\$ 175.00
Lab Fees (Per Test)-\$ 10.00	
X-rays Other Than Chest	
For Positive PPD's - \$ 10.00	

- Inmates will be charged \$ 0.29 per mile for all outside appointments that are not court ordered.
- **Inmates will be charged all appropriate co-pay charges for self-inflicted injuries. The charge amount will be determined by the medical staff.**
- **FEDERAL Inmates** will be charged medical co-pays starting 30 days after intake. Exceptions: If you were previously incarcerated in this facility, then the days of your previous incarceration will count toward your 30-day notice.

WORK RELEASE: Effective December 1, 2001, Work Release room & board will increase to \$60.00 per week to fulfill all conditions and requirements of the work release program. The Bureau Administrator reserves the right to change the fee with proper notification to the inmates.

HOUSEKEEPING

While you are incarcerated, your cell is expected to be kept clean and orderly. Each morning, immediately after breakfast, cleaning supplies will be issued as necessary and each inmate will be required to clean their cell and common area consisting of the following:

- (1) Elimination of any clutter.
- (2) Floors in cells and halls are to be swept and mopped.
- (3) Walls cleaned and kept free from any objects, pictures, etc.
- (4) Garbage and trash receptacles emptied and cleaned.
- (5) Urinals, showers, and lavatories cleaned.
- (6) Bars cleaned and kept free from any clutter, books, etc.
- (7) Inmates property will remain orderly, excess property to be placed in storage.
- (8) Perishable foods or other items that may cause unsanitary conditions will not be stored in cell area.
- (9) Obstructions will not be permitted to impair officer's capability to view housing area.

PERSONAL HYGIENE

You are responsible for your own personal hygiene. Personal care items such as soap, toothpaste, a toothbrush, etc. are provided for indigent inmates. Personal care items are available for all other inmates through the commissary. Feminine hygiene articles are available from staff members. Inmates are encouraged to shower daily; however, you are required to bathe twice each week.

Haircuts are available. See haircut schedule posted in pod. There will be **NO "special" cuts.**

INMATE PERSONAL PROPERTY

During the admission process, your personal property and money will be inventoried. Any property not allowed will be placed in your personal property, and you will receive

a property receipt. All money will be retained and deposited into an account in your name for the purchase of commissary items. Possession of contraband is a felony offense, and a prisoner can face disciplinary action. Confiscated money will go into the Inmate Welfare Fund. Inmates are allowed to retain only the following items:

1. One wedding band
2. One bona fide religious medallion, that does not pose a threat to the facility.
3. Authorized legal materials.

Inmates are not allowed to possess money; however, at intake, cash, cashiers checks, money orders, correction facility checks, and some government checks made out to you may be deposited into your account. (See mail for further reference.)

ITEMS APPROVED TO BE KEPT IN INMATES POSSESSION

Socks, underwear, T-shirts, thermal shirts and pants, nightgown, wedding bands, small religious medallions, religious material, legal material, mail, one current newspaper, jail library books, GED books/ESE class materials, prescribed eyeglasses, false teeth, artificial limbs, jail-issued uniforms and commissary items. It is the inmate's responsibility to maintain these items and to report any damage of these items immediately. **Unauthorized property found in your possession, including money, is considered contraband and will be confiscated.**

RELEASING OF PERSONAL PROPERTY

Prisoners sentenced to state prison will receive a list of items they can take with them to prison. It is your responsibility to make arrangements to have someone pick up all property not to be taken with you. Property not picked up will be held for 30 days after your release, and will then be disposed of. It is the jail policy that if a prisoner gives permission to a member of his/her family to pick up any item of their property, the person picking up the item must take all of the prisoners' property.

MEDICAL SERVICES

Medical Staff are on duty 24 hour a day, seven days a week. If you have an emergency medical problem, inform the officer in your pod. (Medical emergencies are: suicidal now, can't breathe, heart attack, bleeding to death). If you are unsure if it is a medical emergency tell the officer in your pod and he/she will call the medical department for an evaluation of the situation.

Florida law authorizes the Detention facilities to recover medical costs from inmates. The Medical Co-payment program of the Sheriff's Office is designed to recover some of these costs. For cost of medical treatment see MEDICAL CO-PAY. **YOU WILL NOT BE DENIED MEDICAL CARE IF YOU DO NOT HAVE ANY MONEY.** When you are processed, you are asked to sign an authorization to automatically debit your Inmate Account for medical services that you request. Any balance you owe when you are released or transferred will be considered a balance due. The Santa Rosa

County Sheriff's Office reserves the right to pursue restitution by filing a civil lien through the Santa Rosa County Courts for the balance owed. Any prescription medication should be brought to the Medical Department for approval by the jail physician.

MEDICATION

Medication will be discontinued if refused three in a row. **It is NOT the responsibility of the nurse or the correctional officers to wake inmates to receive medication.** It is the responsibility of the inmate to report to the door with a drink and wearing his/her armband for identification. Medication will be taken in front of the nurse at the time it is dispensed. If any medication is held in any quantity, it will be discontinued until the inmate sees the doctor.

(If the medication is a life threatening medication, it will be given in another manner until seen by the doctor). Leftover personal prescription medication supplied by the inmate must be picked up within 15 days of release. Medication will be destroyed after this time.

**Over the counter medication is available to you on the commissary, without having to go through medical.

DISCIPLINARY PROCEDURES

Order is essential to the smooth operation of this facility. To provide order, rules have been developed to govern the conduct of inmates. Procedures have been established to enforce the rules in accordance with Florida Statute 951.23 Florida Model Jail Standards through a disciplinary committee.

A disciplinary committee shall be established or a disciplinary hearing officer appointed by the Officer-in-Charge, or designee. If a committee is established, it shall consist of at least three members, with one member to be designated as the chairperson. If an officer observes an infraction of the rules, he/she may correct the inmate with a verbal reprimand or serve a written warning, or, if the officer feels it is necessary, he/she may write a disciplinary report. The OIC on duty will cause the inmate involved to be given notice of a formal hearing and a copy of the charges. An officer appointed by the OIC on duty will cause an investigation to be made. At this time, the inmate involved is entitled to certain due process rights. The inmate is entitled to 24 hours advance notice of the hearing and a copy of the charges, to prepare his/her defense.

The disciplinary committee has wide discretionary authority, but usually will allow the inmate to call witnesses, submit evidence, and personally appear before the committee. Deviations must be justified. Most requests can be resolved quickly by a Corporal or Sergeant on duty. When your request requires the attention of someone other than the OIC, you may request the assistance of a staff member. This will normally be allowed, especially if the inmate is illiterate, does not speak English, or the issues involved are

complex. A disciplinary committee will conduct an administrative hearing. Guilt or Innocence is established by the preponderance of the evidence. If found guilty, the disciplinary committee will advise the inmate of their findings, as well as the basis rationale (evidence relied upon) and the recommendation of punishment. The committee may: recommend loss of any or all privileges for a specified amount of time, disciplinary confinement for not more than thirty days, recommend a classification change, loss of any gain time, place you on probation, issue a simple reprimand, confiscate unauthorized property/money and impose fines for cost of destroyed/damaged property. The Jail Director or designee may reduce the penalty but may not increase it. The inmate has the right to appeal, in written form, the committees' decision within 48 hours, to the Jail Director or designee.

VISITATION: Rules and regulations concerning visitations are available to the public from Central Control along with a copy of the visitation schedule. Attorneys, ministers, or an officer of the court may visit an inmate any time between the hours of 7:00 a.m. to 10:00 p.m. daily, after signing in at Central Control. Articles of any sort will NOT be given to inmates by attorneys or clergy without prior approval, with the exception of legal material which may be checked for contraband but not read. Other special visitation may be approved through Administration and/or the Shift Supervisor for special circumstances.

“FOR VISITATION TIMES SEE VISITATION SCHEDULE POSTED IN DORM”

VISITATION CARDS: Inmates may only make changes to their visitation cards once during the first thirty days of incarceration.

INTRODUCING CONTRABAND, INCLUDING TOBACCO, INTO A FACILITY IS A FELONY UNDER FLORIDA STATUTES 951.22. VISITORS WILL BE BARRED AND MAY BE CRIMINALLY CHARGED FOR BRINGING CONTRABAND INTO THE JAIL.

DRESS CODE FOR VISITORS

- | | |
|-----------------------------------------|---------------------------------|
| 1. Must have current picture I.D. card. | 4. No tank tops or halter tops. |
| 2. Shorts must be knee-length | 5. Bras must be worn. |
| 3. Shoes must be worn | 6. No miniskirts. |

RULES OF VISITATION

1. Sign up will begin 45 minutes prior to and end 10 minutes prior to the scheduled visitation time. Once the visitation has started, no more visitors will be allowed during this visitation time.
2. All visitors will use the restroom before entering into the visitation area.

3. The maximum number of adult visitors that may visit an inmate at the same time is two (2). Each adult may be accompanied by one child (under 12 years of age) for a total of four (4) visitors or one (1) adult and three (3) children for a total of four (4) visitors.
4. Children under the age of 18 years of age must be accompanied by a parent / legal guardian. A birth certificate or court documentation must be provided at the time of sign in. Spouses and married visitors who are under the age of 18 are considered adults. Those visitors must present a marriage certificate at the time of sign in. Adult visitors must present a current picture I.D. All required documentation must be presented at all visitations!!
5. After a conviction and jail sentence, a visitor must be out of jail for a minimum of six months prior to being allowed to visit.
6. Any visitor caught bringing in or dropping off contraband will be banned from future visitations at the Santa Rosa County Jail and will be subject to criminal charges.
7. Visitors under the age of 18 and related to the inmate must be accompanied by a parent or legal guardian. Court documentation must be provided.
8. Parents or legal guardians will not leave children unattended. Any child out of control will cause the visit to be terminated.
9. Santa Rosa County Jail is not responsible for items left in the visitation lockers or lobby.
10. No one is allowed to touch the visitation window glass.
11. Any person entering the facility will be scanned with a metal detector and will be subject to search.
12. An inmate has the right to refuse a visit.
13. Visitors must conduct themselves in an orderly manner. Persons who are unruly or believed to be under the influence of drugs or alcohol will be denied visitation.
14. Visitors creating a disturbance or using obscene language will be asked to leave and their visit will be terminated. Future visits may also be banned.
15. Visitors with young children are permitted to bring in one baby bottle and diaper. All other items are considered contraband.
16. Special visits may be permitted with the approval of the Bureau Administrator or Shift Supervisor when time, distance, or urgency are of primary concern to the visitor and the inmate.
17. Inmates are responsible for informing their visitors prior to a visitation that there is no gum, candy, drink, or food item allowed in the visitation room!
18. A copy of the Rules of Visitation will be provided to visitors by Central Control upon request.

GENERAL CONDUCT: It is the policy of the Santa Rosa County Criminal Justice Facility to maintain records pertaining to each inmate's behavior and conduct while incarcerated at this facility. This information is frequently made available to the courts for its consideration at the time of sentencing, as well as mitigation of sentence or other

motions. You have the opportunity to utilize this time to your advantage or disadvantage. Inmates leaving a housing area, for any reason, shall stand and walk single-file with their right shoulder facing the wall. **THERE IS NO TALKING.**

REDLINE RULE: (Rule #6) No inmate shall go beyond any red line. Failure to obey this rule shall result in disciplinary action.

UNAUTHORIZED PHYSICAL CONTACT:

“**ALL** physical contact initiated by an inmate with deputies / staff is **UNAUTHORIZED.** Any such physical contact could be perceived as **BATTERY ON A LAW ENFORCEMENT OFFICER** and may result in a sentence of up to **FIVE (5)** years in a state prison (Florida Statute 784.07). For your own protection and security, **DO NOT** engage in this type of behavior.”

UNIFORMS: Inmates are required to wear their jail-issued uniforms when outside of their pod.

THE FOLLOWING IS A LIST OF PROHIBITED ACTS IN THE SANTA ROSA COUNTY CRIMINAL JUSTICE FACILITY:

1. Unexcused **absence** from work.
2. **Abusive or obscene** language to any person.
3. **Adulteration** of any drink or any food.
4. **Altering** of clothes.
5. Possession of and introducing **ammunition.**
6. Being in any unauthorized/**redline area.**
7. **Assaulting/threatening** any person.
8. Having books, clothing, linen, magazines, or newspapers on or between **bars** or defacing of bars.
9. **Battery** to any person.
10. Failing to **shower** when ordered.
11. Failing to exit **shower** when ordered.
12. Removing **bedding** from cell when not authorized.
13. Unauthorized use of **bedding.**
14. Possession of any **bedding** not authorized.
15. **Breaking and Entering.**
16. **Blackmail** against any person.
17. Unauthorized use of **blankets.**
18. Possession of illegal or obscene **books.**
19. Possession of excess **books,** magazines, or periodicals.
20. **Bribery** to any person.
21. **Burglary** to any property of another.
22. Failure to keep **ceiling** clean of all objects or materials.

23. Defacing of **cells/dorms**.
24. Entering any **cell** not assigned.
25. Failure to clean **cell/dorm**.
26. Failure to exit or enter **cell** when ordered.
27. Failure to be in a **cell/bunk** at lockdown.
28. Passing of contraband to any **cell/dorm**.
29. Failure to have **armband** on, or tampering with an armband.
30. **Cheating** any person.
31. Failure to obey **dress code** or wear clothes properly.
32. Possession of any **clothes** of an officer or staff members.
33. Possession of any **clothes** not authorized.
34. Failure to keep **common area** clean.
35. **Communicating** by an insulting or threatening manner.
36. **Communicating** with any other prisoner or persons not authorized.
37. Communicating with any person outside facility through window.
38. Disorderly **conduct**.
39. **Contact/communicating** with visitors and public not authorized.
40. Passing, possession, or receiving of **contraband**.
41. **Deleted**
42. **Counterfeiting** any document or thing of value.
43. Soliciting of **credit**.
44. Engaging in or encouraging demonstrations or encouraging others in demonstrations.
45. Engaging in **hunger strikes**.
46. Smoking in any area.
47. Possession of or wearing of **disguises/masks**.
48. Blocking or attempting to block **doors**.
49. Tampering with **doors**.
50. Sale of any **contraband**.
51. Possession of any **drugs/medications** not prescribed by medical staff.
52. Giving **medication** to another.
53. Hoarding **medication** for further use.
54. Planning of, attempting to, or participating in **escape**.
55. Possession of or introduction of **explosives**. (Can be criminally charged.)
56. **Extortion** from any person.
57. **False statements/lying** to any staff member or against any staff member.
58. **Faking** of any sickness or illness.
59. Fighting with any person.
60. Possession of or introducing of **firearms**. (Can be criminally charged.)
61. Setting of **fires**.
62. Concealing of or any unauthorized **food or drinks**
63. Forgery of any document or instrument
64. **General conduct** rule.

65. Accepting any **gifts** except from authorized sources.
66. Failure to dispose of **newspapers** as required.
67. Wearing of **headbands** outside of cell/pod.
68. Hiring out to do protection service.
69. Interference with orderliness of jail.
70. Indecent exposure to any person.
71. **Insolence, rudeness or disruption** to any staff member.
72. Making of/possession of any **intoxicants**.
73. Wearing of any **jewelry** not authorized.
74. Passing of **notes** to other prisoners.
75. Possession of any other persons' **letters/mail**.
76. Erection of privacy curtains with **linen**.
77. Removing **linens** from cell/pod when not authorized.
78. Using **linens** as floor mats.
79. Possession of excessive amount of **linens**.
80. Destroying or damaging **linens**.
81. Tampering with **locks**.
82. Destroying or damaging **law books**.
83. Failure to follow **safety rules**.
84. Introducing of contraband by **mail**.
85. Unauthorized use of **mail**.
86. Smuggling of **mail**.
87. Use of **mail** to threaten any person.
88. Concealing of **mail**.
89. Writing **mail** in code.
90. Misuse of free stamp **postage**.
91. Possession of any **magazine** not authorized.
92. Misuse or altering of **magazines**.
93. **Malingering** to avoid any work or required attendance.
94. Accepting any **money** from unauthorized source.
95. Possession of any **money**.
96. **Mutilating** self or any person.
97. Possession of any **drugs or drug paraphernalia**.
98. Failure to give up **phone** on command.
99. Improper use of **phone**.
100. Destroying or damaging of **phone**.
101. Taking **pillow** out of cell/pod without authorization.
102. Being under the influence of **alcohol or drugs**.
103. Damaging or tampering with **plumbing**.
104. **Gambling**.
105. Abusing of any **privilege**.
106. Destroying or damaging of any **property**.
107. Possession of any other persons **property**.

108. **Reproduction** of anything not authorized.
109. **Rioting** at any time or encouraging others to.
110. Failure to obey any **staff member**/or all written and posted rules.
111. Failure to follow **sanitation rules** and to be sanitary.
112. Failure to submit to **search**.
113. Interfering with **search**.
114. **Sexual acts** with any person.
115. **Sexual proposals** to any person.
116. Possession of or introduction of any **sharpened instrument** not authorized.
117. **Smuggling** any item into or out of cell/pod.
118. **Smuggling** to any other prisoner.
119. **Stealing** from any other person.
120. **Tattooing** any person or self.
121. Damaging **television**.
122. Possession of or introduction of any **tool** not authorized.
123. Throwing or concealing **trays and cups**.
124. **Trashing** windows, cell area or pod area.
125. Being in an **unsanitary** state at any time.
126. Being **unruly** at any time.
127. **Vandalism** to any property.
128. Passing any item to **visitor**.
129. Receiving any contraband from **visitor**.
130. Unauthorized contact with **visitor**.
131. Defacing of **walls**.
132. Posting any items not authorized on **wall**.
133. Possession of or introduction of **weapons**.
134. Encouraging others not to **work**.
135. Refusing to **work**.
136. **Deleted**
137. **Writing** anywhere on buildings, walls, ceilings, fixtures or tables.
138. Obstructing **vents**.
139. **Other/general**.
140. Alteration of a razor.
141. Possession of another persons razor.
142. Flooding of any area.
143. Tampering with or vandalizing fire suppression system.
144. Failure to wear shoes/slides in exercise yard.
145. Harassing phone calls.

MAIL

Inmates are encouraged to correspond with their family and attorney through the mail. Except for holidays, mail is forwarded to and received from the post office, Monday through Friday. All inmate mail must be properly addressed (see below).

A. Outgoing Mail

Outgoing mail must list the inmates name, as he/she was booked, and the jail address. No unnecessary marking is permitted on envelope front. Outgoing letters found in violation will be returned to the sending inmate.

B. Incoming Mail

All incoming mail, other than legal mail, will be opened and inspected for contraband in accordance with Florida Statute 951.22. Incoming legal mail will be opened and inspected for contraband only in the presence of the inmate unless waived in writing. However, legal mail shall not be read or withheld from an inmate. This is inclusive of letters from: the courts, counsel, officials of the confining authority, government officials, administrators of grievance systems and members of the parole authority. Contraband or drugs sent through the mail will result in an investigation and may be prosecuted in the courts as well as institutional disciplinary action being taken.

Magazine & Newspaper Subscriptions - ONLY -

If the inmate has funds available in his/her commissary account, a check will be drawn against said account and the subscription will be applied for. Inmates may have their family or friends purchase a subscription for them but the subscription must come directly from the publishing company. **NO books will be mailed in.** It is the responsibility of the inmate to notify the postal service and/or publishers of his/her change of address should he/she be transferred or released. Any publications or other subscription items received at this facility after an inmate has been released or transferred will become the property of this facility to be disposed of, as the Administrator deems appropriate. The Director may designate staff to review and, where appropriate, approve incoming publications.

Publications, which may be rejected, include, but are not limited to, publications that meet one of the following criterions:

- a) It depicts or describes procedures for construction or use of weapons, ammunition, bombs, or incendiary devices.
- b) It depicts, encourages or describes methods of escape from correctional facilities, or contains blue prints, drawings, or similar descriptions of the Santa Rosa County Sheriff's Office or other jails or correctional institutions.
- c) It depicts or describes procedures for the brewing of alcoholic beverages, or the manufacture of drugs.
- d) It is written in code.
- e) It depicts, describes, or encourages activities, which may lead to the use of physical violence or group disruption.
- f) It encourages or instructs in the commission of criminal activity.

- g) It is sexually explicit material, which by its nature or content poses a threat to the security, good order, or discipline of the institution, or facilitates criminal activity.
- h) Tools

When publications are found unacceptable, the Programs Staff shall promptly advise the inmate in writing of the decision and the reason for it. The inmate is advised that no pictures or articles may be removed from a publication and placed on the walls or other fixtures of this facility.

Mail received must be addressed using your full name, P.O. Box 7129, Milton, FL 32572. Indigent inmates (with less than \$1.00 in their account for five working days) will be furnished with necessary stationary and postage for two letters each week. Mail containing cash will not be accepted. You may receive money in the form of a cashier's check, money orders, checks from another correctional facility, or government checks. All money orders must be made payable to: Prisoners Personal Account c/o "inmates name" (as booked). All money orders must list the purchaser's name and address as well. If the money order is found to be in violation, it will be returned to the sender. Unauthorized items received through the mail, or otherwise, will be handled as follows: Items, which are not authorized and are not illegal, will be returned to the sender. Items considered contraband are: Loose stamps, self-addressed stamped envelopes, Polaroid photos, cash, any item deemed inappropriate and/or sexually explicit by the programs unit. No more than 5 photos will be accepted. Any incoming mail found in violation will be returned to the sender in its entirety. The only exception will be if a money order is included in this mail, the money order will be accepted if made out properly and the remainder of the mail will be returned to the sender. No packages will be accepted.

INMATE REQUEST FORMS

In order to more effectively respond to the many types of requests, inmates will be required to submit their request on an inmate request form. Inmates shall complete the form and sign it in the proper place. Forms may be obtained from any Pod Deputy upon request. The completed form will be given to a deputy who will answer your request. If the Pod Deputy cannot answer your request, the request will be turned over to the Officer in Charge.

Most requests may be resolved quickly by a Corporal or Sergeant on duty. When your request requires someone other than the supervisor on duty such as: classification review, sick call, or programs, it shall be directed to the appropriate staff member.

****Note: Sick Call Request Schedule**

- Sick call request are available on the PM medication run and are handed out by medical staff only.

- Sick call request are picked up on the AM medication run by medical Staff Only.
- Sick call is held every day between 10am and 2pm. The nurse will address your request and will determine medical treatment.

A written response will be completed in the response section after the appropriate action or determination has been made. Once the request has been answered, you will be given a copy of the response.

INMATE GRIEVANCES

Inmates who have complaints concerning their conditions of confinement, facility policies and procedures, or medical will be afforded the opportunity to register a grievance in writing on an inmate grievance form. Forms may be obtained from any Pod Deputy upon request. All medical grievances will be handled by the medical staff. There are three stages of a grievance:

Informal which is handled by the Pod Deputy or Medical Nurse.

Formal which is handled by the Officer in Charge (Corporal or Sergeant) or Nurse Supervisor upon appeal.

* **Administrative Review** which is handled by the Operations Lieutenant or Support Lieutenant when a grievance cannot be resolved at the formal stage. An inmate will send a written statement to the Operations or Support Lieutenant requesting an administrative review. The inmate will receive a response within 5 - 10 days depending on the severity. If an extended period of time is required to complete an investigation, the inmate will receive a written statement informing him / her of the status. Administrative decisions being appealed will be handled by the Detention Administrator or Designee. The inmate will receive a response within 30 or more days.

INMATE PRIVILEGES - COMMISSARY

Operated to allow inmates with funds to purchase approved store items each week. Inmates will turn in a commissary form, and the cost is withdrawn directly from your account. The commissary form must be turned in by Sunday night, and there must be money in your account to cover it at that time. The commissary is delivered each Wednesday, providing there are no delays with shipping and handling. Holidays see posted memo.

PERSONAL ACCOUNT CHECKS: Inmates who request a check should submit a request with the amount and the name of the person/business they want it made out to. There will be a 1.00 fee taken from your account for each one. These requests are filled on Thursdays ONLY.

RECREATION: Each inmate will be afforded exercise and recreation, weather permitting, one hour, three times a week with the exception of uncontrollable, violent inmates. Inmates may remain in their cells if they desire. If an inmate in the Dorm is not ready on time, the inmate will forfeit recreation for that day. A schedule of recreation will be arranged to coincide with normal operations.

Rule governing recreation is as follows:

- a. Each scheduled housing area will be given at least five (5) minutes to prepare for recreation. If an inmate in the pod is not ready on time, the inmate will forfeit recreation for that day.
- b. If an inmate is called away from recreation, i.e., for visits, attorney, etc., the inmate will not be returned to the recreation area.
- c. Inmates will conduct themselves in an orderly fashion during recreation, and while en route to and from the recreation area.

LAW LIBRARY

You will be afforded reasonable access to the courts. Your primary source of legal information is **your attorney or public defender**. In addition, if you are prose', you may request information from the Detention Division Programs Law Library. The resources of the Law Library are available to you with reference to the charges you are currently incarcerated on in this county. Civil matters, divorce, child custody, etc. will be referred to your attorney.

If you are prose' and desire information from the Law Library, you must submit an **inmate request form** to the **Programs Unit specifically stating the information that you want, such as cases, statutes, or other reference material related to your charges. (One request per request form)** You must advise the Program Staff which of your charges you are requesting information about. The Programs Staff **CANNOT** prepare legal documents, nor can they suggest areas of research. However, the Programs Staff will provide to you a copy of specific information that you request. Specific materials will be provided only once. If the information is a publication that is not required to be provided under the Florida Model Jail Standards, and is not available, you must refer to your attorney or public defender.

Court ordered, statute, rule or other legally imposed time limits are your responsibility, not the Programs Staff or the Detention Division's. You shall be responsible for notifying the Programs Staff of your deadline in a timely manner. You must submit your requests in sufficient time to allow the Programs Staff to provide equitable research for ALL inmates requesting Law Library information.

The Detention Division reserves the right to limit the accumulation of research materials or other written materials when the possession of same in an inmate's cell

creates a safety, sanitation, or security hazard. Accumulation of information over 100 sheets of standard bond paper must be sent to your personal property for storage.

The Sheriff's Office reserves the right to amend this from time to time as circumstances may warrant.

LIBRARY BOOK CART: A book cart with a variety of books will be available in each dorm area. The books will be changed out at least once a month. The exchange will be book for book unless there is a new inmate.

NOTARY SERVICES: Notary services will only be available on Thursdays unless there is an emergency. All paperwork must be filled out in its entirety. The notary will only be to notarize your signature. Outside persons bringing forms in to be notarized will drop off the forms at Central Control to be put in the Programs Box. These forms will be notarized on the following Thursday and can be picked up the following business day unless it is an emergency.

GED CLASSES/GED TESTING: Offered on a regular basis by the Santa Rosa County Sheriff's Office and School Board. Inmates desiring to attend classes should indicate so on a request form to the Programs Department. All graduates will receive an actual High School Diploma.

ANGER MANAGEMENT CLASS:

The class cap is 20 inmates per class. Individuals that may attend the class are inmates, who have a violent related charge, have been court ordered to attend, and/or submit a written request to the Programs Unit expressing a desire to attend. Inmates who have repeated documentation of violence within a correctional facility may not attend the class or the facilitator may request that an inmate not attend.

ALCOHOLICS ANONYMOUS CLASSES:

The class cap is 20 inmates per class. Inmates that may attend the class are inmates who have an alcohol / drug related charge or submit a written request to the Programs Unit expressing a desire to attend. Inmates who have repeated documentation of violence within a correctional facility may not attend the class or the facilitator may request that an inmate not attend.

NEW LIFE CLASS:

Offered on Tuesdays. There is a class cap of 10 inmates per class. A written request must be submitted to the Programs Unit expressing a desire to attend.

RELIGIOUS SERVICES: Afforded to inmates to allow them an opportunity to practice their religious beliefs. Services are scheduled each Wednesday for both male and female prisoners. The Santa Rosa County Jail has a volunteer chaplain who

coordinates these services as well as schedules Bible studies and individual counseling. There will be Catholic services held on Thursday. There is a class cap of 20 inmates per service.

TELEPHONE: There is access to a phone in each pod, except when the pod is locked down. All calls are collect only. Calls are time-limited and may be monitored. The telephones are designed to shut off after a short period of silence. Continuous talking is necessary to avoid disconnection. Attempts to place three way calls will result in a disconnect. Note: Telephones are scheduled to be turned back on at 09:00 a.m. but will not be turned on until the dorm area is cleaned and inspected by the Pod Deputy. If your family has trouble receiving calls from you, they need to contact Correctional Billing at 1-800-844-6591.

INDIGENT PACKAGES: Those inmates with less than \$1.00 in their account for five working days may send an indigent package form to the Programs Unit every other Sunday for delivery on Thursday. A deduction may be made creating an outstanding balance. If funds become available, the fee will automatically be deducted from the inmate's personal commissary account. **YOU WILL NOT BE DENIED HYGIENE ITEMS IF YOU DO NOT HAVE ANY MONEY.**

MEALS: Meal times within the jail are as follows:

Breakfast	Lunch	Dinner
5:30 a.m.	10:00 a.m.	4:30 p.m.

LIGHTS OUT: Will be at 11:00 p.m. each evening. Inmates will be in their assigned bunk. **This is quiet time, no talking.** Phones will be turned off.

WAKE-UP: Will be when breakfast is served. Inmate Workers will be awakened as scheduled by their job.

FREQUENTLY USED ADDRESSES & PHONE NUMBERS

Florida Bar Association
650 Apalachee Parkway
Tallahassee, FL 32399-2300

Escambia County Sheriff
P. O. Box 18770
Pensacola, FL 32523 436-9630

Santa Rosa County
Probation & PTR
P.O. Box 775
Milton, FL 32572 623-0178

Escambia County State
Probation
315 South A Street
Pensacola, FL 32501 444-8460

**Santa Rosa State Probation
and House Arrest**
6738 Caroline St.
Milton, FL 32570 983-5300

Public Defender's Office
P.O. Box 325
Milton, FL 32572 983-5233

Santa Rosa State Attorney
P.O. Box 645
Milton, FL 32572 623-2268

Santa Rosa House Arrest Program
6860 Caroline St. Suite 6
Milton, FL 32572 626-4454

William Wade
6794 Caroline St.
Milton, FL 32570 623-0003

Escambia County Probation
190 Governmental Center
Pensacola, FL 32501 444-2460

Northwest Florida Legal Aid
P.O. Box 1551
Pensacola, FL 32597 432-2336

Escambia County Jail
P.O. Box 17789
Pensacola, FL 32522 436-9829

U.S. Marshall Service
1 North Palafox
Pensacola, FL 32501 469-8270

Santa Rosa County State Probation
210 Caroline Street, S.E.
Milton, FL 32570

**Escambia County Public
Defender**
190 Governmental Center
Suite 101-E P.O. Box 12666
Pensacola, FL 32574 436-5400

Okaloosa Public Defender
1247 A. Eglin Parkway
Shalimar, FL 32579

Okaloosa County Jail
1200 James Lee Blvd.
Crestview, FL 32536 689-5691

Okaloosa Probation
930 North Ferdon
Crestview, FL 32536-1706

Shalimar Probation
74 3rd St.
Shalimar, FL 32579-1377

Okaloosa County SO
1250 Eglin Parkway
Shalimar, FL 32579 651-7400

Keaton Program
1200 W. Leonard St.
Pensacola, FL

Fl. Department of Corrections
Reception and Medical Center
P.O. Box 628 496-2222
Lake Butler, FL 32504-0628

Santa Rosa County Probation
P.O. Box 775
Milton, FL 32572