

SANTA ROSA COUNTY



SHERIFF'S OFFICE DEPARTMENT OF DETENTION

INMATE HANDBOOK

Revised 11-01-2010

**SANTA ROSA COUNTY SHERIFF'S OFFICE
DEPARTMENT OF DETENTION
INMATE RULES AND REGULATIONS**

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.

Major Paul Campbell
Detention Major

ARREST:

The jail serves several basic purposes. The main purpose is to detain accused persons awaiting trial, or to hold persons convicted of a crime while they serve a sentence. 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; (2) police action. In a capias or warrant arrest a judge reviews affidavits and other information to determine that there is a reason to believe that the defendant has committed a particular crime or action. A capias is usually issued by the Clerk of the Court based on 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 THE INMATES:

The Santa Rosa County Sheriff's Office Department of Detention is operated by the Sheriff and his trained staff of personnel. All inmates, regardless of commitment circumstances are subject to the laws of the State of Florida. All privileges are dependent 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 Department of Detention.
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 quality, regular exercise periods, toilet articles, necessary medical care and emergency dental & medical treatment.
5. You will have visitation and the opportunities to correspond with family members and friends.
6. You will have unrestricted access to courts by written 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 if you are not represented by counsel and have been approved by court order to act in a prose capacity.
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 a 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 care.
5. It is your responsibility to conduct yourself properly during visits and not to accept or pass contraband (any article not sold through the commissary or 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 interviews and correspondence.
8. It is your responsibility to request on the kiosk or 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: Upon entry you will be seen by a medical staff member at/during the booking process. Following an arrest is the booking process. This involves an Admission, Classification and Release (ACR) Officer recording basic information, most of this 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; afterwards inmates can use the collect payphones in all housing areas. In most cases, especially misdemeanor offenses, bonds may be posted immediately after booking. In a warrant arrest the bond amount has been predetermined by the judge who issued

the warrant; or the arresting officer may set a bond from a pay schedule furnished by the court. The bond will indicate the date you are to appear in court, for your "Plea Day".

PRELIMINARY HEARING/1ST APPEARANCE: If the defendant remains in custody, he/she will be interviewed by personnel from the Probation Office the following morning for a possible Pre-Trial Release, or will be taken before a judge within 24 hours. This hearing/appearance 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. After review of the arrest information, or police action arrest, the judge checks for sufficient probable cause on the case brought against the accused person.

PLEA DAY: Inmates charged with a felony, which are represented by the Public Defender's Office; do not need to appear in court for plea day, your attorney will file 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. The purpose of classification is to place you in one of several categories of housing, to help assure proper security and protection for the inmate. There is an established criterion to classify all inmates into the correct security classification and to identify inmates that have special needs.

All inmates can be moved to other areas of the jail, as needed for classification purposes. Guidelines for moving close management (CM) inmates are as follows: close management inmates must be escorted by two officers and wear leg shackles and hand-cuffs when they are moved outside of their housing area, or outside of the facility, to accommodate an inmate's request or court appearance.

BONDS: Bail Bonds are one of the most misunderstood aspects of the criminal justice system. Bonds exist to guarantee that the defendant arrives for court appearances. The judge considers a number of factors in setting a bond, mainly the seriousness of the offense and the threat a defendant poses to the public. The judge has a wide range of discretion in setting bonds, what types of bonds are acceptable to the court, or any reasonable conditions the defendant must meet.

RELEASE ON RECOGNIZANCE BONDS (ROR): This is your promise to appear in court, with no money or collateral needed, to secure your attendance. ROR is seldom available to defendants charged with crimes of violence, or the more serious felony charges, and is approved by the judge. It is almost never used with transients, or people with a history of failure to appear for court.

PRE-TRIAL RELEASE (PTR): This type of release is set up by the County Judge or the Probation Office. Terms and conditions will apply.

SIGNATURE BONDS: These are similar to an ROR bond; however, in this case another person cosigns with the defendant and they become responsible for seeing that the court appearance is met.

PROPERTY BONDS: These bonds involve persons with real estate property in Santa Rosa County and wish to use it as security and meet conditions as follows:

- (a) Property cannot be under homestead exemption.

- (b) Property has no liens, mortgages, or judgments against it.
- (c) Use of the property for bonding purposes is approved by all members who are listed as owners of said property.
- (d) Property value is the bonding amount or greater.
- (e) Property in other counties in Florida may be used for bond, if the Sheriff of that county will verify sufficiency and ownership of the property to be used.
- (f) The defendant or his/her designee must retain a law firm to handle the property's title search.

CASH BONDS: Cash bonds are used when a deposit of cash money or an approved certified check is used to guarantee court appearance(s). Cash deposited as a bond is returned to the depositor when the case is finished minus any fines. The defendant may be the depositor and all fines and restitution will be deducted prior to any refunds.

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

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

Bond payments are also offered online through <https://www.govpaynow.com> or by calling 1-877-392-2455. The pay location code (PLC) is **6125**. GovPayNow accepts major credit cards. The system does not offer payment for child support purges, out of county bonds or pre paid bonds. The subject must be in the custody of the Santa Rosa County Jail at the time of the bond payment. Once the payment is processed, the subject will be released.

You will need the following information to make a bond payment:

1. Pay Location Code (PLC) 6125
2. Name of Defendant as he/she is booked
3. MNI #
4. Cash bail amount

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 a disciplinary action and forfeiture of all or part of state gain time provided for 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. Able bodied inmate workers will clean the cells of physically bedridden and mentally impaired inmates who are unable to work due to their disabilities.

CLOTHING-LINEN-LAUNDRY: Upon admission, inmates will be furnished with the following items:

- | | | |
|--------------------|------------------|------------------------|
| 1- uniform | | |
| 1- issued towel | 2- issued sheets | 1-pair of shower shoes |
| 1- issued mattress | 1-issued blanket | 1-issued pillow & case |
| 1- green mesh bag | 1- laundry bag | 1- wash cloth |
| 1- soap | 1- toothbrush | 1- toothpaste |

These items will be turned in before release.

Linen items will be laundered once a week on designated days for each housing area. Personal items will be laundered as scheduled. A laundry schedule is posted in the bulletin board in your housing area listing your day(s) and times available.

“INMATES WILL SIGN FOR RECEIPT OF 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 previous balance if incarcerated again.

FEES FOR JAIL SERVICES:

ID Devices: \$10.00 will be deducted from your account if you are found to be in violation of **rule #29** and the identification device (**card or bracelet**) has to be replaced.

CRIMINAL MISCHIEF/VANDALISM: (Rule #127) If you are found in violation you will be required to reimburse the cost of repairs and labor. You will also be criminally charged.

INMATE SUBSISTENCE FEE: A subsistence fee will be deducted daily from each inmate's personal commissary account for meal allowance pursuant to Florida's Statute FS 951.033 to help cover expenses.

INITIAL PERDIEM FEE: A one-time per diem fee of \$20.00 will be deducted at the time of booking from each inmate's personal commissary account pursuant to Florida's Statute 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 for by United States Marshal Service, Federal Bureau of Prisons, INS, Transcor, or the Military will not be charged the subsistence fee or initial per diem fee.
- Inmates who are classified to Work Release, Inmate Workers or Work crew will not be charged the subsistence fee. Work Release Inmates will not be charged the per diem fee.
- Inmates receiving medical gain time will pay the subsistence and per diem fee.

MEDICAL CO-PAYS: In accordance with Florida's Statute FS Chapter 951.032. Medical co-pays will be charged against the inmate's personal account.

Effective October 1, 2010, the co-pay charges are as follows:

Doctor/ARNP/Dentist (In house) - \$10.00 Walk-In/Urgent Care - \$20.00
Prescriptions & Refills - \$5.00 Sick Call assessment - \$5.00 each

- **Federal inmates** will be charged medical co-pay starting **30 days after initial intake** as provided pursuant to the Federal Prisoner Healthcare Copay Act of 2000.
- Exceptions: (Federal Inmates) If you were previously incarcerated in this facility, then the days of your previous incarceration will count toward your **30-day notice**.
- **If arrangements are made for an inmate to see a specialist for treatment and the inmate refuses to go, They are subject to be charged any cancellation fees.**

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) Inmate's property will remain orderly, excess property to be placed in storage.
- (8) Perishable foods or other items that may cause unsanitary conditions cannot be stored in the cell area.
- (9) Obstructions will not be permitted to impair officer's capability to view housing area.

CLEANLINESS: It is your daily responsibility to maintain cleanliness and order within your individual cell and the cellblock areas. Your individual cell will be clean throughout the entire day. **On a daily basis prior to the service of the morning meal you will rise and make your individual bed. This includes the sheets and one blanket. If you do not eat breakfast you are still responsible for rising at breakfast time and making your bed. This is accomplished by placing both sheets under the blanket and tucked in all around. They will remain made until at least 8:45 PM daily at which time you may return under the covers. (Exceptions: specific trustee work crews and medically housed inmates.)** Clean up of individual cells will be accomplished in the following manner:

When cleaning gear is issued:

Cell floors will be swept and mopped, including under bunks and storage areas.

Sink and toilet fixtures cleaned.

- Windows, lights/fixtures and cell walls will be clean and free of markings.
- Desk and storage areas clean and neat.
- Trash removed and placed in receptacles daily.

You are also individually responsible for the general cleanliness and order of your assigned cellblock, dayroom, balcony and shower areas, specifically as follows:

- Shower and curtain cleaned.
- Dayroom area and cell floors clean and free of trash clutter, etc. at all times.
- Dayroom tables and stools clean.

At no time may you use your issued blanket, bed linens, mattress, pillow, laundry bag, etc. to place on any floor to be used for comfort; sleeping, sitting on, etc. Blankets and sheets will have no knots tied in them for any reason. No items will be placed in the windows.

CLOTHING: You are required to dress in Jail issued clothing while you are in The Santa Rosa County Detention Center. **All inmates shall be dressed in complete jail issued uniform when leaving their living quarters, going into the dayroom or any other area of the Detention Center.** Long underwear will be worn under the jail issued uniform. The sleeves of thermal underwear will be permitted to extend below the shirtsleeves and cover the arms. You must be properly attired to receive medications, mail, canteen and meals. You must be fully clothed any time you leave the cellblock. **2 piece uniform – inmates must wear their pants so that they cover the top portion of their buttocks without any portion of their undergarments showing. Pants will be worn at the waist level. 1 piece jumpsuit – inmates will wear jumpsuits all the way up and snapped at least 2 snaps while in the dayroom, and snapped all the way up when leaving the housing area. No head covering will be permitted.** Inmates will **not** lounge on their bunks dressed only in their undergarments or shorts. **NO** clothing will be worn inside out or altered by the inmates under any circumstance.

DAYROOM: Each inmate is responsible for the overall tidiness of the dayroom. They are also responsible for disposing of personal litter, cleaning of spills of liquids or other substances on the floor or furniture and cleaning of

any other unsightly condition occurring in the dayroom. **An area in the dayroom at the entrance doorway, and emergency exit doors under the stairway has been outlined in red as a secure area. All inmates are to remain on the dayroom side of the lined area unless instructed by a Deputy to enter the restricted area. This restricted area is to remain clear at all times regardless of whether the entrance door is open or closed. Dorms with solid doors on the cells (C, D, Q, and R) will remain in the locked open mode during non-lockdown times while inmates have dayroom privileges. Inmates may lock their doors shut while out of the dorm for exercise yard, court, visitation, etc. but the doors will be returned to the open position upon their return to the dorm.**

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

HAIRCUTS: Haircuts are available monthly. See haircut schedule posted in the bulletin board. There will be **“NO SPECIAL CUTS.”**

OUTGOING MAIL: Outgoing “non-legal” mail must be in postcard form only and must list the inmate’s name, as he/she was booked, and the jail address. No unnecessary marking is permitted on the postcard front. Outgoing mail found in violation will be returned to the sending inmate. Disciplinary action may result.

Outgoing legal mail (attorney, courts, public official, and media) may be sent out in the form of paper/envelopes and will be verified as to validity, prior to delivery to post office.

INCOMING MAIL: ALL INCOMING MAIL, OTHER THAN LEGAL MAIL WILL BE OPENED AND INSPECTED FOR CONTRABAND in accordance with Florida’s Statute FS 951.22. **Incoming legal mail** will be opened and inspected for contraband in the presence of the inmate. This process can be waived by the inmate in writing. However, legal mail shall not be withheld from an inmate. This includes letters from: the courts, counsel, officials of the confining authority, government officials, and administrators of grievance systems and members of the parole authority. Contraband or drugs sent through the mail will result in an investigation and will be prosecuted in the courts as well as institutional disciplinary action being taken.

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 supplied with 2 postcards and postage twice a week. Paper/envelopes will be supplied to indigent inmates upon request and on a bi-weekly basis, to include 1 envelope, 2 sheets of paper. Indigent inmates acting in a Pro Se capacity will receive an unlimited supply of necessary paper/envelopes for legal work. Mail containing cash will not be accepted. You may receive money in the form of a cashier’s check, money order, checks from another correctional facility, or government checks. **All money orders must be made payable to: Aramark Correctional Service, c/o “Inmates name” (as booked). P.O. Box 7129, Milton, FL 32572. Send money orders only to Aramark Correctional Service. All money orders must list the purchaser’s name and address as well.** All money must be kept separate from personal letters. Account information will **NEVER** be given out over the phone or to any person other than the inmate.

MAIL: Inmates are encouraged to correspond with their family and attorney through the mail. **There will be NO CORRESPONDENCE between inmates incarcerated in the Santa Rosa County Jail.** 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)

Letters – Santa Rosa County Jail
c/o Inmate’s name as booked
P.O. Box 7129
Milton, FL 32572

Money Orders – Aramark Correctional Service
c/o Inmate’s name as booked
P.O. Box 7129
Milton, FL 32572

MAGAZINE & NEWSPAPER SUBSCRIPTIONS – ONLY: 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 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 property of this facility to be disposed of as the Administrator deems appropriate. Staff will review and approve incoming publications for disbursal.

Publications may be rejected if:

- 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, other state or local jails, or correctional institutions.
- c) It depicts or describes procedures for the brewing of alcoholic beverages, or the manufacturing of drugs.
- d) It is written in code
- e) It is pornographic in text or photos.
- f) It contains frontal nudity

When publications are found unacceptable, the Programs staff shall promptly advise the inmate, in writing, why the material is unacceptable by the facility's rules or regulations. Inmates are advised that no pictures or articles may be removed from a publication and placed on the walls or other fixtures of this facility.

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 sender or placed in the inmate's property. **Items considered contraband are:** loose stamps, self-addressed stamped envelopes, Polaroid photos, cash, loose paper, stickers or any item deemed inappropriate 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 sender or placed in the inmate's property, or attached to a disciplinary report and disposed of at a later time. No packages will be accepted.

ORDER & DISCIPLINE: When an infraction of the rules is alleged to have occurred, a disciplinary report shall be processed as required by the Officer-In-Charge or designee. The employee who witnessed the alleged violation shall prepare a written statement, and a disciplinary report shall be written. Inmates accused of infractions, which face disciplinary action will be notified in writing of the charges against them and given at least 24 hours written notice prior to the hearing of such charges to prepare their defense. The inmate may waive in writing the right to 24 hour advance notice of the hearing. A hearing shall be held as soon as possible after the alleged occurrence of the rule infraction or violation as circumstances permit, after allowing notification of the charges to the inmate and the required 24 hours for his/her assimilation of the charges against him/her, but within seven (7) working days of the incident. If this occurs the circumstances regarding the continuance must be fully documented and approved by the Officer-In-Charge. Under no circumstance may the hearing be postponed beyond ten (10) working days after the incident.

An inmate shall have the following rights at a disciplinary hearing:

- a) An inmate shall be present at the disciplinary hearing unless he/she waives in writing their right to attend the hearing, refuses to attend the hearing, or he/she behavior during the hearing justifies removal from the hearing. The absence of an inmate from a hearing and the reason therefore shall be documented.
- b) The inmate shall receive a copy of the written decision.
- c) The time spent by an inmate in disciplinary segregation shall be proportionate to the offense committed but in no event shall be greater than 30 days per violation.
- d) An inmate shall have the right to appeal the decision of the hearing officer within five (5) days.
- e) All steps in the disciplinary process shall be maintained as a written record.
- f) The decision shall be based solely upon the evidence presented at the hearing and shall contain a statement of the reasons for the decision and the evidence relied upon.

VISITATION: Rules and regulations concerning visitations are available to the public from Central Control. Attorneys or an officer of the court may visit an inmate any time daily between the hours of **7:00 AM and 10:00 PM**. First they must sign in at Central Control.

Religious representatives must be approved through the jail chaplain. The chaplain will schedule all inmate/clergy visits. Articles of any sort will **NOT** be given to inmates by any visitor without prior approval, with the exception of legal material that may be approved by the Administration and/or the Shift Supervisor.

“FOR VISITATION TIMES SEE VISITATION SCHEDULE POSTED IN THE BULLETIN BOARD IN YOUR DORM”

INTRODUCING ANY CONTRABAND, INCLUDING TOBACCO, INTO A FACILITY IS A FELONY OFFENSE UNDER FLORIDA STATUTE FS951.22. VISITORS WILL BE BARRED AND CAN BE CRIMINALLY CHARGED FOR BRINGING CONTRABAND INTO THE JAIL.

DRESS CODE FOR VISITORS:

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

RULES FOR VISITATION:

1. Sign in will begin **45 minutes prior** to scheduled visitation and **end 10 minutes before** visitation time begins. Once the visitation has started, no more visitors will be allowed in during this visitation session.
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 session is **two (2) adults**. Each adult may be accompanied by **one child (under 12 years of age)** for a total of **four (4) visitors or one (1) and three children** for a total of **four (4) visitors** per visitation session.
4. Children under **18 years of age** must be accompanied by an adult. Spouses and married visitors who are under the age of 18 are considered adults. These visitors must present a marriage certificate at sign in. Adult visitors must present a current picture ID. **All required documentation must be presented at all visitation sessions!!**
5. After 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 face criminal charges.
7. **Visitors under the age of 18** must be accompanied by an adult.
8. Adults will not leave visitors under the age of 18 unattended. Any child out of control will terminate the visit.
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 glass.
11. Any person entering the facility will be scanned with a metal detector and will be subject to a 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 approval of Detention Major or Shift Supervisor, when time, distance, or urgency is 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 items 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.

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 **FIVE (5)** years in state prison (Florida Statute 784.07). For your own protection and security, **DO NOT** engage in this type of behavior.

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/red line 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 material.
23. Defacing of **cells/dorms**.
24. Entering any **cell** not assigned.
25. Failure to clean **cell/dorm**.
26. Failure to exit or enter **cell/bunk** when ordered.
27. Failure to be in a **cell/bunk** at lockdown.
28. Passing of contraband to any **cell/dorm**.
29. Failure to have **ID Device on** at any time.
30. **Cheating** any person.
31. Failure to obey **dress code** or wear clothes properly.
32. Possession of any **clothes** of an officer or staff member.
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. Using **any other persons** MNI number.
42. **Counterfeiting** any document or thing of value.
43. Soliciting of **credit**.
44. **Engaging** in or encouraging any type of **demonstration**.
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 future 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 introduction of **firearms**. (Can be criminally charged)
61. Setting of **fires**.
62. Concealing of or any unauthorized **food/drink**
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 the 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 **notes** to other prisoners.
75. Possession of any other persons' **letters /mail**
76. Erection of privacy curtains with **linens**.
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. Communicating with **unauthorized** persons over the Kiosk system.
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 person's **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 of any **trays or 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 **walls**.
133. Possession of or introduction of **weapons**.
134. Encouraging others not to work.
135. Refusing to **work**.
136. Damaging or destroying **ID device**
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 person's **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.

INMATE PERSONAL PROPERTY:

NO PERSONAL PROPERTY WILL BE HELD AFTER YOUR RELEASE. During the admission process, your personal property and money will be inventoried. All property will be placed in a box in the property room, and you will receive a property receipt. All money will be retained and deposited in an account in your name so you can purchase 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 Account.

The following items can be taken with you to the housing unit:

1. One smooth wedding ring (no stones allowed)
2. All white underwear (briefs, panties, thermal tops/bottoms, socks, bras without underwire)
3. One religious medallion (meeting security requirements)

Inmates are not allowed to possess money; however at intake, cash, cashier's 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 AN INMATE'S POSSESSION: White socks, white underwear, white T-shirts, off white/white thermal shirts and pants, wedding band, small religious medallions, religious material, legal material, mail, 5 photographs, 2 jail library books, GED books/ESE class materials, prescribed eyeglasses, false teeth, artificial limbs, jail-issued uniforms and commissary items. It is the inmates' 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: It is your responsibility to make arrangements to have someone pick up all property not to be taken with you. Property not picked up prior to your release or transfer will 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 prisoner's property prior to release. Property will not remain in the facility after your release.

MEDICAL SERVICES: Medical staff are on duty **24 hours a day, 7 days a week.** If you have an emergency medical problem, inform the officer in your pod (medical emergencies may include but are not limited to suicidal tendencies, shortness of breath, severe chest pain or pressure, excessive blood loss or injury to the body). 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 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-PAYS. 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 any money owed.

INMATE REQUEST FORMS: A "Kiosk" or touchpad is located in each housing unit for communication with various areas within the facility. You must enter your MNI number, located on your ID card to begin. The last four digits of your social security number will act as your PIN number- You will enter this number next. You can then choose the area that you wish to send your request to. Follow all prompts and an answer to your request will be received soon. You will be able to view these responses at any time after answered. Sick call requests are not answered by Kiosk but you will be seen within 24 hours by the medical staff after submission. **Any problems with using the Kiosk, forward a hard copy "request" form to Aramark or notify the deputy assigned to your housing unit. Any misuse of the Kiosk system such as: communication with other inmates, using another**

inmate's pin number or using profanity will result in an automatic 30 day suspension of access to the Kiosk system. Subsequent violations will increase the number of days for suspension in 30 day increments.

INMATE GRIEVANCES: Inmates who have complaints, concerning their conditions of confinement, facility policies, procedures or medical treatment given will be afforded the opportunity to register a grievance. In the event you choose to submit a grievance you must do so on a "hard copy" grievance form, not the Kiosk system. 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 - handled by the pod deputy or medical nurse.

Formal - handled by the Officer in Charge (Corporal, Sergeant, Lieutenant) or Nurse Supervisor upon appeal.

Administrative Review – Is handled by the Operations Captain or Support Lieutenant when a grievance cannot be resolved at the formal stage. An inmate will send a written statement to the Operations Captain or Support Lieutenant requesting an administrative review. The inmate will receive a response **within 5-10 days** depending on the severity of the grievance. 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 Major 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 or enter their order into the Kiosk System. The cost is withdrawn directly from your account. The commissary form or entry on the Kiosk system must be turned in according to the schedule posted in your housing area. Holidays Commissary will be posted.

PERSONAL ACCOUNT CHECKS: Inmates who request a check should submit a request to Aramark with the amount and the name of the person/business they want it made out to. There will be a **\$10.00 fee** taken from your account for each one. These requests are for emergencies and to pay bills. If you decide you do not want the check after it has been printed and request an Aramark staff member to void the transaction without **good cause**, you will pay a **\$5.00 cancellation fee** and your check requesting privileges will be revoked up to **90 days**.

RECREATION: Each inmate will be offered exercise or recreation time three times a week for an hour each day as weather permits. The exception to this rule is all inmates classified as uncontrollable and 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.

Rules governing recreation time is as follows:

- a. Each scheduled housing area will be given at least (5) minutes to prepare for recreation time. If an inmate in the pod is not ready on time, the inmate will forfeit recreation time for that day.
- b. If an inmate is called away from recreation time, 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. This is accomplished by way of your attorney or Public Defender. **If you are pro se, you must produce the court order that deems you pro se and then you may request information from the Programs Unit to prepare your case. If you have an attorney you are ineligible for the use of the law library.** The resources of the Law library are available to you in reference to the charges you are currently incarcerated on, pertaining to this county. Your attorney is responsible for Civil matters, divorce, child custody etc.

If you are pro se and need information from the Law Library, you must submit a request, via the kiosk, to the **Programs Unit specifically stating the information that you want, such as cases, statutes, or other reference material related to your charges.** The Programs Staff **CANNOT** prepare legal documents, nor can they suggest areas of research. However, the Programs Staff will provide you a copy of specific information, such as statutes and cases, which you request. Specific materials will be provided only once.

Court ordered, statute, rule or other legally imposed time limits are your responsibility, not the Programs Staff or the Department of Detention's. You are responsible for notifying the Programs Staff of deadlines, in a timely manner. You must submit your inmate request to the Programs Staff in sufficient time, so they can provide equitable research for ALL inmates requesting information from the Law Library. The Administration reserves the right to limit the accumulation of research material(s) or other written materials, when the possession of the 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 box in the property room for storage. The Sheriff's Office reserves the right to amend this provision as circumstances warrant.

LIBRARY BOOK CART: A book cart, that has a variety of books will be available for all inmates who wish to read weekly. These books can be exchanged for more books. This service is provided through the facility chaplain.

NOTARY SERVICES: Notary services will be available as needed. All paperwork must be filled out in its entirety. The notary will be allowed to notarize your signature only. Outside persons bringing forms in to be notarized may drop off the forms at Central Control to be put in the Program's box. These forms will be notarized as soon as possible and can usually be picked up the following business day. Submit requests for notary services to the Transition Coordinator using the Kiosk system. There will be a charge of \$10.00 each for the use of the notary. The notary reserves the right to refuse service. Copies of any document will be at the rate of .15 cents per page.

GED CLASSES/GED TESTING: GED classes or testing is offered on a regular basis by the Santa Rosa County Sheriff's Office and School Board. Inmates desiring to attend classes should indicate so by request to the Programs unit by using the Kiosk system. All graduates will receive an actual high school diploma. An inmate's classification will dictate if participation is possible.

ANGER MANAGEMENT CLASS: Individuals that may attend the class are inmates, who have a violence related charge, have been court ordered to attend, or may desire to attend classes. To attend, submit an inmate request to the Programs Unit by using the Kiosk system. 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. An inmate's classification will dictate if participation is possible.

SUBSTANCE ABUSE EDUCATION: Inmates that have a drug or alcohol related charge can attend these classes, or inmates desiring to attend classes should indicate so on an inmate request form to the Programs Unit by using the Kiosk system. 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. An inmate's classification will dictate if participation is possible.

RELIGIOUS SERVICES: Inmates are offered an opportunity to practice their religious beliefs; services are scheduled weekly for both male and female prisoners. See the schedule in the dorm bulletin board. The Santa Rosa County Jail has a chaplain who coordinates these services as well as schedules Bible studies and individual counseling. There will be Catholic services upon request to the Chaplain by submitting your request through the Kiosk system. An inmate's classification will dictate if participation is possible for classes/services.

TELEPHONES: There is access to a phone in each pod, except when the pod is locked down. All calls are collect. Calls have a time-limit and are recorded or monitored. The telephones will shut off after a brief silence in conversation, attempts to place three way calls will result in an immediate disconnect. Phones require a Pin number; this number is the MNI number on your inmate ID Device followed by 31. Note: Telephones are scheduled to be turned off at lock down. They will be turned back on at 0900 AM, unless the dorm area isn't

cleaned or pass inspection by the Pod Deputy. The number to call for setting up an account or to report trouble with call completion is 1-888-949-3303. Persons on the “outside” must make this call.

INDIGENT PACKAGES: Every other week inmates with less than \$1.00 in their account (for five (5) working days) will receive an indigent package from the Programs Unit. This is automatic; there is no need to submit a request.

YOU WILL NOT BE DENIED HYGIENE ITEMS IF YOU DO NOT HAVE ANY MONEY.

Indigent packages consist of soap, toothbrush, toothpaste, pencil, 4 postcards (postage will be affixed prior to sending out). To receive materials to send legal mail, submit a request on the kiosk.

TRANSITION COORDINATOR: Assists with planning for after your release from jail. The coordinator is able to supply information on employment, medical assistance, veteran’s benefits, social security benefits, housing, education and more. To contact the Coordinator send a request from the Kiosk system located in your housing unit or send in a “hard copy” to the Transition Coordinator and they will come to speak with you prior to your release from jail.

MEALS: Meal times within the jail are as follows:

Breakfast	Lunch	Dinner
5:00 A.M.	10:00 A.M.	4:00 P.M.

LIGHTS OUT: Lights will be turned off each evening at 11:00 P.M. Inmates will be in their assigned bunk. **THIS IS QUIET TIME, NO TALKING, PHONES WILL BE TURNED OFF.**

WAKE-UP: Wake-up will be when breakfast is served. Inmate Workers will be awakened as scheduled for their jobs.

FREQUENTLY USED ADDRESSES & PHONE NUMBERS

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

Santa Rosa County Courthouse
P.O. Box 472
Milton, FL 32572

Escambia County Sheriff
P.O. Box 18770
Pensacola, FL 32523 436-5500

Santa Rosa County Sheriff’s Office
P.O. Box 7129
Milton, FL 32572

Santa Rosa State Attorney's Office
P.O. Box 645
Milton, FL 32572

Escambia County Public Defender
P.O. Box 12666
Pensacola, FL 32591 595-4100

County Probation Escambia County
411 N Spring Street
Pensacola, FL 32501 595-3100

Okaloosa County Jail
1200 James Lee Blvd
Crestview, FL 32536 689-5690

State Probation Escambia County
315 “A” Street
Pensacola, FL 32501 595-8460

Okaloosa Public Defender
1A 9th Ave
Shalimar, FL 651-7351

Escambia County Jail
P.O. Box 17789

Okaloosa County Probation
351 N. Ferdon Blvd

Pensacola, FL 32522

Children and Families

6557 Caroline St

Milton, FL 32570 626-3100

Family Law

P.O. Box 472

Milton, FL 32572

Crestview, FL 32536 689-7843

Okaloosa State Probation

250 W Pine Street

Crestview, FL 32536 689-7804

Okaloosa Sheriff's Office

1250 Eglin Parkway

Shalimar, FL 32579 651-7400