



# **LEE COUNTY, ALABAMA**

## **SHERIFF'S OFFICE**

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### **INMATE HANDBOOK, & DETENTION CENTER RULES AND REGULATIONS**

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*This handbook gives you information on the operation and services of the Lee County Detention Center. You must read this handbook and follow the guidelines it gives you. If you have questions about what the handbook says, please ask a Corrections Deputy.*

**LEE COUNTY SHERIFF'S OFFICE**  
**Revised February, 2015**

# LEE COUNTY DETENTION CENTER

## ORIENTATION RULES

1. By 7:00 a.m. daily, you must make your bed neatly with the bedding tucked under the mattress all the way around. Thereafter, keep it made until 8:00 p.m.
2. Do not bring your bedding into the dayroom.
3. After breakfast, you are expected to clean your cell and help clean the dayroom. Your clothing and towel must be folded neatly and placed in your property area or hung. At 9 a.m. daily, there is a cell and dayroom inspection. All living areas must be clean and orderly, and your bed must be made.
4. You must wear a complete set of Lee County Detention Center clothing at all times during waking hours.
5. You must be properly covered going to and from the shower.
6. Do not enter any cell other than your own.
7. Do not touch another inmate's property for any reason.
8. You may not communicate with anyone outside the Detention Center except by mail, telephone, or scheduled visits. Actions such as yelling to persons outside the Detention Center or trying to communicate with anyone while you are in, or being transported to, court or an outside appointment are strictly prohibited.
9. Do not communicate with people in other cellblocks, or inmate workers.
10. Do not pound on the bars, doors, or walls.
11. For your own protection, do not discuss your charges with other inmates or the staff.
12. Maintain good personal hygiene and shower daily.
13. Address all detention center personnel by their title and last name.
14. Do not go through any housing door without a Corrections Deputy's permission.
15. When a Corrections Deputy announces a lockdown, scheduled or unscheduled, go immediately to your cell and wait for the cell door to close.
16. When moving through the halls, walk in single file on the right side of the hall and remain silent.
17. Show respect for property of others and the Lee County Detention Center. Criminal charges *will* be brought against anyone defacing or destroying County property.

## TABLE OF CONTENTS

ORIENTATION AND RULES.....	i
INTRODUCTION.....	ii
DETENTION CENTER PHILOSOPHY STATEMENT .....	iii
PROTECTION OF INMATE RIGHTS.....	iii
SECTION 1: CLASSIFICATION .....	1
SECTION 2: HOUSING .....	1
SECTION 3: CLOTHING .....	2
SECTION 4: INMATE PROPERTY ALLOWED IN THE LIVING AREAS .....	3
SECTION 5: MEALS .....	4
SECTION 6: TELEPHONE CALLS .....	4
SECTION 7: MAIL .....	4
SECTION 8: VISITS .....	5
SECTION 9: HEALTH SERVICES.....	6
SECTION 10: RELIGION.....	7
SECTION 11: COMMISSARY.....	7
SECTION 12: PERSONAL SAFETY.....	8
SECTION 13: RULE VIOLATIONS.....	8
SECTION 14: DISCIPLINARY PROCEDURES.....	10
SECTION 15: SANCTION SCHEDULE.....	11
SECTION 16: GRIEVANCES.....	12
SECTION 17: INMATE WORKER STATUS .....	12
SECTION 18: NOTARY SERVICES.....	12

# INTRODUCTION

**This handbook gives you information on the operation and services of the Lee County Detention Center. You must read this entire handbook and follow the guidelines it gives you. If you have questions about what the handbook says, please ask a member of the staff.**

## Detention Center Philosophy Statement

The operating philosophy of the Lee County Sheriff's Office provides for community safety, facility security, and the welfare of staff and inmates.

The primary function of the Detention Center is to safely and securely detain both pre-trial detainees and county-sentenced inmates. The staff understands that, although you may be subject to deprivations resulting merely from your confinement, their role is not to inflict punishment but to make your period of confinement as productive as possible.

Although most Lee County Detention Center inmates are short-term detainees, our staff will encourage each inmate to take advantage of opportunities provided for educational, health, and personal self-improvements. In this way, the staff may contribute to making your return to the community as positive and productive as possible.

## Protection of Inmate Rights

Lee County Corrections Deputies are aware of, and will seek to protect the civil and legal rights of all inmates. These rights include:

1. Freedom from discrimination based on race, religion, national origin, sex, handicap, or political beliefs.
2. Equal access to programs and work assignments and involvement in decisions on classification status.
3. Protection from personal abuse, corporal punishment, personal injury, disease, property damage, and harassment.
4. Freedom from reprisals or penalties as a result of seeking administrative or judicial redress.

5. Freedom from sexual assault. We want you to know that The Lee County Sheriff's Office's mission is to increase public safety. An important part of that mission is making sure that this facility is safe for you and the other people housed here.

We do not tolerate sexual abuse or sexual harassment in this facility. That means we will not permit any sexual behavior or any rude or insulting comments of any kind. Members of the staff and inmates are strictly prohibited from engaging in any type of sexual activity, whether physical, verbal, written, or in any other form.

If you are the target of any type of sexual abuse or sexual harassment you should immediately tell a Corrections Deputy or send a message to the Chief of Corrections using an Inmate Request Form. Any officer that you tell about sexual abuse or sexual harassment is required to immediately report it to his or her Shift Supervisor.

You may ask any Corrections Deputy for help at any time if you feel that you are being sexually abused in any way. You do not have to file a formal report of any kind in order to get help. Remember though, that we cannot help you if we do not know, so tell an officer.

If you are being sexually abused in any way, we want to know. If you see or hear of any other person being sexually abused in any way, we want to know. We cannot help unless and until we know. We will take your report of such behavior seriously and will thoroughly investigate all such reports. The person being abused will be able to get help if the abuse is reported.

If you have questions about our policies concerning sexual abuse or sexual harassment, or any other part of these rules, please ask any member of our staff at any time.

## **SECTION 1: CLASSIFICATION**

1.1 The Chief Deputy Sheriff evaluates the following when classifying you:

- A. Your behavior;
- B. Your attitude;
- C. Your needs;
- D. Your level of security risk;
- E. The Detention Center's needs; and
- F. Any other appropriate information he or she possesses.

1.2 Classification levels are:

- A. General Population;
- B. Inmate Worker; or
- C. Segregation.

- 1.3 You will be housed in an area appropriate to your classification level.
- 1.4 If your classification status changes, you may be moved to another housing area.
- 1.5 You are given privileges according to your classification status.
- 1.6 Inmate workers are chosen by the Sheriff and the Chief Deputy Sheriff.
- 1.7 If you think you need protective custody, tell the staff. We can do what is necessary to protect you only if you let us know that there is a problem.
- 1.8 You may ask to talk about your classification status with the Chief Deputy Sheriff, the Corrections Administrator, the Corrections Sergeant, or Classification Officer by submitting a written request on an Inmate Request Form.
- 1.9 The officers of the Lee County Detention Center can, as appropriate, move you anywhere within this facility or to any other detention center in Alabama.

## **SECTION 2: HOUSING**

- 2.1 Each day at 7:00 a.m., your cell will be inspected to make sure it is clean and neat.
- 2.2 Your bed must be made by 7:00 a.m. and remain made until 8:00 p.m. unless you are on medical bed rest. The mattress cover must be placed next to the mattress, the sheet placed on top of the mattress cover, and the blanket must cover the top of the bed. Linens and blankets must be tucked under the end and both sides of the mattress to make a firm, flat surface.
- 2.3 Each morning, you must clean your cell. You must sweep and mop the floor, and clean the toilet and sink. Wet clothing or towels must be hung on hooks inside your cell. All other property, including shoes and clothing, must be placed in your property storage area. If your personal property will not fit into your assigned area, it will be taken by a Corrections Deputy and stored, or sent out at your expense.
- 2.4 Do not use any Detention Center property for anything except what it is supposed to be used for.
- 2.5 Do not put anything in a place where it blocks doors or windows.
- 2.6 There are three lockdowns daily to conduct inmate headcounts. You must be on your bed when headcount is being conducted, unless you are an on duty inmate worker or on work-release.

- 2.7 "Shakedowns" are searches for contraband. They are done as needed and include your living area, your property, and your person.
- 2.8 You may not smoke or possess tobacco products in the Lee County Detention Center.
- 2.9 You may not keep food, other than unopened commissary items, in your cell, unless authorized by medical staff.
- 2.10 Do not throw trash on the floor. Put it in the proper trash containers.
- 2.11 You may not keep trash containers in your cell.
- 2.12 Do not take your bedding into the dayroom.
- 2.13 No article of any kind may be placed on any wall of the Detention Center without the written permission of the Chief Deputy Sheriff.
- 2.14 Televisions may be used only during the following hours:
- |           |                          |
|-----------|--------------------------|
| Sunday    | 9 a.m. until 10:30 p.m.  |
| Monday    | 10 a.m. until 10:30 p.m. |
| Tuesday   | 10 a.m. until 10:30 p.m. |
| Wednesday | 10 a.m. until 10:30 p.m. |
| Thursday  | 10 a.m. until 10:30 p.m. |
| Friday    | 10 a.m. until 10:30 p.m. |
| Saturday  | 9 a.m. until 10:30 p.m.  |

### **SECTION 3: CLOTHING**

- 3.1 You may not wear your own clothes, except underwear, socks, and approved tennis shoes. All items must be white in color.
- 3.2 If your attorney gets approval in advance from the Chief Deputy Sheriff, you may wear your own clothes to court.
- 3.3 You must wear a complete Detention Center uniform at all times. If you are an inmate worker officers may, when appropriate, approve exceptions for certain tasks or assignments.
- 3.4 Female inmates may wear their personal underwear (white only). Bras with underwire are not allowed.
- 3.5 During the first seven (7) days after your initial intake, we will accept three sets of underwear (6 for females), three t-shirts, three pairs of white socks, one pair of tennis shoes and 3 bras (for females) for your use while in the Detention Center. All approved items must be brought to the Detention Center during regular visiting hours.

## **SECTION 4: INMATE PROPERTY ALLOWED IN THE LIVING AREAS**

You will be allowed to possess only the following items while incarcerated:

- 4.1 Toilet Articles
  - 1 toothbrush
  - 1 tube of toothpaste
  - 1 comb
  - 1 cup
  - 1 towel
  - 1 washcloth
  - 1 bar of soap
  
- 4.2 Personal Clothing (must be kept neatly folded and stored or hung)
  - 3 sets of white underwear (6 if female)
  - 3 white T-shirts
  - 3 pairs of white socks
  - 3 white bras (female only) with no underwire
  - 1 pair of tennis shoes (must be approved by staff)
  
- 4.3 Detention Center clothing:
  - 1 pair of pants and
  - 1 shirt or 1 pair of coveralls
  
- 4.4 Bedding
  - 1 mattress
  - 1 mattress cover
  - 1 blanket, as authorized
  - 2 sheets
  
- 4.5 Books, Magazines, and Letters
  - 20 letters
  - 1 book
  - No magazines or newspapers are allowed
  
- 4.6 Other Property
  - 5 photographs
  - Approved legal materials
  - Approved religious materials valued at \$20 or less

Authorized commissary items (Containers for commissary items must be thrown out when empty. You may not use them for other purposes.)  
Approved educational and program materials

- 4.7 You must discard other personal property or send it out.
- 4.8 Detention Center property must be kept in good condition and returned when you are released. Allowances are made for normal wear and tear, but misuse or intentional destruction of Detention Center property will result in disciplinary action and/or criminal charges.
- 4.9 If you are released or transferred to another facility, you will have 30 calendar days to have all your personal property picked up. Your property can be picked up during regularly scheduled visitation hours only. If your property is not picked up within 30 days of your release or transfer, it will be destroyed.

### **SECTION 5: MEALS**

- 5.1 Meals are served three times a day.
- 5.2 Menus are planned to meet or exceed the nutrition standards set by the American Dietetic Association.
- 5.3 Corrections Deputies eat the same meals as inmates so they can better respond to inmate comments about meals.
- 5.4 No food, other than commissary items, is allowed from outside the Detention Center.
- 5.5 You may not save food from meals to eat later. Only food from the commissary may be kept in your cell.
- 5.6 Special diets may be prepared as directed by qualified medical authorities.

### **SECTION 6: TELEPHONE CALLS**

- 6.1 You may only use the telephone in the dayroom from 6:00 a.m. until 10:00 p.m. Calls must be collect. You may not charge calls to other telephone numbers.
- 6.2 The use of the telephone is a privilege and not a right. Calls must be limited to fifteen minutes. A Corrections Deputy may limit access to the phone or interrupt a telephone call if he or she deems it necessary.

## **SECTION 7: MAIL**

- 7.1 You may mail as many letters as you want, if you can pay for the postage. You can buy stamps from the commissary. You must pay for postage if you have the money.
- 7.2 If you do not have the money, we will give you postage for up to three personal letters a week and postage for privileged mail.
- 7.3 Privileged mail is to or from:
- A. Government officials
  - B. Judges and clerks of federal, state, and local courts
  - C. Attorneys
  - D. The Lee County Sheriff, Chief Deputy, or Corrections Administrator.
- 7.4 Outgoing mail may be sealed and usually is not opened before it is sent. However, the Officers may inspect all outgoing mail, except privileged mail, when necessary to protect security. Incoming mail is opened and inspected for contraband and any written content that might threaten security. Privileged mail from attorneys, clergymen, or doctors will not be opened, except in your presence.
- 7.5 Anything mailed to you that you may not have in your cell will be returned to the sender or put in your personal property. You will be told in writing of anything received but not given to you, and the reasons we did not give it to you.
- 7.6 Incoming mail will be given to you 24 hours after it is received and inspected, excluding weekends and holidays.
- 7.7 Only first class mail service is available.
- 7.8 Your return address is:

Your full name and housing assignment (We will not accept your mail without this.)  
Lee County Detention Center  
Post Office Box 2407  
Opelika, AL 36801

*Example:* Inmate John Doe 1F6  
Lee County Detention Center  
Post Office Box 2407  
Opelika, AL 36801

## **SECTION 8: VISITS**

- 8.1 You are allowed to have visits unless your classification status prevents you from doing so. Visitation is a privilege, not a right. You may lose that privilege by violating Detention Center rules. Visitation times will be set by cell assignment and posted in each housing area. Inmates are responsible for letting their visitors know the days and times they may visit. Visitation will be scheduled in 30-minute intervals by advance sign up or by your visitors being present fifteen minutes before a scheduled visitation time.
- 8.2 The Detention Center staff makes records checks on all visitors.
- 8.3 You may have no more than four visitors at any one time.
- 8.4 Visitors must sign a Visitor's Log, show a state issued form of identification with a photograph and a current address, and comply with all rules regarding proper clothing and dress.
- 8.5 You may not smoke or eat during visits. If you break any rules during a visit, we may end your visit and take disciplinary action against you.
- 8.6 Visitors' personal property, such as coats, purses, and briefcases, is not allowed in the visiting area and is subject to search and seizure. This also applies to professional visitors. Visitors may not give you anything.
- 8.7 Corrections Deputies will do what is needed to make sure no contraband is passed between visitors and inmates. If necessary, all people involved in a visit will be searched. If we find that a visitor has contraband, the visit will not be allowed, and criminal charges may be filed against both the visitor and the inmate.
- 8.8 Members of the criminal justice system and approved professional visitors may visit at any reasonable time, if staff and space are available.
- 8.9 You may not visit with another inmate housed in another area at the Detention Center, unless it is approved, in writing, by the Chief Deputy Sheriff.
- 8.10 Special visits are allowed only with written permission from the Sheriff or Chief Deputy.
- 8.11 Half hour non-contact visits may be approved by the Sheriff or Chief Deputy for visitors coming from 300 miles or more away.

## **SECTION 9: HEALTH SERVICES**

- 9.1 If you want to see medical personnel, you will be required to fill out an Inmate Request form listing your ailment and give it to an officer on duty. As soon as possible, the Facility nurse will review your request and make any necessary arrangements for treatment, if treatment is warranted.
- 9.2 Dental treatment and optometry evaluations will be provided only upon referral by the staff physician.
- 9.3 If you desire to be examined by any physician or medical specialist other than the ones employed and/or normally used by the Sheriff's Office, you may arrange for the physician or medical specialist to come to the Detention Center to see you at your own expense. A private visit will be permitted at the Detention Center.
- 9.4 Any medication prescribed for you by a physician will be obtained at a local pharmacy, kept at the Detention Center, and distributed to you as directed by the prescribing physician. You are not permitted to keep prescribed medications in your living area. Hoarding and transferring of prescription medications is not permitted. Such action may subject you to disciplinary action and/or prosecution. You must sign for all medications you receive.
- 9.5 All inmates are responsible for a mandatory co-payment of \$10.00 when seeing the nurse or doctor. The initial physical and blood work are free and mandatory. Mandatory co-payments for prescriptions are \$3.00. You will be charged for non-prescription medication at the rate of 25¢ per dose.

## **SECTION 10: RELIGION**

- 10.1 The Detention Center does not discriminate against or promote any recognized religious faiths, beliefs, or practices.
- 10.2 Different types of religious services are held weekly. Religious counselors may give ministry in the facility during the week.
- 10.3 Clergy who have proper professional identification may visit on Wednesday between 9:00 a.m. and 11:00 a.m. for a maximum of one (1) hour with prior approval from the Correction Administrator or Chief Deputy.

- 10.4 If you wish to receive personal religious materials, send an Inmate Request form to the Corrections Sergeant, Lieutenant, Corrections Administrator, or Chief Deputy. Note: There is a limit to what you can have (see Section 4 of this handbook). All items must be approved by the Correction Administrator or Chief Deputy Sheriff.

### **SECTION 11: COMMISSARY**

- 11.1 You may buy a variety of items from the commissary through your inmate fund account which is set up within 48 hours of the time you arrive at the Detention Center. You must deposit all cash you have with you at the time of your booking into your inmate account; thereafter, you may only make deposits to your account by money orders or Cashier's Checks.
- 11.2 Commissary order forms will be furnished to inmates once each week with prices and items listed. Items and prices may change, depending on what our supplier stocks. No special orders will be filled.
- 11.3 Commissary schedules are posted.
- 11.4 You may not have credit at the commissary.
- 11.5 You may not buy commissary items for other inmates. This is a major rule violation (transfer of property).
- 11.6 You may not have more than \$50.00 worth commissary combined at any one time. Anything over this limit is contraband and will be taken from you. If you have more than the \$50.00 limit, disciplinary action will be taken against you.
- 11.7 Commissary profits are used to as required by law.
- 11.8 No packages will be accepted from the outside unless approved by the Sheriff, Chief Deputy, Lieutenant, Sergeant or Shift Supervisor.

### **SECTION 12: PERSONAL SAFETY**

While here, you will meet many different kinds of people. If you are threatened, assaulted, or feel intimidated or unsafe, tell the staff. We will do what is necessary to protect you. For your own protection, do not discuss your charges with other inmates.

## **SECTION 13: RULES VIOLATIONS**

13.1 You may be disciplined for breaking rules listed in the Inmate Handbook or for breaking the law. If you break the law, you may also face criminal charges.

13.2 There are three kinds of rule violations: minor, major, and serious.

A. Minor violations include:

1. Profanity, or derogatory remarks or gestures to visitors or inmates.
2. Making unnecessary noise such as shouting, whistling, or pounding on doors or windows, unless for an emergency.
3. Not doing routine duties, such as cleaning your housing area, making your bed, and maintaining your personal cleanliness.
4. Not wearing your complete uniform when out of your cell or wearing your uniform improperly.
5. "Horseplay," or teasing another inmate.
6. Taking unauthorized items to recreation, visitation, programs, or court.
7. Unauthorized communication between cellblocks, including hand gestures.
8. Having unauthorized amounts of consumable property. (Note: You may have no more than \$50.00 worth of consumable commissary products at any one time.)
9. Putting your feet on the walls, banisters, or railings.
10. Covering air vents, removing coverings, or damaging light fixtures.
11. If on inmate worker status, violation of specified rules which are not covered by minor, major or serious violations.
12. Gambling in any manner.
13. Not following any of the other guidelines of the Inmate Handbook.

B. Major violations include:

1. Disobeying a Corrections Deputy's directions.
2. Profanity, or derogatory remarks or gestures to an officer.
3. Lying to staff.
4. Fighting with another inmate.
5. Inciting a fight.
6. Disrupting or abusing programs, health services, religious health services, religious services, food service, or visitation.
7. Smoking or using or possessing any form of tobacco.
8. Putting foreign matter in toilets or sinks, or stopping up toilets or sinks.
9. Attempting to flood any area.
10. Hanging items from walls, fixtures, ceilings, bars, windows, or vents.
11. Defacing, altering, or misuse of detention center property.
12. Jumping or hanging from banisters, railings, stairways, or fixtures.

13. Interfering with lockdowns or counts.
14. Buying, selling, trading, or transferring of property or money between inmates.
15. Using facility equipment or areas without authorization.
16. Communicating, harassing or interfering with the work of other inmates involved in performance of their duties.
17. Unauthorized contact with other inmates.
18. Communication with people on the outside of the facility through the windows, including making hand gestures.
19. Entering a cell other than your own.
20. Violations of minor rules listed which establishes a pattern of disregard for rules, or repeating the same offense more than once for which disciplinary lockdown is imposed.

C. Serious offenses include:

1. Entering or leaving a housing area or cellblock without a Corrections Deputy's clear permission.
2. Assault.
3. Escaping, trying to escape, or helping another inmate to escape.
4. Having or making alcoholic drinks or unauthorized drugs, keeping facility-issued or other medication, or sharing medication with others.
5. Theft.
6. Interfering with security operations or mechanical devices of the Detention Center.
7. Arson in any form.
8. Having a weapon, chemical agent, or any object which has been changed into a weapon or potential weapon, chemical agent, or any object which has been changed so it can be used as a weapon.
9. Inciting or participating in a riot.
10. Refusing to lockdown.
11. Malicious destruction, alteration, or misuse of Detention Center property or another inmates' property.
12. Trying to control other inmates by force or threats, or having other inmates do your work.
13. Having contraband of any kind.
14. Sexual assault.
15. The use of either verbal or physical threats, coercion, force, bribery, or intimidation against any person, or assisting another to do so.
16. Violations of major or serious rules listed which establishes a pattern of disregard for rules, or repeating the same offense more than once for which disciplinary lockdown is imposed.
17. Refusing to work.

## **SECTION 14: DISCIPLINARY PROCEDURES**

### 14.1 Minor Offenses

- A. Discipline for minor violations is handled in the cell. You may be verbally reprimanded, or the reporting staff may recommend a 24-hour disciplinary lockdown.

If the reporting Corrections Deputy recommends lockdown, you will be told of the charges and may ask for a minor violation hearing. Within 24 hours after the rule violation is reported, an impartial staff member will interview you, the reporting officer, and, if necessary, witnesses. He or she will decide if you should be locked down. You will be given a written copy of the decision.

(Note: For security reasons, staff may lock you down before the hearing. The disciplinary lockdown will begin when you are notified of the hearing results.)

- B. If you think the discipline is unfair, you may appeal it by writing an Inmate Request for a hearing before the Chief Deputy Sheriff. The Chief Deputy Sheriff will decide if the discipline was fair.

### 14.2 Major and Serious Rule Violations

- A. You will get a copy of the disciplinary report when you are accused of violating a rule. If your presence in the cell is disruptive, or if safety or security is threatened, you will be moved to another cell.
- B. An investigation will begin within 48 hours after the violation has been reported.
- C. You will be given a written copy of any charges requiring a hearing within 24 hours after the investigation is complete.
- D. You will be given at least 24 hours' notice of the time set for the disciplinary hearing. However, you may waive this notice period and proceed directly to a hearing on an "as soon as possible" basis or you may waive your hearing entirely. The hearing will be held no later than 72 hours after you are notified of the charges, excluding weekends and holidays.
- E. The hearing process:
  - 1. If you ask for help in understanding the hearing process, the Chief Deputy Sheriff will appoint a staff member to help you. You may also ask for staff help you at the hearing.
  - 2. Your refusal to testify may be taken as an admission of guilt.

3. Each side may present witnesses. You do not have the right to cross examine witnesses. The number of witnesses called may be limited
    - a. if necessary to protect security.
    - b. if witnesses cannot give relevant information.
    - c. when information given by witnesses already called is enough to make a point, and calling more witnesses will give unnecessary repeated information.
  4. You may be asked to leave during the testimony of any witness whose testimony must be given in confidence. If you are asked to leave, the reasons will be written on the Disciplinary Hearing Report.
  5. Each side has the right to make an oral or written statement, to present any letters or documents, and to examine any documents introduced as evidence, unless security, order, or the safety of persons is threatened.
  6. You may not have an attorney present at any disciplinary hearing in the facility.
- F. If the violation is subject to criminal charges, you will be given the Miranda Warning.
- G. The hearing officer will decide if you are guilty or innocent. You will be given a copy of the Disciplinary Hearing report, which will include the sanction recommended, if any.
- H. You may appeal the hearing officer's decision by writing a grievance to the Chief Deputy Sheriff.
- I. Copies of your disciplinary reports may be sent to any institution to which you may be assigned. Disciplinary reports may also be sent to the district attorney's office.

## **SECTION 15: SANCTION SCHEDULE**

- 15.1 If you break any of the rules in this handbook, you may be placed on disciplinary status. This means you will be given only the following, unless you abuse them, or security is threatened:
- A. One hour per 24 hours out of your cell for shower and exercise.
  - B. Telephone calls to attorneys or clergy.

- C. Visitation. (only if your lockdown is administrative)
  - D. Mail.
  - E. Adequate food, light, ventilation, temperature, sanitation, and medical care.
  - F. Proper clothing, bed, bedding, and use of toilets, sinks, and showers.
- 15.2 Your sanction (length of time you are on disciplinary status) will be decided by the disciplinary hearing board. Any sanction of over 10 days must be approved by the Corrections Lieutenant or Sergeant. The longest sanction for rule violations arising from one incident is 60 days.
- 15.3 You will serve sanctions longer than 48 hours in the administrative/disciplinary segregation area. When your sanction time is completed in the administrative/disciplinary segregation area, you will stay there until the classification board reclassifies you.
- 15.4 If you are an inmate worker or work release inmate and are charged with a major or serious rule violation, you may lose your inmate worker or work-release status.

## **SECTION 16: GRIEVANCES**

- 16.1 If you have a grievance, you can report it on an Inmate Request form. Only one signature is allowed on a grievance.
- 16.2 Your grievance will be investigated and answered, in writing, within 72 hours of the time it is received, excluding weekends and holidays. Grievances are first answered by the appropriate staff at the lowest level in the chain of command.
- 16.3 If you are not satisfied with the first answer to your grievance, you may send a grievance to the next higher command level (attach a copy of the first grievance). You may continue to send it through the chain of command, up to the Sheriff, who will make the final decision.
- 16.4 We will not take any negative action against you because you file a grievance.

## **SECTION 17: INMATE WORKERS**

If you want to be an inmate worker, you must:

- A. Fill out an Inmate Request form asking for status as an inmate worker.

- B. Be willing to work, follow orders, and get along with many different kinds of people.
- C. Be medically approved for the kind of work you will be doing.
- D. Be approved by the Corrections Administrator or whomever he/she designates to appoint inmate workers.

### **SECTION 18: NOTARY SERVICES**

You may have notary services for legal documents. You may ask for notary services on an Inmate Request form. Notary service can only be performed Monday through Friday from 8:30 a.m.-4:30 p.m. and never on holidays.