

*Jasper County  
Detention Center  
Inmate Rules and Regulations*



Revised May 1st, 2024

## **Introduction/ Mission**

The Jasper County Detention Center is a County Jail that regularly houses state and local pre-trial and Post-conviction detainees/prisoners. Our mission is to safely and securely house the inmates held in this facility. In order to maintain and promote both your safety and security as an inmate, a specific set of facility/inmate rules are in place that you are required to follow without exception. These rules and additional information that may pertain to you during your stay in the Jasper County Detention Center are the basis of the Jasper County Detention Center Inmate Handbook you are now reading. You are responsible for reviewing, knowing and following the contents of this handbook. You are responsible for your actions while you are here, and will be held accountable should you choose not to follow the facility/inmate rules.

## **Safety**

Your safety and well-being is important to us. You should immediately notify detention staff if you believe that your personal safety or that of another is in jeopardy. Violence/intimidation and/or any sexual activity/harassment is prohibited in this facility. You may at any time you feel your safety is at risk, request protective custody. If a detention supervisor has reason to believe it is necessary, he/she may place an inmate in protective custody or similar style of administrative segregation to protect the safety of the inmate without the inmate's request and/or against the inmates will.

## **Fire Precautions**

In case of a fire, immediately advise a detention staff member. A fire or other emergency incident in the Jasper County Detention Center is very serious and requires you to immediately follow all detention staff directions. Failure to do so may jeopardize your personal safety and the safety of others. The possession of any fire-producing device (lighter, matches, ect.) is strictly prohibited and subject to disciplinary action/or criminal charges against you.

## **Warning**

Be advised that anything you say or do while incarcerated in the Jasper County Detention Center can/may be used against you in a court of law. Your rights and privacy in a Detention Center are extremely limited. Your correspondence, telephone conversations and video visits are monitored. You should consult your attorney, not detention staff for further information regarding your legal/constitutional rights.

## **Responsibilities**

Supervisors and detention staff have the responsibility of safety and security of the inmates, housing, feeding, and providing access to medical. Detention staff will not render legal advice nor assume any disposition of an inmate's case before court. Detention staff will not discuss a case with inmates. It is the responsibility of the inmates to follow the rules and standards in this handbook.

## **Personal Property**

Your clothing, jewelry, money and/or other property you had in your possession at the time you were initially incarcerated into this facility were inventoried and will be returned to you upon your release or transfer to another facility. Exceptions include money deposited and deducted from your commissary account and items you released by submission of a property release card. The remaining funds in your inmate account will be transferred to a debit card at the time of your release.

Normally we will not access your property on your behalf once it has been inventoried, other than to release it. Access to your property is only allowed with submission of an inmate request identifying exigent circumstances and requires detention supervisor approval.

When an inmate is received into the facility, he/she will be assigned a property tote. The property will remain in the tote until the inmate is released from custody or release of the items to someone outside the facility with a property release card. No items will be accepted from outside the facility with the exception of medication. Court clothes for trial will be accepted through a court order from the judge.

Once an inmate's property tote becomes full or close to full the inmate will be allowed the option to sign a release card to have the items picked up, items destroyed or donated to the Carthage Crisis Center.

## **Allowed Personal Property in your cell.**

The only allowed personal property in your cell will be of the following:

- 2 pair of white socks
- 2 white t-shirts
- 2 pair of white briefs/boxers/panties
- 2 white bras (without under wire)
- 2 pair of white thermals.
- 1 pair of detention shoes
- 1 orange sweat shirt
- Legal materials for your case to an acceptable amount.
- 2 paperback novels
- 2 religious books
- Prescription glasses approved by medical staff
- Contacts and contacts' case
- Unopened contact solution
- Items provided/permitted by staff according to facility rules or this handbook.
- Items purchased from commissary

The Jasper County Detention Center will not retain personal property more than fourteen days following the release of an inmate or transfer of an inmate to another facility. Inmates are allowed to release personal property to an outside source as long as a personal property release form has been completed. The Jasper County Detention Center will release everything except the inmates clothing as long as said inmate is still here. After fourteen days following release or transfer, unclaimed property is considered abandoned and will be disposed of accordingly.

## **Inmate Intake Kit**

At the time you are moved to housing, you will be issued one inmate intake kit. The inmate intake kit includes the following:

- |                    |                             |                    |
|--------------------|-----------------------------|--------------------|
| 1. One bar of soap | 4. One roll of toilet paper | 8. One mat         |
| 2. One toothbrush  | 5. One toothpaste           | 9. One laundry bag |
| 3. One deodorant   | 6. One bottle shampoo       | 10. One blanket    |
|                    | 7. One comb                 | 11. One towel      |

## **03. INMATE FUNDS**

### **Commissary**

Your money was placed into your personal commissary account when you were booked in and prior to being assigned to housing. These funds may be used to purchase approved items during your incarceration. Funds will not be transferred to another inmate's account. The remaining funds in your account will be transferred to a debit card at the time of your release. Unpaid medical costs or other incarcerated-related expenses you owe will be deducted from your commissary funds.

Individuals may add money to an inmate's account by:

- 1) Sending in a money order addressed to the inmate labeled commissary
- 2) [www.jaspercountysheriff.org](http://www.jaspercountysheriff.org)– click on Jail-Commissary
- 3) Depositing cash or credit card on the kiosk in the lobby

The Commissary program normally operates as follows:

**Commissary is a privilege not a right.** Commissary may be suspended for disciplinary reasons. The Commissary Officer may limit the amount of items you will receive. To purchase items from the commissary you must have money in your account. If you have discrepancies about your commissary account you can address these with the commissary officer. Some of the items on commissary are limited stock.

**If you are released or transferred prior to receiving your order, you will have 72 hours to claim it.**

### **Commissary Rules**

1. Inmates may not purchase items for other inmates.
2. Money will not be transferred from one account to another.
3. Inmates will not give or trade their commissary items to other inmates.
4. Inmates will not force another inmate to purchase commissary against their will.
5. Commissary items will not be used for gambling.
6. Commissary items will not be used to purchase services or favors from other inmates.
7. Any abuse of the commissary system will result in the loss of privileges.

## **Conditional use and exchange items.**

Exchange items require exchanging the old item for a new one such as ink pens, lotions, shampoos. Any excess of these items or refusal to exchange will result in loss of said item.

Inmate funds are recorded in the inmate's commissary account which is used to record all deposits, withdrawals and/or commissary purchases. The signed inmate form contains "power of attorney" which gives Jasper County the authority to endorse negotiable instruments for deposits to the inmates account. If the inmate form is refused the instruments will not be transferred to the account but recorded and forwarded to an address designated by the inmate. Any cash in possession of an inmate arriving to the facility shall be deposited to the inmate's account. All funds sent to the facility should be in the form of a money order. Endorsed (two party) checks or mutilated checks will be returned to sender.

## **Indigent Inmates (No Funds)**

Inmates are allowed to order indigent items if they have been here with no funds on their account for 7 days.

## **Detention property issued to you.**

You are personally responsible for the care of all property items issued to you by the detention staff. This includes but not limited to: Bedding, clothing, printed material and the cell/dayroom where you are assigned. The removal or damage to any molding, weather stripping or any other substance from the cell doors, window panels or frames is strictly prohibited. All fixed items such as beds, mirrors, tables and intercoms are to be left in the same condition as when you entered the individual cell. You may not scratch, carve, mar or alter in anyway painted and/or non-painted surfaces. You should immediately inspect your assigned cell for damage and report any damage found to detention staff.

Destruction of jail property is a class E felony under RSMO. 221.353. The Jasper County Detention Center will pursue prosecution for this offense.

## **Clothing and Laundry**

Inmates may only have white underwear, white t-shirts, white socks, white thermals, orange sweatshirt, and detention shoes. Clothing may not be torn in order to make headgear, hair ties or other articles not expressly permitted. Any article of clothing that is altered or used in a manner not intended will be confiscated and discarded as contraband. Inmates who damage, tear or modify issued clothing/bedding may be subject to discipline and will be responsible for replacement costs.

## Cleanliness

Cleanliness while incarcerated is mandatory. It is the obligation of each inmate to keep the cell, day room and his/her person clean and orderly at all times. Your failure to adhere to the following rules and regulations will generally result in disciplinary action/loss of privileges:

1. You must maintain adequate personal hygiene.
2. Bunks will be kept neat and orderly at all times.
3. Cleaning supplies/equipment will be issued and retrieved daily by detention staff.
4. Failure to participate in the cleaning detail may result in the loss of privileges.
5. The walls, floors, light fixtures and ceilings must be kept clean; items shall not be affixed to the cell area using toothpaste, etc.
6. The showers should be cleaned daily.
7. Toilets and sinks should be cleaned daily.
8. No leftover food (excluding properly stowed away commissary items) is permitted in your cell or dayroom.

## Meals

The Jasper County Detention Center Kitchen is a “no pork” facility. You are provided three meals a day. Meal services begin at approximately 0600, 1130 and 1800 hours. It is the responsibility of each inmate to personally obtain a meal tray in a timely manner. Meal times are announced prior to each service. Uneaten food must remain in your tray. Food items shall not be gambled, traded, sold or given away. At the completion of each meal, trays, cups, and spoons must be neatly stacked by the pod door.

Special diets for medical and religious purposes will be granted by request and approved thru the jail staff. Any violation of the meal rules such as keeping food items in cell, ordering non-kosher food off commissary or trading food will disqualify the special meal for one year. After one year is up a request will have to be resubmitted for approval

### **SPECIAL RELIGIOUS DIET (SRD)**

If an inmate opts to remove themselves from the SRD or are removed due to them violating the SRD said inmate will not be eligible for a SRD for a period not less than one year. Inmates will not withhold any items of a SRD meal. Any item that is not eaten must be returned at the end of meal pass unless prior arrangements have been made accommodating your religious beliefs. If an inmate consumes anything not specified as kosher or of SRD regulation then they will be terminated from the diet. Inmates on a Special Religious Diet (SRD) may only purchase and consume kosher items on commissary. (Identified by a “K” “U” or a Star of David)

Inmates will not exchange food for any reason.

## Reading Material

You are allowed two paperback novels, one newspaper, and one religious book to be in your cell. Books mailed in **will not** be accepted and returned to sender or to the post office. If they cannot be returned, the sender will have 7 days to pick up the package from the front office, after that time it will be donated to the library cart or destroyed. If the books are damaged or missing their covers they will be taken as contraband and thrown away. Newspapers are allowed on a subscription basis only and have to be turned in before a new one will be given to

you. Old newspapers will be disposed of once the officer gives you the recent paper. Reading material can not contain any sexually explicit or grossly violent material. Books will be made available for exchange weekly from the library cart. Inmates may request that their old books be donated to the library cart. This may be done using the general request tab on the kiosk.

## **Inmate Mail Procedures**

All incoming mail is checked for contraband by detention staff. Legal mail will not be opened unless the inmate receiving the mail is present and detention staff will not read it. Non-legal correspondence into the facility will be accepted in the form of postcards. This practice provides a safer, contraband free environment for both inmates and detention staff. All postcards not meeting the standards listed below will be returned to sender.

Requirements are as follows:

1. All postcards may be no bigger than 5x7.
2. Postcards must be addressed with the return address clearly visible.
3. There will be no limit on how many postcards can be received. The facility will scan the postcard onto the kiosk. The postcard will then be placed in inmate property.
4. Defaced or altered postcards are not acceptable.
5. No plastic/wrappings on postcards.
6. No postcards with watermarks or stains
7. No postcards depicting nudity, weapons, alcohol or gang references.
8. No postcards with any foreign substances, including lipstick and perfume.
9. No inmate-to-inmate correspondence will be accepted into the facility.

**4x6 pictures** can be sent in as postcards. Any picture/postcard depicting a sexual nature will be returned to sender. Pictures will be scanned into kiosk and placed into inmate property.

**Money orders** can be mailed in and must meet the following criteria

1. The envelope will only contain a money order with no letters or other items.
2. The envelope will be clearly marked "attention Commissary" to signify money inside the Envelope.
3. If not clearly marked the envelope will be returned to sender.

## **Outgoing Mail**

Outgoing mail will be collected on the midnight shift from the pods mail box at the bottom of the stairs. All letters will be in envelopes which can be ordered from commissary. All mail will be properly addressed with both return address and mailing address. The inmate's full name will be on the return address. Gang symbols, graffiti or obscene language will not be displayed on the envelope. All outgoing mail will be in legal envelopes. No homemade envelopes will be sent out including legal mail. All legal mail will be clearly marked "Legal Mail" and can be sealed. All other mail must remain open for inspection. No extra writing on the envelope besides the return and mailing address.

## **Legal Reading Materials**

The Jasper County Detention Center will provide Missouri Statute material only via the Law Library located on

the kiosk. You may request specific material through the general request tab.

## **Television**

A television is provided as an inmate privilege in each dayroom. Destruction or alteration of any kind to the television may result in revocation of this privilege and prosecution. Televisions are turned on and off based on the dayroom/facility schedules. Arguments regarding television programming may result in the loss of its use. The television may be turned off at any time at the discretion of a detention staff member. Available channel programming is at the discretion of the Detention Division Commander and is not subject to modification.

## **Telephone**

Inmates have access to telephones in the dayrooms except during lock down times. Telephone usage will be granted and controlled by the tower officer. Telephone usage is a privilege as other forms of communication are available.

## **Telephone Rules**

Witness/victims tampering by use of the telephone will not be tolerated. Use of telephones for obscene or threatening purposes will not be tolerated. Complaints from outside sources may result in loss of privileges. Telephone calls are to be limited to fifteen minutes. Violation of the rules above may result in loss of privileges and criminal prosecution as law applies. Records are made of all telephone calls and the number called. These records are made available to the Jasper County Sheriff's Office for distribution.

## **Exercise**

The day room area will be available for exercise. This includes inmates who are on lock down and are on medical P/C. Inmates are not allowed to use the stairs for any form of exercise.

## **Rules for Dayroom Use**

No profane language or lewd gestures will be allowed in the day room. No arguing or fighting among inmates will be allowed. Inmates will obey all orders given by the detention personnel. The inmates will not cross the red or yellow areas unless instructed to by detention personnel. Inmates will be seated while officers are in the pod. Failure to obey the above rules will result in the immediate termination of privileges, disciplinary action and/or the filing of criminal charges depending on the severity of the violation.

## **Razors**

Razors are a conditional use item. Inmates who need a razor need to sign the razor list the night before. Razors are passed on a set schedule. Razors will be passed at a minimum of once per week. Refusing to return the razor or attempting to disrupt the process will result in the loss of the privilege and locked down.



## **Personal Visitation**

All visitations are by video, not in person

Visitation Schedule

On Site Video Visit Hours for entire facility are 10:30 A.M- 2:00 P.M and 4:00 P.M- 8:30 P.M

Any day- G-Pod

Monday – A-Pod/ H-Pod

Tuesday- B-Pod / J-Pod

Wednesday- Ministers for males and females

Thursday- C-Pod

Friday – D-Pod

Saturday- E-Pod/ T-4

Sunday- F-Pod /Holdovers / K-Pod/ L-Pod/ M-Pod/ T-5

### **Video Visitation from the Jail**

Inmates are allowed one 15-minute visit on their visitation day. Up to three visitors in one party may visit during this time. Video visitation from the jail is of no cost to the public or the inmates.

\*Visitors are subject to background checks and may be asked to provide photo identification before visiting an inmate.

\*Appropriate clothing is required.

\*Nudity or inappropriate actions will not be tolerated and visitation privileges can be terminated for up to 30 days

\*Inmate visitation is a privilege for both the inmate and the visitor. Inmate visitation privileges can be revoked at any time for disciplinary reason. Visitors can have their privileges revoked for violating visitation rules or other improper behavior.

### **Remote (off site from the jail) video visitation is provided by CIDnet**

To register or login, please visit their website at [Customer.cidnet.net](http://Customer.cidnet.net). Visits can be made from your smart phone, tablet, laptop or desktop computer with camera capabilities. A valid email address is required for visits.

**Hours for remote visits: Daily from 7:00 A.M- 12:00 A.M. (upon availability)**

\*Appropriate clothing is required

\*Nudity or inappropriate actions will not be tolerated and visitation privileges can be terminated for up to 30 days.

\*Inmate visitation is a privilege for both the inmate and the visitor. Inmate visitation privileges can be revoked at any time for disciplinary reasons.

\*Inmate is responsible for notifying family member of when they will be out in the dayroom and available for

video visitation.

Video visitation, inmate email, texting and picture mail are available. All pictures must be approved before you are able to view them. This process may take up to 48-72 hours. If your picture is denied, your account will still be charged. Video visitations have a 15-minute limit.

## **Minister Visits**

**Minister visits are subject to change due to pandemic procedures.**

Inmates may have one Minister visit a week according to the following schedule. Ministers can come on Wednesdays. Minister visits do not count against the inmate regular visits.

Hours of Visitation

0930-1100

1330-1500

1800-2100

Minister visits will be limited to fifteen minutes. Ministers must meet jail requirements and have a minister I.D card or proof of ordination. If a member of your immediate family is a minister they can only visit as a family member on the inmate's visitation day.

## **Bonding Agent Interview**

Bonding agent interviews are subject to change due to pandemic procedures.

Visitation with a bondsman will be allowed at the request of the bonding agency. This visit will be a non-contact visit only, any paperwork needing signed will have to go through detention staff.

## **Attorney Visitation**

Attorney Visits are subject to change due to pandemic procedures.

We will make sure attorneys are able to visit with all reasonable efforts.

Inmates wishing to have an attorney visit need to fill out the general request tab located on the kiosk.

Long distant attorneys will need to be contacted through the mail or by phone.

## **Messages to inmates**

Messages will not be given to inmates from the public unless its pertaining to a hospitalization and/or death in the family. The detention staff will verify this information before informing the inmate.

## **Rules and Regulations for Visitation**

Inmates may be submitted to a physical search prior to and upon completion of their visit. Inmates will conduct themselves in an orderly manner in route to and returning from their visit. This means no loud talking, cursing, lewd gestures, etc. Failure to abide by the above rules and standards will result in the immediate termination of his/her visitation time. Possible cancellation of subsequent visits depending on the severity of the violation.

## **Medical**

The Jail physician usually visits the jail every week. Inmates requesting medical treatment must fill out a request under the medical tab on the kiosk. After review, if the doctor deems it necessary, he/she may see the inmate or prescribe proper treatment/medication to treat the condition. The doctor does not usually see inmates for complaints of headaches, colds, ect. However, he/she may prescribe treatment for such conditions. Inmates on work release and/or in general will not attempt to approach the doctor on their own. All medical requests need to be on a medical request form through the jail system. In case of an emergency the doctor will be notified and treatment will be at doctors' orders. The doctor may request that an inmate be transported to the emergency room. The medical staff, excluding the doctor **DOES NOT prescribe medication, diagnose conditions or give treatment recommendations.** Any medications or treatments given are orders of the physician. Only a physician can prescribe medications.

## **Dental Attention**

Inmates requesting dental treatment must fill out a medical request under the medical tab on the kiosk. Only teeth extractions will be allowed if doctor deems it necessary. Transportation will be provided as available. Reimbursement for dental care will be deducted from inmate account. Full amount of dental bill will be charged to the inmate's account. A transportation service fee of \$25.00 will be billed to the inmate's account.

## **Transportation to outside medical facilities.**

Inmates will remain in full restraints for the entire trip. Inmates will not communicate with anyone other than transporting officers and medical staff working directly with the inmate. Comments will be restricted to the subject of the injury, medical condition and/or treatment being given. A transportation fee of \$25.00 may be charged to the inmate's account.

## **Medical Disbursement**

Medication is administered on a schedule set by the jail physician according to normal prescription requirements. Non-prescriptions/Over the counter medication will be administered at the same schedule as prescription medication. Medication brought to the facility by inmates or families of inmates will not be administered unless approved by the county physician. Inmates are required to take medication immediately upon issuance. (No Exceptions) Refusal to take medications will be brought to the attention of the jail physician. This could result in suspension of medications.

If an inmate is found to have stored any form of issued medications, disciplinary actions will be taken. The storing, trading or sale of medications is forbidden and will not be tolerated. Violations of this kind could result in the medication being discontinued per jail physician and criminal prosecution.

Any medication brought with an inmate will be a current prescription, clearly marked on the bottle to that inmate. Any medication dropped off at the facility will be a current prescription, clearly marked on the bottle to the inmate it is being dropped off for. If there is no prescription label, it is a damaged unreadable label or addressed to the wrong individual the medication will be destroyed.

## **Medical Service Rules**

Inmates will submit to a physical search prior to and upon return from receiving medical or dental treatment. Inmates will conduct themselves in an orderly manner in route during and returning from treatment. This means no loud talking, cursing, lewd gestures or accusatory remarks toward medical/dental personnel. Failure to follow the above rules and regulations will result in disciplinary action. The type of action to be taken will be determined by the severity of the violation.

**Note: All inmates will be held accountable for payment of all medical and dental treatment as defined in sections 221.070 and 221.120 Missouri revised statutes 2004.**

## **Criteria for Medical P.C.**

A medical P.C. will constitute a minimum 24-hour lock down. No visitation except attorneys or probation and parole visits. Any inmate with an **observed** medical may request a medical P.C. Medical P.C. must be approved by medical staff or supervisor on a case-to-case basis.

**Note: Exceptions to the “no visit rule” may be made in case of long term health issues.**

## **Medical Costs**

In accordance with the Missouri State Statute RSMO 221.120 the Jasper County Sheriff’s Office will establish medical costs, which will be collected and turned over to the Jasper County General fund. This plan has been reviewed by the Prosecuting Attorney and Legal Advisor of Jasper County and has been ruled to be within the meaning of the Revised Missouri State Statute. No inmate will be denied medication or medical services for inability to pay. A list will be maintained on each inmate’s debt. As inmates receive money or returns to the jail with money, the outstanding balance will be collected and turned over to the General Fund.

## **Inmate Medical Records**

When an inmate signs a release form for Jasper County Detention Center to obtain medical records from another physician, it may take up to 30 days or longer to receive these records. Costs incurred will be billed to the inmate.

## **Unsupervised Work Release (weekender)**

Unsupervised work release is a privilege granted by the courts to allow inmates to maintain their private job while incarcerated at Jasper County. Inmates who wish to participate in the program should contact their

attorney. All unsupervised work release must be approved through the judge. Any violation of the work release program rules or schedule will result in suspension of the privilege and the judge will be notified.

## **Inmate Complaints**

### **Informal request for remedy**

#### **(Level one)**

Inmates having a complaint they wish to make known may fill out a grievance form. The grievance officers will answer the level 1.

#### **(Level two)**

If an inmate successfully completes the level 1 grievance, receives a response and is dissatisfied with the response, an appeal may be submitted. The grievance officer will answer the level 2 grievances and a copy will be placed in the inmate's file. The level 2 grievances and a copy will be placed in the inmate's file. The level 2 must be submitted within forty-eight (48) hours of the level 1 response.

#### **(Level three)**

##### **Administrative Request for remedy**

If an inmate successfully completes the level 1 and level 2 grievances, has received responses from both and is dissatisfied with the response may submit a level 3 administrative appeal. The level 3 must be submitted within forty-eight (48) hours of the level 2 responses.

Level 3 grievances will be answered by the jail administrator or his/her designee. A copy will be sent to the Jasper County Sheriff. Level 3 grievances will be answered within five (5) working days. This is the final request for remedy.

### **Unacceptable Complaints**

**The grievances will be denied if any of the following occurs:**

- \* Complaints made on behalf of other inmates.
- \* Multiple complaints on a single form
- \* Grievance form not completed (Name, cell #, time, date ect.)
- \* Complaints and requests relevant to inmate's case.
- \* Complaints not submitted in the allotted time limits.
- \* Complaints submitted without being signed.
- \* Failing to state what remedy you are seeking.
- \* The use of foul language and/or derogatory remarks directed toward detention personnel.
- \* Previous levels of resolution not completed. If the inmate has not met previous grievance levels, the next level will not be accepted. The previous levels must be successfully completed.

### **Inmate Responsibility**

Inmates have the responsibility to present their complaints in an honest and straight forward manner without verbal or written abuse or hostility.

## **Grievance Form Issuance**

One grievance form at a time will be issued to inmates. Inmates may receive another form after submitting the first one.

## **Rules Infractions**

### **Minor offenses/infraction class one (1)**

1. Failure to keep clean and observe proper hygiene habits
2. Failure to keep one's cell clean.
3. Posting items on walls, lights, windows or other unauthorized areas.
4. Improper use of telephone or kiosk
5. Improper wearing inmate uniform
6. Improper use of intercom.
7. Failure to address staff by position, title or last name.
8. Throwing items in the pods
9. Unauthorized property in cell.
10. Standing or sitting on stairs
11. Sitting or standing on table tops
12. Passing notes from cell to cell within pod.
13. Having hands in pants or fondling of genitals
14. Refusal to follow dayroom activity schedule, including failure to leave cell.
15. Having hair tied up in any fashion with contraband.
16. Failure to sit while officers are in the pod
17. Failure to wear protective gear in an appropriate manner in any specialized activity.
18. Unauthorized food in cell.
19. Fail to remain quiet while officers are in the pod.
20. Communication to inmates inside cell from dayroom, standing around cell doors while in Dayroom.
21. Failure to secure any door at any time.
22. Taking unauthorized items to recreation, visitation, programs or court.
23. Improper use of county property.
24. Taking food off a tray that is not yours.
25. Infractions of rules listed in this manual:
  - \* Visitation rule infraction
  - \* Commissary rule infraction
  - \* Medical rule infraction
  - \* Meal rule infraction
  - \* Reading material rule infraction
  - \* Telephone rule infraction
  - \* Work release rule infraction
  - \* Issued property rule infraction.

Violation of the above rules may result in a write-up to be reviewed by the hearing board. Immediate lockdowns for the safety and security of the JCDC and other inmates may be used for up to twenty-four (24) hours.

Continuous violations can and will be considered habitual misconduct. Please see habitual misconduct section.

Sanctions for the above infractions will be up to five (5) days lockdown and loss of privileges. Sanctions will be determined by the hearing review board. Inmates will be notified in writing of the hearing and violations. The inmate must have a minimum of 24 hours to prepare for the hearing if it is for disciplinary reasons.  
(Ref. Turner v. Safely)

## **Medium offenses/infraction class two (2)**

1. Communicating or attempting communication with persons outside the facility windows.
2. Entering another cell or blocking cell doors.
3. Crossing marked areas or being in the Red Zone.
4. Possessing/using tobacco products.
5. Possession of excess issue property.
6. Climbing or swinging from the mezzanine or stair railing.
7. Communicating or attempt with inmates in other pods.
8. Gambling
9. Disruptive behavior
10. Filing a false report or lying to an officer.
11. Interference with staff duties or procedures
12. Misuse of medication.
13. Refusal to obey orders written or verbal.
14. Tampering with any Jail property. Plumbing, ventilation, electrical ect.
15. Obscene or abusive language
16. Possession of contraband
17. Stealing
18. Unauthorized presence outside of cell.
19. Faking illness
20. Cursing at officers

Violation of the above rules may result in a write-up to be reviewed by the hearing board. Immediate lock downs for the safety and security of the JCDC and other inmates may be used for up to forty-eight (48) hours. Continuous violation can and will be considered habitual misconduct. Please see the habitual misconduct section.

Sanctions for the above infractions will be up to fifteen (15) days lock down and loss privileges. Sanctions will be determined by the hearing review board. Inmates will be notified in writing of the hearing and violations. The inmate must have a minimum of 24 hours to prepare for the hearing if it is for disciplinary reasons.  
(Ref. Turner v. Safley)

## **Major Offense/Infraction Class Three (3)**

1. Killing
2. Arson
3. Assault
4. Attempted suicide
5. Bribery or attempted bribery of staff
6. Engaging or encouraging group misconduct, demonstrations/group misconduct
7. Escape, attempted escape or aid in escape.
8. Extortion

9. Fighting
10. Destruction of county property
11. Using, possession or making intoxicants/drugs.
12. Making sexual proposals to another person.
13. Possession of a weapon or items to be used as weapons
14. Indecent exposure
15. Self-mutilation
16. Tampering with any alarm or locking device
17. Threatening an officer or other inmates

Violation of the above rules may result in a write-up to be reviewed by the hearing board. Immediate lock downs for the safety and security of the JCDC and other inmates may be used for up to seventy-two (72) hours. Continuous violations can and will be considered habitual misconduct. Please see the habitual misconduct section.

Sanctions for the above infractions will be up to thirty (30) days lock down and loss privileges. Sanctions will be determined by the hearing review board. Inmates will be notified in writing of the hearing and violations. The inmate must have a minimum of 24 hours to prepare for the hearing if it is for disciplinary reasons. (Ref. Turner v. Safely)

#### **Habitual Misconduct:**

#### **Habitual Misconduct Procedure:**

1. Continuous and repeated violations of the rules and regulations of the Jasper County Detention Center.
2. Any violation of the rules and regulations of the Jasper County Detention Center three (3) times or more in a fifteen (15) day period.
3. Habitual Misconduct can be suggested by the officer in the incident report for a lock down as an enhancer to sanctions.
4. The hearing board will review any rule and regulation violations to see if requirements have been met.

#### **Habitual Misconduct Sanctions:**

1. First offence five (5) days will be added to the sanctions imposed by the level of rules and regulations.
2. Second offence ten (10) days will be added to the sanctions imposed by the level of rules and regulations
3. Third offence fifteen (15) days will be added to the sanctions imposed by the level of rules and regulations.
4. Fourth and subsequent offence will result in Administrative Segregation.
5. At NO time will the combined sanctions exceed thirty (30) days in total.

### **Administrative Segregation**

An inmate may be placed on administrative segregation when the inmates presence in general population poses a serious threat to life, property, self, staff, other inmates or the orderly operation of the facility. Inmates may be placed on administrative segregation for the following as well:

1. Pending hearing or investigation for violation of jail rules.
2. Pending investigation for criminal act.
3. Voluntary for inmate safety (if staff deems necessary)
4. Inmate pending transfer



5. When an inmate is removed from disciplinary segregation and staff determines that general Population is not appropriate.

## **Review of Administrated Segregation**

If an inmate has been on administration segregation for 30 days or more, the inmate's case will be reviewed by the detention supervisors/administration during the next supervisors meeting.

## **Misuse of the Kiosk**

The following will be considered misuse of the Kiosk

- Request containing vulgar language
- Request containing threats
- Request containing inappropriate or sexual comments
- Request containing attempts at being humorous
- Request containing false complaints and or statements
- Using another inmates log in/Giving someone else your log in

Violation of the Kiosk rules will result in the following sanctions.

1<sup>st</sup> offense will result in a twenty-four-hour lock down / loss of privileges and loss of kiosk privileges for a period of five days.

2<sup>nd</sup> offense will result in seventy-two-hour lock down / loss of privileges and loss of kiosk privileges for a period of fifteen days.

3<sup>rd</sup> offense will result in a thirty-day lock down / loss of privileges after hearing and loss of kiosk privileges for thirty days.

4<sup>th</sup> offense will result in a thirty-day lock down / loss of privileges after hearing and loss of kiosk privileges for ninety days.

While on loss of kiosk privileges the only access you will have will be to legal, hygiene, religious and medical issues.

Standard lock down rules applies during the period you are locked down.

Misuse of kiosk by family members could also result in loss of kiosk privileges.

## **Tablet Issue and Use (NOT IN USE AT THIS TIME)**

Tablets will be issued on a rotation basis to each Pod. The tablets will be checked out in the morning and returned in the afternoon. Tablets will be issued to all persons in the Pod at the same time unless the inmate is on disciplinary restriction.

The tablets will allow inmates to access the kiosk to purchase items or send e-mails; there is no video visit option at this time. The tablets also have an education and entertainment side. To access the entertainment functions, you must earn points by completing education activities. Staff may award points to individuals or group for positive behavior, they may also remove points from an inmate or group of inmates for negative behavior. Inmates may purchase ear buds for use with the tablets which will be issued out and returned each day with the tablet. Indigent inmates will not be given or issued ear buds.

**The tablets are a privilege not a right** as such they may be taken away for disciplinary issues or misuse. Inmates are responsible for the proper use and condition of tablet. By accepting the tablet, you are agreeing to its return in good condition. If the tablet is returned in any condition other than the condition it was issued the inmate will lose all tablet privileges and will be criminally charged with a felony property damage. The ear buds must be returned in the same condition they were issued, failure to do so will result in immediate loss of tablet privileges.

**The following list are some possible damages but is not all inclusive:**

Charging port damaged.  
Screen damaged.  
Case damaged/tampered with.  
Ear buds damaged.

**Violation of the above conditions will result in:**

1st offense will result in a hearing notice and loss of tablet privileges for 15 tablet issues.  
2nd offense will result in a hearing notice and permanent loss of tablet privileges.  
Possible criminal charges may be sought for damaged items.

**Prisoner Rape Elimination Act (PREA) Guidelines**

The Jasper County Detention Center has a zero-tolerance policy for staff sexual misconduct with arrestees. Meaning that all allegations are reported and investigated.  
(False accusations will result in disciplinary sanctions)

The Jasper County Detention Center prohibits sexual contact and/or sexual violence between arrestees/detainees. The Jasper County Detention Center is committed to investigating all allegations of arrestee/detainee sexual violence and staff sexual misconduct with arrestees. Contracts with vendors and others who provide services to the agency, require contractors to follow agency's policy on sexual abuse, sexual violence and sexual misconduct. The Jasper County Detention Center prohibits retaliation against either arrestee/detainee or employee who reports allegations of misconduct-whether the misconduct involves employees or arrestees. The results of criminal investigations are referred for prosecution review, and if warranted, criminal prosecution.

**Notify a staff member immediately if you are a victim to sexual assault, other options to report are via the kiosk tab.**

## **GovPay.Net The simply way to pay**

Inmates can use a credit card or debit card to bond out. Families have three options to use their card. One is the website at [www.govpaynow.com](http://www.govpaynow.com). Second is by phone at 1-877-392-2455. Third is at the Jail through the Warrants Division. Fees for using the card will be a flat rate of 9%

## **JASPER COUNTY MARRIAGE INSTRUCTIONS**

There is a \$75.00 service charge fee per marriage.

A request must be made by the inmate under the “Notary/Marriage Request” tab on the kiosk.

After the request has been made, the inmate will be notified to have the required paperwork dropped off during a certain time frame.

The person dropping off the paperwork will be given a time frame as to when they can pick up the completed paperwork.

The person performing the ceremony must be provided by the inmate or their family.

The inmate must use their regular video visitation time.

All visitation rules will apply

- Must be onsite at the Jasper County Detention Center

- Fifteen (15) minutes only

- No contact

- Three (3) adults visiting at one time (including the person performing the ceremony)

- All visitors must have a valid photo ID

## **Rule for East Wing Pods**

- Nothing will be obstructing view of bunks
- No pictures or papers should be attached to wall or bunks
- No markings of any kind are to be the walls or windows
- No tampering with the T.V. Any tampering with the T.V. will be a sanction Level 2
- The dayroom will need to be kept clean and organized at all times
- Repeated violations will result with relocation to West Wing pods with cells.
- Habitual misconduct of any kind will result with permanent removal from East Wings open dorm settings.
- Cleaning supplies will be handed out and picked up at the same time as the rest of the detention center.

### **T-4**

- Nothing will be obstructing view of bunks
- No pictures or papers should be attached to wall or bunks
- No markings of any kind are to be the walls or windows
- No tampering with the T.V. Any tampering with the T.V. will be a sanction Level 2
- The dayroom will need to be kept clean and organized at all times
- Repeated violations will result with relocation to West Wing pods with cells.
- Habitual misconduct of any kind will result with permanent removal from East Wings open dorm settings.
- Cleaning supplies will be handed out and picked up at the same time as the rest of the detention center.

### **T-5**

- Nothing will be obstructing view of bunks
- No pictures or papers should be attached to wall or bunks
- No markings of any kind are to be the walls or windows
- No tampering with the T.V. Any tampering with the T.V. will be a sanction Level 2
- The dayroom will need to be kept clean and organized at all times
- Repeated violations will result with relocation to West Wing pods with cells.
- Habitual misconduct of any kind will result with permanent removal from East Wings open dorm settings.
- Cleaning supplies will be handed out and picked up at the same time as the rest of the detention center.