

INFORMATION AND RULES FOR INMATES



**CORRECTIONS DIVISION
Placer County Sheriff's Office**

**Main Jail - Auburn, CA.
South Placer Jail – Roseville, CA.**

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PREFACE

The Placer County Corrections Division recognizes, and will adhere to the principle that all persons, no matter what their status, shall be treated with human dignity. Inmates shall be afforded all possible rights and privileges consistent with the Jail's security and operation requirements. However, inmates must treat custody staff, citizens, and their fellow inmates with the same dignity and courtesy.

INTRODUCTION

For clarity and ease of writing, male pronouns were used throughout this handbook. Whenever a male pronoun is used, the reader is to assume it applies equally to both males and females.

- 1) All inmates will conduct themselves in a civil manner at all times.
- 2) All facility rules, regulations, procedures and orders, whether written or verbal, will be followed immediately.
- 3) Inmates will keep themselves neat, clean, and well-groomed at all times.
- 4) Inmates will keep their living areas, including bunks, housing units, dayrooms, as well as other areas occupied (i.e. recreation yards, hallways, library, and visitation rooms) neat, clean and orderly.
- 5) Inmates shall not cover interior or exterior windows in their cell or cell blocks.
- 6) Inmates will treat employees in a courteous manner, addressing them by rank (i.e. Officer, Deputy, Sergeant, Mr., Ms., etc.) and name.

RULES AND INFORMATION

The following rules and information are intended to aid and inform you of what is expected of you and what is available to you while in custody at the Placer County or South Placer Jail. You are reminded that all local, state and federal laws relative to criminal behavior are fully in effect while you are at either facility. Violations may result in criminal prosecutions. These rules have been made in accordance with California Code of Regulations (CCR) Title 15, Minimum Standards for Local Detention Facilities. For your information, the chain of command in the jail is as follows:

- 1) Jail Commander – Captain
- 2) Jail Supervisor – Lieutenant
- 3) Shift Supervisor – Duty or Floor Sergeant
- 4) Correctional Officers and Deputies – Line Staff

EMERGENCY EVACUATION PROCEDURE

Inmates will observe the following procedures during an emergency evacuation:

1. Under no circumstances attempt to recover personal effects. Delays in evacuation could cause serious injury or death.
2. Inmates are to line up in single file and move away from hazardous areas as directed by Officers. Should any area of the facility need to be evacuated, inmates will be moved away from the affected area and directed to a safe location.

GENERAL INFORMATION

1. **BOOKING:** If an inmate is sent to booking for any reason, as soon as he arrives he will face the wall. The inmate is to remain facing the wall until directed otherwise by an Officer.
2. **SEARCHES:** All inmates entering a Placer County Correctional Facility are subject to a custodial search and will have all property removed including jewelry, belts and shoes.
3. **PROPERTY RELEASE:** Within the first 72 hours of being booked (except during lockdown times), an inmate can do one of three types of property releases:
 - a) Release of single items (motor vehicle keys, cell phone, jewelry, wallet, etc.)
 - b) Release of all property with the exception of clothing
 - c) Release of money- For bail purposes only

- d) NOTE: After the initial 72 hours of being booked, the only type of property release that will be done is a complete property release, with the exception of clothing and money. This may only be done one time. After the initial 72 hours, property release will be done:
1. **Auburn Jail** – Friday, Saturday, Sunday, Monday between 7:30am and 10:30am
 2. **South Placer Jail** - Friday, Saturday, Sunday, Monday between 7:30am and 10:30am
- e) The only time clothing will be released is when the inmate has been sentenced to state prison. Clothing will not be released until proof of sentencing is confirmed.
- f) The inmate does not need to submit a request form in order to start the release of property procedure. The person picking up the inmate's property will come to the facility the inmate is housed in and request a "Property Release" form at the jail front desk to start the procedure. An Officer will get the inmate's approval for the release and have the inmate sign the Property Release form. The property is then released. When an inmate first arrives at the Placer County or South Placer Jail, his property is inventoried and stored in the property room. Occasionally, the arresting officer may keep or take custody of the inmate's property for evidence or safe keeping. If this occurs, the inmate should not ask the Jail Staff to get his property back. Jail Staff does not have access to this property. The inmate must write or have a family member call the arresting agency regarding property that may have been taken. The California Department of Corrections allows inmates going to prison to take certain property items with them. ONLY these items are allowed:
1. Shower shoes
 2. Embossed envelopes
 3. Address book (soft-cover only, not to exceed 3x5 inches)
 4. Ball-point pen (non-metal, factory sealed)
 5. Legal pads / writing tablets
 6. Photos (not to exceed 8x10, no Polaroid's)
- g) Inmates should release all other personal property including clothing once sentenced to state prison. Please note: this is the policy of the California Department of Corrections. Placer County will not accept any liability for the handling of personal property after it leaves the Placer County or South Placer Jail.
- h) Property bags exceeding the manufactures 30lbs weight limit or property bins containing contents which either by volume, nature or shape could cause hazardous conditions shall be dealt with. If your property meets this criteria, you will receive a notice informing you to make arrangements to have the items sent to (paid by the inmate) or be release to a friend or family member, or discarded by jail staff. This excludes legal material and clothing you will need upon your release from custody. You will have 90 days to comply with the notice.
- 2) **RELEASING MONEY:** If an inmate has more than \$1.00 at the time of booking, it is placed into a Trust fund. This money can be used to make bail. To post bail with an inmate's Trust funds, the inmate tells the bondsman he desires to use his Trust funds for this purpose. The bondsman will contact the Corrections Division to arrange the release of funds. In the case of an emergency, an inmate's commissary funds may be used to pay bills that absolutely must be paid while the inmate is in custody.
- a) The county is not obligated to pay an inmate's bills using his commissary funds. It is done as a courtesy and may not be done in what the inmate considers a timely manner. If possible, the inmate should arrange for someone on the outside to handle his financial matters while in custody.
 - b) To pay a bill, the inmate sends an Information Request to the Corrections Accounting Division explaining who the check is to be made out to, applicable account numbers, and the amount owed. The accounting division will require proof of the inmate's indebtedness prior to issuing the check. (i.e. – PG&E bill, phone bill, water bill or doctor bill). All bills must be in the inmate's name.
 - c) Transferring money from on inmate's account to another inmate's account will not be done. It does not matter if the two inmates are related either by marriage or birth.
 - d) Inmates can release their money to a bail agent or their family if it is within the first 72 hours of booking.
- 3) **RETURN OF INMATE FUNDS UPON RELEASE:** The next business day after an inmate is booked; the inmate's money is place into a trust fund account in the inmate's name. If the inmate is released after his money is deposited in the trust fund account, the inmate will received a check or debit card instead of cash. If the inmate is released before the money is deposited in the trust fund account, the inmate will receive a debit card or check.

- 4) If the inmate is released during normal business hours (Monday through Friday from 7:00AM to 4:00PM) they will receive a check or debit card for funds from their Trust account. If the inmate is released after business hours, the inmate may return to the jail to request their check in person during normal business hours. If the inmate would like the check mailed, the inmate must call and speak to the Auburn Jail Accounting Officer during normal business hours and provide a current mailing address.
- 5) **BOOKING PROCEDURE:** All inmates entering a Placer County Jail facility will be asked questions regarding their identity, health, religious preference, special dietary needs and criminal history. You will also be photographed, body scanned, retina scanned and fingerprinted. These procedures do not violate your rights. Failure to cooperate may result in discipline and/or delay in your release or housing. If an inmate falsely identifies himself as another person, he may be charged with a crime.
- 6) **WRISTBAND:** Your wristband will be worn at all times for the purpose of identification. Your wristband must be shown to buy commissary, have visitors, receive medication, or to receive mail, or at the request of any staff member. If your wristband breaks or needs to be replaced, contact any Officer immediately. If it is determined you destroyed your wristband in any fashion, you may receive a discipline. You can elect to pay for the cost of replacing the wristband (\$3.00) instead of receiving a discipline. If you choose to pay for the wristband, a discipline report will be written to document the incident and your choice. The \$3.00 will be deducted from your commissary account and no further discipline will be imposed. If you choose to accept a discipline action or do not have sufficient funds in your account, a discipline report will be written and a discipline will be imposed.
- 7) **MATTRESS:** Each bunk will have no more than one mattress unless authorized by the Medical Staff and/or Shift Supervisor. Mattresses are to remain on the bunk at all times. Under no circumstances are mattresses to be placed on the floor or removed from the cell, cell block, bunk dormitory or tier unless approved by an Officer.
- 8) **SHOWERS:** Showers are provided for your use. Keep them clean and notify an Officer immediately if repairs are needed. Inmates are required to shower regularly.
- 9) **CUPS:** Each inmate will be issued a cup and toothbrush with their hygiene kit. Prior to release, inmates are responsible for returning their cups. You will be subject to disciplinary action if your toothbrush or cup is modified in any way. I.e. evidence of burning, sharpening, etc.
- 10) **NO SMOKING:** Smoking, or possession or use of any tobacco product, or alternative smoking devices are prohibited. No smoking or chewing paraphernalia, matches, smoking paper, or chew cans are allowed. If caught with any of the above items, you will be subject to disciplinary action.
- 11) **ANNOUNCEMENTS:** Inmates will be attentive to all announcements made, whether in person or over the public address system. Inmates will follow any instructions given. Inmates not following instructions given during announcements may be subject to disciplinary action.
- 12) **HAIRCUTS:** Haircuts are offered a minimum of once a month. Haircuts must be done by any inmate or outside barber of the same gender. Contact the Floor or Pod Officer prior to 11:00AM to schedule a haircut. If you wish to use your own licensed barber, the barber must have proper identification (valid California driver's license and current Barbers/Hairstylist license issued by the State of California) for jail entry. The request must be made one week in advance so the Shift Supervisor has time to review and approve the request. **NO GANG RELATED HAIRCUTS AND STYLES (such as Mongolian-style haircuts) WILL BE ALLOWED.**
- 13) **FINGERNAILS:** All inmates, regardless of gender, shall keep their nails at a short length while in custody. No long fingernails or "fake" fingernails will be allowed.
- 14) **COURT APPEARANCES:** You will be notified of scheduled court appearances in advance. Be prepared for court when you are called. Leave your personal property in your cell or bunk area. Bring with you ONLY legal material related to your case. There shall be no contact or communication of any kind with anyone in the courtroom audience. You will be returned to your housing unit after court. You are not allowed to take pens,

radios or books with you to court. If provided a writing utensil while at court, it must be returned before returning to your cell or housing unit.

15) **MEALS:** Therapeutic diets will be provided if medically necessary. Requests for special dietary needs should be directed to the Medical staff. Religious meal requirements will be directed to the Compliance Officer.

a) **MEAL TIMES:**

1. Breakfast – 5:00AM
2. Lunch – 11:00AM
3. Dinner – 4:00PM

b) The only exceptions to the above listed times shall be upon occurrence of an emergency, inmates returning late from court, and special circumstances under the approval of the Shift Supervisor.

c) The following procedures are to be observed during meal times:

1. ALL inmates (in dormitory style housing) shall be properly dressed and seated at the dayroom tables, ten minutes before the above listed meal times. Although it is not mandatory inmates eat, it is mandatory inmates be seated at the table. Head counts are done at every meal, and failure to be seated at the table according to the above rules may result in disciplinary action. All inmates are allowed a minimum of 15 minutes to eat their meal as stated in Title 15, Article 12, and Section 1240.
2. Inmates housed in dorm style housing tanks, (H, I, L, M and MS4 and South Placer Minimum Security) must have their beds neatly made. Phones, televisions or bunk areas will not be used during any mealtime.
3. The Board of State and Community Corrections requires there be no access to toilet facilities or bunk areas during mealtime. In dorm style housing tanks, this is accomplished by not allowing anyone into ANY part of the bathrooms during meals. In all other tanks, the cell doors must be locked shut prior to food being served if inmates eat at dayroom tables. (This does not apply to inmates fed in their cells)
4. The serving Officer will direct one table at a time to the serving area. Inmates are required to receive one hot and one cold tray and return to their table. If an inmate needs a spoon prior to each meal being served, he will return to the serving area for it. This is the quickest way to get the food served while it is still hot. **In order to receive a new spoon, you must turn in your old one first.** Only one meal per inmate is allowed unless directed otherwise by the Supervising Officer.
5. In General Population tanks and Minimum Security, when an inmate has finished eating, he will empty any food, refuse, and food trays into the trash barrel. No uneaten food will be allowed out of the dining area. Inmates are to keep their cups and spoons. All trays are collected, counted and placed in the designated food trashcan after the Officer confirms all trays have been returned. Inmates will clean their eating area and sit back down. Once everyone at the table has finished eating, the table will be excused. In the Administrative Segregated and Disciplinary cells, the feeding Officer(s) will collect the trays from each food post and oversee the trays placed into the designated trash can.
6. **DO NOT** keep any uneaten food from the meal. Doing so will be grounds for disciplinary action.
7. Inmates may be required to lock down for tray pickup. Do so immediately.
8. Inmates will receive a nutritionally balanced meal for breakfast, lunch and dinner.

16) **COMMISSARY:** All Commissary orders must be submitted via commissary kiosks. The kiosks are located in all inmate dayrooms. Instructions on logging into the kiosks are posted in the dayrooms.

a) **Kiosks:** Logging in the FIRST TIME

1. **Enter booking number** – 6 digits
(1) **Example** – 065492 OR 052746
2. **Enter PIN** – 8 Numbers – This will be your Birthday
(1) **Example** – June 7, 1978 – 06071978
(2) **Example** – November 12, 1965 – 11121965

b) **After FIRST Login:**

1. **Enter Booking Number** – 6 numbers
2. **Enter PIN** – Password you chose after changing it from your birthday
3. *******COMMISSARY ORDERS MUST BE SUBMITTED BY 11:00PM ON TUESDAY*******

c) **YOUR TRUST ACCOUNT BALANCES CAN BE ACCESSED VIA THE KIOSKS**

- d) **DO NOT SEND REQUESTS TO ACCOUNTING FOR BALANCES**
- e) There is a \$100.00 maximum commissary spending limit per week which can be combined between in-house and on-line orders. Deposits for an inmate's account must be received by midnight Monday (although some major holidays may affect this deadline). Funds are only accepted in the form of:
1. Certified or cashier's checks from American banks (\$80.00 maximum per check).
 2. Money orders (\$80.00 maximum per money order).
 3. Federal, State or Municipal checks (any amount, subject to approval) with the exception of welfare or unemployment checks.
 4. Jail lobby kiosk deposits (\$300.00 daily combined cash and/or credit card and or permanent ATM/debit card limit).
 5. Deposits by phone by calling Smart Deposit/Access Corrections at 1-866-394-0490.
 6. Online deposits may be placed at www.MyCarePack.com.
- f) In-house orders must be placed via the kiosks by lockdown on Tuesday. (Inmates on Loss of Commissary cannot place orders via the kiosk until their LOC expires on Monday). On-line orders may be placed for inmates by credit card at www.MyCarepack.com by midnight on Tuesday. ALL on-line order inquires must be made by contacting MyCarepack.com.
- g) All commissary orders are delivered on Thursday. Inmates will be notified in advance if a holiday affects the delivery schedule. At the time of delivery, it is the inmate's responsibility to check the contents of the order against the receipt in the presence of the Commissary Officer. Any discrepancies, including orders not received must be brought to the attention of the Commissary Officer immediately, no exceptions. Missing or damaged items must be initialed by the Commissary Officer or credit will not be issued. This includes checking for all indigent kit components. Corrections to orders are made as follows:
1. Items received you did not order may be returned with the Commissary Officer for credit either to the inmate's account (if ordered in-house) or to the card holder (if ordered on-line).
 2. If an inmate is charged for an item not received or receives a damaged item, attempts will be made to replace the missing item or a credit will be issued.
 3. If an inmate is released prior to receiving a pending commissary order, the order will be cancelled and funds credited back to the inmate (in-house order) or to the cardholder (on-line order).
- h) Inmates cannot possess more than \$80.00 worth of commissary at one time or possess commissary items exceeding the maximum quantities specified on the menu. This includes indigent kit components. Jail staff may remove commissary items exceeding limits from an inmate's possession. If removed, excess food and other items sealed in original packaging will be placed in the inmate's property bag or bin. Excess food items not sealed in original packaging or show indications of spoilage may be subject to disposal at the discretion of jail staff.
- i) **Commissary items are shipped from an off-site warehouse and are not stocked at the jail. All sales are final – no exchanges, returns or refunds.**
- j) Disciplinary Isolation / Loss of Commissary: Inmates on Disciplinary Isolation (DI) or Loss of Commissary (LOC) cannot order or receive regular commissary. Any incoming orders will be returned to the vendor for credit. Inmates on LOC desiring an indigent kit (regardless of account balance) MUST place an order via the kiosk. (See following section on Indigent Kits).
- k) **Indigent Kits:** Indigent kits contain hygiene products, two envelopes, two pieces of writing paper and one pen. Inmates on DI, LOC or those with an account balance of \$2.99 or less for the previous 7 days or longer are eligible for an indigent kit. An order MUST be placed via the kiosk by lockdown on Tuesday to receive a kit on Thursday – only kits ordered will be shipped. Only one indigent kit per inmate per week is allowed. Extra indigent kit components are not allowed to accumulate and may be removed by jail staff at any time.
- l) **Commissary items are shipped from an off-site warehouse and are not stocked at the jail. All sales are final: NO EXCHANGES, RETURNS OR REFUNDS.**
- 17) **PHONE TIME:** Phone time may be purchased via the kiosk. Phone time cannot be refunded or transferred back to inmate accounts once purchased. Released inmates can contact ICS for potential refunds at 1-888-506-8407.
- 18) **DAMAGE TO JAIL PROPERTY:** Inmates will be held responsible for intentional destruction or damage to county property. The inmate may be prosecuted under civil and/or criminal law. Prosecution may not be pursued if the inmate chooses to pay the replacement or repair cost from their available funds. In that case, the cost of

replacement or repair will be deducted from the inmate's commissary account. The inmate will still be subject to any discipline resulting from their actions.

19) **CLOTHING ISSUE AND EXCHANGE:** Inmates will only wear or possess clothing consistent with their current housing assignment. Inmates housed in the general population of the jail will be issued the following clothing and bedding:

a) **Males:**

1. Boxers 3
2. Pants 2
3. Under-shirt 3
4. Over-shirt 2
5. Footwear 1 pair
6. Blanket 1
7. Bedroll 1 (consisting of 1 sheet, 1 mattress cover, 1 pillow case, 2 towels, 2 pair of socks)

b) **FEMALES:**

1. Panties 5
2. Pants 2
3. Bras 4
4. Under-shirt 3
5. Over-shirt 2
6. Night Gown 2
7. Footwear 1 pair
8. Blanket 1
9. Bedroll 1 (consisting of 1 sheet, 1 mattress cover, 1 pillow case, 2 towels, 2 pair of socks)

c) Inmates will be given the opportunity to have their clothing and bedding laundered once a week on Tuesday, Wednesday or Friday depending on housing assignment. Inmates will be issued a Laundry Loop prior to laundry exchange. Clothing the inmate desires to be laundered will be connected to the loop and submitted. Bedding items will also be available for exchange. Inmates will be responsible for turning in their issued Laundry Loop at exchange. Failure to do so or vandalism of the loop may result in disciplinary action.

d) Blankets are exchanged in accordance with Title 15 regulations, depending on housing location. Inmates with a need for special clothing or medical reasons should send a request to the medical staff. Should you run out of essential supplies during the week, you may request additional supplies from the Floor Officer.

20) **EXERCISE AND RECREATION:**

- a) Inmates shall be allowed a minimum of three hours of recreation per week.
- b) Inmates shall be responsible for care and proper use of all recreation equipment available. Inmates will keep the recreation yards clean.
- c) Inmates will not engage in play fighting, "sparring", or horseplay at any time. Inmates will not climb the yard walls, half walls, or on any fixed equipment in the yard. Doing so in any fashion will be considered an attempted escape and the inmate may be criminally prosecuted and/or subject to disciplinary action.
- d) Areas of the recreation yard marked within red lines are off limits to inmates.
- e) Disciplinary action may result if an inmate goes past any of the red lines.
- f) No food or drink items are to be taken into the recreation yard. This also includes Tablets.
- g) **Inmates must be fully dressed at all times in the recreation yard. Inmates may not remove their shirts or shoes, nor may they roll up their pant legs or shirt sleeves.**
- h) Team drills or organized group physical activity of any kind, commonly referred to as "machining" will not be allowed.
- i) Working out in the dayroom or bunk area of dormitory housing is prohibited.

21) **TELEVISION:** No music channels (MTV, VH1, CMT, etc.) are allowed. Inmates who tune the televisions to any of these types of channels or watch these channels may have their television privileges revoked or restricted and may face disciplinary action.

22) **VISITING:**

- a) **AUBURN JAIL:** Each inmate shall be allowed two (2) 30-minute visits per week. The two (2) 30 minute visits may **NOT** be taken on the same day. Video remote visits are unlimited depending on the availability of the inmate or events in the facility at the time of the scheduled visit. Visitors traveling over one hundred (100) miles from their residence to the jail may request to have both thirty (30) minute visits combined into a single sixty (60) minute visit. The Duty Sergeant will review the request and may approve one 60 minute visit instead of the two 30 minute visits. The visitor must request the special visit at least one week in advance so the validity of the request may be investigated. An exception to the one week requirement may be granted for special circumstances.
- b) **SOUTH PLACER JAIL:** Each inmate shall be allowed two (2) 30-minute onsite video visits per week. The two 30 minute video visits may **NOT** be taken on the same day. Video remote visits are unlimited depending on the availability of the inmate or events in the facility at the time of the scheduled visit.
- c) **SOUTH PLACER MINIMUM SECURITY:** Each inmate shall be allowed two (2) 30-minute face-to-face visits per week. The two 30 minute visits may **NOT** be taken on the same day. Video remote visits are unlimited depending on the availability of the inmate or events in the facility at the time of the scheduled visit.
 1. The one 60 minute visit also applies to the South Placer Jail and South Placer Jail Minimum Security.
- d) Visitors to Auburn Jail, South Placer Jail and Minimum Security facility shall be limited to three (3) visitors per visit total, two (2) adults and one (1) minor child, or one (1) adult and two (2) minor children.
- e) **PER PENAL CODE SECTION 4571 PC, ANY VISITOR HAVING BEEN PREVIOUSLY CONVICTED OF A FELONY AND CONFINED IN ANY STATE PRISON IN THE STATE OF CALIFORNIA SHALL NOT BE ALLOWED UPON THE GROUNDS OF THE PLACER COUNTY JAIL OR SOUTH PLACER JAIL.** Non-professional court ordered visits will take place during the inmates normally scheduled visiting times. Personal visits taking place at the visiting center are subject to monitoring and recording.
- f) **NOTE: INMATES HOUSED IN DISCIPLINARY ISOLATION WILL NOT BE ALLOWED PERSONAL VISITS EXCEPT WHERE PROHIBITED BY LAW. (I.E. LAWYER COMMUNICATIONS). VISITING PHONES ARE RECORDED AND MONITORED.**
- g) **Inmates who are released from custody at the Auburn Jail or South Placer Jail** may not visit another inmate at the either jail until 60 days have passed. This only applies to on-site face-to-face visits. Video visits are allowed.
- h) A visiting schedule will be posted in the day rooms and in the jail lobby. Due to a fluctuating jail population, the visiting schedule may be changed on short notice. The visiting schedules for inmates housed at both facilities are posted on the Placer County Corrections web site.
- i) Visitors must be a minimum of 18 years of age, with valid picture identification. The Shift Supervisor must approve any identification other than the ID listed below. The following identification is acceptable:
 1. Valid driver's license with photo
 2. Valid Military ID with photo
 3. Valid Passport with photo
 4. Valid Immigration Card ("Green Card")
- j) Visitors under the age of 18 must be accompanied by a responsible adult.
- k) If required by Sheriffs personnel, visitors may be subject to a search of their person and immediate property at any time while on the premises of the facility. Refusal to submit to a search will prohibit or terminate visiting privileges.
- l) Visitors may deposit funds to be credited to an inmate's Trust account. See section 21.
- m) The Corrections Division will not accept personal property, letter, or documents form visitors to be passed on to inmates. If there are documents you need to have signed, please try to arrange through the mail or your legal counsel.
- n) **INMATES WILL NOT ASK ANY JAIL STAFF TO PASS ITEMS TO OTHER INMATES, NOR WILL THEY REQUEST STAFF SEND OR DISSEMINATE MAIL OUTSIDE OF THE NORMAL CHANNELS. VIOLATIONS WILL RESULT IN DISCIPLINARY ACTION.**
- o) **Inmate Conduct:**

1. Loud, boisterous, or disruptive behavior during or while enroute to the visit will be cause for termination of the visit.
 2. There shall be no contact or communication of any kind between inmates in the visiting room.
 3. Inmate shall not bring any items to their personal visit such as; paper, pen, court paperwork, information requests or grievances.
- p) **Visitor Conduct:** Any violation of the following may cause termination of the visit:
1. No revealing or provocative clothing is permitted
 2. Visitors are responsible for their children and must keep them in control. Unruly children will be a cause of termination of a visit. Young children shall NOT be left unattended in the jail lobby or the vehicle parking lot.
 3. Loud, boisterous, and rude language will not be tolerated during visiting.
 4. Lewd or provocative behavior will not be tolerated, and may result in termination of visiting privileges.
 5. Appropriate dress is required at all times. Skin tight or form fitting clothes are not allowed. See through clothing is not allowed. Any clothing or other items displaying gang-related symbols, themes or colors is prohibited. Any clothing containing vulgar or objectionable language or images is prohibited.
- q) Video visitation is available to friends and family members of inmates. Visit www.icsvideovisit.com to enroll and schedule visits. Video visiting is held seven (7) days a week. Schedules will vary by classification and housing of inmates. All visits are subject to recording and monitoring. Visits will last 30 minutes. Any inappropriate activity during a video visit will result in termination of the session and no refund will be issued. Such activity includes, but is not limited to: nudity, removal of clothing, activities of a sexual nature or sexually suggestive activities, or any other behavior deemed offensive by jail staff. Visitors creating a disturbance or disruption of the visiting process, or are under the influence of drugs or alcohol may be placed on permanent visiting restrictions. Appropriate dress is required at all times. Skin tight or form fitting clothes are not allowed. See through clothing is not allowed. Any clothing or other items displaying gang-related symbols, themes or colors is prohibited. Any clothing containing vulgar or objectionable language or images is prohibited. Visitors must wear undergarments at all times. No hats are allowed. The visitation schedule may be cancelled or altered for safety and security reasons. Jail Staff can deny, change, or cancel a visit at any time at their discretion.
- r) The daily visiting schedule for video visits will be posted on the visiting kiosks and in the tanks the visits will occur in. **It is the sole responsibility of the inmate(s) to check these schedules daily.** Custody staff is not responsible for notifying inmates when a video visit with friends or family will occur.
- s) If a scheduled visit does not occur, it is because your visitor did not check in within the required time period, did not log in to visit, or canceled the visit after it was posted on the tank kiosk. Custody staff will not know the reason your visitor did not visit. **It is the sole responsibility of the inmate(s) to follow up with the visitor to find out why the visit did not occur.**
- t) **Auburn Jail, Auburn:** Inmates assigned to Administrative Segregation Housing tanks, or administratively segregated in a general population tank) will not be afforded the use of video visitation for personal visits due to the operational constraints of the video scheduling system and Jail dayroom schedules. Administratively Segregated inmates will be provided traditional visits in the visiting area during normal visiting hours.
- u) **South Placer Jail, Roseville:**
1. **On-site visits –**
 - (1) Visitors may use the kiosks located in the South Placer Main Jail lobby free of charge to visit with an inmate in the pods. These types of video visits count towards the inmate's two (2) 30 minute visits per week.
 2. **Remote Visits –**
 - (1) Family members and friends can also do video visitation from the privacy of their own home with the use of their own computer. Each inmate can have two of these visits per week.

23) **CORRESPONDENCE:**

- a) Jail mailing addresses:
1. **Placer County Jail, Auburn:**
 - (1) (Inmate's Name and Jail ID number)
 - (2) 2775 Richardson Dr.

(3) Auburn, CA. 95603

2. South Placer County Jail, Roseville:

- (1) (Inmate's Name and Jail ID number)
- (2) 11801 Go For Broke Rd.
- (3) Roseville, CA. 95678

b) Your return address shall be shown at the upper left corner of the envelope as:

1. (Inmate's Name and Housing Assignment)
 - (1) 2775 Richardson Dr.
 - (2) Auburn, CA. 95603

c) **Other commonly requested addresses:**

1. **Parole:**

- (1) Auburn Sub Unit
- (2) 1915 Grass Valley Hwy., Suite 500
- (3) Auburn, CA. 95603
- (4) (503) 823-4188

2. **Probation:**

- (1) Placer County Probation
- (2) 2929 Richardson Dr., Suite B
- (3) Auburn, CA. 95603
- (4) (530) 889-7950

3. **Revenue Services:**

- (1) 10810 Justice Center, Suite 100
- (2) Roseville, CA. 95678

4. **Tax Forms:** To request tax forms from the IRS write to:

- (1) IRS Taxpayer Assistance
- (2) 4330 Watt Ave.
- (3) Sacramento, CA. 95821

24) **INMATE TO INMATE MAIL:**

- a) Inmates housed at any Placer County Jail facility may not send or receive mail from inmates housed in any correctional facility. This includes, but is not limited to: Placer County inmates to other Placer County inmates, inmates housed in other county jails, or inmates housed in any prison or correctional facility.
- b) Inmates shall not attempt to mail correspondence out of the facility with the intent to have some or all of the correspondence mailed back to an inmate at any correctional facility.
- c) Only those packages delivered by an authorized carrier (UPS, Fed Ex, US Mail, etc.) will be accepted unless prior approval has been received from the Jail Commander.
- d) **ENVELOPES LARGER THAN 10" X 13" WILL NO BE ACCEPTED**, without prior approval.
- e) If stamps, paper, or envelopes are mailed to an inmate, the whole letter will be returned to the sender. Any stickers attached to the envelopes or letter sent to an inmate will cause the entire letter to be returned to the sender. Greeting cards of any kind will not be accepted and returned to sender.
- f) The following items will not be allowed for incoming inmate mail:
 1. No greeting cards of any kind
 2. No cash or checks
 3. No pens, pencils, crayons, markers, writing paper, postage stamps, or envelopes
 4. No Polaroid photographs. No photos depicting drugs, paraphernalia. No drawings, photos, magazine cut outs or digital prints of nudity of either gender or female breasts.
 5. Nothing depicting nudity, displaying or describing sexual penetration or sexual acts
 6. No gang affiliated material, hand gestures, or signs

7. No foreign substances on the envelope or within the letter (glue, glitter, tape, labels, stickers, perfume, cologne, lipstick, confetti, paper or magazine cut outs, liquids, powders, body fluids, solid substances, correction fluid/tape, crayon, paint, or markers) on the envelope or within the letter.
 8. No identification cards, bank cards, credit cards, or phone cards.
 9. No unauthorized correspondence between inmates.
 10. No items which may be deemed a threat to the safety and security of the facilities or deemed to circumvent the policies and procedures.
 11. All incoming mail must have a full written return address.
- g) There is no limit to the volume of mail an inmate may send or receive. Pre-stamped envelopes and writing paper may be purchased through commissary. Inmates will be limited to three (3) pounds of combustible materials (mail, books, magazines, newspapers, etc.) in their cells or bunks. 9" x 12" envelopes may be purchased through commissary to be used **ONLY FOR STORAGE OF PAPERWORK, NOT FOR MAILING**. No other types of folders or envelopes may be used or possessed by inmates without prior written approval of the Jail Commander or designee.
 - h) Mail, both incoming and outgoing, shall be checked for contraband. ALL adhesive stamps will be removed by staff before distribution to inmates.
 - i) Incoming Legal Mail will be opened and inspected for contraband in the inmate's presence. Legal Mail is defined as: confidential correspondence to or from an attorney, a state, federal court, holder of a public office, or the Board of State and Community Corrections. Legal Mail is not mail sent to family members or friends, even if it contains copies of your legal papers, nor does it include mail to or from doctors, psychiatrists, Child Protective Services, Social Security, Parole or Probation. You may send an unlimited amount of postage-free letters to your attorney or to the court. Inmates may also correspond, confidentially, with the facility manager or administrator. Letters addressed to the IRS are not considered legal mail and will be scanned similar to other non-legal mail. DO NOT use legal mail envelopes to mail tax forms or paperwork to the IRS.
 - j) Inmates are permitted to purchase, receive, and read any books, newspapers, or periodicals accepted for distribution by the U.S. Postal Service. The exception is for those items determined by the Jail Commander potentially posing a threat to the safety and security of the facility. Books and periodicals sent directly from the distributor's approved list by Jail Administration will be accepted: **Amazon, Bartleby, Zooba and Christian Book Distributor, Peabody MA**. Books not on this approved list must be approved by Jail Administration on a case by case basis. All packaging from approved distributors for books and periodicals must clearly show the package as coming from an approved distributor. Books on the approved list, but sent via third party distributor, will only be accepted if the packaging clearly show as originating from a distributor on the approved list. No pages or pictures removed from books or periodicals will be accepted and, if included in incoming mail, may cause the entire letter to be returned to the sender. Hardback books will not be accepted and will be returned to the sender. The Placer County Jails will not purchase subscriptions using the Inmate Welfare Fund Account.
 - k) All books, magazines, newspapers and other accepted periodicals will be marked with the inmate's full name and Jail ID number. Any of these mentioned items not clearly marked or an attempt to hide the name of the owner has been made, then the finding officer can remove such item.
 - l) The Placer County Jails will not accept used books, hardback books and books ordered from distributors not listed on the authorized list of approved vendors. If ordering books on-line from the authorized list of vendors, you may only order new books. To ensure your books are being ordered correctly, make sure the sellers name is one of the authorized vendors and not a secondary vendor with a link on the authorized vendors' web-site. Inmates are permitted to purchase, receive, and read paperback books, newspapers, or periodicals accepted for distribution by the U.S. Post Office. The exception is for those items determined by the Jail Commander that may pose a threat to the safety and security of the facility. Books and periodicals sent by a distributor approved by Jail Administration will be accepted: Amazon, Bartleby, Zooba, and Christian Book Distributor, Peabody MA. No pages or pictures removed from books or periodicals will be accepted if included in incoming mail, may cause the entire letter to be returned to the sender.
 - m) The following publications will be withheld and are not permitted: those violating postal regulations; those depicting harmful or unlawful sexual conduct; those describing weapons manufacture; those describing or encouraging activities that tend to incite violence or disruption, including racist materials; and publications threatening the safety of any person inside the jail. Sexually explicit publications or publications featuring

nudity will not be allowed. This section also applies to nude pictures sent through the mail. "Sexually explicit" means a pictorial depiction of actual or simulated sexual acts including sexual intercourse, oral sex, or masturbation. "Nudity" means a pictorial depiction where genitalia, buttocks or female breasts are exposed. Pictures and or publications that may be deemed sexually offensive to the same sex or opposite sex will not be allowed. Publications which describe or depict unlawful activities will not be allowed. The Jail Commander may approve or disapprove certain publications for appropriateness. Publications or pictures that are not allowed will be returned to sender, or placed in the inmate's personal property bag if there is no return address. When an item is returned to sender or placed in an inmate's property bag, a receipt with an explanation as to why the item was denied will be given to the inmate. A copy of the receipt will be placed in the inmate's property bag /bin and in the inmate's file.

- n) Inmates may possess up to ten (10) books, magazines or newspapers. Inmates may only possess two (2) county books at one time.
- o) If books, magazines, or newspapers with another inmate's name on them are found in the possession of another inmate, those items will be confiscated.
- p) The Jail Commander must approve books and educational materials for correspondence courses.
- q) If an Officer withholds mail from an inmate, written notice shall be given to the inmate regarding its content and reason for the action.
- r) Funds will be accepted for deposit in the inmate's account. The only funds accepted through the mail are:
 - 1. Certified or Cashier's Checks from American banks (\$80.00 maximum per check)
 - 2. Money Orders (\$80.00 maximum per Money Order)
 - 3. Government, State or Municipal checks (any amount, subject to approval) with the exception of Welfare or Unemployment Checks.
- s) Letters that have any identifiable gang-affiliated writing or publications with gang affiliated articles in or on them will not be accepted and may be returned to sender. This includes writings that appear to be in code or disguised.
- t) Outgoing mail will be limited to four (4) pages/sheets of paper per envelope.
- u) White lined paper is for Pro Per legal paperwork and is not available on commissary. Yellow lined paper is available on commissary and available for purchase.

25) **HABEAS CORPUS** - Forms for petition for Writ of Habeas Corpus are available upon request from the Officers. If the form for petition is not provided in a timely manner, the inmate should notify the Jail Supervisor or Jail Commander in writing.

26) **INMATE GREIVANCES:**

- a) All inmates have the right to appeal and have resolved grievances related to any condition of their confinement. Grievances are to be filed on an individual basis. "Group" or "Class Action" grievances will not be accepted. The following are not grievable issues:
 - 1. Legal decision as direct by the court
 - 2. Inmate disciplinary actions (A specific hearing procedure is provided for disciplinary actions).
- b) When an inmate has a grievance, he should attempt to resolve it at the lowest level possible, including discussion with an Officer. However, when an inmate requests a grievance form, an Officer will provide the form in a reasonable time frame.
- c) There are three levels at which an inmate grievance may be resolved. Every attempt will be made to resolve the grievance at the lowest possible level. If an inmate is dissatisfied with the resolution, he has the right to appeal to the next level.
 - 1. **Level 1 – Shift Supervisor:**
 - (1) The Shift Supervisor or designee must provide a reply, and a resolution, if possible, for the grievance and return it to the inmate within ten (10) business days.
 - (2) If the inmate disagrees with this reply or resolution, he may appeal to the next level by signing the grievance form and checking the "Yes" line following "I wish to appeal to the next level" and returning the form to an Officer IMMEDIATELY.
 - 2. **Level 2 – Jail Supervisor, Medical Director, Central Kitchen Supervisor, or Designee** – If the grievance cannot be resolved at Level 1, the grievance will be reviewed at Level 2:
 - (1) Level 2 reviews must be completed and returned to the inmate within ten (10) business days.

- (2) If the inmate disagrees with the Level 2 reply or resolution, he may appeal to the Jail Commander or designee by signing the form and check the "Yes" line following "I wish to appeal to the next level" and returning the form to an Officer IMMEDIATELY.
- 3. **Level 3 – Jail Commander or Designee** – If the grievance cannot be resolved at Level 2, the Jail Commander or designee will review the grievance.
 - (1) The Jail Commander or designee's review must be completed and returned to the inmate within ten (10) business days excluding weekend and holidays.
 - (2) The original completed grievance is to be filed in the Grievance Master File.
- 4. **Limitation on Inmate Grievances:** The Jail Commander or designee, at his discretion, may refuse to accept grievances from an inmate if it is found the inmate is filing an excessive number of grievances of a frivolous nature or grieving issues that have previously been grieved and resolved.

27) **CLASSIFICATION:**

- a) Classification is the process that determines where an inmate will be housed while he is here. Classification is based on current behavior and attitude, charges, past criminal history, and behavior at this or other facilities in the past. Privileges may vary depending on the inmate's classification assignment.
 - 1. Classification is a continuously on-going process consisting of some or all of the following:
 - (1) Classification questions done at the time of booking
 - (2) Classification interview with a Classification Officer
 - (3) Review of any disciplinary action taken against the inmate or incidents involving the inmate
 - (4) Review of CDCR custodial records
 - (5) Conferences with Probation or Parole Officers
 - (6) Officer observations of inmate attitude and behavior while in custody
- b) The facility is designed to reward responsible behavior, when possible, with more desirable living conditions. **FAILURE TO ABIDE BY THE JAIL'S RULES AND GET ALONG WITH STAFF AND FELLOW INMATES WILL RESULT IN PROGRESSIVELY LESS DESIRABLE LIVING CONDITIONS.** For those inmates who are later sent to state prison, poor behavior here can result in a higher security classification in the prison, as disciplinary documentation will be sent to CDCR.
- c) Housing assignments may be appealed to the Classification Unit. If the inmate disagrees with the resolution, he may appeal to the Jail Commander via the grievance process.

28) **MINIMUM SECURITY:**

- a) Only those inmates classified as Minimum Security may be transferred to the Minimum Security Facility. **HOUSING AT MINIMUM SECURITY IS NOT A RIGHT.** It is based on classification and behavior. All Minimum Security inmates will be expected to work at job assignments selected by the Minimum Security Staff. If you wish to be transferred to a Minimum Security Facility after sentencing, send a written request to the Classification Unit by filling out an information request form on paper or on the kiosk.

29) **RELIGIOUS SERVICES:**

- a) The religious program provides services and spiritual guidance for all inmates, regardless of denomination or faith. The Jail Chaplain or designee will conduct weekly non-denominational services.
- b) You may request arrangements for specific denominational practice, or personal spiritual guidance, through the Jail Chaplain or Programs Director.
- c) All religious services and personal spiritual guidance will be conducted in a designated quiet area.
- d) Marriages and baptisms will not be offered as a function of the Chaplaincy Program. All marriage requests will be directed to the Compliance Officer.

30) **MEDICAL SERVICES:**

- a) **GENERAL:** If you are in need of medical care, dental care, drug rehabilitation, alcohol counseling, mental health attention or testing for communicable diseases, you must submit a Request for Medical Care form. This form is normally located next to the locked medical box in the inmate dayrooms. If no slips are located in the dayrooms request one from an Officer or the pill call nurse at AM or PM pill call. The entire form must be submitted with inmate signatures on top and bottom portions of medical request form. **If you feel despondent or suicidal, notify the Corrections or Medical staff immediately.**

1. All medical request slips must be placed in the locked medical box located in each housing unit. If the inmate's medical problem is not an emergency, he will be scheduled for sick call. Inmates can expect to be seen on sick call the business day following the day their request is submitted, barring any emergency condition. Sick call is announced in each tank. It is the inmate's responsibility to show up, not the staff's responsibility to locate him. If an inmate fails to attend sick call, another Request for Medical Care must be submitted in order for the inmate to be rescheduled for the next sick call.
 2. Inmates will be screened and evaluated by a member of the Medical Staff. Within 14 days of incarceration, all inmates will be required to have a Health Appraisal and TB test at no charge. Medical Staff includes a physician, psychiatrist, dentist, licensed clinical social worker, physician's assistant, and nurse.
- b) **INMATE CO-PAYMENT FOR MEDICAL SERVICES:**
1. All inmates will be charged \$3.00 for routine inmate initiated medical and dental services. This charge will be deducted from the inmate's commissary account. Indigent inmates with less than a \$3.00 balance will have a hold put on their account for no withdrawals from their account until funds are available and the medical and/or dental bill is paid in full. There is no cut off dates to when funds expire.
 2. No inmate will be refused medical treatment due to a lack of funds, i.e., if you do not have money on your books.
 3. Commissary reserves the right to deduct the cost of medical treatment from future funds and deposits made into an inmate's account.
 4. The Corrections Staff recognizes that incarceration is a traumatic experience; therefore, Mental Health Services are available through the Medical Staff.
 5. If an inmate refuses to come to medical and be seen when called for any reason, they're still required to go down and sign the refused form. Otherwise they will be written up.
- c) **TANK WORKERS:**
1. The following qualifications are for general information purposes only. Any qualifications or restrictions may be changed or modified at any time:
 - (1) Tank workers must comply with officer instructions and orders at all times.
 - (2) All tank workers must maintain their personal housing area in an acceptable standard of cleanliness and order.
 - (3) All tank workers must maintain their assigned work schedule and must be available for any additional work detail or assignment.
 2. The following is a list of reasons inmates may **NOT** be qualified as tank workers:
 - (1) Any inmate who is not willing to comply with the above qualifications.
 - (2) Any inmate with a history of extensive violence.
 - (3) Any inmate with an extensive disciplinary history.
 - (4) Any inmate who has been involved in a violation of jail rules or the law while in custody.
 - (5) Any inmate not deemed suitable by jail staff.
 3. Inmates may ask a housing or tank officer to be added to the tank worker list to be hired in the event of a vacancy.
 4. Any correctional staff member may remove an assigned inmate worker from their position by completing an incident or disciplinary report documenting the reason for removal.
 5. If you have **ANY** type of medical chrono limiting your ability to perform the assigned tank worker duties, you are not eligible to be a tank worker. Any inmate with a medical chrono will have their medical status reviewed prior to being assigned as a tank worker.
- d) **PILL CALL:**
1. Over the counter medications (Tylenol, Ibuprofen, Antacid) are available for order on commissary order forms. All indigent inmates will receive one Tylenol packet in the welfare pack given at commissary. The maximum number of Tylenol or antacid packets you may have at any time is 8. If you require continuation of over the counter medications and are receiving the welfare pack, complete a medical sick call request form to be seen by the medical provider.
 2. If medications are prescribed for an inmate, it generally takes 24 hours for the nurse to receive the written order. If the nurse tells an inmate there is no written order for medication, it will not be delivered; it is illegal for a nurse to provide medication without an order.

3. Unless the nurse expressly tells an inmate otherwise, all medications must be taken at the nurse's cart. Most narcotic pain medication will be received crushed for ingestion. You must always identify yourself by showing your wristband to the nurse and opening your mouth to be checked after you take the medication. **INMATES ARE NOT TO WALK AWAY FROM THE NURSE OR AN OFFICER WITHOUT FIRST TAKING THEIR MEDICATIONS, SHOWING THAT ALL MEDICATIONS HAVE BEEN SWALLOWED AND THAT THEIR CUP IS EMPTY. WATER IS THE ONLY ACCEPTABLE LIQUID FOR CONSUMPTION DURING PILL PASS.**

4. **Auburn Jail- F, G, H, I, J, K, L, M, MS4, O and P tanks-**

(1) **South Placer Jail- A, B, C, D, E and Minimum Security-**

(2) When pill call is announced, inmates expecting medications will get a cup of water and take a seat at the closest tables to the pill cart, or form a line at the discretion of the supervising officer. All inmates not receiving medication will lockdown on their bunks or assigned cells until released by the pod Officer.

(3) Inmates will be called forward one at a time to receive their medications.

5. **ADMINISTRATIVELY SEGREGATED INMATES:**

(1) Will be called out of their cells at the direction of the Officer. Inmates must have a cup of water with them.

e) Each inmate shall be advised and aware of what medications they are prescribed. If the inmate does not recognize the medication given him, he should clarify and confirm by asking the nurse about it BEFORE consumption. An inmate is not to receive another inmate's medication. Pill call occurs twice a day, usually between 5 AM to 6 AM and 5 PM to 6 PM

31) **HEALTH PROMOTION AND DISEASE PREVENTION:**

a) The medical staff has available to you a comprehensive selection of teaching materials for you to read and study away from the clinic area regarding disease prevention during incarceration. You can access these materials in the jail medical unit. The information and instructions include but are not limited to: materials on controlling your blood pressure, managing your diabetes, learning to manage stress, sexually transmitted diseases, communicable diseases frequently seen with incarcerated persons, HIV, Hepatitis, regular exercise, reducing amount of fat and cholesterol in your intake, and prenatal care. HIV testing is offered to all inmates. Please read the inmate education boards on the medical walls for directions.

b) Upon your release from custody, if you have been receiving medical and or mental health care while detained at this facility, you are encouraged to continue your health care with your private medical provider. At the time of your release from custody, you will be provided with an information sheet designed to help ensure this continuity of care. This information is located on the back of the property sheet in your property bag.

32) **LIBRARY:**

a) The Placer County Jails provide inmates with library privileges. This privilege is in the form of books located in the dayroom. The maximum number of library books an inmate may check out or possess at one time is two (2). Failure to return library books as directed will result in the loss of library privileges. Poor conduct or destruction of library books may cause loss of library privileges, discipline, or prosecution. At the time of release, any attempt to leave custody with library books in your possession may result in prosecution for attempted theft. Books provided by the jail are donated and are rotated as inventory becomes available. DO NOT submit requests, either verbal or written, for replacement books.

33) **LEGAL REFERENCE MATERIAL, PRO PER INMATES, NOTARY SERVICES:**

a) **GENERAL:**

1. Inmates are provided access to legal reference materials; however, pro per inmates have priority. During the course of your incarceration; if the court grants you pro per privileges, you may submit an information request form to the Compliance Officer advising of your pro per status. A copy of the court order stipulating the inmate is Pro Per is required for verification by Jail Administration. Inmates may request to use the Law Library by contacting the Housing Unit Officer or Floor Officer. The Law Library is available for inmates from approximately 7:00 AM to 10:00 PM, except during periods of lockdown.

- b) **INMATES GRANTED PRO PER STATUS BY THE COURT:**
 - 1. Pro Per status will be recognized for those inmates that are representing themselves on the Placer County criminal case(s) they are in custody for. Other civil or criminal cases will be evaluated on a case by case basis.
 - c) **INVESTIGATORS:**
 - 1. You may petition the Court for a licensed Public Investigator, who may act on your behalf to make copies, gather information, file documents, etc. The Court may make an order appointing the investigator and the costs will be at the expense of the court. Investigators will be permitted "contact visits" to confer with you. Investigators are subject to screening and must adhere to all Jail rules and regulations like all professional visitors are required to follow. Investigators shall submit any legal materials to the Floor Officer for a security search prior to giving the materials to you.
 - d) **PHONE CALLS:**
 - 1. Inmates may request calls by petitioning the Court for calls at the inmate's expense.
 - e) **PHOTOCOPIES:**
 - 1. Inmates may request copies by petitioning the Court for photocopies at the court's expense.
 - f) **SUPPLIES:**
 - 1. Inmates shall purchase supplies available from commissary. Indigent pro per inmates may request a legal pad, eraser pencil, legal mailing envelope stamped "Legal Mail Only" and a 9 x 11 business size envelope to hold legal documents only, not for mailing purposes. Commissary reserves the right to deduct the cost of legal supplies from future funds and deposits made into an inmate's account. The jail will only mail those letters addressed to bona-fide legal entities such as; attorneys, judges and courts.
 - g) **NOTARY SERVICES:**
 - 1. Notary services are available on-site upon request Monday through Friday. An inmate or an outside source must supply the necessary documents to be notarized. Inmates may send an Information Request Slip requesting services from the Notary to Accounting. Notary requires a minimum 5 business day turnaround from receipt of documents. Currently there is no charge for this service. (Subject to change)
- 34) **WORK FURLOUGH, WORK RELEASE, COUNTY PROBATION:**
- a) Inmates requesting Work Furlough, Work Release, or County Probation shall mail a request for application to:
 - 1. **Placer County Probation Department**
 - (1) 2929 Richardson Dr., Suite B
 - (2) Auburn, CA. 95603
 - (3) ATTN: Work Furlough Administrator
- 35) **1381 DEMAND:**
- a) 1381 Demand (Out of County cases) - When an inmate qualifies to request a 1381 form (Must be sentenced to more than 90 days and sentenced on all charges), the inmate may request a 1381 form by filing an Information Request Slip with the Court Liaison. The inmate is to complete as much as they can and return the form to Court Liaison with all pages intact whereas then Court Liaison will process, mail to appropriate county and return pink copy to the inmate. If an inmate is sentenced to State Prison and has outstanding cases with other counties, the inmate will have to wait to file a 1381 from State Prison using their forms.
- 36) **MEDIA:**
- a) Inmates are allowed to correspond freely with, or be interviewed by the media, as long as such access does not disturb the security, order, or safety of the facility. During an emergency, media access may be suspended. The Jail Commander, in advance of the proposed interview, must approve all requests for "face-to-face" or on camera interviews by the inmate or by the media. All other media interviews must be conducted during the inmates normal visiting times and dates.
- 37) **EDUCATION:**
- a) The Inmate Education Program (IEP) offers a variety of classes and resources: GED Preparation and testing, High School diplomas under certain circumstances, Employability and Life Skills, and Career

Technical Education (computers). The Education Program is expanding and other programs will be available as resources allow. If you wish to participate or find out what is offered, send a request to: Attn: Inmate Adult Education Program. Availability and IEP resources are limited and not all Classifications of inmates may participate. The IEP reserves the right to enroll inmates based on their ability to meaningfully participate and attend enough coursework to allow for measurable learning to occur. It is recommended that inmates have a minimum sentence or expected stay of 60 days or more to enroll in classes. If a class is full, a waiting list will be created and monitored by IEP staff and inmates will be notified when space is available. Inmates are required to take a pre and post CASAS test or other appropriate examination to qualify for the early release program. Failure to take the CASAS post-test will result in loss of accumulated release credits.

- b) A full list of rules, requirements and expectations regarding the IEP and other available programming is given at enrollment. Failure to follow rules/guidelines may result in expulsion from the program and loss of accumulated credits. Below are a few of the rules:
1. It is the students responsibility to maintain all course materials/books/handout and other in clean and serviceable condition.
 2. Along with staff, students shall track their attendance. Under no circumstances shall students ask the instructors about attendance.
 3. IEP Supervisors and Jail Programs have final say over early release credits issued.
 4. Any form of confrontation, intimidation, hostility towards civilian staff in ANY jail program may result in expulsion from the program and loss of accumulated credits.
 5. Expulsion from any program is at the discretion of the IEP Supervisor and Program coordinator. There is no appeal.
 6. Anyone found misusing; defacing or abusing any IEP or County Property may be expelled from the program and may lose some or all of accumulated release credits. Violations may result in criminal charges, charges against the individual's commissary funds or other disciplinary measures.
 7. Program material is to be staple/metal binding/plastic binding free. If unsure, ask custodial staff. Student is responsible for these items if found in possession.
 8. Signing into/out of a class for another inmate will result in expulsion and loss of accumulated release credits.
 9. Once you have agreed to be GED tested and the test is purchased, you shall take the test. Failure to test will result in loss of accumulated release credits.
 10. Any form of cheating will result in expulsion and loss of accumulated release credits.

38) **INMATE RIGHT TO FREEDOM OF EXPRESSION WITHIN THE JAIL:**

- a) Inmates have the right to freely express their views as long as they are not posing a threat to the security of the jail or posing a clear danger of violence or disruption.
- b) The Corrections staff cannot forbid an inmate from, or punish an inmate for, peacefully expressing views that seem to conflict with the values of staff and/or the department, as long as such views are expressed in a fashion that does not pose a potential for disrupting the facility.
- c) Corrections Staff may prohibit groups of inmates from meeting for the purpose of expressing views that would present a clear danger of violence or disruption.
- d) Corrections Staff may take immediate disciplinary action against an inmate whose speech is inflammatory or expressing violence, and/or who encourages others to act in such a way that would interfere with the normal operation of the Jail. Refusing to respond to a lawful order given by a staff member may also result in disciplinary action.
- e) Inmates do not have the right to organize a labor union within a Jail.

39) **VOTING:**

- a) **Requirements** - To register to vote, the inmate must:
 1. Be a citizen of the United States of America
 2. Be a resident of California
 3. Not be in prison, on parole or under Post-Release Community Supervision as a result of a felony conviction
 4. Be serving a state prison sentence in a California county jail
 5. Be serving a sentence for a felony pursuant to subdivision (h) of California Penal Code Section 1170

6. Not have been declared mentally incompetent by a court of law
 7. Not be serving a state prison term in a county jail under contract between state and local officials
- b) Registrar of Voters in the county in which he resides no later than 29 days prior to that election.
1. Eligible inmates shall be allowed to vote in local, state, and federal elections. In order to vote in an upcoming election, an inmate must complete a voter registration card and mail it to the county election department.
 2. All voting shall be done by absentee mail in ballot
 - (1) The inmate shall write the Registrar of Voters in the county in which he is registered to request an absentee mail in ballot. The inmate must provide the following information:
 - (a) Printed name as registered
 - (b) Written signature as registered
 - (c) Current address as registered
 - (d) Address to which the absentee ballot is to be sent
 - (2) The Registrar of Voters in the county in which the inmate is registered must receive all requests for absentee ballots/vote by mail no later than seven days prior to the election.
 - (3) An exception to the above may be made on an emergency basis and by using the following procedure:
 - (a) A handwritten note may be hand carried to the Registrar of Voters in the county where the inmate is registered. The note must contain the following:
 - (i) The inmate's printed name as registered
 - (ii) The inmate's written signature as registered
 - (iii) Current address as registered
 - (iv) Specific name of the person who is to pick up and return the vote by mail ballot
 - (b) Once the vote by mail ballot is obtained, it may be hand carried to the inmate for voting and immediately returned to the Registrar of Voters by the person who brought it to him.
 - (c) An inmate may request a voter registration form and/or vote by mail ballot application from the Placer County Elections Division, 2956 Richardson Drive, Auburn, California 95603. The completed form and/ application must be returned to the Registrar of Voters in the county in which the inmate resides. A completed form and/or application for a county other than Placer County delivered to the Placer County Elections Division shall be forwarded to the proper county for the inmate.

40) **ACCESS TO COUNSEL:**

- a) All inmates, whether pretrial or sentenced, have the right to access legal counsel.
- b) To obtain legal counsel, an inmate may telephone private counsel, or the Public Defender's Office. To call the Public Defender's Office for free: After dialing 0 for collect, dial *521.
- c) When legal counsel or a defense investigator meets with an inmate, they are to be provided with adequate space for a private meeting.
- d) An attorney or public defender is NOT permitted to give an inmate items such as envelopes, pens/pencils, writing tablets, etc. These items are available for purchase on commissary.

41) **TELEPHONE:**

- a) During booking, all new inmates shall be allowed the opportunity to make three (3) free local phone calls no later than three hours after arrest, except where physically impossible.
- b) The arrestee, if he or she is a custodial parent with responsibility for a minor child, has the right to two additional telephone calls within the local dialing area, or at his or her own expense if outside the local area, for the purpose of arranging for the care of the minor child or children in the parent's absence.
- c) Once housed, inmates may make outgoing telephone calls from their day rooms at any time while access to the telephones is permitted. **USE OF THESE TELEPHONES IS A PRIVILEGE, NOT A RIGHT, AND MAY BE REVOKED OR RESTRICTED.** Inmate conduct may determine telephone availability. Telephones will be turned off at lock down time and other times as deemed necessary by the Jail Administration.
- d) Telephone calls to the Public Defender's Office are free. Additionally, lists of free calls to support agencies will be posted in the dayroom. All other calls made from the dayroom telephone must be collect or debit calls. The charges for these calls are specified before the collect call is accepted.

- e) Three-way calling in this facility is strictly forbidden. If you attempt a three-way call, your phone will automatically disconnect. Things that will cause the phone to disconnect are:
 - 1. If the person you are calling has call waiting.
 - 2. If you or the person you are calling presses buttons on the phone during the call.
 - 3. If the person you call places you on hold.
 - 4. If there are long periods of silence.
 - f) Phone calls made by inmates to anyone other than an attorney, religious advisor, or licensed physician, are not considered confidential. These calls are subject to monitoring and/or recording, and your call constitutes your consent to the monitoring and/or recording. Telephone calls to the Public Defender's Office and many other local attorneys are automatically considered privileged and not recorded/ monitored. To ensure that your call to your attorney is confidential, please submit an Inmate Request Form to the Compliance Office with all relevant information including your attorney's name and phone number. To request privileged and confidential status on any other particular phone call, you must submit an Inmate Request Form to the Compliance Office for consideration at least 72 hours in advance of the call, or obtain a Court Order. Additional information regarding the right to privileged calls is posted in the dayroom.
 - g) Upon booking, inmates must perform a telephone enrollment in order to make calls after housing. If you choose not to enroll to make telephone calls, you will not be able to use inmate phones in the housing units to make outgoing calls, and will not be allowed to have personal visits with friends and family. You must provide a 4 digit passcode during the enrollment process. This passcode prevents other inmates from using your specific login information to make calls under your name. **When entering your PIN # to make a call or visit, make every effort to keep other inmates from watching as you enter it.**
 - h) To make a call: Select language, press 1 to place a call, enter your PIN (Inmate ID plus 4 digit pass code), followed by the pound '#' sign. Your PIN number is the inmate ID located on your wristband, with 0's in front (NO LETTER P) plus the four digit passcode you created (ID + passcode) **EXAMPLE: 001758548765#**. You are required to enter your PIN # when making calls and when visiting friends and family.
 - i) **Any inmate found to be using another inmates pass code and pin, regardless of how they acquired the pass code and pin, is subject to Disciplinary action.**
 - j) Friends and family can set up a telephone account or inmate debit account by calling ICSolutions at 1-888-506-8407, or by going to www.ICsolutions.com
 - k) **Inmate Voicemail:**
 - 1. Friends and family can leave voicemail messages for inmates via the inmate telephone system. Go to www.ICsolutions.com.
 - l) **Inmate E-mail:**
 - 1. Friends and family can send electronic correspondence (e-mail) to inmates. Go to www.accesscorrections.com for details.
- 42) **JAILHOUSE LAWYERS**:
- a) Inmates have the right to legal help/assistance from other inmates in their own tank or pod in preparation of writs, petitions, and other legal papers, etc.
 - b) The Officers may:
 - 1. Limit the time for such meetings between inmates
 - 2. Limit those meetings to two persons
 - 3. Limit the place for such a meeting if there is a security risk or "real threat" to the safety and good order of the Corrections Facilities
 - 4. Prohibit and discipline an inmate for asking for or accepting any consideration, such as money, food, or sex, for jailhouse lawyer services
- 43) **SHAKEDOWNS**:
- a) Shakedowns will be conducted on a regular basis and as needed. Inmate's property may be somewhat displaced during shakedowns. Officers will not scan inmate's legal documents during these searches unless in the presence of the inmate. Upon completion of the shakedown, inmates must report any issues with the shakedown immediately to jail staff members.

44) **LOCKDOWN:**

- a) Lockdown is the securing of inmates in their cells, or on their bunks in a dormitory tank. If the tank has no cells, inmates are required to be on their bunks. Lockdown will occur based on classification, jail security, and standard operating procedure. Normal evening lock downs are generally at the same time; however this is subject to change due to facility needs.
- b) If inmates are required to lock down, they will be ordered to “lock down,” “go to your bunks” or an order similar to this. The meaning of the order will be clear and the inmates must immediately comply.
- c) Regardless of the reason for the lockdown, the procedure is the same. Those inmates with cells located in their tanks will go IMMEDIATELY to their assigned cell and lock the door behind them. Inmates housed in tanks without cells will go IMMEDIATELY to their bunks, get on them, and remain quiet. The only time the inmates in the open dorm tanks may leave their bunks during the night lock-down, is when they have to use the bathroom or have an emergency and need to speak with the Officer in charge. These are the ONLY exceptions.
 - 1. **Night Lockdown** - To be posted in each tank:
 - (1) **Auburn Jail, Auburn-**
 - (a) Tanks A, B, C, D, E, F, G, O, P.....10:00 PM – 5:00 AM
 - (b) Tanks H, I, J, K, L, M, N, R, MS4.....11:00 PM – 5:00 AM
 - (2) **South Placer Jail, Roseville-**
 - (a) Tanks D, E, F.....10:00 PM – 5:00 AM
 - (b) Tanks A, B, C, G and Minimum Security.....11:00 PM - 5:00 AM
- d) Administratively segregated pods or cells that have not completed dayroom may go beyond the normal lock down times
- e) **Post-meal lockdown –**
 - 1. Post-meal lockdown is from the time the meal is completed until the trays are removed and the tank or pod is cleaned.
- f) **Lockdowns shall be required during emergencies as well as many other service and activity routines.**
- g) **NOTE: IN THE EVENT OF A DISRUPTION OR FIGHT, AIR HORNS MAY BE USED IN SOME HOUSING LOCATIONS. WHEN INMATES HEAR THE AIR HORN SOUND, THEY WILL IMMEDIATELY GET DOWN ON THE GROUND AND STAY DOWN. IF YOU DO NOT COMPLY, IT WILL BE ASSUMED YOU ARE PART OF THE DISRUPTION AND YOU MAY BE SUBJECTED TO THE SAME CONTROL MEASURES AND DISCIPLINE AS THE INITIAL COMBATANTS.**
- h) In addition to the normally scheduled evening and meal lockdown times, inmates will comply with directives to lockdown for any reason.
- i) **NOTE:** If inmates get into a fight and you do not lock down, it will be assumed you want to be part of the fight and you may be subjected to the same control measures and discipline as the initial combatants. In addition to the normally scheduled evening and meal lockdown times, inmates will comply with directives to lockdown for any reason.
- j) Certain disciplinary and administrative segregation lockdown inmates are not allowed to be off of lockdown with the other inmates in the tank. If this is the case, the general population inmates will be required to lock down while these inmates are out of their cells.

45) **SPECIAL HOUSING:**

- a) If it is determined that you are an escape risk, prone to assault staff or other inmates, or likely to need protection from other inmates, you will be placed in the appropriate special housing. You will be afforded Title 15 rights, except under extreme circumstances of danger to yourself, other inmates, or Jail Staff. The Jail Commander must approve any suspension of Title 15 rights.

46) **DISCIPLINARY SEPARATION:**

- a) Disciplinary Isolation or (DS) is a form of discipline imposed on inmates whose actions warrant such discipline based on jail rule violations. Inmates placed in Disciplinary Separation will still receive their Title 15

requirements. Disciplinary penalties have been developed to maintain the safe, secure, and orderly operation of the jail facilities.

- b) Inmates will be allowed to possess only the following items while housed in Disciplinary Separation:
 - 1. One mattress unless specified by medical
 - 2. All jail issued clothing and bedding
 - 3. Jail issued cup, shampoo and hygiene kit
 - 4. Jail issued rulebook (if one is issued)
 - 5. Pencil, paper, and envelope on request (requests must be made to commissary and items will be passed out on Thursdays only). Inmates are not allowed to take any personal correspondence material with them while they are on DS.
 - 6. Legal mail
 - 7. One book of faith (i.e., Bible, Book of Mormon, Koran, etc.)
- c) All other property in the inmate's possession will be stored until they are released from Disciplinary Separation. All library books will be returned to the designated book supply area.
 - 1. Inmates will lose the following privileges while housed in Disciplinary Separation:
 - (1) All visits other than attorney visits
 - (2) Television
 - (3) Law library kiosk (unless Pro Per) and access to books from the inmate library cart
 - (4) Participation in programs
 - (5) Outdoor recreation
 - (6) The ability to order or receive commissary
 - (7) Telephones
 - (8) Tablets
 - (9) Radios
- d) Inmates on DS shall not be denied access to the courts or their attorney. Inmates can send and receive personal mail. Newspapers, books, and other periodicals will be stored until the inmate is released from isolation.
- e) Inmates on Disciplinary Separation will be allowed out of their cell for 60 minutes every other day and one half hour (1/2) every Saturday. The dayroom time provided will be based on classification and current housing of the inmate in full compliance with Title 15 rules and regulations. During this time out, they shall stay within the clearly marked red boundary line in the dayroom. Talking to other inmates within the tank will not be tolerated and may result in a loss of dayroom of exercise/recreation time for that day, and may result in further discipline. Administrative Segregation inmates housed in a tank with inmates on DS will have no contact with the inmate on DS. Administrative Segregation inmates will stay within the clearly marked red boundary line in the dayroom.
- f) INMATES ON DISCIPLINARY SEPARATION WILL RECEIVE MEALS FROM A DIFFERENT MENU.**
- g) Inmates placed on a disciplinary meal plan (the loaf) will receive a special menu approved by the Corrections Commander and jail medical provider. These meals will be served twice in each 24-hour period, during breakfast and dinner, with milk, (INMATE WILL NOT BE GIVEN A LUNCH) and be served in increments of 72 hours. The disciplinary meal plan will continue past 72 hours only with the approval of the Corrections Commander.
- h) If an inmate on Disciplinary Separation is attempting to post bail, they will send an Inmate Request Form to the Duty Sergeant requesting to contact the bail agent directly via phone.

47) **RESTORATION OF CREDITS REQUEST:**

- a) Inmates may submit a **ONE-TIME** request for restoration of credits taken from disciplinary actions.
 - 1. Inmates must be disciplinary free for a period of 180 days prior to submitting request.
 - 2. A disciplinary free period shall commence immediately following the date and time an inmate is identified as committing a rule violation.
 - 3. Any loss of credits taken from Severe rule violations **ARE NOT** eligible for credit restoration.
 - 4. All Restoration of Credit requests are reviewed on a case-by-case basis. Although some rule violations are not excluded from the request process, you are not guaranteed to have any or all of your revoked credits returned by submitting the form.

5. An inmate may apply for up to 100 percent of any credits forfeited for a jail rule violation determined redeemable.

48) **INTERCOMS:**

- a) The intercoms in this facility are for your safety and care. They are to be used to report emergencies and other immediate problems. Misuse and or covering of the intercoms will result in disciplinary action being taken against the offending inmate.

INCARCERATION FEES:

- b) Inmates sentenced to serve time in the Placer County Jail may be charged fees for their incarceration. Those inmates housed at the Main Jail may be charged a fee of \$121.00 per day and \$112.00 if housed at Minimum Security. These fees are based on the inmate's ability to pay as determined by Placer County Revenue Services, and are subject to change yearly.

49) **DIRECT ACCESS PHONE NUMBERS:**

- a) Public Defender's Office: After pressing 0 for a collect call, press *521. Parole: After pressing 0 for a collect call, dial *560. Child Support Service: After pressing 0 for a collect call, dial *570. PREA Hotline: Follow prompts, press #52 when directed.

50) **ELECTRIC SHAVERS:**

- a) Inmates housed in special housing tanks (Auburn- A, B, C, D, E, N, R), (South Placer- C, F, G) and housed on Administrative Segregation or Disciplinary Isolation status (dayroom is every other day and every Saturday) anywhere in the jail will be allowed to use the electric shaver during their allotted dayroom time. If any of these inmates have court, they will be allowed to use the shaver after breakfast if time allows. Inmates will be provided the opportunity to clean the razor heads with the approved disinfectant cleaning solution prior to using them. General population inmates will be allowed to use the shavers after breakfast, after the tank has been cleaned and Pill Pass has been conducted. For male inmates, the shavers are for the face only, not any other part of the body. Female inmates may shave their armpits and legs as well. The shaver(s) and cleaning solution will be made available to the general population inmates until approximately 10:00 PM, at which time staff will put the razor(s) away. The disinfectant solution is only to be used on the razor heads and to remain in the tank designated shaving area. Drinking the disinfectant may cause illness or death.

51) **NO HOSTAGE POLICY:**

- a) The Placer County Sheriff 's Office Corrections Division maintains a **NO HOSTAGE FACILITY** and will not bargain with hostage takers for any reason, including the following:
 1. Escape
 2. Exchange of hostages
 3. Release of other inmates
 4. Furnishing weapons
 5. A supply of dangerous drugs or alcohol
 6. Granting amnesty
 7. Transportation

52) **OUTSIDE ASSISTANCE UPON RELEASE:**

- a) Should you be in need of assistance, the following services are available to you after you are sentenced:
 1. Substance abuse treatment referral
 2. Education referral
 3. Mental health treatment referral
 4. Probation: formal supervision
 5. Income resources
 6. Medical assistance
 7. Veteran's assistance

- 8. Family services
- 9. Assistance with disability, medical, family benefits
- b) The names and phone numbers of these services are printed on the back of your pre-booking intake sheet and placed in your property bag. You will have access to them upon your release.

53) **JAIL SUBSTANCE ABUSE SERVICES:**

- a) Provides eligible inmates with education, resources and placement referral information. They work closely with the Courts, Probation, and various county agencies, local and regional, including locally based community organizations. Weekly educational program sessions are held at the Minimum Security facility through Alcohol and Drug Abuse Prevention through Transition (ADAPT). If you would like to speak with the jail counselor, send an inmate request form to the Substance Abuse Program or the jail Compliance Officer, stating your question or request.

54) **RADIOS:**

- a) Inmates on Disciplinary Isolation are not allowed to possess radios, ear buds or batteries. Inmates that own a radio, ear buds and batteries must present these items to the booking officer in order to be released from custody. All radios and ear buds are warrantied for a period of seven (7) days from date of accepting the item from the Trinity Commissary Representative. If a radio or ear buds break in the seven (7) day period, you must turn in the item, with proof of purchase (receipt), to the Trinity Commissary Representative the following Thursday to have your item considered for replacement. To ensure a warranty replacement item works, it is highly recommended that you test the item in the presence of the Trinity Commissary Representative. Warrantied radio items can only be exchanged once. All radios, ear buds and battery prices listed on the jail commissary order forms are pre-tax prices. Radios ordered through WWW.MYCARPACK.COM do not include batteries. Inmates must order batteries through jail commissary.
- b) **Auburn Jail-** Do not give any radios or ear buds to jail commissary or custody staff for replacement.
- c) Inmates shall be allowed to possess only the following radio items at any time: One AM/FM radio, two sets of ear buds and two AAA batteries. Possession of more than the above radio items will be considered contraband and may subject the inmate to the following: Disciplinary sanctions or permanent or temporary loss of radio, batteries and ear buds. **Auburn Jail-** Inmates must have purchased these items through commissary in order to possess them. If an inmate purchases more than one radio or two sets of ear buds, the inmate is required to submit the extra item(s) of their choice to an officer to be placed into their property bag, or have the items disposed of at the inmate's direction.

55) **MARRIAGES:**

- a) Inmates can get married while in this facility. To start the process. Send a request slip to the Compliance Officer to begin the process. The Jail reserves the right to deny a marriage based on an inmate's behavior while that inmate is in custody.

56) **SEXUAL MISCONDUCT:**

- a) The Placer County Sheriff's Office strives to ensure that all of our detention facilities protect inmates from all forms of sexual misconduct.
- b) Acts of indecent exposure, sexual disorderly conduct and exhibitionist masturbation will not be tolerated. Any inmate who "willfully and lewdly" exposes their private parts or who touches (without exposing) his/her genitals, buttocks or breasts in a manner that demonstrates it is for the purpose of sexual arousal, gratification, annoyance or offense will be subject to a rule violation and criminal prosecution (PC 314.1/indecent exposure; PC 647/disorderly conduct).
- c) Any type of sexual contact or sexual activity (either consensual or non-consensual) is strictly prohibited and unlawful.

57) **SEXUAL ABUSE OR ASSAULT:**

- a) Sexual assault is an intolerable and serious crime. While you are incarcerated, you have the right to be safe from sexual assault and no one has the right to pressure you to engage in sexual acts. The Placer County Sheriff's Office is committed to providing a safe, humane, secure environment, free from sexual assault or abuse – and will investigate all reported incidents of sexual assault. **REPORT IT IMMEDIATELY.**
- b) Avoiding Sexual Assault – Here are some things you can do to protect yourself against sexual assault:

1. Carry yourself in a confident manner at all times. Many rapists choose victims who look like they won't fight back or are emotionally weak. Do not permit your emotions (fear/anxiety) to be obvious to others.
2. Do not accept gifts or favors from others. Most gifts or favors come with strings attached to them. Placing yourself in debt to another offender can lead to the expectation of repaying the debt with sexual favors.
3. Do not accept an offer from another inmate to be your protector.
4. Be alert! Do not use contraband substances such as drugs or alcohol; these can weaken your ability to stay alert and make good judgments.
5. Stay in well-lit areas of the facility and position yourself in areas where you can see a staff member and the staff member can see you.
6. Choose your associates wisely. Look for people involved in positive groups and activities (e.g., educational programs, religious services, etc.)
7. Trust your instincts. If you fear for your safety, report your concerns to staff.
8. If you are being pressured for sex, report it to any employee immediately.

c) WHAT TO DO IF YOU ARE ASSAULTED:

1. Get to a safe place and report the attack to an employee immediately. Staff will offer you immediate protection from the assailant and refer you for a medical examination and clinical assessment. Specific information may make it easier for staff to assist you and investigate.
2. Seek medical help. It is important to have a medical evaluation BEFORE you shower, wash, brush your teeth, drink, eat, change clothing or use the bathroom; although you may feel the urge to bathe, change clothing or clean following a sexual assault, contact a staff member immediately before taking any such action. Medical personnel will examine you for injuries which may not be readily apparent to you. They can also check you for sexually transmitted diseases and gather any physical evidence of assault. If you do change clothing, bring the clothes and underwear that you had on at the time of the assault with you to the medical exam.
3. Later on – seek support of a trusted friend, chaplain or victim services person. Mental Health staff is available for crisis care.

d) HOW TO REPORT AN INCIDENT OF SEXUAL ASSAULT:

1. It is important that you tell a staff member immediately. You can tell an officer, deputy, teacher, chaplain, nurse, volunteer or any other staff member with whom you feel comfortable.
2. Report inappropriate staff/inmate behavior immediately. All efforts will be made to assure confidentiality and you will not suffer disciplinary repercussions for reporting factual information.
3. Reporting can be done verbally or in writing to any staff member, or by using an Inmate Grievance Form, Inmate Request Form, or writing a letter to anyone within the chain of command, up to and including the Sheriff.
4. If you are involved in an inappropriate staff/inmate relationship, you may seek counseling and/or advice from a mental health specialist. Tell the person whom you are reporting to that you would like to speak to someone.
5. If you report an incident, you will speak with investigative staff. You should not discuss this information with anyone else.
6. You can call the PREA Hotline to make a confidential report from any inmate phone. Listen for the prompts and press #52 when directed to do so. The call is free, confidential and your PIN will not be required.

e) COUNSELING PROGRAMS FOR VICTIMS OF SEXUAL ASSAULT:

1. If you have been the victim of an assault by staff or inmate, you may seek counseling and/or advice from a mental health practitioner or chaplain. Crisis counseling, suicide prevention and mental health counseling are all available to you.
2. If you witness an attack, report the attack to any employee or supervisor.
3. If you feel that you need help to keep from sexually assaulting someone else, psychological services are available to help you gain control over these impulses. To reduce immediate feelings of anger or

aggression, try talking to or writing a friend, meditate, do breathing exercises to relax, or engage in some type of exercise.

58) **FRATERNIZATION – INAPPROPRIATE STAFF / INMATE RELATIONSHIPS:**

- a) The Placer County Sheriff's Office will not tolerate or condone any manner of sexual abuse, harassment, or sexual contact involving inmates and staff. There is no such thing as a consensual staff/inmate relationship. Zero tolerance is the policy. Penal Code Section 289.6 is the law.
- b) **NOTE:** False reporting or lying during investigations is not tolerated. If you knowingly report false information, you will be charged with Falsely Reporting a Crime
- c) **What is "inappropriate staff/inmate relationships"?**
 - 1. Any sexual advance by inmates, staff members, agents, or volunteers of the Sheriff's Office.
 - 2. Any request for sexual favors by inmates, staff members, agents, or volunteers.
 - 3. Any verbal or physical conduct of a sexual nature toward an inmate by staff, agents, or volunteers, or the same conduct by an inmate toward staff, agents, or volunteers.
 - 4. Unnecessary physical contact between staff and inmates, including touching, kissing or hugging.
 - 5. Staff viewing an inmate (without a legitimate security interest) while the inmate is using the toilet, showering or dressing.
 - 6. Inappropriate comments about personal appearance.
 - 7. Language of a sexual nature, off-color jokes, improper comments or gestures.
 - 8. Unprofessional conduct, including over-familiarity, favoritism, gift exchanges, writing personal letters between inmates and staff, discussion of personal matters, and all other acts prohibited by Sheriff's Office policies and inmate rules.
- d) **How can you avoid inappropriate staff / inmate relationships?**
 - 1. Carry yourself in an appropriate manner at all times. Do not become overly familiar with any staff members.
 - 2. Refer to staff as Officer, Mr., Ms., or by their appropriate professional title. Do not call correctional staff by their first names.
 - 3. Use clothing and towels to maintain your privacy on your person. Male officers will announce their presence only when entering an area that female inmates are allowed to be in a state of undress. If a security concern exists, officers will NOT announce their presence. Remember, privacy is your responsibility too!
 - 4. Do not intentionally expose or flash yourself to staff. Do not present yourself in an intentional state of undress. If you know an officer is entering your housing area, be properly dressed.

CORRECTIONS DIVISION
Placer County Sheriff's Office
DEVON BELL
Sheriff – Coroner – Marshal

RULES OF INMATE CONDUCT
DISCIPLINARY SECTIONS

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INMATES DISCIPLINARY PROCEDURE – CORRECTION FACILITIES

**NO INMATE SHALL BE ALLOWED TO EXERCISE THE RIGHT OF PUNISHMENT OVER ANY OTHER
INMATE OR GROUP OF INMATES**

1) **GENERAL RULES OF CONDUCT:**

- a) All rules of conduct, as well as any order given to an inmate by jail or court staff members, **MUST BE OBEYED**. These rules of conduct and orders are for inmate safety and protection, as well as the security, control and management of the facility. Failure to follow any rule or order given by jail or court staff members can result in disciplinary action or criminal prosecution.
 1. **ONLY** the inmates assigned to a specific cell (or pod) are allowed to enter that cell (or pod). **INMATES SHALL NOT ENTER ANY CELL OTHER THAN THEIR OWN ASSIGNED CELL**. Visiting other inmates in their cells is **PROHIBITED**.
 2. The jail identification **wristbands** are to be worn at all times while in custody. It includes your Jail Identification Number. You will be required to use these numbers when completing Inmate Request slips and various jail forms. You will also be required to show your wristband in order to receive your mail, medication, commissary and meals. Do not tamper with the identification wristband. If the wristband becomes worn out, torn or faded, notify an officer immediately so that it can be replaced.

3. **Clothing** is to be worn completely covering the upper and lower torso whenever you are out of your cell or off your bunk if housed in dorm housing. Inmates are required to wear their t-shirts whenever they are out of their cells. Female inmates will wear a T-shirt and pants or nightgowns, while in bunks for sleeping purposes. Females will wear bras outside their cell (except in the shower). Blankets are not to be removed from bunk unless directed by an Officer. No clothing/bedding items will be used to obstruct the Officers view of any bunk or area.
 4. **Shower shoes** (thongs) may only be worn in the dayroom areas. When you leave your pod for any reason, appropriate footwear ("jellies", PVC sandals, or deck shoes) shall be worn.
 5. Inmates are prohibited from demanding any favors, financial contributions, or commissary items from other inmates for "protection" or any other reason. This type of activity should be reported to an officer.
 6. **Smoking** is not permitted at any time while in custody. Any inmate in possession of any tobacco product in any form, including snuff products, smoking paraphernalia, any device that is intended to be used for ingesting or consuming tobacco, or any container or dispenser used for any of those products are prohibited. All smoking materials, including lighters and matches, are considered contraband.
 7. Loud talking, shouting or other noises are prohibited whenever you are out of your housing area (except to attract an officer in an emergency).
 8. Do not interfere with the opening or closing of any door or gate. Cell doors shall not be jammed or propped open; elevator doors shall not be obstructed.
 9. Go directly to and from the various areas of the facilities without stopping and talking to others.
 10. Areas that have been cordoned off with red or yellow markings are restricted areas in housing areas and recreation yard, and shall not be crossed.
 11. The only items that are allowed to be in an inmate's possession are the items specifically issued to an inmate, bought from the commissary or authorized by a jail staff member (e.g., reading and writing materials, items of personal hygiene and food ordered from the jail commissary). **All other items, as well as any jail-issued or commissary-bought items constructed, modified or altered for use with the intention of using the item in a manner that was not originally intended shall be considered contraband and possession of them is prohibited. Any item(s) used inappropriately, modified from its original state or used for anything other than its original purpose will be considered contraband and may be confiscated and disposed of.**
 12. The **only** item allowed to be in an inmate's possession while out of their cell/pod is their legal paperwork (in a reasonable amount), when going to and from the law library, attorney/legal assistant interviews or to court. **Books, newspapers, pens, Bibles and combs are not to be taken with you from the pod.**
- b) **In addition, the following activities and / or actions are prohibited:**
1. Sitting or loitering on the stairs, rails, and upper tier walkway or dayroom tables.
 2. Theft of another inmate's property.
 3. Arguing or fighting with other inmates.
 4. Assaults on inmates, jail staff, court staff or other persons. All assaults will be submitted for prosecution.
 5. Profanity, derogatory or threatening remarks to inmates or jail/court staff members.
 6. Insubordination or disobedience toward any jail or court staff member.
 7. Destruction or damage of jail or court facility equipment or property.
 8. Writing graffiti on jail or court facility equipment or property.
 9. Rattling or pounding on cell or court walls, windows and/or doors.
 10. Possession of dangerous weapons or implements.
 11. Possession of contraband (all inmates in the cell are held equally responsible and accountable).
 12. Possession of or attempting to make "Pruno" or any other jail-made alcohol beverage.
 13. Starting a fire. Using the TV cord, or any other electrical appliance as a "hot wire" may result in damage and cause the removal of the damaged appliance from the pod.
 14. Passing articles from one inmate to another.
 15. Gambling of any nature, including card games.
 16. Escape attempts. (Note: The keys that the jail staff members carry within this facility will NOT open ANY doors leading out of the jail. Those keys are never carried inside the facility for any reason, or at any time).

17. Providing misinformation to jail or court staff (e.g., lying, feigning illness to receive medical attention, etc.).
18. Misuse of the Law Library or theft of Law Library materials.
19. Misuse of medications (e.g., in possession of another inmate's medications, hoarding, etc.).
20. Disruption of Jail operations (e.g., feeding process, clothing exchange, medication pass, commissary distribution, count, etc.).
21. Extortion (obtaining property, favors or financial contributions from another inmate by using force or intimidation).
22. Instigating or participating in a riot.
23. Making, giving, or receiving tattoos, or possession of any tattoo paraphernalia.
24. Any type of sexual contact or sexual activity, (either consensual or non-consensual), is strictly prohibited.
25. Acts of indecent exposure, sexual disorderly conduct and exhibitionist masturbation will not be tolerated. Any inmate who "willfully and lewdly" exposes their private parts or touches (without exposing) his/her genitals, buttocks or breasts in a manner that demonstrates it is for the purpose of sexual arousal, gratification, annoyance or offense will be subject to a rule violation and criminal prosecution (see SEXUAL MISCONDUCT, page 25.)
26. Posing for photographs taken by visitors. Cell phones and other wireless communication devices are strictly prohibited. If your visitor is found to have a cell phone in their possession, it may result in criminal prosecution (PC 4575) and permanent expulsion.
27. A refusal or failure to obey any other rule or procedure listed in this handbook or any order issued by any Department employee.

2) **HOUSING AREAS:**

- a) Inmates will be responsible for the cleaning of their individual cells, both walls and floors. Inmate workers will be assigned by the floor officers to clean the dayroom area.
- b) If you have **ANY** type of medical chrono issued via the jail medical unit, you are not eligible to be a tank worker. If you are found to have a medical chrono while you are a tank worker, you will be removed as a tank worker and face possible disciplinary sanctions.
- c) All inmates in the cell will be held equally responsible and accountable for any damage to the cell. If there is any pre-existing damage in the cell, it is your responsibility to report it to an officer.
- d) Cells are checked for cleanliness by regular inspections conducted by jail staff members. Clean and sanitary conditions apply to all housing areas of the facility and include the following rules:
 1. No clothing, pictures, or any other items may be hung or attached in any way to the doors, walls, lights or bunks. Such items shall be considered contraband and may be confiscated and destroyed or seized as evidence. **(Officers are not responsible for damage while removing pictures or articles affixed to a wall or bunk).**
 2. Bedding, linen, clothing and towels shall not be hung on the bunks as curtains or tents. You may temporarily hang a wet towel to dry, however, the towel shall not be hung in a manner so that it obstructs the officer's view.
 3. The windows, vents and light fixtures shall not be covered or obstructed.
 4. The walls shall be free of any adornment. There shall be no food, toothpaste or writing on the walls at any time. If any writing is present at the time of inspection, the inmate(s) assigned to the area will be held accountable.
 5. All trash shall be placed into the garbage cans provided in the dayroom area. There will be no paper or garbage allowed on the floor at any time.
- e) All inmates shall make up their beds each morning. Your bed should be made anytime you're not in it.
- f) All personal property shall be placed on the desk or in the trays beneath the bunks. No property shall be kept or maintained on the floor of the housing area, except shoes.
- g) Inmates may possess up to ten (10) books, magazines or newspapers. Inmates may only possess two (2) county books at one time.
 1. Writing material will be allowed, but not so excessive as to become a fire hazard
- h) Any reading material stored in the inmate housing area exceeding the allowable amount will be seized and placed on the inmates' property bag or bin. If reading materials are unable to be identified belonging to a

specific inmate, they may be forwarded to the library or disposed of at the discretion of jail staff. Inmates may donate any of their own reading material to the library, **but not** directly to another inmate.

- i) Toilets are for human waste only. Food and garbage shall not be put into the toilets or sinks. Toilets and sinks shall be kept clean.

3) **DISCIPLINARY ACTIONS:**

- a) For the safety and security of all staff and inmates, you are required to comply with all applicable laws, (Local, State and Federal), correctional facility regulations and staff directives. Violations may result in disciplinary sanctions, civil prosecution, or criminal prosecution.

- 1. Facility rules must be followed. Failure to do so may lead to:
 - (1) Reprimand
 - (2) Loss of one or more privileges for up to 30 days or longer
 - (3) Restitution through civil prosecution
 - (4) Disciplinary Separation
 - (5) Loss of Good Time and/or Work Time credits the inmate may have earned
 - (6) Removal from inmate worker or tank worker status
 - (7) Criminal Prosecution
 - (8) Disciplinary diet
- 2. Access to the courts and legal counsel will not be suspended as a disciplinary measure.

INMATE DISCIPLINARY OFFENSES

MINOR OFFENSES	
1	Alteration of housing area and cells (e.g., clothing, pictures or any other items shall not be hung or attached in any way to the walls or bunks, windows, vents and light fixtures shall not be covered. Bedding or linen shall not be hung on the bunks as curtains or tents)
2	Being in an unauthorized area (including another inmate's cell).
3	Cell cleanliness
4	Disruption of facility, routine (e.g., feeding process, clothing exchange, medication pass, count, commissary distribution, etc.)
5	Failure to follow instructions
6	Misinformation to staff (e.g., lying, feigning illness to receive medical attention, etc.)
7	Misuse of Law Library or theft of Law Library materials (e.g., misuse or damaging the kiosk, tearing pages out of books)
8	Possession of, or passing contraband (other than a weapon)
9	Unauthorized communication (e.g., passing notes, hand signing, etc.)
10	Visiting rules (e.g., sitting on the table, not exiting the visiting area when notified, exposing body parts, posing for photographs, hand signals and non-verbal communication)
11	Violation of inmate correspondence guidelines
12	Miscellaneous (any violation considered to be "Minor", not specifically enumerated in these jail rules). This includes, but is not limited to: radios, gambling, exiting the housing area without authorization, being improperly dressed in the dayroom, sitting on dayroom tables or upper tier rail or stairway, boisterous or argumentative behavior (with inmates or staff), or other minor acts of non-conformance.

3. The amount of disciplinary time (or loss of good time and/or work time) for **MINOR** violations (#1 - #12) is as follows:
- (1) The **first violation** of a minor rule shall be two (2) weeks loss of commissary & tablet use.
 - (2) The **second violation** of any minor rule shall be five (5) days D/S, three (3) weeks loss of commissary, two (2) weeks loss of visiting & tablet use.
 - (3) The **third violation**, or subsequent, of any minor rule shall be ten (10) days D/S., Four (4) weeks loss of commissary, three (3) weeks loss of visiting & tablet use.
 - (i) *When determining whether a rule violation is the inmates first, second or third offense, all prior "minor" violations will be reviewed for the current stay in custody, within the last 60 days.
 - (ii) *In addition to the prescribed discipline for the violation, inmates may be subjected to loss of good time/work time credits pursuant to 4019 PC.

MAJOR OFFENSES	
13	Burning or starting fires
14	Extortion
15	Fighting
16	Instigating or being involved in a disturbance
17	Misuse of inmate identification (e.g., in possession of another inmate's I.D., destroying, removing or altering same, or being out of the cell without an I.D. wristband)
18	Misuse of medication (e.g., cheeking, in possession of another inmate's medication, hoarding, etc.)
19	Possession or attempt to make jail-made alcohol or "Pruno"
20	Stealing or theft (from the County of Placer or other inmates)
21	Threatening facility staff members
22	Vandalism (damage to county property, to include electrical (hot-wiring), plumbing, telephone, doors, graffiti, etc.)
23	Insubordination
24	Smoking and/or in possession of smoking materials (including matches, lighters, and smokeless tobacco.
25	Miscellaneous (any violation considered to be "Major", not specifically enumerated in these jail rules, including all laws)

4. The amount of disciplinary time (or loss of good time and/or work time for inmates) for **MAJOR** violations (13 - 25) is as follows:
- (1) The **first violation** of a major rule shall be seven (7) days D/S, 2 weeks loss of commissary, 2 weeks loss of visiting and tablet use.
 - (2) The **second violation** of any major rule shall be ten (10) days D/S, three (3) weeks loss of commissary, three (3) weeks loss of visiting & tablet use.
 - (3) The **third violation**, or subsequent, of any major rule shall be fifteen (15) days D/S, four (4) weeks loss of commissary, four (4) weeks loss of visiting & tablet use.
 - (a) *When determining whether a rule violation is the inmates first, second or third offense, all prior "major" violations will be reviewed for the current stay in custody within the last 120 days.
 - (b) *In addition to the prescribed discipline for the violation, inmate may be subjected to loss of good time/work time credits pursuant to 4019 PC.

SEVERE OFFENSES	
26	Assault on an inmate
27	Introduction into a facility, possession of, or under the influence of a controlled substance
28	Instigating or participating in a riot
29	Possession or manufacture of a weapon or sharp implement (includes, dismantling or disassembling an electric razor)
30	No inmate shall make a false report
31	Sexual Misconduct (e.g., indecent exposure, sexual disorderly conduct, exhibitionist masturbation, or any type of sexual activity)
**32	Assault on staff member
**33	Escape or attempted escape
**34	Arson

5. The nine (9) **SEVERE** rule violations (26 - 34) are considered to be of the most grievous in nature and the strictest enforcement of these rules shall be applied. The amount of disciplinary time (or loss of good time and/or work time for inmates) for these **SEVERE** violations is as follows:
 1. The **first violation** of a severe rule shall be fifteen (15) days D/S (disciplinary separation), four (4) weeks loss of commissary, four (4) weeks loss of visiting & tablet use.
 2. The **second violation** of any severe rule shall be twenty one (21) days D/S, six (6) weeks loss of commissary, six (6) weeks loss of visiting & tablet use.
 3. The **third violation**, or subsequent, of any severe rule shall be thirty (30) days D/S, six (6) weeks loss of commissary, six (6) weeks loss of visiting & tablet use.
 - (a) When determining whether a rule violation is the inmates first, second or third offense, all prior "major" violations will be reviewed for the current stay in custody within the last 180 days.
 - (b) **Rules 32, 33 and 34 may be punished above and beyond the recommended punishments based on the nature and severity of the offense.
 - (c) In addition to the prescribed discipline for the violation, inmate may be subjected to loss of good time/work time credits pursuant to 4019 PC.

ADDITIONAL CONSIDERATIONS:

6. In addition to the prescribed discipline for the violation, sentenced inmates may be subjected to loss of good time/work time credits, pursuant to 4019 PC.
7. Cycle(s) of the Disciplinary Loaf may be imposed with multiple Major or Serious Major rule violations.

MINIMUM SECURITY FACILITY:

1. While on work crews or details, inmate workers **are NOT ALLOWED TO:**
 - a. Use or possess alcohol, drug or tobacco in any form.
 - b. Possess any tobacco paraphernalia including but not limited to: empty cigarette boxes or chewing tobacco cans, matches, rolling papers, lighters, cigarette butts, etc.
 - c. Contact friends or relatives for any reason. This includes using any type of communication including but not limited to; personal contacts, telephone, cell phone texting, E-mail or asking to have letters mailed.
 - d. Possess U.S. currency for any reason.
 - e. Conspire with civilians to receive contraband drops.
 - f. Receive contraband drops.
2. **JOB ASSIGNMENTS** – are made on an as needed basis and when medical clearances are processed.
 - a. If you have **SPECIAL TRAINING**, as in the building trades, etc., let the Officers on day shift know.
 - b. Minimum Security inmates will work where they are assigned. Refusal to work will result in possible disciplinary action, loss of all good and work time and rehousing at the Main Jail.
 - c. Inmates who fail to appear for scheduled health evaluations to be cleared for kitchen details will be disciplined.
3. **LAUNDRY:**
 - a. Laundry is done Monday through Friday. Place dirty laundry on laundry loops and place the loop with the laundry into the laundry bin. If the loop is placed through belt loops on the pants, the loop must be passed through a minimum of three (3) belt loops. Laundry is taken out early in the morning, returned in the afternoon and distributed by tank workers.
4. **BUNK AREAS:**
 - a. You will have (1) drawer to store ALL your personal gear. Your shoes, boots, or sandals are the only items allowed to be placed on the floor.
 - i. Your towel will be placed on the end of your bunk only.
 - ii. **DO NOT** use towels, blankets or clothing as a pillow.

- iii. Your bunks will be made neatly in the morning. **DO NOT** go back to bed unless you have permission from an Officer to do so.
 - iv. In the evenings, stay in the dayroom unless you are on your bunks. Being in the bunk area may interfere with those needing to sleep.
 - v. Inmates are not allowed into the M/S pod side they do not live in. All others will be disciplined.
 - vi. Inmates found socializing in the sleeping areas may be disciplined.
5. **FOOD SERVICE:**
- a. Inmates are required to attend all meals unless excused by the Officer in charge. Inmates will wear a shirt with pants, shoes and socks. Inmates will remain seated until excused by the Officer in charge. Restroom areas are off limits until all inmates are released from the dayroom at the conclusion of food service.
6. **DUTY OFFICE:**
- a. Inmates will not approach the Duty Office without approval from the Officer in charge. Inmates are to stand behind the half wall until motioned to come forward by staff. (Except during an emergency situation).
7. **DRESS:**
- a. Inmates will be properly dressed whenever they leave Minimum Security building. Shirts will be buttoned and tucked in. Shorts will not be worn between 5:30AM and 4:30PM Monday thru Friday or under long pants. Boots will be worn at all times when outside the Minimum Security Facility or on work assignment.
8. **SMOKING/CHEWING TOBACCO:**
- a. Minimum Security Inmates caught smoking or chewing tobacco or in possession of smoking/chewing tobacco contraband will be disciplined in accordance with the discipline schedule. Minimum Security inmates caught smoking or chewing tobacco cannot be assigned to outside work crews.
9. **CLOTHING ISSUE:**
- a. Any inmate found with more than his standard issue of clothing or bedding may be disciplined. Minimum Security-issued clothing shall fit correctly and be worn in an appropriate manner. Clothing will not be worn in a gang style, no sagging or pegging of pants.
10. **DAY SLEEPING:**
- a. Inmates found lying on their beds between morning headcount and lunch, without either written medical permission, or Officer approval, may be disciplined (Minimum Security). All unassigned inmates will be fully and properly dressed with long sleeve outer garment, in the dayroom and ready to go to work by 7:15 AM during the week. Unassigned inmates do not have sleep in privileges.
11. **WORK CLOTHING:**
- a. Sunglasses and hats used on work assignments are not allowed in the Minimum Security facility.
12. **PILL CALL:**
- a. Inmates attending Pill Call will be fully clothed. Inmates must bring a cup of water and show the nurse their wristband before receiving medication.
13. **FACILITY FURNITURE:**
- a. Inmates will not put their feet on furniture other than their assigned bunk. Inmates found with their feet propped up on sofas, chairs, stools, or tables may be disciplined.

14. **LAUNDRY WORKERS:**
 - a. Only those inmates assigned to the laundry are allowed in the laundry room unless they have Officer's approval.

15. **ILLEGAL SUBSTANCES/DRUG PARAPHERNALIA:**
 - a. Possession of drugs or drug paraphernalia will result in disciplinary action. Additionally, this violation could lead to possible criminal prosecution.

16. **WORK ASSIGNMENTS:**
 - a. Minimum Security inmates will be up and ready for work at their assigned times. Inmates going to outside work assignments are allowed to bring a spoon and cup with them to work. No commissary or other items are allowed to go out or return from a work assignment.

17. **HAIRCUTS AND SHAVING:**
 - a. Haircuts are available every Sunday of the month in your assigned area of Minimum Security. Facial shavers are available Monday through Saturday from breakfast through dinner. On Sunday the facial shavers are available when the haircutting equipment is out.

18. **BLANKET EXCHANGE:**
 - a. Blanket exchange at Minimum Security will be conducted in accordance with State Title 15 standards.

MINIMUM SECURITY DISCIPLINARY OFFENSES

**ALL INMATE DISCIPLINARY RULES AND PROCEDURES STARTING ON PAGE 30 APPLY TO
MINIMUM SECURITY INMATES AS WELL**

MINOR OFFENSES	
35	Inmate workers involved in the preparation and service of meals at any of the Corrections Facilities shall wear clean clothing at all times while on duty. (this also includes hairnets and gloves)
36	Inmates shall be responsible for the daily cleaning of their assigned areas. Cleaning equipment and materials will be made available.
37	Minimum Security inmates shall not lie down anywhere in the recreation yard
38	No inmate shall socialize in the sleeping areas of the facility

- 1) The amount of disciplinary time (or loss of good time and/or work time for inmates) for **MINOR** violations (1 – 12 and 35 - 38) is as follows:
 1. The **first violation** of a minor rule shall be two (2) weeks loss of commissary & tablet use.
 2. The **second violation** of any minor rule shall be five (5) days D/S, three (3) weeks loss of commissary, two (2) weeks loss of visiting & tablet use.
 3. The **third violation**, or subsequent, of any minor rule shall be ten (10) days D/S, Four (4) weeks loss of commissary, three (3) weeks loss of visiting & tablet use.
 - (a) *When determining whether a rule violation is the inmates first, second or third offense, all prior "minor" violations will be reviewed for the current stay in custody, within the last 60 days.
 - (b) * In addition to the prescribed discipline for the violation, inmate may be subjected to loss of good time/work time credits pursuant to 4019 PC.

MAJOR OFFENSES	
39	Inmate workers are required to wear clothing that has clearly legible lettering notating the inmate as an "Inmate Worker". This applies to all issued pants, shirts, sweatshirts, and jackets. Assigned laundry worker shall not give illegible clothing to other inmates.
40	Inmates must notify an Officer, Staff Member, or Work Crew Supervisor of any injury sustained while at work.
41	No inmate shall trade or otherwise change work assignments without authorization of the Minimum Security Officer or Work Crew Supervisor.
42	Inmates shall not exit the dayroom door into the Minimum Security hallway corridor until recognized and directed to do so by staff.
43	Inmate workers may not use the public restrooms in the lobby of Minimum Security
44	No food or drink items are to return to Minimum Security from a work site.

- 1) The amount of disciplinary time (or loss of good time and/or work time for inmates) for **MAJOR** violations (13 – 25 and 39 - 44) is as follows:
 1. The **first violation** of a major rule shall be seven (7) days D/S, 2 weeks loss of commissary, 2 weeks loss of visiting and tablet use.
 2. The **second violation** of any major rule shall be ten (10) days D/S, three (3) weeks loss of commissary, three (3) weeks loss of visiting & tablet use.
 3. The **third violation**, or subsequent, of any major rule shall be fifteen (15) days D/S, four (4) weeks loss of commissary, four (4) weeks loss of visiting & tablet use.
 - (1) *When determining whether a rule violation is the inmates first, second or third offense, all prior "major" violations will be reviewed for the current stay in custody within the last 120 days.
 - (2) * In addition to the prescribed discipline for the violation, inmate may be subjected to loss of good time/work time credits pursuant to 4019 PC.

SEVERE OFFENSES	
45**	No inmate will use or solicit for the use of any phone outside of the Minimum Security Facility, including county phones and personal cellular phones.
46**	Minimum Security inmates shall not refuse to work where assigned
47**	No inmate shall enter any unauthorized Staff Area unless directed by an Officer or civilian employee.

- 1) The twelve (12) **SEVERE** rule violations (26 - 34 and 45 - 47) are considered to be of the most egregious in nature and the strictest enforcement of these rules shall be applied. The amount of disciplinary time (or loss of good time and/or work time for inmates) for these **SEVERE** violations is as follows:
- 2) The **first violation** of a severe rule shall be fifteen (15) days D/S (disciplinary isolation), four (4) weeks loss of commissary, four (4) weeks loss of visiting & tablet use.
- 3) The **second violation** of any severe rule shall be twenty one (21) days D/S, six (6) weeks loss of commissary, six (6) weeks loss of visiting & tablet use.
- 4) The **third violation**, or subsequent, of any severe rule shall be thirty (30) days D/S, six (6) weeks loss of commissary, six (6) weeks loss of visiting & tablet use.
 - a) When determining whether a rule violation is the inmates first, second or third offense, all prior "major" violations will be reviewed for the current stay in custody within the last 180 days.
 - b) **Rules 45, 46, and 47 may be punished above and beyond the recommended punishments based on the nature and severity of the offense.

- c) In addition to the prescribed discipline for the violation, inmate may be subjected to loss of good time/work time credits pursuant to 4019 PC.

**ALL RULES OF THE CORRECTIONS FACILITY, NUMBERS #1 - #47, APPLY TO
MINIMUM SECURITY AS WELL AS MAIN JAIL INMATES**