

DAVISS COUNTY DETENTION CENTER
INMATE HANDBOOK
2021-2022



ART MAGLINGER, JAILER

INMATE HANDBOOK

CHANGES

2021-2022

1. Commissary Restrictions
 - a. When commissary restrictions are issued, exceptions include hygiene, mail and ***medical*** supplies. IH,21-22,21(y)
2. Kiosks Tabs Removed
 - a. Inmates need to ***make direct contact*** with the Department of Public Advocacy and Probation and Parole. IH,21-22,49(a)
 - b. Contact information is listed under “Agency Information” section in this manual. IH,21-22,5
3. Medications
 - a. Home prescription medications are ***no longer permitted*** to be received from the public. IH,21-22,65(e)
 - b. Narcotics may be released to a designated person or released inmate within five days from booking date or they ***will be disposed of***. IH,21-22,65(f)
 - c. Prescription medications for inmates may only be picked up by named inmate within five days from release date or they ***will be disposed of***. IH,21-22,65(g)
4. Open Records Requests
 - a. Requester must be a ***KY resident***, state reason ***how they qualify*** as a resident, may send request ***by email*** and agency has ***five business days*** to respond beginning the first business day after request is received. IH,21-22,74(e)(6):(f)(1)(2)
5. Permitted Items from the Public
 - a. ***Only*** glasses/contacts or inmate worker shoes/boots ***are permitted*** to be received from the public. IH,21-22,77
6. Program
 - a. A ***new parenting program*** was added for male and female inmates. IH,21-22,84(g)
7. Remove Items from Cell
 - a. Suicide watch workers may only take one cup and medical supplies to their job assignments. IH,21-22,104(b)
 - b. ***Books are no longer permitted***. IH,21-22,104(b)
8. Visitation Changes
 - a. ***In-person visitation*** for the general public has been ***discontinued*** and will no longer be offered. IH,21-22,132(a)
 - b. Attorneys, their representatives and other professional visitors may continue to have in-person visits or confidential booth visits. IH,21-22,132(b)

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1. Frequently Asked Questions (FAQs)

- a. **Mail**
 - Q. Why does it take longer to access mail on kiosks when it is received on Saturdays?
 - A. No mail is processed on Saturdays but it is processed with the mail received on Mondays.
- b. **Medical Confidentiality**
 - Q. Are medical discussions kept confidential?
 - A. Yes, except for information regarding sexual abuse, which shall be reported to DCDC staff.
- c. **Medical “Co-Pays”**
 - Q. Why do State and federal inmates have to pay medical charges when DOC or USM pays for their stay?
 - A. All inmates are charged a “**co-pay**” for medical treatment but inmates are not charged for the cost of the medical “**treatment**” they receive.
- d. **Phone Time not Posted**
 - Q. Why does newly-purchased phone time not show up on the phone account?
 - A. Sometimes phone-time purchases may take up to two hours to post to the phone accounts.
- e. **Rape Crisis Center Confidentiality**
 - Q. Are rape crisis counseling sessions kept confidential?
 - A. Yes, except for sexual abuse of inmates with disabilities who cannot protect themselves, which shall be reported to the proper outside authorities.

2. Changes Since 9/16/21

- a. See Inmate Handbook website page

3. Administrative Segregation – AS

- a. See “Special Housing Unit” section in this handbook.

4. Admission Kits

- a. Admission kits shall be issued to each inmate upon being placed in a housing unit.
- b. A \$3 fee will automatically be charged to county inmates’ accounts, who are not self-paying their housing fees.
- c. Kits include a comb, deodorant, 3 sheets of paper, 1 stamped envelope, pen, shampoo, soap, toothbrush and toothpaste.

5. Agency Information

AGENCY	ADDRESS	PHONE
Daviess County Circuit Court	100 E 2nd St, Owensboro KY 42303	270-687-7200
Daviess County Detention Center	3337 Hwy 144, Owensboro KY 42303	270-685-8466
Daviess County Sheriff Department	212 St Ann, Owensboro KY 42303	270-685-8444
Department of Corrections	PO Box 2400, Frankfort KY 40602	1-502-564-2433
Department of Public Advocacy	920 Frederica St, #1006, Owensboro KY 42301	1-502-564-4914
Owensboro Police Department	222 E 9th St, Owensboro KY 42303	270-687-8888
Kentucky State Police	8298 Keach Dr, Henderson KY 42420	270-826-3312
Pretrial Services	100 E 2nd St, Owensboro KY 42303	270-687-7232
Probation and Parole	121 E 2nd St, Owensboro KY 42303	270-687-7245

6. Attorney Access

- a. See “Rights – Attorney Access” section in this handbook.

7. Bibles / Bible Workbooks

- a. Free bibles and bible workbooks may be requested on kiosks under “Religion” tab.
- b. See “Books” section in this handbook for more information.

8. Bonds

- a. Bonds need to be paid at clerk’s office, Mon-Fri, 8a-4p, at Judicial Center, 100 East Second Street.
- b. Bonds are accepted at DCDC all day on Saturdays and Sundays, every day from 4p-8a or any time clerk’s office is closed.
- c. Bonds and court fines paid at DCDC need to be paid by cash only.
- d. Even though a bond is paid, inmates may still owe other jail fees.

9. Books Donated to Inmate Library

- a. New or used books may be donated to the inmate library.
- b. Requirements:
 - 1. No hardback books
 - 2. No spiral bindings
 - 3. No nudity, pornography or any content that may be deemed inappropriate due to safety and security reasons

10. Books Mailed to Inmates

- a. Requirements:
 1. Must have inmate's name on shipping package
 2. Must be mailed from a verifiable company
 3. No hardback books
 4. No spiral bindings
 5. No nudity, pornography or any content that may be deemed inappropriate due to safety and security reasons
 6. No box set containers
- b. Books that do not meet requirements will be returned to sender or placed in inmate's property to be received at release.

11. Bunk Assignments

- a. Criteria for low-bunk assignments includes inmates with or who are:
 1. Diabetic medication, with medical approval
 2. Elderly, 55 and over
 3. Obese, 350 lbs. and over
 4. Pregnant, if known, with medical approval
 5. Seizure disorders, with medical approval
 6. Severe arthritis, with medical approval
- b. Inmates who force an inmate out of an assigned low bunk may be subject to disciplinary action.
- c. Other than the above listed reasons, no other bunk assignments are generally made in general population.

12. Cell Changes

- a. If inmates do not feel safe in a cell, notify staff immediately if quick action is needed.
- b. Inmates may request cell changes on kiosks under "Cell Changes / Conflicts" tab.
- c. Inmates who misuse this option to manipulate the system may be subject to disciplinary action.

13. Certified Mail or Packages

- a. Certified mail or packages are not permitted since they require the inmate's signature before accepting the items.

14. Chain of Command

- a. Inmates need to discuss their issues with a deputy first.
- b. Deputies will solve the problem or forward it to supervisor.
- c. Generally, inmates will not be taken out of cells to talk to supervisors.

15. Chaplain

- a. See "Religious Counseling" section in this handbook.

16. Civil Rights Complaint – 1983 Form

- a. Inmates should first attempt to resolve possible civil rights issues by submitting a grievance on kiosks under "Grievance" tab.
- b. If issues remain unsolved, inmates may request complaint form on kiosks under "Civil Rights Complaint Form – 1983" tab.
- c. Inmates then need to complete forms and mail them directly to federal court.

17. Classification for DCDC

- a. Inmates shall be classified and assigned housing units by using past and current charges, institutional behavior and other factors.
- b. Classification levels include minimum, medium and maximum security.
- c. Classification levels may be changed for several reasons including new charges, inmate behavior or rule infractions.
- d. Inmates may appeal their classification decisions on kiosks under "Miscellaneous" tab.

18. Cleaning Cells

- a. Televisions and telephones shall be turned off before cell cleaning begins.
- b. Cleaning carts will be available twice a day, around 8a and 6p.
- c. Trash shall be disposed of and floors swept and mopped daily.
- d. Showers, sinks, commodes, urinals and tables shall be cleaned daily.
- e. Cells and common areas shall be kept clean and organized at all times.
- f. Televisions and telephones may be turned back on after cell areas pass inspection.
- g. Failure to pass inspection may result in disciplinary action.

19. Clergy

- a. Clergy need to have security clearance approval on file before permitted to have contact visits with inmates.
- b. If no approval on file, clergy need to contact Chaplain Emil Herzog, DCDC, 3337 Hwy 144, Owensboro, KY 42303, 270-685-8466, ext. 236, to begin security clearance process.
- c. Clergy may visit in visitation booth until security clearance is approved.
- d. See "Religious Counseling" section in this handbook for more information.

20. Clippers – Hair and Nail

- a. Hair and nail clippers, along with sanitizing solution, will be offered to general population inmates on Mondays and Thursdays, on first shift.
- b. See "Special Housing Unit" section in this handbook for schedule for segregated inmates.
- c. No clippers shall be given to an inmate on suicide watch.

21. Commissary

- a. Commissary may be ordered on kiosks under “New Order” tab.
- b. Deadline to place commissary orders is:
 1. Sundays at midnight for delivery on Tuesdays
 2. Wednesdays at midnight for delivery on Fridays
- c. Since orders cannot be cancelled or changed once they are placed, it recommended to review the order before pressing the “Submit Order” tab.
- d. There is a maximum purchase amount of \$150 per order per week, including hot or cold cart items, due to limited storage space in cells.
- e. If commissary is only offered once a week due to a holiday falling on a weekday, the maximum purchase amount will be \$300.
- f. If item ordered is out of stock, it may be substituted with an equal-valued item.
- g. Hot and cold cart items are available at least once a week.
- h. Weekender Packs may be ordered on kiosks under “New Order” tab and will be delivered next business day.
- i. Commissary gift baskets are available for the public to order online at JailFunds.com or by calling 1-855-836-3364.
- j. Deadline to place gift basket orders is 6a, CST, Mondays and Thursdays to receive orders on the next delivery date.
- k. Inmates who are indigent or have diabetes are restricted from receiving gift baskets.
- l. Commissary balances are available on kiosks under “Transaction History” tab.
- m. All non-food items have 6% sales tax included.
- n. Some food items, like condiment packs, also have tax included.
- o. On delivery days, inmates who placed orders need to:
 1. Line up when commissary staff arrive
 2. Present ID card upon request to ensure product is delivered to right person
 3. Receive order
 4. Inspect order for accuracy
 5. Report issues to staff before opening bag:
 - a. Staff will verify all reported issues
 - b. Necessary corrections will be made to inmate’s account next business day
 - c. If no issues are reported and bag is opened, order will be considered accepted as is
 6. Notify staff if ordered radio/earbuds, so will have time to verify that items work
 - a. If items not work, need to return them with receipt to staff to make necessary corrections to inmate’s account next business day
 - b. If items work, items will be considered accepted as a final sale with no return
 7. Report defective hot pots within three days of delivery:
 - a. If staff determines item was tampered with, no refund will be permitted
 - b. If no evidence of tampering, correction will be made to inmate’s account next business day
- p. If inmate is not present during delivery, orders will be held and delivered at end of day or next business day.
- q. If inmate is released before delivery, a credit will be posted to inmate’s account the next business day.
- r. Inmates in disciplinary segregation shall not be eligible to order or receive commissary except for hygiene, mail and medical supplies.
 1. Items ordered, other than approved exceptions, will be delivered after inmates are released from disciplinary segregation.
- s. Inmates with medical conditions, such as diabetes, may be restricted from receiving items that conflict with their medical diets.
- t. Commissary that does not fit properly in cell area may be deemed excessive and may need to be discarded upon notification.
- u. Commissary items cannot be returned or exchanged.
- v. DCDC and commissary company are not responsible for lost, stolen or damaged commissary items after they have been delivered to inmates.
- w. Commissary items from other facilities may be accepted if they are:
 1. New
 2. Unopened
 3. Similar to items available at DCDC
- x. Questionable items shall be disposed of.
- y. Commissary is a privilege which may be restricted, except for hygiene, mail and medical supplies.

22. Conflicts

- a. Inmates need to notify any staff when they have a conflict with another inmate.
- b. This information will be kept confidential from all inmates.
- c. Anytime an inmate enters a group setting with an inmate they have a conflict with like recreation or a program, the inmate needs to notify staff immediately so the two inmates can be kept separate.

23. Contraband

- a. Promoting contraband in the first degree is a Class D felony. KRS 520.050
 1. Knowingly introducing dangerous contraband into a detention center including knives, firearms, narcotics, lighters, matches, etc.
- b. Promoting contraband in the second degree is a Class A misdemeanor. KRS 520.060
 1. Knowingly introducing contraband into a detention center including pictures, candy, gum, pens, pencils, tobacco, etc.
- c. Contraband items include:
 1. Items not issued or permitted by the agency or purchased from DCDC commissary
 2. Items altered from their original shape or purpose
 3. Items that exceed permitted quantity
- d. Contraband items shall be seized and discarded or may be held for evidence.
- e. Inmates in possession of contraband may be subject to administrative and/or criminal charges.
- f. See “Search and Seizure” and “Rights – Search and Seizure” sections in this handbook for more information.

24. Copies of Legal Documents

- a. Copies of legal documents may be requested on kiosks under “Miscellaneous” tab.
- b. No other documents are approved to be copied for inmates.
- c. A ten-cent fee per copy shall be paid for before the items are received.

25. Court Access

- a. See “Rights – Court Access” section in this handbook.

26. Court Dates

- a. DCDC does not give out court dates since they are subject to change without notice.
- b. Daviess County inmates may write to District Court, 100 E 2nd St, Owensboro, KY 42303 or call 270-687-7200 for these dates.

27. Credit Cards

- a. Credit cards may not be used for bonds.
- b. See “Money for Inmate Accounts” and “Fees” sections in this handbook for more information.

28. Department of Public Advocacy – DPA

- a. DPA offers several services for inmates who cannot afford an attorney.
- b. Inmates may call DPA at 1-502-564-4914, which is set up to accept inmate collect calls.
- c. Inmates may contact DPA by writing to DPA, 920 Frederica St, Suite 1006, Owensboro, KY 42301.
- d. Some services available include contact with a social worker to help coordinate treatment for addictions, mental health issues and rehabilitation; finding a place to live after release and getting a Power of Attorney, etc.

29. Disciplinary Segregation – DS

- a. See “Special Housing Unit” section in this handbook.

30. Due Process

- a. DCDC’s policy and procedure for maintaining discipline is consistent with constitutional requirements for due process.
- b. Due process shall be available for all inmates.
- c. Disciplinary hearings will be conducted by authorized and trained staff.
- d. Inmates placed on disciplinary segregation for administrative charges:
 - 1. Shall receive notice of administrative charges placed against them
 - 2. Shall receive 24-hour notice of disciplinary hearing to allow time to gather information/witnesses for case
 - 3. May waive 24-hour notice and proceed to hearing phase
- e. If inmate involved is housed at B3, supervisor will decide if inmate may remain there until hearing is given.

31. Email Service

- a. Emails to Inmates from the Public:
 - 1. The public may send emails to inmates at no cost by going to JailFunds.com
 - 2. For “Location of Inmate,” select “Kentucky”
 - 3. For “Choose Facility,” select “Daviess”
 - 4. For “Select Service,” select “Send Message”
 - 5. Press “Continue” and follow instructions
 - 6. Attachments are permitted; however, since all shall be inspected for content, there may be a delay in posting them to kiosks
 - 7. Nudity, pornography or any content that may be deemed inappropriate due to safety and security reasons is not permitted
 - 8. Inmates may receive a maximum of 100 emails per calendar month
- b. Emails to the Public from Inmates:
 - 1. Inmates may send emails to the public on kiosks under “Mailroom” tab, then “New Email” tab
 - 2. Emails sent from inmates cost .80 each
 - 3. Inmates are not permitted to send emails to:
 - a. Other inmates at DCDC
 - b. Any *daviesscojail.org* email address
- c. Indigent inmates may send two free emails, every seven days from the last email
- d. See JailFunds.com for answers to frequently asked questions about emails.
- e. Email access is a privilege which may be restricted.

32. Emergency Assistance

- a. Emergency calls may be made from inmate phones to Building 1 control room.
 - 1. Dial 11*19, which is a free call, or
 - 2. Dial 270-685-8466, enter zero for operator
 - 3. Enter PIN
 - 4. Give location and type of emergency
- b. Inmates who intentionally misuse emergency assistance system may be subject to disciplinary action.

33. Faxes for Inmates

- a. Faxes are not permitted for inmates; however, the public, including attorneys, may send letters, emails and voice mails to contact an inmate.

34. Federal Express Mail or Packages

- a. Federal Express mail or packages requiring inmate’s signature before acceptance are not permitted.

35. Fees

- a. Call bookkeeper if wish to discuss fees at 270-685-8466, ext. 207, Mon-Fri, 7a-3p.

JAIL FEES	COST	NOTES
Admission kit	3.00	Per kit
Booking fee	25.00	County inmates only
Commissary History Report	1.00	Per report
Housing fee – Daily	20.00	County inmates only, except if on Periodic Detention or Work Release program
ID card	5.00	Damaged or missing cards
Jail fee	5.00	Inmates released on bond
Restitution		Replacement or repair costs

- b. Program Fees:

- 1. Periodic detention – See “Periodic Detention Program” section in this handbook
- 2. Work release – See “Work Release Program” section in this handbook

- c. Payment Types Permitted for Fees:

- 1. Cash – **Do not send cash by mail**
- 2. Cashier’s checks
- 3. Certified checks
- 4. Money orders
- 5. Personal checks

- d. Payment Types **Not permitted** for Fees:

- 1. Two-party checks

- e. Ways to Pay:

- 1. In person – Building 1 Reception, Mon-Fri, 7a-3p, Sat, 8a-4p
- 2. Mail
 - a. **Do not send cash by mail**
 - b. **Do not send correspondence with fees**
 - c. Mail to: DCDC
Attn: Bookkeeper
3337 Hwy 144
Owensboro, KY 42303

- f. Payment Information:

- 1. Need to pay fees in full by 30 days from release date
- 2. Unpaid fees after 30 days will be turned over to a billing agency and a \$30 fee will be added
- 3. Ways to pay after 30 days from release date:
 - a. Online – Contact Pay My Jailer online at payafee.net
 - b. Telephone – Contact Pay My Jailer by phone at 1-866-494-8556
- 4. Payment types accepted after 30 days from release date:
 - a. Check
 - b. Credit card
 - c. Debit card

36. Female Sanitary Supplies

- a. Female sanitary supplies are available upon request.

37. Games

- a. Games will be distributed each quarter.

38. Glasses or Contacts

- a. One pair of glasses or contacts may be mailed or hand delivered by the public.
- b. Mailed glasses must have “GLASSES” marked on outside of package or they may be refused and returned to sender.
- c. Cases for glasses are not permitted and if received will be placed in inmate’s property to be received at release.

39. Grievance Procedure

- a. Grievance procedure provides a process for resolution of legitimate complaints.
- b. If issue is about an established rule or policy, response will be returned to inmate as “Not grievable issue.”
- c. Inmates have equal access to the grievance system.
- d. Inmates are able to file grievances in a secure and confidential manner and without a threat of retaliation.
- e. Grievances may be filed on kiosks system and shall be within 48 hours of incident; however, there is no time limit for inmates to report allegations of sexual abuse.
- f. Nothing shall restrict DCDC’s ability to defend against an inmate’s lawsuit on grounds that the applicable statute of limitations has expired.
- g. Grievance Process:
 - 1. Inmate files grievance:
 - a. Grievance officer will have 10 business days from date issue was reported to conduct investigation and respond.
 - b. In case where grievance officer does not respond within 10 days, grievance is deemed denied.

2. Appeal
 - a. In the case where inmate is not satisfied with initial response, they may appeal the response to jailer.
 - b. This appeal needs to occur within 48 hours of receipt of initial response
 - c. Jailer/designee will have 10 business days from date on Grievance Appeal Form to conduct investigation and respond.
 - d. In the case where there is no response to appeal within 10 days, appeal is deemed denied.
3. Retaliation for reporting a grievance is prohibited.
- h. Sexual Abuse/Harassment
 1. Grievance system may also be used to report sexual abuse/harassment allegations.
 2. In such cases, there is no time limit on when an allegation may be reported.
 3. Reporter is not required to attempt to resolve issue with the other party involved.
 4. Retaliation for reporting a sexual abuse/harassment allegation is prohibited.
- i. See “Rights – Grievance Procedure” section in this handbook for more information.

40. Hair Cuts

- a. See “Clippers – Hair and Nail” section in this handbook.

41. Head Counts

- a. Head count times are about 07:00a-08:00a; 3:00p-4:00p and 11:00p-12:00a.
- b. Televisions and telephones shall be turned off during all head counts.
- c. No inmates shall be in showers or restrooms during these times.
- d. If inmate is in shower, they shall get dressed or cover up before leaving shower area and prepare to be counted.
- e. Inmates shall:
 1. Stand at end of assigned bunk/area while deputy is counting
 2. Be quiet and follow deputy’s instructions
 3. Not cover their face or hands
 4. Present ID cards upon request

42. High-Risk Segregation – HR

- a. See “Special Housing Unit” section in this handbook.

43. Ice

- a. Ice will be issued on first shift for A Pod, second shift for B Pod and third shift for C Pod.
- b. Use of ice is a privilege which may be restricted.

44. Identification Cards – ID Cards

- a. ID Cards shall be available at all times and presented upon request.
- b. A \$5 replacement fee will be charged to inmate’s account when cards are damaged or missing.
- c. Disciplinary action may be taken for damaged or missing cards.

45. Indigent Inmates

- a. Inmates are considered indigent if they meet all three conditions:
 1. Housed in DCDC for at least seven consecutive days
 2. Have not purchased any items for those days
 3. Have less than \$1 on their account

46. Indigent Items

- a. Indigent clothing:
 1. May order once every six months, from date of last order, for each item
 2. May order on kiosks under “Indigent Clothing” tab
 3. Costs will be charged to inmate’s account
 4. Items available are bras, briefs, panties and socks
 5. *** *State size for each item ordered* ***
 6. Clothing that is not “necessary” is not available for indigent inmates to order including:
 - a. Uniform shorts
 - b. T-shirts
 - c. Thermal tops or bottoms
- b. Indigent emails:
 1. May send two free emails per week from date of last email
- c. Indigent kits:
 1. May order once a week, from date of last order
 2. May order on kiosks under “New Order” tab
 3. Then go to “Indigent” tab
 4. Costs will be charged to inmate’s account
 5. Will be delivered once a week, in a four-week rotation:
 - a. Week 1: Deodorant, paper, shampoo, soap, toothpaste and one stamped envelope, for \$2.50
 - b. Week 2: Same as week 1, except no shampoo, for \$2.25
 - c. Week 3: Same as week 1, for \$2.50
 - d. Week 4: Same as week 1, except no shampoo, plus pen, toothbrush and two stamped envelopes, for \$3.00.
- d. Indigent texts:
 1. May send two free texts per week from date of last text

47. Issued Items

- a. Admission kit – 1
- b. Blanket – 1, as needed
- c. Cup – 1
- d. Laundry bag – 1
- e. Mattress – 1
- f. Sandals – 1 pair
- g. Sheets – 2
- h. Spork – 1
- i. Towel – 1
- j. Uniform – 1

48. Key Releases

- a. Inmates may give permission to release keys from their property to the public at any time.
- b. If inmates want to release any key, **ALL** keys and property in their small property bag needs to be released at that time.
- c. Key/property release process:
 1. Picture ID from the public reviewed
 2. Verbal approval from inmate
 3. Property sheet, keys and small property bag items removed from property room
 4. Inmate signs property sheet
 5. The public signs property sheet
 6. Keys and small property bag items released to the public
 7. Property sheet re-filed in property room

49. Kiosks for Inmates

- a. Kiosk tabs:
 1. Accounts / Inmate Money
 2. Alcoholics Anonymous
 3. Celebrate Recovery
 4. Cell Changes / Conflicts
 5. Civil Rights Complaint – 1983 Form
 6. Commissary Issues
 7. Court / Bonds / Booking
 8. Disciplinary
 9. Federal Inmates
 10. GED Program
 11. Grievance – General
 12. Indigent Clothing
 13. Jumu'ah Services
 14. Laundry / Personal Clothing
 15. Mail Issues
 16. Maintenance
 17. Miscellaneous / Inmate Services
 18. MRT Program
 19. Narcotics Anonymous
 20. Notary Service
 21. Open Records Requests
 22. Phone Time / PIN Issues
 23. Portal Program
 24. Pretrial Services
 25. Property
 26. Religion / Chaplain / Clergy
 27. Religion Preference / Diet
 28. Sexual Abuse / Harassment / PREA
 29. State Inmates / CD Coordinator
 30. Substance Abuse Program – SAP
 31. Video Visitation Issues
- b. Routine requests need to be submitted on kiosks for tracking purposes.
- c. Inmates who ask about issues that are in the Inmate Handbook may receive a response of “See Inmate Handbook.”
- d. Only enter one request per issue, per seven days, except for medical issues.
- e. Duplicate requests for the same issue will only slow down the request system.
- f. Inmates who send excessive requests that are deemed not necessary may be subject to disciplinary action.

50. Kiosks for Public

- a. When the public is using kiosks in Building 1 lobby and a message appears stating “Out of Order,” it could mean there was a connection interruption.
- b. In such cases, press “OK” to restart transaction.

51. Laundry – Lost

- a. Lost laundry may be reported on kiosks under “Laundry” tab.
- b. Staff will investigate all reports.
- c. If staff determines laundry was lost, only items that can be verified as inmate’s possessions at time of intake or purchased from commissary will be replaced.

52. Laundry Schedule – Personal Clothing

- a. Personal clothing may be washed twice a week.
- b. Laundry will be picked up on second shift and passed out on third shift.
 - 1. A Pod and T Cells – Mon and Thu
 - 2. B Pod – Tue and Fri
 - 3. C Pod – Sun and Wed
- c. B2 laundry is on a specialized schedule.
- d. B3 laundry services are offered every night on third shift.
- e. If clothing is washed in cells, it shall be placed in storage areas as soon as it dries.

53. Legal Documents

- a. Inmates represented by an attorney need to direct their request for legal documents to that attorney.
- b. Inmates may contact the public for assistance in locating legal information.
- c. Inmates not represented by an attorney may request a copy of a specific legal document on kiosks under “Miscellaneous” tab.
- d. A reasonable effort will be made by staff to locate document.
- e. See “Copies of Legal Documents” section in this handbook for more information.

54. Legal Mail

- a. See “Rights – Legal Mail” section in this handbook.

55. Library

- a. Inmate library is available during indoor recreation times.
- b. Up to three books per inmate may be taken per visit.

56. Lights – On / Off

- a. Lights will be turned on at breakfast and off after last head count each day.

57. Magazines

- a. Requirements:
 - 1. Need to have inmate’s name on shipping package
 - 2. Need to be mailed from a verifiable company
 - 3. No nudity, pornography or any content that may be deemed inappropriate due to safety and security reasons
- b. Magazines that do not meet requirements will be returned to sender or placed in inmate’s property to be received at release.

58. Mail

- a. Mail for inmates needs to be addressed to:
 - Inmate’s name
 - DCDC
 - 3337 Hwy 144
 - Owensboro, KY 42303
- b. Mail sent to inmates needs to have sender’s full name and address on outside of envelope.
- c. Do not send by mail:
 - 1. Cash
 - 2. Regular checks – See “Money for Inmate Accounts” section in this handbook for more information
 - 3. Any enclosures, except pictures
- d. No nudity, pornography or any content that may be deemed inappropriate is permitted due to safety and security reasons.
- e. Unapproved enclosures will be placed in inmate’s property to be received at release.
- f. Inmate mail will be scanned and available for inmates to read on kiosks.
- g. No mail is scanned on Saturdays, but is processed with the mail received on Mondays.
- h. Books, glasses, legal mail, magazines, newspapers and worker shoes/boots will be hand delivered.
- i. Legal mail will also be hand delivered and opened and inspected for contraband in the presence of the inmate.
 - 1. See “Rights – Legal Mail” section in this handbook for more information.
- j. Mail needs to be no larger than 8 ½ x 11 inches, on regular light-weight paper, so it can fit through a scanner.
- k. Unapproved mail will not be scanned but placed in inmate’s property to be received at release.
- l. After all mail is scanned, original documents will be placed in the inmates’ property.
- m. If scanning system is not working, incoming mail will be hand delivered.
- n. Inmate-to-inmate mail is permitted; however, jailer reserves the right to restrict this privilege as needed.
- o. Inmate-to-inmate mail needs to have sender’s full name and address on outside of envelope.
- p. See “Rights – Mail” section in this handbook for more information.
- q. Returned to sender items:
 - 1. Certified and Federal Express mail and packages requiring inmate’s signature
 - 2. Mail for released inmates including temporary released inmates
 - 3. Mail with postage due
 - 4. Packages addressed to inmates, other than addressed to CD coordinator

- 5. See “Packages” section in this handbook for more information.
- r. Outgoing mail from inmates may be given to any staff at any time.

59. Maintenance

- a. Requests for cell maintenance may be submitted on kiosks under “Maintenance” tab.
- b. Need to include location and brief summary of issue that needs to be addressed.

60. Marriages

- a. Inmates are permitted to get married while incarcerated.
- b. An outside party will need to coordinate the event with the clerk’s office.
- c. Documents that need to be notarized to record a marriage may be requested on kiosks under “Notary Service” tab.
- d. The ceremony shall take place in a visitation booth.
- e. Inmate will be offered a 30-minute visit after the ceremony that will not affect their weekly 15-minute visit.

61. Meals

- a. Meal times are around 5a-7a, 11a-1p and 4p-6p each day.
- b. Inmates shall line up at meal time and present ID cards upon request even if not wish to eat.
- c. Inmates shall receive or refuse their own tray.
- d. Trays shall be passed through door flaps.
- e. Tray lids shall be returned through door flap by inmates as soon as meal is received.
- f. Missing food items needs be reported when meal is received, in the presence of staff, so verification and necessary replacements may be made.
- g. Meal trays shall be returned upon request.

62. Medical Care

- a. Medical care may be requested on kiosks under “Medical Request” tab.
- b. All inmates receiving treatment will be charged co-pays according to “Medical Co-Pays” section in this handbook.
- c. Medical treatment shall never be withheld from any inmate due to the inability to pay a co-pay.
- d. Emergency medical issues will be provided by onsite medical staff, security staff or transported off site by jail vehicle or ambulance.
- e. Inmates who receive emergency medical treatment will not be charged a co-pay.
- f. DCDC staff and medical staff shall not discuss inmate medical information with family, friends or public, according to HIPPA guidelines.
- g. Medical questions or comments need to be directed to Southern Health Partners, 2030 Hamilton Place Blvd, Chattanooga, TN 37421, 1-888-231-2888.
- h. Medical/mental health staff are required to report any sexual abuse that happened at DCDC or any other corrections facility.
- i. See “Rights – Medical Care” section in this handbook for more information.

63. Medical Co-Pays

- a. Call medical staff at 270-685-8466, ext. 218, Mon-Fri, 7a-3p, to discuss any questions about these co-pays:

MEDICAL CO-PAYS	COST	NOTES
Dentist visit	15.00	Per initial visit per issue
Doctor visit	15.00	Per initial visit per issue
Nurse visit	15.00	Per initial visit per issue
Prescription	10.00	Per month

64. Medical Education

- a. Acne
 - 1. Acne is build-up of oil at hair roots and oil glands.
 - 2. Acne may be blackheads, whiteheads or pimples.
 - 3. Some foods, hormones, stress and contact with irritating or oily substances may cause acne to worsen.
 - 4. Do this if have acne:
 - a. Gently wash face and any other area that breaks out at least 2-3 times daily with mild soap
 - b. Do not squeeze or pick pimples
 - c. Wash hair at least 3 times weekly
 - d. Do not use oils on hair
 - e. Eat a balanced diet
 - f. Do not use oily make-up or creams on face
- b. Athlete’s Foot
 - 1. Athlete’s foot is caused by fungus which likes to grow in warm, moist places.
 - 2. Do this if have athlete’s foot:
 - a. Keep socks and shoes off whenever possible
 - b. Do not sleep with socks on
 - c. Wash feet with warm, soapy water every day, pat dry between toes
 - d. Dry feet last to prevent spreading fungus
 - e. Wear shower shoes when showering
 - f. Wear canvas shoes, if available, during the day

- g. Wear white cotton socks
 - 1. Put clean socks on each day
 - 2. Put socks on before underwear to prevent spreading fungus
 - h. Apply antifungal cream to affected area twice a day
 - 1. Wash and dry feet first
 - 2. Apply cream as directed by medical staff
 - 3. Rub in well
 - 4. Wash hands before and after
 - i. If any of the following occurs, may request to see nurse on kiosks under “Medical” tab:
 - 1. Increased redness
 - 2. Increased swelling
 - 3. Heat
 - 4. Pus formation
 - 5. Red streaks
 - 6. Increased pain
- c. Common Cold
- 1. A common cold is caused by different types of viruses and is not serious.
 - 2. Usual symptoms include sneezing, stuffy nose, watery nasal discharge, scratchy throat, cough, tiredness, headache and body ache.
 - 3. Colds are not cured by taking antibiotics like penicillin.
 - 4. A cold will run its course and lasts 4-7 days, with 2nd and 3rd days as the worse.
 - 5. A cough may last longer.
 - 6. Colds occur more in fall and winter.
 - 7. Cold virus is spread mostly by drainage from nose, coughing and sneezing.
 - a. Cough or blow nose into tissue or toilet paper and throw it away
 - b. Do not get close to anyone coughing or sneezing who does not cover their mouth
 - c. Always wash hands after blowing nose or sneezing
 - 8. Do this if have a cold:
 - a. Drink lots of fluids, especially clear fluids such as water
 - b. Stop smoking
 - c. May take 2 regular strength Tylenol tablets for fever, headaches, aches and pains
 - d. Rest as much as possible
 - 9. If symptoms get worse, may request to see nurse on kiosks under “Medical” tab.
- d. Dandruff
- 1. Dandruff can be normal scaling off of top layer of scalp.
 - 2. Also, can be caused by seborrhea, which causes an increase in amount of oil made by oil glands around hair roots.
 - 3. Dandruff can usually be treated by using dandruff shampoo.
 - 4. Do this if have dandruff:
 - a. Shampoo hair 2-3 times weekly in cool or barely warm water
 - b. Use dandruff shampoo and be sure to rinse out all shampoo
 - c. Avoid over-rubbing or massaging scalp which may cause oil glands to produce more oil
 - 5. If symptoms do not improve after one month, may request to see nurse on kiosks under “Medical” tab.
- e. Gas, Belching, Heartburn and Indigestion
- 1. Eating gas-forming foods and swallowing air while eating can cause gas.
 - 2. Do this if have gas:
 - a. Take 1-2 antacid tablets for heartburn or gas, up to 4 times a day if needed
 - b. Avoid gas-producing foods like cabbage, coffee, tea, and carbonated beverages
 - c. Avoid overeating
 - d. Chew foods slowly and completely
 - e. Remain in upright position 1-2 hours after eating
 - f. Stop smoking
 - g. Avoid eating 1-2 hours before bedtime
 - 3. If symptoms get worse, may request to see nurse on kiosks under “Medical” tab.
- f. Headache
- 1. Most people have headaches.
 - 2. Most headaches are not serious.
 - 3. Common causes of headaches are tension, sinus congestion, caffeine, smoking, medications and high blood pressure.
 - 4. Do this if have a headache:
 - a. Avoid whatever causes headaches
 - b. Take two Tylenol tablets twice a day
 - c. Use moist, cool cloths if helps to relieve headache
 - d. Rest
 - 5. Do not watch TV
 - 6. Avoid noisy interaction
- g. Insomnia
- 1. Try this if have difficulty sleeping:
 - a. Reduce or stop drinking caffeine drinks like coffee, brown tea and caffeine soft drinks
 - b. Do not take naps during the day, at head count or during the evening
 - c. Exercise during the day to help tire out and reduce stress
 - d. Go to bed at same time each night

- e. If drowsy and cannot sleep:
 - 1. Get up to read book or write letter
 - 2. When drowsy, go back to bed
 - 3. May need to repeat several times
 - f. Get out of bed at same time each day
 - g. Discuss problem with jail chaplain or mental health professional
 - h. Over time, ideas listed above should help get sleep problems under control.
 - i. The body has a natural “clock” built into it and sometimes needs to be corrected.
 - j. It will require time to adjust if have a history of sleep problems or if used drugs and/or alcohol prior to incarceration
 - k. Being new to jail or getting out soon may cause sleeping problems
 - 1. Medications will not cure the problem but time and effort may help
- h. Nausea and Vomiting
- 1. Stomach flu is common cause and does not last more than 24-36 hours.
 - 2. Diarrhea may also develop.
 - 3. Do this if sick to the stomach or throwing up:
 - a. Drink only clear liquids for next 24 hours
 - b. Drink small amounts or sips if cannot keep anything down
 - c. Do not take aspirin, laxatives or antacids while sick to the stomach
 - d. Rest for 24 hours
 - e. Start eating food gradually as begin to feel better
 - f. Do not eat spicy or greasy foods at first
 - 4. May request to see nurse on kiosks under “Medical” tab if:
 - a. Do not feel better after 24 hours
 - b. Cannot keep any liquids down
 - c. Start vomiting blood
 - d. Get fever and increased stomach pain
- i. Skin Rash
- 1. Rashes can be caused by chemicals, infections or medications and are almost impossible to identify the cause.
 - 2. Do this if have a rash:
 - a. Wash or bathe in cool water only
 - b. If cause is known, avoid it if possible
 - 3. May request to see nurse on kiosks under “Medical” tab if:
 - a. Increased redness or swelling, pus formation, heat, red streaks, increased pain or rash is spreading
- j. Sore Throat
- 1. Viruses cause most sore throats.
 - 2. Sore throats usually last 4-7 days.
 - 3. Do this if have a sore throat:
 - a. Gargle with warm, salt water several times a day, but do not swallow salt water
 - b. Drink plenty of fluids
 - c. Take two Tylenol tablets for fever and pain twice a day
 - d. Stop smoking
 - 4. May request to see nurse on kiosks under “Medical” tab if conditions worsen or have no relief.
- k. Sprain
- 1. Stressing or twisting a joint or body usually causes a sprain.
 - a. Swelling usually occurs and can cause pain.
 - 2. Do this if have a sprain:
 - a. Keep injured area elevated for 48 hours to decrease swelling and throbbing
 - b. Use cold-water cloths on area for 24 hours and avoid using area
 - c. Take two Tylenol twice a day for pain
 - 3. May request to see nurse on kiosks under “Medical” tab if numbness, tingling or blueness appears in area of injury.
- l. Tooth Decay & Gum Disease
- 1. Plaque is leading cause of tooth decay and gum disease.
 - a. Plaque is sticky, invisible film containing bacteria
 - b. It is constantly forming over teeth
 - 2. Ways plaque causes cavities:
 - a. When eat sweet foods, bacteria in plaque combines with sugar to form decay acids that attach to tooth enamel
 - b. Cavity grows larger as it enters the dentin
 - c. Decay weakens enamel further and reaches sensitive layer of tooth
 - d. If decay is not checked, an abscess may occur or bone may become infected
 - 3. How plaque causes gum disease:
 - a. Plaque collects beneath gum line and irritates gum tissue which may cause gums to bleed
 - b. If plaque is not removed, it becomes hardened and forms tartar, increasing irritation to gums
 - c. Plaque will begin to destroy tissue holding gums to teeth
 - 4. Brush to remove plaque and prevent tooth decay.
 - a. Hold toothbrush at 45-degree angle to gum line
 - b. Brush back and forth with short strokes, covering 1-2 teeth at a time
 - c. Brush back of teeth, inside and outside
- m. Urinary Discomfort
- 1. Urinary discomfort is common in females.
 - 2. Urinary discomfort is caused by bacteria entering urinary system through tube that leads to the bladder.

3. Ways to prevent urinary discomfort:
 - a. Drink eight glasses of fluid per day
 - b. Limit drinking caffeine drinks while having symptoms
 - c. Urinate when feel urge
 - d. Do not hold urine for long periods of time
 - e. Avoid activities, like masturbation, that can cause friction to urine outlet
 - f. Take all medications until gone
4. Symptoms should begin to fade in 24-26 hours after starting an antibiotic.

65. Medications

- a. Medications will be distributed once in the mornings and once in the evenings.
- b. Inmates receiving medications shall report to medical cart with their own drinking cup, water and present ID cards upon request.
- c. No inmate shall share a drinking cup to take medications.
- d. No other routine issues should be discussed during medication pass.
- e. No prescription or over-the-counter medications will be accepted from the public.
- f. Narcotic medications:
 1. May be released to a designated person or released inmate within five days after booking date
 2. Designated person / released inmate must:
 - a. Present picture ID
 - b. Pick up at Building 1, Mon-Fri, 8a-4p
 3. If narcotics are not picked up within five days, they will be disposed of.
- g. Prescription medications:
 1. May be released only to person listed on label within five days after release date
 2. Released inmate must:
 - a. Present picture ID
 - b. Pick up at Building 1, Mon-Fri, 8a-4p
 3. If medications are not picked within five days, they will be disposed of.

66. Mental Health Care

- a. Inmates may request to visit with mental health staff on kiosks under “Mental Health Care” tab.

67. Messages for Inmates

- a. Messages for inmates are not permitted; however, inmates may be reached through emails, letters, texts and voice mails.

68. Money after Release

- a. Once inmates are released, 100% of money left on accounts will be applied to any current or outstanding fees.
- b. If no fees are owed and a refund is due, a check will be written the next business day.
- c. Released inmates need to call bookkeeper from 8a-2p at 270-685-8466, ext.207, on the first business day after release date to advise:
 1. If want to pick up refund check in person, Mon-Fri, 7a-1p
 2. Or give mailing address where want check mailed
- d. If refund check is not picked up by first Friday after release date, and no mailing address is given, it will be mailed to the last known address.
- e. DCDC reserves the right to correct any errors found on an inmate’s account.
- f. Inmates may report any errors regarding their accounts to the bookkeeper for up to six months from release date.

69. Money for Inmate Accounts

- a. Ways to place money on inmate accounts:
 1. Kiosks In-Person Deposits
 - a. Cash or credit cards on kiosks in Building 1 lobby
 - b. Kiosk access is available 24 hours a day
 - c. Deposits are usually available for use after a short delay or at least by next day
 - d. Accounts with balances of \$300 or more will be restricted from receiving any additional “credit card” deposits until balance is below \$300
 2. Mail Deposits
 - a. **Do not send cash by mail**
 - b. **Do not send correspondence** with money for inmate accounts
 - c. Only these type checks are permitted:
 1. Cashier’s checks
 2. Certified checks
 3. Money orders
 - d. Make these checks payable to Daviess County Detention Center
 - e. Need to enter inmate’s name on memo line
 - f. Need to enter sender’s full name and return address on envelope
 - g. Mail checks to:

DCDC
Attn: Bookkeeper
3337 Hwy 144
Owensboro, KY 42303
 3. Online Deposits
 - a. Credit cards may be used for deposits online at JailFunds.com

- b. Accounts with balances of \$300 or more will be restricted from receiving any additional “credit card” deposits until balance is below \$300
 - c. See JailFunds.com for answers to frequently asked questions about money deposits
 - 4. Telephone Deposits
 - a. Call JailFunds at 1-855-836-3364
- b. Government checks are the only two-party checks permitted for deposits on inmate accounts.
 - 1. If government check is used as a deposit, it needs to be:
 - a. Payable to inmate
 - b. Deposit to inmate’s account for full amount
 - c. If check is received by mail and inmate does not want to endorse it, it will be placed in inmate’s property
- c. If inmate owes fees, 50% of all incoming money will be deducted from each deposit for those fees, including for state and federal inmates.
- d. No checks shall be written out of inmate’s account except for a self-bond or account balance after inmate’s release.

70. Movement within Facility

- a. When inmates are moving outside of cell areas within facility, they shall:
 - 1. Walk single file on right side of area
 - 2. Place hands behind their backs
 - 3. Not touch anything including door flaps, thermostats, switches, etc.
 - 4. Not talking unless pre-authorized by escorting staff

71. Newspapers

- a. Requirements:
 - 1. Must have inmate’s name on newspaper label
 - 2. Must be delivered from a verifiable company
 - 3. No nudity, pornography or any content that may be deemed inappropriate due to safety and security reasons
- b. Newspapers that do not meet requirements will be returned to sender or placed in inmate’s property to be received at release.

72. Notary Service

- a. Notary service is available upon request on kiosks under “Notary Service” tab.

73. Office Hours

- a. Office hours are Mon-Fri, 7a-3p.

74. Open Records Requests, KRS 61.876

- a. DCDC will comply with all rules and regulations of KRS 61.870-61.884.
- b. Agency Information:
 - 1. Public agency – Daviess County Detention Center
 - 2. Office hours – 7a-3p, Mon-Fri, except for legal holidays
 - 3. Official Custodian of Records information:
 - a. Mailing address:
 - Official Custodian of Records
 - Daviess County Detention Center
 - 3337 Hwy 144
 - Owensboro KY 42303
 - b. E-mail address – openrecords@daviesscojail.org
 - c. Fax number – 270-685-8449
 - d. Phone number – 270-685-8466, ext. 202
- c. Fees
 - 1. Copy charges are 10 cents per document.
 - 2. If copies are mailed, postage costs will also be charged.
 - 3. All fees shall be paid in full before copies are received.
- d. Request Form – A form on DCDC’s website may be used to request information.
- e. Requester Needs to Provide:
 - 1. Request in writing
 - 2. Name
 - 3. Description of records to be inspected or copied
 - 4. Mailing or email address, if copies are requested
 - 5. Whether request is for a commercial purpose
 - 6. Statement that resident of KY because:
 - (Choose one)
 - a. Reside in KY; or
 - b. Domestic business with location in KY; or
 - c. Foreign business registered in KY; or
 - d. Employed and work at location in KY; or
 - e. Person/business who owns real property in KY; or
 - f. Person/business who is authorized to act on behalf of person/business listed above; or
 - g. News-gathering organization as defined in KRS 189.635(8)(b)1a. to e.
 - 7. Signature and printed name
 - 8. Date

- f. Official Custodian:
 - 1. Will respond within five business days of request, excluding Saturdays, Sundays and legal holidays
 - 2. Will begin the allowed response time the first business day after the request is received
 - 3. Will include a time frame in which records will be available or provide a reason why they will be withheld
 - 4. Will provide a suitable area for inspection of records
 - 5. Will be present while records are inspected and/or copied to protect records from damage, disorganization, to lessen office disruption, to provide assistance, information and full access to public records

75. Periodic Detention Program

- a. Fees
 - 1. Booking fee is \$25
 - 2. Daily housing fee is 25% of gross daily wages (\$12 minimum / \$40 maximum)
 - 3. Housing and booking fees shall be pre-paid in full by cash at Building 1 Reception, Mon-Fri, 7a-3p, before commitment date.
 - 4. If fees are not prepaid, sentence may need to be served in consecutive days.
- b. Information
 - 1. Participants need to ensure DCDC receives approved order before participation begins.
- c. Permitted Items
 - 1. Bras, wireless – 3
 - 2. Socks – 3 pair
 - 3. T-Shirts, white – 3
 - 4. Underwear – 3 pair
- d. Rules
 - 1. Not report to facility under the influence of alcohol or illegal drugs
 - 2. Not commit another crime
 - 3. Be responsible for own prescription medication costs
 - 4. Be subject to:
 - a. Strip search upon each return to facility
 - b. Random or reasonable suspicion tests for alcohol or illegal drugs
 - 5. Participation may be terminated if any periodic detention rules are violated.

76. Permitted Items at Intake

- a. Inmates may keep these items at time of intake:
 - 1. Bible, softback – 1
 - 2. Bras, wireless – 3
 - 3. Legal material
 - 4. Socks – 3 pair
 - 5. T-shirts, white – 3
 - 6. Underwear – 3 pair

77. Permitted Items from Public

- a. Glasses or contacts
- b. Shoes/boots for inmate workers
- c. Other items pre-authorized by major
- d. See “Glasses or Contacts” or “Shoes/Boots” sections in this handbook for more information.

78. Permitted Items in Housing Unit

- a. Permitted items:
 - 1. Books
 - 2. Bible, softback – 1
 - 3. Bras, wireless – 3
 - 4. Commissary purchases
 - 5. Hygiene items
 - 6. Legal mail
 - 7. Legal materials
 - 8. Magazines
 - 9. Newspapers
 - 10. Prayer rugs
 - 11. Program materials
 - 12. Socks – 3 pair
 - 13. T-shirts, white – 3
 - 14. Underwear – 3 pair
- b. Permitted items to be stored on floor beneath bunk:
 - 1. Commissary
 - 2. Laundry bag – 1
 - 3. Sandals – 1 pair
 - 4. Shoes/boots – 1 pair
- c. Property authorized for inmates in housing areas shall be limited to what will fit in approved storage areas.
- d. See “Contraband”, “Property – Excessive” and “Search and Seizure” sections in this handbook for more information.

79. Power of Attorney

- a. Inmates needing assistance to conduct their personal business while incarcerated may designate a Power of Attorney.
- b. Inmates who cannot afford an attorney may see “Department of Public Advocacy” section in this handbook to request information regarding a power of attorney.

80. PREA – Sexual Abuse/Harassment

- a. False Reports, 115.52(g); 115.78(f)
 1. Inmates may be disciplined for filing a false report of sexual abuse/harassment if it can be proven that the report was filed in bad faith.
 2. A report made in good faith based on a reasonable belief that an incident occurred will not be considered a false report, even if it is determined to be unsubstantiated.
- b. Official duties – Properly conducted official duties are not considered PREA violations:
 1. Inmate searches
 2. Incidental viewings of inmates during cell checks, etc.
- c. PREA Hotline – DOC
 1. The DOC PREA hotline may be reached by dialing 11*71, which is a free, unmonitored and unrecorded call.
- d. Rape Crisis Center
 1. See “Rape Crisis Center” section in this handbook.
- e. Reporting
 1. There is no time limit for inmates to report sexual abuse/harassment.
 2. Confidentiality will be limited to those who have the need to know to make decisions concerning the victim’s welfare and for investigative purposes.
 3. Inmates may use multiple methods to report sexual abuse/harassment, retaliation by other inmates or staff for reporting sexual abuse/harassment and staff neglect or violation of responsibilities that may have contributed to such incidents.
 4. Medical/mental health staff are required to report to supervisor any sexual abuse that happened in DCDC or in any other facility.
 5. Reporting methods:
 - a. Kiosks – Under “PREA” or “Grievance” tab
 - b. Verbal – To any staff, medical, chaplain, clergy, volunteer or others
 - c. DCDC – Dial 11*19, which is a free call, or 270-685-8466, press (0) for operator, ask for supervisor
 6. Other reporting methods, which can be anonymous:
 - a. Note to any staff or visitor
 - b. Third party – Someone reports for inmate
 - c. Crime Stoppers – Dial 11*73, which is a free call, or 270-687-8484
 - d. Daviess County Detention Center, Attention Supervisor, 3337 Hwy 144, Owensboro KY 42303
 - e. Daviess County Sheriff Department, 212 St. Ann, Owensboro, KY 42303, 270-685-8444
 - f. KY State Police, 8298 Keach Dr, Henderson, KY 42420, 1-270-826-3312
- f. Response Plan
 1. Protect victim from abuser
 2. Scene shall be preserved and protected until appropriate steps can be taken to collect evidence.
 3. Request “victim” and ensure “abuser” do not wash hands, wash or rinse any other body parts, rinse mount, brush teeth or hair, urinate, defecate, change clothes, eat, drink or smoke, in order to preserve evidence.
- g. Rights of Inmates
 1. Inmates have the right to be free from sexual abuse/harassment.
 2. Inmates have the right to be free from retaliation for reporting such incidents.
- h. Sexual Abuse Help Line – 24 Hours
 1. The Sexual Abuse Help Line may be reached by dialing 11*70, which is a free, unmonitored and unrecorded call.
- i. Sexual Acts of “Inmate on Inmate”
 1. All inmate-on-inmate sexual acts are prohibited.
 2. All such acts shall be investigated to ensure they were not coerced.
 3. If it was determined that acts were consensual, parties involved will face administrative charges for rule violations.
 4. If it was determined that acts were coerced, incidents shall be referred for criminal investigations.
- j. Sexual Acts of “Staff/Visitor-on-Inmate”
 1. Any sexual act or sexual contact between staff/visitor and inmate is illegal, even if inmate consents.
 2. Inmates cannot legally consent to sexual acts with those who are in positions of authority over them.
 3. All such acts shall be referred for criminal investigations.
- k. Zero-Tolerance Policy
 1. DCDC has a zero-tolerance policy regarding all forms of sexual abuse/harassment.

81. PREA – Sexual Abuse/Harassment for Federal Inmates

- a. Definitions
 1. Inmate-on-Inmate Sexual Abuse/Assault
 - a. One or more inmates engaging in or attempting to engage in a sexual act with another inmate or use of threats, intimidation, inappropriate touching or other actions and/or communications by one or more inmates aimed at coercing and/or pressuring another inmate to engage in a sexual act.
 2. Staff-on-Inmate Sexual Abuse/Assault
 - a. Staff engaging in or attempting to engage in sexual act with inmate or intentional touching of inmate’s genitalia, anus, groin, breast, inner thigh or buttocks with intent to abuse, humiliate, harass, degrade, arouse or gratify sexual desires of any person.
 - b. Sexual abuse/assault of inmates by staff is inappropriate use of power and is prohibited by DOJ policy and the law.

3. Staff Sexual Misconduct
 - a. Sexual behavior between staff and inmate can include, but is not limited to, indecent, profane or abusive language or gestures and inappropriate visual surveillance of inmates.
- b. Confidentiality
 1. Information concerning the identity of inmate victim reporting sexual assault and the facts of the report itself shall be limited to those who have the need to know in order to make decisions concerning inmate victim's welfare and for investigative purposes.
- c. Detention as Safe Environment
 1. While inmates are incarcerated, no person has the right to pressure them to engage in sexual acts or engage in unwanted sexual behavior regardless of age, size, race or ethnicity.
 2. Regardless of sexual orientation, inmates have the right to be safe from unwanted sexual advances and acts.
- d. Prohibited Acts
 1. An inmate who engages in inappropriate sexual behavior with or directs it at others, can be charged with Prohibited Acts under the Inmate Disciplinary Policy.
 2. These acts include using abusive or obscene language, sexual assault, making sexual proposal, indecent exposure and engaging in a sexual act.
- e. Report all Assaults
 1. If inmate becomes a victim, incident should be reported immediately to any staff member, chaplain or medical staff.
 2. Staff members shall keep reported information confidential and only discuss it with the appropriate officials on a need-to-know basis.
 3. Other ways to report:
 - a. Write a letter to person in charge of U.S. Marshal, using legal mail procedures to ensure confidentiality
 - b. File emergency grievance
 - c. Contact the department who investigates allegations of staff misconduct at Office of Inspector General, U.S. Department of Justice, 950 Pennsylvania Ave, Room 4706, Washington, DC 20530, 1-800-869-4499
- f. Sexual Assault Awareness
 1. Inmates detained by the United States Marshals Service have the right to be safe and free from sexual abuse/harassment.

82. Privileges in General Population

- a. Privileges may be restricted for disciplinary reasons.
- b. See these sections in this handbook for more information:
 1. Commissary
 2. Email access
 3. Ice
 4. Mail – Inmate-to-inmate at DCDC and at other facilities
 5. Telephone – Other than five minutes per week or attorney access
 6. Television
 7. Text access
 8. Work assignment

83. Programs Information

- a. Inmates may request to attend a program on kiosks under “Programs” tab.
- b. A program waiting list is maintained on a first-come, first-serve basis.
- c. Programs are not offered during meal times or head counts.
- d. To continue eligibility after inmates have been approved for a program, inmates need to attend program each time it is offered unless their absence is excused.
- e. Excused absences include verified illnesses, court appearances, etc.
- f. In the case of MRT program, if inmate registers but does not complete course due to unexcused absences, they will be charged \$25 for MRT workbook.
- g. Inmates need to prepare to be out of cell for duration of program.
- h. If inmates need to return to cell for any reason, return to program is not permitted that day, due to time and disruption issues.
- i. Inmates need to line up to attend a program after name is called.
- j. If inmate fails to line up or skips attendance without excused absence, inmate's name may be removed from active roster and may need to reapply for program in future.
- k. If inmate receives isolation for disciplinary reasons, they shall no longer be permitted to attend group programs and will need to reapply for programs in the future.
- l. See “Rights – Program Access” section in this handbook for more information.

84. Programs List

- a. Alcoholics Anonymous Program – AA
 1. Recovery program to help those dealing with alcoholism
- b. Bible Study Program
 1. Study program for those who desire to get to know God better
- c. Celebrate Recovery Program
 1. Recovery program for those dealing with hurt, pain or addictions of any kind
- d. GED Classes / Exams
 1. Study classes for GED exam to receive GED diploma, which is an alternative to a high school diploma
- e. Jumu'ah Meetings
 1. Muslim Friday prayers
- f. Moral Reconciliation Therapy Program – MRT
 1. Program designed to help alter how offenders think and how to make decisions about right and wrong

- g. Moral Reconciliation Therapy Parenting Program – MRT Parenting
 - 1. Program for parents to learn more about the skills needed to be a better parent
- h. Narcotics Anonymous Program – NA (*Only offered every other week*)
 - 1. Recovery program to help those dealing with addiction
- i. Portal Re-Entry Program
 - 1. Re-entry program to help inmates with barriers they may face once released
 - 2. These barriers may include employment, housing, money management, parenting, supervision, etc.
- j. Religious Services
 - 1. Catholic religious services for English and Hispanic inmates

85. Programs Schedule

LOCATION	DAY	TIMES	PROGRAM	NOTES	REGISTER
B1 – Males	Sun	08:30-09:30a	Religious Service	Hispanics	No - Open Call
		01:00-02:00p	Religious Service	Catholic	No - Open Call
	Mon	08:00-10:00a	GED		Yes
		08:30-11:30a	MRT		Yes
		01:00-02:00p	Bible Study	Protective Custody	No - Open Call
		06:00-07:00p	NA	Every other week	Yes
	Tue	01:00-02:00p	Religious Service	C103-C109	No - Open Call
		06:00-07:00p	AA		Yes
		06:00-07:00p	Celebrate Recovery		Yes
	Thu	08:00-10:00a	GED		Yes
		01:00-02:00p	Bible Study	Every other Thu	No - Open Call
		01:00-02:00p	Religious Service	B Pod	No - Open Call
		05:00-06:00p	GED Testing		Yes
		06:00-08:00p	Portal Program		Yes
	Fri	01:00-02:00p	Jumu'ah Meetings		Yes
B1 – Females	Sun	01:00-02:00p	Religious Service	Catholic	No - Open Call
	Mon	06:00-07:00p	Celebrate Recovery		Yes
	Tue	08:00-10:00a	GED		Yes
		01:00-02:00p	Bible Study		No - Open Call
		06:00-07:00p	AA		Yes
	Wed	08:00-10:00a	GED		Yes
		06:00-07:30p	MRT		Yes
		07:30-09:00p	MRT Parenting		Yes
		06:00-07:00p	Religious Service		No - Open Call
	Thu	05:00-06:00p	GED Testing		Yes
	Sat	09:00-11:00a	Religious Service	2nd and 4th week	No - Open Call
		09:00-11:00a	Religious Service	Quarterly	No - Open Call
B2 – Males	Mon	12:00-02:00p	GED		Yes
		06:00-07:00p	AA		Yes
		05:30-07:30p	MRT		Yes
		07:30-09:30p	MRT		Yes
	Tue	06:00-07:00p	Religious Service	Rev. Matally	No - Open Call
	Wed	12:00-02:00p	GED		Yes
		05:00-06:00p	Bible Study	Every other week	No - Open Call
		06:00-07:00p	Bible Study	Every other week	No - Open Call
		06:00-07:00p	Yoga		See SAP Director
	Thu	06:00-07:00p	Families Anonymous	Every other week	See SAP Director

B3 – Males	Mon	06:00-08:00p	Portal Program		Yes
	Tue	06:00-07:30p	MRT		Yes
		07:30-09:00p	MRT Parenting		Yes
	Thu	06:00-07:00p	Bible Study		No - Open Call

86. Property – Excess

- a. Property at booking that does not fit in property room hanging bags shall be considered excess property.
- b. Inmates have 30 days to coordinate the release of their excess property.
- c. If any personal property is released, **ALL** personal property shall be released at that time, except for one set of clothing and one pair of shoes.
- d. Property mailed out:
 1. Inmates may submit person’s name and mailing address on kiosks under “Property” tab.
 2. Inmate’s account will be charged the cost of shipping before property is mailed.
- e. Property picked up:
 1. Picture ID from the public reviewed
 2. Verbal approval from inmate
 3. Property sheet and property removed from property room
 4. Inmate signs property sheet
 5. The public signs property sheet
 6. Property released to the public
 7. Property sheet scanned into JT under Inmate Attachments
- f. After 30 days, if no instructions are received from inmate, or shipping funds are not available, excess property will be disposed of.

87. Property Issues after Release

- a. Complaints regarding returned property at release shall be submitted in writing with specific details within 24 hours from the time of release.
- b. DCDC shall not be responsible for any property issues that are questioned after that time period.
- c. Abandoned personal property left at facility for more than two weeks after release date, will be disposed of.

88. Property Requests

- a. Only legal items are approved to be removed from the inmate’s property after intake.
- b. One exception is for inmate workers who may request their shoes/boots from their property.
- c. These requests may be made on kiosks under “Property” tab.

89. Protective Custody Segregation – PC

- a. See “Special Housing Unit” section in this handbook.

90. Public Information

- a. General Public
 1. Public information on currently housed inmates is available at daviesscojail.org.
 2. This information includes:
 - a. Age
 - b. Arrest date
 - c. Bond information
 - d. Charges
 - e. Name
 3. Information that may **NOT** be released to the public:
 - a. Addresses
 - b. Appointments
 - c. Booking information for past incarcerations
 - d. Cell locations
 - e. Court dates
 - f. Date of births
 - g. Hospital admissions
 - h. Release dates
 - i. SAP participation
 - j. Social security numbers – SSN
 - k. Transports outside facility
- b. Government Agencies
 1. LE has restricted remote access 24 hours a day to facility’s information system.
 2. Other government agencies may be provided appropriate information that is pertinent to their specific functions.
- c. News Media
 1. With inmate’s written consent on a Release of Information Form, news media will be allowed to interview an inmate, except if safety and security of facility may be affected.
 2. Media interviews are allowed for a reasonable time Mon-Fri, 8a-4p, with pre-approval of jailer/designee.
 3. Official statements to news media relating to DCDC administrative policies shall be made by jailer/designee.

91. Racial Segregation

- a. See “Rights – Racial Segregation” section in this handbook.

92. Ramadan

- a. Inmates who have a religion preference of Muslim or Islamic may request to receive a Ramadan diet on kiosks under “Religion Preference / Diet” tab.
- b. See “Religion Preference” section in this handbook for more information.
- c. During Ramadan, these inmates will be fed breakfast before sunrise, receive no lunch and receive double dinner portions after sunset.

93. Rape Crisis Center

- a. New Beginnings is the local rape crisis center that offers free, unmonitored and unrecorded emotional support and counseling services to inmates regarding sexual abuse.
- b. New Beginnings may be reached by dialing 11*75, which is a free, unmonitored and unrecorded call.
- c. Their mailing address is 1716 Scherm Rd, Owensboro KY 42301.
- d. New Beginnings staff are required to:
 1. Notify staff if inmate is being inappropriate or says they plan to hurt themselves, someone else or plans to escape
 2. Comply with mandatory reporting laws

94. Razors - Disposable

- a. Disposable razors will be offered to:
 1. General population female inmates each Thursday on first shift
 2. B3 inmates
- b. No razors shall be given to female inmates on suicide watch.

95. Recreation

- a. Recreation is offered five days a week on a rotating schedule.
- b. Inmates shall be offered three, one-hour, out-of-cell recreation periods per week.
- c. Two of those periods shall be outdoors if weather permits.
- d. Inmates who pose a threat to safety and security of facility shall be denied outdoor recreation.
- e. Leisure time and recreational activities are available for inmates to participate in including board games, television and other pastimes to help relieve idleness and boredom.

96. Release Dates

- a. DCDC does not give out release dates since they are subject to change without notice.
- b. Daviess County inmates may write to District Court, 100 E 2nd St., Owensboro, KY 42303 or call 270-687-7200.
- c. For all other inmates, respective agencies may be contacted.

97. Release Times on District Court Dates

- a. Release times on district court dates generally begin after 7p as a group.
- b. District court dates are Mondays, Wednesdays and Fridays.

98. Religion

- a. See “Rights – Religion” section in this handbook.

99. Religion Preference

- a. If religion preference is given during booking, changes may not be made until 90 days after the booking date.
- b. If not given during booking, inmates may designate religion preference at any time on kiosks under “Religion Preference / Diet” tab.
- c. Then changes may not be made until 90 days after last date preference was entered on inmate’s records.

100. Religious Counseling

- a. Religious counseling from jail chaplain or personal clergy may be requested on kiosks under “Religion / Chaplain / Clergy” tab.
- b. See “Rights – Religion” section in this handbook for more information.

101. Religious Diets

- a. Inmates may submit religious diet requests on kiosks under “Religion Preference / Diet” tab.
- b. Religious diets need to match the religion preference recorded on inmate’s record.
- c. See “Religion Preference” section in this handbook for more information.
- d. To discontinue religious diet, inmates need to submit request on kiosks under “Religious Preference / Diet” tab.

102. Religious Items

- a. Inmates may submit religious item requests on kiosks under “Religion / Chaplain / Clergy” tab.
- b. Religious items need to match the religion preference recorded on inmate’s record.
- c. See “Religion Preference” section in this handbook for more information.
- d. Prayers rugs are available upon request for certain religions.
- e. These rugs are permitted in all cells including segregation cells.
- f. If a religion preference is changed, all items shall be surrendered that related to the former religion preference.
- g. Misuse of religious items may result in the need to surrender those items.

103. Religious Services

- a. Religious services are offered when a volunteer is available to monitor the service.
- b. If no volunteers are available, it will not be possible to offer group services for that religion.
- c. Religious services need to match the religion preference recorded on inmate’s record.
- d. See “Religion Preference” section in this handbook for more information.

104. Remove Items from Cell

- a. Inmates and inmate workers are not permitted to take anything with them when they leave a cell except when being released.
- b. Suicide watch workers are exceptions and may take a cup and OTC medication to their work assignments.

105. Rights

- a. Attorney Access Rights
 1. Inmates shall have confidential access to their attorneys or authorized representatives.
 2. Inmates shall have reasonable access to make collect calls to counsel.
 3. In order to prevent such calls from being recorded, either party needs to follow instructions given in automated message before each phone call.
 4. Attorneys shall be permitted to visit inmates at reasonable hours.
 5. Attorney visits shall not count as an allotted visit.
- b. Court Access Rights
 1. Inmates shall have access to the judicial process.
- c. Disciplinary Procedure Rights
 1. Inmates shall have access to the Inmate Handbook that includes policies and procedures for maintaining discipline, consistent with constitutional requirements for due process.
- d. Grievance Procedure Rights
 1. Inmates shall receive a response to each written grievance within 10 days.
 2. The grievance procedure shall be accessible for each inmate.
 3. All allegations of retaliation for filing a grievance shall be investigated and addressed accordingly.
 4. Resolutions shall be sought for legitimate complaints.
- e. Legal Mail Rights
 1. Legal mail sent or received to and from court, attorney of record or public official may only be opened and inspected for contraband in the presence of the inmate.
 2. Constitutional limits of reading legal mail shall be followed.
- f. Mail Rights
 1. Mail policies and procedures for receiving or sending mail shall protect inmates' personal rights.
 2. These policies and procedures shall provide for security practices consistent with facility operations.
 3. Inmates shall be permitted to write to anyone if the mail does not violate state or federal law.
 4. Inmates' rights shall be protected in accordance with court decisions regarding mail.
 5. Inmate-to-inmate mail is permitted at this facility.
 6. The jailer/designee reserves the right to restrict this privilege if needed.
 7. Incoming mail may be opened and inspected for contraband prior to delivery, except for legal mail, which may only be opened and inspected in the presence of the inmate.
- g. Medical Care Rights
 1. Inmates shall have access to necessary and emergency medical and dental care.
- h. Mental Health Care Rights
 1. Inmates shall have access to necessary and emergency mental health care.
- i. Program Access Rights
 1. Inmates shall have equal access to programs and services, if security and order of facility is not jeopardized.
- j. Racial Segregation Rights
 1. Inmates shall not be segregated or discriminated against due to race, color, creed or national origin.
- k. Religion Rights
 1. Inmates shall be granted the right to practice their own religion within limits necessary to maintain facility order and security.
 2. Inmates shall be afforded an opportunity to participate in religious services and receive religious counseling within the facility.
 3. Inmates shall not be required to attend or participate in religious services or discussions.
- l. Search and Seizure Rights
 1. Inmates have the right to be free from unreasonable searches and seizures.
 2. The Fourth Amendment protects places and things where there is reasonable expectation of privacy; however, inmates do not have a reasonable expectation of privacy in their cells and may be searched as a routine matter without any particular justification and without having to produce anything like a search warrant.
 3. Inmates shall not be searched just for harassment or for some other reason that is not justified by a facility need.
- m. Telephone Rights
 1. Newly admitted inmates shall be permitted a reasonable number of local or long distance collect telephone calls to attorney of inmate's choice or the public as soon as practical, generally within one hour after arrival, until one call has been completed.
 2. Inmates shall be permitted to complete at least one telephone call each week.
 3. Expense for the call shall be responsibility of the inmate or the party called.
 4. Each call shall be allotted a minimum of five minutes.
 5. All calls are recorded and may be monitored, except for those with client privilege.
 6. Telephone privileges may be suspended for designated period of time if telephone rules are violated.
- n. Visitation Rights
 1. Two visiting days are scheduled per week, with one day being on the weekend.
 2. One visit per week per inmate shall be permitted except if inmate received disciplinary action for violating visitation rules, or inmate's current institutional behavior presents imminent danger or threat to staff or other inmates.
 3. A visiting period shall be scheduled for at least 15 minutes.
 4. Two persons who visit at the same time shall count as a single visit.
 5. Children, if accompanied by an adult, shall be permitted to visit an inmate.
 6. Attorneys, clergy and medical staff shall be permitted to visit inmates at reasonable hours, other than during regularly scheduled visiting hours and shall not count as allotted visits.

7. Each visitor shall register before visiting and shall be denied admission for:
 - a. Refusal to register
 - b. Refusal to consent to search
 - c. Violation of visitation rules and regulations
8. Inmates shall not be restricted from visiting with any person unless jailer determines to exclude visitor for any of the following conditions:
 - a. Represents a clear and present danger to security
 - b. Has history of disruptive conduct at facility
 - c. Is under the influence of alcohol or drugs
 - d. Refuses to submit to search
 - e. Refuses to show proper ID

106. Rules and Regulations

- a. Low-Class Violations
 1. Altering items – Changing any item that may affect safety and security
 2. Bartering – Or trading
 3. Behavior – Inappropriate or disruptive behavior
 4. Blocking – Including cameras, lights, staff view, vents, windows, or fully covering inmate’s body at any time
 5. Cell of Others – Entering any cell not assigned to inmate
 6. Compliance – Failure to comply with rules and regulations
 7. Disrespect – To contractor, professional visitor, staff or other inmates
 8. Door locks – Causing door locks not to operate properly
 9. Duties – Failure to perform routine duties
 10. Excessive amounts – Excessive commissary, books, magazines or newspapers
 11. Food – Failure to discard or seal food properly
 12. Gambling
 13. Gestures – Inappropriate gestures or actions
 14. Harassment – Including hazing
 15. Health hazard – Intentionally creating a health hazard to inmates or staff that serve no legitimate purpose
 16. Horse playing
 17. Interference – Disrupting facility operations
 18. Kiosk requests – Excessive submissions
 19. Language – Abusive, disruptive, obscene, threatening or vulgar language
 20. Lookout – Acting as lookout to cover for improper action
 21. Manipulation – Manipulating contractors, professional visitors or staff
 22. Misuse – Use of DCDC property or equipment in an improper way
 23. Noise – Arguing, loud talking, pounding, rattling, shouting, whistling or any other unnecessary noise
 24. Orders – Failure to comply with deputy’s lawful order
 25. Passing items – Passed note or any other item to another inmate
 26. Stealing
 27. Talking – Talking to the public or other inmates from doors/windows
 28. Tattoos – Possession of tattoo supplies or tattoos/body piercing performed at DCDC
 29. Teasing
 30. Throwing – Including food, trays or other items
 31. Walls – Attaching items or writing/markings on walls
 32. Attempting to commit any low-class violation, if applicable
 33. Any other action deemed to be a low-class violation
- b. Medium-Class Violations
 1. Repeated low-class violation
 2. Abusing privileges or services to manipulate staff
 3. Assigning work – To other inmates
 4. Contraband – Possession of any unapproved item
 5. Damage – Facility/property damage less than \$50
 6. False reporting
 7. Fighting
 8. Health hazard, serious
 9. Injury – Intentional injury to manipulate staff
 10. Lighters – Possession of lighter
 11. Lying – Lying to staff, contractor, professional visitor
 12. Matches – Possession of matches
 13. Medical – Faking illness or injury
 14. Medication – Hoarding or misuse of medication
 15. Plumbing – Placing items in plumbing that may cause loss of function
 16. Threats – Trying to control other inmates with threats
 17. Tobacco – Possession or use of tobacco products
 18. Attempting to commit any medium-class violation, if applicable
 19. Any other action deemed to be a medium-class violation
- c. High-Class Violations
 1. Repeated medium-class violation
 2. Interference, serious – Disrupting facility operations for period of time

3. Life safety equipment – Destructing/tampering with life safety equipment, such as, emergency alarms, emergency lighting and fire extinguishers
 4. Riot – Creating or inciting a riot
 5. Sexual offense
 6. Weapon – Possession of weapon, chemical agent or object modified to be used as a weapon
 7. Work release violation
 8. Attempting to commit any high-class violation, if applicable
 9. Any other action deemed to be a high-class violation
 10. Damage – Facility, property, including mattresses, of \$50 or over
 11. Possession or use of alcohol or unauthorized drugs or contraband
 12. Seriously interfering with facility operations
 13. Malicious obstruction, alteration or misuse of property
- d. Penalties for Violations
1. Inmates who commit crimes may be subject to criminal prosecution, administrative charges and/or disciplinary actions.
 2. Damaged county property costs shall be charged to inmate’s account for reimbursement.
 3. Injury cost caused by an inmate shall be charged to inmate’s account for reimbursement.
 4. Reimbursement for property damage or injury costs may be paid by cash, check or money order, by mail or in person.
 5. If reimbursement is made by mail, violator’s name needs to be noted on payment document.
 6. If guilty party cannot be identified, privileges may be denied for entire cell.
 7. Privileges may be restored as soon as possible after violator’s identity has been determined or penalty time expires.
 8. Isolation sanctions:
 - a. Low-Class Violations – Up to 3 days penalty
 - b. Medium-Class Violations – Up to 10 days penalty
 - c. High-Class Violations – Up to 30 days penalty
 9. Privileges that may be denied:
 - a. Commissary – Except hygiene, mail and medical supplies
 - b. Housing assignment
 - c. Telephone – Other than five-minute minimum call per week
 - d. Television
 - e. Work assignment
- e. See “Due Process” and “Rights – Disciplinary Procedure” sections in this handbook for more information.

107. Search and Seizure

- a. Inmates shall be searched during admission to facility.
- b. Cash and personal property shall be taken upon admission and listed on a property sheet.
- c. Inmates and cells shall be subject to search at any time after booking in order to protect the safety and security of inmates, visitors, staff and facility.
- d. Inmates are not required to be present during cell searches.
- e. Contraband items shall be seized and discarded or may held for evidence.
- f. See “Contraband,” “Issued Items” and “Permitted Items” sections in this handbook for more information.
- g. See “Rights – Search and Seizure” section in this handbook for more information.
- h. 50% of all money received for inmates shall be seized and applied to unpaid fees, if any are owed.

108. Sell a Vehicle

- a. Documents that need to be notarized to sell a vehicle may be requested on kiosks under “Notary Service” tab.

109. Sexual Abuse/Harassment – PREA

- a. See “PREA – Sexual Abuse/Harassment” section in this handbook.

110. Sheet Exchange Schedule

- a. Sheets are exchanged once a week.
 1. A Pod – Sat
 2. B Pod – Sat
 3. C Pod – Sun
 4. B2/B3 – Sun

111. Shoes/Boots for Inmate Workers

- a. One pair of shoes/boots for inmate workers may be mailed or hand delivered by the public.
- b. Flip flops or steel-toe shoes/boots are not permitted and if received will be placed in inmate’s property to be received at release.
- c. Shoes/boots packages must be addressed to “CD Coordinator” to this address:

CD Coordinator
Attention (Inmate’s Name)
Daviness County Detention Center
3337 Hwy 144
Owensboro, KY 42303
- d. Packages not addressed to CD coordinator will be returned to sender.
- e. All shoes/boots will be inspected for contraband before issued to inmate workers.

112. Showers

- a. Showers for general population are available 24 hours a day, except during head counts.
- b. Inmates shall be dressed or covered up when enter or leave shower area to avoid being unclothed in common areas.

113. Sick Call

- a. See “Medical Care” section in this handbook.

114. Signature of Inmate

- a. Paperwork needing an inmate’s signature shall not be delivered in person or sent by fax but needs to be sent to inmate by regular mail.
- b. See “Certified Mail or Packages” and “Federal Express Mail or Packages” sections in this handbook for more information.

115. Soap

- a. Soap is included in admission kits issued to each inmate upon placement in a housing unit.
- b. Soap is also available for purchase on commissary.
- c. See “Indigent Inmates” and “Indigent Items” sections in this handbook for more information.

116. Social Services

- a. Inmates may submit a request to see a social worker on kiosks under “Miscellaneous” tab.

117. Special Housing Unit – SHU

- a. Inmates who cannot be housed in general population or need closer monitoring are housed in a SHU.
- b. These inmates have access to their attorney, court, medical/mental health treatment and religious counseling as needed.
- c. They also have access to showers, telephone, television and kiosks for grievances, mail and visitation during recreation sessions.
- d. Exceptions include DS and HR inmates, who are limited to one five-minute call per week on Mondays and no access to television.
- e. PC inmates have no restrictions to showers, telephone, television and kiosks, which are available 24 hours a day.
- f. Permitted items in segregated cells, except for suicide watch inmates, include legal mail, religious material, hygiene items, mail and medical supplies, sheets, blanket, towel, cup, spork, laundry bag and mattress, unless on mattress restriction.

ADMINISTRATIVE SEGREGATION - AS	
Criteria	May be in danger in general population
Assignment	Supervisor
Release	Supervisor; needs reclassification
Clippers	Hair/nail, regular procedure
Commissary	Regular procedure
Movements out of cell	No contact with different-classified inmates
Programs	No contact with different-classified inmates
Recreation	Two one-hour sessions out of cell per day
Restrictions	No contact with different-classified inmates
Surveillance rounds	Random checks within 60 minutes; within 20 minutes if two or more housed together
Transports off site	No contact with different-classified inmates; regular transport protocol

DISCIPLINARY SEGREGATION - DS	
Criteria	Rule violator
Assignment	Supervisor
Release	Supervisor; needs reclassification
Clippers	Hair/nail, regular procedure
Commissary	Only hygiene, mail and medical supplies
Movements out of cell	No restrictions
Programs	None permitted
Recreation	One hour out of cell per day
Restrictions	Red mattresses at night, removed at day; one five-minute phone call per week on Mondays
Surveillance rounds	Random checks within 60 minutes; within 20 minutes if two or more housed together
Transports off site	Regular transport protocol

HIGH RISK – HR	
Criteria	May be danger to inmates or staff
Assignment	Supervisor
Release	Command staff; needs reclassification
Clippers	Hair/nail, regular procedure except for rule violators
Commissary	Only hygiene, mail and medical supplies
Movements out of cell	Supervisor pre-approval, two deputies present, wrist restraints applied through door flap, double lock restraints, wear all times out of cell, no contact with other inmates
Programs	None permitted

Recreation	One hour out of cell per day, in dayroom only
Restrictions	No contact with other inmates; one five-minute phone call per week on Mondays
Surveillance rounds	Random checks within 60 minutes; within 20 minutes if two or more housed together
Transports off site	Supervisor pre-approval, two deputies present, wrist restraints applied through door flap, double lock restraints, wear all times out of cell, no contact with other inmates.
	Also apply belly chain, leg restraints and black box; search with handheld metal detector when leave/return to facility.

PROTECTIVE CUSTODY – PC	
Criteria	May be in danger from other inmates
Assignment	Supervisor
Release	Command staff; needs reclassification
Clippers	Hair/nail, regular procedure
Commissary	Regular procedure
Movements out of cell	No contact with different-classified inmates
Programs	No contact with different-classified inmates
Recreation	Three one-hour sessions out of cell, with other PC inmates
Restrictions	No contact with different-classified inmates
	No restrictions on showers, telephone, television or kiosks
Surveillance rounds	Random checks within 60 minutes; within 20 minutes if two or more housed together
Transports off site	No contact with different-classified inmates; regular transport protocol

SUICIDE WATCH – SW	
Criteria	Needs closer monitoring
Assignment	Any custody staff
Release	Mental health professional; needs reclassification
Clippers	Hair/nail as needed, under supervision
Commissary	Only hygiene, mail and medical supplies
Movements out of cell	No contact with other inmates
Programs	None permitted
Recreation	One hour out of cell per day, under supervision
Restrictions	Only suicide smock, suicide blanket and mattress in cell
	Toilet paper as needed, but not full roll; finger foods and special food containers;
	if rule violator, red mattresses at night, removed during day; no contact with other inmates
Surveillance rounds	Random checks within 20 minutes
Transports off site	No contact with other inmates; close supervision; regular transport protocol

118. State Inmates

- a. Administrative Releases
 1. Administrative releases are processed as one group on the:
 - a. First day of month in which inmate’s minimum expiration date (MED) is set for or
 - b. Last weekday of preceding month if first day falls on Saturday, Sunday or legal holiday
 2. Inmates will be released according to administrative release schedule unless:
 - a. Have outstanding good time loss
 - b. Have committed a major category write-up within last six months
 3. If inmates have outstanding detainers, arrangements shall be made prior to the month in which sentence expires for release to detaining authorities on administrative release date.
 4. There may be extreme circumstances whereby releasing inmates on administrative release date is not feasible.
 5. In these cases, inmates shall be released on first day possible, compatible to needs of Department of Corrections (DOC) and detaining authorities.
 6. Any release to detainer, on date other than administrative release date, shall be approved by commissioner/designee.
 7. Only inmates who have been reviewed and approved by Central Office Offender Information Services Branch shall be released on administrative release date.
- b. Department of Corrections
 1. Mailing address for DOC is Department of Corrections, PO Box 2400, Frankfort KY 40602.
- c. Furloughs
 1. Inmates need to be classified as Level 1 or Level 2 custody for six months to qualify for furloughs.
 2. Furlough applications may be requested on kiosks under “Class D” tab.
- d. Hair Guidelines
 1. Inmates on work details need to have neat appearances.
 2. Beards and long hair are not permitted.
 3. Mustache shall not be lower than the corner of the mouth.

4. Sideburns shall not be lower than the ears.
5. Hair shall not touch the collar for males.
6. Ponytails are not permitted for males.
- e. Home Incarceration Program – HIP
 1. There is no need to submit a kiosk request to participate in the HIP program, since DOC reviews all state inmate records to determine which inmates are eligible.
 2. Criteria for HIP Program:
 - a. Have been sentenced as Class C or Class D inmate who meets eligibility requirements
 - b. Have no prior convictions for violent felony or sex crime
 - c. Have nine months or less to serve on sentence after receiving eligible meritorious good time credit
 - d. Have no pending felony charges, detainers, warrants or other process issued by a jurisdiction
 - e. Have no active emergency protective orders, domestic violence orders or permanent protective orders
 - f. Have no more than 90 days restorable good time loss
 - g. Have been classified as Level 1 or Level 2 custody
 - h. Have not been determined guilty of any category VII discipline violation within the last five years
 - i. If serving escape conviction, the offense date shall be more than five years old
 - j. Have freely and voluntarily agreed in writing to HIP program and conditions
 - k. Have approved home placement within Kentucky
 3. DOC will interview inmates who qualify for program.
 4. If approved, DOC will coordinate the rest of process.
 5. Issues regarding this program need to be mailed to Department of Corrections, PO Box 2400, Frankfort KY 40602.
- f. Mandatory Reentry Supervision – MRS
 1. There is no need to submit a kiosk request to participate in the MRS program, since DOC reviews all state inmate records to determine which inmates are eligible.
 2. Parole Board will order MRS six months prior to projected completion date of inmate sentences for inmates who have not been granted discretionary parole.
 3. Those who are not eligible for MRS are inmates who are/have:
 - a. Not eligible for parole
 - b. Been convicted of a capital offense or Class A felony
 - c. A maximum or close-security classification
 - d. Been sentenced to two years or less of incarceration
 - e. Six months or less to be served after sentencing by court or recommitment to prison for violation of probation, shock probation, parole or conditional discharge
 - f. Not served at least six months since being recommitted to prison for violation of probation, shock probation, parole or conditional discharge
 - g. Been released twice before on MRS
 4. Inmates who are granted MRS may be returned by Parole Board to prison for violation of conditions of supervision and shall not again be eligible for MRS during the same period of incarceration.
 5. Inmates released to MRS shall be considered to be released on parole.
 6. If approved for MRS, inmates may accept or decline to participate in the program.
 7. Inmates who accept participation and complete the MRS program will be eligible for Parole Compliance Credits (equivalent of meritorious good time) as well as all other credits available to parolee.
 8. Parole board will order MRS and terms of supervision, which may include electronic monitoring, for inmates who have not been granted discretionary parole six months prior to inmate minimum expiration of sentences.
 9. If inmates are currently recommended for parole contingent upon successful completion of a SAP program, inmates need to apply for and, if approved, need to participate in a SAP program while on supervision.
 - a. While waiting for SAP approval, inmates need to actively participate in a NA/AA program.
 - b. Failure to participate in a NA/AA program may constitute a violation of conditions of supervision and result in sanctions up to and including revocation.
 10. Inmates on MRS who successfully reach their MED will complete their sentences and will be discharged from supervision at that time.
 11. Criteria for MRS:
 - a. No sentence of death or life imprisonment
 - b. Need to have reached their actual parole eligibility date
 - c. Need to have reached their DUI date when applicable (DUI 4th offense with aggravator)
 - d. Need to not be required to complete sex offender conditional discharge
 - e. Need to have completed sex offender treatment program if convicted of sex crimes after July 15, 1998 and that sex crime was committed prior to July 15, 1998
 - f. Need to be six months or less from MED
 - g. Need to not have previously been released on MRS during current period of incarceration
- g. Meritorious Good Time
 1. Questions about meritorious good time need to be addressed to Department of Corrections, PO Box 2400, Frankfort KY 40602.
- h. Privileges
 1. Extra ice
 2. Game systems
 3. Good time
 4. Job training
 5. Pizza parties
 6. State pay
 7. Storage bins

8. Uniforms – t-shirts, jeans and jackets, as needed
9. Work assignments
- i. Release Dates
 1. There is no need to submit a kiosk request for a release date, since DOC calculates all release dates.
 2. Requests for release date information need to be addressed to Department of Corrections, PO Box 2400, Frankfort KY 40602.
 3. When release paperwork is received from DOC, CD coordinator will forward a copy of document to the inmates.
 4. When state inmates are released and no ride is available, a one-way bus ticket may be requested.
- j. Sentence Reductions – Workers
 1. Workers may earn a one-day sentence reduction for every 40 hours worked.
 2. There is a maximum of four days that can be earned per month.
- k. State Pay
 1. It takes one to two months for DOC to issue state pay.
 2. Distribution of state pay checks will be processed promptly upon receipt of DOC check.
- l. Timesheets
 1. Timesheets or Resident Record Cards will be given after classification or reclassification process is completed.
- m. Work Assignments
 1. There is no need to submit a request for a work assignment, since all state inmate records are reviewed to determine which inmates are eligible.
 2. Also, there is no need to have the public to call or write letters on behalf of inmates, for the same reason.
 3. Work assignments are:
 - a. Privileges, which may be changed or terminated for any reason at any time
 - b. Not a right or guarantee for every state inmate
 - c. Subject to available jobs
 4. Criteria for work assignment eligibility:
 - a. Need to be final sentenced (lengthy process)
Need to be classified (may take 3 months or more)
 - b. Need to have jailer's approval
 5. Inmates will be notified when they have been approved or determined ineligible for work assignments.

119. Substance Abuse Program – SAP

- a. Criteria for SAP program:
 1. Need to be Class D felon
 2. Need to be 24 months or less from meeting parole board or serve out date
 3. Need to not have a conviction of a category 5 or above disciplinary violation within the past 60 days prior to submitting application except for a category 6-14 or 6-15.
 4. Applicants with a category 3-11 or category 4 disciplinary violation shall be reviewed by DOC clinical staff on an individual basis.
- b. SAP applications may be requested on kiosks under “SAP” tab.
- c. Completed applications may be:
 1. Submitted to SAP staff to be forwarded to DOC
 2. Or mailed to SAP Administrator, PO Box 2400, Frankfort KY 40602
- d. Applications are reviewed by DOC to determine eligibility and placement on SAP waiting list.
- e. Waiting time depends on several factors including:
 1. Parole upon completion of SAP program
 2. Date meeting parole board
 3. Date application was submitted
 4. Available beds
- f. DOC determines the location of which SAP program inmates will attend.

120. Suicide Watch Segregation – SW

- a. See “Special Housing Unit” section in this handbook.

121. Telephone Calls to Inmates

- a. Telephones calls to inmates are not permitted; however, inmates may be reached through emails, letters, texts and voice mails.

122. Telephones

- a. Initial Setup
 1. Choose language
 - a. Press (1) – English
 - b. Press (2) – Spanish
 2. Enter security PIN
 - a. Enter any four digits of personal choice
 3. Enter PIN
 - a. PIN is 2 digits of month born, last 2 digits of year born, last 6 digits of SSN
 1. For example: If born 01/01/70 and SSN is 123-45-6789, PIN would be 0170456789
 2. This same PIN number will also be needed for phones in visitation booths
 4. Record name
 - a. Record name that the public will hear each time a call is placed from inmate
 - b. Press (#) when finished recording
 5. Recording will play back
 - a. Press (1) to save or (2) to re-record

6. Setup is complete
- b. Placing Calls
 1. Choose language
 - a. Press (1) – English
 - b. Press (2) – Spanish
 2. Choose type of call
 - a. Press (1) – Direct Pay calls
 - b. Press (2) – Calling Card calls
 - c. Press (3) – PIN Debit calls
 - d. Press (4) – Commissary, commissary PIN debit phone time ordering
 - e. Press (5) – Customer Service, reset four-digit personal passcode, other issues
 - f. Press (6) – Voicemail
 3. Enter area code
 4. Enter phone number
 5. Enter PIN
- c. Phone-Time Purchases
 1. There are three types of phone-time purchases:
 - a. Direct Pay – Call only one number, entered by purchaser
 - b. Calling Card – Call any number
 - c. PIN Debit – For inmate’s PIN
 2. Inmates may purchase phone time by going to Main Menu and press “Buy Phone Time” tab.
 - a. Inmate phone-time purchases are limited to a \$100 maximum purchase per calendar month
 - b. Phone time postings are not real time and may have a delay before posted
 3. Ways the public may purchase phone time:
 - a. Use kiosks in Building 1 Lobby (except for calling cards)
 - b. Go to website at InmateSales.com
 - c. Call 1-877-998-5678
 - d. Public phone time purchases have no limit on purchase amount
- d. Telephone Information
 1. Telephones are available 24 hours a day, except during cell cleaning, head counts, cell restrictions, emergencies or other exceptions.
 2. Phone calls are monitored and recorded.
 3. Calls have a 15-minute talk-time maximum.
 4. Costs for local, long-distance, in state and out of state calls are .16 per minute.
 5. Taxes and fees may apply where applicable.
 6. International call costs start at \$1 per minute and need to be placed by using a calling card only.
 - a. Will need to request country code on kiosks under “Telephone” tab
 - b. Then dial 011 + country code + phone number
 7. Public telephone numbers are not provided to inmates by the agency.
 8. Inmates are responsible to keep their PIN numbers private.
 9. Inmates using another inmate’s PIN may be subject to disciplinary and/or criminal action.
 10. Inmates may contact customer service by using Option 5 on phone or by writing to Combined Public Communications, P.O. Box 76573, Highland Heights, KY 41076.
 11. The public may call Combined Public at 1-877-998-5678 to purchase phone time, discuss telephone issues, prepay accounts, calling card issues, check on balances, block or unblock telephone numbers or use website at combinedpublic.com.
 12. Use of telephones is a privilege which may be restricted, except for one five-minute call per week.
 13. See “Rights – Telephone” section in this handbook for more information.

123. Televisions

- a. Inmates in general population have access to televisions have 24 hours a day, except during cell cleaning, head counts, emergencies or other exceptions.
- b. Television viewing is a privilege which may be restricted.

124. Temperature

- a. Cell temperatures may be set between 65-85 degrees.

125. Text Service

- a. Texts to Inmates from the Public:
 1. The public may send texts to inmates at no cost by going to JailFunds.com.
 2. Inmates may receive a maximum of 100 texts per calendar month.
 3. Step 1: Location of Inmate – Select “Kentucky”
 4. Step 2: Choose Facility – Select “Davies”
 5. Step 3: Select Service – Select “Send Text”
 6. Step 4: Press “Continue”
 7. Follow instructions
- b. Texts to the Public from Inmates:
 1. Inmates may send texts to the public on kiosks under “Mailroom” tab, then “New Text” tab.
 2. Texts to the public from inmates cost .80 each.
 3. Indigent inmates may send two free texts per week, from the date of last text.
- c. See JailFunds.com for answers to frequently asked questions about texts.
- d. Text access is a privilege which may be restricted.

126. Tobacco-Free Facility

- a. DCDC is a tobacco-free facility.

127. Toilet Paper

- a. Toilet paper is:
 1. Issued to each inmate upon being placed in a housing unit
 2. Scheduled to be distributed every Sunday night after 11p head count
 3. Available upon request and on commissary
 4. Suicide watch inmates do not have access to rolls of toilet paper but are supplied toilet paper as needed

128. Towel Exchange Schedule

- a. Towels shall be exchanged twice a week.
 1. A Pod – Sun and Wed
 2. B Pod – Thu and Sat
 3. C Pod – Tue and Fri
 4. B2 – Mon and Thu
 5. B3 – Sun and Wed

129. Trash

- a. Trash, paper and other debris shall be placed in trash containers and removed from cells daily.

130. Uniform Exchange Schedule

- a. Uniforms shall be exchanged twice a week.
 1. A Pod – Sun and Wed
 2. B Pod – Thu and Sat
 3. C Pod – Tue and Fri
 4. B2 – Mon and Thu
- b. B3 uniforms are laundered daily.

131. Uniforms – Proper Wear

- a. Inside Housing Unit
 1. Uniform pants or uniform shorts purchased from commissary shall be worn at all times in housing unit when inmates are not covered up in bed or in shower.
 2. The uniform shirt, t-shirt or thermal top shall be worn with uniform pants or shorts.
- b. Outside Housing Unit
 1. Uniform shirts and pants shall be worn for all out-of-cell movements.

132. Visitation

- a. In-person visitation for the general public has been discontinued and will no longer be offered.
- b. Attorneys, their representatives and other professional visitors may continue to have in-person visits or confidential booth visits.
- c. Video visits are available online at JailFunds.com, 16 hours after an inmate is booked into facility.
- d. Visits are available 24 hours a day, except during head counts.
- e. Head count times are about 7a-8a, 3p-4p and 11p-12a.
- f. Visits require an appointment that may be made by the inmate or visitor.
- g. Inmate and visitor will receive a notification/reminder of the scheduled visit.
- h. Inmates may cancel a visit up to two minutes before the visit.
- i. One free 15-minute visit is permitted per inmate per week.
- j. Four additional paid visits are permitted per inmate per week.
- k. Paid visits cost \$5.70 for a 15-minute block of time.
- l. Minutes not used during a visit will expire after each visit.
- m. Public defenders and private attorneys may register for confidential visits online at JailFunds.com.
- n. Upon verification and approval by DCDC, registered PD and attorney visits will not be monitored or recorded.
- o. During a scheduled visit time, the kiosk will only operate for the inmate named in the visit.
- p. Inmates may report visit issues on kiosks under “Video Visitation” tab.
- q. Visitors may report visit issues online at JailFunds.com.
- r. All parties shall keep their faces toward the camera at all times or the screen will go dark.
- s. No sexual acts are permitted by any viewed party.
- t. All viewed parties shall follow the dress code including no nudity, no clothing deemed inappropriate, no exposed undergarments, no gang attire, nothing covering the head, etc.
- u. Visits may be terminated for a rule violation by any party or for safety and security reasons.
- v. Future visits may be restricted if appropriate.
- w. All visits are monitored and recorded.

133. Visitation by Video Chats

- a. Video chats are available on the kiosks, 16 hours after an inmate is booked into facility.
- b. Chats are available 24 hours a day, except during head counts.
- c. Head count times are about 7a-8a, 3p-4p and 11p-12a.
- d. Chats do not require an appointment.
- e. There is no limit on how many chats an inmate may make.

- f. Chats costs .38 per minute and are charged to the inmate's account.
- g. There is a maximum of 15 minutes per chat.
- h. Inmates may report chat issues on kiosks under "Video Visitation" tab.
- i. Visitors may report chat issues online at JailFunds.com.
- j. All parties shall keep their faces toward the camera at all times or the screen will go dark.
- k. No sexual acts are permitted by any viewed party.
- l. All viewed parties shall follow the dress code including no nudity, no clothing deemed inappropriate, no exposed undergarments, no gang attire, nothing covering the head, etc.
- m. Chats may be terminated for a rule violation by any party or for safety and security reasons.
- n. Future chats may be restricted if appropriate.
- o. All chats are monitored and recorded.

134. Voicemail Service

- a. Voicemail Initial Setup
 - 1. Each time a call is attempted, inmates will hear a six-digit mailbox number until voicemail is set up.
 - 2. Family / friends / public will need this number to leave voicemails for inmates.
 - 3. Inmates may select option (5) for customer service to retrieve their six-digit mailbox number.
 - a. Choose language
 - 1. Press (1) – English
 - 2. Press (2) – Spanish
 - b. Choose type of call
 - 1. Press (6) – Voicemail
 - c. Enter PIN + four-digit personal passcode
 - d. Record name
 - 1. Press (#) when finished recording
 - e. Recording will play back
 - 1. Press (1) to save or (2) to re-record
 - f. Record greeting that the public will hear when they leave voicemail
 - 1. Press (#) when finished recording
 - g. Recording will play back
 - 1. Press (1) to save or (2) to re-record
 - h. Voicemail setup is complete
- b. Listen to Voicemail
 - 1. Choose language
 - a. Press (1) – English
 - b. Press (2) – Spanish
 - 2. Choose type of call
 - a. Press (6) – Voicemail
 - 3. Enter PIN
 - 4. System will automatically play new messages
 - a. Press (#) – Skip message
 - b. Press (1) – Repeat message
 - c. Press (2) – Save message
 - d. Press (3) – Delete message
 - 5. Messages not listened to are kept for 16 days
 - 6. Saved messages are kept for two days
 - a. If listen to saved messages again, two-day save limit is restarted
 - 7. There is no cost to inmates to listen to voicemails
- c. Public Instructions for Voicemail
 - 1. Needs to make deposit to Direct Pay account
 - a. See "Phone-Time Purchases" in "Telephones" section
 - 2. Needs to get voicemail mailbox number from inmate
 - 3. Call 1-702-854-1577 to leave voicemail for inmate
 - 4. Cost to the public is .20 per voicemail, deducted from their Direct Pay account

135. Work Release Program

- a. Fees
 - 1. Booking fee is a \$25
 - 2. Setup fee is a \$50 one-time fee
 - 3. GPS fee is \$12 per day
 - 4. These fees shall be pre-paid in full by cash at Building 1 Reception, Mon-Fri, 7a-3p, before commitment date.
 - 5. Daily housing fee is 25% of gross daily wages (\$12 minimum / \$40 maximum)
 - 6. Daily housing fee for self-employed participants is \$40
 - 7. Housing fees shall be paid one week in advance at Building 1 Reception before participation begins and by 3p each Saturday thereafter.
- b. Information
 - 1. Participants need to:
 - a. Pass criminal records check
 - b. Pass initial alcohol and drug tests
 - c. Ensure DCDC receives approved order before participation begins

2. State inmates may apply before 180 days after being final sentenced.
3. Employer needs to notify DCDC supervisor in writing by 3p of regular work day when:
 - a. Overtime is required
 - b. Changes to approved schedule are needed
- c. Permitted items while on program:
 1. Bras, wireless – 3
 2. Socks – 3 pair
 3. T-Shirts, white – 3
 4. Underwear – 3 pair
- d. Rules
 1. Obtain new work release order if employment changes
 2. Only travel to and from work
 3. Not leave more than 30 minutes before work starts and not return later than 30 minutes after work ends
 4. Not use alcohol or illegal drugs
 5. Not commit another crime
 6. Be subject to:
 - a. Strip search upon each return to facility
 - b. Random or reasonable-suspicion tests for alcohol or illegal drugs
 7. Participation may be terminated if any work release rules are violated.