

DAVISS COUNTY DETENTION CENTER

INMATE HANDBOOK



DAVID OSBORNE, JAILER

DAVISS COUNTY DETENTION CENTER

INMATE HANDBOOK

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DISCIPLINE

Chapter 1

1. Definition of Violations

If the offense committed constitutes a crime, the jailer/designee may refer the case to the appropriate prosecuting attorney for possible criminal charges. Whether or not the offense constitutes a crime, the inmate may be subject to administrative charges and/or disciplinary action.

2. Low-Class Violations

- a. Failure to comply with a deputy's lawful order
- b. Abusive, vulgar, obscene, or threatening language, gestures or actions
- c. Unnecessary noise, such as arguing, shouting, loud talking, whistling, rattling or pounding
- d. Talking to public or other inmates from windows/doors
- e. Failure to perform routine duties
- f. Horse playing, teasing or verbally harassing any person
- g. Intentionally creating a health hazard or other acts that may be offensive to other inmates or staff that serve no legitimate purpose
- h. Disruptive behavior
- i. Failure to abide by schedules and rules
- j. Misuse of detention center property or equipment
- k. Inappropriate behavior
- l. Throwing food or trays
- m. Interference with the safety and security of facility operations
- n. Gambling
- o. Bartering or trading
- p. Passing notes
- q. Attempting to manipulate staff
- r. Any other violation that is deemed to be a low-class violation

3. Medium-Class Violations

- a. Repeated low-class violations
- b. Lying to a deputy
- c. Fighting
- d. Facility damage less than \$50
- e. Abusing commissary, visitation or telephone privileges
- f. Abusing food services
- g. Attempting to control the behavior of other inmates through coercion or threats
- h. Assigning work to other inmates
- i. Disrupting any facility service, program or activity
- j. Possession or use of tobacco products
- k. Stoppage of or placement of foreign matters into commodes or sinks
- l. Retention or misuse of any medication
- m. Writing on any wall or furniture
- n. Possession of contraband
- o. Creating a serious health hazard
- p. Inflicting injury upon oneself or another
- q. Faking an illness or injury
- r. Any other violation that is deemed to be a medium-class violation

4. High-Class Violations

- a. Repeated medium-class violations
- b. Possession or use of alcohol or unauthorized drugs or contraband
- c. Facility damage over \$50
- d. Seriously interfering with the safety and security of facility operations
- e. Possession of a weapon or chemical agent or any object which has been modified to be used as a weapon
- f. Creating or inciting a riot
- g. Malicious obstruction, alteration or misuse of property
- h. Destructing or tampering with life safety equipment, such as fire extinguishers, emergency lighting and emergency alarms

DISCIPLINE, Chapter 1 – Continued

4. High-Class Violations – Continued

- i. Any work release violation
- j. Any sexual offense
- k. Any other violation that is deemed to be a high-class violation

5. Penalties for Violations

- a. Denial of privileges and/or isolation may be assessed for violation of any rule.
 1. Low-Class Violations Up to 3 days penalty
 2. Medium-Class Violations Up to 10 days penalty
 3. High-Class Violations Up to 30 days penalty
- b. Some privileges that may be denied:
 1. Commissary – except hygiene items and mail supplies
 2. Housing assignment
 3. Television
 4. Telephone – other than five-minute minimum per week
 5. Visitation period
 6. Work assignment

6. Disciplinary Procedures

- a. Inmates violating the law may be subject to criminal prosecution.
- b. Damaged county property costs will be charged to the inmate for reimbursement.
- c. Injury costs caused by an inmate will be charged to the inmate for reimbursement.
- d. Reimbursement for property damage or injury costs may be paid by cash, a check or money order, by mail or in person.
- e. If reimbursement is made by mail, the inmate's name and DOB whose account the payment is to be posted to, shall appear on the form of payment.

GENERAL INFORMATION

Chapter 2

1. Agency Contact Information ^{01/19/10}

- a. Daviess County District Court – 100 East 2nd St., Owensboro, KY 42303, 270-687-7200
- b. Daviess County Circuit Court – 100 East 2nd St., Owensboro, KY 42303, 270-
- c. Department of Corrections – P.O. Box 2400, Frankfort, KY 40602, 502-564-2433
- d. Department of Public Advocacy – 100 Walnut St., Owensboro, KY 42301, 270-687-7030
- e. Probation & Parole – 100 East 2nd St., Owensboro, KY 42303, 270-687-7245
- f. United States Marshals Service – General Information 202-307-9100

2. **Bibles and Bible Studies**

- a. No personal bibles are allowed from the street, unless soft back bibles are mailed directly from the publisher, which shall be inspected.
- b. Bibles and bible studies are available free of cost and may be obtained by completing a Miscellaneous Request Form.

3. **Bonds**

- a. Bonds are paid at the Clerk's office Mon – Fri, 8a – 4p in the Judicial Building located at 100 East Second Street.
- b. Bonds are paid at the Detention Center after 4p Mon – Fri, and 24 hours a day on Sat, Sun and holidays that the clerk's office is closed.
- c. The following types of bonds are accepted during the hours the clerk's office is not open: OR bonds, Surety bonds, Unsecured bonds, Cash bonds, Partially secured bonds, Third party bonds, Eight hour release bonds and Non-payment of fines.
- d. Bonds and court fines shall be paid by cash only.
- e. Even though a bond is paid, the inmate may still owe monies for jail fees.
- f. The bookkeeper may be contacted by calling 270-685-8466, ext. 207, to discuss any fee balance.

4. **Calling Cards**

- a. Calling cards are available by:
 1. Inmate Purchase – Commissary
 - a. Complete a Calling Card Order Form. ^{2/10/10}
 - b. Orders placed on a Miscellaneous Request form will not be processed. ^{2/10/10}
 - c. Orders received by Mon, 8a will be delivered by the following Thurs.
 - d. Undelivered cards must be reported within one week of purchase.
 2. Public Purchase – Vending Machine located in Bldg 1 Lobby
 - a. Cards shall be delivered daily.
 - b. Cards with anything written on them besides the inmate's name will not be delivered.
 - c. Do not write messages, notes, phone numbers, etc. on cards
 - d. Issues must be reported within one week of purchase
- b. Calling card calls need to be placed to a touch-tone phone.
- c. Local calls are \$.25 per minute and additional seconds round up to the next minute. Long distance calls are \$.50 per minute and additional seconds are rounded up to the next minute.
- d. There are no expiration dates on the phone cards.
- e. Disconnects or completed call charges may occur if:
 1. Three-way calls are attempted
 2. Call is transferred
 3. Additional buttons are pressed during the call
 4. Periods of silence occur
 5. Cell phone static or a dropped call occurs
 6. Call waiting is used
 7. If place call on hold
 8. Rings that last for more than 59 seconds occurs
 9. Message service is activated
- f. Phone trouble call 5 1 1
- g. Theft, unauthorized use and telephone issues are the inmate's responsibility.
- h. Issues with calling cards shall be directed to Customer Service of America PO Box 1809, Yulee, FL 32041-1809.
- i. Issues with calling cards may also be addressed by completing a Calling Card Complaint Form.
- j. Family and friends may call toll free 1-877-570-4268 ext 10 or 859-441-5554 ext 10 for calling card issues.
- k. Do not write to the detention center about problems with the calling cards, since the inmate must contact Combined Public Communications direct.

GENERAL INFORMATION, Chapter 2 – Continued

5. Cashless Facility

- a. All monies shall be taken at intake and applied to the inmate's account.
- b. While incarcerated, all financial transactions shall be posted to the inmate's account.
- c. A receipt shall be given to the inmate to show the current balance for each transaction.
- d. Major credit cards are accepted to apply money to inmate accounts.
- e. See Chapter 2, "Credit Cards," for more information.

6. Changes/Updates to Inmate Handbook ^{1/28/10}

- a. All changes will be underlined.
- b. Underlines will remain until yearly approval.

7. Checks for Inmate Money

- a. No personal checks shall be accepted for commissary money.
- b. Government checks may be endorsed, but shall require that the full amount of the check be placed on the inmate's account.
- c. If the inmate owes any fees, 50% of the government check deposit shall be applied toward those fees.
- d. No checks shall be written out of the inmate's account except for self bonds or the account balance after the inmate's release.

8. Classification

- a. Inmates shall be classified and assigned housing units by using past and current charges, institutional behavior and stability factors.
- b. Classification levels include: Level 1 – Minimum Security, Level 2 – Medium Security and Level 3 – Maximum Security.
- c. Classification levels may be changed if an inmate is involved in an incident.

9. Clothing

- a. Inmates may retain one set of undergarments that are on them at the time of booking. ^{8/7/09}
- b. No bras shall have under wire.
- c. Street clothes for a jury trial shall be pre-approved by the captain and may be received a week before the trial.
- e. Some items/clothing available on commissary:
 1. Boxers
 2. Bras
 3. Briefs
 4. Panties
 5. Socks
 6. T-shirts
 7. Tennis shoes
 8. Thermal tops
 9. Thermal bottoms
 10. Uniform shorts

10. Commissary

- a. Commissary is a privilege which may be denied for disciplinary action, except for hygiene items.
- b. Commissary money deadline is 4p on Thursdays to be used for the next commissary purchase.
- c. Inmate is responsible to keep track of their own account balance. ^{12/29/09}
- d. A \$1 fee shall be charged to inmate's account for each account balance request.
- e. Non-food items are subject to 6% Kentucky sales tax.
- f. Purchases have a \$150 spending maximum per inmate per week.
- g. When the order reaches the maximum purchase amount, remaining items will need to be reordered at a later date.
- h. Inmates shall be limited to one commissary order per week.
- i. Food purchases shall be limited to a quantity not to be deemed excessive. ^{3/18/10}
- j. Excessive items may be disposed of. ^{3/18/10}
- k. Some menu items may have a purchase limit imposed to meet limited storage space. ^{3/18/10}
- l. Commissary bubble sheets shall be filled out neatly, completely, list legal name only and booking number.
- m. Commissary bubble sheets that are not legible or have missing required information will not be processed.
- n. Commissary bubble sheets shall be turned in by 11p on Thursdays.
- o. Commissary orders shall be filled from the top of the slip to the bottom, left to right.

GENERAL INFORMATION, Chapter 2 – Continued

10. Commissary – Continued

- p. Commissary Errors
 - 1. ID number incomplete
 - a. ID number must be bubbled in
 - b. No Zeros are to be added to front or back of booking number
 - 2. Machine reads bubbles only
 - a. If bubbles are missing or incomplete – order will not be processed
 - 3. If an error is made in the ID number bubble box – ask for a new sheet – start over
 - 4. If an error is made in the item bubble box – scribble across entire box so bubbles cannot be read.
- q. No refunds or exchanges are allowed.
- r. All sales are final.
- s. No returns on flex pens.
- t. Missing items shall be reported to the commissary deputy upon distribution of order.
- u. Commissary issues may be addressed by completing a Canteen Feedback Form.
- v. Only unopened commissary bags may be submitted for correction.
- w. All corrected bags will be redistributed the next day.
- x. It is the inmate's responsibility to protect any product purchased on commissary from theft, unauthorized use, etc.
- y. If an inmate is released before a commissary order is delivered, the purchase amount will be credited to the inmate's money account. A refund check will be mailed if one is due.
- z. If fees are owed, 50% of all money received shall be applied toward those fees.
- aa. If the commissary account is negative, 100% of all money received shall be applied to the negative balance until the balance is positive.
- bb. Commissary purchases are limited while in Isolation to: hygiene, mail and medical products. 2/26/10
 - a. Only items listed on the Isolation Commissary Menu are authorized for purchase. 2/26/10
 - b. Purchases of unauthorized items shall result in complete commissary purchase to be placed in the inmate's property until the inmate's release from custody. 2/26/10
- cc. Indigent commissary requests are accepted the first full week of each month.

11. Contraband

- a. KRS 520.050 Promoting contraband in the first degree: Class D felony
 - 1. Knowingly introducing dangerous contraband into a detention center, to include knives, firearms, narcotics, lighters, matches, etc.
- b. KRS 520.060 Promoting contraband in the second degree: Class A misdemeanor
 - 1. Knowingly introducing contraband into a detention center, to include pictures, candy, gum, pens, pencils, tobacco, etc.

12. Copies

- a. Copies of documents may be requested by completing a Miscellaneous Request Form.
- b. Only copies that are deemed necessary by a deputy will be eligible for copies.
- c. A ten cent fee shall be charged for each copy.
- d. Inmate must have money on his/her account for copy costs to be charged, as no credit shall be given.
- e. Information concerning cost for copies of "Commissary Account Transaction History Report," refer to "Fees" section.

13. Counseling

- a. Counseling from the jail chaplain may be requested by completing a Miscellaneous Request Form.

14. Court Dates

- a. No staff member shall give out court dates, due to security issues.
- b. Public may contact the appropriate court for court dates and times.

15. Credit Cards

- a. Major credit cards may be used to leave money for inmate commissary or to pay inmate fees.
- b. Credit card transactions may be conducted in person or by calling the bookkeeper at 270-685-8466, ext. 207, Mon-Fri, 7a-3p.
- c. Credit card transactions may be mailed by sending information to the Bookkeeper, Daviess County Detention Center, 3337 Hwy 60 E, Owensboro KY 42303.

GENERAL INFORMATION, Chapter 2 – Continued

16. Emergency Assistance

- a. Inmates may call for emergency assistance from any inmate “black phone.”
 1. Dial 9 1 1
 2. Wait for operator to answer
 3. State your location and nature of emergency
- b. Misuse of the emergency assistance system may be subject to disciplinary action.

17. Fees

- a. Booking Fee – A \$25 booking fee shall be charged to all persons booked, except state and contract inmates.
- b. Commissary Account Transaction History Report Fee – A \$1 fee shall be charged to inmate’s account for each request.
- c. Dentist Processing Fee – A \$20 processing fee shall be charged for each initial dentist visit for each issue.
- d. Doctor Processing Fee – A \$20 processing fee shall be charged for each initial doctor visit for each issue.
- e. Home Incarceration Fee – Home Incarceration fees shall be paid in advance, in cash only, Mon-Fri, 7a-4p, before the first day served.
 1. \$25 booking fee
 2. \$50 GPS installation fee
 3. \$20 daily fee, includes GPS fee
- f. Housing Fee – A \$20 daily housing fee shall be charged to all inmates, except state or contract inmates, work release or home incarceration participants.
- g. Jail Fee – A \$5 jail fee shall be charged to all inmates released on bond.
- h. Nurse Processing Fee – A \$10 processing fee shall be charged for each initial nurse visit for each issue.
- i. Prescription Processing Fee – A \$10 processing fee shall be charged for each initial and refill prescription.
- j. Transfer Sentence Fee – A \$30 fee shall be charged per day.
- k. Weekender Fee – Weekender fees shall be paid in advance, in cash, Mon-Fri, 7a-4p, before the first day is served.
 1. \$25 booking fee
 2. \$12 minimum daily housing fee or 25% of gross weekly wages, with a maximum of \$20 per day.
 3. Failure to pay, in full, before first day will result in sentence being served straight through.
- l. Work Release Fee – Work Release participants shall pay initial fees and one week’s housing, in cash, Mon-Fri, 8a-4p, prior to first day worked and weekly fees thereafter, by Fri 4p, one week in advance.
 1. \$25 booking fee
 2. \$50 GPS installation fee
 3. \$12 GPS daily fee
 4. \$12 minimum daily housing fee or 25% of gross weekly wages, with a maximum of \$40 per day
- m. Wristband Replacement Fee – A \$5 replacement fee shall be charged to any inmate for replacement of lost or damaged wristbands.
- n. Payment of fees, except for Work Release and Home Incarceration, may be made by cash, check or credit card.
- o. Payment of Work Release and Home Incarceration fees shall be paid in cash Mon-Fri, 8a-4p.
- p. Payment of fees may be made in person, mail or phone.
- q. Payment in person may be made at reception Mon-Fri, 7a-4p and Sat, 8a-4p.
- r. Checks shall be made payable to the Daviess County Detention Center, with inmate’s name in memo line, and mailed to the Bookkeeper, 3337 Hwy 60 E, Owensboro KY 42303.
- s. Payment by phone may be made by calling the Bookkeeper at 270-685-8466, ext 207, Mon-Fri, 7a-3p.
- t. Payment by credit card may be made in person, by mail or by phone.
- u. See Chapter 2, “Credit Cards,” for more information.
- v. Returned checks shall be charged a \$25 service fee.
- w. For questions regarding payment plans or detailed charges, contact the Bookkeeper at 270-685-8466, ext 207, Mon-Fri, 7a-3p.
- x. Fees not paid within a negotiated time period may be subject to civil action.

18. Haircuts

- a. Haircuts are offered twice monthly. 3/30/10
- b. Inmates need to oil the hair clippers after each haircut. 3/30/10

19. Headcounts

- a. Telephones and televisions shall be turned off during headcounts.
- b. Inmates shall stand at the end of their assigned bunks.
- c. Inmates shall present their wristbands when asked.
- d. Inmates shall be quiet and follow deputy instructions during headcounts.

GENERAL INFORMATION, Chapter 2 – Continued

20. High Risk Inmates

- a. High Risk inmates are allowed one 5-minute telephone call on Mondays between the hours of 7a – 3p. 12/29/09
- b. High Risk inmates are allowed one 15-minute window visit per week. This visit may be taken on Sunday 10a – 10:40a or 1p – 2:40p, or on Monday 1p – 2:40p. Visitors must have photo ID and must be signed in 30 minutes before their visit time.

21. Hygiene Kits

- a. Hygiene kits shall be issued at no cost to each inmate upon intake and placed in a housing unit.
- b. Kits include a comb, shampoo, soap, deodorant, toothbrush and toothpaste.
- c. Additional kits may be obtained by completing a Miscellaneous Request Form. 1/28/10
- d. A \$2 fee shall be charged for each additional kit issued.
- e. Kits shall be delivered on Commissary Day. 1/28/10
- f. Available at no cost to indigent inmates during first month of incarceration. 1/28/10
- g. Free Hygiene Kits only available until Indigent Commissary week. 1/28/10
- y. See Chapter 2, “Indigent Inmates,” for more information. 1/28/10
- h. Toilet paper and feminine pads/tampons are issued to all inmates upon request.

22. Indigent Inmates

- a. Criteria for an indigent inmate: 1/28/10
 1. Must be housed in Daviess County Detention Center 7 days straight, exception: transferred from another facility. 1/28/10
 2. Must have less than \$5 on account. 1/28/10
 3. Must not have received money in previous month, except for state pay. 1/28/10
 4. No commissary/phone card purchases in previous month. 1/28/10
- b. All four conditions must be met to be considered Indigent. 1/28/10
- c. Indigent commissary requests are accepted the first full week of each month.
- d. If indigent during first month of incarceration, additional hygiene kit and underwear are available at no charge. 1/28/10
- e. Free hygiene kits and underwear only available until Indigent Commissary week. 1/28/10
- f. See Chapter 2, “Hygiene Kits” and “Underwear,” for more information. 1/28/10

23. Key Releases

- a. Inmates may give permission to have their keys released to the public.
- b. If an inmate desires to release his/her keys, he/she shall sign the property sheet before the release.
- c. The recipient shall show a picture ID and sign the property sheet before the keys are released.
- d. Keys may be released at any time.

24. Law Information

- a. Inmates represented by an attorney shall direct their requests for law information to their attorney.
- b. Inmates not represented by an attorney may request specific information on a Miscellaneous Request Form.

25. Legal/International Mail – Outgoing 3/30/10

- a. 9x12 envelopes and postage stamps are available for purchase on Commissary. 4/28/10

26. Mail

- a. Mail shall be inspected each day it is received and delivered when the processing is complete.
- b. Inmate mail shall be addressed to the Inmate’s Name, DCDC, 3337 Hwy 60 E, Owensboro KY 42303.
- c. No inmate shall be given another inmate’s incoming mail.
- d. No cash shall be sent by mail.
- e. Do not send money with mail addressed to the inmate.
- f. Money shall be mailed separately to the Bookkeeper, 3337 Hwy 60 E, Owensboro KY 42303.
- g. See Chapter 2, “Money for Inmates Accounts/Fees,” for more information.
- h. No enclosures are allowed in inmate mail, except for pictures.
- i. All enclosures, other than pictures, shall be shredded.
- j. Prohibited mail items that will be destroyed include, but are not limited to, the following items:
 1. Cards with musical components
 2. Church bulletins

GENERAL INFORMATION, Chapter 2 – Continued

26. Mail – Continued

3. Excessive downloads from the internet ^{12/29/09}
 4. Laminated items
 5. Letters or drawings with crayon, colored pencil or stickers
 6. Magazines or magazine pages
 7. Newspapers
 8. Oversized cards
 9. Pamphlets
 10. Photocopied letters/articles
 11. Photos of cleavage, bathing suits or suggestive items intending to arouse sexual excitement
 12. Photos with alcohol, tobacco, drug, weapons, gang symbols, etc.
 13. Polaroid
 14. Pornography (exposed sexual body parts)
 15. Prayer cards
 16. Stationery (blank paper, envelopes, stamps, etc).
 17. Tattoo drawings or photos
- k. Mail or pictures in an inmate's possession that are determined to be excessive shall be discarded.
 - l. Mail received for released inmates will be returned to sender.
 - m. Mail received with postage due will be returned to sender.
 - n. All packages are prohibited, except for B3 inmates, and will be returned to sender.
 - o. The only approved item to be mailed in is one pair of shoes (steel toed boots are prohibited) for B3 inmates that have a work assignment.
 - p. Packages for B3 inmates must be mailed to the attention of Corporal Greene, Corporal Howard or Linda Welch with the inmate's name inside the package, and are subject to search.
 - q. All outgoing mail may be inspected.

27. Medical

- a. Emergency medical issues shall be cared for by on-site trained staff and contracted professionals or transported off site by a jail vehicle or ambulance, as needed.
- b. Emergency medical needs shall not be charged a co-pay fee.
- c. Medical Requests Forms are available daily for routine medical, dental or mental health treatment.
- d. A \$10 processing fee shall be charged for each initial nurse visit for each issue.
- e. A \$10 processing fee shall be charged for each initial and refill prescription.
- f. A \$20 processing fee shall be charged for each dental visit.
- g. A \$20 processing fee shall be charged for each doctor visit.
- h. 50% of all money received shall be deducted for unpaid processing fees.
- i. Medical treatment shall never be withheld from indigent inmates due to inability to pay.
- j. The detention center staff, including medical staff, shall not discuss any inmate's medical information with family, friends or public.
- k. Medical questions may be directed to Southern Health Partners by calling 888-231-2888 or 423-553-5635.

28. Medications

- a. No soaps/shampoo/lotions shall be accepted unless pre-approved by the nurse.
- b. Home medications may be received 24/7 at B2 and B1 7a-3p, Mon-Fri, and 8a-4p Sat.
- c. Home medications shall be verified by the medical staff before distribution.
- d. Inmates receiving medications shall report to the medical cart with their own drinking cup.
- e. No inmate shall share a drinking cup to take medications.
- f. Medications shall be taken in the presence of the distributing medical staff.
- g. Inmates shall show proof of taking medications by allowing an open-mouth inspection.

29. Money for Inmate Accounts/Fees

- a. Approved forms of money for inmate accounts are cash, money orders, cashier's checks, certified checks, credit card or Western Union.
- b. Cash may be left in person at Building 1, Mon-Fri, 7a-4p, and Sat 8a-4p.
- c. Cash may be left in person at Building 2, each day from 6a-6p.
- d. When a money transaction is made in person, a receipt is given to verify that the information is correct.
- e. If no changes are requested regarding the money transaction at that time, no changes may be granted later.

GENERAL INFORMATION, Chapter 2 – Continued

29. Money for Inmate Accounts/Fees – Continued

- f. No cash shall be sent by mail.
- g. Approved forms of money for mailing are Money Orders, Certified Checks and Cashier's Checks.
- h. Approved forms of money shall be made payable to DCDC with the inmate's name on the memo line.
- i. Approved forms of money shall be sent to the Bookkeeper, 3337 Hwy 60 E, Owensboro KY 42303.
- j. Do not send mail with inmate money that is mailed to the Bookkeeper.
- k. See Chapter 2, "Credit Cards" and "Western Union," for more information.
- l. If fees are owed, 50% of all money received shall be applied toward those fees.
- m. If the commissary account is negative, 100% of all money received shall be applied to the negative balance until the balance is positive.

30. Money for Inmate Accounts/Fees – at Release

- a. A statement of any balance due shall be given to each inmate upon release.
- b. Even though a bond has been paid, an inmate may still owe for booking fees, housing fees, jail fees, etc.
- c. Once an inmate is released, 100% of the money left in the account will be applied to any current or past fees that are owed.
- d. If no fees are owed, and a refund is due, a check will be written the next business day.
- e. Refund checks may be picked up at the detention center Mon-Fri, 7a-3p.
- f. If the refund check is not picked up after 5 days, it will be mailed to the last known address.
- g. The Bookkeeper may be contacted by calling 270-685-8466, ext. 207, Mon-Fri, 7a-3p, or by mail at Bookkeeper, 3337 Hwy 60 E, Owensboro KY 42303.

31. Nail Clippers

- a. Fingernail clippers are available three times a week.

32. Notary Service

- a. Notary service may be requested by completing a Miscellaneous Request Form.

33. Packages

- a. No packages shall be accepted for an inmate unless the inmate is a trusty or SAP program participant.
- b. The only approved item to be mailed in is one pair of shoes (steel toed boots are prohibited) for B3 inmates that have a work assignment.
- c. Packages for trusties or SAP program participants must be mailed to the attention of Corporal Greene, Corporal Howard or Director Linda Welch with the inmate's name inside the package.
- d. All other mailed packages shall be refused and returned to sender.

34. Paperwork

- a. All paperwork needing an inmate's signature shall be mailed in. Requests for exceptions shall be directed to the Captain.

35. Permitted Items at Intake

- a. Inmates may retain one set of undergarments that are on them at the time of booking.
- b. No bras shall have under wire.
- c. Legal material, upon request

36. Permitted Items in Housing Unit

- a. Commissary items
- b. Hygiene items
- c. Legal materials
- d. Mail – 5 pieces
- e. Photos – 5
- f. Program materials
- g. Socks – 3
- h. T-shirts – 3
- i. Underwear – 3

GENERAL INFORMATION, Chapter 2 – Continued

37. Power of Attorney

- a. Inmates needing assistance conducting their day-to-day business, to include financial responsibilities, obligations and/or legal needs, may grant a Power of Attorney through a legal agency for a fee.
- b. Legal Docs, 816 Triplett St., Owensboro, KY 42303, 685-0902, and Legal Zoom, www.legalzoom.com, are two agencies that provide these services.

38. Property Releases

- a. Personal property, excluding clothing and shoes, may be released to the public with the inmate's permission.
- b. Property may be released on Sundays and Thursdays only.
- c. The inmate shall sign the property sheet before the release.
- d. The recipient shall present picture ID and sign the property sheet showing the property was received.
- e. Property differences or questions shall be addressed in writing within two days after an inmate's release.
- f. The detention center shall not be responsible for any property differences that are questioned after that time.
- g. Property not claimed after two weeks will be donated to charity.

39. Public Defender Information

- a. Inmates are limited to one call per day.
- b. Calls are accepted between 10a-12p and 1:30p-3p.

40. Public Information

- a. With the consent of the inmate, the news media may be permitted to interview an inmate, except if the safety and security of the detention center may be affected.
- b. Media interviews may be allowed for a reasonable time between 8a-4p, Mon-Fri, with the approval of the jailer/designee.
- c. Official statements to the news media relating to detention center policy and procedures shall be made by the jailer/designee.
- d. Release of information shall be processed as listed below:
 1. Requests for information shall be addressed to the jailer/designee.
 2. Governmental agencies shall be provided with information pertinent only to their specific function.
 3. Upon request, private citizens shall only be provided with the information listed below:
 - a. Arrest Date
 - b. Bond
 - c. Charges
 - d. Date of Birth
 - e. Name
 - f. Release date of sentenced county inmates with no pending charges
 - g. The above listed information on past bookings
 4. The following information shall **NOT** be released:
 - a. Addresses
 - b. Court Dates
 - c. Outside Appointments or Transports
 - d. Release dates of county inmates with pending charges, state, federal or other contract inmates
 - e. Social Security Numbers
- e. No information shall be given to anyone, including the media, parents, friends, attorneys, or other law enforcement agencies, on any incident happening in the jail, without the approval of the jailer/designee.
- f. Information shall not be released that is detrimental to another inmate.

41. Razors

- a. Razors are offered three times a week.

42. Release Dates

- a. Staff members may give out release dates for Daviess County inmates that have been sentenced and have no pending charges.
- b. For all other Daviess County inmates, the public may call District Court at 687-7200.
- c. For state inmates, the public may call the Department of Corrections at 502-564-2433.
- d. Inquiries for release dates of federal or other contract inmates shall be directed to the appropriate agencies.

43. Release Times

- a. Release times begin after 6p on court dates, Mon, Wed and Fri.

GENERAL INFORMATION, Chapter 2 – Continued

44. Request Forms

- a. Request forms are distributed and picked up daily.
- b. Only one issue shall be listed per request form.
- c. Only one request form shall be submitted per issue within seven days, except for medical issues, which will allow for processing time.

43. Request Forms – Continued

- d. No response will be received if inmate writes below the grey line. ^{2/23/10}
- d. Forms available are Miscellaneous, Medical/Dental/Mental Health, Maintenance, Grievance, and Outside Agency (Public Defender and Probation and Parole.)
- e. Request forms requesting information contained in the Inmate Handbook shall be returned to the inmate with no action taken and marked “See Inmate Handbook.”

45. See Something – Say Something

- a. State law provides for a sentence reduction for furnishing information leading to the arrest of any person committing or planning a serious crime in a county jail, such as escape, assault, etc.
- b. Confidentiality will be protected.
- c. Information may be forwarded by US mail or in a sealed envelope addressed to the jailer.
- d. Everyone is encouraged to report all wrong doings. As a rule, if you “see something”, “say something.” This will help provide a safe environment for all.

46. Sexual Misconduct

- a. Treatment options for assault victims.
 1. Immediately report the assault to a staff member.
 2. Medical attention will be given; **do not** shower, brush teeth or change clothes for medical and prosecution reasons.
 3. Separation from the assaultive inmate during the investigation will occur.
- b. How inmates can protect themselves from becoming victims.
 1. Stay away from isolated areas such as closets and isolated/unoccupied restrooms.
 2. Stay within eyesight of a deputy jailer whenever possible.
 3. Be aware of body language.
 4. Avoid conversations involving sexual topics, family relationships, sexual experiences and financial status.
 5. Do not get in debt, since may later be expected to repay a debt with sex.
 6. Avoid purchasing large amounts of commissary items or giving the impression you have money available to you. You may be strong-armed or approached to pay for protection, etc.
 7. Know that victims are selected by stronger inmates seeking out those that appear weaker (either physically or mentally) and are frequently similar to domestic violence situations.
 8. Know that, as a victim, you are **not** at fault.
- c. If you are a sexual predator and assault someone.
 1. Sexual assaults will be investigated and may result in criminal and administrative charges.
 2. Your actions will have an impact on family, friends and children.
 3. Visits for family and friends will be restricted.
 4. You will be classified as a sexual offender and be required to complete the Sex Offender Treatment Program and register as a sex offender prior to release.
 5. Your release date and amount of good time eligibility will be affected, thus increasing your sentence.
- d. Prison Rape Elimination Act
 1. The Prison Rape Elimination Act (PREA) was signed into federal law in September 2003. The main purposes of this act are to establish a zero-tolerance standard for rapes in prison; make the prevention of prison rape a top priority; and to develop national standards for the detection, prevention, reduction and punishment of prison rape.
 2. The term “rape” means carnal knowledge, oral sodomy, sexual assault with an object, or sexual fondling of a person, forcibly or against that person’s will; the carnal knowledge, oral sodomy, sexual assault with an object, or sexual fondling of a person not forcibly or against the person’s will, where the victim is incapable of giving consent because of his/her youth or his/her temporary or permanent mental or physical incapacity; or the carnal knowledge, oral sodomy, sexual assault with an object, or sexual fondling of a person achieved through the exploitation of the fear or threat of physical violence or bodily injury.
 3. This law is directed to all sexual acts relating to inmate to inmate, inmate to staff, and staff to inmate incidents.

GENERAL INFORMATION, Chapter 2 – Continued

46. Sexual Misconduct – Continued

- e. Staff Sexual Misconduct
 1. Sexual acts or sexual contacts between any staff person or offender, **even if the offender consents, initiates or proposes**, are always prohibited and always illegal.
 2. Sexual misconduct is:
 - a. Any sexual advance by staff members
 - b. Requests for sexual favors by staff members
 - c. Threats by staff for refusing sexual advances
 - d. Verbal or physical conduct of a sexual nature toward an offender by staff members, contract staff, or volunteers of the Department of Corrections
 - e. Invasion of privacy beyond what is reasonably necessary for safety and security
 - f. KRS 510.120(1c)
 3. A person is guilty of sexual abuse in the second degree when: Being an employee, contractor, vendor, or volunteer of the Department of Corrections, or a detention facility as defined in KRS 520.010, or of an entity under contract with either the department or a detention facility for the custody, supervision, evaluation, or treatment of offenders, he/she subjects as offender who is incarcerated, supervised, evaluated, or treated by the Department of Corrections, the detention facility, or the contracting entity, to sexual contact.

47. Smoke-Free Facility

- a. No inmate shall be allowed to use tobacco products while incarcerated.
- b. Inmates found in possession of tobacco may be subject to criminal and administrative charges.

48. Statements

- a. A statement of any balance due shall be given to each inmate upon release.
- b. Monthly statements will be mailed to all inmates who owe fees.

49. Telephone Information

- a. Calls have a 20-minute maximum talk time.
- b. Telephone issues shall be addressed to Customer Service of America, PO Box 1809, Yulee FL 32041-1809
- c. Most local collect calls cost about \$1.85 per call.
- d. Calling cards are available on commissary.
- e. Family and friends may call 1-800-849-6081 to discuss telephone issues, prepay accounts, check on balances and block or unblock telephone numbers or use website: www.combinedpublic.com.
- f. Refer to Chapter 2, "Calling Cards," for more information.

50. Temperature ^{1/22/10}

- a. Cell temperature is set in accordance with 501 KAR 3:050 Section 6 (16)(a)(3); which states temperature ranges within comfort zones 65 degrees Fahrenheit to 85 degrees Fahrenheit.

51. Underwear ^{1/28/10}

- a. Underwear is available during first month of incarceration for indigent inmates.
- b. Limited to one pair for each qualifying inmate.
- c. Only available until Indigent Commissary week.
- d. Complete a Miscellaneous Request Form
 1. Indicate underwear size
 2. Request will be processed if indigency is approved.
- e. Item will be delivered on Commissary Day
- f. See Chapter 2, "Indigent Inmates," for more information

52. Weekly Meetings for Inmate Issues ^{12/21/09}

- a. A Staff member will come to each cell weekly to discuss issues
- b. Each cell will appoint a spokesperson or representative
- c. The spokesperson/representative shall prepare and present the issues in 5 words or less

53. Western Union Quick Collect

- a. Money may be transferred through Western Union at an authorized agent location, by phone or online.
- b. Cash transactions:
 1. Call 1-800-325-6000 to locate the nearest Western Union agent location.
 2. Transaction fees through an authorized agent location are as low as \$7.95 for amounts up to \$75.

GENERAL INFORMATION, Chapter 2 – Continued

53. Western Union Quick Collect – Continued

- c. Phone transactions:
 - 1. Call 1-800-634-3422.
 - 2. Select option 2 and have MasterCard, Visa or Discover Card ready.
 - 3. Additional fees for transactions using a credit card may apply.
 - 4. Transactions fees performed by phone may vary.
- d. Online transactions:
 - 1. Visit www.westernunion.com to use a MasterCard, Visa or Discover Card.
 - 2. Transactions fees performed online may vary.
- e. Sender must have the following information:
 - 1. Pay to: Daviess County Detention Center
 - 2. Code City: DCDC
 - 3. State: KY
 - 4. Sender's account number: Inmate's last name, first name, middle initial
 - 5. Attention Field: Inmate's date of birth

54. Work Release Information

- a. Inmates who qualify may apply for the privilege of work release.
- b. Criminal record and background checks shall be performed on each inmate, which may take 3-4 days to process.

PRIVILEGES

Chapter 3

1. Board Games

- a. Board games may be requested by completing a Miscellaneous Request Form.

2. Commissary Privileges

- a. Commissary is a privilege and may be denied due to disciplinary action.

3. Hot Pots

- a. Hot pot use is a privilege and may be denied due to disciplinary action.

4. Mail Privileges

- a. Inmates may receive mail from other inmates within the detention center, from another correction facility or from the public, unless the privilege is abused.
- b. Inmate-to-inmate mail is a privilege that is subject to the jailer's discretion.

5. Telephone Privileges

- a. Telephones are available at all times, except when turned off during cell cleanup, headcounts or for other exceptions.
- b. After a cell area passes cleanup inspection, the phones may be turned back on.
- c. Telephone privileges may be suspended for a designated period of time if telephone rules are violated.
- d. A phone call for more than five minutes per week is a privilege.
- e. Phone calls are monitored and recorded.

6. Television Privileges

- a. Television viewing is available at all times, except when turned off during cell cleanup, headcounts or for other exceptions.
- b. After a cell area passes cleanup inspection, the televisions may be turned back on.
- c. Television viewing privileges may be suspended for a designated period of time if television rules are violated.

7. Visitation Privileges

- a. An extra visitation period may be granted, in addition to the minimum one 15-minute visitation period per week, for a total of two visits per week.
- b. Inmates serving Periodic Detention must be serving a minimum of seven consecutive days to receive visitation.

8. Work Assignment Privileges

- a. Do not submit a Miscellaneous Request Form requesting to become a trusty.
- b. To be considered for "trusty" status, the inmate needs to be final sentenced and classified by Department of Corrections (DOC).
- c. This classification process may take around three months.
- d. DOC will notify the Class D Coordinator with the classification information.
- e. The CD Coordinator, after classification is received, will notify the inmate when or if he/she may be assigned as a trusty with a work assignment.
- f. Work assignments are not guaranteed, but are privileges.
- g. Work assignments are subject to availability.
- h. Eligibility does not guarantee trusty status, since that privilege shall depend on job placement availability.
- i. Work assignments may be changed or terminated due to disciplinary action or at any time, for any reason.
- j. All male trusties who receive a work assignment will be transferred to Building 3 if space is available.
- k. Trusties assigned to the kitchen shall be subject to hair guidelines, hair net rules and shall agree to work seven days a week.

PROGRAMS AND SERVICES

Chapter 4

1. Education Programs

- a. GED studies and GED testing are available to all inmates, depending on inmate classification levels, except for security-risk inmates.
- b. Interested inmates may complete a Miscellaneous Request Form.
- c. A waiting list shall be maintained on a first-come, first-serve basis.

2. Library Services

- a. The inmate library is available during indoor recreation time.

3. Program Information

- a. Programs are available to all inmates, depending on inmate classification levels, except for security-risk inmates.
- b. Inmates may request to attend a program by completing a Miscellaneous Request Form.
- c. A waiting list shall be maintained on a first-come, first-serve basis.
- d. Programs available are:
 1. Alcoholics Anonymous
 2. Bible Study
 3. Church/Religious Services
 4. English Services
 5. GED Studies and GED Testing
 6. HIV/AIDS Services
 7. Home Incarceration Program, if meet criteria
 8. Hospice/Grief Counseling
 9. Immigrant Services
 10. Life Skills (females)
 11. Mental Health Wellness Services
 12. Narcotics Anonymous
 13. Oasis (females)
 14. Recovery Dynamics
 15. Substance Abuse Program, if meet criteria and accepted
 16. Work Release Program, if meet criteria
- e. Inmates shall be given one chance to leave the cell and attend a program that is offered that day.
- f. If an inmate refuses to attend a program after approval, and the reason is not justified, the inmate's name shall be removed from the roster and the inmate shall need to reapply for future participation.
- g. If an inmate needs to return to the cell for any reason, the inmate shall not be allowed to return to the program that day.
- h. Examples of justified absence reasons include court appearances and verified illnesses.
- i. If an inmate receives isolation for disciplinary reasons, the inmate shall need to reapply to attend the program.
- j. Program attendance certificates may be requested, after eight attendances, by completing a Miscellaneous Request Form.

4. Recreation Programs

- a. Inmates shall be offered three, one-hour, out-of-cell recreation periods per week.
- b. Inmates shall be offered one, one-hour, outdoor recreation periods, if weather permits.
- c. Recreation may be withheld from any inmate violating the rules and regulations governing recreation, or those who pose a threat to the safety and security of the detention center.

5. Religious Counseling

- a. Inmates may have access to the detention center chaplain by completing a Miscellaneous Request Form.
- b. Inmates may request access to their personal minister by completing a Miscellaneous Request Form.
- c. Personal ministers shall meet the detention center criteria for security clearance approval.

RIGHTS

Chapter 5

1. Attorney Access Rights

- a. Inmates shall have confidential access to their attorneys.
- b. Attorney visits shall not count as an allotted visit.

2. Civil Rights Complaint Form

- a. Inmates with a civil rights complaint may request a civil rights complaint form by filling out a Miscellaneous Request Form.

3. Court Access Rights

- a. Inmates shall have access to the judicial process.

4. Disciplinary Procedure Rights

- a. Inmates shall have access to the Inmate Handbook and the penalties for noncompliance of the rules and regulations.

5. Grievance Procedure Rights

- a. Inmates wishing to file a grievance must use the following procedure:
 1. Attempt to solve the problem through verbal communication with the person believed to be responsible for the condition.
 2. If that person does not solve the issue, then a Grievance Form may be requested.
 3. Complete and submit a Grievance Form to the captain within five calendar days of the incident.
 4. The captain shall have ten business days from the date on the Grievance Form to conduct an investigation and respond to the grievance.
 5. The response shall be in writing on the bottom of the submitted Grievance Form.
 6. A copy of the Grievance Form with the response on the bottom shall be given to the inmate and a copy shall be retained by the captain.
 7. If the inmate is not satisfied with the captain's decision or if he/she does not receive a response within ten business days from the date on the Grievance Form, the inmate may appeal to the jailer within five calendar days.
 8. An inmate Grievance Appeal Form shall be provided upon request.
 9. The jailer/designee shall have ten business days from the date on the Grievance Appeal Form to conduct an investigation and respond to the appeal.
 10. The response shall be in written form on the bottom of the submitted Grievance Appeal Form.
 11. A copy of the Grievance Appeal Form with the response on the bottom shall be given to the inmate and a copy shall be retained by the jailer.

6. Mail Rights

- a. Inmates shall be allowed to write to anyone if the mail does not violate state or federal law.
- b. Inmates' rights shall be protected in accordance with court decisions regarding mail.
- c. Incoming mail shall be opened and inspected for contraband prior to distribution.
- d. Mail received from the court, an attorney of record, or a public official, shall be opened and inspected for contraband in the presence of the inmate.

7. Medical Care Rights

- a. Inmates shall have access to necessary and emergency medical and dental care.
- b. Medical care staff working in the detention center shall comply with state licensure and certificate requirements comparable to medical staff working elsewhere in the community.
- c. Medications shall be given as prescribed.
- d. Deputy jailers shall have current training in standard first aid according to the guidelines of the American Red Cross.
- e. First aid kits shall be available at all times.

8. Mental Health Care Rights

- a. Deputy jailers shall receive a minimum of four hours of mental health training within their first year of service.
- b. Inmates shall have access to necessary and emergency mental health care.

RIGHTS, Chapter 5 – Continued

9. Program Access Rights

- a. Inmates shall have equal access to programs and services, if the security and order of the detention center is not jeopardized.
- b. A waiting list shall be maintained on a first-come, first-serve basis.

10. Racial Segregation Rights

- a. Inmates shall not be segregated or discriminated against due to race, creed or national origin.

11. Religious Rights

- a. Inmates shall be granted the right to practice their religion within limits necessary to maintain institution order and security.
- b. Inmates shall be afforded an opportunity to participate in religious services and receive religious counseling within the detention center.
- c. Inmates shall not be required to attend or participate in religious services or discussions.
- d. Personal grooming shall be a choice of religious practice.

12. Search and Seizure Rights

- a. Inmates may be searched for contraband at anytime to protect the safety of fellow inmates, staff or institutional security.
- b. Cell searches may be performed at anytime. Inmates need not be present.
- c. Inmates shall be strip searched when reasonable suspicion exists.

13. Telephone Rights

- a. Newly admitted inmates shall be permitted a reasonable number of local or collect long distance telephone calls to an attorney of the inmate's choice, or to a family member or friend, as soon as practical, generally within one hour after arrival, until one call has been completed.
- b. Inmates shall be allowed to complete at least one five-minute telephone call each week.
- c. The expense for the call shall be charged to the party called.
- d. High Risk inmates shall be permitted one five-minute telephone call on Mondays between 7a -3p.

14. Visitation Rights

- a. Two visits per week per inmate may be allowed, unless the inmate received a disciplinary action for violating the visitation rules, or the inmate's behavior is a threat of danger to staff or other inmates.
- b. A visiting period shall be at least 15 minutes.
- c. Two persons that visit at the same time shall count as a single visit.
- d. Children of the inmate, if accompanied by a parent or legal guardian, may be permitted to visit.
- e. Attorney, clergy and medical personnel shall be permitted to visit and shall not count as an allotted visit.
- f. Each visitor shall register before admission and shall be denied admission for refusal to register, refusal to consent to search or for violation of the Visitation Rules and Regulations.
- g. Visitors may visit any inmate unless the jailer determines to exclude the visitor for:
 1. Representing a danger to security
 2. Having a history of disruptive conduct at the detention center
 3. Being under the influence of alcohol or drugs
 4. Refusing to show a picture ID
 5. Violating visitation rules and regulations
- h. Inmates may refuse a visit before leaving their cell, which shall not be charged to their allotted visits.

RULES AND REGULATIONS

Chapter 6

1. Altering Equipment

- a. Altering any door lock is prohibited.
- b. Altering any item to be used as a weapon is prohibited.

2. Bartering or Trading

- a. Bartering or trading, in any form, is prohibited.
- b. Leaving money on other inmates' accounts to avoid paying fees is a form of bartering.
- c. If an inmate is caught bartering, disciplinary action may be taken.

3. Blocking View

- a. No items shall be hung to block the view of the bunk.
- b. No items shall block any lights, cameras or vents.

4. Cleanup of Cells

- a. Televisions and telephones shall be turned off around 7a, before cell cleanup begins.
- b. Showers, sinks, commodes, urinals and tables shall be cleaned daily.
- c. Bunks shall be made.
- d. Areas shall be picked up and organized.
- e. Televisions and telephones may be turned back on only after the cell area passes inspection.
- f. Failure to pass inspection may result in disciplinary action.
- g. Cells and common areas shall be kept clean at all times.

5. Conduct

- a. Inmates shall conduct themselves in an orderly and lawful manner.
- b. Fighting, scuffling and cell bossing are prohibited.
- c. Acting as a lookout is prohibited.
- d. Destroying property, such as towels and sheets, and writing on walls is prohibited.
- e. Passing notes or items is prohibited.
- f. Loud noises are prohibited.

6. Contraband

- a. KRS 520.050 Promoting contraband in the first degree: Class D Felony
 1. Knowingly introducing dangerous contraband into a detention center, to include knives, firearms, narcotics, lighters, matches, etc.
- b. KRS 520.060 Promoting contraband in the second degree: Class A Misdemeanor
 1. Knowingly introducing contraband into a detention center, to include pictures, candy, gum, pens, pencils, tobacco, etc.

7. Disruptive Behavior

- a. Any behavior that interferes with the jail operations, to include any program or staff duty, is prohibited.

8. Drug Testing

- a. Drug tests shall be given before Work Release / Home Incarceration program participation, or later for cause or at random.

9. Food

- a. All perishable items shall be discarded. Exceptions are commissary items that are unopened.
- b. No food shall be saved or hoarded from food trays for later consumption unless in sealed packages.

10. Gambling

- a. Gambling of any type is prohibited

11. Hallways 12/04/09

- a. Inmates shall remain silent in the hallways unless speaking with a Deputy.
- b. Inmates shall remain silent while sitting in the visitation chairs waiting for their visit.
- c. Inmates shall walk on the right side of hallway.

RULES AND REGULATIONS, Chapter 6 – Continued

11. Hallways – Continued

- d. Inmates shall keep their hands behind their backs, with their fingers interlaced, while outside their cell.
- e. Failure to comply may result in loss of visitation, programs, privileges or disciplinary action.

12. Harassment

- a. Harassment, hazing or molesting other inmates is prohibited.

13. Horseplay

- a. Horseplay in any form, to include wrestling, play fighting, throwing items, etc., is prohibited.

14. Language

- a. Loud, abusive and vulgar language is prohibited.

15. Lights Out

- a. Lights shall be turned off from 12m-6a.

16. Mail

- a. No enclosures are permitted in the mail except pictures.
- a. All other enclosures shall be shredded.
- b. No packages, magazines or oversized cards are allowed.
- c. See Chapter 2, "Mail," for more information.

17. Marriages

- a. Inmates shall not be allowed to marry while incarcerated, due to safety and security issues.

18. Meals

- a. Inmates shall line up at meal time, even if they do not wish to eat.

19. Movement within Facility

- a. Inmates shall walk single file on the right side of the hall when moving within the facility.
- b. Inmates shall not talk while outside their cell areas, unless approved by the transport officer.
- c. Inmates shall not touch anything, like door flaps, thermostats, switches, etc.

20. Property – Excessive

- a. Excess property shall be disposed of or mailed out at the inmate's expense.
- b. Property that does not fit in the hanging property bags shall be considered excessive.

21. Request Form Rules

- a. Requests for the same issue within seven days, except for medical issues, may result in disciplinary action.
- b. Placing a restriction on duplicate requests will allow time for processing request forms and help avoid backlogging the system.

22. Respect

- a. All staff and inmates shall be treated with respect.
- b. All persons shall be treated fairly.

23. Search and Seizure

- a. All cash and personal property shall be taken upon admission and listed on a property sheet.
- b. Permitted items in Housing Unit:
 1. Commissary items
 2. Hygiene items
 3. Legal materials
 4. Mail – 5 pieces
 5. Photos – 5
 6. Program materials
 7. Socks – 3
 8. T-shirts – 3
 9. Underwear – 3

RULES AND REGULATIONS, Chapter 6 – Continued

24. Sexual Relations

- a. Sexual relations of any type between inmates or staff of the same or opposite sex are prohibited.
- b. Sexual offenses that are found to be criminal may be referred for prosecution.

25. Showers – Restricted Cells

- a. Inmates shall proceed directly from the shower to their bunks to get dressed.

26. Smoking

- a. This detention center is a smoke-free facility.
- b. Inmates caught smoking inside or outside the facility may be subject to disciplinary action.
- c. Possession of any cigarettes, tobacco items, matches or lighters is prohibited.

27. Stealing

- a. Stealing in any manner is prohibited.

28. Storage Bins

- a. All personal property shall be stored in the storage bin mounted under each bunk.
- b. Property that does not fit in the bin shall be considered excessive and disposed of, or mailed out at the inmate's expense.

29. Tattoos

- a. Tattoos and body piercing is prohibited.
- b. Possession of tattoo supplies is prohibited.

30. Towels and Undergarments

- a. Towels and undergarments may be hung from the foot of the bunk until dry and then shall be removed and placed in the storage bin.

31. Trash

- a. Trash, paper and other debris shall be placed in the proper trash containers daily

32. Uniforms

- a. Uniforms shall be worn properly when not in bed or taking a shower.
- b. Inmates may unbutton the top half of their uniforms and pull it down no lower than the waist area while in their cells.
- c. A t-shirt shall be worn when the uniform is unbuttoned.
- d. Uniform shorts, which may be purchased from commissary, may be worn only in the housing units.
- e. A t-shirt shall be worn with the shorts.

33. Violations

- a. Inmates in violation of the Rules and Regulations may be subject to disciplinary action.

34. Visitation

- a. Inmates must be assigned to a housing unit before receiving visitors.
- b. Inmates serving Periodic Detention must be serving a minimum seven consecutive days to receive visitation.
- c. Picture ID is required for all visitors 18 years or older.
- d. Clothing must be appropriate or visitor may be asked to leave.
- e. Calls to staff about the number of visits an inmate has remaining shall not be permitted, since the inmates are responsible to coordinate their own visits.
- f. B1 & B2 inmates are allowed two 15-minute visits per week, or one 30-minute visit per week.
- g. B1 & B2 visitation is scheduled for every 20 minutes, on a first-come, first-serve basis.
- h. B1 & B2 visitors shall sign-in 30 minutes prior to the desired visitation time slot.
- i. Only two visitors are allowed per visit for B1 & B2 inmates.
- j. B3 & B4 inmates are allowed one 30-minute visit per week.
- k. Only three visitors are allowed per visit for B3 & B4 inmates.
- l. Extended visits are not allowed.
- m. Out-of-county visitors may call to schedule a visitation time, if space is available.
- n. Inmates may refuse a visit, before leaving the cell, which will not be charged to their allotted visits.
- o. Each visitor shall sign the log themselves.
- p. Visitors may only visit with the inmate they are signed in to see.

RULES AND REGULATIONS, Chapter 6 – Continued

34. Visitation – Continued

- q. No persons shall be in the visitation booth unless they are visiting the inmate they are signed in to visit.
- r. No cameras, camera phones or recording equipment shall be allowed in the visitation booth.
- s. Visitors are subject to be searched.
- t. Visitors who knowingly introduce contraband into the facility will be prosecuted.
- u. Visitors violating any visitation rule will be subject to termination of the visit, will be asked to leave the building and visitation restrictions will be imposed.
- v. The jailer/designee may restrict a visitor if the visitor poses a threat to the facility or violates the rules and regulations.
- w. Children ages 12-17 shall be signed in as a visitor and accompanied by an adult at all times.
- x. Children under 12 do not need to sign in.
- y. No child shall be left unattended by an adult.
- z. Children shall be kept quiet and shall not interfere with other visits.
- aa. Disruptive children, along with their accompanying adult, may be asked to leave the booth, and possibly asked to leave the facility.

35. Walls

- a. No items shall be attached to the walls, to include pictures.
- b. No writing or scratches on the walls are permitted.

36. Wristbands

- a. Wristbands shall be worn properly at all times.
- b. Disciplinary action may be taken for tampering with wristbands.
- c. Wristbands shall be shown at anytime upon request.
- d. A \$5 replacement fee shall be charged for any damaged or lost wristbands.

SCHEDULES

Chapter 7

1. Attorney Visits

- a. Inmates may have access to their attorneys, 24 hrs a day, 7 days a week, except during security headcounts at 7a, 3p and 11p.

2. Cleaning Carts

- a. Cleaning carts are placed in the cells twice daily, starting around 5a and 5:30p and will be moved throughout the facility until all cells have been cleaned.

3. Commissary

- a. Commissary bubble sheets are distributed and collected each Thursday on the 3p-11p shift.
- b. Commissary will be distributed the following Thursday.

4. Feminine Pads/Tampons

- a. Feminine pads/tampons are available upon request.

5. Haircuts

- a. Haircuts available during indoor recreation.

6. Laundry

a. Sheets	<u>7a-3p</u>	<u>3p-11p</u>	<u>11p-7a</u>
a. Mon	B3A	---	B1, 2, 4
b. Tue	---	---	---
c. Wed	B3B	---	---
d. Thu	---	---	---
e. Fri	B3D	---	---
f. Sat	---	---	---
b. Uniforms	<u>7a-3p</u>	<u>3p-11p</u>	<u>11p-7a</u>
a. Mon	---	B Pod	B3
b. Tue	B4	C Pod, Medical, Bldg 2	---
c. Wed	---	A Pod, T Cell	B3
d. Thu	B4	B2	---
e. Fri	---	---	B3
f. Sat	B4	---	B3
c. Inmate laundry	<u>7a-3p</u>	<u>3p-11p</u>	<u>11p-7a</u>
a. Sun	---	---	A Pod, T Cell
b. Mon	B4	B2	B Pod, B3D
c. Tue	---	---	C Pod, Medical, B3A, B3B
d. Wed	---	---	A Pod, T Cell
e. Thu	B4	B2	B Pod, B3D
f. Fri	---	---	C Pod, Medical, B3A, B3B

7. Mail

- a. Outgoing mail will be picked up three times a day after the first headcount on each shift.
- b. Incoming mail will be passed out each day it is received on the 7a-3p shift.

8. Meals

- a. Meals are distributed daily at approximately 6a, 12p and 5p.
- b. Missing items shall be reported at the time the meal tray is distributed in order for verification and replacement.

9. Medication Distribution

- a. Medication is distributed daily at approximately 8a and 8p.

10. Nail Clippers

- a. Fingernail clippers are offered three times a week on Mon, Wed and Fri after the 7a headcount.

SCHEDULES, Chapter 7 – Continued

11. Office Hours

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

12. Question & Answer Sessions

- a. A Q & A session will be held on the 1st and 3rd Monday of each month to discuss inmate issues.
- b. A cell representative from most areas will be chosen to attend these sessions led by Lt. Jones and Cpl. Howard.
- c. The cell representatives need to bring their Inmate Handbooks and discussion topics from fellow cell mates.

13. Razors

- a. Razors are distributed three times a week on Mon, Wed and Fri after the 7a headcount.

14. Recreation

- a. Recreation is offered three times a week on a rotating schedule.

15. Retiring

- a. Lights are turned off at 12m.

16. Rising

- a. Lights are turned on at 6a.

17. Showers

- a. Showers are available 24 hours a day, 7 days a week, except for restricted cell areas which are offered daily as time allows.

18. Sick Call / Medical Forms

- a. Sick Call / Medical Forms will be collected throughout the day as needed.

19. Soap

- a. Soap is distributed with a hygiene kit upon assignment to a housing area.
- b. Soap is available as needed upon request.
- c. Soap is also available for purchase on commissary.

20. Telephone

- a. Telephones are accessible 24 hours a day, 7 days a week, except during cell cleanup, headcounts, cell restrictions and other exceptions.

21. Telephone – Restricted Cells

- a. Restricted cells include Administrative Segregation, High Risk, Isolation, Protective Custody and PTS inmates.
- b. Restricted cells have access to a weekly ten-minute telephone call on Mondays.
- c. PTS inmates shall not have access to telephones due to PTS regulations

22. Toilet Paper Distribution

- a. All inmates are issued one roll of toilet paper at intake.
- b. Toilet paper is distributed every Sunday night after the 11p headcount.
- c. Toilet paper is available as needed upon request.
- d. Toilet paper is also available for purchase on commissary.

23. Visitation

1. **Bldg 1** – Visits are available every 20 minutes. Visitors must be signed in 30 minutes prior to each visit. Inmates may receive two 15-minute visits or one 30-minute visit per week. High risk inmates may receive one 15-minute visit per week. Building 1 male trusties are eligible for one 30-minute contact visit on Sunday or two 15-minute window visits Tuesday-Saturday. Building 1 female trusties may have one 30-minute contact visit on Sunday or two 15-minute window visits on Sunday or Monday. Building 1 non trusty females may receive one 30-minute or two 15-minute visits on Sunday or Monday.

a. General Population	Tue-Fri	8a-10:40a	1p-2:40p
	Sat	9a-10:40a	1p-2:40p
b. High Risk & B1 Females	Sun	10a-10:40a	1p-2:40p
	Mon	---	1p-2:40p
c. Trusty Contact Visits	Sun	9-9:30a females at B1	
		9:30a-10a males at B3	

SCHEDULES, Chapter 7 – Continued

23. Visitation – Continued

2. **Bldg 2** – Visits are available every 20 minutes. Visitors must be signed in 30 minutes prior to each visit. Inmates may receive two 15-minute visits or one 30-minute visit per week.
- | | | | | |
|----|-----------------------|---------|-----------------------|----------|
| a. | General Population | Tue-Fri | 8a-10:40a | 1p-2:40p |
| | | Sat | 9a-10:40a | 1p-2:40p |
| b. | Trusty Contact Visits | Sun | 9-9:30a females at B1 | |
1. **Bldg 3** – Visits are available every 30 minutes. Building 3 trusties may receive one 30-minute visit per week. Visitors must be signed in 30 minutes prior to each visit.
- | | | | | |
|----|--------|-----|-------------|----------|
| a. | Dorm A | Mon | Sun | 12p-2p |
| | | | 7:30p-8:30p | |
| b. | Dorm B | Tue | Sun | 12p-2p |
| | | | 7:30p-8:30p | |
| c. | Dorm C | Wed | Sun | 10a-12p |
| | | | 7:30p-8:30p | |
| d. | Dorm D | Thu | Sun | 10a -12p |
| | | | 7:30p-8:30p | |
3. **Bldg 4** – Visits are available every 30 minutes by appointment only. Inmates may receive one 30-minute visit per week. Visitors must be signed in 30 minutes prior to each visit. No visits are allowed on SAP Graduation Days.
- | | | | |
|--|--|-----------|----------|
| | | Sat & Sun | 7:30a-3p |
|--|--|-----------|----------|

STATE INMATES

Chapter 8

1. Home Incarceration Program (HIP)

- a. All state inmates' names are entered automatically on the Department of Corrections' (DOC) eligibility list.
- b. DOC will interview the inmates that qualify for the program.
- c. If approved for HIP, the inmate will be processed for release with instructions.
- d. Do not write to the detention center about issues with this program.
- e. Issues shall be addressed to the Department of Corrections, PO Box 2400, Frankfort KY 40602.

2. Meritorious Good Time

- a. Questions about Meritorious Good Time shall be addressed to the Department of Corrections, PO Box 2400, Frankfort KY 40602.

3. Release Dates

- a. Release dates are calculated by DOC.
- b. DOC will fax release dates to the CD Coordinator upon completion of the calculation process.
- c. A copy will be forwarded to the inmate by the CD Coordinator.
- d. Do not fill out a Miscellaneous Request Form requesting a release date for a state inmate.
- e. When a state inmate is released, if no ride is available, a one-way bus ticket shall be provided.

4. Timesheets

- a. All classified state inmates shall receive timesheets (Resident Record Cards) quarterly (i.e. March, June, Sept. and Dec.), at no cost.
- b. If the inmate arrives after the issued quarterly printout, a free copy may be requested by completing a Miscellaneous Request Form, with your State ID# listed.
- c. Additional copies are available, at a cost of ten cents per page, by completing a Miscellaneous Request Form, with the State Id# listed.
- d. State inmates will receive a copy of their timesheets upon request, at no cost, when these events occur:
 1. Within a week of intake from another facility
 2. As stated by DOC quarterly, March, June, September and December
 3. Educational Good Time is awarded
 4. 120 days from release and updates have been made

5. Transfer to Another Facility

- a. The inmate must get approval and arrange transportation from the other facility.
- b. The inmate must coordinate another inmate to be transferred from the other facility on the day of the transport.

STATE TRUSTIES

Chapter 9

1. Contact Visits

- a. Only state inmates who are trusties and meet the required criteria, are eligible for contact visits.
- b. Female trusty contact visitation is available at Building 1 on Sundays from 9-9:30a.
- c. Male trusty contact visitation is available at Building 3 on Sundays from 9:30-10a.
- d. There is a maximum of three visitors per visit.
- e. All visitors must be signed in.
- f. Children are counted as visitors and must be signed in.
- g. Children, 17 and under, must be accompanied by an adult at all times.
- h. A picture ID is required for all visitors 18 years or older.
- i. Visitors may only sign out and visit with one inmate at a time.
- j. Inmates are limited to the lobby area only.
- k. Food or drink from the street is prohibited.
- l. Inmates shall be in sight of the visitation deputy at all times.
- m. If inmates need to return to the cell for any reason, the visit shall end.
- n. A hug and kiss as a one-time greeting/good-bye is allowed.
- o. Inmates violating any rule may be subject to disciplinary action.

2. Furlough

- a. Furlough applications may be requested by completing a Miscellaneous Request Form.
- b. Must be a Level 1 or 2 for six months to qualify for a furlough.

3. Hair Guidelines

- a. Inmates on work detail must have neat appearances.
- b. Beards and long hair shall not be allowed.
- c. Ponytails shall not be permitted for males.
- d. Sideburns shall not be lower than the ears.
- e. A mustache shall not be lower than the corner of the mouth.
- f. Hair cannot touch the collar.

4. Kitchen Workers

- a. Trusties who accept a kitchen assignment shall be required to work seven days a week.
- b. Hair nets and gloves are required to be worn.

5. Privileges

- a. Contact visits
- b. DVDs – Females
- c. Extra ice
- d. Job training
- e. Pizza parties
- f. Play station – Males
- g. State pay
- h. Storage bins
- i. Uniforms – t-shirts, jeans and tennis shoes
- j. Work assignments

6. Sentence Reductions

- a. Trusties may earn a one-day sentence reduction for every 40 hours worked.
- b. Maximum sentence reduction time is four days per month.
- c. Inmates are responsible to keep track of the total hours they worked.

7. Shoes

- a. After DOC inmates are given work assignments, they may request their street shoes from their property by completing a Miscellaneous Request Form.
- b. If shoes are needed from the street, they may be delivered in person to the Class D Coordinator.
- c. After shoes have been searched, they will automatically be forwarded to the trusty.

STATE TRUSTIES, Chapter 9 – Continued

8. Time Cards

- a. Time cards are issued at the time of a job assignment.
- b. Inmates are responsible for clocking in and out each day worked.
- c. A \$5 fee shall be charged for each damaged or lost time card.

9. Work Assignments

- a. Work assignments are privileges, not rights.
- b. Work assignments are subject to availability.
- c. Work assignments may be changed or terminated at anytime, for any reason.
- d. Refer to Chapter 3, “Work Assignment Privileges,” for more information.

10. Work Assignment Eligibility

- a. Inmate must be final sentenced.
- b. Inmate must have final sentence order on file at DCDC.
- c. Inmate must be fingerprinted by DCDC staff.
- d. Inmate must be classified by DOC, which takes about 2-4 weeks.
- e. Class D Coordinator will notify the inmate when the classification decision is received.
- f. If transferred from another jail, Class D Coordinator may have to request another copy of the PSI and custody level from DOC, which may take additional time to process.
- g. Inmates may be considered for a work assignment once the Class D Coordinator receives all the paperwork and reviews.
- h. **Do not send** a Miscellaneous Request Form requesting a job, since this will only slow the process.
- i. A work assignment eligibility notice will be forwarded to inmate.
- j. If an inmate is not eligible, the notice will state the reason.

SEE
SOMETHING
SAY
SOMETHING

- Any information leading to the arrest of any person committing or planning a serious crime in a county jail could result in a **reduction of your sentence**.
- **Confidentiality** will be protected.
- Forward information through the **US Mail** or in a **sealed envelope** addressed to the **jailer**.