

INMATE

HANDOUT

Updated September 2016



CHARLOTTE COUNTY SHERIFF'S OFFICE BUREAU OF DETENTION

Introduction

This handout is designed to provide you with basic information about your stay at the Charlotte County Jail. This new facility represents the state of the art in jail construction and is designed to provide a safe and secure environment. **This is a smoke free facility.**

While we recognize our responsibility to you, we also have responsibilities to other inmates, our staff, and the citizens of Charlotte County.

While you are here, you are expected to behave in a positive manner. Any behavior that is against the facility rules and regulations or that interferes with the jail's operations will not be tolerated. You must follow all staff instructions on command.

Your Housing Unit Deputy has the authority to do whatever is necessary within reason to meet your needs. Make yourself familiar with this handout as it contains valuable information. If questions come up, or if you do not understand the information given to you, direct all questions and concerns to the Housing Unit Deputy.

The Sheriff reserves the right to change any of the information in this handout as Office policy or State mandates dictate such changes.

If you require special assistance due to a language or physical disability please notify a staff member.

OVERVIEW OF THE CHARLOTTE COUNTY JAIL

All persons arrested in Charlotte County are brought to the Charlotte County Jail to be processed and appear before a judge at First Appearance Court, except persons arrested for US Marshall holds, parole violations and civil actions. Anyone who does not bond out or is not released at First Appearance Court will be housed in the facility. The actual cell assignment will depend upon the arrested person's classification assessment.

The assignment to a specific pod depends on the following: current charge(s), previous criminal record, age, sex, behavior, medical concerns, and other factors assessed during the classification and screening process.

During your stay, you have the responsibility to recognize and respect the rights of others and treat both employees and inmates with respect at all times. Willful insubordination or disobedience may result in removal of any and all privileges, disciplinary or administrative confinement, or possible criminal charges.

AFTER YOU ARE ARRESTED

Arrest is permanently recorded. Bail will be set per Administrative Order. You will go through the booking process which includes medical screening, fingerprints, photographs, classification assessment, telephone calls, and temporary housing prior to First Appearance Court.

IF YOU ARE RELEASED

You will be advised of any Court information. Social Services and Community programs are available by request through the Programs unit.

IF YOU ARE NOT RELEASED

You will have a First Appearance Hearing in Court. You will be advised of your rights/charges. The Public Defender will be available. Bail may be reduced, kept the same, increased or you may be released. If you qualify for a "danger hearing" you will remain in custody, pending the outcome of your hearing. You will be assigned to a housing unit, if you remain in custody.

ARRAIGNMENT (PLEADING SESSION)

Public Defender may be assigned if needed and you meet the qualifications. You will be advised of your charge(s), may plea to misdemeanor charge(s) and charge(s) may be disposed of.

PRE-TRIAL HEARING

Set case for trial. Motions for State. Motions for Defense.

TRIAL

Misdemeanors may be tried in County Court; felonies are tried in Circuit Court.

CASE DISPOSITION

You may be found guilty, not guilty, placed on probation, fined or released.

Note: If you are sentenced, you may serve your time in either the County Jail facility or the State Department of Corrections. This will depend upon the court disposition of your case.

1. General Guidelines

- Your Housing Unit Deputy is your information source for most issues.
- The facility uses an inmate request process for responding to issues, concerns, or information that cannot be handled by the Housing Deputy. Request forms are available from your Housing Unit Deputy.
- You are expected to conduct yourself properly at all times and follow the directions given to you by all staff members. Treat others with respect, as you would like to be treated.
- Inmates are not permitted to have physical contact with Deputy's or civilian staff members at any time.
- If you are assigned to the first floor, you are only permitted on the second floor for cleanup, laundry or visitation.
- You will wear your uniform (pants and shirt) and shoes when exiting your cell/bunk. Full uniform will still be worn moving to and from the showers and the rec yard. T-shirts worn underneath the inmate uniform must be tucked in. You are only permitted to wear 1 pair of pants at any given time. The uniform pants will be worn with the waistband above your waist. Wearing excessively oversized clothing is not permitted. Your Housing Unit Deputy will provide you with appropriately sized uniforms.
- Recreation will be available during specified times designated by the Housing Unit Deputy. Male inmates are permitted to wear one of the following while on the exercise yard: 1 pair uniform pants, 1 pair shorts if purchased through commissary or 2 pair of boxers with the open flap to the top pair facing backwards. Uniform shirts may be removed. Female inmates may take off their shirt during exercise if wearing a sports bra. Inmate shower slides are to be worn only during inmate showers and not permitted in the dayroom or recreation yard.
- You are required to wear your I.D. card on your uniform shirt at all times. Alteration, destruction or removal of your I.D. card may result in disciplinary action and you being charged for replacement. Report any damage to your identification band to your Housing Unit Deputy.

- When leaving the housing unit, you are only permitted to wear one uniform, one short sleeve t-shirt (tucked in) and one pair of underwear. Sweatshirts and athletic shorts are not permitted outside the housing units.
- In open bay pods inmates will be fully dressed when off of their bunks.
- In open bay pods inmates will be dressed in a minimum of shorts and shirt when leaving their bunk for the toilet area after the 2130 formal count.

2. Cell Housekeeping – General Population

- Your cell will be kept neat and orderly at all times.
- Your toilet and sink will be cleaned daily.
- Your cell floor will be kept free from obstruction.
- Your trash will be deposited in waste receptacles and emptied daily.
- Your bed will be made prior to the morning meal and remain made when not physically laying in the bed throughout the day.
- No food from meals is permitted within the cell.
- Garments will be hung on the clothes hooks, not draped on the bunks.
- Failure to maintain your cell may result in disciplinary actions or loss of personal and /or issued items for a specific amount of time.
- Shoes will be lined up neatly at the foot of the bottom bunk closest to the window.
- Razor (if issued), liquid soap bottle, cup and toothpaste must be stored on the shelf above the sink. No other items are permitted.
- Only one pair of eyeglasses and/or contact lenses will be kept on the inmate desk when not in use.

3. Housing Unit Rules

- Orders to Lockdown must be followed immediately without question. If assigned to an open bay housing unit you must be on your assigned bunk.
- Profanity, yelling, running and other loud or disorderly conduct is not permitted.
- You may not enter any cell or occupy any open area bunk to which you are not assigned, unless ordered to do so by a deputy.
- You may not loiter in front of cells, bunk areas that you are not assigned, on the upper floor or on the stairs.
- You may not attempt to communicate with other inmates through the air vents or pod emergency doors.
- You will remain clear of any cell containing an inmate in Lockdown Status.
- You will not initiate conversation with visitors to the unit unless the housing deputy has given permission for you to do so or you are spoken to.
- Your cell windows, air vents and lights will be kept clean and free of obstructions.
- Televisions are in the common use area of each dayroom only. The Housing Unit Deputy will determine use of the television. The remote control will be under the direct control of the Housing Unit Deputy only.
- The lights in your cell are controlled by the Housing Unit Deputy. You will not turn off, cover or place any items on the lights. After lockdown for the night, the nightlights must stay on in each cell. Only use the emergency call button to signal an emergency to the housing unit deputy.
- Always follow the commands and directions of the housing unit deputy during an emergency.
- Personal shoes will not be worn while working outside the unit and should remain in the housing unit. Shoes will be issued to Inmates Workers who work outside the unit.

4. Property

- In addition to the 3 sets of uniforms you are issued, you may maintain the following if you have them or buy them from commissary and they fit into your property storage bin:
 - 3 white short sleeved t-shirts (Shirts without sleeves and tank tops are not authorized and are considered contraband)
 - 3 white underwear (Boxer shorts, panties and briefs are all types of underwear. You are limited to 3 pair total of any combination)
 - 3 pair white socks
 - 3 white bras (females only, no underwire)
 - 2 white or blue gym shorts or approved shorts purchased from commissary

- 2 white or gray sweatshirts (Long sleeved thermal t-shirts are not authorized and are considered contraband)
- 1 pair of approved personal shoes or 1 pair of issued or purchased commissary shoes. Inmate workers are authorized 1 pair of issued and 1 pair of personal shoes. Personal shoes will not be worn while working outside the unit and should remain in the housing unit.
- one additional set of shower slides
- You are allowed to maintain possession of the following items: legal documents, approved eyeglasses, dentures, prosthetic devices and hearing aids approved by medical staff, personal shoes (if approved) 1 bowl, 1 cup and commissary items.
- The maximum amount of personal property that may be retained is limited to that which can be properly placed within your property storage box. Exception- you may have 1 brown paper bag containing commissary or 1 bag containing legal material. These bags must be stored neatly underneath the bottom bunk.
- Your property storage box will be kept in its storage location at all times.
- Nothing will be stored under your mattress or behind your bunk.
- Contraband is any item not authorized or issued. Any item that is authorized or issued that has been altered from its original state will be considered contraband. Possession of contraband is punishable under inmate disciplinary procedures. Property in excess of that allowed is considered contraband and will be seized and become property of the jail for disposal.
- No more than 10 authorized over the counter pills purchased by commissary may be stored in your property box. No prescription meds may be stored unless approved by medical with appropriate documentation.
- All photos must be stored in your bin. No personal property will be accepted for you at the front lobby desk without written authorization.
- If you are sentenced to DOC, you will notify your family to pick up your property within 90 days or it will be disposed of per Florida Statute.

5. Unit Housekeeping

- General areas of the Housing Unit will be cleaned daily.
- All inmates are required to perform unit housekeeping duties as assigned. Assignments will be made by the housing unit deputy on a rotating basis.
- Dayroom areas will be cleaned prior to and after the serving of meals.
- Trash receptacles will be emptied daily.
- Showers will be cleaned twice a day. Once per shift.

6. Searches

- There are two types of searches, pat down searches and strip searches.
- You will submit to both types of searches in accordance with your classification, reasonable suspicion, and whenever staff considers such action necessary to preserve the safety and security of the facility.
- Your cell area is subject to random searches. You must vacate the cell on the deputy's command. The Deputy will make every effort to leave the cell in an orderly condition.

7. Cell Lockdown

- When a lockdown for count is announced, you will IMMEDIATELY proceed to your count station. You must be sitting or lying on the bunk you are assigned (top, bottom, or temporary mattress/boat) and remain in the count station until the count clears and the Housing Deputy returns the unit to normal operations.
- When a general Lockdown order is issued, you will immediately return to your cell or assigned bunk and remain there until the Housing Deputy returns the unit to normal operations.
- If you are the only inmate assigned to a cell, you will close and lock the door behind you. If assigned with another person to a cell, do not close the cell door until your assigned cellmate is also present within the cell. An order to Lockdown will be given prior to official counts and whenever the Housing Deputy believes that such action is necessary.
- Refusal to Lockdown, delaying Lockdown, or tampering with a locking device is a serious rule violation.

8. Personal Hygiene

- You are expected to shower and shave at regular intervals (at least twice weekly) and maintain a high level of personal cleanliness. Inmates of certain faith groups shall be permitted to have facial hair in the form of a full beard upon verification and approval of the Chaplain.
- At the time of your assignment to housing, you were furnished personal hygiene items. You are responsible for obtaining replacement or additional items through the commissary.
- Male inmate workers will receive disposable razors. When not in use, the razor must be placed on the shelf above your cell sink. If assigned to an open area bunk, razors and hygiene items will be kept in your property bin. General population inmates will be provided limited shaving time during the week and electric razors will be available for lockdowns, as their behavior permits.
- Fingernails will be neatly trimmed. Nail clippers are available at the deputy's work station.
- Toilet paper and feminine hygiene products are provided by the facility. Request replacements from the Housing Unit Deputy.
- You will conduct hair cutting activities within the housing unit only. No signs or symbols may be cut into the hair. Clippers may be requested through the Housing Deputy.
- Inmate Workers will maintain a clean and professional appearance in order to work. All workers without approved religious facial hair will be clean shaven with no facial hair. All inmate workers with long hair must have it tied in a ponytail.

9. Personal Funds

- At the time of your admission, you are given a personal money account. Any cash in your possession at the time of your admission is placed in your account, as are other funds you may receive during your stay at the facility.
- To be declared indigent an inmate must have \$1.99 or less in their account for a period of seven (7) consecutive days or longer.
- All inmates (except for Contract Inmates and State Inmates incarcerated as a witness) are charged an initial per diem fee upon intake and daily subsistence fees pursuant to F.S.S. 951.033. The subsistence fee will not be charged nor a lien placed for subsistence to Inmates with less than the established fee in their account. We will collect 100% of all subsistence fees applied if you have the available balance to support the fee. This would include taking the entire amount charged from your available commissary fund. Inmate Workers outside of the pod are not charged the daily subsistence fee. All other fees are applicable and will be posted in the housing unit.
- If you oppose paying the fees allowed under F.S.S. 951.033 you may present your opposition in writing to the Jail Commander listing the reason(s) you feel you are not able to pay such fees. Such reason(s) will be reviewed, considered and a determination made.
- Inmates without funds will carry a negative balance for all fees except subsistence. You are responsible for expenditures made by the facility on your behalf. When you have a negative balance, half of any funds you receive will be used to satisfy the negative balance. The other half can be used to purchase commissary. If you have medical fees, the entire amount of the medical charge can be collected from your Inmate Account. Medical charges can be posted any time after the date of service and will be collected from available funds. If you have no funds available, the medical charge will be applied to you as a negative balance.
- Personal checks are not accepted.
- Touch Pay Services are available for the public by phone or internet to deposit funds into an Inmate Account for the purpose of bond, commissary and prepaid phone use.
- A Kiosk Payment Acceptor is available in the Main Lobby of the Charlotte County Jail which will accept Cash, Credit & Debit Cards for the purpose of commissary purchases, bond payment and pre-paid phone use.
- You will be required to pay for institutional property that you damage, destroy or lose.
- If you want to rent a second mattress or a second pillow, you will be required to pay a monthly rental fee. No fee will be charged for a medically approved 2nd mattress or pillow.
- If you request copies of documents you will be charged the standard fee as outlined in FSS 119.

- Indigent inmates are required to pay the standard fee for Public records requests. These fees must be paid before the inmate will receive the material.

10. Laundry Services

- You will launder personal clothing items (i.e. underwear, socks, T-shirts, towel and wash cloth etc.) and sheets and uniforms within the housing unit. A schedule regarding use of the laundry machines will be posted or a laundry worker will be utilized. Detergent is provided.
- Shoes will not be washed in housing unit washers.
- Mandatory sheet exchange will be conducted weekly.
- Blankets will be laundered in the main laundry facility twice per month.
- You are responsible for maintaining items provided to you in good condition. At the time you receive your issue, you should report any damage to the Housing Unit Deputy.

11. Meal Service

- You will be provided with three nutritious meals daily. The menus are developed by a licensed dietitian and are prepared to the highest standards.
- Cups may be sent to the kitchen to be sanitized after the noon meal.
- Special medical diets will only be provided in response to orders from the facility's medical physician.
- Pork products are not served in this facility.
- Special religious meals will only be provided in response to an approved request from the Chaplain's office. Special diet meals will be provided when approved in writing by the medical unit.
- Commissary offers some religious food items for purchase.

12. Commissary

- Commissary is a privilege.
- You may purchase approved items not furnished by the facility from the commissary. The commissary is a contracted operation with prices set by the vendor. A current price list is provided on the menu.
- Commissary is conducted once weekly with a maximum order of \$70.00. If a holiday interferes with the scheduled delivery day, commissary will be conducted twice within the week prior to the scheduled delivery for the Pods affected by the holiday. With a maximum order of \$140.00.
- The Go-Cart will also be scheduled for Housing Unit visits. During the Go-Cart delivery you may spend an additional \$70.00 per week.
- When ordering a radio, you will only be allowed to retain one set of batteries in the radio (2), an additional 2 batteries and one set of headphones. If the batteries, radio or headphones are altered in any manner they will be considered contraband and disposed of according to policy. Only 1 radio is allowed. Any additional batteries, radios or headphones will be confiscated as contraband.
- When your commissary order is filled, the appropriate debits will be made from your account.
- If your account does not have sufficient funds to pay for your order, the order may be rejected or reduced.
- You have thirty (30) days from the date of purchase to address issues concerning your order.

13. Mail

- The Charlotte County Jail defines privileged mail as a category that includes mail to and from public officials, government agencies and the news media.
- There is no limit on the volume of mail you receive, except when there is a clear and demonstrable reason justifying such limitation.
- For safety and security reasons, all mail, with the exception of privileged mail, may be read, censored or rejected.
- All letters and postcards received must meet the following criteria:
 - Include the Inmate's full name and Inmate Number #
 - Include a complete return address
 - Postcard maximum size 5 inches by 7 inches
- Non-privileged mail may be read, censored, copied or rejected as directed by a Commander. A mail contraband form will be completed for rejected mail.

- Inmates are allowed to send non-privileged mail out in an unsealed envelope purchased from commissary. Only postcards will be provided in the indigent kit. Only privileged mail may be sealed by the inmate.
- Unauthorized mail with a return address will be returned to sender. Mail without a return address or an incomplete return address will be destroyed per policy.
- Stamps on all in-coming mail are removed per policy.
- Items that are considered contraband and not allowed in the jail include:
 - Photocopied puzzles (Crossword, Sudoku, etc.)
 - Any pornographic, racially motivated item and/or material, weapons or gang reference
 - Escape plans
 - Illegal correspondence
 - Stamped or unstamped envelopes not purchased or provided by the jail.
 - Stamps not purchased or provided by the jail.
 - Blank paper, blank postcards, blank greeting cards not purchased or provided by the jail
 - Paper clips, staples
 - Calendars
 - Defaced or altered correspondence
 - Plastic or wrapped postcards
 - Any item with biohazards including perfume, glitter, lipstick, nail polish, whiteout, tape, watermarks or stains
 - Stickers
 - Greeting cards w/ ribbon, glued on items or larger than 5x7
 - Religious Materials – All materials must be approved by the Chaplain
 - Computer generated copied material
- Any items that are considered contraband will be disposed of and a Mail Contraband Form initiated, original to inmate's housing file with copy to the inmate.
- Two magazines or newspaper subscriptions (Publications in excess of two subscriptions per inmate will be confiscated and disposed of. Newspapers will be authorized for a single day use and will be disposed of prior to receiving new additions.)
 - Incoming publications shall be inspected visually for content and contraband
 - All packing and original wrapping material will be discarded
 - If the mailing label has been removed with the wrapping material, the inmates name must be written with permanent marker on the front page of the magazine, so that it cannot be removed.
 - Publications shall be prohibited which:
 - Explain the construction of weapons, explosives, or other items which are likely to be used and are weapons.
 - Are locksmith manuals.
 - Explain the construction of electronic devices intended to aid in escapes or disruption of order.
 - Advocate or provide instructions in methods of escape.
 - Advocate riots or create a disturbance in the good order and discipline of the facility
 - Jeopardize the security or safety of inmates, staff or the general public.
 - Are sexually explicit.
- "Stuff", "Maxim", "FHM", XXL, King Mag and "American Curves" magazines have been prohibited within the Charlotte County Jail due to repeated articles which have contained one of more of the above listed prohibited items. Other publications may be rejected at time of delivery due to inappropriate content
- If illegal contraband is found in your mail, evidence procedures will be initiated. You may be subject to criminal charges by law enforcement or postal authorities and the jail disciplinary process.
- Incoming packages will not be accepted unless pre-approved.
 - Packages containing tennis style shoes for in custody inmates are approved. The shoes must be in accordance with policy.
 - If the shoes are not in accordance with policy the shoes will be placed into the inmate's property and appropriate notification will be sent to the inmate.

- If the shoes are altered from their original state, or contain hidden items, they will be considered contraband.
- If a package is received without authorization it is to be returned to sender.
- If a package is to be returned to sender and there is no return address the package will be disposed of.
- Privileged mail will be opened and inspected in your presence.
- Your outgoing mail must be marked with your name and the facility's return address, properly stamped, sealed (legal mail only) and given to the Housing Unit Deputy. No other markings on the envelopes are permitted.

Inmates Full Name
 Inmate Number
 26601 Airport Road

- All outgoing Pro Se Inmate mail that has the JCA number and Pro Se stamp marked out will not be accepted by the pod officer.
- Indigent inmates will be provided with mailing supplies sufficient to provide two non-privileged post cards and two legal letters twice a month.

14. Visitation

- Visitation is a privilege. Visits are non-contact and may be denied, revoked or limited when the visit would threaten safety, security or good order of the facility or when visitation rules are not followed.
- You may have two (2) free sixty (60) minute onsite social visits per week. Hours and fees for additional visits will be posted in housing areas. Attorney visits are not restricted. Handicap and special needs visitation is accommodated by request.
- Visitors will abide by the dress code posted in the lobby and in the housing unit. You are responsible to make the visitor aware of the dress code. Visitation may be denied for inappropriate dress.
- Visitors are responsible for arranging social visits through the visitation vendor.
- A one hour visit may be one of the following:
 - One adult for one hour visit
 - One adult (legal guardian) and 1 minor for one hour
 - Two adults - split the hour (no minors). Each adult may visit a total of one time during the hour.
- All minor children 17 and under must be accompanied by an adult at all times. Minor children will not be left unattended on the premises while an adult visits.
- Visitors must present government issued photo identification. Minor children may be admitted on the basis of the adult's identification. (i.e. Driver License, Passport, Military ID, State Issued ID Card).
- Attorney visits will be scheduled by the attorney or representative by emailing or calling the Visitation Clerk at the main number to prearrange a specific time. Attorney visits are not denied as a form of disciplinary action. The attorneys must produce proper identification and credentials and will utilize the professional rooms in the visitation building for non-contact visits.
- Other professional visitors (including clergy and religious advisors) may schedule visits, during normal visiting hours, by either calling or appearing in person at the Visitation Building. They will be required to produce proper identification and credentials.
- Inmates assigned to work details will not schedule visitation for normally scheduled work hours. If the visit is scheduled during work hours, the visit will be denied and count as a visit used for the week.
- No shows will be counted as a visit.

15. Religious Activities

- Religious services are offered by the office Chaplain.
- Subject to security considerations, inmates will have the ability to participate in the essential practices of their religious faiths.
- Inmates will be entitled to observe reasonable religious governed diets. Special religious meals will only be provided in response to an approved request from the Chaplain's office. All dietary changes must also be approved by the Medical Unit to verify that you do not need additional dietary requirements.

- Inmates of certain faith groups shall be permitted to have facial hair in the form of a full beard upon verification and approval of the Chaplain.
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- Religious materials or activities that present a significant threat to security and order within the jail are prohibited.

16. Telephones

- Telephones are a privilege.
- Local attorney and bondsman calls are not charged to the inmate.
- A collect call phone system is available for your use during the general dayroom activity periods. You and your applicable recipients are responsible for establishing and maintaining pre-paid accounts.
- All calls other than those to attorneys may be monitored and recorded.
- The Housing Unit Deputy may limit the length or curtail your telephone calls. You will remain standing behind the line during calls.
- You will not be permitted access to a telephone once you have been notified of an upcoming transport.
- Inmates may only use their assigned PIN number.
- Services are available for the hearing impaired; if you are in need of these services please notify a staff member.

17. Reading Materials

- You are permitted to maintain one library book in your cell unless you are under disciplinary confinement.
- Reading materials must be able to fit within your personal storage bin.
- Newspapers provided by the jail are not permitted within the cells and must be kept in the dayroom area.
- Books from the facility library will be provided through the library request process.
- Only two (2) spiritual and/ or religious soft cover books are allowed for each inmate at any time. You will be permitted to exchange one book for another upon request.
- Bibles are provided by request through the inmate library. Only (1) Bible is allowed per inmate at any time.

18. Legal Materials

- Inmates may request legal materials if they are proceeding as a court ordered Pro Se inmate, challenging their conviction, sentence or conditions of their confinement.
- The Charlotte County Jail does not maintain a law library. All legal requests, submitted in the proper manner, are outsourced to an independent legal research company and will be provided to the inmate upon request.
- Inmates will complete a "Legal Material Request Form" specifically stating the information that is requested, such as case citation or statute number. Questions submitted using the "Legal Materials Request Form" will not be answered. In the event that an inmate submits a question, the form will then be returned to the inmate for proper submission. Further, if the inmate does not correctly identify the case or statute requested, then that form will be returned to the inmate for correction with an explanation of the denial. The Programs Clerk will verify the request meets the criteria to be honored.
- Inmates are limited to a maximum of 4 requests per week and can be requested Monday thru Friday. The request can be listed all on one request form or broken up into multiple forms not to exceed 4 separate requests.
- Copies of Legal material may be copied, however the limit of overall copies will not exceed 100 pages per week unless approved by the Support Services Commander.
- Court ordered, statute, rule or other legally imposed time limits are the inmates' responsibility, not the Jail Staff. The request form must be submitted in a timely manner to allow equitable research.
- The Charlotte County Jail reserves the right to limit the accumulation of research material or other written materials when the possession of same in an inmate's cell creates a safety, sanitation or security hazard. Being in possession of another inmate's legal paperwork will result in the paperwork being considered contraband. It will be returned to the rightful owner and the inmate in possession may face appropriate disciplinary sanctions. Inmates may order paper and other legal supplies through commissary. The cost of these items will be debited from your commissary account before being delivered. Inmates will not be denied legal material for inability to pay.

- Any legal materials that are stored outside of your assigned drawer must be in a paper bag that is marked “legal mail.” Any items that are not marked “legal mail” are subject to search outside of your presence. In the event that your legal mail requires more than one paper bag:
 - You may request more paper bags to properly organize.
 - You may keep one paper bag containing legal materials that are pertinent to the motion/case being worked on.
 - The remaining bags will be stored in the Property Room with your Name and JCA and “legal paperwork” listed.
 - You may fill out a request form for an exchange of bags.
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- If you request the services of a notary, complete the standard inmate request process. Notary services will be completed only if requested and according to the facility schedule. Notaries will cost \$10.00 per visit. Multiple papers may be notarized during a visit. Only 3 total copies of notarized paperwork will be provided and are included in the 100 pages per week limitation.

19. Health Care Services

- Health care services are provided through a medical contract. The medical service staff are all properly licensed and certified.
- Medication distribution and sick call occur within your housing unit at times designated by the medical staff.
- You should fill out a Medical request Form for non-emergency needs or alert the Housing Unit Deputy to any immediate medical needs.

20. Medical Services Fees

- You are required to help defray the cost of your medical treatment; current fees are posted in your housing unit. You are not charged for services required by the facility including:
 - Initial Screening
 - Physical Assessment
 - Syphilis, Tuberculosis & HIV Testing
 - Sexually Transmitted Disease Treatment
 - Mental Health Services
 - Emergency as determined by Medical Staff Member
 - Follow-Up visit for same condition within 28 days (Physician ordered)
 - Chronic Clinic Visits
- Medical care is NEVER refused due to an inability to pay. Accounts may be placed in a negative status or funds will be deducted from your available commissary balance to satisfy medical fees.

21. Programming

- Education, counseling and social service programs are offered by the facility. Participation in these programs is voluntary and considered a privilege. Inmates who are placed in confinement may be removed from programs.
- Program Descriptions and schedules are posted in the housing units. Your Housing Unit Deputy can answer questions regarding the availability and requirements of participation.
- Once you have requested to attend a Program and are enrolled you are subject to a \$10.00 debit to your Inmate account if you refuse to attend.
- You may be required to fill out an application for attendance for any program that is offered by the Charlotte County Jail. Failure to meet requirements may cause your application to be refused.
- Failure to attend programs or disruptive behavior may be grounds for removal.

22. Classification

- Housing unit assignments are based on your classification. Classification is based on a scoring system that considers your legal status, level of maturity, management requirements and in custody behavioral history.
- Your Initial Classification is usually determined within the first 72 hours. Reclassification occurs:
 - Whenever there is a change in your legal situation;
 - You complete a term of disciplinary segregation;

- You are placed in an administrative segregation; or
- The facility receives substantiated information that could reasonably be expected to impact your behavior.
 - Requested by medical staff due to a medical or mental health situation.
 - Changes are observed in the inmate's behavior or due to specific incidents.
- You are permitted one appeal of your classification status for each change of status. Appeals are requested through standard inmate request procedures to the Administrative Services Commander.
- If Protective Custody is requested, the Custody period is for a minimum of 30 days confinement before the Inmate's status will be reviewed.
- If a "No Contact" is requested to be "Kept Separate" from another Inmate, the Inmate requesting the "No Contact" may be confined.

23. Gain Time

- Inmates sentenced to county jail time may receive a reduction of 5 days state gain time for every 30 days of the sentence.
- County gain time of 5 days per month may be awarded for working in a job assignment and is awarded every 30 days.
- Gain time can be lost as a result of disciplinary action and or an inmate's refusal to work.

24. Grievances

- An inmate may submit a grievance to question the manner in which rules, regulations and policies have been applied. *This does not apply to disciplinary or classification decisions.*
- You first must attempt to solve the grievance with the staff person directly involved in the situation. If you are unsuccessful in resolving the issue at this level you may then initiate the formal grievance process.
- A written grievance may be filed on an Inmate Request/Grievance Form, provided by the housing deputy. The housing deputy will make an attempt to resolve the issue at this level. If the issue cannot be resolved the grievance will be forwarded to the appropriate Supervisor.
- The grievance process may include an investigation of the issues including interviews with persons involved. If the issue cannot be resolved by the Housing Unit Supervisor to your satisfaction, you may submit the grievance to the Assistant Commander. The Housing Unit Supervisor will forward all relevant information to the appropriate Assistant Commander who will render a decision in writing within 5 working days of receiving the grievance.
- You may appeal the Assistant Commander's decision to the Jail Commander within 24 hours of receiving the decision. The Jail Commander's decision will be rendered within 3 working days (excluding holidays) and is final.

25. Sexual Abuse/PREA

- It is the policy of the Charlotte County Sheriff's Office to have set procedures that establish a zero-tolerance standard for sexual abuse of inmates and sexual acts involving inmates regardless of consensual status, to address the safety and treatment needs of inmates who have been sexually battered, and to investigate, discipline and prosecute those who sexually batter/abuse inmates.
- During initial orientation to the facility, Inmates shall be informed of the Charlotte County Sheriff's Office Sexual Battery/Abuse policy. This will include information on prevention and intervention procedures.
- Inmates will be presented with a Sexual Abuse/Battery pamphlet detailing how inmates can report incidents of sexual abuse, as well as the process for gaining access to counseling and treatment programs offered.
- Inmates will be required to sign that they have received and understand the Sexual Abuse/Battery pamphlet.
- During your incarceration, you will have the opportunity to view a video explaining PREA through multimedia sources.

26. Pregnant Inmate Restraint

- The use of restraints on pregnant inmates will be in accordance with FSS 944.241.
- Pregnant inmates will be restrained in such a way to allow them to protect themselves in case of a fall. Pregnant inmates will not be restrained in any manner that would possibly result in injury.

27. Disciplinary Actions

- You (as an individual) may be subject to an individual lockdown order (instant adjudication) for a minor rule violation. If such an order is given, you must immediately go to your cell and shut the cell door, or immediately go to your open bunk area. At a time convenient to the operation of the unit, the Housing Unit Deputy or other staff member will discuss the situation with you.
- A disciplinary report (DR) is written when an inmate has committed a major infraction or repeated violation of any rules of the jail.
- A disciplinary report initiates the facility's formal inmate disciplinary process. The disciplinary process is designed to determine whether your actions violated facility rules and regulations.
- You may be placed in Administrative Confinement prior to the initiation of the formal disciplinary hearing. The basis for this action may be either the seriousness of the charges, or if such action is deemed necessary, for reasons of safety or security.
- If an inmate is found guilty during the disciplinary process, the inmate will be charged an administrative processing fee (\$5.00) to be deducted from the inmate's available commissary funds.
- The procedure for a disciplinary action is as follows:
 - You will be served with a disciplinary report. An impartial deputy will investigate the charges.
 - You will have 24 hours to prepare a defense of the charges. You may waive this 24-hour waiting period in writing. You will be permitted to present evidence in your own behalf including written witness statements.
 - Within 5 working days (excluding weekends and holidays), the Hearing Officer will conduct a disciplinary hearing. The Hearing Officer will make a decision of guilt or innocence.
 - You will be provided with a copy of the Hearing Officer's findings and the Administrative Services Commander's decision. You may appeal the Disciplinary Decision in writing to the Assistant Corrections Commander within 24 hours of receiving your copy of the decision.
 - The Assistant Jail Commander will respond to your appeal within 72 hours excluding weekends and holidays.
 - The Assistant Jail Commander's decision is final.
 - Imposed sanctions may be reduced but cannot be increased.
- Discipline may include but is not limited to loss of privileges, loss of gain time, disciplinary confinement, monetary reimbursement and/or criminal prosecution.
- Disciplinary Confinement will include loss of privileges. This may include specific Commissary items, Programs, Television and Visitation. Telephone privileges may be limited or revoked as a disciplinary measure. Legal calls and legal visitation will not be restricted.
- It is a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083, for a county prisoner or a municipal prisoner in a county detention facility to knowingly, on two or more occasions, violate a posted jail rule governing the conduct of prisoners
- Inmates placed on Disciplinary or Administrative Confinement due to behavioral problems will not possess a stool or property bin.
- The following is a list of infractions and maximum penalties:

*** indicates MAJOR VIOLATION-**

All major violations require classification review for administrative segregation.

1. ASSAULT/BATTERY	Confinement	Privileges	Gain Time	Restitution
1.1 Assault				
First Offense	0	10	10	No
* Second Offense	0	20	20	No
* Third Offense	30	30	30+	No
1.2 Aggravated Assault				
* Each Offense	30	30	30+	No
1.3 Battery				
* Each Offense	30	30	30+	Yes
1.4 Aggravated Battery				
* Each Offense	30	30	30+	Yes

2. RIOT, STRIKES, DISTURBANCES	Confinement	Privileges	Gain Time	Restitution
2.1 Fighting				
*Each Offense	30	30	30	Yes
2.2 Participating in Riot, Strike, Disturbance				
* Each Offense	30	30	30+	Yes
2.3 Inciting a Riot, Strike, Disturbance				
* Each Offense	30	30	30+	Yes

3. CONTRABAND	Confinement	Privileges	Gain Time	Restitution
3.1 Possession of Contraband, Major				
* Each Offense	30	30	30+	No
3.1 a Possession of Contraband, Minor				
First Offense	0	10	10	No
Second Offense	0	20	20	No
Third Offense	10	30	30+	No
3.2 Possession or introduction of any explosive, ammunition, firearm or weapon.				
* Each Offense	30	30	30+	No
3.3 Manufacture of intoxicants or being intoxicated				
* Each Offense	30	30	30+	Yes
3.4 Seen smoking/Smoking				
* Each Offense	30	30	30+	Yes

4. UNAUTHORIZED AREA	Confinement	Privileges	Gain Time	Restitution
4.1 Being in an Unauthorized Area				
First Offense	0	10	10	No
* Second Offense	0	20	20	No
* Third Offense	10	30	30+	No
4.2 Loitering on Second Floor				
First Offense	0	10	10	No
* Second Offense	0	20	20	No
* Third Offense	10	30	30+	No
4.3 Climbing or Hanging on Second Floor Railing or Stairs				
First Offense	0	10	10	No
* Second Offense	0	20	20	No
* Third Offense	10	30	30+	No
4.4 Attempted Escape				
* Each Offense	30	30	30+	Yes
4.5 Escape				
* Each Offense	30	30	30+	Yes

5. COUNT PROCEDURES	Confinement	Privileges	Gain Time	Restitution
5.1 Interfering with Count Procedures				
* Each Offense	30	30	30+	No
5.2 Missing Head Count				
* Each Offense	30	30	30+	No

6. DISOBEYING ORDERS	Confinement	Privileges	Gain Time	Restitution
6.1 Disobeying Written Order				
First Offense	0	10	10	No
*Second Offense	0	20	20	No
*Third Offense	30	30	30+	No
6.2 Disobeying Verbal Order				
First Offense	0	10	10	No
*Second Offense	0	20	20	No
*Third Offense	30	30	30+	No

7. PROPERTY	Confinement	Privileges	Gain Time	Restitution
7.1 Destruction of County Property or Property of Another				
First Offense	0	10	10	Yes
* Second Offense	0	20	20	Yes
* Third Offense	30	30	30+	Yes
7.2 Willful Wasting of County Property				
First Offense	0	10	10	Yes
Second Offense	0	20	20	Yes
Third Offense	30	30	30+	Yes
7.3 Loss of County Property				
First Offense	0	10	10	Yes
Second Offense	0	20	20	Yes
Third Offense	30	30	30+	Yes
7.4 Using Equipment of Machinery Contrary to Instructions or Safety Standards.				
* Each Offense	30	30	30+	Yes
7.5 Theft of Property				
* Each Offense	30	30	30+	Yes
7.6 Misuse of County Property				
First Offense	0	10	10	Yes
* Second Offense	0	20	20	Yes
* Third Offense	30	30	30+	Yes

8. HYGIENE	Confinement	Privileges	Gain Time	Restitution
8.1 Failure to Maintain Personal Hygiene				
First Offense	0	10		
Second Offense	0	20		
* Third Offense	30	30		
8.2 Failure to Maintain Housing Area or Cell				
First Offense	0	10		
Second Offense	0	20		
* Third Offense	30	30		

9. SAFETY OF SELF OR OTHERS	Confinement	Privileges	Gain Time	Restitution
9.1 Horseplay				
First Offense	0	10	10	Yes
* Second Offense	0	20	20	Yes
* Third Offense	30	30	30+	Yes
9.2 Setting Fire in the Correctional Facility or on Facility Grounds				
* Each Offense	30	30	30+	Yes
9.3 Tampering with Fire Alarms, Devices or Sprinkler System				
* Each Offense	30	30	30+	Yes
9.4 Tampering with Locking Devices				
* Each Offense	30	30	30+	Yes
9.5 Tattooing, self-mutilation, put foreign objects through skin				
* Each Offense	30	30	30+	Yes
9.6 Attempt or confine staff, lock in cell, closet				
* Each Offense	30	30	30+	Yes
9.7 Deprive Deputy of communication or defense				
* Each Offense	30	30	30+	Yes
9.8 Removal or misuse of identification cards				
First Offense	0	10	10	Yes
* Second Offense	0	20	20	Yes
* Third Offense	30	30	30+	Yes

10. MISCELLANEOUS	Confinement	Privileges	Gain Time	Restitution
10.1 Misuse or Hiding of Medication				
* Each Offense	30	30	30+	Yes
10.2 Malingering				
First Offense	0	10	10	Yes
Second Offense	0	20	20	Yes
* Third Offense	30	30	30+	Yes
10.3 Spitting on Staff or other Inmates				
* Each Offense	30	30	30+	Yes
10.4 Physically Throwing any item in the Correctional Facility				
Each Offense	30	30	30+	Yes
10.5 Theft- Possession of Property of Another				
* Each Offense	30	30	30+	Yes
10.6 Bribery				
* Each Offense	30	30	30+	Yes
10.7 Gambling				
First Offense	0	10	10	No
Second Offense	0	20	20	No
* Third Offense	30	30	30+	No

10.8 Extortion, Blackmail or Protection					
	* Each Offense	30	30	30+	Yes
10.9 Lying to Correctional Staff					
	First Offense	0	10	10	No
	* Second Offense	0	20	20	No
	* Third Offense	30	30	30	No
10.10 Sex Acts, Proposal or Threats					
	* Each Offense	30	30	30+	No
10.11 Indecent Exposure					
	* Each Offense	30	30	30+	No
10.12 Making Dummy, Mask or Disguise					
	* Each Offense	30	30	30+	Yes
10.13 Counterfeiting, Forging or Altering of Documents					
	* Each Offense	30	30	30+	No
10.14 Disrespect to any Staff Member					
	First Offense	0	10	10	
	Second	0	20	20	No
Offense	Third Offense	30	30	30	No
10.15 Using Obscene or Profane Language or Gesture					
	First Offense	0	10	10	No
	Second Offense	0	20	20	No
	Third Offense	10	30	30+	No
10.16 Racial Slurs					
	* Each Offense	30	30	30+	No
10.17 Disorderly conduct or conduct that interferes with the good order and discipline of the unit or the facility					
	* Each Offense	30	30	30+	Yes
10.18 Bartering					
	First Offense	0	10	10	Yes
	Second Offense	0	20	20	Yes
	* Third Offense	30	30	30+	Yes
10.19 Misuse of phone privileges					
	First Offense	0	10	10	Yes
	Second Offense	0	20	20	Yes
	* Third Offense	30	30	30+	Yes
10.20 Tampering with Mail					
	First Offense	0	10	10	Yes
	Second Offense	0	20	20	Yes
	* Third Offense	30	30	30+	Yes
10.21 Unauthorized contact with public					
	* Each Offense	30	30	30+	Yes
10.22 Participate in work stoppage, refuse to work					
	* Each Offense	30	30	30+	Yes
10.23 Violation of Visitation Rules					
	*Each Offense	30	30	30	30
10.24 Animal Cruelty					
	* Each Offense	30	30	30	Yes
10.25 Misuse of Inmate Pin Number					
	First Offense	0	10	10	Yes
	Second Offense	0	20	20	Yes

* Third Offense	30	30	30+	Yes
10.26 Violation of Approved Religious Materials				
* Each Offense	0	30	30+	Yes