

*All contents of this handbook are subject to change at the discretion of the Clark County Sheriff's Office. Current policies overrule information in this handbook.*

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## ***Clark County Jail Mission Statement***

*It is the mission of the Clark County Jail, in partnership with our community, to provide safe, secure and constitutional detention facilities in the most respectful, professional and fiscally responsible manner possible.*

The purpose of this statement of mission and goals is to clearly communicate the purpose, philosophy and goals of the Clark County Jail, to the public, agency staff and offenders.

The facilities of the Clark County Jail system are established to deliver detention services and programs deemed necessary for the protection of society. These services shall be delivered in a way which promotes efficiency while maintaining a safe environment for inmates, staff and the citizens of Clark County.

This handbook is provided as an informational guide for inmates, to assist you while you are housed in the Clark County Jail. The Sheriff's Office retains the right to change or suspend certain conditions to maintain safety and security.

***Jackie Batties  
Chief Jail Administrator***

*Clark County Sheriff's Office @1997, 2000, 2003, 2005, Nov 2009*

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## **DEFINITIONS**

**“ABUSIVE SEXUAL CONTACT”** – Sexual contact to exploit any person without consent or of a person who is unable to consent or refuse. Excludes incidents in which the intent of the sexual contact is to harm or debilitate.

**"BOOKED/BOOKING"** – Taking a person’s fingerprints and photo and entering information and charges into the Clark County Sheriff’s inmate computer system.

**“COMMON AREA”** – Any area in the jail not designated as a sleeping area.

**“CONSENSUAL”** – A person’s actions are voluntary, consented to, or agreed upon by those involved.

**"CONTRABAND" –**

- Any narcotic drug, controlled substance or item fashioned as a weapon.
- Any item not approved, issued or sold by the Jail.
- Approved items which have been changed or altered from the original form or use.

**"CORRESPONDENCE"** - Communication to or from inmates through letters, postcards and greeting cards.

**“FURLOUGH”** - Furloughs are a temporary release from custody for family emergencies and are court ordered.

**"GRIEVANCE"**- A formal complaint regarding an incident, policy, condition or treatment within the facility.

**“HIPAA”** - Health Insurance Portability and Accountability Act protects patient privacy and also ensures privacy of all accumulated health information that belongs to the patient. Healthcare providers nationwide are required to comply with the HIPAA rules and regulations.

**“HOUSING AREA/UNIT”** – Separate inmate living areas within the Jail and include:

- **“BUNK”** – A bed(s) or mattress in a sleeping area.
- **“CELL”** – An inmate’s room designated for lockdown or sleeping.
- **“DAYROOM”** – An area for indoor activities while not in lockdown or during sleeping hours.
- **“DORM”** – A housing unit with sleeping area and dayroom combined.
- **“POD”** – Is a region of the Jail separated into housing units for inmates.
- **“TIER”** – Is one floor of cells in a two story housing unit, upper and lower.

**"INDIGENT INMATE"** - An inmate who has under **\$2.30** in their inmate account.

**“INFRACTION”** – An inmate notice of a violation of jail rule(s). Infractions are divided into minor and major violations. Major violations require a hearing.

**“INMATE ACCOUNT”** – Refers to an inmate trust account, also known as an inmate commissary account, used to pay costs or expenses while in custody.

**"KITE"** - A slang term used to refer to an *“Inmate Request Form”*.

**"LEGAL MAIL"** - Official or legal mail is to or from a specific class of persons and organizations, including, but not limited to: Court Officials, Attorneys, officially recognized legislative or executive officials.

**“LIVING AREAS”** – Is all areas where inmates reside while in custody.

**"LOCKDOWN"** – Inmate time spent inside assigned cells with door closed.

**“NON-CONSENSUAL”** – A person’s actions are forced, in fear of threat, against their will, without consent, or of a person who is unable to consent or refuse.

**"OBSCENE"**- Refers to offensively portraying or describing sexual conduct, which content has no serious literary, artistic, political or scientific value.

**“PERSON”**– May refer to self or other inmates, or any employee, staff, volunteer, contractor, professional visitor, other agency representative.

**“PREA”** – Prison Rape Elimination Act of 2003. Covering non-consensual sexual acts, abusive sexual contact, staff sexual misconduct, and staff sexual harassment.

**“SANCTIONS”** – Restrictions or denial of inmate privileges as disciplinary actions for violating jail rule(s).

**“SEXUAL ACTS”** - Sexual contact of any person. Includes direct contact between;

- The penis and the vagina or anus including penetration.
- The mouth and the penis, vagina or anus.
- Penetration by hand, finger or other object to the anal or genital opening of any person.

**“SEXUAL BEHAVIOR”** - Any word, action, gesture or behavior sexual in nature that may be offensive to a reasonable person, or to arouse or gratify sexual desire of self or others not involving sexual acts or contact.

**“SEXUAL CONTACT”** – Intentional touching of the private body parts of another person through clothes or direct for the purpose of sexual gratification. Includes:

- Genitalia
- Anus
- Groin
- Breast
- Inner thigh
- Buttocks

**“SEXUAL HARASSMENT”** – Repeated unwelcome or unwanted gestures or verbal statements or comments gender related or sexual in nature to any person. Includes;

- Sexual advances or requests.
- Demeaning references to gender.
- Derogatory comments about body or clothing.
- Any language, conversations or gestures sexual in nature.
- In some circumstances one time may be considered sexual harassment.

**"SEXUALLY EXPLICIT"** - Refers to written, pictorial and/or graphic content of sexual acts or activities that include, but are not limited to the following:

- Representing actual or simulated penetration includes penile or vaginal to oral, penile to anal or vaginal, digital to anal or vaginal, insertion of any inanimate object in the vaginal or anal cavity.
- Showing an act or simulated act using adult sex toys or devices.
- One of the participants appears to be forceful, threatening, or violent.
- One of the participants is, or appears to be, non-consenting.
- One of the partners is dominating one or other participants and a participant is in a submissive role or is degraded, humiliated, or willingly engages in behavior that is degrading or humiliating.
- One of the participants is a child, or appears to be a child.
- Representation of genitalia, buttocks or female breasts.
- Any bodily excretory function is depicted.
- Portraying bestiality, sadomasochistic behavior or bondage.
- Reasonably deemed to be a threat to legitimate penological objectives.

**“STAFF SEXUAL MISCONDUCT”** – Any behavior or act, sexual in nature, directed toward an inmate by an employee, volunteer, contractor, professional visitor, or other agency representative (excludes inmate family, friends or other visitors). Includes;

- Sexual relationships of a romantic nature between staff and inmates.
- Consensual or non-consensual sexual acts includes;
  - Intentional touching of the genitalia, anus, groin, breast, inner thigh, or buttocks.
  - Intent to abuse, arouse, or gratify sexual desire.
  - Completed, attempted, threatened, or requested sexual acts.
  - Occurrences of indecent exposure, invasion of privacy or staff voyeurism for sexual gratification.

## ADMISSIONS AND ORIENTATION

All persons who are booked at this facility are required to provide requested information, fingerprints and photos. You will be advised of all charges against you. If you do not qualify as a book and release, you will be placed in a holding cell and prepared for housing.

### PHONE CALLS

You will be permitted to make phone calls in order to notify family, friends or a bail bond company of charges, bail and your location. **Phone calls are collect.** For more information about phone calls refer to “Telephones” in this inmate handbook.

### POST BAIL

If you are eligible and your charges have a bail amount, you may post bail either by paying the bail dollar amount in full to the courts or by contacting a bail bond company. The reader board in the booking area and the telephone system provides bail bond company contact information. Custody staff is not permitted to make suggestions or referrals to bail bond companies.

### ISSUED PROPERTY

If you are unable to post bail or be released and are placed in general population, you will be dressed in and issued property as available.

It is your responsibility to retain this property, keep track of these items and keep them in good condition. All items issued, not purchased, are to be returned upon your release. **You may be responsible for costs of missing items and/or any jail property you destroy or damage.** A disciplinary hearing is required.

Issued Property
One (1) set of inmate clothing
One (1) pair of inmate shoes
Two (2) sheets
One (1) blanket
One (1) towel
One (1) inmate handbook
Intake pack may be purchased. May include: comb toothbrush toothpaste soap tumbler writing items mail items

### WRISTBANDS

You are NOT to remove and/or tamper with your wristband for any reason; doing so may result in disciplinary action. Your wristband is your identification and you will not receive your meals, commissary, medications, recreation, library or visits without it. If your wristband breaks, it is your responsibility to notify staff immediately to obtain a new one. You might pay replacement costs.

## MEDICAL SCREENING

You will be screened for medical information including illnesses, injuries, and immediate medical needs. Your prescription medications placed in Jail Property will be reviewed and may be filled, subject to the verification and approval of the medical staff.

## PERSONAL PROPERTY/MONEY

At booking, your personal property will be inventoried, checked for contraband, and then stored in the property unit for safekeeping. You will receive a receipt for these items. Inventoried items are separated into two property bags. Bag #1 contains clothing, shoes and large items. Bag #2 contains small items such as keys, wallet, jewelry, prescription and over the counter medications, etc. Your money will be deposited in your inmate account and may be used to purchase commissary items on your designated order day or to pay for other expenses incurred. To release property refer to “Property Releases” in this handbook.

Personal property you may keep
Prescription eyeglasses, contact lenses, and hearing aids (signed waiver required)
Medical Equipment (only items approved by medical staff)
Addresses and phone numbers
Legal materials, papers and letters
Pictures (no Polaroid’s)
Underwear and socks (not shorts or swimwear)
Bra, no under-wire

## INDIGENT INMATES

If you have under \$2.30 in your inmate account, you are considered an indigent inmate.

You will not be denied:
Basic goods and services e.g. meals
Basic hygiene and mail items
Necessary medical and health care

Debts incurred may include the following items:	
Ordering a commissary indigent pack. Indigent pack may include:	Toothbrush Toothpaste Soap Pencil Three (3) envelopes Writing paper
Medical services and medication co-pays	
Postage for sending out legal mail	
Notary fees.	
Legal photo copy fees	

**Any debts you incur while in the Clark County Jail will be maintained after your release from this facility and will be deducted from future money received in your inmate account.**

## INITIAL CLASSIFICATION

Classification will take place as soon as possible after your booking or first court appearance. Classification is a process to decide which housing unit you are assigned while in custody. It is done for the safety of all persons and the security of the jail facility. It is a non-punitive inmate management tool.

You may be classified as maximum, medium, or minimum security dependent upon your current charge, personal, criminal, medical and social history and the availability of space.

<b>General Population Standards</b>		
<b>Security Level</b>	<b>Clothing</b>	<b>Previous In-Custody History</b>
<b>Maximum</b>	<b>Orange</b>	<ul style="list-style-type: none"><li>• Current Class A felony</li><li>• Are on their third strike</li><li>• Current escape charge</li><li>• Nine (9) or more major infractions in the past seven (7) years</li><li>• Been housed in segregation for behavior reasons in the past seven (7) years</li></ul>
<b>Medium</b>	<b>Blue</b>	<ul style="list-style-type: none"><li>• Current or past strike crime</li><li>• An escape from a secure institution within the past ten (10) years</li><li>• Fail to return from Work Release or furlough within the past five (5) years</li><li>• Three (3) or more major infractions in the past seven (7) years</li><li>• Nine (9) or more minor infraction in the past seven (7) years</li></ul>
<b>Minimum</b>	<b>Blue</b>	None of the above applies to you.

## **GENERAL RULES AND REGULATIONS**

**The Clark County Jail has zero tolerance for any sexual behavior or misconduct, and violent or criminal behavior inside the facility. Violators will be held accountable through criminal charges or the jail disciplinary system.** The following are your basic rights and privileges and our expectations of you.

### **BASIC RIGHTS**

- Meaningful access to courts, legal materials and your attorney.
- Access to necessary and emergency medical and dental services.
- Ability to practice religious beliefs providing it does not create a safety or security issue or a legitimate penological concern for the jail.
- Nutritious meals. A nutritional food loaf (i.e. Nutraloaf) may be served to disorderly and riotous inmates or as part of a discipline sanction.
- Protection from abuse and corporal punishment.
- Freedom from discrimination based on race or gender.
- Access to facility rules and sanctions.
- Confidentiality of inmate medical records and non-disclosure information.

### **BASIC PRIVILEGES**

- Inmate work programs.
- Education/library materials.
- Commissary.
- Access to recreation areas.
- Access to television and telephone services.
- Visits with family and friends on visiting list.
- Sending and receiving mail

### **BASIC DO'S AND DON'TS**

#### **DO:**

- Read inmate handbook.
- Follow all jail rules.
- Obey all orders/lockdowns promptly.
- Comply with tier lockdown.
- Address staff with respect.
- Be considerate of others.
- Maintain clean living area.
- Place your garbage daily in trash receptacles.
- Make your bunk when you are not in it.
- Shower at least three (3) times a week.
- Be fully dressed in common areas.
- Wear your ID/housing wristband at all times.

#### **DON'T: VIOLATE ANY RULES OR POLICIES**

## **FACILITY RULES AND REGULATIONS**

The Clark County Main Jail facility belongs to the citizen's of Clark County. While in custody you are expected to treat this facility and staff with respect. The following rules and regulations are expected of you.

### **CONTRABAND**

**Any violation of law may result in new criminal charges, probation violation and the inmate disciplinary process.**

**You should be aware that:**

- **Introduction of contraband into a correctional facility is a felony.**
- **Possession of any narcotic drug or controlled substance is felony.**
- **Possession of a "deadly weapon" is a felony.**

### **SUPERVISION**

Custody staff has the authority to manage the inmate population. You must follow their orders. If you disagree with an order, follow the order and refer to the grievance procedures outlined in this handbook.

### **EMERGENCIES**

In the event of an emergency situation, follow common emergency procedures until staff gives directions and then follow carefully as directed.

<b>Emergency Procedures</b>	
Earthquakes	Duck under a table or cover Sit or lay next to wall Cover head and face Stay away from glass
Fire	Stay low to the ground Cover mouth with cloth
Medical	Contact staff immediately

### **INSPECTION**

Your living areas will be inspected daily by your pod officer. The administrative staff or designee may conduct weekly inspections.

### **SEARCHES**

You will be subject to random searches of your cell and bunk area and your person (which may include urinalysis) for contraband. Trained animals may be used to search the facility, including your sleeping area, for contraband. You may be subject to strip searches under the following conditions:

- You volunteer for an inmate work program.
- Anytime you return after leaving the secure portion of the facility.
- Anytime circumstances or situations require strip search.

### **FIRE AND VENTILATION REGULATIONS**

Light fixtures, doorways, ventilators, windows, and vented areas are to remain unobstructed. An accumulation of excessive papers, newspapers older than two days, or any other flammable material is not permitted. Fire drills may be conducted periodically. Follow directions given by custody staff.

### **PROPERTY DAMAGE/REPLACEMENT COSTS**

You are responsible for keeping your living area, cell, county property and issued items in good condition. **You may be charged restitution costs for damages and/or replacement costs of items damaged or not returned. A disciplinary hearing is required before costs are charged to your inmate account.**

### **FACILITY CLEANLINESS**

All inmates of the Clark County Jail are responsible for cleaning and maintaining their own living areas daily. This includes your cell and bunk, the dayroom or common areas and shower and lavatory area of the housing unit. Sentenced inmates may be required to clean other areas within the jail. Pre-trial inmates may be permitted to clean other areas on a voluntary basis. A clean facility improves the safety and livability for all.

### **TRASH RECEPTACLES**

All trash will be placed in the appropriate receptacles which are emptied daily during clean-up.

### **COMMON AREA/DAYROOM**

All inmates are responsible to keep the dayroom and common area in good condition, and neat and clean at all times. This includes the furniture, television system, telephones, shower and lavatory area. There will be no writing on the walls or furniture. No pictures or paper posted on or covering the walls and doors except authorized jail information. It is your responsibility to keep clean the living areas you use. If living areas are found cluttered or unclean, all privileges may be revoked.

### **CELLS/BUNKS**

Your cell and bunk will be clean and neat. There will be no writing, pictures or paper posted on or covering the walls, doors, toilet, vents, or lights, and nothing on the windowsills. Items in or on the desk will be kept neat and orderly. Sheets or blankets are not to be used as rugs, drapes, hammocks, or tenting for purposes of concealment. A towel may be placed on the foot of the bed or on the wall hook provided.

Inmates shall be required to keep their bunks made when they are not occupied. Medical staff for medical reasons may authorize exceptions to this. Failure to keep bunk made when not occupied may result in disciplinary action.

The bed will be made up as follows:

- The two sheets and the blanket(s) will be on the bed with the bottom and sides tucked under the mattress.
- The side and ends will not hang down over the edge of the bed.

**SEE PHOTO ON INSIDE COVER.**

# ***INMATE RULES AND REGULATIONS***

The following are the rules and regulations for all inmates while in custody. You are expected to respect yourself and others, and show courtesy to all.

## **BEHAVIOR**

You are expected to treat staff with respect. Harassment, rude or demanding behavior, and profanity towards staff will not be tolerated. No arm wrestling or general "Horseplay" will be tolerated throughout the facility.

## **PREA – PRISON RAPE ELIMINATION ACT**

The Clark County Sheriff's Office has a zero tolerance policy for any sexual behavior, harassment, or misconduct of inmate-on-inmate or staff-on-inmate. Pertaining to PREA information only, "staff" includes employee, volunteer, official visitor or agency representative.

If you are a victim, in fear of or have concerns of being a victim, report it immediately to Custody staff or use the inmate phone system.

<b>If you are a victim:</b>
Report the incident as quickly as possible
Don't shower
Don't remove or wash your clothes
Don't brush your teeth

There are steps you can take to protect yourself:

- Never share personal information
- Never borrow commissary items
- Never accept gifts from another inmate
- Be cautious of inmates offering to protect you
- Be aware of your body language

Information received on all reported allegations and complaints will be confidential. An investigation will be done and if found guilty the perpetrator(s) will be charged and prosecuted.

## **INMATE MOVEMENT**

You are expected to move to and from the various areas of the facility, visits, medical, recreation and court in a quiet and orderly manner. You are to follow staff directions during non-escorted and escorted movements. Failure to follow directions could deny your movement to a scheduled activity such as recreation for that day and may result in further disciplinary action. Officer(s) will accompany you during escorted movements.

You are not allowed to take anything with you to and from most activities. Exceptions are necessary medication (e.g. nitroglycerin or inhalers may be kept on your person as authorized by medical staff) or necessary legal materials for legal process such as court and attorney visits. You are subject to search of your person and your property.

## **TRANSPORTS**

You will be placed in restraints and searched when transported. You are to follow the transport officer's directions. Failure to follow directions may result in disciplinary action.

## **HOUSING/CELL ASSIGNMENTS**

You are not permitted to relocate from one cell to another unless directed by a custody officer. If you have an emergency you are to notify staff immediately.

**Minimum security inmates** are generally housed in open dorms with other minimum security inmates.

**Medium security inmates** are housed on a "two-tier lockdown" system allowing one (1) tier unlocked at a time reducing the number of inmates in the dayroom for safety of staff and inmates.

**Maximum security inmates** are housed on a "four-tier lockdown" system allowing up to four (4) cells unlocked at a time for safety of staff and inmates, limiting assaults and intimidation.

When you are not on tier lockdown you will have access to phones, showers, television, etc.

## **INMATE CLOTHING**

You will only wear clothing and shoes issued or approved by the jail. When in a common area or out of your cell, you are to wear your issued shoes and clothing (an unaltered T-shirt purchased from commissary is jail approved in dayroom only), unless otherwise directed by medical staff.

For regular court proceedings you will wear issued jail clothing. For jury trials, you may wear personal clothing brought twenty four (24) hours in advance by your attorney.

## **LAUNDRY**

All linen and clothing items issued to you are your responsibility and you may pay replacement costs for items destroyed. Report immediately any torn or damaged linen or clothing. Linen and clothing are exchanged once a week, on a "one for one" basis, one (1) soiled towel for one (1) clean towel, etc. **Personal laundry can be washed, at your own risk, twice a week.**

## **PERSONAL HYGIENE**

Each inmate is expected to maintain a high degree of personal cleanliness. Showers are available for this purpose. Feminine hygiene items (emergency items are available, ask your pod officer), toothbrush, toothpaste, soap, and other items are available for purchase at booking and weekly through commissary. Indigent inmates can order an indigent pack for hygiene items. To purchase items refer to "Commissary" in this handbook.

## **PERSONAL ITEMS**

Your personal items must remain in their original form and you must have a receipt for purchased items. You may keep up to three (3) unaltered cups and three (3) books in your possession including religious, personal, and library books. Any items ripped, torn, or altered will be confiscated.

Personal items will be neatly arranged on bunks, shelves, and desks or contained and stored under your bunk. No items shall be placed on the windowsills. Failure to the above shall result in personal items being confiscated and placed into your personal property or destroyed and may result in disciplinary action

## ***IN CUSTODY GENERAL INFORMATION***

### **GRIEVANCE PROCEDURE**

An inmate grievance must concern a jail rule, complaint of specific oppression or misconduct by staff in administering jail rules. The following are not grievable issues:

- Federal, State or Local Statutes.
- Court decisions, or decisions of an inmate's attorney.
- Discipline and/or sanctions as a result of disciplinary action. Refer to "Appeals" in this handbook for the disciplinary appeals process.
- Personal disputes between you and an employee.

The Sheriff's Office has established a formal procedure to address inmate complaints. If you have a grievable issue, you must first attempt to resolve it informally through oral communication with an employee or the employee concerned. If your grievance cannot be resolved informally, you can complete and submit an "*Inmate Grievance Form*". Each level and written response must use the original form. All guidelines, steps and timelines must be followed in order to prevent rejection of your grievance and exhaust all administrative remedies.

#### **Grievance guidelines are as follows:**

- Grievances are not an avenue to vent.
- Grievances should be written in a civil tone.
- Grievances that contain hostile, sexual or threatening language will be returned to you for resubmission.
- Use of profanity is not acceptable unless you are quoting a direct statement(s).
- Group grievances or grievances submitted on behalf of another inmate will not be accepted.
- Late filings will be rejected unless approved by a supervisor.

#### **Grievance timelines are as follows:**

1. You have only seven (7) days from the time of the event to submit an "*Inmate Grievance Form*"
2. You will receive a written response from the appropriate sergeant within five (5) business days.
3. If you're not satisfied with the response, you have forty eight (48) hours from receiving your answer to file your grievance to the next level. You must list a reason why the response didn't resolve the grievance.
4. Each administrative level, Commander and the Chief Jail Administrator, has ten (10) business days to respond.

Medical care grievances must be submitted on a "*Medical Inmate Grievance Form*". Refer to "Medical Grievance" in this handbook.

## **ADMINISTRATIVE SEGREGATION**

Administrative segregation is a non-punitive inmate management tool. Inmates who present a safety/security concern, are pending investigation, require protective custody or who need to be separated from the general population may be placed in administrative segregation. The Classification Unit reviews placements every seven (7) to ten (10) days. Placements may be maintained as long as the safety/security concern exist.

Inmates in administrative segregation will be in lockdown twenty three (23) hours per day. Violations of jail rules while in administrative segregation may result in restriction of inmate privileges. Inmates that are determined a threat to safety and security will have access to privileges on a case-by-case basis.

Complete and submit an “*Inmate Request Form*” requesting consideration for placement back into general population. State specific reason you should be removed from administrative segregation

## **RECLASSIFICATION**

Classification is an ongoing process for the safety and security of inmates and staff. If you have an emergent concern for your safety, you should notify staff immediately.

Classification reviews occur throughout your stay approximately every thirty (30) days, fifteen (15) days for maximum security, or as needed due to special circumstances. Your classification may be raised or lowered for varied reasons during your current incarceration. If you return to jail in the future, the general standards will apply.

Complete and submit an “*Inmate Request Form*” to request a review of your cell classification. State the reason you should be moved to another area.

## **CORRESPONDING WITH JUDGES AND COURTS**

You may mail correspondence to judges and courts. “*Inmate Request forms*” are not considered correspondence. Complete and submit a “*Declaration of Inmate Mailing to the Courts*” for each correspondence. Refer to “*Legal Mail*” in this handbook for mail details.

For Clark County judges or courts use the following address:

**Clark County Courts**  
**PO Box 5000**  
**Vancouver, WA 98666-5000**

## **PROPERTY**

Your stored property is in two (2) property bags; Bag #1 contains clothing, shoes and large items, and Bag #2 contains small items such as keys, wallet, jewelry etc. You are required to keep one (1) set of clothing in your property locker. While in custody, no exchange or release of clothing is allowed.

The following items may be left for you:

- Tennis shoes if approved for medical reasons or for certain trusty assignments and should have your name marked in them.
- Jury Trial Clothing, will be accepted twenty four (24) hours in advance from your attorney only.

## **PROPERTY RELEASES**

Your property in Bag #2 (i.e. house keys, wallet, jewelry, money that has been deposited in your inmate account etc.) can be released only within the first seventy two (72) hours in custody. Release of any items in Bag #1 or any emergency property releases after seventy two (72) hours must be approved by a duty supervisor. We are prohibited from releasing prescription medications to third (3<sup>rd</sup>) parties.

To release Bag #2 or money:

1. Complete and submit a “*Property Release Form*” at least twenty four (24) hours in advance of the individual picking up the property.
2. After your signature, this form is valid for thirty (30) days.
3. Advise the individual picking up the property they need to provide valid picture identification and may have to wait.

When you are released from this facility, your remaining property is released to you and a check is issued for funds left in your inmate account.

If you are transferred to another county or have been sentenced to prison:

1. You will complete and submit a “*Property Release Form*” as you are processed to leave Clark County Jail.
2. You must release all of your property obtained while in custody including commissary items.\*
3. You may take the following items on the State Chain:
  - Legal papers
  - Glasses with a soft case
  - Wedding band without stones
  - Money on your inmate account.

\*NOTHING WILL BE RELEASED UNTIL YOU HAVE LEFT THE FACILITY. Do not send someone to pick up property prior to your release from the facility.

**The Sheriff's Office will not be responsible for property once it has been released.**

**All Property remaining after your release is transferred to the Sheriff's Office Property/Evidence Unit and will be disposed of after sixty (60) days.**

## INMATE RELEASES

The release times listed below are **guidelines**. Extenuating circumstances may cause some delays. You cannot request an early release.

Sentence/Serve Ends		Release time
The day your sentence is complete		Released between 7:00-8:00 a.m.
Serving less than four (4) days		Released the same time you were arrested or reported to serve jail time.
If bail is posted, fines paid or otherwise released by the courts between:	8:00 a.m.-Noon	Released during the afternoon.
	12:00-5:00 p.m.	Released during the evening.
Releases after normal business hours will be processed in the order they are received.		

## TRANSPORT VIA STATE CHAIN OR TO OTHER AGENCIES

You will be transported according to transportation schedule and availability. You will return any issued property. All property will be released after you leave the facility. You may take some items with you. Refer to “*Property Releases*” in this handbook. You will be placed in restraints and searched. You are to follow the transport officer’s directions.

## FURLOUGH

You or a family member may request a furlough by contacting your attorney or by writing the judge or courts. Only the courts can approve a furlough. The court considers your criminal history and the circumstances for the request. You are required to return to custody on the date ordered, unless the courts state otherwise.

## WELFARE, UNEMPLOYMENT BENEFITS, SOCIAL SECURITY & FOOD STAMPS

While in custody, it may be unlawful to continue to receive certain benefits. If you are receiving benefits, you have a duty to advise each agency of your current status. The jail sends inmate rosters to many of these agencies. Upon release, you may have to re-apply for these benefits or repay benefits that you received but were not entitled to while incarcerated.

## *INMATE FORMS*

All forms are available from your pod officer or at booking. **Complete the form following all instructions.** Sign and date, and return completed form to your pod officer.

**Approved Visitors List** This form is used to list family, friends, and religious visitors you want to visit you during your scheduled visiting time.

**Commissary Menu** This form is to purchase various approved items for your use while in custody. “*Commissary Menu Form*” will be sent to your pod prior to commissary.

**Declaration of Inmate Mailing to the Courts** This form is to accompany any legal mail being sent out by you to the courts.

**Health Care Request** This form is to request to be seen by the medical staff.

**Inmate Grievance** This form is used for a complaint or an unresolved issue concerning a jail rule, complaint of specific oppression or misconduct by staff in administering jail rules.

**Inmate Request (Kite)** This form is used to request information concerning your sentence, fines, disciplinary appeals, cell change, commissary, property, inmate account, telephone password, etc.

**Medical Inmate Grievance** This form is used for a complaint if your medical care by the medical staff was unsatisfactory.

**Medical Release of Information** This form is to authorize release of your medical records to/from medical providers only.

**Property Release** This form is to authorize a specific individual to pick up your personal property which is able to be released. After signature, it is valid for thirty (30) days.

**Request for Legal Copies or Notary Services** This form is to request notary services or photo copies of legal papers and/or information available in the Law Library.

## ***INMATE SERVICES***

The following information is inmate services this facility offers while you are in custody.

### **INMATE ACCOUNT**

Your money at time of booking has been credited to your inmate account less any money you have authorized to release after booking and within the first seventy two (72) hours in custody using a "Property Release" form. When released from this facility, includes transfer to another county or prison, a check will be given to you for the remaining balance in your account,

Money in this account may be used to purchase commissary items, pay medical co-pays, prepaid telephone account, or any other expenses incurred while in custody. All fees and costs are subject to change without notice. If you have under \$2.30 in your account, you are an indigent inmate and will not be denied basic goods and services, **however any debts incurred will be maintained after your release from this facility and will be deducted from future money received in your inmate account.**

Money can be added to your account by family, friends, or other persons by mail, brought to this facility, or by contacting the service provider. You will receive a receipt when funds are deposited. It is your responsibility to keep track of your account balance. Your pod officer does not have access to that information.

<b>Add money to inmate accounts:</b>
Money orders and cashier checks mailed will be accepted. <b>Mailing cash is not suggested.</b>
Coins, personal checks and foreign currency will not be accepted.
Kiosk in the facility lobby accepts exact cash (\$5, \$10, \$20 or higher bills) or debit/credit cards.
Facility lobby hours are: Monday - Friday 8:00am – 8:00pm Saturday 8:00am – 5:00pm

### **MAIL**

While in custody you are allowed to send and receive mail that complies with U.S. Postal regulations and the Clark County Jail mail rules. There are no limitations on the number of lawful mail items that an inmate may send or receive. Length, language and content will not be restricted except when there is reasonable suspicion to justify restrictions for reasons of public safety, facility order and security or when items are considered contraband.

### **INTRODUCING CONTRABAND TO A CORRECTIONAL FACILITY (through the mail or by any other means) IS A FELONY.**

Any incoming mail containing controlled or unidentified substances, weapons and/or information of criminal activity will be placed into evidence. Such activity or suspected activity will be investigated for criminal prosecution.

## **INMATE MAIL RESTRICTIONS AND NOTIFICATION:**

Type of item prohibited	Personal checks. (Only cashier checks and money orders are accepted and applied to the inmate's account.)
	Polaroid type pictures.
	Food or clothing items.
	Foreign/unidentifiable substances. Illegal materials or substances.
Size/type of mailing items prohibited	Stamps or stickers or items glued or taped to the envelope or letter.
	Stationery or envelopes.
	Non-paper material, including corrugated cardboard.
	Photos or greeting cards padded, musical, laminated or larger than 8"x10". Correspondence items enclosed in envelopes larger than 4 1/2" x 9 1/2", or padded envelopes or packages.
Publications prohibited	Hardbound books except for religious and legal, sent from publishing company or legitimate book club.
	Magazines, newspapers, soft cover books, and similar items which are not sent directly from the publisher, book club retail bookstore or recognized internet bookseller.
	Magazines or other publications that contain nudity, obscene or sexually explicit material or are considered adult entertainment.*
Content of correspondence prohibited	Gang related material.
	Pictures or drawings containing nudity, obscene or sexually explicit material.
	Correspondence that is in code.
	Correspondence from other inmates that has not been authorized by a sergeant.
	Threats of blackmail or extortion.
	Threats of physical harm against any person or threats of criminal activity.
	Information which, if communicated, would create a risk of violence and/or physical harm to any person.
	Inflammatory material or markings (promoting ridicule or scorn of any ethnic, racial, religious or other group).
	Material that threatens or is detrimental to the security, good order, or discipline of the facility.
	Plans to escape, or depiction or description of blueprints or operational details on an institution's security.
	Plans for activities in violation of facility rules, or for criminal activity.

\*Some publications containing nudity may be acceptable if the nudity is presented for the purpose of medical, educational, scientific or other

similar purpose that is not contrary to the penological concerns that are the basis for this regulation.

If your mail has been rejected, you will receive notification of your rejected mail. All rejected mail items are returned to the sender, except publications which will be stored with your personal property in the property unit and released upon your release.

You have the right to have this decision reviewed by the Chief Jail Administrator or his/her designee. Complete and submit an *“Inmate Request Form”*. Approving a rejected publication is at the Administrators discretion that the publication is an appropriate exception contained in this policy.

### LEGAL MAIL:

- Legal mail must comply with all Clark County Jail mail rules with the listed exceptions:
- Both outgoing and incoming legal mail needs to be clearly marked as such.
- No inmate will be denied the opportunity to send out legal mail due to an inability to pay, **however, costs will be deducted from future money received in your inmate account.**
- Complete and submit a *“Declaration of Inmate Mailing to the Courts”* for **each** outgoing mail item.

Legal Mail exceptions:
Staff inspection for contraband is done in your presence.
You seal the outgoing legal mail after staff inspects for contraband.

### INCOMING MAIL

All incoming correspondence is processed through the U.S. Postal Service. We discourage cash being sent in the mail due to potential mail theft. Please encourage your family, friends or others to send a money order or cashier’s check only.

### INCOMING MAIL REQUIREMENTS

- Incoming mail must have sender’s complete name and address on the envelope.
- The mailing address to receive mail is:  
**Inmate’s Name/ CFN #**  
**Clark County Jail**  
**P.O. Box 1147**  
**Vancouver, WA. 98666-1147**
- Incoming mail that does not comply with the restrictions or is considered contraband will be rejected.
- Incoming mail will be inspected to prevent the introduction of contraband into the facility.

### OUTGOING MAIL:

Outgoing mail will be stamped/marked “Clark County Jail Inmate Mail”. Any outgoing mail not complying with the following restrictions will be returned to the inmate or discarded if inmate is unknown or released:

- Outgoing mail is to be **unsealed** and will be inspected by staff for contraband.
- Inmate name, CFN, and the Clark County Jail address must be readable in the upper left hand corner of the envelope.
- Addressee’s complete name and address must be readable and not obscured in the center of the envelope.
- Envelopes are pre-posted and purchased through commissary. No homemade mailing containers are allowed.
- Envelopes will not have anything considered offensive or obscene.
- No drawings, cartoons, messages, symbols, etc. are allowed on the front of the envelope.
- No contraband or food items will be sent out.

### MAIL SUPPLIES

You can purchase mail items through commissary. Refer to “Commissary” in this handbook. Indigent inmates can order an indigent pack which includes three (3) pre-posted envelopes and paper. **Mail item costs will be deducted from current or future money received in your inmate account.**

### LAW LIBRARY

Federal case law indicates you must have "Meaningful access to the Courts." Your attorney provides you with meaningful access to the Courts.

If your attorney requires your help to represent you, your attorney can petition the court to request that the Clark County Jail authorize use of the law library.

If you are representing yourself (Pro Se) in a criminal matter, submit an *“Inmate Request Form”* to request time in the law library. You may be required to provide a copy of the court order appointing you Pro Se.

While in the law library:

- No talking or communicating is allowed.
- No personal property or commissary is allowed.
- You may bring pencil, paper and legal mail.
- Law books are to remain in the library at all times.
- The Clark County Jail is not required to supply typewriters or computers.

**In the future, legal assistance or computer software may be substituted for the law library.**

To request legal forms from the Clark County Law Library or copies of legal papers, submit a “*Request for Legal Copies or Notary Services Form*”.

1. Complete the form listing document title, page and number of copies. You may need to consult your attorney for the correct material.
2. Copies will be made regardless of ability to pay. Write “No Funds” on the form if you are an indigent inmate.
3. There is a copy fee of \$.15 for each copy page you request. **Copying costs will be deducted from current or future money received in your inmate account.**

### **NOTARY PUBLIC**

You can request to have paperwork notarized, submit a “*Request for Legal Copies or Notary Services Form*”. When a staff notary official is available, your request will be processed. **There is a notary fee and costs will be deducted from current or future money received in your inmate account.**

### **RELIGION**

To maintain safety and security of this facility, religious services are not available. However, religious visitors can visit you during your scheduled personal visiting day and time for your pod. If you have a specific clergy member for religious and personal counseling or support, add the name to your “*Approved Visitors List Form*”. If you do not, submit an “*Inmate Request Form*” stating religious preference and your request, and the county Chaplaincy will be contacted on your behalf.

### **PROFESSIONAL VISITS**

Professional visits are between the hours of 8:00 a.m.-10:30 p.m., except during meals. Professional visitors may include attorneys, law enforcement, correction officers, polygraphists, private investigators and mental/medical evaluators. Professionals, excluding law enforcement, not involved in your current criminal case may need a court order to visit you.

### **HAIR CARE**

Hair care/cuts are provided as available from inmate labor. If you are interested in getting on a list for hair care service, give your name to your pod officer.

A licensed barber may be made available at your own expense and subject to the approval of the jail administration.

### **FOOD AND NUTRITIONAL SERVICES**

Security, food safety and nutritional content of meals are important in the Food Services Department. The food service operation is routinely inspected and for cleanliness and the proper handling of food, and usually receives the highest grade given, and higher than many restaurants.

For security concerns, all meals can be eaten with the plastic spoon or your fingers and are served on plastic trays. The food is checked from kitchen delivery until delivered to the housing units to insure food served is safe.

For food safety, only good quality food is bought and prepared. The food service operation workers are in good health, wash their hands often and wear plastic gloves and hairnets.

### **MEALS**

You will receive three (3) meals daily and at least one (1) will contain hot food, unless circumstances prevent serving hot food. A Registered Dietician reviews the meals nutritional content to insure all nutrients are provided. The American Heart Association recommendations are generally followed meaning the food may have less flavor due to less fat, cholesterol, salt and sugar.

Special diets may be approved. Complete and submit an “*Inmate Request Form*” if you have a special diet need. The medical unit approves medical diet needs. Food Services approve special religious diet needs. Only religions recognized by Washington State Department of Corrections may be approved. Under no circumstances will changes in meals be made because of food likes or dislikes.

### **SERVICE PROVIDERS**

#### **INMATE MONEY SERVICE PROVIDER**

Cybersuite –

- Kiosk in Main Jail Lobby – accepts dollars and debit or credit cards
- For a fee, debit/credit cards accepted  
Toll free phone: 866-345-1884  
Website: [www.cybersuitehome.com](http://www.cybersuitehome.com)

#### **TELEPHONE SERVICE PROVIDER**

Intelmate –

- Kiosk in Main Jail Lobby – accepts exact cash and debit or credit cards  
Customer Service – accepts debit or credit cards  
Toll free phone: 866-516-0115

## HEALTH SERVICES AND INFORMATION

We expect you to do your part in staying healthy while in custody by following sanitary procedures and a high degree of personal hygiene. Health services are available to you if needed.

### COMMUNICABLE DISEASE GUIDELINES

Communicable diseases are easily spread while in custody and are not limited to colds or viruses but include a variety of different bacteria and germs. To protect you from and prevent the spread of these diseases, a high degree of personal hygiene is needed.

<b>Protect yourself from Communicable diseases by:</b>	
	Avoid contact with anyone else's body fluids such as urine and bowel movement material, and drainage from the nose or mouth
	Wash your hands with soap and water often, especially after using the restroom
	Always avoid putting your hands in your mouth
	Contain body fluid particles of sneezes and coughs
	Not drinking from someone else's cup, share eating utensils, food or cigarettes with others
	Not sharing combs/brushes, toothbrushes, towels or linens with others
	Make sure you clean the razor before and after use.

### HEALTH RISK COMMUNICABLE DISEASES

Health issues from getting STD's, Hepatitis, HIV, TB, SARS and other health risk communicable diseases can have life altering consequences. Extra precautions are necessary to protect yourself from health risk communicable diseases not only in custody but after release.

<b>You are at GREATEST risk if you:</b>	<b>To protect yourself:</b>
Have contact with anyone else's body fluids, which include: Blood      Urine      Sperm Vaginal fluids      Breast milk Bowel movement material Drainage or fluid from wounds and nose or mouth.	<ul style="list-style-type: none"> <li>○ Do not engage in activities which cause exposure to body fluids.</li> <li>○ Always wash your hands with soap and water after exposure to wet or dry body fluids.</li> <li>○ Cover draining wounds and protect open wounds.</li> </ul>
Fail to wash your hands after using the restroom.	Always wash your hands with soap and water often after using the restroom.
Use dirty needles or share needles with others.	Do not mainline, shoot up drugs or reuse tattoo needles.
Have sex with someone who has the disease.	Limit your sexual contact and use condoms.
Have close contact or share items used in the mouth of someone with active TB.	Do not share items used by mouth. Smokes, eating utensils, etc.

## MEDICAL HEALTH SERVICES

Emergency care is provided twenty four (24) hours a day. If you are having an emergency, contact staff immediately and medical will be notified. You may be responsible for medical costs incurred. If you have medical insurance, provide the information to the medical providers treating you.

For non-emergency medical services, complete and submit a "Health Care Request" seventy two (72) hours in advance. Our medical staff provides medical attention Monday through Friday.

Co-pays are charged for medical services and prescriptions. All prescription co-pays are non-refundable. Indigent inmates will not be denied necessary medical care. **All co-pays will be deducted from your current and/or future money received in your inmate account.** ALL medical costs due to inmate violations maybe charged to the infracted inmate found guilty.

A copy of the health care services provided to you is kept and you may ask to see that record. Federal HIPAA laws protect these records and your private health information. All information is confidential and will not be released or disclosed without your consent except as needed to provide health care while you are in custody or unless the law authorizes it. Copies of your medical records will not be made while you are in custody, but can be requested after leaving the facility.

### MENTAL HEALTH SERVICES

Mental Health services are available to you. Contact staff immediately if you are having a crisis. Except in case of a crisis, complete and submit an "Inmate Request Form" in advance. You will usually be seen by mental health within twenty four (24) hours.

### MEDICATION

The medications you take when out of custody will first need to be **verified**. You will need to sign a Release of Information form provided by medical. After verification, they will be prescribed for you by our practitioners, but may not be the same brand of medication you receive out of custody.

Your medication prescribed by our practitioner will be dispensed by medical staff. You are responsible to:

1. Arrive on time when called for medication.
2. Line up single file and wait for your medication.
3. Bring a cup of water with you.
4. Show your wristband ID when requested.
5. Swallow your medication in front of the medical staff, and then show that it has been swallowed.

**If you fail to follow these rules, you will be infracted and risk the possibility of the cancellation of your medication, with doctor's approval.**

You can purchase from commissary and possess up to a one (1) week maximum combined supply of any/all types of pain relievers such as Tylenol®, Advil®, or Motrin®. Refer to “Commissary” in this handbook.

Indigent inmates may still request pain relievers through medical. An office visit is required for Tylenol and **all co-pays will be deducted from future money received in your inmate account.**

For safety reasons inmates housed in or going to certain housing units; will not be able to order or possess pain relievers. (i.e. special needs, observation, suicide watch).

### **DENTAL SERVICES**

Dental care needing immediate attention is available to you. Routine or specialty care is not available. Dental services are provided routinely. Complete and submit an “*Inmate Request Form*” to be put on the list to see the dentist. If you are having pain, pain relievers are available through commissary or you could see the medical staff.

### **MEDICAL GRIEVANCE**

If your medical care by our medical staff was unsatisfactory you may grieve your medical care. Each level and written response must use the original form. All steps and timelines must be followed in order to prevent rejection of your medical grievance and exhaust all administrative remedies. Grievance timelines are as follows:

1. Complete and submit a “*Medical Inmate Grievance Form*” within seven (7) days after service.
2. After receiving your answer/response, you have forty eight (48) hours to file your medical grievance to the next level.
3. An answer from the Medical staff will be returned to you within seven (7) business days.
4. A written response from each administrative level will be received within ten (10) business days.

### **BIOLOGICAL SAMPLES**

The jail may need to take biological samples of you required by the courts or for safety and security of the facility.

**DNA SAMPLES** - Courts may require a sample of your DNA while in custody or before your release. You might pay for the costs.

**TB TEST** - The TB test is available at no cost and **is required by Infection Control policy, unless you have had a positive reaction in the past.** Inmates who refuse to submit to the TB test will be placed in Administrative Segregation and a minor or major infraction will be issued according to the severity of refusal.

**HIV TEST** - The HIV test is available at no cost, on a voluntary basis, unless otherwise ordered by the court.

## ***INMATE PRIVILEGES***

The following are privileges you may receive based on your ability to follow jail rules, show good behavior and obey staff directions at all times.

### **COMMISSARY**

You may purchase various items which may include candy, snacks, personal hygiene, clothing, mailing and other misc. items through commissary once a week. Inmates restricted for medical or disciplinary reasons may receive limited items through commissary. Inmates in the medical unit are not allowed to order or possess commissary food and drink items. Indigent inmates can order an indigent pack. You will need to keep receipts for all commissary items.

<b>Commissary Schedule</b>		
<b>Housing Unit</b>	A/E/G Pods	C/D/F/ Medical
<b>Delivery Day</b>	Tuesday	Wednesday
<b>Lobby Money Deadline</b>	Saturday, 5:00 p.m.	
<b>Online Money Deadline</b>	Sunday, midnight	

**Cost of items are deducted from your inmate account.** Indigent inmates can order an indigent pack and **costs will be deducted from future money received in their inmate account.** It is your responsibility to keep track of your account balance. Pod officers do not have access to that information. Money must be credited to your account by the deadline before delivery day, with the exception of holidays.

Complete and submit a “*Commissary Menu Form*” to place an order. You must fill out and sign the order form before it will be filled. No changes are allowed after the form is returned to your pod officer.

Inmates released before delivery of commissary will have the amount of their order credited to their inmate account.

### **RECREATION**

Dayroom and common area activities may include television, books, dominoes, checkers, chess and playing cards. Scheduled recreation activities may include library, indoor and outdoor recreation. Each housing unit will be scheduled up to three (3) hours of recreation per week.

### **LIBRARY**

Access to the library is during your pod’s indoor recreation schedule. You may check out one (1) book at one (1) time (excluding religious material). You are allowed to have in your cell or in your possession a total of three (3) books including the one (1) library book and/or any religious or personal books.

## TELEVISION

Televisions are provided in each dayroom and the programs will be determined by a majority vote of inmates watching the TV. Television privileges are at the discretion of the pod officer and may be given after passing daily inspection. Any tampering with the television system or parts may result in denial of television privileges. Repairs needed for standard (typical) wear will be done as quickly as possible and may take several days, but for tampering or abuse it may take several weeks.

## PERSONAL VISITS

You will not have visitors for the first seventy two (72) hours in custody, allowing time for processing and classification procedures. You are not allowed to visit with visitors you have a valid no contact or protection order in place. Visiting sessions are thirty (30) minutes and are on scheduled days and times by pods. You are allowed three (3) visitors per visiting session. Visiting can be canceled without notice.

### **To have visitors, you must:**

- Complete and submit the “*Approved Visitor List Form*” you received at booking.
- You are allowed four (4) visitors on your list and one religious visitor.
- Visiting juveniles under the age of eighteen (18) and accompanying adult must be on your approved list.
- You can update your list monthly.
- Your updated visitor list must be received prior to day scheduled.

Visitor list update schedule	
C/D Pod	First (1 <sup>st</sup> ) Monday
E Pod	Second (2 <sup>nd</sup> ) Monday
F Pods	Third (3 <sup>rd</sup> ) Monday
A, G, D4 Pods, F Hall and Medical	Fourth (4 <sup>th</sup> ) Monday

### **Visitors must:**

- Have valid/current governmental photo identification to visit.
  - Be eighteen (18) years of age or older.
  - Visiting juveniles under the age of eighteen (18) must be accompanied by an adult who has authority over the juvenile and will need to provide documents\* of authority.
  - Visitors determined inappropriately dressed will be denied visiting.
- \*Parents must provide state issued birth certificate. Other adults must provide court or notarized legal documentation.

## TELEPHONES

Telephones are provided in each dayroom and shared by all inmates. You are not allowed to receive incoming personal calls. Calls are collect only, a maximum of fifteen (15) minutes long, and are recorded and subject to monitoring with the exception of attorney calls. Other methods, including telephone cards, 3-way calls and non-typical collect calls are not permitted and may result in disciplinary action.

Telephones are available following morning headcount until 10:00 p.m.. The telephone service provider monitors and controls telephone availability.

The telephone service provider offers discounted prepaid phone accounts and the ability to leave messages for inmates. Contact the provider for more information. If you are having problems with your phone account contact customer service for help at 111-111-1111.

For hearing impaired individuals, TTY services are available. If you are hearing impaired, you may request use of the TTY.

## PROGRAMS

Various programs and classes are offered to provide education and self-improvement skills throughout the year. For information about or to register, complete and submit an “*Inmate Request Form*”. Participation requirements of available programs may vary.

Programs may include;

- GED - Inmates interested in pursuing their GED. Missing two (2) GED classes in a row may drop you from the class roster.
- Women’s Offender Education Program (WORTH) - Support system to raise morale and maintain contact with children and family
- Sexual Assault Group - Female inmates learn about components of sexual assault and share feelings and experiences.
- AA/NA - Support group for inmates in recovery of substance abuse or alcohol and drug addiction.

## MAIN JAIL - IN-CUSTODY WORK PROGRAMS

Inmate work programs and trusty assignments are considered a privilege and may be available to qualified inmates. **Any inmate charged with or convicted of assaulting a staff member (Custodial Assault etc.), will not be eligible for a trusty work program.**

Staff has the authority to suspend an inmate from trusty status pending a disciplinary hearing and/or an administrative review by the Disciplinary Sergeant or designee. Inmates that are removed from trusty status will not be eligible again during the remainder of their time in jail.

### **POD TRUSTY ASSIGNMENT:**

The pod officer selects the pod trusty. If interested, submit an “*Inmate Request Form*” to the pod officer. To qualify, you must at least meet the following requirements:

- No detainer holds.
- Have at least fifteen (15) days remaining on sentence.
- No current class A felony charge or conviction.
- Medical/classification clearance.
- Display positive behavior and sanitary hygiene practices.

**JAIL TRUSTY ASSIGNMENT:**

Jail Trusty assignments are for maintenance and janitorial duties. Inmates are chosen from a computer generated list of qualified inmates. Additional requirements may be requested by screening personnel depending on the needs of the individual program or the specific job assignment. **A written request for this program is NOT accepted.**

**JAIL WORK CENTER - IN-CUSTODY WORK PROGRAMS**

Inmates are screened for the Jail Work Center. **A written request for this program is NOT accepted.** If you qualify, you will be notified and placed on a waiting list. Screening may take up to one (1) week for approval.

**WORK CREWS:**

Inmates will be automatically screened for IN-CUSTODY work crews. Work crew assignments may include the kitchen or laundry, and duties may include food preparation and clean up, laundry, sewing, and etc.

**WORK RELEASE:**

A court order is required in order to be screened for work release. When a court order is received you will be screened and notified of decision.

**OUT OF CUSTODY WORK PROGRAMS**

**Any alternative programs such as out of custody Work Crew, Electronic Home Confinement, or Supervised Release must be court ordered by the judge before you can be screened.**

**WORK CREWS:**

If you have been court ordered TO BE SCREENED for eligibility in an OUT-OF-CUSTODY work crew, a community corrections staff member will screen you within three (3) business days. If you have not been interviewed within three (3) days you may use an *“Inmate Request Form”* requesting an update on your screening status. The court order for screening does not guarantee acceptance into the program. If you have been court ordered to work crew as any part of your sentence you will report to the county corrections department upon your release from jail.

**GOOD TIME**

The good time policy allows sentence reduction of sentenced inmates unless otherwise determined by the court or offenses are ineligible. SOSA inmates do not earn good time. Inmates with serious violent offenses and Class A sex offenders earn reduced good time credit.

If you are eligible, you will earn good time credit provided, you demonstrate good behavior throughout your stay in this facility. Earned good time may be taken away as a result of disciplinary sanctions.

Qualified inmate workers (Trusty) will be credited additional good time while participating in a work program. As a Trusty, you earn the maximum good time credit.

Good time is calculated in your current release date. Complete and submit an *“Inmate Request Form”* for unresolved questions or concerns regarding your release date calculation. You will usually receive a written response within three (3) working days.

	<b>Good Time Credit</b>
<b>Qualified Inmate</b>	15%
<b>Reduced Qualified Inmate</b>	10%
<b>Qualified Worker (Trusty)</b>	Additional 15%

## ***INMATE BEHAVIOR AND DISCIPLINE GUIDELINES AND CONSEQUENCES***

We expect that you will be responsible, display good behavior, obey jail rules and staff directions at all times. If you choose not to adhere to these expectations, you will be held accountable. This may be through the courts and/or the jail discipline system. The following is disciplinary guidelines and consequences.

### **DISCIPLINARY SANCTIONS**

You are given a variety of privileges detailed in this inmate handbook. This includes good time for sentenced inmates. These privileges may be restricted or denied as disciplinary sanctions for non-infraction incidents. Other appropriate sanctions may be deemed necessary by the Sheriff, Chief Jail Administrator, disciplinary hearing, disciplinary sergeant or designee. Maximum periods are listed “per incident” and may be extended if there are multiple incidents.

Possible Disciplinary Sanctions	Maximum
Inmate work programs.	Removal from program.
Major disciplinary hearing.	Processing fee.
Loss of good time. (Includes Trusty good time.)	Any or all accrued or potential good time.
Loss of telephone access. (except attorney calls)	
Loss of television privileges.	
Placed in disciplinary segregation or lockdown status.	Thirty (30) days per incident.
Nutraloaf status.	Thirty (30) days.
Restitution for damages. (A disciplinary hearing is required.)	Amount of damages charged to inmate’s account.
Medical costs for ALL injuries per incident including fights. (A disciplinary hearing is required.)	Medical costs charged to inmate’s account.
Out of cell time.	Restricted.
Suspension of commissary. (Except hygiene and mail items.)	Four (4) weeks commissary dates.
Suspension of recreation and exercise equipment.	Thirty (30) days.
Suspension of visiting privileges. (Except attorney visits.)	Thirty (30) days

### **DISCIPLINARY SEGREGATION**

This is a separate housing unit for inmates who have violated jail rules. Inmates may be allowed a pencil, paper, hygiene items, legal and religious reading material (quantity will be limited). Inmates will be in lockdown twenty three (23) hours per day.

### **MINOR VIOLATIONS**

Minor infractions are divided into four (4) classes: 100, 200, 300, and 400 series. Staff may give a warning or an infraction for minor violations of jail rules.

MINOR INFRACTIONS	
999	Trusty Suspension
100	Bedding or linen used to block officer’s view of the bed or dayroom/cell area.
101	Swearing, use of vulgar language, or rude gestures.
102	Disturb the sleep of others.
103	Loan property for profit.
104	Unmade bunk when not occupied.
105	Use of any item in unsafe or unauthorized manner. Examples: Sitting on plastic chair over metal stool, leaning back on chair, using any item as a headband, using any item as a tablecloth.
106	Encourage others to commit a 100 or 200 series violation(s).
107	Save food after meals.
201	Lie to staff.
202	Inappropriate dress outside of shower area and/or in common area. Examples: without a shirt and/or pants, coveralls unbuttoned, pants too low (sagging) or showing underwear.
203	Encourage others to commit a 300 series violation(s).
204	Gambling or possess gambling paraphernalia.
300	Inappropriate or unauthorized use of county forms or documents.
301	Threaten another inmate or their property.
302	Possess contraband which poses no threat to safety or security. A non-issued or altered item.
303	Failure to perform work as instructed.
304	Refusal to clean as instructed.
305	Intentional failure to follow safety and sanitary regulations.
306	Passive Refusal to follow legitimate order of the jail.
306 A	Passive Refusal to follow legitimate order of the jail which does not cause a <b>delay in court proceedings, or normal jail operations.</b>

306 B	Passive Refusal to follow legitimate order of the jail which does not <b>involve physical contact between staff and other prisoners.</b>
307	Communicate with inmates in other living areas outside of authorized channels. This includes attempts to bypass the Clark County Jail mail policy. (An “ <i>Inmate Request Form</i> ” must be used to request an exception.)
308	Tamper with, alter or remove ID/Housing wristband. First (1 <sup>st</sup> ) offense. May be sent to a hearing if restitution is sought.
309	Disrupt or divert staff in meeting operational needs.
310	Disrespect towards staff or others.
311	In an unauthorized area or failing to return to dorm/tier lock down.
312	Out of your bunk after hours or during nightly lockdown, except to use the bathroom. (Dormitories only)
313	Write, cover or hang anything on walls, doors, windows, vents, bars, light fixtures, sprinkler heads, or beds/bunks. (A drying towel is allowed on beds/bunks.)
314	Interfere with staff in the performance of duties.
315	Interact with other inmates after hours or during nightly lockdown. Examples: playing cards, chess, or talking.
316	Unauthorized use of or possess more than allowed issued county property. Examples: more than allowed issued jail clothing, shoes, linen items or hygiene items.
317	Encourage others to commit a 400 or 500 series violation(s).
318	Touch others in a non-sexual manner. (Includes: feed another, hug, rub or pat any part of their body).
320	Unauthorized use of or take food/beverage from/in the kitchen or off food carts. Includes; hide, sample or eat. First (1st) offense.
321	Failure to report to work on time or as scheduled.
323	Unauthorized use of or transfer personal items, or possess other’s personal items. Examples are phone cards, commissary items.
401	Communicate with the public outside of authorized channels. (Authorized channels are jail visiting, US Mail or non “3-way” type phone calls.)
402	Make a “3-way” or similar type non-typical collect call.
403	Make repeated unwanted or nuisance calls.
404	Violation of any visiting rule.

### MAJOR VIOLATIONS

Major infractions are divided into three classes: 500, 600 and 700 series. All major infractions are heard by an impartial hearing officer and then reviewed by the discipline sergeant.

<b>MAJOR INFRACTIONS</b>	
500	Possess any smoking materials or smoking any substance.
501	Lie to staff with intention to shift blame on innocent parties.
502	Unauthorized possession or transfer of medication or medical equipment. For example; hot water bottle, crutches, and prescription medications.
503	Three (3) minor infractions constitute a major.
504	Encourage others to commit a 600 series violation(s).
505	Self inflicted injury.
506	Tattooed or pierced while incarcerated, tattoo/pierce others, or possess tattoo/piercing paraphernalia.
507	Harassment - any word, action, gesture or behavior that would cause discomfort and/or be offensive to a reasonable person.
508	Sexual Harassment - any word, action, gesture or specific behavior without physical contact that is sexual in nature and would cause discomfort and/or be offensive to a reasonable person.
509	Create or possess material that is gang related, sexually explicit, inflammatory or detrimental to safety/security.
510	Disruptive or distracting behavior in court that does not cause a delay of the proceedings. Example: Talk or motion to the public, etc.
511	Unruly conduct
512	Tamper with, alter, or remove inmate ID/Housing wristbands. Second (2nd) offense.
601	Any act, refusal or failure to follow any order given by staff or court official.
601A	Any act, refusal or failure to follow any order given by staff or court official which effects, delays or impedes <b>court proceedings.</b>
601B	Any act, refusal or failure to follow any order given by staff or court official which effects, delays, impedes or <b>diverts jail staff.</b>
601C	Any act, refusal or failure to follow any order given by staff or court official which effects, delays, impedes or <b>disrupts normal jail activities.</b>
602	Make or possess any intoxicant or drug.
603	Violent or aggressive behavior or conduct. Examples: fighting.
604	Strike, hit, or throw any object at another person.
605	Encourage others to commit a 700 series violation(s).
606	Possess unauthorized jewelry or valuables; or transfer, loan or give away authorized jewelry or valuables.
607	Unauthorized use of or take food/beverage from/in the kitchen or off food carts. Includes; hide, sample or eat. Second (2nd) offense.

608	Obscure, cover, or darken cameras, windows, light fixtures or covers.
609	Mail or attempt to mail inmate ID or wristbands.
610	Engage, attempt or participate in circumventing jail rules involving but not limited to inmate accounts and/or discipline sanctions. Examples: unauthorized use of telephone accounts, receive commissary while sanctioned or ineligible, and avoid paying fees, fines or payments owed.
611	Obtain or attempt to obtain funds or items of monetary value by fraud, deception or misrepresent another person, vendor or business. Examples: soliciting.
701	Violation (s) of law (Felony, Gross Misdemeanor or Misdemeanor)
702	Engage in a sexual act or contact with self or another.
702 A	Engage in a sexual act or contact which is consensual or voluntary.
702 B	Engage in a sexual act or contact against the will of another person.
702 C	Engage in a sexual act or contact with another who is incapacitated due to age, temporary or permanent physical condition or temporary or permanent mental condition.
702 D	Engage in a sexual act or contact through the exploitation of fear or threat of physical violence or bodily harm.
703	Tamper with, damage, or block any fixture or device, mounted or considered part of the facility or its structure. (This includes attempts)
703 A	Safety/Security items or devices such as bars, windows, locking device, door, alarm, monitor, camera, sprinkler or any device or item.
703 B	Non-safety/security items or devices such as TV and box, phones, tables or any other device or item.
704	Possess weapon, knife, tool, or any item which may constitute a threat to safety and security.
705	Flood or attempt to flood.
706	Threaten or intimidate any staff including; custody, employee, volunteer, contractor, professional visitor or other agency representative. (Includes attempts)
707	Malicious mischief, destruction of county property, or create a biohazard or disturbance.
709	Conceal information/knowledge from staff regarding facility, staff, or others safety and security. Includes escapes or escape attempts/plans.

**INFRACTION SANCTIONS**

**Any inmate who is suspected or found to have violated any law may have criminal charges filed in the appropriate court in addition to jail disciplinary sanctions.**

If you have violated a jail rule an infraction will be written and sanctions may be imposed. You will receive a copy of the infraction before the officer's shift ends or after investigation is complete.

Sanctions imposed on multiple violations during a single incident will run concurrently. Sanctions for separate discipline incidents (including minor infractions) will run consecutively. Rule violations occurring while housed at the JWC will fall under the JWC guidelines/handbook.

The following are minimal imposed disciplinary sanctions for infractions.

Sanctions	Minor Infractions				Major Infractions		
	100 Series	200 Series	300 Series	400 Series	500 Series	600 Series	700 Series
<b>Lockdown</b>	Twenty four (24) hours	Forty eight (48) hours			Three to five (3-5) days	Six to ten (6-10) days	Eleven to thirty (11-30) days
<b>Programs, Recreation Library</b>	During lockdown						
<b>Recreation** (Lockdown Substitute)</b>	One (1) week	Two (2) weeks		Fifteen to thirty (15-30) days	One (1) week	Two (2) weeks	
<b>Commissary*</b>	One (1) week	Two (2) weeks			Three (3) weeks	Four (4) weeks	
<b>Loss of Visiting Privileges (may include phone privileges if you are making unwanted or 3-way calls)</b>	First (1 <sup>st</sup> ) offense	One (1) week			Two (2) weeks	Three (3) weeks	Four (4) weeks
	Second (2 <sup>nd</sup> ) offense	Two (2) weeks					
	Third (3 <sup>rd</sup> ) offense	Three (3) weeks					
	Fourth (4 <sup>th</sup> ) offense	Four (4) weeks					
<b>Good Time***</b>					Three to five (3-5) days	Six to ten (6-10) days	Eleven to thirty (11-30) days
<b>Trusty Status</b>					To be determined		Permanent

\*Beginning date of commissary sanctions will be established by Commissary.

\*\*The infracting officer may substitute loss of recreation for lockdown.

\*\*\*Loss of all good time if found guilty of three (3) major infractions.

## **MAJOR INFRACTION SANCTIONS**

Disciplinary hearings will determine guilt or innocence for a major infraction. If found guilty, the hearing officer will impose sanctions. If sanctions are outside of the standard range, the hearing officer must give written justification. Pending a disciplinary hearing, inmates may be in lockdown at the discretion of the shift supervisor.

## **HEARING PROCESS**

The infraction/segregation report is your notice that you have violated a rule. In cases of major infractions this will also serve as your record of the hearing. Disciplinary hearings will determine guilt or innocence based on the evidence presented. Sanctions will be imposed if found guilty. Summaries of disciplinary hearings will be recorded in writing.

You may be held accountable for discipline violations from a previous incarceration or while on escape status. Example: An inmate bails out prior to or just after a disciplinary hearing and returns to jail a month later. The hearing can still be held and/or sanctions can still be imposed.

### **It is an inmate's right to attend a hearing, however:**

- If you are unruly, the hearing officers may recess the hearing.
- If you refuse to attend the hearing, it will be held in your absence.
- If there is a safety concern for staff and/or other inmates if you attend the hearing, your right may be suspended.
- If you are incapable of representing yourself, you shall be advised of your right to be assisted by another person. This person may help and assist you if it does not compromise or violate safety or security.

### **During a hearing:**

- The misconduct report listing the charges will be read to you.
- You may admit or deny these charges.
- You may tell your side of the story and present evidence and witnesses; unless presenting such evidence or witnesses may risk the safety of staff or other inmates.
- Inmates have no right to cross-examine witnesses or confront accusers.
- **All inmates retain the right against criminal self-incrimination.** However, your silence may result in an unfavorable decision in the administrative/disciplinary hearing.
- At an administrative/disciplinary hearing, you have no right to remain silent if criminal self-incrimination is not possible.
- If you fail to answer questions or refuse to speak on your own behalf, the hearing officer(s) can make an adverse conclusion, which can be included in the evidence relied upon in determining guilt or innocence.

## **APPEALS**

You have a right to appeal any discipline, major or minor violations. **Discipline is not subject to the grievance procedure.** Complete and submit an "*Inmate Request Form*" to appeal. Each level and written response must use the original form. All steps and timelines must be followed in order to exhaust all administrative remedies.

### **MINOR INFRACTIONS:**

1. Within twenty four (24) hours of receiving the minor infraction notice you may appeal to the Discipline Sergeant.
2. The Discipline Sergeant has five (5) business days to respond.
3. After receiving the Discipline Sergeant's response, you have twenty four (24) hours to appeal to the inmate discipline Commander
4. The Commander has five (5) business days to respond.
5. You may not appeal minor discipline past the level of Commander. The Commander's ruling is **final**.

### **MAJOR INFRACTIONS:**

1. Within twenty four (24) hours of receiving the major infraction notice you may appeal to the Discipline Sergeant.
2. The Discipline Sergeant has five (5) business days to respond.
3. After receiving the Discipline Sergeant's response, you have twenty four (24) hours to appeal to the inmate discipline Commander.
4. The Commander has five (5) business days to respond.
5. After receiving the Commander's response, you have twenty four (24) hours to appeal to the Chief Jail Administrator.
6. The Chief Jail Administrator has five (5) business days to respond.