

Lake County Detention Center
551 West Main St.
Tavares, FL 32778

INMATE HANDBOOK

L.C.S.O.



Corrections
Bureau

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INTRODUCTION

You are now in the custody of the Lake County Detention Center, Tavares, Florida. This booklet will serve to inform you of the rules and regulations as set forth by this facility. You are advised to read, understand, and follow these instructions. Violation of the rules and regulations will result in disciplinary action.

This booklet is the property of the Lake County Detention Center and must be returned when you are being released from this facility. Destroying, altering or damaging this booklet is in violation of Florida Model Jail Standards and you may be charged accordingly for such violation.

Your behavior will always be noted and the privileges you earn or the discipline you receive will depend upon your individual behavior.

GENERAL RULES AND REGULATIONS

These rules are general guidelines to be followed by all inmates. They are not totally inclusive and are subject to change. Correctional personnel will be able to answer questions pertaining to rules and regulations. All orders, directives, and requests will be complied with immediately.

1. **Behavior-** General “Horseplay” or conduct that disrupts the orderly running of the facility will not be tolerated. All Detention Deputies and staff members will be called Mr., Ms., or Deputy, as appropriate, along with their last names. No other terms will be used.
2. **Assigned Areas-** An inmate is required to be in their assigned area, unless otherwise authorized by a supervising staff member. Inmates shall not enter any cell or pod area where they are not assigned.
3. **Personal Hygiene-** Inmates are encouraged to be neatly groomed at all times and a shower should be taken daily. Fingernails shall not be longer than 1/8" past the end of the finger. No outlandish haircuts will be permitted during your incarceration.
4. **Issued Clothing-** Inmates will be dressed in the prescribed clothing at all times. No personal clothing will be in the possession of an inmate except the specific items identified in this booklet. Dress code will be maintained as follows:
 - a. Out of Pod- Full uniform (trousers, top and footwear) will be worn at all times when out of the housing area for any reason.
 - b. In Pod- Issued clothing must be worn in dayrooms at all times and especially during feeding times. Inmates will wear either their issued uniform or commissary purchased shorts and T-shirt or thermal wear. All clothing must be worn appropriately (not pulled down below the waist and exposing underwear).

5. **Laundry** - All issued clothing will be exchanged two (2) times each week. Linens will be exchanged one (1) time each week. Your personal garments will be laundered two (2) times each week at your own risk (missing, damaged, or lost items will not be replaced).
6. **Photo I.D.** - All inmates are issued identification photo ID's during the intake process. This Photo ID shall be worn on the front shirt pocket, with the picture and name visible at all times. Loss of your Photo ID will result in the deduction of \$5.00 from your account as a replacement cost. **DAMAGED OR BROKEN ID'S MUST BE GIVEN TO A DETENTION DEPUTY.**
7. **Searches** - Inmates shall cooperate with searches of their persons and property at all times.
8. **Work** - A doctor, nurse, or medical professional will make the determination if an inmate is physically able to work. Inmates held in from work for medical reasons can be denied recreation if deemed necessary by medical personnel. Sentenced inmates may work, if eligible, as part of the sentence imposed by the Judge. Any inmate refusing to work will be placed in segregation and disciplinary charges filed.
9. **Sick call** - Sick call is held five (5) days a week. Any requests to see a physician or dentist will be done by filling out a Medical Request Form and giving it to a nurse.

INMATE RIGHTS

The Lake County Detention Center affirms its determination to protect and promote the safety and Constitutional Rights of inmates, and shall seek a balance between the expression of individual rights and the preservation of facility security and order.

Inmates shall not be subject to personal abuse or injury, corporal punishment, disease, property damage and/or harassment. Furthermore, inmates shall be expected to treat one another with mutual respect, mindful of others rights without discrimination, violence or threat of violence.

In addition, inmates have the following rights:

1. The right of access to courts.
2. You have the right to legal counsel from an attorney of your choice. Inmates who are pro se have the availability of the Law Library and materials contained therein.
3. You have the right to be informed of the rules and regulations concerning the operation of this facility as it applies to the inmate population.
4. The right to participate in religious practices that do not threaten or disrupt facility security and order.
5. You have the right to health care, which includes nutritious meals, proper bedding

and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, toilet articles, medical and dental treatment.

6. You have the right to visit or correspond with friends and family, EXCEPT that you may not correspond with other inmates in this or any other facility.
7. You have the right to a mechanism for airing of complaints.

PRIVILEGES AND RESPONSIBILITIES

1. You have the privilege of reading material for educational purposes or personal enjoyment.
2. You have the responsibility to treat others, both employees and inmates in a proper manner.
3. It is **YOUR** responsibility to know and abide by the rules of this facility and to let your family, friends and others who may correspond with you; know the rules of this facility. Important information and this handbook can be accessed through the internet at www.lcso.org.
4. It is your responsibility to not waste food, to follow the laundry and shower schedule, to maintain neat and clean living quarters, and to seek medical and dental care.
5. It is your responsibility to conduct yourself properly during visits, to not accept or pass contraband, and not to violate the law through your correspondence.
6. You have the responsibility to take advantage of activities that may help you live a successful and law abiding life within this facility and in the community.

ESCAPE

Florida Statutes, Chapter 944.40, Escapes; penalty – Any prisoner confined in any prison, jail, road camp or other penal institution, state, county, or municipal, or working upon public roads or being transported to or from a place of confinement, who escapes or attempts to escape from such confinement, he shall be punished by imprisonment of not more than fifteen (15) years. Escape carries the punishment of imprisonment and in all cases, is considered a felony.

CONTRABAND

Contraband is any item or article inside the correctional facility, on the property of the facility, or in the possession of an inmate that was not issued, an item not approved for purchase at the commissary, an item not authorized and approved for delivery by mail, or

an item not authorized to be brought into the facility by a visitor. Items that have been altered from their original condition or items passed from one inmate to another without proper authorization will also be considered contraband.

No inmate, employee or any other person shall bring or cause to be brought into or upon the property of a correctional facility, to give to an inmate any article which is defined herein as contraband; or to give any inmate anything which is not specifically authorized by written correctional facility directives, or which has not been specifically authorized by corrections administration.

ASSAULT AND BATTERY

Any inmate, either sentenced or non-sentenced, who commits assault, battery or assault and battery upon a member of the staff or another inmate with a deadly weapon or instrument or any other means of force, shall be charged with a felony of the second degree, which is punishable by imprisonment of up to fifteen (15) years. If the inmate committing the assault has been convicted of a felony within the previous five (5) years, the sentence can be up to thirty (30) years.

REPORTS OF SEXUAL ABUSE/ASSAULT

The Lake County Sheriff's Office is committed to upholding the Eighth Amendment Rights of all detainees as required by the Prison Rape Elimination Act of 2003. (117 STAT. 972 PUBLIC LAW 108-79, September 4, 2003)

1. Any sexual activity involving inmates, including consensual acts, is strictly prohibited, and no individual has the right to pressure another to engage in sexual acts. Involvement or knowledge of such acts should be reported immediately.
2. Following these tips will not guarantee you are not attacked, but may help to decrease your risk.
 - a. Carry yourself in a confident manner.
 - b. Remain alert, and be aware of your surroundings.
 - c. Avoid isolated areas whenever possible.
 - d. Do not project fear or anxiety around other inmates.
 - e. Do not accept an offer from another inmate to be your protector.
 - f. Involve yourself in positive activities (educational, self-help, religious programs, etc.)
 - g. Trust your instincts. If you feel unsafe, voice your concerns to a staff member.

3. **Violations-** Any sexual abuse and/or sexual assault will be investigated and prosecuted to the fullest extent of the law, including administrative sanctions and/or criminal prosecution.
4. **Reporting-** Any incidence of sexual abuse or sexual assault while in custody should be reported immediately! A report of sexual assault can be made directly to any staff member. A Request Form may also be used to request an interview to speak with a detention supervisor, chaplain, social worker, or health care personnel.
5. **Confidentiality-** If you report sexual abuse or assault, confidentiality will be maintained with regard to all information obtained during the course of the investigation. Only those with a legitimate “need to know” will be provided facts for investigation and prevention purposes.
6. **Protecting the Victim-** Every effort will be made to protect the victim from further harm. If he/she cannot, or will not identify the individual(s) involved in the sexual assault, it does not give up the right to receive protection from the assailant(s).
7. **Medical Assistance-** Sexual abuse/assault victims will be evaluated and provided medical treatment and follow-up care, as appropriate.
8. **Counseling-** Most people need help recovering from the emotional effects of a sexual assault. A qualified mental health professional will provide crisis intervention counseling and will monitor for the necessity for long term support. If you are at risk for, or have a history of victimization or sexually aggressive behavior, and are interested in self-initiated counseling, you may either contact any staff member, or complete an Inmate Request Form.
9. **False Accusations-** Pursuant to Florida Statute, it is unlawful to falsely accuse any person of sexual assault/rape, and is punishable by law.

CLASSIFICATION

The classification process is used to give you a chance to adjust to your surroundings. During this period, a Classification Officer will assess criteria based on your institutional and criminal histories to determine your inmate profile and custody level. New inmates will not be given a work assignment until Classification has completed the initial classification assessment and you are cleared for work by medical personnel.

Programs and other activities are available to qualified inmates, which you may apply for participation. It is the policy of this facility to ensure against discrimination of any

individual because of race, color, national origin, gender or disability in programs or activities, unless deemed to be a threat to the safety of staff, other inmates, or the security of the facility.

SENTENCES

Once a Judge has imposed a sentence, no one but a Judge can change it. A Classification Officer will explain your sentence, any statutory gain time you may be eligible for and tell your projected release date.

All sentences, EXCEPT for civil offenses, include the requirement for work. You may be assigned to a work detail based on your security classification, medical classification, skills and needs of the correctional facility. Inmates sentenced for civil offenses (Contempt of Court) may not be required to work, but may volunteer and then be assigned to work details in the same manner as other inmates.

TIME SERVED PRIOR TO SENTENCING

Inmates may at the discretion of the sentencing Judge be given credit for all time served while in custody awaiting sentencing. The time served prior to sentencing will be subtracted from the total time sentenced by the court.

GAIN TIME / WORK TIME

1. **Statutory gain time-** County sentenced inmates may earn up to five (5) days for every 30 days of sentence. Gain time will not be given for any sentence of 29 days or less. This time is automatically computed from your arrival date and is then deducted from your total sentence.
2. **Work Time-** County inmates are eligible to receive time off their sentence for working. All gain time or any part of it may be taken for violating facility rules and can only be given back upon approval of the Corrections Administrator.
 - a. Non-sentenced and County sentenced inmates may receive up to five (5) days credit off their sentence for every 30 days of work. Time will be computed by Classification upon sentencing provided the inmate follows the guidelines on their work documentation form.

Certain inmates are not eligible to receive either gain time or work time. Included in these categories are the following: Inmates incarcerated on civil Contempt of Court Orders and inmates who are sentenced to a specific time period with stipulation from the sentencing judge stating they are not to receive gain time awards.

INMATE REQUEST & GRIEVANCE PROCEDURES

Inmates must first attempt to resolve any issues by asking Detention Deputies and Supervisors. The Resident Messaging Kiosk System should only be used when necessary. Use of the messaging system can be restricted if you abuse it. Only submit the least amount of requests needed and only submit to the appropriate area depending on the nature of your concern. Allow sufficient time (up to 10 days) for staff to reply and do not submit duplicate messages. If you cannot resolve an issue through the request messages you may file a formal grievance by using the message system. You must specifically detail in the message content the following: the date, time and location where the incident occurred; the rules, regulations, policies or circumstances about which you are filing the grievance.

You may submit a grievance regarding the following matters:

- The substance, interpretation, and application of policies, rules, and procedures of the Lake County Sheriff's Office that affect you personally
- Reprisals for filing a grievance or appeal under the inmate grievance procedure or for participating in an inmate grievance appeal
- Incidents occurring within the facility that affect you personally
- Any matters relating to conditions of care or supervision within the authority of the Lake County Detention Center.

You cannot grieve the following matters:

- County, State and Federal court decisions
- County, State, and Federal laws and regulations
- Any matters beyond the control and responsibility of the Lake County Sheriff's Office
- Matters concerning other inmates

Members of the Lake County Sheriff's Office cannot provide any legal advice to inmates, recommend attorneys or bondsmen, nor make phone calls to attorneys or Judges for inmates. Inmates may contact attorneys or other officers of the courts by phone or in writing if they have legal problems.

MEDICAL

Each inmate will receive a medical examination by trained medical personnel. Sick call will be conducted by nursing personnel. Any inmate with a medical problem must

report to sick call at the appointed time.

1. All inmates have the opportunity to request health care on a daily basis. If during your incarceration you wish to see the nurse or doctor concerning a medical or psychiatric problem, you must submit a sick call request by utilizing the Resident Messaging Kiosk System in the housing unit and you must report to the EVENING med. pass line for a nurses triage following your sick call request.
2. Non-emergency requests will be scheduled for the appropriate sick call by a qualified health care professional.
3. **If you have an emergency medical problem, contact the deputy on duty immediately.** They will contact the proper medical person to handle your medical problem. For your safety, do not remove the identification card you received.
4. Florida Statute 951.032(1) (a) permits a county detention facility to seek reimbursement for expenses incurred in providing medical care, treatment, hospitalization or transportation from the inmate or person receiving it.
5. **No inmate will be refused medical treatment because of inability to pay.**
6. The following medical services are exempt from fees:
 - a. Intake screening and physicals that are initiated by medical staff
 - b. Follow-up medical visits and treatment as approved by medical staff
7. Only those medications prescribed or authorized by the facility physician will be given to inmates. All prescribed medication will be distributed to inmates by medical personnel. Failure to take the appropriate medication will be noted in the inmate's medical records. No prescribed medication will be in the possession of any inmate unless specifically authorized by the staff doctor.
8. Any inmate with medical problems which occurred before incarceration must sign a release for their medical records in order to properly diagnose and treat preexisting medical conditions. Medication or treatment prescribed by private physicians will only be allowed with the approval of the staff physician.
9. Over the counter medications may be obtained from commissary.

LAUNDRY

Laundry schedules are posted in the pod area. Dirty laundry will be put into laundry bags, tied securely, and marked for identification. NO uniforms or blankets are to go inside laundry bags. Laundry will be washed inside the bag. On scheduled laundry days, when announced, each inmate will place the bag in the appropriate area for pickup. Clean laundry will be returned to each pod and each inmate will pick up their own bag. Blankets and linens will not be used for rugs, tablecloths or any other purpose, and ONLY used on assigned bunks.

PERSONAL PROPERTY

ALL personal and issued property, when not being used or worn, must be stored in the issued property bag at all times with the exception of bedding items and footwear. Footwear and your property bag are to be stored neatly under a bunk. Hooks are to be used for towels and clothing/uniform only. Only books and approved family photos are allowed on the shelves. Any items not stored in the issued property bag, will be confiscated and disposed of per Lake County Jail Policy. This includes items on the desks, window sills, sinks, cell walls, hanging from bunks, etc.

Inmates may have the following items in their possession:

1. **One (1) Each:** mattress, pillowcase, blanket, wash cloth, uniform, shower shoes, multipurpose shorts, thermal underwear, Bible, address book, prescription eyeglasses, cup, toothpaste, toothbrush, comb, soap.
2. You may possess a writing pen, writing tablet and a reasonable amount of legal materials and personal mail. Excessive amounts as determined by Detention Staff will be removed and placed into your property until released.
3. **One (1)** Wedding band, no stones
4. Books, magazines, to include educational and jail programs material. (**Maximum 4**)
5. Commissary items. Food must be kept sealed and stored or it will be disposed of.
6. **Two (2)** towels
7. **Three (3)** white underwear
8. **Three (3)** white T-shirts
9. **Three (3)** pair white socks
10. Female inmates may have **three (3)** white bras and feminine hygiene items as appropriate.

Inmates will sign a receipt for all issued items. Each inmate will be held responsible for maintaining issued items in a clean, serviceable condition. Any item which becomes damaged or unserviceable due to normal use should be exchanged at the earliest possible time. Inmates will not be charged for property which becomes damaged by normal use, but **ANY DELIBERATE DAMAGE WILL BE CHARGED TO THE INMATE'S ACCOUNT.**

Each inmate will be required to turn in and account for all issued property prior to release. Missing items or items which are damaged through other than “normal wear” will be charged to the inmate's account. Issued items in excess to these lists will not be allowed except with written approval from the Corrections Administrator or Medical for items required for medical purposes.

Any item in an inmate's possession which does not appear on the list above will be declared contraband, confiscated and disposed of unless the inmate has an approved slip from the Corrections Administrator or Medical for medical items. Personal clothing that has been altered will be placed in the inmates' property bag in the jail property room.

COMMISSARY

A current list of merchandise and prices is available in each housing unit. Commissary schedules are also posted. Each inmate is responsible for their ordering by use of the telephone system and their assigned Telephone ID number. If you are released out of our custody before receiving your commissary order; Commissary will store the items for up to **10 business** days. You may make arrangements to pick up your order(s) during the Commissary Departments' normal business hours. If you are transferred to another agency and are not able to bring certain property items to include commissary; you have 30 days from your release date to have your personal items picked up or they will be destroyed/donated. The items may be picked up from the front lobby of the Lake County Detention Center, Monday through Friday from 9:00 a.m. to 5:00 p.m. excluding holidays. A Property Release Form must be filled out for any items to be released.

MAIL AND CORRESPONDENCE

You are permitted to correspond with anyone **NOT** incarcerated in this or any other detention facility. For the safety and security of the inmates and staff at the Lake County Detention center, all incoming correspondence, with the exception of privileged/legal mail, must be in the form of a postcard or letter-size envelope. Upon request, indigent inmates will be provided with writing material for up to 3 non-privileged letters per week to include stamped envelopes, paper, and a pen. To qualify for writing material inmates must have less than \$1 (one US dollar) in his/her account for a period of seven (7) consecutive days.

No C.O.D. packages will be mailed or accepted.

Marriages will not be allowed while individuals are incarcerated in the Lake County Jail. You are allowed to send mail out in an envelope purchased from commissary or received in an indigent kit.

All postcards and letters must meet the following requirements:

- Postcard size minimum: 3 ½" by 4 ¼" but no larger than 5" by 7"
- Letter-Size Requirements: Height: 3-1/2" to 6-1/8", Length: 5" to 11-1/2", Thickness: 0.007" to 1/4".
- Must include the inmate's full name and I.D. number

- Must include a complete return address

Non-privileged mail will be screened and may be censored or rejected as directed by Lake County Jail Policy. When such action is taken you will be notified of the reason for the action. Unauthorized mail with a return address will be returned to sender. Mail without a return address or a complete return address will either be destroyed as allowed by law, returned to sender, or returned to the post office/courier.

The following items are restricted and will not be accepted:

- Any sexually explicit material that may cause sexual arousal or racially motivated material
- Any material that is in code, threatens blackmail or extortion, escape plans
- Illegal correspondence
- Defaced or altered postcard or letters
- Postcards and letters containing stickers, labels, glitter, glue or attachments of any kind
- Postcards and letters with any type of wrappings
- Postcards and letters marked with paint, pencil, magic marker, or crayon
- Postcards and letters with watermarks or stains
- Stamps or envelopes NOT received through commissary.
- Paper clips, staples, and rubber bands
- Postcards and letters containing biohazards (i.e. perfume, lipstick, etc.)
- Any material that advocates violence, weapons, or gang references
- Oversized postcards or letters
- Personal items and perishable items
- Pictures (Maximum 5)

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.

Photos, magazines, books, letter etc. that are accepted will not be accumulated to such a degree within the housing areas to pose a fire hazard. No hard cover books other than a bible which has been issued by the Chaplain will be allowed.

Inmates must print their full committed name and jail address in the upper left hand corner of the envelope. The address is:

**Inmate Name AND I.D. Number
Housing Assignment
551 West Main Street
Tavares, FL 32778**

Outgoing mail will be left unsealed and given to the Detention Deputy on duty for mailing. Mail will be screened by the mail clerk, sealed and then mailed.

Incoming mail must be addressed to inmates by their full committed name. Mail addressed to any other name will be returned to sender.

Approved monies can be mailed in to inmates only if the mail is addressed to the facility and must state the inmate's name and I.D. number. **FOR DEPOSIT ONLY** must be clearly marked on the outside of the envelope or it will be returned to sender. Personnel will deposit the monies in the inmate's account and complete a money receipt.

Cash or personal checks in letters cannot be accepted and will be returned to the sender along with the letter.

Correspondence will not be permitted between an inmate and any person who advises our agency that contact or correspondence from the inmate is not wanted. The inmate will be notified of any correspondence restrictions and ANY attempt to correspond with these persons will be considered a violation.

Privileged/Legal Mail included mail from Attorneys, Courts, and Public Officials. Incoming privileged mail may be opened to determine that it is legal and contains no contraband, then only in the presence of the inmate. Incoming mail shall be treated as privileged mail ONLY if the envelope is marked with the name and status of the sender. Correspondence with Attorneys, Courts, and Public Officials may be sealed by the inmate provided the notation, "Legal Mail" is written on the outside of the envelope and may be held no longer than 72 hours to verify that it is properly addressed to a person or agency referred to above.

TELEPHONES

Use of the telephone is a privilege. All inmates are assigned a PIN number which must be used to make telephone calls. All calls are subject to being recorded. Telephone privileges will be provided between the hours of 7:00 AM – 10:30 PM. Do not abuse the privilege of the telephones or damage telephone equipment, since this will deprive others of telephone use. No phone calls can be received by inmates from outside and no messages will be accepted over the phone for delivery to inmates. Inmates with hearing and/or speech impairments may request the use of a TTY communication device in accordance with federal law. Special arrangements can be made to allow for adequate communication under certain conditions.

TELEPHONE CALL REIMBURSEMENTS

Collect calls CANNOT be reimbursed through the Lake County Detention Center. The party called must contact their phone company for reimbursement.

BOOKS AND PUBLICATIONS

Books, magazines, and other publications are approved by the Corrections Administrator and authorized for use within the Correctional Facility. Books, magazines and all other publications MUST BE NEW, UNUSED AND COME DIRECTLY FROM A MAJOR BOOK DISTRIBUTOR OR PUBLISHER, NOT A PRIVATE PARTY.

INMATE FUNDS

Upon arrival, any cash will be deposited into the inmates trust account and a receipt shall be given to the inmate. Anyone bringing money to an inmate should utilize the kiosk machine located in the front lobby of the jail. Any cash deposited into an account before 4:30 PM will be available to the inmate by 6:00 PM that day. Any cash received after 4:30 PM will be processed the following day. Any credit/debit card deposit to an account may take up to two (2) business days before the funds are available.

HOUSEKEEPING

Each inmate is responsible to keep their cell clean and orderly at all times. Floors will be swept and mopped daily, and beds must be made every morning at wake up. Each inmate is responsible for helping with the daily upkeep of the dayroom in their respective housing area. Prior to release or change in housing, inmates will ensure their cells are neat and clean. The assigned Deputy will make daily inspections.

The following rules apply to all housing areas:

1. No item may be attached or hung on cell walls, light fixtures, bunks, mirrors, windows or ledges to include pictures, calendars, newspapers, etc.
2. All board games, playing cards, etc. will be neatly stored away when not in use.
3. All inmates share responsibility for the proper disposal of all trash, wastepaper, etc.
4. No writing or drawing on walls is permitted.
5. Windows, doorways, vents and light fixtures shall remain unobstructed at all times.
6. Personal items shall be neatly stored away in your property storage bin. Any personal items not kept in your storage areas may be confiscated during cell searches.
7. Dayroom, shower, and lavatory areas shall be kept neat and clean at all times.
8. Surplus newspapers and other reading material will not be allowed to accumulate or used for anything else other than reading.
9. Sheets, blankets, towels, clothing, etc. shall not be used as tablecloths, rugs,

- clotheslines or any other form that deviates from its normal use.
10. All food not consumed at meal times shall be disposed of. Only food items purchased through commissary shall remain in any cell.
 11. Dayroom tables shall be kept clean and free of clutter.
 12. This is a Non-Smoking facility. NO tobacco products shall be allowed at any time.

DISCIPLINE

Violations of institutional rules and regulations will be handled in a variety of ways depending on the degree of seriousness. Minor violations may be handled informally through counseling by members of the Correctional Staff.

Serious infractions will be referred to the Disciplinary Board through the use of a Disciplinary Report. Inmates referred to the Disciplinary Board will be provided with a copy of the offense and information obtained by the investigating officer.

An inmate served with a Disciplinary Report will be allowed (24) twenty-four hours to prepare for appearance before the Disciplinary Board. The (24) twenty four hours may be waived by the inmate. An inmate will be allowed to defend their self and call witnesses as necessary, upon approval of the Disciplinary Board. An inmate may appeal the decision by filing an Administrative Remedy Form.

The Disciplinary Board may also recommend a loss of gain time. Any recommendations for loss of gain time shall be reviewed by the Security Captain. Inmates who have lost gain time may submit a request for appeal to the Security Captain within five (5) days of the Boards report. A review will be considered only after 90 days from date of last disciplinary action and when accompanied by information showing improved work attitude, behavior and relations with other inmates and staff.

Disciplinary Overview

1. Should disciplinary measures become necessary, they will be administered in a humane and dignified manner.
2. The disciplining of inmates and the reporting of rule violations is the responsibility of every Detention Deputy, regardless of work assignment.
3. Incidents of inmate misconduct and/or violation of facility rules will be documented in a "To From" report. An Inmate Disciplinary Report will be written when it has been determined by a supervisor that a formal hearing is required.
4. Disciplinary action will be taken at such times and in such measure and degree necessary to correct an inmate's behavior.
5. Inmate discipline will be administered in an impartial and consistent manner by facility personnel.
6. Limitations on Disciplinary Measures- Inmates will not be subject to forms of

punishment which would be categorized as any of the following:

- a. Capricious, retaliatory, revengeful, or harassing.
- b. Punishment which may cause injury or impair health.
- c. Deprivation of clothing, bedding, water, food, or personal hygiene items, except when they must be withheld to ensure the safety and well-being of the inmate, staff, or other inmates.
- d. Varying the standard menu or feeding schedule.

7. Minor/Major Offenses

- a. **Minor Offenses** – Minor infractions normally result in a verbal or written reprimand and/or possible loss of privileges.
- b. **Major Offenses** – Violations of a more serious nature result in loss of privileges and disciplinary confinement and a possible loss of gain time, or criminal prosecution or a combined combination of the above.

8. Rules and Regulations – The following is a listing of minor and major category offenses which are prohibited at Lake County Detention Center:

Category One:

- a. Wearing a disguise or mask.
- b. Failure to follow safety or sanitation guidelines.
- c. Using any equipment or machinery contrary to instructions or posted safety standards.
- d. Gambling, preparing or conducting a gambling pool, possession of gambling paraphernalia.
- e. Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards.

Category Two:

- a. Indecent exposure.
- b. Mutilating or altering issued clothing, bedding, linen or mattresses.
- c. Refusing to work.
- d. Unexcused absence from work, or any assignment.
- e. Malingering or feigning an illness or injury.
- f. Failure to perform work as instructed by a supervisor.
- g. Being in an unauthorized area.
- h. Using abusive or obscene language.
- i. Unauthorized use of mail or telephone.
- j. Unauthorized contacts with the public.
- k. Correspondence or conduct with a visitor in violation of posted regulations.

Category Three:

- a. Destroying, altering or damaging county property or property of another.
- b. Stealing.
- c. Misuse of authorized medication.
- d. Loaning of property or anything of value for profit or increased return.
- e. Possession of anything not authorized for retention or receipt by the inmate and not issued to him through regular institutional channels.
- f. Encouraging others to refuse to work or participate in work stoppage.
- g. Refusing to obey an order of any staff member.
- h. Insolence toward a staff member.
- i. Lying or providing a false statement to a staff member.
- j. Conduct which disrupts/interferes with the security or orderly running of the facility.
- k. Counterfeiting, forging or unauthorized reproduction of any document, article, identification, money, security, or official paper.
- l. Participating in an unauthorized meeting or gathering.
- m. Failure to stand count.
- n. Interfering with the taking of count.
- o. Making intoxicants or being intoxicated.
- p. Tattooing or self-mutilation.

Category Four:

- a. Assaulting any person.
- b. Fighting with another person.
- c. Threatening another with bodily harm, or any offense against his person or property.
- d. Extortion, blackmail protection, demanding or receiving money or anything of value in return for protection against others to avoid bodily harm or under threat of informing.
- e. Engaging in sexual acts with others.
- f. Making sexual proposals or threats to another.
- g. Escape.
- h. Attempting or planning escape.
- i. Setting a fire.
- j. Tampering with or blocking any locking device.
- k. Adulteration of any food or drink.
- l. Possession or introduction of an explosive or any ammunition.
- m. Possession of contraband.
- n. Rioting.
- o. Encouraging others to riot.

- p. Engaging in, or encouraging, a group demonstration.
 - q. Giving or offering any official or staff member a bribe, or anything of value.
 - r. Giving money or anything of value to, or accepting money or anything of value from an inmate, a member of his family or his friend.
9. The following actions may be taken by the Inmate Disciplinary Committee/Hearing Officer:
- a. **Category One Offenses-** Inmates are subject to a verbal or written reprimand and/or seven (7) days loss of privileges.
 - b. **Category Two Offenses-** Inmates are subject to a written reprimand and/or 8-14 days loss of privileges.
 - c. **Category Three Offenses-** Inmates are subject to disciplinary confinement and loss of privileges for 15-21 days.
 - d. **Category Four Offenses-** Inmates are subject to 22-30 days loss of privileges and will be placed in disciplinary confinement, and if a trusty, subject to loss of extra gain time. Inmates may also be subject to possible criminal prosecution.
10. Inmates may be removed from trusty status if found guilty of any offense by the Inmate Disciplinary Committee/Hearing Officer.
11. The maximum discipline for rule violations shall be no more than 30 days for all violations arising out of one incident. Continuous confinement for more than 30 days requires the review and approval of the Corrections Administrator.
12. Inmates who habitually violate institutional rules and regulations are subject to disciplinary action one (1) category higher than recommended.
13. Each inmate will be given a copy of the Rules, Regulations, and Discipline during the admission process and a copy will be posted in the inmate housing areas. Interpretation of inmate rules and regulations are available to inmates with a language barrier or who do not understand them.
14. An inmate may appeal the Disciplinary Committee's recommendations to the Security Captain or designee by using the resident messaging kiosk system. The appeal must state why the disposition of the Disciplinary Committee should be changed. Once a decision is made on the appeal, the Security Captain or designee will reply with a final decision. All records are maintained in the system software.

VISITATION

Visiting hours, days, and rules for all inmates will be available in each housing area. The inmate must use the kiosk, selecting VISITATION REQUEST FORM, providing all the required information. You must provide the full name, full physical address, and date of birth for each person you are submitting to be approved. Incomplete or improper requests will not be processed. Fraudulent requests will result in disciplinary action. You must

wait until you receive an approval before you tell anyone they are on your visitation list. If someone you submitted is denied look at the explanation and resubmit with the proper information. All visitors must appear on your approved visitation list. You cannot add to, remove or see your visitation list from the pod. You MUST make a new visitation list each time you are incarcerated and your visitation list does not carry over from previous incarcerations.

1. Children are not to be included on the visitation list. Attorneys are not required to be on the visitation list. Ministers wishing to visit inmates in a pastoral capacity must contact the Chaplain's office.
2. It is the responsibility of the inmate to inform their visitors of changes in schedules, and to verify their approval status prior to visiting.
3. All visitors are subject to be searched and electronically monitored/recorded.
4. There will be no contact visitation.
5. Visitors must present a picture ID at the time of check in.
6. All visitors must be appropriately dressed or they may be dismissed for inappropriate attire.
7. Two (2) adult visitors and two (2) children 12 years of age or older are permitted at one time. Children must be accompanied by their parent or legal guardian.
8. Leaving children unattended will result in the termination of the visit.
9. Visitors will not bring personal items other than identification into the visitation areas. Lockers are available in the lobby.
10. All Medical visits will be conducted in the visitation booths on the third floor.
11. Nothing may be exchanged between the visitor and an inmate. If a visitor attempts to give the inmate anything, they may be criminally charged for the introduction of contraband and barred from visitation.
12. Misconduct during visitation, including but not limited to sexual acts and/or exposure, will result in the termination of the visit. Additionally, disciplinary measures may be taken against the inmate, criminal charges may be placed against the visitor, and the visitor may be permanently barred from visitation at the facility.

The following persons will not be permitted to visit:

- Persons incarcerated in the Lake County Jail within the past 90 days.
- Persons under 12 years of age.
- Persons who are the victim of the crime for which the inmate is incarcerated.

The following is a list of possible reasons for approved visitors being excluded from visiting inmates:

Space availability.

Disruptive conduct.

Being under the influence of drugs/alcohol

Serious health problems.

Refusal to submit to search.

Improper dress/attire.

Improper identification.

Inmates and visitors are advised to remember that all visits are closely monitored and supervised. Visitors may be asked to leave the building at any time. Visitors may be barred from the facility at the discretion of Administration. Visitation is terminated when the visitor leaves the booth. The times, rules and conduct of visitation are at the discretion of Administration and are subject to change without notice.