Inmate Rules and Regulations Handbook

This information is a general guide for inmates of the Escambia County Jail Facilities. While we recognize our responsibilities to you, we also have responsibilities to other inmates, our staff, and the people of Escambia County. This information will help provide answers to questions most asked by inmates, and it should help you understand what will be expected of you.

One of our main objectives is to protect each individual's constitutional rights during confinement. This protection includes recognizing the rights of others and safeguarding the public. We expect you to take advantage of the opportunities provided to assist you. In addition, your behavior must be within acceptable limits. The rules and regulations are for your benefit and welfare. You have certain rights and access to certain programs that are listed in this pamphlet. At the same time, there are responsibilities that you must meet. This pamphlet lists prohibited acts in the facility and types of disciplinary action that may be taken if you violate any of these acts. Read them carefully to fully understand what is expected of you and what you can expect in return. If you violate any of these rules, administrative and/or legal action can be taken against you.

Assignment to a specific housing unit will depend on your current charge(s), previous arrest, age, sex, behavior, medical problems, and other factors. During your stay, you have the responsibility to recognize and respect the rights of others and treat both employees and inmates in the same manner at all times. Willful insubordination or disobedience may result in removal of any and all privileges, disciplinary confinement, or possible criminal charges.

The administration reserves the right to change any of the information provided as policy or mandated laws change. The rules and regulations outlined will guide you towards accepted behavior during your stay in the Jail Facilities.

IT IS IMPORTANT THAT YOU READ AND KNOW THE CONTENTS OF THIS PAMPHLET. THIS IS YOUR INFORMATION. IT IS YOUR RESPONSIBILITY TO SEEK CLARIFICATION ON ANYTHING IN THIS PAMPHLET THAT YOU DO NOT UNDERSTAND.

ARREST

The jail serves several basic purposes. The main purpose is to detain persons awaiting trial. To a lesser degree, to hold persons convicted of a crime while they await sentencing or serving a sentence. Entrance into the criminal justice system begins at the time of the arrest. Arrests fall into two categories: 1) service of a capias or warrant or 2) police action. In a capias/warrant arrest, a judge reviews affidavits and other information and determines that there is a reason to believe that the defendant has committed a particular crime. A capias is usually issued by the Clerk of the Court based on an information filed by the Office of the State Attorney. Police action usually results in an arrest when an officer responds to a

crime scene or views a crime taking place. These arrests are based on probable cause that a crime has been committed and the defendant committed a crime. You must remember that under the U.S. judicial system, the defendant is presumed innocent unless and until he is proven guilty beyond a reasonable doubt by trial in a court of law.

BOOKING

The booking process usually follows an arrest. Booking involves an Admission, Classification and Release (ACR) officer making an official record of certain information. The inmate himself provides much of this information. Other information is derived from the arrest paperwork and from the computerized criminal history. The booking process includes: medical screening, photograph, fingerprints, classification assessment, telephone calls, and temporary housing prior to First Appearance Court. The arrest will be permanently recorded and bail will be set depending on the charges. Personal possessions, valuables, and money will be collected, inventoried, and bagged for storage at this point. You will receive a receipt for all stored personal property. Property that is determined to belong to another person may be released to that person, with a signature with reasonable proof of ownership and not used during the commission of a crime.

After a photograph is taken, you will be issued an identification badge with your picture and name on it. You are expected to wear this identification any time you are out of your cell even in the dayroom. This will be required for identification whenever recreation is provided, meals are served, medication is given, or commissary is delivered. The arrestee is allowed to make telephone calls during the admission process. Each time you are booked into this facility you will incur a booking fee of twenty (\$20.00) dollars. In some cases, bond may be posted immediately after booking. In a warrant arrest, the bond amount has often been pre-determined by the judge who issued the warrant. Your copy of your arrest report will indicate the date of your scheduled court appearance.

Any inmate when booked and released on a charge sexual in nature as determined by Sections 775.21, 943.0435, 944.607, 985.481, Florida Statutes, will complete a FDLE Sexual Predator/Sexual Offender Registration Form.

All persons arrested in Escambia County are brought to the Central Booking and Detention Facility (CBD) to be processed and appear before a judge at First Appearance Court, except for persons arrested for parole violations and federal prisoners. Anyone who does not bond out or is not released at First Appearance Court will be housed in either the Main Jail or CBD. The actual cell assignment will depend upon the arrested person's classification assessment.

FIRST APPEARANCE

If the arrestee remains in custody, they will be taken before a judge within 24 hours. This is primarily over video. At this first appearance, a judge will review the arrest information, advise you of your rights and appoint legal counsel (attorney) if you desire one and qualify. The judge may set a bond that is different from a previous bond determination. In reviewing the arrest information or arrest report, the judge checks to see if sufficient probable cause exists as they would prior to signing a warrant; however, this action is not required prior to 72 hours.

BONDS/BAIL/RELEASE

Personnel are not authorized to intervene in bonding matters. You will be given the opportunity to contact family or friends from outside the jail to consult a professional bondsman on your behalf. Cash may be deposited into your inmate money account for bond purposes. Money for bonds may be used only for that purpose. There are numerous methods by which you might become eligible for release.

Bail bonds are one of the most misunderstood aspects of the criminal justice system. Bonds exist primarily to assure that you meet your scheduled court appearances. The judge may consider any number of factors in setting a bond. The most important considerations involve the seriousness of the

alleged offense and the perceived threat you may pose to the public. The judge has wide discretion in determining the amount and type of bond and may impose virtually any reasonable conditions. The judge is required to set a bond on each charge and a bond is required for each charge. Often a condition of bond involves some degree of pretrial supervision with enrollment in Batterers' Intervention Class, Anger Management, etc.

RELEASE ON RECOGNIZANCE BOND (ROR) is your promise to appear in court. There is no money collected or collateral involved. ROR is seldom available to defendants charged with crimes of violence or the more serious felonies. It is almost never used with transients or people with a history of failing to appear in court.

SIGNATURE BOND is similar to an ROR bond; however, another person co-signs with the defendant and becomes responsible to see that the court appearances are met.

CASH BOND is when a deposit of cash is used to guarantee court appearance. Cash deposited as bond is normally returned to depositor when the case is concluded minus any fines or court costs.

PROFESSIONAL BONDS are posted by persons licensed by the State of Florida and registered with the Clerk of Circuit Court. Bondsmen by law charge 10% of the bond amount to affect the release of the inmate. This 10% charge is a fee and is not returnable. As a bondsman often requires collateral or a cosigner, it is usually easier to have a family member or a friend meet the bondsman rather than the inmate. The bondsman is a businessman and will make every reasonable effort to do business.

Your attorney may file a request for a bond reduction with the court. Bonds set at first appearance are seldom lowered unless your charges are reduced or other significant changes occur in your legal status. NOTE: Persons charged with D.U.I. must remain in custody until they are no longer under the influence of alcoholic beverages or chemical substances set forth in Section 316.193(9), Florida Statutes, or any substance controlled by Chapter 893, Florida Statutes, and affected to the extent that their normal faculties are impaired, their blood alcohol or breath alcohol level is below .05%, or until 8 hours has elapsed since the time the person was arrested. Persons arrested for Domestic Violence must remain in custody until after they have attended their first appearance hearing.

CLASSIFICATION

You will be housed in new commitment general population for approximately three to five days when you are first booked into the jail. Your attitude, conduct and adjustment will be monitored and documented on a continuous basis during this time until you are classified. You will be given a health appraisal by medical staff within 14 days and your file will be reviewed by a classification officer for the purpose of classifying you to a housing category. This is done to assure proper security and protection. There are established criteria to classify all inmates into a specific security classification and to identify special category inmates. Arrest charges, bond, escape history, etc. are the main consideration for classification. Example: A person charged with a capital felony is usually a maximum-security inmate whereas someone unable to post bond on a misdemeanor would probably be assigned minimum-security housing. Inmates identified as having mental or medical problems would be considered for special housing category. With borderline cases, an inmate with a positive attitude, good adjustment and respect for authority may be assigned a lower security classification. As a general rule, minimum-security inmates receive more freedom and privileges than maximum or medium security inmates.

Inmates determined to be a risk to commit sexual assault will be classified at a higher security level and those determined to be at risk for sexual assault will be classified at a level to serve as protection.

<u>AUTHORIZED IN-CELL ITEMS</u>

Items which you are allowed to have in your cell include: Any item sold on the jail commissary (with limits on some items as noted), maximum of two personal paperback books, magazines, or periodicals received directly from a publisher or book store (receipt must stay with book showing ownership), two newspapers if used as instructional tool from GED (If not used, only one newspaper is authorized), 10 pieces of personal mail (of inmate's choice, not exceeding 100 sheets of standard bond) including photographs printed on regular 8½ x 11 standard paper which are tasteful in nature (photographs received during mail delivery that are self-developing, considered indecent, obscene, or risqué in any manner will be returned to the sender, or if discovered later, they will be confiscated as contraband and disposed of), four (4) pages of homework assignments from GED instructors, 100 sheets of legal material, 100 sheets of study material, hygiene items (1 comb, 1 soap, 1 toothbrush, 1 comb, 1 toothpaste, and sanitary napkins for females), combination of six (6) white T-shirts and thermal shirts (long johns) with no writing and no pockets or those purchased from commissary, six pairs of socks (any color), three bras (any color), two pairs of gym shorts (sold on commissary, no pockets), combination of six (6) white pocketless underwear (any color briefs, boxers, or panties) and thermal pants (long johns) or those purchased from commissary, four (4) radio batteries, medical devises approved by medical staff (shoes, canes, etc.), and two mattress sheets. One of each: Bible, Quran, or Tanakh, address book, plain wedding band, radio, headphones, pair of prescription glasses/contact lenses, hearing aid, and false teeth, storage bag, blanket (more when medically approved), towel, washcloth, mattress, pillow, pillow case, jumpsuit, pair of shower slides, sneakers from commissary, pair of issued work shoes (inmate workers), issued commissary storage bag, and laundry bag (inmate workers only, not including housemen).

Religious items (only one per inmate and must be issued by a jail chaplain. The only exception is if issued in State Prison and approved by a facility OIC):

- a. One cross on a string.
- b. One rosary beads (suspended on a string).
- c. One prayer beads (suspended on a string).

Personal property that is not allowed in-cell will be taken and receipted. A Property Release Form will be completed, attached to the property, and taken to Inmate Property for release to family/friend or considered contraband and destroyed.

CAREOFLIVING QUARTERS

While you are incarcerated, your cell and housing unit is expected to be kept clean and orderly. Each morning, cleaning supplies will be issued and each inmate will be required to clean their cell and common area. Cleaning will consist of the following:

- 1. Elimination of any clutter, paper, and debris.
- 2. Floors in cells and halls are to be kept swept and mopped.
- 3. All walls, windows, doors, air vents, and ceilings are to be kept free of paper, pictures, and drawings.
- 4. Walls and beds cleaned and kept free from any object, pictures, graffiti, etc.
- 5. Garbage and trash receptacles emptied and cleaned.
- 6. Urinals, showers and lavatories cleaned.
- 7. Bars cleaned and kept free from clutter, towels, books, uniforms etc.
- 8. Inmate's property will remain orderly with excess property placed in storage.
- 9. Perishable food or other items that may cause unsanitary conditions will not be stored in the housing areas.
- 10. Obstructions that impair an officer's ability to view housing area are not permitted. Towels and uniforms may not be hung from the bars, bunks, or the vents

Clotheslines, tents, and hammocks are not permitted in the cells. Laundry will not to be hung over bunks, window screens and railings. Items hung over window screens and railings will be treated as

contraband and properly disposed of. Housing areas must maintain an acceptable standard of cleanliness or television and telephone privileges may be restricted. Charges are assessed for the cost of repairing or replacing any damaged or destroyed county property.

COMMISSARY

Commissary orders can be made anytime via the telephones in the housing units or online through www.mycarepack.com. The orders will only be filled and delivered once a week. Purchases are limited to \$75.00 for food items and \$100 for hygiene/health items for a combined total of \$175.00 per week. Clothing, shoes, toiletries, radios, earphones, phone debit minutes, and batteries are excluded from the monetary limits. All money is due by Thursday prior to delivery of commissary the following week.

Sufficient money must be in your inmate money account on the day you order your commissary. Upon delivery of commissary, you must observe the counting of the order and identify any discrepancies in the order. You must sign the order acknowledging accuracy of the order and accepting delivery. The commissary delivery person will correct noted discrepancies prior to the day's end. Correction officers are not responsible for correcting commissary orders.

CONTRABAND/SEARCHES

Inmates and inmate housing areas are subject to search at any time for security and sanitation reasons. Any item or article which is not issued by the facility, purchased from the Commissary, purchased through approved channels, approved for issue by the Facility OIC or his/her designee, or is not on the authorized in-cell list will be considered contraband and confiscated. Authorized items will be considered contraband when not properly stored, found altered, in excessive quantities, or in possession of an inmate in an unauthorized area (i.e., inmate with radio going to PEAR, photographs in pocket when out of cell). Weapons, drugs and other serious contraband found in the possession of an inmate will subject the inmate to criminal prosecution and/or disciplinary proceedings. Confiscated monies will revert immediately to the inmate welfare fund, unless it is needed as evidence in a trial or disciplinary hearing.

FACILITY RULES

Each inmate is responsible for obeying all established rules and regulations and is instructed that any violation thereof will result in disciplinary action. You should consult the Florida Model Jail Standards, ORDER AND DISCIPLINE, to understand the procedure and disciplinary hearing process used when violations of jail rules and regulations occur. A copy of the Florida Model Jail Standards is available from the officer assigned in your housing area. This facility follows guidelines as set forth in the Florida Model Jail Standards, all state and federal laws regulating jails, and any court order in existence regulating the Escambia County Jail. All privileges, benefits, and restrictions provided by those laws and orders are afforded to all inmates. Also, a list of prohibited conduct and acts is provided along with this handout for you to read and become familiar with.

DISCIPLINE

Any charges stemming from violations of facility rules may result in a disciplinary action. The charge will be addressed in accordance with the Florida Models Jail Standards. A hearing will normally be held within seven (7) working days after the incident, excluding weekends and holidays. The date of the hearing must also provide that the inmate has had at least 24 hours prior notice of the hearing to prepare a defense. A Disciplinary Hearing will be held by a committee or a Disciplinary Hearing Officer pursuant to Florida Model Jail Standards to maintaining the following guidelines:

- A. The Disciplinary Hearing Officer will maintain proper decorum during the hearing.
- B. The Disciplinary Hearing Officer will ensure that the inmate understands the charges and possible consequences.

- C. The Disciplinary Hearing Officer will offer a staff member to assist the inmate if the inmate is apparently illiterate, has a language barrier, or the complexities of the issue make it unlikely that the inmate could properly represent himself.
- D. The Disciplinary Hearing Officer, may approve an inmate's request for assistance, witnesses or other evidence. Denial of any request must be documented.
- E. The results of the hearing will be announced to the inmate.
- F. Subsequent violation of jail rules could result in criminal prosecution (ref: § 951.23, Fla. Stat.).

If found not guilty, the D.R. and all references to it will be documented as such. If found guilty, the recommendation for punishment will be forwarded to the Commander or designee. The inmate will be given a copy of the decision. The reason for the decision and the evidence relied upon will be noted.

The hearing may be continued for up to ten (10) working days for extenuating circumstances.

DISCIPLINARY ACTION

For any offense, the Disciplinary Committee or the Disciplinary Hearing Officer may:

- A. Recommend disciplinary confinement or verbal warning for not more than 30 days per violation based upon D.R. guidelines.
- B. Recommend monetary restitution for material or services.
- C. Recommend that a given sentence be suspended, pending the completion of a period of probation.
- D. Recommend a loss of privileges for a specified length of time.
- E. Recommend the loss of good time (earned or statutory).

The Commander or designee will review the recommendation of the committee or the Hearing Officer. The Commander or designee may, at his discretion, agree with or reduce (not increase) the recommended penalty and impose the appropriate sanctions.

INMATE RIGHTS

Inmates have rights in disciplinary actions. A disciplinary hearing is an administrative action, not criminal court. However, certain due process procedures do apply. An inmate is entitled to:

- A. A prompt hearing (normally within seven working days excluding holidays and weekends).
- B. At least 24 hours to prepare a defense.
- C. A copy of the charges.
- D. To remain silent (the DHO may consider silence in a manner adverse to the inmate).
- E. To be present except when compelling reasons exist for the inmate's removal. These reasons must be documented.
- F. Call witnesses (Whom are already part of the incident record) and present evidence.
- G. A fair and impartial hearing.
- H. A copy of the written decision.
- I. Appeal the decision to the Commander or designee within 24 hours.

NOTE: An inmate does not have the right to confront his accusers or cross-examine witnesses. As this is an administrative hearing, the concept of double jeopardy does not normally apply, as disciplinary sanctions do not preclude criminal prosecution for the same offense.

PROHIBITED CONDUCT

The following is a list of prohibited acts or conduct for inmates in custody of the Escambia County Jail, by category of seriousness:

Offenses: Category I MINOR VIOLATIONS

1 st	Verbal Reprimand or (3) three days Disciplinary Confinement
2 nd	(3) three to (5) five days Disciplinary Confinement
3 rd	(5) five to (10) ten days Disciplinary Confinement
Offenses:	Category II MEDIUM VIOLATIONS
1 st	(3) three to (5) five days Disciplinary Confinement
2 nd	(5) five to (10) ten days Disciplinary Confinement
3 rd	(10) ten to (30) thirty days Disciplinary Confinement
Offenses:	Category III MAJOR VIOLATIONS
1 ST	(6) six to (15) fifteen days Disciplinary Confinement
2 nd	(15) fifteen to (30) thirty days Disciplinary Confinement
3 rd	(30) thirty days Disciplinary Confinement
Offenses:	Category IV ESCAPE RISK VIOLATIONS
1 ST	(30) thirty days Disciplinary Confinement
2 nd	(30) thirty days Disciplinary Confinement and loss of all items in cell except clothing and bedding
3 rd	(30) thirty days Disciplinary Confinement plus loss of all items for a period to be determined by the Commander or designee.

NOTE: After any three (3) violations, all subsequent violations will be dealt with at the first level of the next category above that of the new violation. After any six (6) violations, all subsequent violations will be dealt with at the first level of the second higher category above that of the violation.

These sentences do not affect nor conflict with criminal charges resulting from any degree of violations of the prohibited conduct and acts.

Ammunitio	on	
1001	Possession of and introduction	4
Area		
1101	Being in any unauthorized	3
Assaults		
1201	Assaults against any inmate	2
1202	Assaults against any staff member	2
Bars:		
1301	Any item on or between	1
1302	Defacing of	2
Battery		
1401	On any inmate	3
1402	On any staff member	3
Bathing/Showers		
1501	Failure to when ordered	1
1502	Failure to exit when ordered	1

Bedding		
	Removing from bunk when not	
1601	authorized	1
1602	Unauthorized use of	1
1603	Possession of any unauthorized	2
Breaking and E	· · · · · · · · · · · · · · · · · · ·	_
1701	Against any property of another	3
Blackmail	r igamet any property or another	
1801	Against any person	3
	nes, and Periodicals	_
	Possession of excess of number	
1901	allowed	1
1902	Possession of illegal or obscene	1
Bribery		
2001	To any person	3
Cells and Comn		
2101	Defacing of	2
2102	Entering any not assigned	2
2103	Failure to clean	2
2104	Failure to enter when ordered	2
2105	Failure to exit when ordered	2
2106	Failure to keep clean of all items posted	2
2107	Blockage or abuse of air handling	2
2108	Failure to keep ceiling free and clean	3
2109	Failure to be in at lockdown	3
2110	Passing of contraband to	3
Clothes	i adding of contrabation to	
2201	Failure to obey dress code	1
2202	Failure to wear properly	1
2203	Hanging on or between bars	1
2204	Altering	2
2205	Possession of any not authorized	2
2206	Wearing of any not authorized	2
2207	Mutilating	3
2208	Possession of any officer's or staff member	4
Communicating	*	_
2301	By any insulting or threatening manner	1
2302	With any other inmate or person not zed	1
2303	With any person outside the facility	2
Conduct	With any person outside the facility	
2401	Disardarky	2
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Contraband	Passing of	3
2501 2502	Possession of	3
2502 2503	Receiving of	3
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2602 2603	Interfering with Removal or absence of I.D. card	3
Counterfeiting	ntemoval of absence of I.D. Calu	4
2701	Any document or thing of value	3
Credit:	Any document of thing of value	٥
2801	Soliciting	1
		'
Demonstrations		2
2901	Hunger strikes	2
2902	Drink Strikes	2
2903	Engaging in or encouraging others to	3
Disguises	December of	1
3001	Possession of	4
3002	Wearing of	4

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4802 Toward any staff member 4			4
	4802	Toward any staff member	4

	T	
	(criminal charges will also be filed)	
Insolence		
4901	Towards any staff member	1
Intoxicated		
5001	At any time	3
Intoxicants		
5101	Making of or possession of	3
5102	Consuming of	3
Jewelry		
5201	Wearing of any unauthorized	1
5202	Possession of any unauthorized	1
Language	<u> </u>	
5301	All obscene or abusive	1
Laws	-	
5401	Violation of any	3
Linen	,	
5501	Removing from cell when unauthorized	1
5502	Using as floor mats	1
5503	Erection of privacy curtains	2
5504	Possession of any not authorized	2
5505	Destruction of any or modification of	2
Loans	1	
5601	With any other inmates or staff members	3
Locks	With any other minates of stall members	
5701	Tampering with	4
Lying	Tampening with	
5801	To any staff member	2
Mail	To any stan member	
5901	Unauthorized use of	2
5902	Possession of others	2
5902	Passing to other inmates	2
5903	Introduction of contraband in	3
5904	Smuggling of	3
5906 5907	Using to threaten any person	3 4
	Writing of in code	
5908	Possession of excessive personal mail	2
5909	Stamps, reuse of	3
Malingering		
6001	To avoid any work or required attendance	2
Meals	I	_
6101	Failure to obey order to sit where directed	3
6102	Failure to return utensils, cups,	3
	or condiments	
Medication	len d	
6201	Misuse of	3
6202	Possession of unauthorized	3
Meeting		
6301	Attending of any not authorized	2
Misconduct		
6401	Any act of	2
Money		
6501	Possession of	3
Mutilating		
6601	Any person	3
6602	Self	3
Narcotic	•	
6701	Possession of any paraphernalia	3
6702	Possession of any not prescribed by staff	3
Orders	1	-
6801	Failure to obey from any staff member	2

Plumbing		
6901	Domoging of	3
	Damaging of	3
Privacy:	A according to the control of	
7001	Any privacy curtain erected	2
Property	In : (
7101	Damaging of any	3
7102	Possession of others	3
7103	Possession of anything unauthorized	3
Protection	- I=	
7201	For hire to any	3
Public		
7301	Unauthorized contact with any	3
Quiet Hour		
7401	Failure to be quiet	1
7402	Failure to be in bunk	1
7403	Failure to have radio ear plugs on	1
Reproduction		
7501	Of anything not authorized	1
Rioting		
7601	Participating in	4
7602	Encouraging others to	4
Rules		
7701	Failure to obey all written	2
Sanitation	-	
7801	Failure to follow sanitation rules	1
	and to be clean	
Searches		
7901	Failure to submit to	3
7902	Interference with any search	3
Sexual Acts	macroscome many coercer	
8001	With any person	3
8002	Proposals to any person	3
8003	Masturbation,	4
0000	(criminal charges may be filed)	- '
Sickness	(ontinual orlarges may be mea)	
8101	Feigning	2
Smuggling	i digiting	2
8201	Any item into or out of jail	3
Tattooing	Any item into or out or jair	3
8301	Any parsan	3
8302	Any person	3
	Any jail property	_
8303	Possession of any paraphernalia	3
Telephone	Dennisian athens of use	
8401	Depriving others of use	2
8402	Failure to give up on demand by staff	2
8403	Damaging	3
8404	Unauthorized use of	3
8405	Unauthorized use of another	3
Talas t	inmate's PIN number	
Television		
8501	Unauthorized use of	2
8502	Failure to turn off when ordered	2
8503	Tampering with	3
8504	Destruction of	3
Threatening		
8601	Any person	2
8602	Any staff	2
Theft		
8701	From any person	2
Tool		
t		1

8801	Possession of or introduction	4
	of any unauthorized	
8802	Manufacturing of any	4
Tobacco/S	moking paraphernalia	
8901	Possession of any	2
8902	Smoking of	2
Visitors	·	
9001	Communicating with those unauthorized	1
9002	Passing of any item to	3
9003	Receiving of any item from	3
9004	Unauthorized contacts with	3
Weapons	·	
9101	Possession, manufacturing,	4
	or introduction of	
Work	·	
9201	Failure to do as instructed	2
9202	Refusing to	2
9203	Unexcused absence from	2
9204	Encouraging others to refuse to	3

PENALTIES: Inmates found guilty of violating jail rules and ordered confined in disciplinary confinement will automatically lose all privileges for the duration of said confinement. Loss of privileges includes no visitation, commissary, church services, personal mail (except privileged mail) and availability of the telephone. Reading material will be restricted to the inmate's Bible or comparable text. Inmates who repeatedly violate the rules may be charged in criminal court with a misdemeanor offense under Section 951.23, Florida Statutes, and on conviction, can be sentenced to an additional sixty (60) days for each violation. In addition, inmates may lose all or part of any gain time earned or otherwise eligible to earn. Management loaf may be required should the inmate continue to throw food, urine, excrement or garbage while serving their disciplinary confinement.

APPEALS: Upon conviction, an inmate may file an appeal for cause within 24 hours. The appeal should be directed to the Commander or designee. The grounds for the appeal must be clearly stated. The Commander or designee will usually respond to a timely appeal within 5 working days.

NOTE: Adverse behavior which results in disciplinary report can accompany the inmate when transferred to prison.

In addition to the following listed sanctions, inmates who violate any of the prohibited conduct and acts may lose all or part of any earned gain time.

FIRE DRILLS/EMERGENCY PROCEDURES

Fire drills and emergency evacuations are conducted periodically. These drills are for your safety to ensure a safe and timely evacuation. Your cooperation is mandatory.

GRIEVANCES

Inmates with complaints concerning conditions of confinement or facility policies and procedures that cannot be informally resolved by staff will be afforded the opportunity to register a formal grievance in writing with a provision for at least one level of appeal. Inmates have the right to:

- 1. File a grievance regarding treatment, administrative procedures, policies, incidents, medical care, or other legitimate concerns. Inmates will not use a grievance to request services or make inquiries but will use the request form for these purposes.
- 2. Seek judicial or administrative remedy without fear of reprisal or punitive segregation
- 3. Receive a timely response to any grievance of a serious nature which appears to threaten immediate health or welfare
- 4. Receive a written response within five (5) working days of filing a grievance

- 5. Receive a written response to an appeal within fourteen (14) working days from the date the appeal was received by the Facility OIC or designee
- 6. Please use an inmate request form for all matters not applicable to #1, 2, and 3.

The grievance must be filed no later than 30 days from the date on which the basis for the complaint occurred unless it was not feasible to file within such period. When filing a grievance, inmates must include:

- 1. The specific nature of the complaint including the date, time, and location of the incident
- 2. The rules, regulations, policies, or circumstances governing the incident
- 3. The date the grievance is being filed
- 4. Signature of the inmate

HEAD COUNTS

Headcounts are conducted throughout the day and night. All inmates will be in or at his/her assigned bunk with no talking. TV/phones will be turned off during counts. Failure to follow headcount rules or interference in the process is a major infraction which may result in a loss of privileges or other disciplinary sanctions.

IDENTIFICATION BADGES

Once it is determined that you are not being released, you will be issued an identification card. The identification card is to ensure proper identification for headcounts, commissary, program attendance, court attendance, medical purposes, etc. The ID card <u>WILL</u> be worn at all times with the only exceptions being while showering and at lockdown, while sleeping (the identification card will be attached to the metal rail of the bed at the head with the picture facing out so the officer can clearly see the card).

Clip the identification card to the left collar area of the jumpsuit. Outside inmate workers who do not have a collar on their jumpsuit will wear the ID card on the left side of the V-Neck. During PEAR, you can attach the card to the front collar area of your t-shirt or the front waistband area of your gym shorts. The ID card must remain visible to the correctional officers at all times. If your ID card is lost, tampered with, destroyed, or defaced, you will be charged with disciplinary infraction. If the lost card is subsequently located, the card must be turned in to an officer immediately.

AT ALL TIMES, THE ID CARD WILL BE CLIPPED WITH THE PHOTOGRAPH FACING OUT SO THE OFFICER CAN CLEARLY SEE YOUR PHOTOGRAPH ON THE CARD.

INMATE REQUESTS

You may correspond with staff members of work sections within the jail system via a written request form. Inmate Request/Refusal Forms (IRF's) may be obtained from the correctional officer in each housing area. Inmate Request Forms are to be used when requesting services, directing questions, making inquiries, seeking assistance/information, or appealing a Disciplinary Hearing. IRF's may also be used to refuse certain services such as GED, interviews, etc. For prompt handling of inmate requests, the request form should be printed and provide a clear statement of the service requested. Names, addresses, and telephone numbers are important when requesting or seeking contact with people outside the facility. Please allow time for your request form to be received, replied to, and sent back to you.

INMATE SUPERVISION

Each housing area will have at least one certified correctional officer present at all times to provide supervision of inmates. Inmates are never allowed to supervise or in any way exercise control over other inmates.

LAUNDRY SERVICE

You will be provided jumpsuits and shower slides for attire while you are incarcerated. Jumpsuits are exchanged twice weekly, bed linen weekly, and personal laundry (underwear/socks) are picked up, washed and returned two times weekly according to your housing assignment. Schedules are posted in each inmate housing areas. It is your responsibility to strip your bed on laundry days prior to leaving your housing area if you wish to have clean linens. Place all items in your pillow case and leave it near the vestibule. Beds not stripped will be considered clean. Advise the correctional officer if you leave your linen for exchange.

LEISURE ACTIVITIES

Inmates are given the opportunity to participate in leisure activities such as playing cards and other games, reading, and physical exercise. Game tables are located in all housing units.

LIBRARY

Novels and other recreational reading materials are available and distributed via a book cart. Religious literature, including Bibles, Koran, and Tanakh, are distributed to inmates as needed and requested. In addition, you may request information from the computerized Law Library. Pro se inmates will have priority over inmates with legal representation when requesting and receiving legal materials from the law library. If you desire information from the Law Library, you must submit an Inmate Request Form to the law librarian specifically stating the information that you want such as cases, statutes, or other reference materials.

MAIL

You are encouraged to maintain communication with family and friends during your incarceration. All inmates have access to the U.S. Postal Service through the jail commissary. Writing materials, various types of cards, and stamped envelopes can be purchased from the commissary for mailing. Inmates are not permitted to communicate through the mail with other inmates incarcerated in any Escambia County facilities with the **EXCEPTION** of previously approved immediate family members.

Inmates wishing to correspond with immediate family members in the facilities must submit an Inmate Request/Refusal Form to the Programs/Counseling staff for approval. Incoming mail will be inspected by jail personnel to intercept cash, checks, money orders, or contraband.

Outgoing mail normally will not be interfered with except to open and inspect to determine if the letter contains: information which if communicated would present a danger of violence and/or physical harm to another human being, blackmail or extortion, escape plans, plans for violation of jail rules, or is written in code. The jail does not provide outgoing certified mail service.

Privileged mail includes mail to and from attorneys, the courts, public officials, and the news media. Incoming privileged mail will be opened and inspected only in the presence of the inmate to whom the mail is addressed. Outgoing privileged mail will not be opened, but it may be held for a reasonable time not to exceed 72 hours pending verification that it is properly addressed to an agency or person referred above.

- 1. Privileged mail is authorized to be inspected for contraband prior to being sealed.
- 2. Staff will not read privileged communication; only inspect the contents for contraband.
- 3. The inspection will be conducted in the presence of the inmate, and upon completion, the inmate will seal the envelope.

You may not receive packages during your incarceration. If a package be sent to you, it will be returned to the sender (Exception: Subscription for Outside Reading Material, or Legal Material). All incoming mail should be addressed to:

Your full name and housing assignment P.O. Box 17800 Pensacola, FL. 32522-7789

Mail will be delivered Monday through Friday, excluding legal holidays. All mail delivered to the jail marked SPECIAL DELIVERY will also be delivered on this schedule.

MEALS

You will receive three (3) meals per day. You are responsible for returning your food tray to the proper staff member for accounting and for disposing of trash in the provided trash cans. If you abuse these items, you may be subject to disciplinary action. Special diets must be approved by Health Services personnel, and religious special diets must be approved by the Chaplain's office. You must submit an Inmate Request Form to request a special or religious diet. All foods will be eaten at the time served.

MEDICAL SERVICES

Medical, dental, and mental health services are provided. An intake medical screening will be performed by medical staff on all newly booked inmates or transferred inmates. During receiving, each inmate will be visually observed by staff who will complete a medical screening form. All inmates will be verbally informed of how to access health services. All newly committed inmates will have a health Assessment completed by qualified medical staff within 14 days of admission. Correct and truthful responses to medical questions are critically important to your medical care. Medical care is available twenty-four (24) hours daily for emergencies and on a regularly scheduled basis for non-emergencies. All inmates will be assessed a medical fee for the cost of services rendered. However, lack of funds will not prevent care from being provided.

MONEY

At the time of booking, any money in your possession will be deposited in, and credited to, an account established for you. A one-time subsistence fee of \$20.00 will be deducted from your account at intake for clothing and linens. Thereafter, you will be charged \$3.00 daily for meals. Any money in your possession thereafter will be considered contraband, confiscated, and deposited into the Inmate Trust Fund. After admission, money can only be deposited into your account through the Kiosk located in the release lobby and Video Visitation Center, via online www.mycarepack.com, or mailed to the address listed below. The Kiosks will accept cash or credit cards. If mailed, only money orders will be accepted for deposit. Money orders will be made payable to Inmate Trust Fund for (inmates' name) and must not contain any additional correspondence. The mailing address is:

Escambia County Corrections C/O Inmate Accounts P.O. Box 17800 Pensacola, FL 32522

You must submit a request if you want money released to someone on the outside, Before the money is released, the request must be approved by the facility Commander or designee and a \$10 fee will be charged to your account.

OUTSIDE RECREATION

Recreation yards are provided for inmate exercise. Inmates at both facilities are given the opportunity to participate in a minimum of three (3) hours a week, weather and behavior permitting. You should check the posted hours in your housing area for assigned recreation times.

PERSONAL CLEANLINESS

All inmates are issued a hygiene kit once assigned to an intake housing unit. Indigent inmates may order indigent commissary items per the schedule for each indigent item. Since it is important to your health and well-being, inmates are encouraged to shower daily and practice good grooming and hygiene habits; you are required to bathe twice per week. Barbering services are available within the facility.

PERSONAL PROPERTY

Your personal clothing, jewelry, and other property will be retained in the Inmate Property Room until you are released from custody. You may release property (except clothing) to any designated person outside the facility by completing a Release Form and submitting it to Inmate Property. Release forms may be obtained from the correctional officer in each housing area. ALL JEWELRY, KEYS, PURSES/WALLETS, AND/OR MEDICATION(S) MUST BE RELEASED TOGETHER. YOU MUST LIST EACH ITEM YOU WANT TO RELEASE ON THE RELEASE FORM. RELEASE FORMS MUST BE SIGNED BY YOU AND STAFF WITNESSING YOUR SIGNATURE. Clothing worn into the facility cannot be released unless you have been sentenced to state prison and will be transferred directly there. If you are sentenced to state prison, you must make arrangements for someone outside the facility to pick up any personal property left behind. Property not picked up within fourteen (14) days will be disposed of.

PROGRAMS AND SERVICES

In addition to outside recreation, leisure activities, and religious services, there are educational, self-betterment, and work programs provided by Escambia County Corrections. To participate in these programs, you must submit an Inmate Request Form, or you may be assigned through the classification process. Programs and services include: GED, juvenile high school, parenting classes, alcohol/drug abuse, computer classes, discipleship classes, purpose driven classes, inmate worker program, art program, and notary service. Photocopies are not provided for inmates. You may arrange with persons outside the jail to make photocopies for you. Pickup and return of copied items for you may be mailed or arranged by submitting an Inmate Request Form to the Counseling office.

RELIGIOUS SERVICES

New Vision Jail Ministry (MJ) and Abiding Faith Ministry (CBD) provide chaplain services to inmates. You have the opportunity to participate in practices of your religious faith. You have a constitutional right to practice your religion, subject only to the limitations necessary to maintain order and security. Various non-denominational religious services are available by request only to inmates on a scheduled basis. To attend worship services and participate in instruction, you must submit an Inmate Request Form to the Chaplain's Office.

INMATE SEXUAL ASSAULT/ABUSE

The Escambia County Jail has adopted a zero tolerance policy toward inmate sexual assault/abuse.

While you are incarcerated, no one, neither inmate nor staff member has the right to pressure you to engage in sexual acts. You do not have to tolerate sexual assault or pressure to engage in unwanted sexual behavior regardless of your age, size, race, or ethnicity. Whether you are straight, gay, lesbian, or bisexual, you have the right to be safe from unwanted sexual advances and acts.

Avoiding Sexual Assault/Abuse

- Carry yourself in a confident manner at all times. Do not permit your emotions (fear/anxiety) to be obvious to others.
- Do not accept gifts or favors from others. Most come with strings attached to them.
- Do not accept an offer from another inmate to be your protector.
- Find a staff member with whom you feel comfortable with to voice your fears and concerns.

- Be alert. Do not use contraband substances such as drugs. These can weaken your ability to stay alert and make good judgments.
- Be direct and firm if others ask you to do something you do not want to do. Do not give mixed messages to the inmates regarding your wishes for sexual activity.
- Choose your associates wisely. Look for people who are involved in positive activities like educational programs, self-help programs, or religious services.
- Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for you safety, report your concerns.

What to Do If You Are Victimized

Report the incident immediately to staff. Staff will immediately protect you from the assailant and ensure you receive a medical evaluation. You do not have to name those involved, however, the more specific your information, the easier for staff to help you. You will receive protection whether or not you identify your attacker or agree to testify against them.

Even though you may want to clean up, it is important to see medical staff before you shower, wash, drink, eat, change clothing, or use the bathroom. Medical care will be provided as well as a check for sexually transmitted diseases. Counseling will be provided upon request.

How to Report an Incident

You can tell a correctional officer, chaplain, programs person or any other staff member you trust. If you are not comfortable speaking with staff, you may write any staff member. You may use a request slip or a hand written letter.

Retaliation against individuals because of their involvement in the reporting or investigation of a sexual assault/abuse or sexual misconduct complaint is prohibited.

Understanding the Investigative Process

Once reported, an investigation will be conducted. The purpose of the investigation is to determine the nature and extent of the misconduct. You may be asked to give a statement. If criminal charges are brought, you may be asked to testify during the criminal proceedings.

Confidentiality

Information concerning the identity of the inmate victim reporting the sexual assault/abuse and the facts of the report itself is limited to those who have a need to know in order to make decisions concerning the inmate victim's welfare and for law enforcement investigative purposes.

Seeking Medical Help

As stated earlier, although it may be difficult, it is important that you do not shower after the incident. Showering may wash off hair and body fluids that are critical evidence. Bring the clothes and underwear you were wearing at the time of the incident to the infirmary. A medical professional will provide urgent medical care and treat obvious injuries until you are stabilized. With your permission, you will be transported to the hospital for a sexual assault examination, testing, counseling, and treatment. The exam will be conducted privately and professionally. Upon your return to the facility, you will be provided follow-up medical and mental health care.

Counseling Programs

You may seek counseling and/or advice from a psychologist or Chaplain. Crisis counseling, coping skills, suicide prevention, and mental health counseling are all available to you. Most people need help to recover from the emotional effects of sexual assault. If you have been the victim of sexual assault, recently or in the past, staff is available to counsel you.

SMOKING

Smoking is prohibited. All tobacco products, matches, and cigarette lighters are considered contraband and will be confiscated and destroyed. Inmates found in possession of smoking materials or tobacco products are subject to disciplinary action. Introduction of contraband articles into a county detention facility is a third degree felony.

TELEPHONES

After you are booked and while in the Intake area, you may make free telephone calls to attempt to make bail and/or notify relatives, friends, employers, etc. Once assigned to a housing unit, telephone calls can be made by calling collect, using pre-paid debit minutes (bought from commissary), or pre-paid minutes paid by someone on the outside. Calls made to Bondspersons are free of charge from all inmate housing areas. These numbers are programmed into the system so the call will go through without a charge. Bondspersons numbers are posted in the inmate housing areas.

The inmate telephone system is fully automated with volume control and uses a Personal Identification Number (PIN) issued to each inmate admitted to Jail and voice recognition to make calls. Jail personnel input information into the system but do not control the system. A pin number will be issued to new arrestees (IMPORTANT: DO NOT TELL ANOTHER INMATE YOUR PIN).

Each inmate will be allowed twenty (20) telephone numbers on his/her call list. The system will build this list as you dial a phone number. This list includes local and long distance numbers. Once your call list has twenty (20) numbers, no changes can be made to your list for six (6) weeks.

Your call list will be deleted after six (6) weeks allowing you to make changes as the system builds your new call list.

The maximum length of each call is fifteen (15) minutes. The cost to make calls are as follows: local collect calls \$2.25, long distance collect calls \$4.99 and \$.89 per minute, local calls using debit pre-paid or outside pre-paid is \$1.80, long distance using debit pre-paid or outside pre-paid is \$3.99 and \$.71 per minute. Three-way calling is not allowed and will result in the loss of telephone privileges. The inmate telephone system is automatically turned on at 7:30 a.m. and turned off at 10:00 p.m. daily. You must use the telephone in your housing area. No other telephone service is provided for your use once processing into the jail has been completed. Jail personnel will not move inmates from assigned housing areas to other locations to make general notification or business calls.

In certain verifiable emergency situations such as death bed visits for immediate family, critical surgery for immediate family, etc., counselors may assist inmates by making local informational calls. A written or verbal request to a correctional officer, chaplain, or counselor can start this procedure through the Counseling Office. Immediate family members are defined as spouse, child, mother, father, brother, sister, and grandparents. A counselor will contact the inmate for appropriate information and follow up.

TEXTTELEPHONES(TTY)

For those inmates that are deaf, hard of hearing, or speech-impaired, text telephones (TTY) are available for outside communication upon request. TTY calls are limited to 45 minutes per call between the hours of 9:00 a.m. and 10:00 p.m. The TTY's are located at the Main Jail in Special Housing I and CBD Booking or the security supervisor's office area.

TELEVISIONS

Televisions are provided in each housing area for your entertainment. Televisions may be turned on at 9:00 am after morning clean up and turned off at 10:00 p.m. Televisions are a privilege and may be removed or turned off for cause. If a television set is damaged or destroyed, the responsible party can be prosecuted in court and administratively charged for repair or replacement.

VIDEO VISITATION

Visitation- General Information

- The Escambia County Jail offers remote video visitation for inmates incarcerated at the Main Jail and Central Booking and Detention facilities at the Video Visitation Center located at 1190 W. Leonard St. Pensacola, Florida.
- 2. All visitations for inmates from friends and family, and pastoral can be scheduled from the ECC website (www.myescambia.com) or by kiosk located in the lobby of the Video Visitation Center.
- 3. Visits can be scheduled up to seven days in advance and no less than 24 hours prior to the date and time of the desired visit. Visits may be canceled at any time. Visits cancelled less than 24 hours prior to the scheduled time will be counted as a visit.
- 4. Visitors who arrive for their scheduled visitation will promptly check in.
- 5. Inmates are allowed three, 40 minute visitations per week at a minimum. The maximum number of visitors allowed at each visit is (2) visitors per inmate.
- 6. If visitation is terminated prior to the 40 minute time limit, the remainder of the time for that visit is forfeited.
- 7. Scheduled visits are subject to be cancelled by the following jail functions: court appearance, medical appointment, administrative or disciplinary action, attorney visit, and law enforcement visit. Visits that are cancelled are not automatically rescheduled. Visitors who show up for a cancelled visit will not be accommodated otherwise.
- 8. Visiting hours and rules and regulations governing conduct at visitation are prominently posted in the video visitation lobby and at each housing unit.
- 9. Special visits must be approved through the shift OIC.
- 10. No person will introduce or cause to be introduced into or upon the detention facility property any article of contraband. No person will give to any inmate anything which is not specifically authorized by written facility directive or which has not been specifically authorized by the Shift OIC. Introduction of contraband is a violation of Section 951.23, Florida Statutes, which is a third degree felony, punishable up to five years imprisonment as provided in Section 775.082, Florida Statutes.

Visitation- Rules for Inmates

- 1. Inmates sentenced to disciplinary confinement are not allowed regular visitation except with their attorney at the attorney's request.
- 2. Inmates in general population are allowed visitation privileges at least two hours per week. This requirement will be accomplished by providing the opportunity for three, 40 minute visitations per week at the Main Jail and one, 40 minute visitation per day at the Central Booking and Detention Facility.
- 3. Pre-Class inmates will be provided the opportunity to receive three 40 minute visitations per week.

- 4. Inmates housed in the Infirmary may have visitation as permitted by their physical condition or as recommended by Health Services.
- 5. Inmates may refuse visitation with any visitor.
- 6. Inmates & visitors will remain seated in their chairs at all times during visitation.
- 7. Inappropriate sexual gestures or behaviors from inmates will result in the termination of the visitation and may result in a suspension/revocation of visitation privileges.
- 8. Inmates will keep their jumpsuits buttoned up at all times.
- The use of profane or offensive language will not be allowed. Any actions by an inmate deemed disruptive, offensive, or violent will cause the visitation to be terminated and may result in their privileges being suspended or revoked.
- 10. Inmates caught abusing equipment or any part of the visitation equipment will have their visitation cancelled and may have all future visitation suspended or revoked.
- 11. Inmates & visitors violating any rules, regulations, or procedures will have their visitation terminated and may have future visitation privileges suspended or revoked.

HEALTHY PREGNANCIES FOR INCARCERATED WOMEN'S ACT

Restraints may not be used on a pregnant inmate during labor, delivery, and postpartum recovery, unless the supervisor makes an individualized determination that the inmate presents an extraordinary circumstance, except that:

The physician may request that restraints not be used for documentable medical purposes. The correctional officer accompanying the pregnant inmate may consult with the medical staff; however, if the security supervisor determines there is an extraordinary public safety risk, the officer is authorized to apply restraints as limited by paragraph 3.

Under no circumstances will leg, ankle, or waist restraints be used on any pregnant inmate who is in labor or delivery.

During the third trimester of pregnancy, if wrist restraints are used, they must be applied in the front so the pregnant inmate is able to protect herself in the event of a forward fall.

Notwithstanding any relief or claims afforded by federal or state law, any inmate who is restrained in violation of this section may file a grievance and be granted a 45-day extension if requested in writing pursuant to rules promulgated by the Escambia County Jail.