

WASHINGTON COUNTY SHERIFF'S OFFICE



# WASHINGTON COUNTY JAIL INMATE RULES OF CONDUCT HANDBOOK



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The following rules are based upon **Ohio Revised Code (O.R.C) § 5120.10 Minimum Standards for Jails in the State of Ohio**. These rules define what is required of an inmate and the responsibility of the jail staff. Inmates are required to read and understand these rules. These rules are to ensure the safe, efficient custody, health and fair treatment of inmates of the Washington County Jail.

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**Washington County Sheriff's Office**  
**Corrections Division, Marietta, Ohio 45750**

**Inmate Rules of Conduct**

**Sheriff Larry R. Mincks Sr., Washington County Sheriff**

**Major Brian Rhodes, Jail Administrator**

**INTRODUCTION**

The Washington County Jail (WCJ) is managed and operated by the Washington County Sheriff, his designated Jail Administrator, and Correctional Staff (CS). The Sheriff, Jail Administrator, and CS are required by state and federal law to maintain the security, humane living conditions, and fair treatment of all inmates.

The following rules are based upon the current Minimum Standards for Jails in the State of Ohio. All rules, for the governance of the WCJ, will be approved by the Common Pleas Court of Washington County. Exceptions to the rules may be granted only by the Sheriff or Jail Administrator.

These rules define what is required of an inmate and the responsibility of the CS. Disciplinary action is one of the many necessary requirements in jail treatment. When applied reasonably and with fairness, disciplinary action not only assists in protecting the health, safety, and security of all persons within the jail but also provides a positive means of maintaining the morale of inmates and CS. Violation of a rule may be punishable as “**Minor**”, “**Major**”, or “**Serious**” violation, as noted in these Inmate Rules of Conduct Handbook.

Inmates have certain rights within the WCJ, but each right is accompanied by a responsibility. As human beings, inmates have the right to expect to be treated with respect, impartiality, and fairness by all jail staff and Sheriff's Office employees. Inmates have the responsibility to treat others, both jail staff and other inmates, in the same manner.

Inmates have a right to be informed of the rules, procedures, and schedules of the jail. Inmates are required to read and understand these rules. Inmates have the responsibility to know and abide by them. The inmate's signature on the “Inmate Signature Page” during the booking process will indicate that they will read the rules located on the dorm kiosk. These rules are to ensure safe, efficient custody, health, and fair treatment. If an Inmate does not understand these rules or cannot read, they may ask a CS member for assistance.

**DISCLAIMER:**

The Washington County Jail Handbook is updated periodically. Please refer to the Kiosk and/or Tablet located in the dorm for the most current version.

**ARTICLE 1**

**DEFINITIONS**

**Administrative Segregation:** The act of confining an inmate to an individual housing cell or designated housing unit, physically separate from the general population for specified reasons other than as a penalty, thereby, prohibiting physical contact between this Inmate and the general population.

**Barricading:** Any barrier that obstructs passage

**Cell:** A room where inmates are housed containing one or two bunks.

**Classification:** A system or process for determining the needs and requirements of those persons being confined and for assigning them to housing units and programs.

**Contraband:** Anything possessed by inmates or within the confinement facility which is declared illegal by the law or which is expressly prohibited by those legally charged with the responsibility for the administration and government of the jail.

**Conveying:** To carry, bring, or take from one place to another; transport; bear.

**Corporal Punishment:** Physical punishment, such as caning or flogging.

**Due Process:** A flexible term, for the compliance with the fundamental rules, which guarantee that a person has notice and an opportunity to present evidence in a dispute and that no law, rule or procedure is arbitrary or unfair.

**Disciplinary Isolation:** The act of confining an inmate to an individual housing cell physically separated from the general population inmates, as a penalty, thereby, prohibiting physical contact between the inmate and other inmates.

**Excessive:** Exceeding the usual, proper or normal; implies an amount or degree too great to be reasonable or acceptable.

**Family:** The group of people who are directly related by ancestry or marriage. (Common-law associates are not family).

**Feigning:** Pretending to be affected by.

**Fundamental Rights:** Rights which may not be suspended for disciplinary or classification reasons and which are to be guaranteed to all inmates except in time of emergency such as riot, fire, severe weather or other conditions beyond the control of the facility administrators.

**Gambling:** The wagering of money or something of value on an event with an uncertain outcome with the primary intent of winning money or material goods

**Hoarding:** A hidden supply stored; an excessive amount of an item or substance that could not be used within a reasonable time period

**Hogging:** Selfish, or gluttonous. The act of taking more of a substance, item, or privilege than you would ordinarily be entitled to enjoy.

**Home Brew:** A gathering and storing of a liquid, that if properly prepared and tended, will naturally ferment into a beverage with a sufficient alcoholic content to make a person intoxicated or unstable.

**Horseplay:** Boisterous fooling around, or to play around in a rough manner.

**Housing Unit:** A room where inmates are housed containing multiple bunks.

**Indigent Inmate:** An inmate confirmed to have insufficient resources necessary to provide for his or her basic needs. An inmate must have no funds for 30 days before being recognized as indigent.

**Indigent Kit:** A hygiene kit issued to qualified inmates, upon admission that contains soap, toothbrush, deodorant, toothpaste and a feminine hygiene kit for females, (when necessary).

**Inmate Worker:** An inmate who has volunteered and been approved by the Jail Administrator or designee, to perform work details at the WCJ.

**Kiosk:** An interactive computer terminal located in each housing unit and jail lobby.

**Malicious Intent:** The intent, without just cause or reason, to commit a wrongful act that will result in harm to another. It is the intent to harm or do some evil purpose.

**Neutral Officer:** An officer who was not involved in the incident in question and who was not a witness thereto.

**Non-Sectarian:** Not having a sectarian character (i.e. of or relating to a sect, an organized ecclesiastical body, religious denomination).

**Official Count:** An actual counting and recording of inmates confined in a facility by verifying the presence of each at a given time.

**Pat Down:** An act of searching a person for concealed items such as weapons or illegal drugs, made by passing the hands over their clothing.

**Possession:** Actual holding or occupancy, either with or without rights of ownership. The act or fact of possessing.

**Privileges:** Benefits allowed to inmates.

**Qualified Rights:** Rights which inmates, in the general population, enjoy but which may be suspended for disciplinary or classification reasons as well as in time of an emergency

**Reprimand:** To reprove sharply or censure formally from a position of authority.

**Riot:** A form of civil disorder commonly characterized by a group lashing out in a violent disturbance against authority, property or people.

**Strip Search:** An inspection of the genitalia, buttocks, breasts or undergarments of a person that is preceded by the removal or re-arrangement of some or all of the person's clothing that directly covers the person's genitalia, buttocks, breasts or undergarments that is conducted visually, manually, by means of any instrument, apparatus, or object or any other manner while the person is detained.

**Security Perimeter:** A secure boundary, which encloses the entire portion of the facility in which prisoners are confined, including any area to which prisoners may have access. Passage through this boundary must be strictly controlled.

**Tampering:** To meddle, especially for the purpose of altering, damaging, or misusing.

**Violation:** An act of disregarding or breaking law or established rules.

## **ARTICLE 2**

### **INMATE DAILY OPERATIONS SCHEDULE**

Daily jail operations will include but are not limited to the following schedule this timeline is tentative and subject to change:

**0500** – Official headcount is conducted. All Inmates will report to their assigned beds for headcount.

**0530** – Inmate wake-up, lights on, and cells unlocked. All occupied, non-disciplinary, cell doors are to be opened flat against the wall at all times between the hours of 0530 and 2230 hours. CS will conduct a head count. Cleaning supplies will be placed in each housing unit. Inmates will clean the entire housing unit daily. Televisions will be turned on after the housing area has been cleaned and inspected by the CS.

**0600** – Morning release of inmates who have completed their jail sentence. Vending Machines will be available to purchase snacks and drinks.

**0615** – Breakfast served; inmates in general population will eat meals at the housing unit tables. Inmates in disciplinary lockdown will eat in their cells.

**0645** - Every Inmate in each dorm will have their lunch trays stacked neatly on their assigned tray carts to be picked up by CS.

**0700** – Sick Call will be conducted. Razors will be distributed. Housing units inspected by CS for cleanliness.

**0715** – Inmates required to appear in Marietta Municipal Court for initial arraignment will watch their Video Rights either in the dorms or in holding.

**0800** – Arraignments will be conducted via video for Marietta Municipal Court. Telephones turned on. Razors will be collected. Inmate programs begin. GTL Tablets will be passed out.

**0800–2200** – Video visitation.

**0900** – Medication distribution.

**1115** – Lunch is served. Inmates in general population will eat meals at the housing unit tables. Inmates in disciplinary lockdown will eat in their cells.

**1145** – Official headcount is conducted. All Inmates will report to their assigned beds for headcount. Each dorm will have their lunch trays stacked neatly on their assigned tray carts to be picked up by CS.

**1600** – Official headcount is conducted. All Inmates will report to their assigned beds for headcount.

**1615** – Dinner served. Inmates will eat meals at the housing unit tables.

**1645** – Every Inmate in each dorm will have their lunch trays stacked neatly on their assigned tray carts to be picked up by CS.

**1650** - CS will conduct a headcount. All Inmates are to report to the assigned beds until completion of Headcount.

**1800** – Evening release of inmates who have completed their jail sentence.

**1830** – CS will complete daily sanitation duties for inmate population.

**2100** - Medication distribution

**2230** – Lights will be turned off. Telephones turned off.

**2300** – All televisions will be turned off. Vending Machines will be disabled, and GTL Tablets will be placed in the windows by inmates and picked up by CS. Inmates confined to their designated bed or cell. Loud talking and movement are not permitted (except to and from the bathroom and showering will not be permitted at this time until lights on.)

**2345** - Official headcount is conducted.

## **ARTICLE 3**

### **BOOKING PROCESS**

The booking process will be completed upon arrival at the WCJ. This process will consist of a series of procedures to ensure and maintain a safe and secure facility. The booking process will consist of:

1. Searching, removing, and inventorying all valuable property and possible contraband items;
2. Recording of personal information for jails records;
3. Fingerprinting, photographing, and DNA collection (if required);
4. Showering and changing into a WCJ uniform;
5. Guardian RFID Wristband;
6. The SOTER RS Security Screening System Body Scanner will be utilized at intake for all inmates; (Inmates that enter or leave the facility and return (i.e. court, medical appointments, hospital, workers, etc.) will also be scanned.)
7. A preliminary medical screening to determine physical and mental wellbeing;
8. Allowing non-indigent inmates to make necessary collect phone calls in order to secure bail and/or release;
9. Allowing indigent inmates to make free, unrecorded, unmonitored calls to the Public Defender's Office in order to secure bail and/or release;
10. Classification into an assigned housing unit. It is important that inmates answer all questions truthfully as it may bring attention to a special need or circumstance that may affect their future well-being. The booking process is standard for all inmates regardless of the charge(s) or how long they will be confined. The process will be completed before any inmate can appear in court or be released.

All calls from the booking area are collect, except to the Public Defender, which will be free, unrecorded, unmonitored. Inmates are not permitted to use personal cell or staff phones.

Indigent pretrial detainees and inmates will be permitted to call the Public Defender or their assigned contract Public Defender (collectively "Public Defender") unrecorded, unmonitored and at no cost. Non-indigent pretrial detainees and inmates shall pay for telephone calls to their criminal attorney of record. Telephone calls between a pretrial detainee or inmate and their attorney of record will not be recorded or monitored.

It is the responsibility of non-indigent pretrial detainees and Inmates to provide the telephone number of their criminal attorney of record. The (WCJ) has the right to verify that the provided number belongs to an attorney in good standing and licensed to practice in the State of Ohio. The (WCJ) has the right to verify the provided number is correct before permitting non-indigent pretrial detainees and Inmates to make unrecorded, unmonitored calls.

## **ARTICLE 4**

### **PERSONAL PROPERTY**

Confined inmates are not permitted to have articles of value in their possession. All personal property and clothing will be inventoried and placed in storage. Upon release property and clothing will be returned. The inmate will sign to acknowledge the inventory and the return of property.

All personal property will be sent with inmates being transported to another institution (county jail, SEPTA, Oriana House, Rural Women's Recovery, etc.). An exception is inmates being transported to the Correctional Reception Center (CRC) or Ohio Reformatory Women (ORW). They will complete a Property Release form listing all of their personal property and the name and telephone number of an individual it can be released to. Personal property will be held for 30 days after the inmate leaves at which time it will be destroyed.

While confined at WCJ only the following items of underclothing will be permitted in the inmate's possession:

**MEN:** 3 pair white socks, 3 white undershirts, 3 white underwear, and 1 pair white long-john underwear and shirt.

**WOMEN:** 3 pair white socks, 3 white undershirts, 3 white underwear, 3 white bras, and 1 pair white long-john underwear and shirt.

Inmates serving commitment sentences of five days or less can bring the above items with them on their first commitment date. These items must be new, white and sealed in their original packaging. Bras will not contain underwire. Inmates serving commitment sentences of more than 5 days are required to purchase items from the commissary.

Inmates transported to the WCJ from other facilities are not permitted to retain clothing items worn or in their transported property. CS will inspect all incoming property and allow only unopened commissary items (if the items are allowed), court paperwork, pictures, and personal letters.

If an inmate has a large amount of personal property in their possession upon arrival the property will not be accepted into the WCJ and will stay in the possession of the transport officer.

Clothing required for trials may be dropped off by the inmate's attorney or their designee. Only clothing, shoes, and belts are accepted. Tie clips and jewelry are exempt. Inmates will be able to try on clothing prior to their jury trial at the convenience of the CS.

Other items that can be dropped off to inmates are non-narcotic prescription medication; eyeglasses; contacts cases, and solution; hearing aids; CPAP machines; distilled water; dentures and cream. Eyeglass cases are not accepted. Eyeglasses with missing parts and/or held together with tape are not accepted. All creams, solutions, and liquids must be new and unopened.

## **ARTICLE 5**

### **JAIL PROPERTY**

Each inmate will be issued one (1) property bag, one (1) mattress, one (1) blanket, one (1) towel, one (1) laundry bag, two (2) sheets, one (1) pair of shoes, and two (2) uniforms. All items will be issued in good condition with no tears, rips, or holes. The inmate will ensure that each item is not damaged. If the item is damaged, the inmate must immediately advise the CS. If any of the above items are lost or returned in an unsatisfactory condition, the inmate will be charged for its replacement. (*Major Violation*) Replacement cost for each item is: **Property Bag - \$20.00, Mattress - \$110.00, Blanket - \$6.00, Towel - \$4.00, Laundry Bag - \$5.00, Shoes - \$6.00, Sheets - \$7.00 (each), Uniform Shirt - \$8.00, Uniform Pant - \$10.00., Wristband replacement kit - \$5.00, wristband clasp - \$1.00,** Inmates are not permitted to transfer any jail property to another inmate. (*Minor Violation*)

Money, personal checks, money orders, traveler's checks, or valuables such as rings, necklaces, earrings, etc. will not be permitted inside housing units of the jail. (*Major Violation*)

### **ITEMS PERMITTED IN HOUSING UNIT**

#### **ISSUED BEDDING AND CLOTHING**

- 1 - Mattress
- 1 – Blanket
- 1 – Towel
- 1 – Property bag
- 1 – Pair of shoes
- 2 – Sheets
- 2 – Uniform shirts
- 2 – Uniform pants

**PERSONAL CLOTHING**

- 3 – Pair of white socks
- 3 – White underwear
- 3 – White undershirts
- 3 – White bras (**Females Only**)
- 1 – Pair of white long-john

**COMMISSARY AND HYGIENE ITEMS**

All items currently available for purchase through the Jail Commissary are not allowed to be altered in any manner or used for any purpose other than the intended purpose of that item. Once an item has been used or eaten, the packaging must be disposed of. Any packaging not disposed of will be considered contraband.

**BOOKS, PAPERS, AND PHOTOGRAPHS**

- 2 – Books from the book cart
- 1 – Bible or Koran

Legal paperwork pertaining to active cases (Large amounts of paper will be kept in the inmate’s personal property i.e. Discovery Packets)

**MEDICAL AND HEALTH CARE ITEMS**

- 1 – Pair eyeglasses or contacts
- 1 – Contact case

Any medical or health care items issued or approved by the Jail Physician or Medical Staff.

## **PROPERTY STORAGE**

All personal property must be stored in the assigned property bag, desk, or on the bunk shelf when not being used. This includes commissary items, clothing, letters, etc. All excess property not properly stored will be declared contraband and removed from the cell/housing unit and may be disposed of. (*Minor Violation*)

## **ARTICLE 6**

### **INMATE HYGIENE**

Inmates are required to shower during the booking process prior to being assigned to a housing unit. Inmates are required to shower at least 2 times each week while incarcerated. (*Minor Violation*)

Personal hygiene items such as soap, toothpaste, toothbrush, and deodorant will be issued upon completion of the booking process. If an inmate is indigent they may receive these items as needed. If inmates have money available, they are required to order these items from commissary.

Safety razors will be issued at 0700 hours and collected at 0800 hours daily. Any razor not returned or found to be tampered with will result in disciplinary lockdown and possible criminal charges. (*Serious Violation*)

Inmates are required to wear a complete uniform outside of the housing unit with pant legs rolled down. When in the housing unit, inmates are permitted to remove their uniform shirt if they are wearing an undershirt. Undershirts must have sleeves. Uniform pants must be worn at all times except during sleeping hours and pant legs must be rolled down. (*Minor Violation*)

Towels will be exchanged every evening. All Inmate personal items and issued uniforms will be laundered on Thursday and Sunday evenings. Linens will be exchanged on Monday and Friday evenings. Blankets will be exchanged during the day on a monthly basis at intervals not to exceed 30 days. All inmates must exchange towels, linens, blankets, and wash personal clothing and uniforms on the required days. Mattresses will be cleaned with a disinfectant on a monthly basis at intervals not to exceed 30 days. (*Minor Violation*)

Hair Clippers will be given to the inmate population upon request and at the housing officer's convenience.

## **ARTICLE 7**

### **CARE OF HOUSING UNITS**

All inmates shall keep their cell/housing unit clean at all times. This includes cleaning walls, glass, floors, tables, showers, toilets, sinks, and bunks. Each housing unit shall be cleaned daily. Cleaning materials and equipment will be placed in the housing unit at 0530 hours. Cell and housing unit inspections will be conducted daily, prior to television privileges being granted (*Minor Violation*).

Anything placed on a cell/housing unit window, wall, light, door, etc. will be declared contraband, removed and destroyed (*Minor Violation*).

Nothing is to be placed or hidden in or under the mattress (*Minor Violation*).

Excessive amounts of commissary will be removed and placed in the inmate's property. This will only be returned upon the inmates' release from custody (*Minor Violation*).

Food passes on cell doors will remain closed unless CS are present.

Lights are not to be covered with paper, towels, or any other item. Lights are used to check your safety and well-being (*Serious Violation*).

Thermostats are not to be covered by paper, towels, or any other item (*Serious Violation*).

## **ARTICLE 8**

## **MEALS**

While confined in the WCJ inmates will receive three (3) meals a day. Meals are approved by a state certified dietician. The menu has been approved for its nutritional balance and content. Meals will be served at the following times:

Breakfast – 0615-0645 hours

Lunch – 1115-1145 hours

Dinner – 1615 -1645 hours

Special diets due to religion must be declared during booking and will not be changed later. Prescribed special diets and food allergies must be declared during booking. This will be verified by the Jail Medical Staff. Dislike of a particular food will not eliminate it from the WCJ menu. It must be a verified religious or medical reason not to receive the food item.

Trays will be delivered to housing units on a food cart. Inmates are limited to one tray and may not obtain a tray for another inmate. Trays must be checked and receipt of all food verified before being seated. CS will be informed of missing items. After the tray is accepted the CS is not responsible for missing items.

Food must be consumed at the table in the day room area. Food may not be taken to cells/bunks unless confined for disciplinary or safety reasons. You may not keep leftovers, condiments, trays, or any other food service item in your cell/bunk after the trays are collected (*Minor Violation*). All items must be returned to the kitchen or disposed of in the trash.

## **ARTICLE 9**

### **COMMISSARY**

Commissary items are available for purchase on the dorm kiosk and GTL Tablets. Orders will be submitted and money will be withdrawn from the inmate's account after midnight on Sunday and Wednesday. Orders will be distributed on Tuesday and Friday. CS does not control if the order is delayed by the commissary or shipping company. Once items are ordered they will not be refunded. For security reasons and to prevent hoarding, a purchase limit has been placed on commissary orders.

## **ARTICLE 10**

### **MONEY**

Inmates can receive money 365 days a year in the following ways:

- Kiosk located in the jail lobby entrance 24hrs a day. The kiosk works just like an ATM. Individuals depositing funds can use cash, credit or debit cards. The kiosk will accept denominations of 5, 10, 20, 50, and 100 dollar bills. **(Fees do apply)**
- Inmates can receive money via the internet. This can be accomplished by logging on to **[www.accesscorrections.com](http://www.accesscorrections.com)** **(Fees do apply)**
- Inmates can receive money via telephone by having individuals call **1-866-345-1884**. **(Fees do apply)**
- Cash, personal checks, money orders, traveler checks, or any other form of currency will not be accepted at the lobby window or via mail. Any form of money received via mail will be returned to the sender.

## **ARTICLE 11**

### **ACCESS TO INMATES**

Judges of the Court of Common Pleas, Probate, and Municipal Courts, Prosecuting Attorney's, Jail Staff, and individuals ordered by the Courts shall have free access to inmates during the day (0530-2230 hours) or as otherwise directed by the Sheriff.

Attorneys may visit inmates at any time which does not adversely affect jail operations or security. Visits are not permitted during meal times unless otherwise directed by the Sheriff. All Attorneys must request in writing to see inmates inside the secure area of the facility. This request must be made to the Jail Administrator or Assistant Jail Administrator at least 24 hours in advance.

Clergy may visit with inmates during the hours of 0800-2230 except during meal times. Clergy must submit verification of their clerical status. Clergy personnel who are related to the Inmate by blood or marriage are not permitted to visit in a clerical capacity; however, they may visit during normal visiting hours.

## **ARTICLE 12**

### **VISITATION**

#### **VISITORS**

The Washington County Jail recognizes the significance of visitation and the opportunity to maintain contact with family and friends while upholding facility safety and security. Visitation with inmates incarcerated at the Washington County Jail is non-contact using video monitors in completing a Video Visitation. Visitors are responsible for following the Video Visitation policy and regulations of the Washington County Jail.

#### **VIDEO VISITATION HOURS**

On-site Lobby Video Visitation hours are Monday through Sunday

- 0800-1100
- 1200-1600
- 1800-2200

Off-site Video Visitation hours are Monday through Sunday

- 0800-1100
- 1200-1600
- 1800-2200

**All Video Visitation visits are by appointment only.**

- Scheduling is done by the visitor either in the lobby of the Washington County Jail or through the internet at [www.icsolutions.com](http://www.icsolutions.com)
- Appointments may be scheduled one week in advance of the visit but no less than 16 hours in advance of the visit.
- When scheduling a visit you must enter the full legal name of each visitor.

**For those visitors using our on-site video visitation option it is recommended that you arrive at the Washington County Jail to prepare for your visit 15 minutes prior to the start of your scheduled visit. Should you arrive late the visitation appointment time will be held but it will not be extended past the scheduled visitation appointment time.**

- Visitors using the on-site Video Visitation option in the lobby of the Washington County Jail will only be permitted one 30 minute on-site visit per week per inmate.
- Off-site Video Visitation is available if you have a windows computer or Android device that has access to high-speed internet and a webcam. It is recommended that you use headphones during your visit to improve the sound quality. **Apple devices are not compatible at this time.**
- Off-site visits may exceed one per week but may be limited to availability based on scheduling.

- There is a cost for off-site Video Visitation visits. Cost of the off-site Video Visitation service is determined by IC Solutions and not the Washington County Jail. For an off-site visit, an account has to be set up at [www.icsolutions.com](http://www.icsolutions.com).
- On-site visitors must produce government issued identification to be allowed access to the visitation room.
- On-site visitors under the age of 18 must be accompanied by a legal parent or guardian. Total number of visitors is not to exceed 2 adults and 3 children for onsite visits.

### **VIDEO VISITATION RULES**

1. All Video Visitations are monitored and subject to recording for the safety, security and in the best interest of the Washington County Jail.
2. Visitors are NOT PERMITTED to use any additional cameras, and/or video devices, telecommunications or recording devices in an attempt to record or duplicate a video visit either on-site in the lobby of the Washington County Jail or off-site prior to, during or at the conclusion of a video visit. Violations may be subject to termination of their Video Visitation privileges.
3. For those visitors using our on-site video visitation option it is recommended that you arrive at the Washington County Jail to prepare for your visit 15 minutes prior to the start of your scheduled visit. Should you arrive late the visitation appointment time will be held but it will not be extended past the scheduled visitation appointment time.
4. Only those who have been approved by the Washington County Jail to visit by Video Visitation shall be permitted to visit.
5. Video Visitation may be denied to disorderly persons.
6. Visitors who are believed to be under the influence of alcohol or drugs will not be permitted to complete a video visit.
7. Visitors must be properly attired to visit.
  - **Male Visitors** are required to wear undergarments under their clothing, shirts, pants and shorts at all time during their visit. Shorts may be no shorter than mid-thigh and will not be provocative exposing upper thighs, genitalia, buttocks or extremely tight. Shirts may not expose the breast or midriff. Male inmates are required to wear jail issued orange uniforms during all visits.
  - **Female visitors** are required to wear undergarments under their clothing. Wearing of see through or transparent, low cut and/or revealing clothing, halter or tube tops shall not be permitted. Tank top blouses or dresses with thin spaghetti straps and blouses with cutouts shall not be permitted. Shorts may be no shorter than mid-thigh and may not be provocative exposing upper thighs, genitalia, buttocks or extremely tight. Dresses and skirts with slits higher than two inches above the knee shall not be permitted. All buttons shall be kept buttoned at all times. Wrap-around skirts shall not be permitted. Provocative clothing which exposes the breasts, midriff are extremely tight, off the shoulders or any style which exposes any part of the breast shall not be permitted. Female inmates are required to wear jail issued orange uniforms during all visits.

**Visitor's attire deemed inappropriate by the Washington County Jail staff shall be denied a visit.**

8. Loud talking, excessive emotionalism or any other type of disruptive behavior shall not be permitted. Visitors shall not deliberately incite or engage in an argumentative conversation with an inmate or any other person during Video Visitation.
9. Presence of nudity or sexual or sexual conduct during Video Visitation shall not be permitted. Actions of this type shall result in loss of Video Visitation privileges.
10. All inmates and visitors are to follow instructions of the Washington County Jail staff. Failure to do so may result in a loss of Video Visitation privileges.
11. If any court of record imposes a no contact order or temporary restraining order between the inmate and a potential visitor, no Video Visitation will occur.

**THE WASHINGTON COUNTY JAIL RESERVES THE RIGHT TO TERMINATE OR DENY A VIDEO VISITATION AT ANY TIME.**

**Inmates shall not be restricted in regards to who they visit unless the Jail Administrator or designee determines that a visitor should be excluded. Video Visitation can be denied through justified restrictions if:**

1. The visitor represents a clear and present danger to the security, safety and best interest of the Washington County Jail.
2. The visitor uses an additional camera, telecommunications or recording device during the visit.
3. The visitor has a history of disruptive (disorderly) behavior at the Washington County Jail.
4. There is reasonable cause to believe the visitor is under the influence of alcohol or drugs.
5. The visitor is not dressed properly as per the established dress code for male and female visitors.
6. The inmate refuses to visit.
7. Visiting restrictions have been placed on the inmate for reasons involving discipline or security of the facility.
8. It is determined that there are other substantial reasons to justify such limitations in order to promote the safe and secure operation of the facility.
9. There is a temporary suspension of Video Visitation it shall be restored as soon as possible.
10. It is determined that a permanent denial is reasonable and necessary and approved by the Jail Administrator following the recommendation of jail staff.
11. Any court of record imposes a no contact or temporary restraining order that is currently in effect between and inmate and a potential visitor, no visit will occur.
12. The Jail Administrator or designee decides that there are significant reasons related to safety, security and in the best interest of the jail to necessitate denial or rescheduling of Video Visitation.
13. Visitors refusing to produce proper identification.
14. The visitor refuses to be searched.

### **INMATES**

- Inmates must wear complete orange uniform during visits, including no headbands, towels, blankets, etc. Failing to do so will result in termination of visit.
- Any behavior deemed inappropriate by CS will result in termination of visit.
- Only scheduled inmate and visitors are permitted to visit. Any violation of this either by inmate or visitor will result in termination of visit.
- No special visits.
- Violating video visitation standards can result in disciplinary lockdown.

## **ARTICLE 13**

### **RELIGIOUS SERVICES**

Church services will be provided in a non-sectarian manner that teaches religious principles, not a doctrine or body of doctrines concerning faith or morals formally stated and authoritatively proclaimed by any church.

## **ARTICLE 14**

### **CORRESPONDENCE**

#### **MAIL**

If an inmate wishes to receive mail the sender must address the inmate's mail to PO BOX 2966, SAN ANTONIO, TX 78299-2966, the inmate can also send mail. The mail will no longer be physically given to the inmate it will be delivered electronically from a third party to the inmates GTL Tablet account. The mail sent to an inmate by the court or an attorney will be opened in the inmates' presence and inspected for contraband only. Outgoing legal mail to include, but not limited to, legal mail will be inspected for contraband only and sealed in the inmates' presence. The CS will not read any legal mail an inmate sends to or receives from his or her attorney or the court. Inmates are required to sign a Legal Mail Acknowledgment form for all incoming and outgoing legal mail. Letters or property of any kind may not be passed from one housing area to another. Withholding of any correspondence will not be used as a form of punishment.

There shall be no limitation on the amount of incoming or outgoing first class mail for inmates. All outgoing mail will be mailed at the inmates' expense. Assigned staff will open and inspect all incoming and outgoing general mail and packages of current inmates to intercept contraband or non-permitted items. Mail will not be delivered to the

inmate if it contains contraband (e.g., narcotics, drugs, tools of escape, weapons, or anything that may be considered contraband). All contraband will be seized and confiscated. (Confiscated items will be considered a ***Serious Violation*** and the inmate may be subject to prosecution and/or an administrative rules infraction).

Letters or pictures will be denied and returned to the sender if the following can be viewed in the Picture or enclosed in the Letter:

1. Photos showing nudity, lingerie, bathing suits, alcohol, drugs, drug paraphernalia, drug use, gang affiliation (signs), violations of local or state laws;
2. Money, money orders, checks, or currency of any kind;
3. Magazines, internet printouts, newspapers and newspaper clippings; coloring pages.
4. Screenshots
5. Information pertaining to the inmate's legal situation or other inmate's legal situation.

**INMATES WILL NO LONGER RECEIVE PHYSICAL MAIL WITH EXCEPTION OF LEGAL PAPERWORK FROM COURTS/ATTORNIES. ALL MAIL AND PHOTOS WILL BE ON THE GTL TABLETS.**

Inmates are not allowed to send or receive mail from other inmates housed at the WCJ (***Minor Violation***).

Inmates are not permitted to receive mail from inmates housed at other correctional and/or treatment facilities. These letters will be returned to sender.

Money or other property will not be received via envelope/package at the WCJ. Any such property will be returned to the sender. If a return sender address is not noted on the envelope/package, the inmate to whom it was sent will be responsible for returning it. If the inmate refuses or is unable to return the envelope/package, it will be disposed of. The mail will not be given to the inmate and will be placed in the Inmate's personal property.

If mail is returned to the sender, the inmate will receive written notification. This written notification will include information from whom the letter was sent and why it was returned. The inmate will sign to acknowledge the mail was returned. If a letter is returned for any reason, the whole letter and its contents will be returned. Photocopies will not be made of the letter and given to the inmate.

### **Indigent Inmates**

Inmates shall be provided a pen, paper, envelopes, and postage upon request so he or she can write and mail two letters per weeks. Letters to be mailed must be properly addressed including the proper return address. Inmates must meet all indigent requirements.

### **TELEPHONE CALLS**

All calls, except those to the inmate's public defender, prospective or current criminal attorney of record, will be recorded and subject to monitoring. Phone calls to a public defender, prospective or current criminal attorney of record will not be monitored or recorded. If an inmate obtains an attorney other than the public defender, the inmate must inform the CS in writing of the attorney's number so the CS can provide the inmate with unrecorded and unmonitored calls. Inmates will be permitted to make the necessary phone calls, upon their confinement, to their attorney and a person of their choice.

Phone calls can be collect or paid from the inmate's commissary account. Family and friends can also establish a prepaid account through the jail service provider. Inmates are not permitted to receive calls unless in the case of an emergency, which shall be determined by the CS. All calls, except those to an inmate's public defender or prospective or current criminal attorney of record, will be recorded and subject to monitoring. Phone calls to a public defender or prospective or current criminal attorney of record will not be monitored or recorded.

If an inmate places a phone call to an attorney and is audibly notified when placing the call that they are speaking on a recorded line subject to monitoring, the inmate waives any expectation of privacy related to that phone call.

Indigent inmate calls to an inmate's public defender are at no cost. Non-indigent inmates must pay for calls to their prospective or current criminal attorney of record.

Each housing unit has telephones and GTL Tablets that may be used for unlimited calling. Time restrictions will not be initiated unless problems are caused by inmates dominating the telephone or refusing other inmates access to the system (**Minor Violation**). Inmates have access to these phones from 0800 hours to 2230 hours. Inmates are not permitted to use another inmate's personal pin code with or without their permission (**Major Violation**). If discovered an inmate has used another inmate's personal pin code to make phone calls without the other inmate's permission, the inmate will reimburse the other inmate and may be charged criminally. Inmates will not give other inmates their personal pin code (**Minor Violation**). If an inmate gives their personal pin code to another inmate, they will not be reimbursed for their lost funds.

### **MEDICAL AND REQUEST FOR SERVICE FORMS**

These forms are available to request routine assistance, personal inquiries, grievances or medical issues. Request forms must be filled out completely. Forms that are not complete or frivolous will be discarded.

Inmates must be patient when waiting for a response. Some requests/complaints are more complex than others and may require additional staff members to approve, deny, or correct the situation. Inmate requests or complaints will be answered as soon as possible.

### **BOOKS**

Books will be distributed to the housing units twice each week. Hardback books are not permitted in the facility. (CS) and Clergy will distribute soft back Bibles, Korans, and other religious material when requested if the items are available. (If CS determines the inmate population is misusing books in any way, they will take all books and not give them back until deemed appropriate.)

## **ARTICLE 15**

### **HEALTH CARE SERVICES**

All inmates have access to medical, mental health, and dental services. Inmates should notify a CS immediately if they have a health care emergency. Inmates can request non-emergency care by filling out a Medical Request form. This form is available upon verbal request. Inmates should submit their completed request to CS or directly to a nurse during medication rounds. A nurse will review and handle the request as soon as possible based upon the type of injuries or illnesses. The following fees will be charged to inmates for non-emergency health care services:

- Nurse assessment/treatment: \$5.00;
- CNP assessment/treatment: \$7.00;
- Prescription medication: \$5.00 per prescription (processing charge);
- Dental visit: \$10.00;
- Court ordered lab tests: \$10.00;
- Emergency Room visits: \$50.00;
- X-Ray's: \$30.00;
- Out of facility physician visits: \$7.00;
- Specialist Fee: \$50.00;
- CNP lab work (blood & urine): \$5.00
- Other fees as deemed appropriate; and,
- Fees may be added/changed upon approval of the Jail Administrator.

Prescription medication is to be taken at the time it is administered and in the presence of a nurse or CS. Failure to follow this procedure will result in disciplinary action. Hoarding of medications will result in disciplinary action and the inmate may be criminally charged (**Serious Violation**). Knowingly taking medication that belongs to another inmate will result in disciplinary action and may result in criminal charges (**Serious Violation**). Being disrespectful to a nurse or physician will be reported and may result in disciplinary action (**Major Violation**). All medications

(including non-prescription) will be administered in accordance with approved medical practice/protocols and jail physician orders.

Medication rounds will be conducted on a daily basis around the hours of 0900 and 2100. It is the inmate's responsibility to report to the medication cart when rounds are announced in the inmate's housing unit. All inmates currently taking medications are required to report to the medication cart whether the inmates want their medications or not. A signature is required for acceptance and refusal of medications. Failure to report to the nurse for medication will be considered a refusal to take the medication and may result in the medication being discontinued by the jail physician.

Inmates are required to bring water to the medication cart. Inmates are to drink water after taking their medication and to show the CS dispersing the medication under their tongue and around their gum line.

All inmates will be scheduled for a basic physical within their first 14 days of incarceration. . There will be no charge for this physical.

Inmates have a right to be seen by a medical professional, other than the jail physician, if they so choose, and the following conditions are met. The inmate must provide the name and address of the medical professional so that the jail nursing staff can verify his or her medical license. The inmate must arrange for payment of all costs of the care before it is scheduled. All scheduling is completed by the nursing staff. It is understood that the jail physician has the final say on what health care (including medications) will be provided in the jail.

## **ARTICLE 16**

### **EMERGENCIES**

In case of a fire, inmates must follow the instructions of the CS and/or fire personnel to safely evacuate from the area or building.

Should a total evacuation of the building be necessary, inmates will be instructed to follow a route to a secure area for temporary housing. All inmates will obey the directives of the CS to ensure the prompt and safe evacuation of the building.

Should an inmate experience a medical emergency while in the holding cell, housing unit, visitation or classroom, the intercom on the wall may be used to speak to a staff member. This is for emergency situations. If inmates misuses or abuses the intercom, they may face disciplinary sanctions (*Minor Violation*). To use the intercom the inmate should:

1. Push the silver intercom button;
2. Wait for the CS's response; and,
3. State clearly what the emergency is.

Inmates do not need to keep pushing the button to respond. Do not shout into the intercom. Speak in a normal tone.

Should a fight break out in the housing unit or there is a disturbance that does not require evacuation, all inmates who are unaffected by the emergency must return to their assigned cell. Inmates' failure to return to their cell will result in disciplinary sanctions (*Minor Violation*).

## **ARTICLE 17**

### **RECREATION**

30 minutes a week of outdoor recreation will be offered on weekends, weather permitting. The temperature must be 50 degrees Fahrenheit or above and not raining. Indoor recreation can be performed at any time between the hours

of 0530 and 2230. Inmates are permitted to perform pushups, sit ups, and walk laps in the housing unit. No jogging, running, martial arts, shadow boxing, or any activity that involves physical interaction or contact with another inmate is permitted during indoor or outdoor recreation (*Minor Violation*).

## **ARTICLE 18**

### **PROGRAMS / SERVICES**

The programs/services offered are subject to change by the Jail Administrator as the needs of the inmate's change.

#### **A.A.**

These classes are held weekly. Inmates in disciplinary lockdown cannot participate in AA classes. A.A. classes, date and times, are subject to change / suspension based on unforeseen circumstances.

#### **Mental Health Services**

L&P Services come to the WCJ on Thursday each week. This is for drug, alcohol, and mental health counseling. Inmates must submit an Inmate Request Form to be placed on the list. Inmates must submit a new request after they have met with the counselor. This will ensure they are placed on the list again.

#### **Law Library**

The Law Library is available for inmate use. Inmates can use the Law Library by submitting a request to the CS. Inmate will be taken to the Law Library at the convenience of the CS. Inmate will sign a waiver for Lexis Nexis. Inmate caught damaging the Lexis Nexis computer will receive disciplinary action (*Serious Violation*) and will be charged criminally. Lexis Nexis is also offered on the GTL Tablet.

#### **Inmate Voting**

Absentee ballots will be provided upon written request.

## **ARTICLE 19**

### **INMATE CLASSIFICATION**

#### **GENERAL POPULATION**

Inmates will be classified and housed in general population in the following manner that is consistent with the jail design:

- Males and females will be separated;
- Adults and juveniles will be separated; and,
- Violent and non-violent inmates will be separated, when possible.

#### **ADMINISTRATIVE SEGREGATION**

Administrative segregation shall be employed to separate an inmate from general population whenever one or more of the following exists:

- The inmate presents an inability to conform to established standards of behavior for general population;
- The inmate poses a threat to themselves, to the security of the jail or to others;
- The inmate presents a valid need for protection as determined by the Jail Administrator or his designee;
- The inmate has a special need (mental, physical, communicable diseases or other medical problems); and,
- The Jail Administrator, or designee, has otherwise determined that such segregation is necessary and in the best interest of the inmate, CS or the safe and secure operation of the facility.

If an inmate is placed in administrative segregation, he or she will be provided with written documentation stating the reason why within 24 hours of initiating the segregation. This notice will include any restrictions of privileges and/or rights being placed upon the inmate.

The inmate will be given the opportunity to write or orally appeal the decision of being placed in administrative segregation to the Jail Administrator or designee. This will be reviewed within 72 hours for the determination of continued segregation. The inmate will be informed of the decision in writing.

After 30 consecutive days, the inmate shall receive an administrative review by the Jail Administrator or designee. Subsequent reviews shall be conducted every 30 days.

Inmates placed in administrative segregation retain the same rights and privileges as inmates housed in general population. The Jail Administrator or designee may restrict these rights and privileges in order to protect the safety and security of the facility and its occupants or the health and welfare of inmate or others.

## **ARTICLE 20**

### **INMATE WORKERS**

To become an inmate worker, the inmate must submit a Workers Dorm Application. Once the Workers Dorm Application is submitted, it will be reviewed then approved or denied by the Work Program Coordinator and/or Jail Administrator. Each inmate that has been denied worker status will be informed of the reason in writing by the Work Program Coordinator. Inmates who are approved to work by the Work Program Coordinator and/or Jail Administrator will then need to be approved medically. If approved medically, the inmate will be placed in the worker's dorm.

Each inmate worker must read and sign the Inmate Workers Handbook. The Inmate Workers Handbook explains the type of work and how to perform the work as an inmate worker. Types of work performed by inmate workers are:

#### **Inside Work:**

- General cleaning;
- Laundry duty;
- Kitchen duty;

#### **Outside Work:**

- Lawn care;
- Washing cars; and,
- Litter detail.
- Employee Hallway
- Lobby

Each inmate worker will sign a waiver stating that he or she is volunteering for this position and that no promises have been made to that inmate.

Inmate workers in good standing may qualify for a reduction in their sentence. The reduction in the inmate's sentence will be determined by the sentencing court.

As long as the inmate is not a Mandatory Sentence, ALL FINES and COURT COSTS are paid, the inmate is eligible for "good days" in which the inmate receives 1 good day for every 12 hours worked.

## **ARTICLE 21**

### **ESCAPE AND CONTRABAND**

An inmate who escapes, attempts to escape, assists another inmate in an escape or attempt to escape, participates in conveying into the jail any contraband (weapon, tool, narcotics, drugs, alcohol, hallucinogenic substance or any item not approved by the CS), will be subject to disciplinary action (*Serious Violation*) and criminal prosecution.

## **ARTICLE 22**

### **INMATE CONDUCT**

Inmates must obey and follow all instructions or orders issued by CS (*Major Violation*).

Inmates must conduct themselves in an orderly/obedient manner with respect for the rights of the CS and other inmates (*Minor Violation*).

No inmate shall attempt to control the action or behavior of any other inmate or CS by threat, promise, fear, force, or coercion (*Major Violation*).

All forms of gambling are prohibited (*Major Violation*).

Loud noises, rowdiness, profane and indecent language (verbal/portrayed) will not be permitted (*Minor Violation*).

Inmates will not look through the housing unit windows toward the control center, other housing units, make hand signals, yell or show written messages at the windows to anyone outside the housing unit or the cell (*Minor Violation*).

When an inmate is escorted outside of his or her housing unit, he or she must follow and stay within the designated floor markings. If multiple inmates are escorted at the same time, they will walk in a single file line. They are not allowed to communicate with other inmates being escorted and inmates in other housing units (*Minor Violation*).

No inmate will enter the cell of another inmate at any time for any reason (*Major Violation*).

All inmates will be "locked-down" in their assigned cell/bunk each night between the hours of 2230 and 0530 hrs. While in their cell/bunk, they must keep quiet. They must not sing, shout or create any similar noises (*Major Violation*).

Inmates will not talk back, curse or threaten any CS or others working inside the jail (*Major Violation*).

Each time an inmate enters or leaves the security perimeter of the jail, cell, or housing unit, the inmate is subject to a pat down search and/or strip search.

During their confinement, all CS will be addressed by title or by their rank. Inmates will never address any CS member by their first name (*Minor Violation*).

Inmates are not permitted to wear headbands, head coverings, necklaces, or similar symbols of identification (*Minor Violation*).

Inmates will not be permitted to place personal items on the window frames or ledges. Inmates will not write or attach items to their cell or housing unit walls (*Major Violation*).

Should a disturbance (e.g., fight, argument or similar incident) start in a housing unit, inmates must go to their cell/bunk immediately. If an inmate is in a housing unit with cells, he or she is to close their cell door and remain in the cell. This action places the inmates out of the problem area and lets the CS see that they are not participating in the incident (*Major Violation*).

Inmates shall not remove the mattress from the bed or cell (*Major Violation*).

Inmates shall not hoard snacks or foods. Excessive items including mail, papers, pictures, etc. may be confiscated from the cell or housing unit and placed in their personal property. These items will not be returned until the inmate is released from the WCJ (*Minor Violation*).

Excessive use and/or refusing to let other inmates use the television is forbidden (*Major Violation*).

## **ARTICLE 23**

### **VIOLATIONS, PENALTIES, AND DISCIPLINARY PROCEDURES**

#### **MINOR VIOLATIONS:**

1. Engaging in unnecessary noise or unauthorized communication;
2. Misuse or abuse of the intercom system;
3. Horseplay, teasing, or harassing others;
4. Obscene gestures and/or remarks to others;
5. Failure to keep person, clothing, and/or living area clean;
6. Improper wearing of uniform (i.e. pants rolled down, shirt worn at all times, wristband worn at all times, no headbands, no homemade jewelry);
7. Hoarding or storing any food or drink;
8. Improper storage of personal property and/or commissary items;
9. Lying or sitting on top of tables, placing feet on furniture or walls, laying on floor;
10. Attaching anything to walls, windows, ceilings, sinks, etc.;
11. Loitering or standing on steps or stairway landing;
12. Standing near doors or window frames designated by dark floor tile;
13. Addressing staff or visitors in a disrespectful manner;
14. Making excessive noise or loud talking at any time;
15. Inmates assigned to a lower level bed are not permitted on the upper level or mezzanine without CS permission;
16. Placing trash or garbage anywhere but the designated place;
17. Inmates will not possess any obscene drawings or artwork to include drawings/markings on jail property;
18. Possession of sheets, towels, or uniforms in excess of the number issued;
19. Improper use of sheets, towels, uniforms, or other jail property, removing bed, bedding, towel, uniform, etc. from bunk and desk area to day area.
20. Giving another inmate your personal pin code;
21. Using another inmate's personal pin code;
22. Feigning an illness;
23. Unauthorized use of mail or telephone;

#### **MAJOR VIOLATIONS:**

1. Repeated minor violations;

2. Disobeying a CS's order;
3. Giving false information to CS;
4. Being out of assigned bunk during designated sleep time, except for movement directly to and from the bathroom; showers are not permitted after lights out;
5. Gambling or possession of gambling articles;
6. Placing anything over a bunk or window in any manner that would reduce CS's ability to observe an inmate;
7. Creating a condition that might cause a health or safety hazard;
8. Marking on walls, floors, tables, equipment, etc.;
9. Fouling the head count, food distribution, or medicine distribution;
10. Altering or damaging jail issued clothing, blankets, bed linens, towels, etc.;
11. Causing any minor damage to jail property;
12. Abusing or misusing commissary, visitation, telephone, or recreation privileges;
13. Abusing or misusing food services;
14. Attempting to control the behavior of other inmates;
15. Using vulgar, profane, racial, ethnic or derogatory remarks towards CS or other inmates;
16. Possessing and/or use of money or money substitutes;
17. Possession of contraband;
18. Making unfounded complaints against CS members, visitors, or other inmates, with malicious intent;
19. Entering another inmate's cell or a vacant cell without CS permission;
20. Repeated or unnecessary use of the intercom system;
21. Switching cells or bunks without CS permission;
22. Giving, lending, trading, or selling any property, items of value, commissary, etc. for favors, profit, gain, or increased return;
23. Failure to return to cell/bunk during a fight, disturbance and/or emergency situation;
24. Using sheets, blankets, mattress, body, or any other item to block the view of CS or cameras;
25. Kicking or hitting cell door(s);

**SERIOUS VIOLATIONS:**

1. Repeated major violations;
2. Refusal to enter or exit a cell, housing area, or any program area when ordered to do so by CS;
3. Threatening any Sheriff's Office employee, other jail inmates, or visitors;
4. Fighting;
5. Possessing tobacco in any form;

6. Possessing matches, lighters, or other devices capable of generating a heat source;
7. Barricading any door;
8. Tampering with any lock, locking device, intercom, telephone, kiosk, thermostat or any other device or equipment, obstructing ventilation;
9. Assaulting CS, inmates, or visitors;
10. Disrupting religious, medical, food services or any other jail activity or program;
11. Escape, attempted escape, or aiding another to escape or attempt to escape, and failing to report knowledge of an escape event;
12. Possessing any type of weapon or similar contraband modified so that it may be used as a weapon;
13. Possessing, accumulating, or taking any prescription or over the counter medications, that belong to you or another inmate, without authorization;
14. Causing any serious damage to the jail facility and its operations;
15. Creating a condition that might cause a serious health or safety hazard;
16. Starting or any attempt to start a fire;
17. Plugging or misuse of any plumbing fixture;
18. Engaging in sexual activity;
19. Correspondence or attempted correspondence between inmates housed in separate dorms by use of notes, telephone, or through other inmates, CS, or visitors;
20. Conveying or attempting to convey any illegal or prohibited item into the jail facility;
21. Engaging in tattooing or self-mutilation;
22. Being out of place inside or outside the facility;
23. Interfering with the duties of any CS member;
24. Committing any violation of local, state, or federal law;
25. Knowingly expose breasts, buttocks, or genitals to another inmate, CS member, or visitor, except during an authorized strip search;
26. Attempting to make, possess, or ingest alcoholic beverages/home brew;
27. Creating, conspiring to create, inciting, or participating in a riot;
28. Possessing drugs or drug paraphernalia;
29. Counterfeiting, forging or unauthorized reproduction of any document, article, identification, money, security, or official paper;
30. Giving or offering any official or CS member a bribe, or anything of value;
31. Any act not otherwise set forth herein, knowingly done, which constitutes a threat to the security of the facility, its staff, or other inmates, the inmate him/herself, or is disruptive to the normal operation of the facility may be considered a serious rule violation.

32. Out of Uniform – The wearing of a jail issued uniform that does not meet your classification status.

33. Shaking or misusing Vending Machines and/or GTL Tablets.

34. Abuse of Grievance request forms.

35. Theft;

### **PENALTIES FOR VIOLATIONS**

Inmates will receive a Rule Violation Warning Letter for violations. If the Jail Administrator or designee deem that the Rule Violation Warning Letter will not correct the inmate's behavior, the Jail Administrator or designee will issue the inmate an Inmate Rule Violation Report . The following are the penalties that will be enforced for each level of violation:

#### **MINOR VIOLATIONS**

Inmates may be denied any or all privileges and be placed in isolation for a period of time not to exceed 7 days.

#### **MAJOR VIOLATIONS**

Inmates may be denied any or all privileges and be placed in isolation for a period of time not to exceed 14 days on each violation.

#### **SERIOUS VIOLATIONS**

Inmates may be denied any or all privileges and be placed in isolation for a period of time not to exceed 21 days on each violation.

### **DISCIPLINARY PROCEDURES**

**When the Jail Administrator, designee, or another member of his or her staff finds it necessary to charge an inmate with a minor, major, or serious violation of the rules of conduct, he/she shall comply with the following procedures:**

- Advise the inmate of the specific violation charged;
- Advise the inmate of the behavior which, in the opinion of the Jail Administrator, or designee, justified the charge;
- Advise the inmate of the maximum penalty which can be imposed for the violation charged;
- Advise the inmate of his/her right to assistance by the CS and/or another inmate in preparing an answer or defense to the charge;
- Advise the inmate of his/her right to an impartial hearing on the charge;
- If the inmate acknowledges that he or she has committed the violation charged, the Jail Administrator or designee may proceed to impose the applicable penalty; and,

#### **Corporal Punishment:**

Under no circumstances shall corporal punishment be permitted.

Nothing herein contained shall prevent the additional taking of criminal and/or civil action against an inmate.

- If the inmate denies that he or she has committed the violation, they are entitled to a due process hearing to determine whether there is substantial evidence of guilt to believe that he or she committed a rule violation. The inmate must decide if he or she wants this hearing at the time their discipline paperwork is served . Said hearing will be held within two (2) working days if they are in disciplinary isolation and three (3) working days if they are in general population. This hearing will be conducted by an uninvolved supervisor, appointed by the Jail Administrator or his designee. During this hearing inmates have the right to be heard, present evidence and witnesses. The inmate may request assistance in preparing their case from

a CS member or another inmate as determined by the hearing officer. Inmates are entitled to appeal any disciplinary actions to the Jail Administrator. A disciplinary hearing will not be held for any inmate refusing to sign disciplinary paperwork.

**Privileges which may be denied are:**

1. Entertainment (television, games, etc.)
2. Commissary (except personal hygiene items)
3. Visits from friends and family
4. Phone calls to friends and family
5. Outdoor exercise
6. Participation in extra programs (GED, AA, etc.)
7. Vending Machine Access
8. GTL Tablets

**Qualified rights which may be suspended are:**

1. Clothing, bed, bedding, unlimited access to toilet, lavatory and shower
- These rights shall be reviewed daily for reinstatement.

**Qualified rights may be suspended when:**

1. The practice in a particular case poses a serious threat to security, or jail property is seriously abused.

**Fundamental rights which may not be suspended are:**

1. Visits by attorneys or clergy;
2. Phone calls to attorneys or clergy;
3. Adequate food (nutritious diet);
4. Adequate light, ventilation, temperature control and sanitation; and,
5. Medical care.

**Prohibited Acts:**

Under no circumstances shall discipline be administered by inmates.

The withholding of food from inmates as a disciplinary measure is prohibited.

Any form of corporal punishment prohibited.

Nothing herein contained shall prevent the additional taking of criminal and/or civil action against an inmate.

**ARTICLE 24**

**GRIEVANCE PROCEDURES**

Any inmate wishing to submit a grievance may do so in writing by asking CS for an Inmate Request form. Inmates must submit the Inmate Request form to the Jail's Grievance Officer. The Inmate Request form must state the nature

of the inmate's grievance. Generally a grievance must be a violation of jail policy, the jail minimum standards, or civil rights. The Grievance Officer will give prompt and fair consideration to all grievances and shall take the appropriate action. One level of the appeal will be available during this process. Retaliation by staff for inmate grievances is prohibited.

## **ARTICLE 25**

### **P.R.E.A. – PRISON RAPE ELIMINATION ACT**

It is the policy of the Washington County Jail that all inmates will be free from sexual harassment, sexual intimidation, rape, sexual battery, gross sexual imposition, or any other act that would constitute a violation of the Ohio Sex Crime Laws. Any inmate who believes that he or she is the victim of one of these acts will immediately contact a CS and report the incident. These acts will not be tolerated and criminal charges will be filed with prosecution being aggressively pursued. If the incident involves a CS member, anyone teaching or counseling in the jail, a detective or deputy, having no responsibilities in the jail, can be reached at 740-376-7070. Be assured that all complaints will be thoroughly investigated and handled in a timely manner. All information regarding P.R.E.A is available on the inmate kiosk located in each dorm.

## **ARTICLE 26**

### **VENDING MACHINES**

Vending machines are a privilege and will be re-stocked at the convenience of CS. Vending Machines will be re-stocked tentatively on Sundays and Fridays. DO NOT shake or misuse the Vending Machines (**Serious Violation**).

Each Inmate has a \$25 spending limit daily. Your spending limit will reset 24hrs after the last time you bought an item out of the vending machine.

Vending Machines will be offered from 0600 – 2300 hours.

Inmates are not to use the Vending Machine as a fridge to store any items at all to include but not limited to; bottles filled with fluids, Snacks, Etc.(**Major Violation**)

## **ARTICLE 27**

### **GTL TABLETS**

All tablets designated to each dorm will be available to Inmates from 0800 – 2300 hours.

Tablets are a privilege, misuse of tablets will result in all tablets being removed from the dorms where the issue occurred. (**Serious Violation**)

Hoarding Tablets will result in lockdown (**Major Violation**)

Inmates will be charged \$250 for Destruction of GTL Tablets. (Price is Subject to Change)

All mail, pictures, and messages will be sent to the tablets utilizing the address as follows:

WASHINGTON COUNTY JAIL  
INMATE NAME / BOOKING NUMBER

PO BOX 2966  
SAN ANTONIO, TX 78299-2966

Destruction of Tablets will result in Criminal Charges. **(Serious Violation)**