

SALINE COUNTY JAIL

INMATE HANDBOOK

FACILITY RULES, REGULATIONS AND DISCIPLINARY PROCEDURES

BOOK # _____

JAN 2008

This handbook is prepared to provide inmates of the Saline County Jail with the guidelines of the day-to-day operation and services of

this facility. Inmates should familiarize themselves with this handbook as part of the orientation process, and they are required to abide by its contents at all times.

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This Inmate Handbook is the property of the Saline County Jail and must be returned upon the inmate's release. It is to be turned into the booking officer. Destruction of the Handbook is a Major Rule Violation. Destruction of this Handbook will result in a **\$5.00 debit in your Inmate cash account.**

INTRODUCTION

The following rules state what is expected of you and what jail officials can do for you while you are incarcerated at the Saline County Jail. You will be required to read these rules. **If you cannot understand them or cannot read them, ask the Corrections Officer to read them to you.**

Your signature will indicate that you have read and understand these rules. These rules are intended to ensure your safe custody, decent living conditions and fair treatment.

This jail is managed and controlled by the Sheriff and his Staff. The Sheriff and his staff are required by law to maintain security, order, decent living conditions, and fair treatment for all inmates. No inmate has the right to assign work to you or have control or supervision over you. You are required to abide by these rules at all times. Only the Supervisory Staff of the Saline County Jail may grant exceptions to the rules and regulations.

Management Principles and Responsibilities

We will respond to your basic needs for safety, food, physical activity, medical care, and reasonable living conditions. We will provide you with reasonable opportunities to maintain contact with your significant others, as well as attorneys and religious representatives via telephone, mail, and visitation.

We expect you to behave in a rational and respectful manner, and you will be treated accordingly. The staff will be addressed as Mr., Ms. (and the surname) or Deputy _____. However, behavior that violates facility rules and regulations and/or is **disruptive** to staff and other inmates **can have severe consequences**. These consequences may result in restricting your rights and privileges, and/or restriction to your cell, or confinement to disciplinary detention for up to 23 hours a day.

As a staff, we will spend more time "in jail" than you will. Therefore, we are committed to maintaining a working environment that **is clean, sanitary, orderly, and safe** for all concerned. Your cooperation is expected.

INMATES RESPONSIBILITIES

You have the responsibility to:

Treat all Saline County employees, medical staff, mail staff, volunteers and other inmates in a courteous manner; respect the rights and beliefs of others,

Learn the rules and abide by them and to maintain your Inmate Handbook in good condition,

Maintain sanitary conditions, to include cleaning and laundry schedules, and to keep your person and living area neat and clean,

Request assistance for your care as you need it,

Inform visitors of your housing unit visitation schedule, conduct yourself properly during visits, and to not violate facility rules or local, state, or federal laws through your correspondence and visits,

Present, honestly and fairly, any problems, grievances or questions to the Administration,

Take advantage of programs and activities which may help you live a successful and law-abiding life within the facility and the community,

Use library and program resources as the procedures and schedules provide and to respect the rights of other inmate to use the materials,

Refrain from the use of tobacco products. This facility is a tobacco-free building. Possession of matches or tobacco products will subject you to disciplinary procedures and possible criminal charges,

Notify a Corrections Officer of any broken items in the living quarters such as bent sprinkler heads, faucets, chairs, tables, windows, doors, etc,

Keep floor surfaces free of spills and clear of obstructions,

Do not loiter on the mezzanine level of the housing pods or climb or slide on rails, sit on steps or anything else, or disciplinary actions will be taken

Move promptly in an orderly fashion during fire drills and to follow the directives of staff members, failure to do so may result in disciplinary action,

Summon a Corrections Officer or other staff member whenever you feel threatened or unsafe,

Do not flush inappropriate items down the toilet. Doing so will result in disciplinary action.

GENERAL RULES

Admissions

Upon admission to this jail, you will be asked to cooperate with the Booking Officer. There will be certain personal information that must be obtained from each person entering this jail facility for the purpose of maintaining required records. All monies and personal property of newly admitted inmates will be appropriately cared for; monies will be placed into the Saline County Inmate Account. All personal property will be sealed and stored for safekeeping. **Once**

property is sealed it will not be opened again until time of book out. Each new inmate will receive jail clothing and bedding and will be searched at the time of admission. After the booking procedure is completed, the booking officer will explain the bonding procedures and when the inmate can expect to go to court on the charge he/she has been arrested for. Each inmate will be assigned to a cell area of the jail upon admission. The area of assignment will depend upon the inmates' classification, charge, the circumstances surrounding the arrest, the inmate's attitude and behavior while being processed at the jail. **Each newly admitted inmate will be afforded an opportunity to make collect phone calls upon completion of the booking process** provided he/she has complied with the procedure and is physically able to carry on a reasonable conversation while using the telephone.

Release of Inmates

Upon release, it will be necessary for you to comply with the releasing procedures of this jail.

All personal property will be returned, and a check in the amount of the balance of monies will be issued to all inmates upon release from this jail. If there are any special instructions as to court appearances, etc., the releasing officer will inform the inmate upon release. It is the responsibility of the inmate to advise the releasing officer if he or she disagrees with the property inventory, or the money received appears not to be correct. **All jail property will be collected by the Corrections Officer at the time of the inmates' release. All personal property left by an inmate after being released will be disposed of after 60 days. Your cash account may be debited for damage to jail property upon release.**

Personal Cleanliness

It is important that you keep yourself clean. You are required to shower as soon as you come into the jail and daily while you are in jail. Shower facilities will be provided to you on a daily basis. Nail Clippers will be provided on Tuesdays by the Medical Staff

A jail barber will be available at inmates' expense and the barbers' schedule.

The Corrections Officers may require an inmate to shower whenever it is deemed conducive to the health of the inmate or the sanitary welfare of the jail. This also applies to the trimming of the hair and beard. All cells will be kept clean by the inmates assigned to that cell. All other areas in the cellblocks will be cleaned by the inmates living in that area. **The cells will be inspected daily and any work assigned to you will be completed.**

Care of Living Quarters

1. All inmates, both sentenced and unsentenced, must keep their cells clean at all times. This includes cleaning the walls, windows, floors, doors, bunks, making beds, and cleaning the toilets and basins. The cleaning materials will be put in the cellblocks at 7:00 am and removed by 11:00 am. **ALL INMATES** in the cell blocks must get up at 7:00 am, eat their breakfast and clean their cells and area. . If the cellblock does not get up to clean it will result in the loss of privileges for up to 72 hours.
2. Any accumulation of excessive personal property in cells will be removed and placed with your personal property. No property or material will be hung or placed on the cell walls or windows. No excessive amounts of commissary shall be kept in the cell. All unauthorized items found will be confiscated.

I HOUSING RULES

- 1 All inmates assigned to the jail are required to keep the facility clean and sanitary. Each inmate is responsible for keeping the Housing Unit clean (swept and mopped daily), and beds are to be made each morning. Housing units will be cleaned daily from 7:00 am to 11:00 am. Dayroom telephones and TV's will not be turned on until 9:00 am and only when all individual cell/rooms and the dayrooms are clean
2. Trash, paper, or other debris will not be thrown on the floor or flushed down the toilet. All debris will be placed in trash containers provided for proper disposal.
3. All bedding will remain on the bunks
4. Smoking by inmates is prohibited.
5. Books, papers and other personal or county property will not be allowed to accumulate in the Housing Units.
6. Housing Units shall remain free from any item taped, hung, or stuck on the walls, doors, windows, or furniture.
7. Writing on or defacing walls, doors, furniture or facility property will not be permitted. And violators will be prosecuted.
8. Housing Unit searches or "shakedowns" for hygiene and safety purposes will be conducted as needed and will include your living area, your property and person.
9. Headcounts will be conducted at each shift change or when authorized. Inmates will return to their cells or bunks as directed by the Officer 30 minutes prior to each shift change and each meal service.
10. Housing Units will be locked down each night at 11:30 pm.

11. Items will not be placed so as to block any locking device, obstruct the view of the Corrections Officer, or affect the fire control system.
12. All vents and light fixtures in the Housing Units will remain uncovered to ensure the proper air and lighting throughout the areas.
13. Inmates are required to shower daily.
14. Inmates **will not be allowed to stand or loiter on the second level** of any Housing Unit.
15. Inmates shall be **completely and properly dressed in issued clothing whenever they are off of their bunk.**
16. When inmates are out of their Housing Units, they will not approach or speak to any outside personnel.
17. Lights are turned on at 6:00 am
18. Daily wake-up will be at 7:00 am
19. Inmates will be allowed access to the exercise area on a scheduled basis as posted in the dayrooms or announced by the Corrections Officers. (Weather permitting)
20. Telephones and TV's are turned on at 9:00 am daily, subject to the completion of Housing Unit and area cleaning and inspection. Telephones and TV's will be turned off during mealtimes, shift changes, and during counts.
21. Televisions will be turned off at 11:30 pm with no exceptions
22. All meal trays will be stacked appropriately. All cups will be placed in the storage container and the sporks will be placed in the white plastic cup.
23. Loud, profane, abusive or boisterous language or disorderly/disruptive behavior will not be allowed.
24. Telephone usage will be limited to 20 minutes at any one time, then another inmate will be given a turn.
25. Inmates will not be allowed in any Housing Unit or cell other than their own.
26. The Corrections Officer will control television use. Corrections Staff will change TV channels at the top of the hour.
27. Lockdown. A "lockdown" means you must immediately go inside your cell or to your bunk and shut, or allow an officer to shut your door. You are to lock down quickly and in an orderly manner at any time you are so ordered. This includes during regular population counts and at nightly lockdown. Refusal or a delay in compliance may result in disciplinary action.
28. All cell doors will be opened 5 minutes at the top of each hour. The cell doors will remain closed for the remaining time. No exceptions will be made. Make sure you have all items needed from your cell for mealtimes.

II PERSONAL PROPERTY

1. All personal property will be inventoried and stored in the facility's storage area and will be returned upon the inmate's release.
2. Inmates may release personal property to designated individuals by completing an Inmate Personal Property Release Form. **Inmates are not allowed to release personal property or money to other inmates.**
3. Inmate personal property not acceptable at other facilities (if the inmate is transferred) will be placed in the Sheriff's Property Section. Inmates will authorize the release of this property to a designated individual prior to departure, or such property will be destroyed, donated to a social agency, or sold at auction **if not claimed within 60 days.**
4. Personal property from your family or friends **will not be accepted.** The **only items** family or friends may leave for you are cash, money order, cashier's check, government check, certified check, check from another correctional facility, and court clothing for jury trials. **Court clothing will only be allowed the day before your trial and must be picked up the day your trial ends.**
5. **Personal Items.** When you are booked into the custody of the facility and given a permanent housing assignment, you shall receive the following items:
 - 1 - Hygiene kit for those incarcerated over 18 hours including a toothbrush, toothpaste, all in one shaving/shower/shampoo, comb, deodorant and toilet paper.
 - 1 – Jail Uniform
 - 1 – Pair of shower shoes and orange slip on shoes
 - 2 – Pairs of underwear, undershirt, and socks (sport bras for females)
 - 1 – Pair of orange shorts
 - 1 – Towel and washcloth
 - 1 – Blanket (2 during colder weather) and sheet
 - 1 – Pillow, pillowcase, and mattress cover

In addition, you may have the following items in your possession:

2 – Library books (from the jail library)

2 – Magazines/ books (from publisher only)

Contact lenses (cleaner may be purchased from
Items purchased from commissary

commissary)

Writing paper, pencil, and pen

Prescription eyeglasses

Legal documents

10 photographs no more than 4” x 6” ”
(Polaroid’s not allowed)

20 Personal Letters (not over 30 days old)

Female inmates should request other personal hygiene items as needed.

Personal hygiene items in the “kit will not be reissued. Your first hygiene kit will be free any additional kits will be available for purchase. Indigent inmates will be afforded kits at no cost.

Hygiene items will be passed out once (1) a day after breakfast trays are collected. If you have money on your inmate accounts, the money for the item you requested will be deducted from your account.

Shower / Shampoo / Shave	.38C
Deodorant	.24C
Toothpaste	.11C
Toothbrush	.03C
Razor	.06C
Pen	.08C
Comb	.02C
Paper – (5 sheets)	.01C
Envelopes	.01C
Toilet Paper	.40C

Facility staff shall reserve the right to restrict the possession and usage of any of the above items at any time at the sole discretion of staff.

III CLOTHING, LINEN AND LAUNDRY

1. All inmates will be provided with jail clothing and linen at the time of intake. Issued clothing and linen will be changed and laundered according to the predetermined schedule.
2. No personal clothing is accepted from the outside except for jury trials and treatment. Inmates shall be allowed to wear civilian clothing to their jury trial. Only one set of clothing and shoes will be accepted or exchanged the evening prior to jury trial. Each day that the trial continues, clothes may be exchanged on a one-piece for one-piece basis. All clothing will be inspected for contraband. All clothing brought in for jury trial will be required to be picked up at the conclusion of the trial.
3. Inmate clothing will be worn properly, pants pulled up at the waist. Inmates will not alter, tear up, or destroy clothing assigned to them. **Inmates shall be completely dressed in issued clothing whenever they off their bunks.** Any inmate found guilty of altering, damaging or destroying county property will have to pay for the property and may be subject to formal prosecution **for Criminal Damage to Property.** (KSA 21-3720)
4. Bedding linen will be used only upon the inmate's bed, which must be made daily. Bedding items will not be taken out of the bunk area. Towels and wash clothes will be used only for personal hygiene. Examples of unacceptable uses of towels shall be their use as headbands.
5. Do not take or borrow clothing, bedding, towels or commissary from another inmate.

Your cash account may be debited for any damage to facility-issued clothing, bedding, and linen or inmate handbook.

IV HEALTH CARE SERVICES

1. Medical and health care services are available through a contract physician. It is your responsibility to notify staff of a medical problem by asking to be placed on the sick call list. Any inmates found not taking their medicine and are found with it in his/her possession later will be charged with a rule violation.
2. In the event of a medical emergency or if you are suffering from severe depression and have self-destructive thoughts, notify a staff person immediately.
3. Inmates requesting emergency dental services need to request to see medical staff. No dentures, bridges, cleaning, or cosmetic work is provided by the facility.
4. Health Care Personnel must approve all prescription medications.
5. If you are taking medication, you will be required to bring water with you to take your medication
6. Inmates requesting medical attention will fill out a request form and give it to the Corrections Officer. Medical emergencies are to be reported immediately to the Corrections Officer so the medical staff can be contacted.

7. Inmates are required to take their medicine at the time it is dispensed and in the presence of the staff. Failure to abide by this procedure will be considered a refusal of the medication. Medical personnel will be notified of the refusal.
8. Over-the-counter medication is available without prescription through the Corrections Officer at scheduled times (0700-0800/ 1200-1300 / 1800-1900 / 2200-2300) and must be taken when dispensed.
9. Mental health is available through local Mental Health for psychiatric medication regulation or emergency mental conditions referred by medical personnel.
10. Help prevent the spread of contagious diseases. Do not share your food, eating or drinking utensils, etc. with other inmates.

V INMATE MEDICAL CO-PAY

1. The Saline County Jail has a policy of inmate co-payment for medical services
2. The following Medical Services will be FREE:

14 –Day Health Assessment
 Follow-up Visit requested by Medical Staff
 Medical Emergencies (As determined by Medical Staff)
 Mental Health Screenings (Emergency Only)

3. The following Medical Services will require a Co-Payment:

Sick Call	\$ 7.00	Co-Payment
Dentist Visit	\$ 20.00	Co-Payment
Doctor Visit	\$ 15.00	Co-Payment
Prescription / Refills	\$ 5.00	Co-Payment
Over-the-Counter Meds	\$.25	Co-Payment

4. Medical care will NEVER be refused to any inmate. Inmates who do not have money on their accounts will be seen by Medical Staff regardless of their ability to pay.
5. Inmates are responsible for Co-Payment even if funds are received after treatment has been provided, including Over-the-Counter Medications.

VI. CORRESPONDENCE

1. There are no restrictions concerning the number of letters inmates may send or receive at their own expense (mail over 30 days old will be placed in inmates' property). Mail pick-up and delivery will be within a 24 hours of receipt, Monday through Friday, excluding holidays. All mail must go through the U.S. Postal Service.
2. Inmate correspondence containing drawings, graffiti, etc., on the envelope will be returned to the inmate, as it interferes with the postage machine.
3. All incoming mail may be opened and inspected for contraband/unapproved items. Inmates will be provided with notification in writing to the disposition of such contraband/unapproved items. Privileged mail will be opened in the presence of the inmate and inspected for contraband. Privileged correspondence consists of mail from any of the following, and **must be marked as such**:
 - a. Licensed Attorneys
 - b. Judges and clerks of any federal, state, or local court
 - c. The Director of the State Department of Corrections and his staff
 - d. The President, Vice President, and Attorney General of any state.
 - e. Any member of the U.S. Congress
 - f. The Governor, Lt. Governor, and Attorney General of any state
 - g. Any member of the state Legislature
 - h. Any Parole Board member
 - i. Any County Official
4. Inmates are allowed to receive pre-approved packages through the mail containing clothing for jury trials and treatment centers only. All other packages will be returned to sender at the inmate's expense.
5. Magazines and other printed material are accepted only if they are mailed directly from the publisher or bonafide bookstore. The maximum number of publications allowed to be retained by an inmate is two (2); excess material must be disposed of to prevent fire hazards. Any books received while in custody may become the property of the Saline County Jail. Inmates may have only 2 books in their possession at a time. However, one ounce or less of legal material printed from the internet (approximately 6-7 normal sized paper) will be allowed.
6. Correspondence that has sexually explicit material which by its nature or content, promotes sexual arousal or poses a threat to the security, good order, or discipline of the institution, or facilitates criminal activity will not be allowed.
 - a. Examples of inappropriate items would be sexually explicit photographs or articles, postage stamps, lottery tickets, personal checks, Polaroid photos, photographs showing gang related clothing, hand signs or gestures. Any photographs exposing the nipples of the females breast, buttocks, pubic hair or genitalia of the male or female, child or adult. This includes exposure through see through materials
7. Inmates **will not** enter into contracts through the mail, join record/book clubs, or enter into any such contracts.
8. Newspaper subscriptions are accepted if they are mailed directly from the publisher. Newspapers may be retained in the Housing Units until the end of the day, and then at 11:30 pm lockdown they will be disposed of to prevent fire hazards. Refusal to dispose of newspapers as required may result in the termination of their acceptance.

9. All money orders/attorney trust account checks/cashier's checks received will be recorded and forwarded to the inmates for his/her signature. The above will then be cashed and the money placed in the inmate's account. **NO PERSONAL CHECKS WILL BE ACCEPTED.**
10. Other items mailed to this facility, including but not limited to clothing, food, toilet items, stamps, stamped envelopes, third party letters will be returned to the sender. **If a letter or card contains an item that is not acceptable, the item will be returned to the sender and you will be notified in writing.** If mail cannot be returned, the inmate must have this mail picked up within 30 days. Items not picked up will be subject to disposal by the facility. At no time will items not accepted be placed into your personal property. Unclaimed mail will be "returned to sender" or returned to the Post Office.
11. Items acceptable in this facility via the mail are letters, money orders, cashier's checks, and ten photographs no larger than 4" X 6 " . **Polaroid's, Personal checks, and Envelopes larger than 10"X13" will not be accepted. Items not accepted will be returned to sender at inmates cost and inmate will be notified in writing.**
12. All outgoing mail must have the proper postage and a return address in the upper left hand corner. **All outgoing mail, with the exception of legal mail, will remain unsealed** when given to the Officer. Outgoing personal mail may be inspected for contraband at the specific directions of the Shift Supervisor for security considerations. The name of the inmate and address of the facility **must** be place on all outgoing mail. Mail will be returned to the inmate for proper address for the letter, if it cannot be determined which inmate wrote the letter it will be disposed of. **The Corrections Staff may inspect out-going mail marked as legal if they suspect it is not legal mail.** All 3rd party mail will be sent back to the inmate.
13. **Indigent inmates** may receive some stationary and envelopes by filling out a Inmate Request to Staff form and forwarding it to the Shift Supervisor or Jail Administrator. Inmates must make written request on the form that will be provided if requested. Indigent inmates shall receive postage for first class mail weighing one ounce or less not to exceed two **personal** letters per week. Abuse of indigent stamp privileges may cause disciplinary action to be initiated against the inmate. Inmates **must** be without funds for a minimum of one week before being given indigent postage. Personal letters for indigent inmates who have already used their 2 stamps for the week will be returned to the inmate.
14. Inmate may not give notes or correspondence to inmates not in their housing unit. Inmates will not send/receive correspondence to/from another inmate in any correctional facility. Inmates may receive/send correspondence to incarcerated immediate family members only with prior approval from the Corrections Administrator. Inmates must make written request on the form that will be provided if requested.
15. Inmates will not write victims in their case or any juvenile whose legal guardian/parent does not desire correspondence with the inmate. The Jail Administrator will notify the inmate in writing of the correspondence termination.
16. Introduction of contraband to the facility is a felony. Disciplinary action and/or criminal prosecution may be initiated as a result of an attempt to smuggle contraband in through the mail.
17. Any letters written in code or not decipherable by facility staff will be returned to sender or placed into the inmates property.
18. Mail that is received after an Inmate is transferred or released from the Saline County Jail shall be returned to sender. Incoming mail that does not have a return address with a senders name will be returned to the post office.
19. All correspondence to inmates should be addressed as follows:

INMATES NAME

**SALINE COUNTY JAIL
P.O. BOX 1606
SALINA, KS 67402-1606**

VII. INMATES MONEY ACCOUNTS

1. Only cash money on the person of the inmate at booking or checks issued by another Corrections Institution belonging to an inmate upon intake into the facility will be placed on his/her money account. Payroll checks for an inmate will be posted to his/her account. Personal checks sent to an inmate will not be accepted and will be returned to sender and the inmate notified in writing.
2. Additional money may be added to an inmate's money account only through money orders, certified cashier's checks, attorney trust account checks and cash. The above may either be mailed to the inmate or will be accepted at the Corrections Window in the public lobby.
3. Inmates money accounts will be frozen at \$10.00
4. Transfer of funds (or any other property) between inmates is **prohibited**.
5. Inmate's family members can not leave money for another inmate.
6. Inmates may release money or property to a specific individual outside the facility. An Inmate to Staff Member Form must be completed and sent to the Shift Supervisor.
7. Credit will not be given to any inmate.
8. The jail will not recognize any money debts owed between inmates.
9. If served a court order, the facility must release an inmate's money for garnishment, fines, etc. The inmate will be notified and served the court action.
10. You will be issued a check upon release for the balance of money in your account.

VIII. COMMISSARY

1. Inmates will have the opportunity to purchase certain items from the commissary including personal hygiene items, letter writing materials, and other sundries.
2. A list of items available will be given to the inmates once a week on Monday. The orders will be delivered on Wednesday (with occasional modifications for Holidays or bad weather). The maximum amount of money that an inmate may spend on commissary items is \$ 60 per commissary day. No credit in any amount will be allowed for commissary purchases and your account will be frozen at a minimum balance of \$10.

3. You are responsible for checking your commissary order to see that it is complete and sign the commissary slip. Commissary is a privilege and any abuse of the privilege may result in temporary suspension of the privilege.

IX. FOOD SERVICE

1. All inmates are provided with three (3) meals per day.
2. Each inmate is entitled to only one (1) meal at the time it is served. If an inmate refuses a meal, it will not be saved or given to another inmate.
3. Special medical diets/snacks are available if approved and ordered by Medical staff
4. Uneaten meals or portions thereof will not be allowed to accumulate in the Housing Units and must be disposed of.

X. RELIGIOUS PROGRAMMING / RELIGIOUS VISITS

1. You are permitted to practice your religion on a voluntary basis subject to the limitations necessary to maintain facility order and security.
2. The jail will provide the services of a Volunteer Police Chaplain upon request. If you wish to see the Chaplain, complete a request form.
3. You will not ask for favors from Religious visitors.
4. Religious counseling is available upon request.
5. Bibles are provided upon request.
6. Visits from personal priests, rabbis, or ministers are allowed and will be conducted in the visitation/attorney rooms except during inmate lockdown and meal times. Any special visits for chaplains must be scheduled and approved through Jail Administrator or his designee Shift Supervisor. Proper identification, such as ordination papers, must be provided to verify the profession of the visitor.
7. You may call your personal clergyman on the collect call telephone system.
8. Please notify a Corrections Officer in the event of a family emergency.

XI. VISITATION

1. Inmates are allowed personal visits during designated visitation hours. The specific visitation periods are posted in each housing unit.
2. Inmates who are sentenced to the Saline County Jail must be sentenced to at least 10 days and to qualify for a personal visit.

3. Anyone sentenced to 5 days or less will not be allowed to visit.
4. Visitation is limited to two (2) 30-minute sessions per inmate per week. If more than one person is to visit an inmate, it is the responsibility of the inmate or visitor to limit their time so that all can see or visit the inmate.
5. Visitors must be completely dressed including footwear during visitation. Revealing or see through clothing is not acceptable, Upper torso clothing must have sleeves that are at least midway between the shoulder and elbow. Lower torso clothing must cover the legs at least to the bottom of the knee and is inclusive of shorts. Extremely tight fitting clothing will not be allowed. Questionable apparel will be approved or disapproved by the shift supervisor.
6. An individual who is denied visitation because of dress will be allowed the option of wearing an agency provided smock or return at their next scheduled visitation. Your photo ID will be held until the smock is returned. If the smock is not returned the expense to replace the garment will be charged to the ~~visitors inmate account~~. Incarcerated inmate's account.

This information is not intended to be all-inclusive and the Jail Staff reserve the right to deny ~~entrance to any visitor~~ visitation when the shift supervisor determines that the visitor's attire is unacceptable.

~~7. Inmates must be completely dressed for visitation.~~

~~a. We will follow the same guidelines as the Kansas Department of Corrections: Visitors are prohibited from wearing the following:~~

- ~~b. Any clothing that reveals bare shoulders, bare midriff, or any part of the breast. Examples include tank tops, halter tops, tube tops, spaghetti strap tie tops, revealing low cut necklines, etc.;~~
- ~~c. See-through or braless attire;~~
- ~~d. Mini-skirts or slit-skirts/dresses (kick pleats/back vents are allowable);~~
- ~~e. Lycra spandex items;~~
- ~~f. Backless tops/dresses;~~
- ~~g. Shorts, except for children ten and under;~~
- ~~h. Capri pants that do not extend below the knee;~~
- ~~i. Bare feet; and any attire that proclaims gang affiliation or promotes drug/alcohol use.~~
- ~~j. Visitors shall not be permitted to wear headgear, such as hats, caps, scarves, etc. into the Visiting room~~

~~8.—~~

9. Smoking, eating and drinking by inmates or visitors during visitation is prohibited
10. Any inmate or visitor creating a disturbance, using objectionable language, loud talking, or refusing to follow the direction of the visitation staff will have their visitation immediately terminated. Visitors will be refused if they are under the influence of alcohol or drugs. You are responsible for the behavior of your visitor.

11. Visits may be recorded and/or video taped.

12. Inmates hospitalized in outside facilities will not be allowed visitation.
13. Visitors are not allowed to take personal property into the visiting area. All property will be left in the lockers provided in the lobby area.
14. All visitors must register giving names and addresses. Visitors must produce valid photo identification.
15. Visitors will be warned when their ID's need to be updated. If they fail to update their ID, they will be turned away.
16. Visitors during regular visitation hours must be at least 18 years of age. Visitors under the age of 18 must be your child, step-child or sibling and must be accompanied by their parent or legal guardian. Must show birth certificate to prove they are your child, not hospital documentation.
17. You have the right to refuse a personal visit.
18. Additional visitation may be earned by achieving inmate worker status.
19. Inmates are in "lockdown" status for disciplinary reasons, will lose visitation privileges (except/religious).

XII. SPECIAL VISITS

1. If you request a special visit, the person wanting to visit must call the Corrections Office at 826-6502 and speak to the shift supervisor to schedule a time. All requests must be made 24 hours in advance.
2. Special visits may be arranged for persons who live outside the Saline County area, and are unable to attend during regularly scheduled hours because they must travel a long distance.
3. All visitation rules apply to special visits
4. **Emergencies:** Supervisory Staff may authorize Visits on a case-by-case basis. These visits may be considered under such circumstances as:
 - a. Death in the family
 - b. Birth in the family
 - c. Other major family emergency

XIII. LEGAL SERVICES / ATTORNEY VISITS

1. The Saline County Jail staff cannot offer legal advice. Request for specific legal references must be made through your attorney. You are encouraged to utilize your attorney to resolve legal matters.
2. Attorney-client visitation is conducted during all reasonable hours, excluding meal times, shift changes and after lockdown. If inmates wish to contact their attorneys, they may use the inmate's phone or the U.S. mail. Meetings with your attorney will be in private.
3. If an inmate requires an appointed attorney for representation, it will be handled only through the court and the inmate must wait until his court appearance to request one.
4. Inmates have access to a notary public by submitting a Inmate Request to Staff Form to the Shift Supervisor.
5. There will be NO carrying in/out of this jail by an attorney any mail, notes, packages, money, or any other item of communication between an inmate and any member of the community or other members of the inmate population.
6. Corrections staff are not authorized to place telephone calls to the courts on your behalf.
7. All copies of legal work will be done through your attorney.

XIV. TELEPHONES

1. Inmates have access to telephones on a daily basis within their Housing Unit Dayrooms. All telephone calls from the Housing Unit are placed on a collect basis and are billed to the number called. All collect calls originating from the facility are announced as a call from an inmate of the Saline County Jail when the called party answers the telephone.
2. Calls that cannot be made on a collect call basis will be at the discretion of the Shift Supervisor.
3. You are limited to 20 - minute calls and then it is another's turn.
4. The telephones are turned on at 9:00 am daily, subject to the completion of the Housing Unit area cleaning and inspection.
5. Telephones are turned off at 10:00 pm each evening, during meal service and shift changes.

6. Inmates are not allowed to receive incoming telephone calls or messages. (Emergency messages with regard to family will be provided with verification)
7. Abuse of the telephone privileges and/or damage to telephone equipment will result in disciplinary action, criminal prosecution, and/or loss of telephone privileges for the individual inmate. Telephones are a privilege.
 - a. Inmates shall not call any witness or victim associated with their case or that of another inmate. Inmates will be subject to criminal prosecution for calling victims or witnesses. (Major Offense)
 - b. Inmates will not call any party who has refused to accept the collect calls or who has notified the facility they do not wish to be called by the inmate. (Major Offense)
 - c. Inmates will not participate in 3-way calling. Violation of this will result in the phone # called being blocked and unable to accept any calls from the jail.
8. During the admission (booking) process, you will be given the opportunity to place a reasonable number of collect phone calls to contact friends, family, employers, attorneys, etc., to arrange bond or let people know where you are. **WE WILL NOT TAKE MESSAGES FOR YOU.**
9. Communication with the courts is to be by letter or through your attorney. Corrections Staff are not authorized to place calls to the courts or attorneys on your behalf.
10. Telephone use is a privilege, which may be taken away from inmates who are locked down for disciplinary reasons.
11. All phones are recorded.

XV. TELEVISION

1. Television viewing represents a privilege afforded the inmates. Failure to follow established guidelines may result in the loss of those privileges.
2. Televisions are turned on in the morning after daily clean-up (9:00 am) and satisfactory inspection of the living area.
3. Televisions are turned off each night at 11:30 pm. During special programming- i.e., World Series, Super Bowl, etc. – the televisions may be left on in selected housing units (at the discretion of the Corporal on duty) until the conclusion of the program, provided that:
 - a. Inmate Request to Staff Form must be submitted to the Shift Supervisor for approval.
 - b. The televisions will be turned off during the time of daily headcounts.
 - c. Inmate behavior is of a positive nature and deserving of the extended privilege.
 - d. Lockdown will still occur even though the TV's are left on.

4. The Corrections Officer will control television use.

XVI. INMATE PROGRAMS

1. Self-help programs and opportunities that are available to eligible inmates, upon request, include: Alcoholics Anonymous, exercise, religious services, Narcotics Anonymous, library services, life skills classes, Commissary, Secondary education , Creating Positive Lives class, Al-Anon, Domestic Violence, and Bible Study.
2. Inmates will not be eligible to participate in group programs if they are classified as Maximum Custody. The following programs are available for Maximum Custody inmates.
 - a. Secondary education (depending on severity of inmates charges)
 - b. One on one Bible Studies
3. Additional programs that are available to inmates sentenced to this jail including the above mentioned, are:
 - a. Inmate Worker program
 - b. Work Release Program (court ordered)
4. Periodically, volunteers may come to the jail to assist inmates in several areas that will help them to live more successfully within the community. Eligible inmates will have the opportunity to participate in these programs and should make their interest known to the Corrections Officer or by submitting an Inmate Request to Staff Form.

XVII. INMATE WORKER PROGRAM

1. The Jail Administrator will make the final determination on who will be an inmate worker.
2. Duties- Inmate workers will be responsible for assisting with kitchen duties, laundry duties, housekeeping and general sanitation of the jail. Inmate workers may perform cleaning and grounds keeping duties on the outside of the jail. Inmate worker who refused to work or does poor work will be relieved of their duties and inmate worker status.
3. The inmate worker will perform duties under the supervision of the Corrections Officers on duty and Maintenance Supervisor.
4. Inmate workers must sign an "Inmate Worker Agreement" and abide by these conditions.
5. Inmate workers may receive additional recreation and visitation privileges.

XVIII. LIBRARY

1. Library books will be available in the pod libraries for inmate use. The books will be rotated regularly. Inmates will be allowed to visit the library weekly on a predetermined schedule.
2. Inmates are allowed to have no more than two (2) books in their possession at any one time either from the library or sent in to the inmate from a publisher. Inmates possessing more than two books are subject to the loss of library privileges and disciplinary action.
3. Visitors may not leave books for you.
4. Inmates who destroy books will not be allowed library privileges and may be subject to criminal charges and/or disciplinary action and restitution.

XIX. INMATE REQUEST TO STAFF FORM

1. The Inmate Request to Staff Form is used to make specific request to the staff or other related personnel. These forms are available from the Corrections Officer and may be submitted to the Officer on duty.
2. Request of an emergency nature should not be made out on a request form but told directly to an Officer.
3. **If at any time you feel you are being harassed, intimidated, verbally abused, physically abused, or in any way being victimized in this facility, it is your responsibility to communicate that information to any one of the staff either in writing or verbally.**
4. You have a two-way intercom in your cell or living unit. It is there for your protection. Use it to call a control officer in case of an emergency or other legitimate need. Abuse of the intercom will result in disciplinary action being taken against you.

XX. CONTRABAND

Searches

1. Contraband is defined as any item which is **not issued** by the facility, **purchased** through commissary, **received** by subscription from a publishing house, **medically prescribed**, or issued/**approved** by an appropriate staff member.
2. Issued items will be considered contraband when found **altered or in quantities that exceed authorized amounts.**
3. Items that will always be considered as contraband include, **but are not limited to**, the following list:
 - a. Firearms
 - b. Ammunition or explosives
 - c. Knives or tools not issued by staff
 - d. Hazardous or poisonous chemicals or gases
 - e. Narcotics/drugs or alcohol not prescribed by the medical staff

- f. Unauthorized keys or lock-tampering devices
- g. Items defined as contraband by state statutes, county resolutions, or departmental policy. Tobacco, tobacco products, matches, lighters or smoking paraphernalia

4. You are subject to the following searches:

- a. Pat or frisk searches, which may be performed by an officer of either sex and at any time
- b. Strip searches, which must be performed by an officer of the same sex as the inmate unless there is a life-threatening situation or evidence, might be destroyed.
- c. Body cavity searches, which must be performed by medical personnel.
- d. Cell searches or shakedowns, which may be conducted with or without you present.

If you or your room is searched and contraband is found, the contraband will be confiscated and you will be subject to disciplinary action and/or possible criminal prosecution.

XXI. INMATE RULES AND REGULATIONS AND DISCIPLINARY PROCESS

1. Definitions

- a. **Minor Violations.** Minor violations shall include acts which do not constitute a present and immediate threat to the security of the facility, its staff, inmates, visitors, or the inmate who committed the violation (e.g., excessive noise, dirty clothing or living quarters, poor personal hygiene).
- b. **Major Violations.** Major violations shall include persistent minor rule infractions. Major violations shall include acts which constitute violation of statutory law and/or violations which constitute a present and immediate threat to the security of the facility, its staff, inmates, visitors, or the inmate who committed the violation. Acts which constitute a violation of criminal law may be processed as a violation of inmate rules and regulations and referred for criminal prosecution.
- c. **Inmate Identification.** The Inmate Identification Wristband that is placed on your Left Wrist will not be tampered with or removed. Any inmate guilty of this violation will receive an automatic ten (10) days Lockdown.

- d. **Privileges.** Includes commissary, recreation/out of housing unit exercise, special events, programs, in cell books and newspapers, telephone, visitation , library and television.

2. List of Offenses and Penalties

a. Level I / Major Rule Violation

- 1.1 Violation of Federal Law
- 1.2 Violation of the Criminal Code of the State of Kansas
- 1.3 Murder or attempted murder
- 1.4 Assault
- 1.5 Extortion, blackmail for protection, or bribing of an official or staff member
- 1.6 Rape
- 1.7 Attempted or planned escape
- 1.8 Arson
- 1.9 Possession of explosives or ammunition
- 1.10 Possession of a weapon , or unauthorized sharpened instrument
- 1.11 Possession of drugs or drug paraphernalia not authorized by medical staff
- 1.12 Assault to commit sex acts
- 1.13 Participation in riot, work strike or mutinous disturbance
- 1.14 Inciting to riot; conveying any inflammatory or mutinous communication by voice, writing, sign, symbol or gesture
- 1.15 Possession of escape paraphernalia
- 1.16 Traffic in drugs
- 1.17 Possession of stolen property
- 1.18 Bribery or attempted bribery of an official
- 1.19 Theft of property
- 1.20 Wearing a disguise or mask
- 1.21 Tampering with locking devices
- 1.22 Violation of a condition of work release
- 1.23 Counterfeiting of any government document, money or official paper
- 1.24 Giving information or statement to any facility personnel knowing that such information is false and intending that the staff shall act in reliance upon such information
- 1.25 Fighting
- 1.26 Threat to another person
- 1.27 Engagement in sexual acts not involving threat of force
- 1.28 Misuse of authorized medication
- 1.29 Possession of money
- 1.30 Loan of property to others for profit
- 1.31 Possession of unauthorized county property
- 1.32 Possession of manufacture of unauthorized beverages
- 1.33 Possession of unauthorized negotiable such as credit cards or checks
- 1.34 Unauthorized absence form work or assignment not related to attempted escape

- 1.35 Being in an unauthorized area
- 1.36 Failure to cooperate with a facility count
- 1.37 Failure to comply with disciplinary procedures
- 1.38 Disobeying written or verbal order from staff
- 1.39 Willful destruction of county property
- 1.40 Breaking and entering another inmate's room or property storage
- 1.41 Intoxication or consumption of intoxicants
- 1.42 Violation of visiting regulations
- 1.43 Refusal to work
- 1.44 Disorderly conduct
- 1.45 Presentation of false testimony to staff
- 1.46 Violation of mail or telephone regulations
- 1.47 Flagrant failure to follow safety or sanitary regulations
- 1.48 Possession of unauthorized clothing
- 1.49 Defacing county property
- 1.50 Misuse of county property
- 1.51 Gambling
- 1.52 Use of telephone or mail to call or tamper with witnesses or victims
- 1.53 Answering to the name of another
- 1.54 Attempting to commit any of the above offenses or assisting others to commit any of the above acts
- 1.55 Battery
- 1.56 Possession of damaged county property
- 1.57 Any harassment, intimidation; demeaning, insulting or suggestive comments (verbal or written); unwanted gestures or unwanted physical contact; directed at any other person (staff, inmate, visitors, etc) based on race, sex, nationality, religion, disabilities
- 1.58 Commission of any 3 minor violations during the same incident or commission of 3 or more minor violations in a 10 day period will constitute a major violation.
- 1.59 Throwing any object or material at any person
- 1.60 Playing basketball in a physically defensive or offensive manner
- 1.61 Wristband violation – automatic 10 days lockdown
- 1.62 Possession of matches
- 1.63 Possession of tobacco products
- 1.64 Being under the influence of any unauthorized drug or alcohol

The Hearing Officer may impose any combination of the following Major sanctions for each offense, if found guilty of offense:

1. Disciplinary detention for up to 10 days for each offense (30 day maximum per incident)
2. Placement in disciplinary segregation or maximum security cell
3. Loss of all privileges during the lockdown time
4. Reclassify to a higher custody level
5. Restitution if applicable
6. Transfer to another facility

b. Level II/Minor Rule Violation

- 2.1 Waste of food
- 2.2 Failure to maintain personal hygiene
- 2.3 Failure to maintain sanitary and orderly housing conditions
- 2.4 Use of obscene language
- 2.5 Bartering of commissary or other items
- 2.6 Tattooing
- 2.7 Malingering
- 2.8 Failure to perform assigned tasks
- 2.9 Disorderly conduct
- 2.10 Abuse of telephone privileges
- 2.11 Verbal harassment including calling persons who have notified the facility they do not want to be called by you
- 2.12 Obstruction of cell view
- 2.13 Yelling in the cell or dayroom
- 2.14 Unnecessary noise after lockdown
- 2.15 Unauthorized changing of the TV channel
- 2.16 Lying to a staff member
- 2.17 Tampering with facility equipment
- 2.18 Allowing another person in your cell
- 2.19 Present in a cell other than your own
- 2.20 Utilizing the intercom system to disrupt staff
- 2.21 Throwing any item not intended for recreation
- 2.22 Using recreational equipment for other than its intended purpose
- 2.23 Indecent exposure/failure to be fully clothed when outside your cell
- 2.24 Hanging an article in a prohibited area of the cell
- 2.25 Inappropriate conduct with a visitor
- 2.26 Passing or receiving notes under doors or other areas
- 2.27 Making excessive noise
- 2.28 Sitting on tables or chair backs
- 2.29 Not responding to your name
- 2.30 Mutilating or altering jail clothing or supplies
- 2.31 Possession of another inmate's property or clothing
- 2.32 Possession of extra clothing or bedding
- 2.33 Violation of any other rules in this Handbook exclusive of those that meet the definition of a Major Offense
- 2.34 Loitering or standing on the mezzanine level walkway
- 2.35 Harassment or interfering with support staff functions such as nurses, maintenance and program personnel
- 2.39 Communication with any inmate not in the same housing unit

The penalty for an infraction of a Minor rule includes one or any combination of the following:

1. Verbal reprimand
2. Written reprimand
3. Loss of one or more privileges including visitation, commissary and recreations for up to 72 hours for each offense
4. Confinement to quarters for a maximum of 24 hours for each offense
5. Change in work or housing assignment
6. Restitution for damages

3. Discipline – Due Process for Major Violations

- a. You are entitled to the following rights when you are charged with a major rule violation:
 - 1) To be informed in writing of the specific rule broken, date and place of the violation, and facts on which the charge is based.
 - 2) To request to have a disciplinary hearing allowing no less than 24 hours to prepare for appearance before an impartial Hearing Officer.
 - 3) To present evidence and be heard and to call (but not cross-examine) witnesses when doing so will not be unduly hazardous to institutional safety or correctional goals.
 - 4) If the issue is complex, there is a language barrier, or you are unable to effectively communicate due to a physical or mental disability, the Jail Administrator can assign a staff member or another inmate to assist you in presenting your case.
 - 5) Provision of a written statement by the Hearing Officer as to evidence relied on and reasons for the disciplinary action/sanctions.
 - 6) To appeal the decision in writing to a higher authority
 - 7) You may waive the hearing process.

4. Lockdown in Disciplinary Detention

This means that you will be locked in a solitary confinement cell for up to 10 days for each violation for 23 hours of each day. You will be provided with access to personal hygiene items daily and 1 hour outside the cell daily to shower and exercise. You will receive your three meals, mail and professional visits (attorney, clergy, etc.) and receive medical care as needed. All other privileges are suspended. **Negative behavior results in negative consequences. Positive behavior will result in positive rewards.**

XXII. INMATE GRIEVANCE PROCEDURE

1. A grievance may be filed by a inmate in order to address or seek a solution to perceived problems including disciplinary actions
2. Grievances may be submitted by a Inmate Request to Staff Form through the chain of command to the Jail Administrator
3. Inmates will not be subject to any adverse action as a result of filing a grievance.
4. The Inmate Request to Staff Form will be used to file grievances

XXIII. COURT APPEARANCES AND TRANSPORTATION OUTSIDE THE JAIL

1. Upon entering any courtroom, the security devices (cuffs, leg irons, and belly chains) will not be removed, unless otherwise directed by the presiding Judge, or in the case of a jury trial.
2. Conversation with relatives and friend is not allowed.
3. Physical contact is not permitted between inmates, relatives, or friends.
4. You will not be allowed the use of a telephone while at any location other than at the jail.
5. You will not be allowed to use the telephone prior to being transported to the courthouse
6. You will not take combs or any other personal items to court appearances. You may take legal documents.
7. During court appearances, you will sit in the front row of the courtroom as directed by staff members and will not visit with each other.

XXIV. EMERGENCY PROCEDURE

The following procedure will be in effect in the event of any emergency that should occur in this jail.

1. All inmates will be informed either by the intercom system or the Correctional Officer as to what you are to do.
2. You will be expected to follow the directions of the officer and attempt to remain calm during the time of the emergency.
3. In the event the building has to be evacuated, you will not be allowed to take any personal property
4. Line up as directed by staff members.
5. Maintain silence at all times unless asked to speak by a staff member
6. Maintain order at all times. Do not push or shove.
7. Follow evacuation routes as given to you by a staff member.
8. Follow exit signs as directed.

**IF YOU HAVE ANY QUESTIONS
REGARDNG THIS DOCUMENT. PLEASE CONTACT**

A STAFF MEMBER AT ANY TIME

Notwithstanding any other provision of this Handbook, the Facility Administration may take such actions as necessary to preserve order or to protect persons or property from harm including: transferring inmates from one location to another, placing inmates into closer custody classifications, and suspending privileges extended by the Facility without notice.