

INMATE HANDBOOK

The rules stated below will explain what is expected of you while you are incarcerated at the Johnson County Detention Center. They are intended to ensure safe custody, decent living conditions and fair treatment for all inmates.

Failure to obey the rules will be the basis for necessary disciplinary action(s). Disciplinary action is defined as loss of privileges, segregation, an/or charges being filed in Court. If you do not understand the rules set forth in the document, ASK a Detention Officer and they will explain them to you.

A. JAIL CLEANLINESS

To ensure clean and sanitary conditions in the jail, our facility has adopted the following rules and procedures:

1. All cells and day rooms will be kept clean.
 2. All bedding will remain in the sleeping area and on the beds at all times.
 3. The Detention Officers will not turn the electricity on for the television until all of the morning cleaning is completed and meets the satisfaction of the Detention Officer.
 4. You are not allowed to place pictures, photographs, artwork, or anything else on the walls, mirrors, windows, or fixtures of your cell.
 5. Inspection of your cell, housing units, showers and recreation areas will be conducted by the on-duty Detention Officer. The jail staff reserves the right to inspect your cell or sleeping area at any time.
 6. Upon completion of your sentence, you are required to clean your own cell or sleeping area prior to release.
 7. All inmates of a cellblock will assist in cleaning the Day Room and shower areas of that block. Any inmate who does not participate equally is subject to disciplinary action.
- Cleaning the Day Room and living areas consists of the following:

- a. Tables and desks- must be wiped and cleaned.
- b. Chairs- must be wiped and cleaned.
- c. Showers- must be scrubbed and cleaned
- d. Toilets- must be scrubbed and cleaned
- e. Mirrors- must be wiped and cleaned
- f. Cell floors must be swept and mopped

B. INMATE CONDUCT

1. No inmate shall show disrespect or lack of cooperation to any staff member.
2. There will be NO yelling and/or throwing of ANYTHING at any time.
3. Any form of fighting or disorderly conduct among inmates is strictly forbidden and WILL result in disciplinary actions.
4. All forms of horseplay within any of the housing units are strictly forbidden.
5. The damaging or defacing of walls, seats, fixtures, furnishings, clothing, bedding, or other property is strictly prohibited. Criminal charges will be filed on all violators. Any repair or

replacement cost associated with damage to property belonging to the facility will be paid for by the inmate.

6. Gambling in any form is prohibited and will not be tolerated.
7. You will be assigned to a specific cell or housing unit within the Detention Center. You will not change cells or bunks without permission from the on-duty Detention Officer.
8. Nothing is to be placed over any of the light fixtures to cause the room to become darker. Any such "shields" will be immediately removed. No blankets, towels, clothing, etc., are to be hanging in the bunk areas or in the shower areas.
9. Unnecessary noise, loud, boisterous, vulgar or profane language is not allowed.
10. Lockdown for the evening is 10:30 p.m.. Televisions will be turned off promptly at 10:30 p.m. without exceptions.
11. No inmates are allowed in the Control Rooms at anytime.
12. The Johnson County Detention Center is a tobacco free environment. You are not allowed to possess, chew, or smoke any tobacco product or any other substances. No instrument capable of igniting, i.e. matches, lighters etc are allowed to be possessed or used by any inmate be detained at the Johnson County Detention Center.
13. All meals must be eaten in the day room areas on the tables provided, with the exception of the holding cells and maximum security cells where inmates eat within their cells.
14. All meals MUST be consumed during mealtime. You are not allowed to save, share, or stockpile any food items for later consumption.
15. **Non-commissary items are NOT allowed in you cell or bedding area.** Any items discovered in those areas will be treated as contraband and will be seized and properly disposed of..
16. While incarcerated at the Johnson County Detention Center, all inmates will remain fully clothed at all times, except when changing clothes, showering, or using the bathroom.
17. No portion of an inmate's undergarments will be visible through his/her clothes.
18. All inmates will wear underpants.
19. Male offenders will keep their genitalia covered, except when changing clothes, showering, or using the bathroom.
20. Female inmates will keep their breasts and genitalia covered at all times, except when changing clothes, showering, or using the bathroom.
21. Uniform pants and shirts are not to be worn backwards. Pants are to be worn on the waist and pant legs are not rolled up beyond the ankle. Your jail uniform shirt sleeves are not rolled. The jail uniform shirt hangs over the pants.
22. No other inmate is allowed in your cell.
23. You are not allowed to be in any other inmate's cell.
24. You will not stand or put your feet on the chairs.
25. Pornography is considered contraband and is not allowed within the detection center.
26. Television programs are chosen by group consensus and majority rules. If cellmates cannot come to a mutual agreement, the Detention Officer will make the decision as to what will be viewed.
27. Male staff may conduct well-being checks on female inmates and female staff may conduct well-being checks on male inmates.
28. If an inmate makes inappropriate, derogatory, sexual or suggestive remarks to a Detention Officer, that Detention Officer will immediately make an incident report and refer the report to his or her immediate supervisor or to the Jail Administrator.
29. At no time may an inmate have his/her head covered (whether in bed with a blanket over, or in the shower).

30. When being escorted to or from a housing unit, all inmates must remain on the sidewalk in single file order.
31. Housing Unit/Cell intercoms are for emergency use only. Any abuse of intercoms will not be tolerated and could result in segregation.
32. Stealing of any kind will not be tolerated. Any violations will result disciplinary actions as well as criminal charges being filed with our Courts.
33. Verbal threats toward any Detention Officer or other inmate(s) will not be tolerated. Disciplinary actions will be taken for any violations.
34. Any destruction of County property will result in a Class D felony as well as a rule violation. Disciplinary action will be taken for violations.
35. When a Detention Officer enters your housing area, you are to immediately take a seat and remain seated until the Officer exits the area, unless you are directed by a Detention Officer to do otherwise.
36. No inmate will tamper with any of the security cameras within the facility. Any inmate caught tampering with, covering or doing anything which modifies the camera's field of view. will be subject to disciplinary action, possible legal action and will also be responsible for any cost associated with damage to the camera or its operating system.

C. PERSONAL HYGIENE:

1. All inmates are required to take a shower at least once per day.
2. Each inmate will keep his clothing and bedding as clean as possible.
3. There will be no showers after 10:00 p.m.
4. All inmates will brush their teeth at least once daily.
5. An inmate can request a razor from the Detention Officer on **Thursday and Sunday**, only during Recreation and Shower time. All razors and shaving cream must be returned to the Detention Officer at the end of Recreation and Shower time.
6. You are not permitted to wear hair picks/combs in your hair and no items are allowed in your hair or tied to your head.
7. The following Hygiene items may only be requested during Recreation and Shower time from the Detention Officer. This is the time to request items you will need for the day:
 - a. Hair and body wash
 - b. Toothbrush **(Monday Only)**
 - c. Toothpaste

Additional hygiene items may be purchased at your expense from the Commissary.

D. JAIL SECURITY

1. SEARCHES

For the safety and security of the inmates and the staff at the Johnson County Detention Center, searches are conducted on a regular basis. Searches will include, but are not limited to housing units, sleeping areas, cells and inmates. Any contraband or unauthorized items will be confiscated and criminal charges will be pursued or sanctions and or disciplinary actions from the Johnson County Detention Center will be implemented.

2. PAT DOWN SEARCHES

Individuals incarcerated at the Johnson County Detention Center are always subject to pat-down searches.

ALL INMATES ENTERING THE JOHNSON COUNTY DETENTION CENTER WILL BE SEARCHED! This includes during the inmate booking process and during re-entry from the work release program. All trustees will be searched prior to locking them back into their individual cell or dorm.

The subject of the pat-down searches are:

- a. To maintain security in the facility
- b. To protect jail staff and other inmates by discovery of unhealthy or unsanitary persons before being placed into the jail population.
- c. To prevent the introduction of any article or substance which could cause, or be used to cause injury, escape, or to achieve any other undesirable result within the jail.
- d. To prevent the introduction of any contraband, to include but not limited to tobacco, cigarettes, lighters, matches, illegal drugs and prescription drugs.

3. CELL AND HOUSING UNIT SEARCHES

Searches of Cells, Sleeping Areas and Housing Units will be conducted on a regular basis. During these searches, Officers may announce that a search is being conducted. Once the inmate has received notification, each inmate will report to their assigned bunk and remain seated until given further instructions. Pat-down searches will be conducted on the inmates prior to removing them to a specified location from the immediate search area. Inmates will be held responsible for any item(s) of contraband located on their person or within their assigned sleeping area or cell.

The objective of cell and housing unit searches are:

- a. To maintain security in the facility
- b. To prevent the use or possession of any article or substance which could cause , or be used to cause physical injury, escape, or to achieve any other undesirable result within the jail.
- c. To prevent the use or possession of any contraband, to include but not limited to tobacco, cigarettes, lighters, matches, illegal drugs, prescription drugs, weapons or any other items that may be used to compromise the integrity of the Johnson County Detention Center.

4. CONTRABAND

Contraband is any item(s) not issued by the facility or available for purchase from the facility Commissary and will not be allowed. Contraband also includes issued items that have been altered or modified as well as issued items in possession in quantities more than authorized. Personal papers, pictures, legal, religious and issued/authorized medical materials are not considered contraband if properly stored. Gang related materials, pornographic material, tattoo art and items of inflammatory nature may be considered contraband. All contraband will be confiscated and disposed of unless it is to be used as evidence for criminal prosecution. Possession of contraband may result in disciplinary actions and/or criminal charges.

E. INMATE HEAD COUNTS AND ROLL CALL

Roll call may be conducted at any time by Detention Center Staff. When roll call is announced, all inmates are to be seated on their assigned bunk, completely dressed and remain there until dismissed by a Detention Officer.

F. INMATE MOVEMENT

When being escorted outside the confines of your cell or housing unit, you must walk in an orderly single-file fashion. There will be no talking except to staff members. No inmate will enter upon any area that are deemed out of bounds or restricted. Inmates will remain fully dressed in their jail issued uniform at all times. Inmates will be held accountable for any violations occurring during inmate movement.

G. INMATE BUNK SAFETY

Instruction for inmate assigned to top bunks: If you are assigned to a top bunk in any housing unit, you must use the attached ladder to enter and exit your bunk. Keep hands and feet securely on the ladder at all times when entering or exiting the bunk. Any variation from the above instruction can result in injury.

H. INMATE RIGHTS AND PRIVILEGES

1. INMATE RIGHTS

A right is something to which you are entitled. Rights are generally determined by law.

Rights include:

1. Safe, Clean and Sanitary living conditions.
2. Balanced and nutritional diet
3. Access to Courts, Attorneys and Legal Materials.
4. Right to Religion
5. Contact with family and friends via email, U.S. Postal or telephonic.
6. Disciplinary due process
7. Adequate Medical Services
8. Natural Lighting

INMATE PRIVILEGES

Example of Inmate Privileges include, but are not limited to:

1. Attendance in programs.
2. Access to and use of inmate telephone system
3. Visit with family and friends
4. Use of Video Visitation System which includes video visitation and email systems.
5. Purchase of Commissary items
6. Television and Entertainment
7. Work Assignment and Trustee Program.

I. INMATE TELEPHONE SYSTEM

Inmates of the Johnson County Detention Center will have access to the inmate telephone system in the cells and housing units. Inmates will only be allowed to make telephone calls using the inmate telephone system, the exception being pre-approved attorney calls.

J. RECREATION TIME

Inmates incarcerated in the Johnson County Detention Center will be allowed Recreation Time. During an inmates' Recreation Time, inmates may have access to showers, television, inmate telephone system, and if enrolled with the system may use the Video Visitation System. Recreation Time is a privilege and may be revoked at any time. Weather permitting, outside Recreation Time may be allowed.

K. TELEVISION

Inmates incarcerated in the Johnson County Detention Center may be allowed access to a television during Recreation Time unless the privilege has been revoked or suspended. The on-duty Detention Officer will have control of the television programming.

L. COMMISSARY

Inmates incarcerated in the Johnson County Detention Center may have access to purchase items from the Commissary. Only items listed on the "Commissary List" will be allowed to be purchased. These items will include, but are not limited to non-perishable food items, hygiene products, stamps, envelopes and writing materials. Once the inmate purchases and receives their Commissary Items, it is their responsibility to secure and safeguard them.

M. INMATE PERSONAL PROPERTY

No inmate incarcerated in the Johnson County Detention Center will be allowed to maintain or have in their possession any items of a monetary value while incarcerated. The only exception to this rule is a plain wedding band which does not have gemstone attached or embedded.

Inmates will be allowed to possess certain pieces of personal property. Inmates will be allowed the following personal property:

- a. Six (6) 4X6 personal photographs.
- b. Four (4) white t-shirts.
- c. Four (4) pairs of white underwear (boxer or briefs are allowed)
- d. Four (4) white bras (No underwire style bras will be permitted)
- e. Four (4) pairs of white socks.
- f. One (1) soft cover religious book
- g. Legal Mail

N. VISITATION

Inmates incarcerated in the Johnson County Detention Center will be allowed to have video visitation with friends and family members. Friends and family members must contact Homewav and set up an account in order to participate in the visitation process. Once the friend or family has been registered, then their information will be forwarded to the Johnson County Detention Center for approval. If the friend or family member has been approved by the Johnson County Detention Center personnel, then a visitation will be permitted and scheduled accordingly. Video visitation can be requested remotely via the internet or it can be done at the Detention Center. All visitations will be scheduled via the Homewav website.

O. INMATE MAIL

Policy:

The Johnson County Detention Center shall provide detainees with access to the U.S. Postal Service for the purpose of maintaining community ties as well as communication with the courts, legal counsel, and other dignitaries. The Detention Division Commander will ensure an adequate number of employees are available on a daily basis to properly process mail. The Johnson County Detention Center Mail Policy is governed by U.S. Postal Service Regulations and are subject to penal action under 18 U.S.C. § 1703.

Definitions:

General Correspondence: Mail between a detainee and persons not defined under legal correspondence.

Legal (Privileged) Correspondence: Mail between a detainee and his/her attorney, judges, officers of the court, officials of the confining authority, administrators of the grievance system, members of the paroling authority or an elected official.

Indigent Detainee: A detainee with less than a \$1.00 balance on the commissary log for a period of fourteen (14) consecutive days.

Indigent Mail Allowance: Facility furnished material for indigent detainees which consists of: two (2) metered postcards.

Procedure:

- I. Shift Supervisors will ensure that all employees who process mail adhere to the following:
 - A. Incoming Mail
 1. Employees will sort mail daily, Monday through Friday, excluding Saturdays, Sundays and Federal Holidays.
 2. All incoming and outgoing mail will be logged in Jail Management System for the corresponding detainee.
 3. Incoming mail will be primarily in the form of postcards, unless an exception has been approved and is on file, or it is legal (privileged) mail.
 - a. Postcards should be no larger than 4.0" x 6" in size.
 - b. Postcards must contain both the sender's and recipient's full name and address.
 - c. Postcards with stamps will have the stamps removed.

- d. Postcards containing stickers, adhesive labels, watermarks, stains, lipstick, liquid paper and/or any other suspect alteration/adulteration will be returned to sender.
4. There will be no restrictions on the volume of correspondence sent or received by detainees. However, detainees may be restricted on the volume of mail allowed to be retained in their cells.
5. All incoming mail not identified as legal/governmental correspondence will be inspected for contraband.
 - a. Incoming mail may be read on a random and routine basis, as needed, to protect the security interests of the facility.
 - b. Targeted screening of detainee mail may be conducted when there is reason to suspect that mail is being used for illegal or illicit purposes; or contains communication that is a risk to the safety and security of staff, other detainees or the facility.
6. If approved to receive a letter containing photographs, money order, or some other item in an envelope, once received, it will be opened as general correspondence. It will be inspected to ensure the contents are in compliance with what was authorized by the Jail Administrator. If the envelope contains something other than what was approved, the authorized items will be removed from the envelope and the non authorized items will be disposed of or placed in the detainee's personal belongings. No cash will be accepted via US Mail. Any violation of the "envelope rule" will result in the permanent suspension of the detainee's ability to ask for the envelope exception privilege.
7. Incoming registered or certified mail shall be processed in the same manner as other mail.
8. Detainees will not be allowed to order merchandise through the mail (with the exception of books as outlined in the detainee handbook); C.O.D. mail will not be accepted.
9. All books sent to a detainee must be new and mailed to the facility directly from the publisher or bookstore. Books must have soft cover.
10. All incoming mail for detainees will be accepted and delivered to detainees excluding:
 - a. Books and publications that contain sexually graphic or suggestive depictions, and/or containing sexually descriptive content, show or describe the manufacturing or fabrication of weapons and drugs, promote physical and/or racial violence, or unlawful behavior.
 - b. Food, clothing, stamps or writing materials.
 - c. Photographs that display sexually graphic, or suggestive depictions, including nudity and/or are larger than 5 X 7.
 - d. Greeting cards.
 - e. Drugs, weapons or any item defined as contraband

f. Envelopes that have stickers, to include address stickers, on the outside or any metal clasps will have the contents removed and will be delivered without the envelope.

g. Packages are not permitted without written approval of the Jail Administrator or the Assistant Jail Administrator prior to its arrival.

11. If mail is rejected, the detainee will be notified of the reason in writing and a copy will be placed in their Booking file. If mail is rejected and it does not pose a hazard for storage or contain contraband, then the rejected mail will be placed in the detainee's property.

12. Correspondence and publications that may be rejected include, but are not limited to items with the following contents:

a. Material that depicts, describes or encourages activities that could lead to physical violence or group disruption.

b. Information regarding the production of alcohol or drugs.

c. Sexually explicit material (the contents of which may be offensive or create a hostile working environment for Johnson County Detentions Officers/Employees or other detainees).

d. Codes or threats.

e. Demonstrated unauthorized correspondence between detainees (in this facility or any other facility).

f. Escape plots or attempts to cause disruptions or interference with the security of the facility.

13. Publications and other materials must be evaluated using the above, content-neutral criteria. Rejecting such materials cannot be arbitrary or irrational or based on the biases, personal beliefs or preferences.

14. If any part of a publication is determined to violate the listed content-neutral jail regulations, the publication will be rejected entirely. Staff are not authorized to simply remove the prohibited material from the publication. The publication/mail will not be delivered, however it may be placed in the detainee's personal belongings being held in the property room.

15. Detainee mail may be held for investigation of a violation of law or jail regulations.

B. Inspection of Incoming Mail

1. Legal (privileged) correspondence will be opened and inspected by Detention Staff in the presence of the detainee to whom it is addressed.

a. To be identified as legal or privileged mail the envelope must clearly show it as being received from the detainee's attorney, including the name and address of the law firm on the outside of envelope; and

b. "Privileged", "Confidential Legal Material", or similar clear designation will be stamped or written on the outside of the envelope, clearly identifying it as legal mail.

2. Before sorting for delivery, all general correspondence will be opened and inspected for contraband by the employees, outside of the detainee's presence, for security reasons.

- a. Unauthorized items listed as contraband, but not of an illegal nature shall be properly recorded and discarded or placed in the detainee's personal belongings
- b. If large amounts of unauthorized items are received at one time for a detainee, they shall be refused and returned to sender.
- c. Detainees will be notified in writing when unauthorized items are returned or placed in their property.
- d. Perishable items received in the mail shall be placed in the facility garbage.
- e. Illegal contraband will be handled in accordance with Department policy and a corresponding Incident Report generated by the inspecting employee.
- f. In the event the employee has received information and/or there is an indication that an explosive device has been placed in a letter or package, the employee shall immediately notify the shift supervisor and corresponding procedures will be followed in accordance with Johnson County Detention Center Policy Threat.

C. Indigent Detainees

1. Indigent detainees who wish to correspond with persons in the community may request an indigent packet by completing the commissary list and submitting through the normal commissary purchase process.
2. The detainee's indigent status will be verified before an indigent packet is provided.

D. Mail Distribution

1. Detainee mail will be distributed Monday through Friday, excluding Saturdays, Sundays and Federal Holidays.
2. All mail should be delivered to the detainees within twenty-four (24) hours of its arrival to the Detention Center, unless there is an emergency situation or the mail is otherwise rejected as set forth in this policy.
 - a. Employees will sort all mail according to the detainee housing units.
 - b. Detainees who are not physically present for mail delivery will have their mail temporarily stored in the Booking Office until it can be delivered.
 - c. Mail will not be left on a detainee's bunk or in any other unsecure location; mail is to be delivered directly to the addressed detainee.

E. Outgoing Mail

1. Outgoing mail will be collected once a day, Monday through Saturday, excluding Sundays and Federal Holidays, following the delivery of detainee mail.
2. All outgoing mail collected will be turned in to the main office for inspection.
3. All outgoing mail should have the detainee's full name and housing unit assignment in the upper left hand corner of the envelope.
4. All detainees will use the following return address:

Example:

Johnson County Detention Center
C/O Detainee's Name & Cell Location
278 S. W. 871 Road, Centerview, Mo. 64019

All outgoing mail shall contain the full name and address of the intended recipient.

F. Returned Mail

1. Mail that arrives for released detainees shall be returned to sender.
2. Mail received which has been returned to a detainee who is no longer in custody, will be placed on the property shelf for released detainees. If not claimed within 5 days of release or transfer from the Detention Center, it is considered abandoned.
3. Detainees shall be encouraged by staff to file a change of address form with the local post office after release so their mail will be forwarded.

G. Miscellaneous Rules

1. Detainees are prohibited from conducting business while in the facility and are prohibited from using this mail system to conduct business. Staff should remain vigilant, observing for potential scams and other security risks.
2. Detainees are permitted to correspond in writing with members of the news media.

P. REQUEST AND GRIEVANCE FORMS

Inmates may complete and submit a Request or Grievance form by using the Kiosk located in the cell blocks. Once completed, they will be automatically routed to the proper person or department for review. Once the request or grievance has been reviewed by the proper personnel, the result of the review will be submitted back to the inmate using the Kiosk.

Q. MEDICAL

Inmates may complete a Medical Request form using the Kiosk located in the cell block. The medical request form must be completed and submitted by the registered inmate. No inmate may fill out a medical request form for another inmate. Once the Medical Request form is completed and submitted, it will be routed to the Nurse assigned to the facility. Once the medical personnel has reviewed it, then a medical appointment will be made for the inmate. A charge of \$10.00 will be charged against the inmate's commissary account if a staff member or nurse conducts a Protocol. If the nurse determines that a Doctor visit is necessary, then an additional \$10.00 will be charged to the inmate's account.

In the event a medical emergency is determined by Advanced Medical and or the Johnson County Ambulance District, the inmate will be transported to the hospital for treatment.

ALL MEDICAL BILLS ASSOCIATED WITH THE INMATE WILL BE THE RESPONSIBILITY OF THE INMATE.

Examples of Cost:

Staff Doing Protocols	\$10.00
Nurse Visit deemed necessary	\$10.00
\$20.00 spent at this point	
Nurse schedules a Doctor's Visit	\$10.00
Total of \$30.00 spend to this point.	

PRESCRIPTION AND OVER THE COUNTER MEDICATIONS

All inmates requiring prescription medication will provide the Detention Staff with a listing of said medication and the name of the inmates' attending physician. All medications brought in by the inmate will be evaluated by our medical provider, Advanced Correctional Healthcare. All prescription medications and over the counter medications will be handled by the Johnson County Detention Facility Staff. No over the counter medications will be accepted by the detention staff, unless the Sheriff, Chief Deputy or Jail Administrator has given prior approval. Other prescription drugs that are not covered in our program will be billed to the Courts for assessment on your court cost. All prescriptions filled are charged a \$10.00 administrative fee.