

There are (3) categories of violations, which list the type of behavior or action that is not permitted. These categories are Minor, Major, and Serious violations. These categories are defined as follows:

MINOR	
<i>Horse playing, teasing, harassing another inmate</i>	<i>Improper use of food</i>
<i>Excessive loud noise, profane/indecent language</i>	<i>Improper use of jail supplies</i>
<i>Obscene gestures/remarks</i>	<i>Covering of night lights</i>
<i>Failure to keep yourself, clothing or living area clean</i>	<i>Passing of any item from pod to pod</i>
<i>Arguing over the TV/phone</i>	<i>Obstructing an officer's view</i>

PENALTIES FOR MINOR VIOLATIONS: *The inmate may be given a verbal and/or written reprimand. If the inmates' behavior is not corrected, or in the opinion of a shift supervisor the reprimand will not correct the behavior, restriction of one or all privileges can be denied for up to (5) days.*

MAJOR	
<i>Repeated minor violations</i>	<i>Aiding with another to violate rules</i>
<i>Smoking</i>	<i>Causing/creating a disturbance</i>
<i>Disrupting count procedures</i>	<i>Abusing commissary/food service/visits/telephone or recreational privileges</i>
<i>Any type of sexual act</i>	<i>Attempting to control the behavior of inmates</i>
<i>Gambling</i>	<i>Self-mutilation, including tattooing</i>
<i>Refusal to carry out regularly scheduled work assignments</i>	<i>Tampering with fire equipment</i>
<i>Disrespect to an officer, staff member, or visitor</i>	<i>Possession of contraband (anything not permitted in this facility or the alteration of something permitted from its original form)</i>

PENALTIES FOR MAJOR VIOLATIONS: *The inmates' privileges and/or qualified rights may be suspended for up to (10) days or (240) hours per violation. That inmate may also be placed in disciplinary isolation for up to (10) days per violation.*

SERIOUS	
<i>Repeated major violations</i>	<i>Possession of any weapon or chemical agent</i>
<i>Assault on officer</i>	<i>Tampering with locks/doors/gates/etc.</i>
<i>Assault on inmate</i>	<i>Accessory to any serious violation</i>
<i>Defacing county property (writing/drawing/marking)</i>	<i>Creating/causing a disturbance outside facility</i>
<i>Damaging any county property</i>	<i>Refusing to obey an order from an officer</i>
<i>Theft/fraud/forgery</i>	<i>Throwing any type of liquid/material on someone</i>
<i>Giving false information (lying)</i>	<i>Engaging in, or soliciting, sexual contact or conduct or any act of a sexual nature with another person</i>
<i>Any misdemeanor/felony acts</i>	<i>Intentionally grabbing or touching a staff member or another person in a way likely to annoy, harass, or impede the movement of such person</i>
<i>Interfering with the security operations of this facility</i>	

PENALTIES FOR SERIOUS VIOLATIONS: *The inmates' privileges and/or qualified rights may be suspended for up to (15) days (360) hours per violation. Disciplinary isolation for up to (30) days (may be more than thirty days if approved by the Jail Administrator). Loss of good time (if applicable) and may be served 'loaf' for meals, which will not exceed (5) days.*

ESCAPE AND CONTRABAND

Any person who escapes, attempts to escape, assists another inmate to escape, is in possession of any weapons, saws, tools, drugs, alcohol, tobacco or any item(s) not issued, will be prosecuted if deemed necessary.

RECREATION

Inmates are offered recreation (5) times a week. The recreation schedule is as follows:

<p>MONDAY: 7am-8am – 2c11/2d11/3b12 7am-8am – 3b1/3b15 5:30pm-6:30pm – 2a1/2d1/2c1 5:30pm-6:30pm – 3a1/3b10 8:30pm-9:30pm – 2b10/2b12/2b15 8:30pm-9:30pm – 3c1/3d1</p>	<p>FRIDAY: 7am-8am – 2a13/2b1/3a13 7am-8am – 3a1/3b10 5:30pm-6:30pm – 2b10/2b12/2b15 5:30pm-6:30pm – 3c11/3d11 8:30pm-9:30pm – 2a1/2d1/2c1 8:30pm-9:30pm – 3c1/3d1</p>
<p>TUESDAY: 7am-8am – 2c11/2d11/3b12 7am-8am – 3b1/3b15 5:30pm-6:30pm – 2b10/2b12/2b15 5:30pm-6:30pm – 3c11/3d11 8:30pm-9:30pm – 2a13/2b1/3a13 8:30pm-9:30pm – 3c1/3d1</p>	<p>SATURDAY: 7am-8am – 2c11/2d11/3b12 7am-8am – 3a1/3b10 8:10am-9:10am – 2b10/2b12/2b1 8:10am-9:10am – 3c11/3d11 5:30pm-6:30pm – 2a13/2b1/3a13 5:30pm-6:30pm – 3c1/3d1 8:30pm-9:30pm – 2a1/2d1/2c1 8:30pm-9:30pm – 3b1/3b15</p>
<p>WEDNESDAY: 7am-8am – 2c11/2d11/3b12 7am-8am – 3c11/3d11 11pm-12am – 2a1/2d1/2c1</p>	<p>SUNDAY: 7am-8am – 2c11/2d11/3b12 7am-8am – 3a1/3b10 8:10am-9:10am – 2b10/2b12/2b1 8:10am-9:10am – 3c1/3d1 5:30pm-6:30pm – 2a13/2b1/3a13 5:30pm-6:30pm – 3c11/3d11 8:30pm-9:30pm – 2a1/2d1/2c1 8:30pm-9:30pm – 3b1/3b15</p>
<p>THURSDAY: 7am-8am – 2a13/2b1/3a13 7am-8am – 3b1/3b15 11pm-12am – 3a1/3b10</p>	



INTRODUCTION

These rules and regulations state what is expected of you and what the correction staff can do for you while you are in jail. You will be required to read these rules, and if you do not understand them, ask a corrections officer to explain them to you. Your signature on the property inventory form will indicate that you have read and understand these rules. These rules are intended to insure your safety while in custody.

MANAGEMENT

This facility is managed and controlled by the Sheriff. The Sheriff and his staff are required by law to maintain security, decent living conditions, and the fair treatment of all inmates. The Judges of the Court of Common Pleas and the Jail Inspector of the State of Ohio shall approve all rules and regulations of this facility. Only the Sheriff or his designee shall grant exceptions to the rules and regulations. The Sheriff and his staff are empowered to use the necessary force to enforce the rules and regulations of this facility.

RULES OF CONDUCT

You are expected to obey all of these rules and regulations and to follow all corrections officers' instructions. Good behavior and moral conduct will be expected from all inmates confined in this facility. You must conduct yourself in a proper manner with respect for the rights of other inmates and officers. If you fail to conduct yourself in the proper manner, you may lose privileges, which are permitted for inmates in good standing and/or be charged criminally. Inmates shall render strict obedience to all calls, signals, or other methods by which daily affairs of the jail are conducted, and all failure to comply with the same may be punished according to the penalty section of these rules and regulations. Inmates will not talk back to or threaten any law enforcement or corrections officer. Every time inmates either enter or leave a pod, they subject themselves to a search of their bodies, clothing and/or anything within their control.

PRIVILEGES THAT MAY BE SUSPENDED

Entertainment (radio, TV, games, books, etc.). Commissary (except personal hygiene). Visits by friends. Phone calls.

QUALIFIED RIGHTS

Qualified rights of inmates may only be suspended when the practice in a particular case poses a serious threat to the security of the jail and/or jail property is seriously abused. These qualified rights that may be suspended are as follows: 1. Minimum of one visit per week by immediate family (reviewed weekly). 2. Two hours of recreation per week (reviewed weekly). 3. Clothing, bed, bedding, unlimited access to toilet and shower (reviewed daily).

FUNDAMENTAL RIGHTS

Fundamental rights, which cannot be suspended, include visits/phone calls by attorneys/clergy, adequate food, adequate light, ventilation, temperature control, sanitation, and medical care.

DUE PROCESS REQUIREMENTS

A supervisor shall complete a thorough investigation within (24) hours of an accusation of a violation against an inmate. If through the investigation it is found that probable cause exists, a charged inmate will be notified in writing within (24) hours (after being placed in isolation) of the following: the specific rule(s) broken, the accuser (unless deemed inadvisable), date and time violation occurred, location of violation, and the facts on which the charge(s) is based. A written summary of the rights of inmates at the disciplinary hearing will be provided to the inmate. The inmate may receive assistance in preparing their case from a member of the jail staff or another as determined by the hearing officer. The inmate will have a minimum of (24) hours between the time they receive the written information provided to them and the time they must appear before the hearing officer. The inmate may waive the (24) hour period but such waiver will be in writing and signed by the inmate. The inmate will be given a disciplinary hearing by a supervisor within (48) hours, excluding holidays, weekends, and emergencies after receiving the written notification. The charging officer will not be the hearing or sentencing officer. The inmate has the right to be heard, present evidence and cross-examine witnesses, subject to the limitation imposed by the hearing officer. The reasons for any limitations will be in writing. The charged inmate will be given a copy of the supervisor’s decision and the inmate will have the right to file an appeal to the Jail Administrator if he/she so chooses.

GRIEVANCE PROCEDURE

Any inmate may submit a grievance to any corrections officer for anything they feel is wrong with the operation or administration of the facility. All grievances will be submitted in writing and will be confidential. A reply will be given back to the inmate within (10) days.

PERSONAL PROPERTY

Inmates are not permitted to have valuable articles in their possession. Inmates are not permitted to transfer their clothing, money, commissary, or any other property to other inmates. Property found to be in violation will be confiscated and held until you are released. At the time you are booked in, all property is turned over to the booking officer and will be inventoried on the property form. Your signature is required. Upon your release, your property will be turned over to you and your signature is again required showing that you have received all of your property back. Any complaint regarding property returned must be in writing with specific details. The Jail Administrator or his designee may dispose of any items left by the inmates upon release after a period of (10) days. Infested garments may be destroyed under the direction of a supervisor at any time.

COUNTY PROPERTY

Each inmate will be supplied with a mattress, blanket, sheet, washcloth, towel, uniform shirt, uniform pants, flip flops, plastic spork, plastic cup, plastic bin (if available), and a hygiene setup. You are financially responsible for each item that you are issued. Upon release you will be required to return all items in the same condition as given less used.

CARE OF LIVING QUARTERS, PERSONAL CLEANLINESS, AND UNIFORM WEAR

All inmates will keep the cells clean at all times. This includes cleaning the walls, floors, bunks, tables, desks, toilet, and basin as needed. Cleaning materials will be placed in the pod at approximately 10:10pm and removed before 11:20pm each day. All inmates in the pods are responsible for the cleanliness of the areas. Pods that are not cleaned will be subject to disciplinary action. It is important that you keep yourself clean. You are required to shower before being placed in general population and showering facilities will be provided to you on a daily basis. The supervisor may require an inmate to shower whenever they deem it conducive to the health of the inmate or the sanitary welfare of this facility. Personal hygiene items will be passed out every Sunday after lockdown. All inmates are required to wear their issued uniforms. Inmates are required to be in their uniforms (both shirt and pants) whenever they are outside of their assigned cell, not on their bunk/mat, or not taking a shower. The wearing of any type of headgear is prohibited. Blankets, sheets, towels, washcloths, uniforms, and personal laundry will be exchanged and/or washed twice a week according to the following schedule: **Sunday and Wednesday – pods b10/b12/b15/c11/d11; Monday and Thursday – pods b1/c1/d1/a1/a13.** Any accumulation of excess personal property will be removed and secured with your personal property. No property or material will be hung or placed on the walls, bunks, windows, or lighting fixtures. No excessive amounts of food will be kept in the cells. Blankets, towels, papers, or anything else will not be used to cover the view into the cell or bunk.

PERMITTED ITEMS

Any item not issued by this facility is considered contraband. List of permitted items: one sheet, one towel, one washcloth, two blankets, one mattress, one cup, one spoon, one plastic property bin (if available), purchased commissary items (not to exceed two days purchase), one Bible, two jail library books, one wedding ring (without stones), and five personal letters. List of permitted hygiene items (must be purchased from commissary): one shampoo, one toothbrush, one tube of toothpaste, one bar of soap, one comb, one deodorant, and one lotion. List of permitted clothing: one jail shirt, one jail pants, four underwear, four pairs of socks (white or gray), and four t-shirts (white or gray and no tank tops). All underclothing must be purchased from commissary unless in your possession at time of booking. Other items permitted in pods are two decks of playing cards per pod and one table game per pod (must have prior approval from the Jail Administrator). Any item that is not listed in this section is prohibited.

SMOKING

Prohibited in this jail.

FOOD SERVICE

You will be served (3) meals a day. The food will be wholesome and of the type available in the community. A local dietician for nutritional balance and content has previously reviewed the menu. **Meal times are as follows:** breakfast at 6am, lunch at 11am, and dinner at 4pm. After every meal, you are required to clean your food tray and stack it neatly beside the pod entrance. You are not permitted to keep any tray or food with you after trays are collected.

LOCKDOWN

11:30pm-4am every night. All inmates will be locked down (if applicable) during this time.

RAZORS

Passed out starting around 4am and will be returned around 5am.

MONEY

When you arrive at this jail with money, it will be deposited into a commissary account under your name. No personal checks will be accepted. Once in jail, you may have friends/family deposit money for you into the kiosk machine in the jail lobby between the hours of 8am-8pm every day. Cash or credit is accepted and a fee is charged for the usage. You may receive money orders in the mail and these will be deposited into your commissary account.

COMMISSARY

There is a commissary program from which you may purchase things such as candy, coffee, chips, etc. There is a \$70 limit on each order. Commissary privileges are made available every Tuesday and Friday (excluding holidays). For you to get commissary on Tuesday, your commissary slip must be turned in by 11:30pm on Sunday night. For you to get commissary on Friday, your slip must be turned in by 11:30pm on Wednesday night. Purchases will be deducted from your account. There are no returns or refunds on commissary ordered unless the item(s) were shorted. You must have sufficient funds to cover the items ordered. Commissary that was not received prior to your release must be picked up within (3) days.

INDIGENT INMATES

After (14) days of incarceration, inmates who have no money in their account may submit a request for an indigent package by filling out a commissary slip and writing the word ‘indigent’ on the slip. An indigent package includes two stamped envelopes and some paper. You will be charged a fee for the indigent package. After receiving the first indigent package, you must wait a week to receive another package.

MAIL

If you wish to receive or send mail you may do so. A corrections officer will inspect your incoming mail. The mail sent to you by the courts or your attorney may be inspected for contraband only and this inspection will be done in your presence. Incoming mail will be passed before 2pm unless circumstances arise that wouldn’t allow for the mail to be passed. Outgoing mail is sent out daily during the morning hours of days that the mail is normally delivered.

KITE SYSTEM

When in jail, you may use the ‘jail mail’ or ‘kite’ system. You may write judges, prosecutor’s office, probation/parole officers, supervisors, etc. No postage is necessary using this system.

EVERCOM PHONE SYSTEM

Telephones are available for the inmates to use from 6am-11pm daily. Telephones are shut off during chow times, certain prisoner transport times, and from 11pm-6am. All calls, both local and long distance will be collect and will be charged to the receiving party. All calls will be directed through an automated telephone operator. The length of the calls will be limited to (30) minutes per call. When being booked in, you will be allowed to make a free phone call with a time limit of (5) minutes and this will be done when the booking process is completed or when an officer allows you to call. You may purchase a pre-paid phone calling card or other items through this facility by filling out a special item request slip (phone card slip). Items from this slip are ordered and issued between 7am-1pm daily. These slips must be turned in by 5am to receive them that day.

MEDICAL SERVICES

Reasonable and customary medical treatment is available to you and you will have the opportunity to request medical assistance on a daily basis. Requests will be reviewed and acted upon by medical staff. To obtain medical care you will need to request a medical request slip from the medical staff or a corrections officer and complete the slip indicating a description of your complaint. Then return the slip to the medical staff or corrections staff (if the problem is serious or pain is acute, explain this to the staff who will attempt to contact nursing). You must receive any over-the-counter medications from commissary. The normal prescribed medications will be passed out between the following hours: 7:30am-8:30am, 11:30am-12:30pm, 3:30pm-4:30pm, and 7:30pm-8:30pm. Rounds may vary in time and must be flexible due to the jail doctor’s orders or clinic schedules. Medications may be brought to the jail and must be in the original bottles and be current medications (within thirty days prescribed). The medical staff will verify the prescription and either the jail doctor or mental health doctor must approve the medication. You will be charged \$10 for every doctor visit and \$5 for each prescription ordered through this jail. Crisis intervention, counseling, evaluation, and treatment is available upon request and will be under the direction of the Mental Health Professionals. A social worker is also normally available Monday-Friday between 7am-3pm.

DRUG AND ALCOHOL COUNSELING

Classes are conducted weekly. If you have an alcohol or drug problem you may request to enroll in these classes by filling out a request for the medical staff.

VISITATION

Visitation times are every Sunday, Thursday, and Saturday from 8am-8:30pm. You will be allowed one (20) minute visit per visitation day with a maximum of (2) people visiting. Adult visitors must have a current and valid ID. Juvenile visitors must be accompanied by their parent/guardian. The Jail Administrator must approve any special visit and will be held in the regular visitation area. A supervisor has the right to remove and/or restrict visitation for any visitor. Criteria for this decision will be based on but not limited to the following: security, visitor refuses to search or to show ID, violating facility rules or regulations, conveying contraband, improper attire, or abusing the visitation procedures. The Judges of the Court of Common Pleas, Probate Judge, Municipal Judges, the Prosecuting Attorney, probation/parole officers, or any other person as ordered by the courts shall have access to this facility and inmates at all reasonable times. Clergy and attorneys will be permitted to visit inmates at any reasonable time except during meal times and lockdown.

RELIGIOUS SERVICES

Conducted and available weekly. Whether or not you attend these services you must be quiet and respectful during this time.

LIBRARY BOOKS

Available from the book cart that is passed on Sundays between 2pm-10pm.

GED CLASSES

Conducted through a self-study program. If you do not have a high school diploma you may request to enroll in this program via the jail ‘kite’ system.

WORK RELEASE

Work release to maintain your present job may be granted at the discretion of the sentencing court. All requests for work release must be directed to the sentencing court.

INMATE WORK PROGRAM

Workers are selected to work within this jail. A request must be directed to an officer. If you are chosen to be an inmate worker, you may be removed from worker status at any time for any reason.

COUNTY WORK PROGRAM

These inmates are non-violent sentenced inmates who work under the supervision of a corrections officer at various locations. The officer in charge of this program will select inmates to work if they so desire.