

**Indian River County Sheriff's Office
Corrections Division**

**Inmate Rules & Regulation
Handbook**



Sheriff Deryl Loar

**Director of Corrections
Captain Selby Strickland**

The purpose of this handbook is to provide answers to questions you may have and ensure your safety and welfare while incarcerated at the Indian River County Jail. The policies and procedures of the Corrections Division are in accordance with all federal, state, and municipal laws pertaining to corrections.

During your confinement, the same laws that exist in our society will govern you. In addition, you are to abide by all facility rules and regulations.

One of our main objectives is to protect your constitutional rights during confinement. It is also important that you respect the rights of your fellow inmates and staff members.

You will benefit by becoming familiar with this handbook. It provides a list of the many programs and services available to you during your confinement and following release. Religious, recreational, and educational programs are some of the options offered. You are encouraged to take advantage of these services and programs.

This handbook should be considered a guideline to your behavior, but should not be considered all-inclusive. Should you have a question that is not covered, you may contact a staff member for assistance.

It is your responsibility to familiarize yourself with the contents of this handbook. You will be held accountable for any violations of the listed rules. It is your responsibility to maintain this rule book and turn it in upon your release.

Captain Selby Strickland

Corrections Division
Inmate Rules and Regulation
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Chapter 1

Organization

Mission Statement

It is the mission of the Indian River County Sheriff's Office to serve the public by enhancing our partnership with the community to protect life and property, prevent crime, and solve problems.

The Indian River County Sheriff's Office will also provide a correctional facility with the highest degree of security to ensure the safety of the citizens, staff and inmates.

Facility Address

The address to the Indian River County Jail is:

Indian River County Jail
4055 41st Avenue
Vero Beach, Florida 32960

Relay Services for Hearing Impaired

FL RELAY SERVICE (HEARING IMPAIRED) 711

FL TELECOMMUNICATIONS RELAY, INC (FTRI)
800-222-3448 (VOICE) 888-447-5620 (TDD)

DEAF SERVICE CENTER 772-335-5546 (VOICE) 772-335-9966 (TDD)
772-335-9733 (FAX)

Chapter 2

Posting Bond, Money and Subsistence Fees

Posting Bond

You may contact a bail bondsman to post a bond for you. A list of local numbers is posted in booking; and upon request in each housing unit. Telephone books are available upon request.

Money

All money taken from you at the time of arrest or in conjunction with your arrest by the arresting officer will be receipted and deposited into an account for you during your incarceration in this facility. This money can be used for the purchase of commissary items and will be used for any expenses you may incur (booking fee, subsistence fee, medical fees, etc.).

The transfer of money and valuables between inmates is prohibited and considered contraband.

Contraband items will not be returned to you.

Any money found in your living quarters or in your possession will be considered contraband, confiscated and placed into the Inmate Welfare Fund.

Subsistence Fees and Initial Per-Diem Fees

After first appearance you are required to pay an initial processing fee of \$10.00. You will also be charged a subsistence fee of \$2.00 a day. (F.S.S. 951.033)
These fees are subject to change.

Chapter 3

General

Attorney Consultations

Attorney of record will be allowed in the facility from 9:00 a.m. until 10:00 p.m. If an attorney request entry into our facility during inmate head counts or while meals are being served (11:00 a.m. to 1:00 p.m. and 3:00 p.m. to 6:00 p.m.) the visit will be authorized based on the availability of a conference area.

The video visitation center can also accommodate attorney consultations.

Correctional deputies cannot intercede for you with the judge, and they are not allowed to request or recommend an attorney or bondsman.

Identification Card

An inmate identification card was issued to you during the admission process. This identification card will have your name, picture, identification number and inmate commissary account number on it. **You are required to wear this identification card, picture facing out on the upper left collar at all times.**

If this card becomes illegible, breaks or needs replacing for any reason, contact the deputy assigned to your unit for replacement. The broken/illegible identification card will be given to your housing unit deputy for replacement. If you are found without an identification card, you will not be permitted to participate in any programs or receive commissary. You will only be permitted to leave your dorm for court, attorney visits or medical until your identification card has been replaced.

Identification cards are property of the Indian River County Sheriff's Office and will remain with the facility at the time of your release or transfer, even if you have paid for a replacement identification card.

Reporting Sexual Assault

Sexual battery is a serious crime. The Indian River County Sheriff's Office has a **ZERO TOLERANCE** policy and will investigate all reported incidents of sexual battery. If you are a victim, **REPORT IT IMMEDIATELY**. Our staff will protect you from the attacker(s). The identity of the inmate victim reporting the sexual battery and the facts of the report itself shall be limited to those who have a need to know in order to make decisions concerning the inmate's safety.

While you are in jail, no inmate or staff member has the right to pressure you into any sexual acts. Whether you are heterosexual or homosexual, you have the

right to be safe from sexual abuse. Do not accept gifts or favors from others as most come with strings attached to them. Do not accept an offer from another inmate to be your protector. Find a staff member with whom you feel comfortable with to voice your fears and concerns. Be alert. Be direct and firm if others ask you to do something sexual. Choose your friends wisely. Look for people who are involved in positive activities like educational programs, self-help programs, or religious services. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns **immediately** to a deputy or any staff member you feel comfortable reporting it to.

If you are sexually abused report the incident immediately to a deputy or any staff member, medical or program personnel. You will be immediately referred for a medical examination. You do not have to name those involved; however, the more exact your information, the easier for staff to help you. You will receive protection whether or not you have identified your attacker(s) or agreed to testify against them. You may also dial the following number from your housing unit to report the assault 1*9005#.

Even if you want to shower, wash or change clothing, it is important to see medical first. Showering may wash off hair and body fluids that are important evidence. A medical professional will perform a medical exam to obtain samples. The exam will be conducted privately by medical personnel. Medical will examine you for injuries and check for sexually transmitted diseases (STD). They will also assist in providing you with counseling if you request it.

The Indian River County Sheriff's Office is committed to a zero tolerance standard for the sexual abuse/assault of any inmate either by staff or other inmates. Guidelines are set forth in our policy to ensure the safety of all inmates incarcerated in the Indian River County Jail.

To report sexual assault dial 1*9005#

Chapter 4

Security and Control

Bunk Assignment

Bunk assignment is completed through the classification process. You are not authorized to change bunk or cell without the permission of the housing deputy or supervisor.

Classification

During the admission process all inmates will be pre-assessed and assigned a temporary custody level. After first appearance, classification staff will review and undertake a thorough classification assessment using objective classification criteria. It is the policy of the Indian River County Jail to house inmates according to objective classification criteria for the safety and security of both staff and inmates, while identifying any special segregation and program needs.

Restoration of Civil Rights, with respect to a person who has been convicted of a felony and is serving a sentence in the Indian River County Jail, the Classification Supervisor of the Indian River County Jail upon request from the prisoner shall provide, at least 2 weeks before discharge if possible, an application form obtained from the Parole Commission which the prisoner must complete in order to begin the process of having his or her civil rights restored. This shall not apply to prisoners who are discharged from the Indian River County Jail to the custody or control of the Department of Corrections. You can receive your data worksheet from classification via an inmate request form.

Headcounts

During all scheduled and unscheduled counts you are required to go directly to your assigned bunk and stand unless otherwise directed by a correctional deputy. The lights will be turned up and the television will be turned off. No movement is allowed and you are to remain silent until the officer in charge announces the count is complete. You will be required to state your name, bunk number and show your identification card. Interfering with a headcount or failure to cooperate will result in disciplinary action against you.

Contraband

Any unauthorized item found in your possession or any authorized item that has been altered from its original form is contraband and will be confiscated for disposal.

Any items found in excess of the approved amount are also considered contraband and will be confiscated for disposal. Possession of contraband items may result in criminal charges, restitution and/or disciplinary actions taken against you. Personal property in the possession of anyone other than the recorded owner will be taken and disposed of as contraband.

Food items may not be saved from a meal. Items saved from a meal will be confiscated as contraband.

Confiscated monies will be deposited into the Inmate Welfare Fund unless used as evidence in a criminal case.

Searches

You, your housing area, and your property are subject to search **at any time**. Any attempt to interfere with or distract correctional deputies during the search will result in disciplinary action.

Failure to submit to these searches, or discovery of contraband during these searches, will subject you to disciplinary proceedings and/or criminal charges.

Chapter 5

Sanitation and Hygiene

Living Quarters

The cell and housing area you are assigned to is your living quarters. Housing assignments are based on your physical condition, gender and security classification. You will not exit your housing area unless directed by a correctional deputy. During an emergency, and after lockdown each evening, you will not exit your sleeping quarters unless directed by a correctional deputy.

You are required to keep your living area and cell clean, assist in cleaning the dayroom, shower and toilet areas, and have these areas ready for daily inspection. Cleaning equipment will be provided. Garbage and trash receptacles shall be emptied and cleaned at least once a day.

Beds shall be fully made between the hours of 7:30 a.m. and 9:00 p.m. During these hours inmates have permission to rest on top of their bed (no use of sheet or blanket).

Bedding and linen (mattress, pillow, blanket, pillow case, sheet, mattress cover, towels, and washcloth) will not be removed from your sleeping area to be used as rugs, tablecloths, head rags or coverings, or for any other unauthorized purpose.

Walls will not be marked or defaced in any manner, no pictures or other articles will be attached to walls, bunks, placed on window ledges or attached to any light fixture, vent, or door opening.

Food items from your meal trays will not be stored for later consumption. Only items purchased from commissary can be stored in the bin provided to you at the time of booking. No personal property will be left outside of the sleeping cell.

Windows and window sills will be kept clean and uncluttered.

Report any maintenance problems, such as inoperable plumbing or lighting fixtures to the deputy assigned to your unit so repairs can be made.

Personal Hygiene

All inmates will maintain a clean and neat appearance. It is the responsibility of each inmate to maintain his or her personal hygiene. Being confined with a number of other inmates, demands good personal hygiene practices. Showers and lavatories are located in your respective housing units for this purpose.

You will be given the opportunity to shower daily and are required to bathe twice weekly.

All inmates are accountable for the clothing, bedding and supplies issued to them.

Fingernails are to be kept clean and neatly trimmed so as not to extend one-fourth (1/4") inch. Nail clippers may be requested from the Barber. Should your fingernails extend beyond the acceptable length the housing deputy will provide you with nail clippers. This applies to both male and female inmates.

Upon admission to a housing unit from intake, you will be issued a, plastic cup, comb, toothbrush, toothpaste, soap, towel, wash cloth, shower sandals, uniform, boxers, or panties and bra (female), pillow case, sheet, blanket, mattress and mattress cover. Feminine personal hygiene items are provided upon request.

Linens will be exchanged once a week on the day and time determined by your housing location. You must have the following items ready for exchange: two towels, one sheet, one mattress cover, and one pillowcase. Blankets will be exchanged once a month as requested.

Uniforms will be exchanged twice weekly on the day and time scheduled for your housing area. You are not authorized to have more than one (1) complete uniform in your possession.

You are allowed freedom in personal grooming, except when a valid interest justifies otherwise. Such justifications, as determined by the Corrections Captain or designee, may include requirements for safety, security, identification and hygiene.

To prevent infections, you should:

- A. Wash your hands frequently and thoroughly with soap and water throughout the day, particularly after using the toilet and before every meal.
- B. Never touch another person's wounds, infected skin, or bandages.
- C. Maintain excellent personal hygiene through regular showers and by keeping your living space clean. This should include the regular exchange and laundering of your uniform, bed linens and personal items.
- D. Never share hygiene items with others, including toiletries, towels, washcloth, etc.

- E. Shower as soon as possible after participating in all recreational activities.
- F. Never receive a tattoo either by self or other inmate;
- G. Use injection drugs without authorization from the facility physician;
- H. Not have sexual contact with any other inmates.

Dress Code

All inmates are to be completely and properly dressed when outside their assigned sleeping quarters.

You will be issued clothing and identification badge while incarcerated.

- A. Altering, marking or destroying issued clothing is prohibited.
- B. The pant legs shall not be rolled or cuffed above the ankle, or tucked into socks or shoes.
- C. The identification badge is a part of your assigned uniform and shall be worn at all times (picture facing out) on the upper left corner when outside your assigned sleeping quarters.

Hair Care

Hair cuts will be afforded once every four weeks or upon written request. The barber schedule is as follows:

Sunday: A, L, P, and Y Block

Monday: E1, E2, E3, E4, H and R Block

Tuesday: E1, E2, E3, E4, D, G, I, J, V and ZD Block

Wednesday: B, C, E, K, O, and X Block

Thursday: F, M, N, Q, T, U, and ZB Block

Shaving

Razors will be distributed on Wednesday and Saturday for use and then immediately removed from the housing area.

Medical shaving passes must be approved by the Medical Unit and are conducted on the following days:

Sunday: C Building

Monday: Medical Wing
Wednesday: E1 and E2 Block
Thursday: E3 and E4 Block
Friday: D Building
Saturday: B Building

You are responsible for the razor issued to you and its removal. Failure to return a razor or damage to a razor may be cause for disciplinary action and/or criminal charges.

Responsibility

The property assigned to you at the time of admission and during your incarceration is your responsibility. In the event this property is lost or damaged you may be charged for its replacement and cause for disciplinary action and/or criminal charges.

After each shower you are to remove your towel, wash cloth, soap, clothing, or any other property belonging to you from the shower area. Items left in the shower area will be considered contraband and confiscated.

Chapter 6

Personal Property and Mail

Personal Property

You are not permitted to keep money, jewelry or other articles of value in your possession while incarcerated in this facility. Property taken from you during intake will be placed into storage for safekeeping. The items collected were inventoried and signed for by you during the admission process. No transfer of property or money between inmates is permitted.

Due to limited storage space, extra clothing or personal property will not be accepted for inmates while in this facility. Any excess property dropped off by a transporting agent must be released by you to an outside party within thirty (30) days or it will be discarded. Clothing for court use must be delivered to the Indian River County Courthouse. You will change into the clothes provided for you at the Courthouse and leave them at the Courthouse when completed. The Indian River County Sheriff's Office will not be responsible for items left beyond five (5) days after completion of a trial.

Property taken from you at the time of your arrest may be placed into evidence by the arresting officer. You should receive a property confiscation form from the arresting officer. This facility is not responsible for property placed into evidence. Correctional deputies can not obtain property from evidence.

Personal Items Allowed in Your Possession

Authorized

All items in excess of the allowed number indicated will be considered contraband and will be taken and disposed of.

You are allowed to have the following items in your possession:

Mattress

Pillowcase, sheet, blanket, mattress cover

Jumpsuit (1)

Shower slides (1)

Boxer shorts (2 issued; 2 purchased) - male inmate

Panties (3 issued; 2 purchased) - female inmate

Bras (2 issued; 2 purchased) - female inmate

Towels (2)

Wash cloth (1)

Plastic cup (1)
Soap (1 issued; 2 purchased)
Toilet tissue (2)
Toothpaste (3)
Toothbrush (1)
Clothing purchased from Commissary (listed as purchased above)
Medical issued t-shirt and/or socks
Five (5) paperback books
Religious material (within storage limits)
Twenty (20) photographs - no larger than 4"x6"
Authorized newspapers - total of four (4) issues
Authorized magazines - total of four (4) issues
Personal mail (within storage limits)

Nothing shall be attached to walls, bunks, placed on window ledges or attached to any light fixture, vent, or door opening.

Footwear will be placed under or at the foot of the bunk.

Storage of authorized property is restricted to the storage bin. .

Property Release

In order to release your property an Inmate Request form must be completed listing the name of the person authorized to receive the released property. Property will **only** be released to the person listed on the Inmate Request form.

All property must be released with the exception of one set of clothes to be worn upon release from this facility. Twenty four (24) hour notice is required.

All property is released when the inmate is released. The Indian River County Jail is not responsible for personal property left after an inmate's release or transfer from this facility.

Identification Cards

Lost or damaged identification cards will result in a \$5.00 charge to your account. Identification cards are the property of the Indian River County Sheriff's Office and will remain with the facility at the time of your release or transfer.

Mail

General correspondence between you, family members and friends is encouraged. You are granted the right to send and receive mail as stated in the policies and procedures of the Indian River County Jail.

ALL mail is subject to search. All mail, incoming and outgoing (except privileged mail) will be inspected for contraband or security breaches in accordance with Florida Model Jail Standards. Privileged mail will be inspected in the presence of the inmate.

Correspondence to other inmates within the Indian River County Jail is prohibited.

Outgoing Mail

Outgoing mail shall include the inmate's name, booking number, cellblock and facility address on the upper left hand corner of the envelope. Mail not in compliance will be returned to the inmate.

Outgoing privileged mail shall be treated as privileged mail only if clearly marked with the title and name of the recipient and correct return address of the sender.

Outgoing mail will be picked up between 6:30 a.m. - 7:00 a.m. and 12:30 p.m. - 1:00 p.m. Mail delivery will be as soon as possible after inspection. No mail will be delivered on Sunday or holidays.

Incoming Mail

All incoming inmate mail is delivered through the facility after inspection for contraband. Mail delivered to the facility by any other means than the U.S. Postal Service will not be accepted.

Checks or money orders received through the mail will be returned to the sender. Cash received through the mail will be deposited into the inmate's account. You are responsible for payment of any outstanding debts.

Indigent Mail and Legal Packets

Indigent inmates will be supplied with writing materials and postage, upon request, to correspond with family members at reasonable intervals.

Indigent legal packets are provided for correspondence with your attorney or the court system. A legal packet may be obtained by completing an Inmate Request form that includes the name and address of the person you intend to write.

Various size envelopes are available upon request. You may request up to three (3) legal packets.

Legal mail once ready for mailing must indicate "legal mail" on the outside envelope. Mail is then forwarded to Commissary for postage and mailing.

Indigent inmates, who barter with their writing materials, envelopes or postage, or abuse the privilege of receiving such items at the facility's expense, will be subject to disciplinary action.

Unauthorized Mail

Unauthorized items received through the mail will be considered nuisance contraband and the entire package will be confiscated for disposal. Unauthorized items will not be stored in the facility's property room.

Unauthorized include, but not limited to:

- Mail or packages without a return address
- Stamps, envelopes, or writing paper
- Blank greeting cards or postcards
- Newspaper clippings
- Loose pages from books or magazines
- Plastic or metal
- Tape or glue
- Stickers
- Xerox or photocopied materials
- Any mail emitting a suspicious or foul odor
- Any paper soiled with perfume, lipstick, etc.
- Computer generated material, regardless of content
- Letters containing pictures imprinted on them
- Photographs larger than 4x6, photographs printed on anything other than photograph paper (i.e. Kodak)
- Nude photographs
- Graphic illustrations, drawings or pictures

Mail will be returned to the sender if you are released or transferred from the facility. All incoming mail, except privileged mail, will be opened and inspected for contraband and monies. You will be advised in writing of any items withheld. To avoid any delays in the delivery of your mail, advise your correspondents of the proper mailing address (page 6).

You are responsible for notifying your family and friends of items not accepted through the mail.

Privileged Mail

Mail clearly identified as being sent from your attorney, the courts, or public officials is considered privileged mail. If there is reason to believe privileged mail contains unauthorized or illegal items or material, you will be instructed to open it in the presence of a deputy. Staff will not read privileged communications but will inspect the contents for contraband.

Outgoing privileged mail will not be opened but may be held for a reasonable period of time, not to exceed seventy-two (72) hours, pending verification that it is properly addressed to a person or agency referred to on the envelope.

Chapter 7

Programs and Services

Inmate Request Forms

An Inmate Request form is available to you within your assigned housing unit. This form is to be used to request programs or other services. Check the box on the form noting which service you are requesting, and clearly place your signature and housing unit number in the spaces provided.

The corrections deputy assigned to your housing unit will collect request forms and forward them to the appropriate unit or individual for response. Speak to the deputy assigned to your housing unit if you need assistance.

Inmate Medical Request forms are obtained from medical staff. The completed request form can be turned into the medical staff during sick call or to the housing deputy. **If the situation is an emergency, contact the nearest staff member.**

Inmates with Disabilities

Inmates with disabilities, as defined by ADA, are afforded access, or an alternative access, to all programs and services provided to the general inmate population.

Immediate safety and special need concerns shall be addressed by the housing deputy and supervisor.

The facility ADA Coordinator will address accommodations for those inmates with disabilities as defined by ADA that are not immediate or pose a threat to the inmate, member or security of the facility.

Commissary

Deposits to inmate accounts are completed through **Access Secure Deposits**. Deposits can be made by internet at inmatedeposits.com; by toll free number (866-345-1884), or by using the **kiosk** located in the Jail main lobby, 24 hours a day.

To place a commissary order for the week, money must be available in your account no later than 2:00 p.m. Tuesday. It is prohibited to transfer money between inmates.

Money orders or cashier checks received through the mail will be returned to the sender.

Existing facility charges will claim 50% of deposits into an inmate's account leaving 50% for ordering commissary each week. Outstanding debts include medical, subsistence fees and damages.

Placing a Commissary Order

- A. Commissary order forms are distributed on Tuesday evening.
- B. Your commissary order form must have the commissary number filled in and signed in order for your order to be processed. Incomplete order forms will result in your order being cancelled for the week.
- C. You are responsible for the accuracy of your commissary order form. Facility members will not make any changes to the order you submit.
- D. Inmates are prohibited from purchasing commissary items for other inmates.
- E. Commissary orders will be distributed on Friday of each week.
- F. You must have your identification card to receive your commissary items. Clothing purchased will be marked by the corrections deputy identifying you as the owner.

The commissary ordering schedule may vary due to holidays.

Commissary orders will not be transferred to another inmate. Inmates found in possession of items not ordered are considered in possession of **contraband**.

Inmates released before they receive their commissary will have five (5) business days to pick-up their order.

Commissary items not retrieved within the five (5) day period will become the property of the Sheriff's Office and donated to a charitable organization.

No refunds are given for commissary items not picked-up after the inmate is released, transferred or refuses to accept commissary upon delivery.

Any inmate transferred may authorize another person outside the facility to claim their order.

Commissary Indigent Packages

Commissary indigent packages are available from the Keefe Commissary Network by ordering on the weekly commissary order scan form. Inmates who

have \$.40 or less in their account on ordering day are eligible to order a package.

Indigent packages include 2 stamped envelopes, 1 flexi-pen and 4 sheets of paper. The current cost of the commissary indigent package is \$1.87.

Flexi-pens are available through the commissary office. If an inmate remains indigent during their incarceration, no payment is necessary.

Should an inmate order a commissary indigent package and then receive money, the account will be charged for the cost of the package(s) previously ordered, at the rate of 50% of the deposit.

Commissary is a privilege

Food Service

A contracted food service corporation provides meals for the Indian River County Jail. Three (3) wholesome and nutritious meals are served daily. All meals are prepared in the kitchen at the facility from menus approved by a licensed dietician. For sanitary reasons, any food served during meal time must be eaten and not stored in your housing unit for later consumption.

No food items other than items sold through the commissary will be allowed to remain in your cell. Any open food items or drink containers that no longer contain the original contents will be disposed of as contraband and disciplinary actions may be brought against you.

Dental Services

Dental services are limited to emergency care and you are responsible for 100% of the actual cost.

You will not be denied dental care because you lack sufficient funds in your account.

Medical Services

In case of a medical emergency notify any staff member.

While incarcerated in the Indian River County Jail you have the right to medical care. Medical care, dental care, and mental health care services are available. Some health services are provided by outside providers. Referrals will be made when deemed necessary by our health authority.

During the admission process you will be screened for medical problems. Within 14 days of admission a physical examination is completed by medical staff.

During your history and physical exam you may be given an injection in your left forearm. This injection is to test for "TB" and regulated by the Indian River County Health Department. Do not wash or scratch the injected area for two (2) days. The injection site will be checked by medical staff to determine if there is a reaction.

If a reaction is detected, it is an indication you have been exposed to tuberculosis and you will be given a chest X-ray.

Pursuant to 943.325, Florida State Statutes, you may be required to submit to a blood or other biological specimen.

You must submit a request to be seen by the medical staff should any medical problems develop while incarcerated. Inmate Medical Request forms are available from the correctional deputies in the housing unit.

Medical staff members make rounds three times a day to dispense medication. Medication administered to you must be ingested as directed in the presence of medical staff and correction deputy or disciplinary action will result. At any time you are subject to an oral search. Failure to comply will result in disciplinary action.

When the nurse calls you for medication, you must present yourself properly attired, including your identification card. Disciplinary action will be taken against those inmates who are not properly attired or who behave inappropriately in the presence of the medical staff.

Sick call is conducted daily. If you need to be seen at sick call, obtain an Inmate Medical Request Form. Complete the form by including your full name, date of birth and housing location. The completed request form can be turned into the medical staff during sick call or to the housing deputy.

All medical request forms will be reviewed within 24 hours and you will be seen at sick call within 48 hours (72 hours on the weekend). Requests for medical, dental, or mental health services **WILL NOT BE ACCEPTED IN ANY OTHER FORM**. Should the request be reviewed and considered urgent by medical staff, you will receive immediate medical care.

Emergency medical care is available 24 hours a day. You must be fully dressed, including your identification card, to receive any medication or treatment.

Pursuant to 951.032, Florida State Statutes, all inmates housed under the corrections authority of the Indian River County Jail shall be responsible for expenses incurred for medical services.

If you are not satisfied with the medical services you may request private medical attention. The Medical Unit will schedule an appointment **after** full payment is received.

You have the right to refuse medical care and treatment. You will be escorted to the facility's medical unit where you must refuse care and treatment to a medical staff member. You cannot refuse medical care to a correctional deputy, and refusal to go to the medical unit to sign this release may result in disciplinary action.

The cost of inmate medical services are:

Nurse/Mental Health Exam	\$3.00
Physician's Exam	\$15.00
Physician's Referral	100% of cost
Private Physician	100% of cost
Prescription Medication	100% of cost
Laboratory	100% of cost
X-ray	100% of cost

Mental Health Services

Mental Health services are available to you. As with medical and dental services, you can request mental health services by submitting a Medical Request Form, speaking to the nurse on rounds, or if your need is urgent, by speaking to the deputy in your housing unit.

Library Services

Books are available for check-out through the book cart. You are permitted to keep up to five (5) books at a time in your cell. When you return a book to the book cart, you may request a replacement.

The book cart service is provided during the evening shift on the following days:

Monday - A Building and Confinements without loss of privileges.

Tuesday - B Building

Wednesday - C Building

Thursday - D Building and Confinements without loss of privileges.

Friday - E Building

Recreation

Recreation will be conducted a minimum of three (3) hours each week, weather permitting. The schedule is subject to change by the on-duty watch commander or designee.

In order to participate during recreation you must be in dress code including your identification badge. You are to line up in an orderly fashion along the wall, giving your name to the housing unit deputy.

No personal items i.e., books, magazines, towels, will be allowed on the recreation yard.

If you decline to participate in outside recreation, the housing unit deputy will document your refusal.

You will follow all directions while in the recreation yard and immediately return to your housing unit when instructed to do so by a deputy.

During recreation you must not attempt to contact or communicate with persons outside of your assigned recreation area through shouting, hand signals and/or obscene gestures. **You are to stay within the yellow lines and off the fence at all times. Going near or on the fence may be cause for disciplinary action and/or criminal charges.**

Any violation of the rules and regulations of the facility, horseplay, fights, and other disturbances will result in the termination of recreation for all inmates, disciplinary, and/or criminal charges.

Religious Services and Counseling

It is the policy of the Indian River County Sheriff's Office to provide inmates with an opportunity to practice their religion. Religious services and counseling are available to you and coordinated through the Chaplain's Office. Visits by your community minister may also be arranged.

Weekly religious services are held in the program areas of each building. Attendance is voluntary.

Special needs in the event of a death in your family or religious counseling is available to you when you submit an Inmate Request form to the Chaplain's

Office. Some restrictions may apply and are based on safety and security issues.

Telephone

Telephones are provided in each housing unit for your convenience. Telephones will be turned on each morning after clean-up and inspection. The telephones will be turned off during meals, headcounts, and after lockdown. Inmates cannot receive incoming calls.

All telephone calls are made by dialing 0-area code-telephone number. Example: 0-772-123-4567. Calls will be limited to twenty (20) minutes each.

You are not permitted to make 3-way calls and these calls will result in termination of your call and your privileges

Inmates who make obscene, threatening, or harassing telephone calls, or damage telephone equipment will lose their telephone privileges and may result in disciplinary sanctions and criminal charges placed against you.

Telephone messages will not be delivered.

Any telephone call made from this facility will be recorded and may be monitored, with the exception of telephone numbers identified as privileged (i.e. public defender, private attorney).

Attorney Telephone Calls

Calls to the Public Defender can be made weekdays from your housing unit between the hours of 1:45 p.m. and 3:45 p.m. at no cost.

Special appointed attorney telephone calls can be made with prior arrangement.

Telecommunication Device for the Deaf (TTY/TDD)

A telephone for the speech or hearing impaired is available for inmates and visitors. A request to the housing unit deputy is required.

Television

The television in your housing unit is there for your entertainment and education and is a privilege. Do not tamper with the television, cable, or outlet. Any indication of tampering shall result in the removal of the television set from your housing unit. It will also result in discipline and criminal charges being placed against you.

The television (channel and volume) is controlled by the corrections deputy. The television will not be turned on until your housing unit, including individual cells, day room and shower area, is in full compliance with facility rules and regulations.

The television will be turned off and/or removed from the housing area if rules and regulations of the facility are not maintained.

The volume level will be maintained at a normal level, so as not to interfere with other inmates, or the orderly operation of the facility.

During headcounts the television set will be turned off to allow the deputy the opportunity to obtain an accurate count. Any inmate not cooperating during the taking of headcount will lose their television privileges and subject to disciplinary action.

The Indian River County Jail provides closed-captioning capability on all televisions in the housing units. If you are hearing impaired you may request the closed-captioning be turned on by the housing deputy. The deputy shall honor your request as soon as possible.

Work Programs

All able-bodied county sentenced inmates are required to work and may be assigned to the work program. Job assignment(s) are based upon medical and security clearance as well as job availability.

A task is better performed and a position is best occupied when the inmate fully understands what is expected and required while in trusty status. Therefore, additional rules and regulations have been established and expected to be followed along with the facility rules.

Requests will not be accepted for trusty status.

Visitation

ALL monitor visitations from this facility may be recorded and monitored.

Visitors must be placed on your visitation list. The Visitation Form must be completed 72 hours prior to your scheduled visitation day and include each visitor name, gender, date of birth, address, and relationship. Each visitor must meet the criteria for approval.

Visitation is scheduled for 30 minute intervals with a total of two (2) hours each week. Visitors outside of Indian River County are authorized scheduled visits in 60 minute intervals with a total of two (2) hours each week.

Visitors must comply with the posted Visitor Rules. Failure to do so may result in permanent removal from your visitor's list. Your behavior and the behavior of your visitor will be monitored.

Video Visitation will be conducted via monitors located inside the housing unit and remote video monitors in applicable areas of the facility (Medical, Booking/Release Area). Regular visits are scheduled in 30 minute increments. Inmate family members, friends and/or associates will visit the inmate via video monitors stationed in the public visitation area.

Visitors may schedule visits via telephone scheduling times as follows:

1. Visits must be scheduled before 10:30 p.m. the evening prior to the inmate's visitation day.
2. Visits can not be scheduled further in advance than 72 hours (3days).
3. Video visitation will be staffed between 9:00 a.m. and 11:00 p.m.

Video visitation hours will be Monday-Sunday, 9:30 a.m. to 10:30 p.m., closed from 11:30 a.m. to 12:30 p.m. and 3:00 p.m. to 5:30 p.m.

1. Inmates last name ending in A-L: Mon-Wed-Fri- Sat
2. Inmates last name ending in M-Z: Tues-Thurs-Fri-Sun

Scheduling Phone Number:

772-978-6334 or 772-978-6314

Regulations for Visitors

1. Visitors may be any age. Minors are permitted when accompanied by an adult visitor.
2. Picture identification shall be required.
3. Visitors shall not be under the influence of alcohol or any controlled substance.

4. Visitors that are dressed in attire that displays any "Hate Group" symbols, derogatory or sexually explicit remarks or slogans will be denied visitation.
5. Visitors shall be **FULLY** and appropriately dressed. Transparent (see through) garments are considered potentially provocative, therefore, visitors wearing these items shall be denied visitation.
6. Males will wear a shirt, pants, and shoes. Females will wear shirt/blouse, pants/skirt, and shoes. **NO SHORT SHORTS, HALTER TOPS, TANK TOPS, SLEEVELESS SHIRTS, OR ANY TYPE OF REVEALING GARMENTS WILL BE ALLOWED.**
7. No smoking or smokeless tobacco will be allowed anywhere in the facility.
8. No food or drinks of any kind will be allowed.
9. No purses, pocketbooks, handbags, fanny packs, cell phones and/or packages of any kind will be allowed.
10. No children will be allowed unattended in the area, including the parking lot. Should children be located unattended the adults responsible for the children will be asked to leave and their visitation will be terminated.

Any violation of the above rules will result in immediate termination of the visitation.

Official or Professional Visitors

An official or professional visit is where a legitimate business or professional need is served. An official or professional visitor is not required to be on the visitation list.

Official or Professional visitors are:

Probation/Parole Officer
Law Enforcement Officer
Clergy
Bondsman
Medical or Mental Health personnel
Military Commanding Officer
Public Defender Investigator
Other approved by Corrections Captain

Official or Professional visitors will be allowed in the facility during the following times:

9:00 a.m. -11:00 a.m.
1:00 p.m. - 3:00 p.m.
6:00 p.m. - 8:00 p.m.

Attorney of record will be allowed in the facility from 9:00 a.m. until 10:00 p.m. If an attorney request entry into the facility during inmate head counts or while meals are being served (11:00 a.m. to 1:00 p.m. and 4:00 p.m. to 6:00 p.m.) the visit will be authorized based on the availability of a conference area.

Chapter 8

Legal Matters and Grievances

Private Attorneys and Public Defenders

You have the right to counsel. If you are unable to pay for an attorney one will be appointed for you. A financial affidavit must be completed by you and if approved the judge will appoint counsel. If you need to contact the Public Defender's Office you may write or call them:

Nineteenth Judicial Circuit
Public Defender's Office
2000 16th Avenue #235
Vero Beach, Florida 32960
Phone: (772) 770-5080

Do not ask a staff member to recommend an attorney for you as we are prohibited from doing this. Private consultation rooms are available in this facility where you may confidentially discuss your case with your attorney.

Law Library

Private attorneys or public defenders are the best source of information about your charges, progress of your case through the courts, and information about laws and other legal matters. Staff members are not allowed to provide you with any legal advice.

Pro se inmates will be provided reasonable access to the law library and legal materials. An Inmate Request Form must be completed requesting use of the Law Library or indicating the material you would like sent to you. Inmates will not be allowed to request materials for or from other inmates.

Marriage

Marriage of inmates while in jail will be **DENIED** unless the following circumstances exist:

- A. The inmate is responsible for a pregnancy, whether or not child has been born;
- B. A pregnant inmate and the father of her child wish to marry;
- C. A justifiable child care of custody issue exists.

A written request from you stating the desire to marry, along with the **REASON**, must be submitted to the Jail Chaplain for approval. If approval is granted the following items must be provided at your expense:

- A. A copy of the fiancée's birth certificate;
- B. Doctor's statement, if applicable;
- C. A copy of the child's birth certificate, if applicable.

After all necessary items are presented to the Jail Chaplain, pending approval you will be notified so the arrangements can be made to obtain the necessary license. There-after, a meeting will be arranged to have the marriage ceremony performed.

The final approval or disapproval lies with the Corrections Captain.

Notary Services

Notary services are available to you by utilizing the Inmate Request form. Only official documents, such as affidavits from a judge, divorce papers, power of attorney for releasing a vehicle from impound, banking needs, and child support papers that clearly state "Must be signed in the presence of a notary" will be notarized. Hand written documents do not need to be notarized.

Grievance Procedure

A grievance is an expression of dissatisfaction regarding a policy, procedure, service or condition of incarceration within the jail. Inmates who feel they have a complaint or grievance must complete an Inmate Grievance form within five (5) days of the incident. You must be specific in reporting the policy, procedure, service or the individual grieved.

Every effort will be made to resolve all complaints and grievances at the lowest level possible. If you have a complaint, bring it to the attention of the deputy assigned to your housing unit.

If you are disabled, as defined by ADA, and wish to grieve an issue, but because of your disability cannot comply with the above grievance procedure, you may ask for assistance from the housing deputy.

Lying or making a false statement on a grievance may result in disciplinary and criminal charges being placed against you.

Appeals

If an inmate feels a grievance has not been satisfactorily resolved during the formal grievance process an appeal may be submitted through the facility chain of command using the Inmate Grievance form.

An appeal must be filed with fifteen days of receiving the formal grievance response.

On the Inmate Grievance form clearly state at the beginning that this is an appeal of a previously filed grievance.

Grievance appeals shall be responded to within thirty (30) calendar days from the date of the receipt of the appeal.

The Corrections Captain is the final decision for all grievances.

Inmate Request Forms

Inmate Request Forms are used to contact a member of the Corrections Division for various reasons including:

- A. To make them aware you would like to see them and why.
- B. To make a request to participate in one of the facility programs, i.e. AA, GED, Re-Entry, Steps to Freedom, Religious Services.
- C. To request notary service(s).
- D. To request information or assistance.

Inmate Request Forms may be discarded for the following reasons:

- A. Duplicate requests regarding the same issue from the same inmate. This is considered misuse of county property and may result in disciplinary action.
- B. Anonymously submitted.
- C. Requests for case numbers, court dates or telephone calls other than emergency phone calls.

Chapter 9

Special Confinement Housing

Administrative Confinement

You may be placed into administrative confinement for protective custody, investigative purposes, mental health segregation or observation.

Administrative Segregation

You may be placed in administrative segregation for chronic behavior problems or if an escape risk.

Disciplinary Confinement

You may be placed in disciplinary confinement if found guilty of violating the rules and regulations of this facility, which could also include additional criminal charges.

While in disciplinary confinement you may not order commissary items, except hygiene items and writing materials.

Special Confinement

While in special confinement housing you shall receive the following unless the safety or security to you, staff, other inmates, or facility dictates otherwise:

- A. Shower at least two (2) times a week.
- B. Shave two (2) times per week
- C. Write and receive letters
- D. Legal materials
- E. Recreation*
- F. Programs and Services*
- G. Visitation*
- H. Reading materials*
- I. Telephone privileges*

***Restrictions may apply due to disciplinary sanctions**

Telephone Restriction

You may be placed on telephone restriction status by the on-duty watch commander or designee based on your actions, behavior or by court order.

You may still contact your attorney by telephone.

While on telephone restriction you may be permitted to receive the programs and privileges afforded to general population.

You will be permitted out of cell time one (1) hour a day, seven days a week. Three (3) of the hours will be offered as outdoor recreation.

Chapter 10

Emergency Procedures

Fire Safety - Evacuation Drills

Emergency signs posted throughout the facility indicate emergency evacuation routes. Alarms will be sounded, announcements made, and deputies will give each housing area specific instructions in the event of a fire or other emergency that requires the evacuation of the entire facility or specific housing unit(s). Familiarize yourself with these evacuation routes.

Periodically, fire drills will be conducted in your housing area to ensure the safety of you and staff in case of a real emergency. It is critical you follow the instructions of the deputies during an emergency and remain calm and quiet so as to evacuate in a safe and timely manner.

Safety devices are installed for your protection. Tampering with fire extinguishers, smoke alarms, or other safety and fire fighting equipment is a criminal act and will result in additional criminal charges being brought against you.

No Smoking Policy

The Indian River County Jail is designated as **SMOKE FREE**. If you have any tobacco and/or smoking paraphernalia in your possession it is considered contraband and disciplinary and/or criminal actions will be taken against you.

Chapter 11

Inmate Conduct and Discipline

Conduct

You are required to obey all rules and regulations of the facility. If you are found guilty of violating the rules and regulations under the Florida Model Jail Standards, you can be punished by disciplinary confinement, loss of gain time, and/or loss of privileges.

Criminal acts within the facility will not be tolerated and you will be prosecuted to the fullest extent of the law. Indian River County Jail prohibits any inmate from supervising or exercising control over other inmates.

Continual violation of facility rules and regulations will result in criminal charges in accordance with F.S.S. 775.082 or 775.083. Punishment for this violation shall run consecutive to any other sentence.

Prohibited acts in the Indian River County Jail

1. Assaulting any person;
2. Fighting with another person;
3. Threatening another with bodily harm, or any offense against another person or property;
4. Extortion, blackmail, protection, demanding or receiving money or anything of value in return for protection against others to avoid bodily harm, or under threat of informing;
5. Engaging in sexual acts with others;
6. Making sexual proposals or threats to another;
7. Indecent exposure;
8. Escape, attempting, or planning to escape;
9. Wearing a disguise or mask;
10. Setting a fire;
11. Destroying, altering, or damaging county property or the property of others;

12. Stealing (theft);
13. Tampering with or blocking any locking device;
14. Adulteration of any food or drink;
15. Possession or introduction of any explosive or ammunition;
16. Possession or introduction of a firearm, weapon, sharpened instrument, knife, unauthorized tool, etc;
17. Possession, introduction or use of any narcotics, paraphernalia, drugs, or intoxicants not prescribed for the individual by medical staff;
18. Misuse of authorized medication;
19. Possession of any money or currency;
20. Possession of any contraband;
21. Possession of property belonging to another;
22. Loaning of property or anything of value for profit or return;
23. Possession of anything not authorized or issued through institutional channels;
24. Possession of any staff members' clothing;
25. Possession of any unauthorized clothing or material;
26. Mutilating or altering clothing issued by this county;
27. Rioting;
28. Encouraging others to riot;
29. Engaging in or encouraging a group demonstration;
30. Refusing to work;
31. Encouraging others to refuse to work or participating in a work stoppage;
32. Refusing to obey an order by any staff member;
33. Unexcused absence from work or any assignment (sentenced inmates);

34. Malingering, feigning an illness;
35. Failing to perform work as instructed by any staff member;
36. Insolence towards a staff member;
37. Lying or providing a false statement to a staff member;
38. Conduct which disrupts or interferes with the security or orderly running of the facility;
39. Counterfeiting, forging or unauthorized reproduction of any document, article, keys, identification, money, security or official documents;
40. Participating in an unauthorized meeting or gathering;
41. Being in an unauthorized area;
42. Failure to follow safety or sanitation regulations;
43. Using any materials, equipment or machinery contrary to instructions or posted safety standards;
44. Using any materials or equipment not specifically authorized;
45. Making intoxicants, being intoxicated or under the influence of drugs;
46. Failing to stand for head-count;
47. Interfering with the taking of a head-count;
48. Smoking or being in possession of smoking materials;
49. Using abusive or obscene language;
50. Gambling;
51. Being unsanitary or untidy, or failing to keep one's person and one's quarters in accordance with posted standards and regulations;
52. Tattooing or self-mutilation;
53. Unauthorized use or abuse of mail or telephones;
54. Unauthorized contact with the public;

55. Correspondence or conduct with a visitor in violation of regulations;
56. Giving or offering a bribe or anything of value to any staff member;
57. Giving money or anything of value to, or accepting money from, another inmate, a member of his/her family, or a friend;
58. Smuggling;
59. Failure to produce identification

Kitchen Trusty Rules

1. Wash hands before beginning work and after using restroom.
2. Latex gloves shall be worn at all times while in the food preparation areas and when serving. Gloves are to be changed periodically or when leaving and returning to the food preparation area.
3. Hair caps and facial hair covers shall be worn at all times while in the food preparation area and when serving.
4. No eating or drinking anywhere in the kitchen area. Designated trusty dining area is provided.
5. Dish rags are for cleaning tables only and are **NOT** to be used to wipe sweat or any other body fluids.
6. Do not spit or comb hair in kitchen. Restroom is provided.
7. Food is not to be taken for personal consumption without prior authorization.
8. Staff dining and food cart is restricted unless it is your appointed job.
9. All assigned tasks shall be completed with respect.
10. Do not take or give out any unauthorized food from the kitchen. It will be considered contraband.
11. Your meal break may be taken when all assigned tasks are completed and you receive authorization from Food Service Staff.
12. Violation of these or any other facility rules will be subject to disciplinary sanctions.

Direct Supervision Housing Unit Rules

1. Inmates shall respect and follow directions given by the housing unit deputy, as well as respecting their fellow inmates at all times.
2. Each inmate will remain in full dress code between the hours of 7:30 a.m. and 9:00 p.m.
3. Beds shall be fully made between the hours of 7:30 a.m. and 9:00 p.m.
4. Inmates must have permission from the housing unit deputy to rest on top of their bed (no use of sheet or blanket).
5. Inmates shall keep their immediate bunk area clean and free from clutter. All inmate property will be stored in their assigned property drawer.
6. Nothing shall be posted on walls, doors or windows.
7. Towels will be uniformly hung in a location designated by the housing unit deputy.
8. Inmates will be assigned chores by the housing unit deputy to complete on a rotating basis.
9. Privilege participation shall be allowed after successfully passing inspection by the housing unit deputy.
10. Each inmate is assigned to a bunk which shall only be changed by the housing unit deputy.

ATTEMPTING TO COMMIT, ORDERING TO COMMIT, AND/OR MAKING PLANS TO COMMIT ANY OF THE ABOVE RULES AND REGULATIONS CAN RESULT IN DISCIPLINARY AND/OR CRIMINAL ACTION AGAINST YOU.

Order and Discipline

If you are charged with jail violations, you will be notified in writing of the charges against you within five (5) calendar days. You will be interviewed by a corrections deputy concerning the charges prior to going before the Disciplinary Hearing Officer.

You will also be notified within 24 hours prior to going before the Disciplinary Hearing Officer. This is to make sure you understand the charges. When you appear before the Disciplinary Hearing Officer, you will be advised of the charges against you and you will be given the opportunity to state your account of the alleged offense and to submit evidence on your behalf.

If you are a disabled inmate, as defined by ADA, and you are the subject of a disciplinary process, the Disciplinary Hearing Officer will ensure you understand the charges against you and are able to mount a credible defense. The hearing officer will make any accommodations necessary for you to understand and defend the charge(s).

The Disciplinary Hearing Officer is appointed by the Corrections Captain to review all disciplinary actions made against inmates. Violation of facility rules could result in disciplinary action, such as listed below, but are not limited to the following:

Loss of Gain Time

Loss of Commissary

Loss of T.V. Privileges

Loss of Recreation

Loss of Visitation

Loss of Programs

Disciplinary Confinement/Reprimand

Discipline will not be arbitrary nor capricious nor in the nature of retaliation or revenge.

Your Rights at a Disciplinary Hearing

- A. You may request witnesses, but it is within the Disciplinary Hearing Officer's power to grant or deny these requests.
- B. Your rights will be explained by the Disciplinary Hearing Officer.
- C. Assistance will be provided to you by a facility member if requested.
- D. You have the right to attend the hearing unless;
 - 1. You waive your right to attend, in writing.
 - 2. Your behavior warrants removal from the hearing.
- E. You will be advised in writing of the decision of the Disciplinary Hearing Officer.

- F. You have the right to appeal the decision of the Disciplinary Hearing to the Corrections Captain or designee.

**THERE IS NO EXPECTATION OF PRIVACY ON THE GROUNDS OF, OR
WITHIN THIS FACILITY, OR WITHIN THE VEHICLES USED BY THIS
FACILITY.**

**All schedules listed in this handbook are subject to change at the discretion of the on-duty watch commander or designee.