

Indian River County Sheriff's Office
Department of Corrections

Inmate Rules & Regulation Handbook



Sheriff Eric Flowers

Director of Corrections
Deputy Chief Milo Thornton

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 Department of Corrections are in accordance with all federal, state, and municipal laws.

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 staff members and fellow inmates.

The handbook provides a list of the many programs and services available 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 rulebook and turn it in upon your release.

Rules and regulations contained in this handbook are subject to change.

Deputy Chief Milo Thornton

Department of Corrections
Inmate Rules and Regulation
Handbook

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Chapter 1

Organization

Mission Statement

Protect the community.

Prevent crime.

Solve problems.

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

We encourage communication through written correspondence and visitation with family and friends during your incarceration. The Sheriff's Office believes ties to family and friends are extremely important and will ensure this communication continues unless it jeopardizes the safety and security of the facility.

Facility Address

The Indian River County Jail's address 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- 334-2233 (VOICE) 772-334-2299 (TTY)

Chapter 2

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. All allegations will be reported and investigated in a confidential manner.

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#05**.

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 or 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#05

Posting Bond, Money and Subsistence Fees

Posting Bond

A list of local bondsman's numbers is posted in booking, visitation monitor and upon request in each housing unit.

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 while incarcerated in this facility unless evidence in a criminal case. This money may be used to purchase commissary items and will be used for any expenses you may incur (booking fee, subsistence fee, medical fees, etc.) during your incarceration.

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

The Indian River County Jail will collect a fee of \$10.00 (per incarceration) from all persons booked into the jail. In addition, a daily subsistence fee of \$2.00 (for meals,

laundry, toiletry items, etc.) will be deducted from the inmate's individual commissary account.

Inmates, who are held in jail as un-sentenced and acquitted of all charges or discharged on all charges, will be reimbursed for the daily charge and the processing fee, for which they paid. **This is not an automatic process.** Prior to the reimbursement of funds, the former inmate must make a formal request for reimbursement and provide the disposition from the Clerk of Court within 30 days of the final disposition of the case.

Exemptions to the collection of daily subsistence fee shall be:

1. When the court orders a lien against an inmate's account for child support, restitution, court fees, etc. the court order will take precedence over the daily collection of subsistence fees.
2. Inmates returned from the Department of Corrections as a witness in a trial, other than their own.
3. Inmates assigned inmate worker positions, by the Classification Unit, and working a scheduled shift.
4. All other exemptions will be determined by the Department of Corrections Deputy Chief upon review and recommendation.

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 requests entry into our facility during inmate head counts or while meals are being served, the visit will be authorized based on the availability of a conference area.

The video visitation center can also accommodate attorney consultations.

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

Identification Wristband

An inmate identification wristband was placed on your wrist during the admission process. This identification band will have your name, picture, and identification number on it. You are not to remove the identification wristband. You will show the identification wristband to staff members whenever you are instructed to do so. If this band becomes illegible, breaks or needs replacing for any other reason, contact the deputy assigned to your unit for replacement. If you are found to have intentionally damaged your wristband, you may receive disciplinary action and may be liable for monetary replacement. Lost or damaged wristbands will result in a \$10.00 charge to your account. The broken/illegible band should be given to your housing unit deputy for

replacement. If you are found without a wristband, you may not be permitted to participate in any programs or receive canteen. You will only be permitted to leave your dorm for court, attorney visits or medical until your wristband has been replaced. Having/being in possession of multiple wristbands will result in disciplinary action.

Identification wristbands 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.

Inmate Request Forms

An Inmate Request form is available to you within your assigned housing unit. This form is 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 in to the medical staff during sick call. **If the situation is an emergency, contact the nearest staff member.**

Examples of reasons for use include, but not limited to:

- 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, anger management, 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.

Chapter 4

Security and Control

Bunk Assignment

Housing assignments are completed through the classification process. Bunk assignments are completed by the housing unit deputies. Inmate worker bunk assignments are completed by the Classification Unit. You are not authorized to change your assigned bunk or cell without 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.

Head Counts

During all scheduled and unscheduled counts you are required to go directly to your assigned bunk and stand unless otherwise directed by a corrections 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 wristband. 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 corrections deputies during the search will result in disciplinary sanctions to include loss of privileges and/or gain time. During a search, inmates are not permitted to remain in their assigned living area/cell. The deputy will advise as to where you will wait while the area is searched.

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

Housing Unit Guidelines

Orders for lockdown shall be followed immediately and without question.

Profanity, yelling, running and other loud or disorderly conduct is not permitted.

You may not enter any cell or occupy any open bunk to which you are not assigned, unless ordered to do so by a deputy.

No loitering in front of cells.

You are to remain clear of any cell housing an inmate in lockdown status.

Unless spoken to or permission is given from the housing deputy conversation with visitors in the unit is not permitted.

The housing deputy has the authority to do whatever means necessary, within reason, to meet your needs.

Clarification of information or directions given is directed to the housing unit deputy.

Any questions you may have during your incarceration are directed to the housing unit deputy.

Restraining Pregnant Female Inmates

Pregnant female inmates will not be restrained during labor, delivery, and postpartum recovery unless the corrections deputy determines there is an extraordinary public safety risk.

Wrist restraints will be placed in the front so you can protect yourself in the event of a forward fall.

If restraints are required they will be used in the least restrictive manner. If security reasons dictate leg or ankle restraints, you will be restrained only while in a sitting position. At no time will you be asked to walk with leg or ankle restraints.

Chapter 5

Sanitation and Hygiene

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

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 corrections deputy. During an emergency, and after lockdown each evening, you will not exit your sleeping quarters unless directed by a corrections deputy.

You are required to keep your living area and cell clean, assist in cleaning the dayroom, shower and toilet area, 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.

Bedding and linen (mattress/pillow combination, blanket, sheet, mattress cover, towels, and washcloth) will not be removed from your sleeping area or used as rugs, tablecloths, curtains, 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. Damaging, destroying or altering

county property is a violation of facility rules and may result in disciplinary sanctions and criminal charges.

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. Inmates with medical conditions verified by the health authority, will receive a medical pass to keep approved agency food items due to health concerns.

No personal property will be left outside of the sleeping cell. Property left in the common area (dayroom) after lockdown will be considered abandoned and disposed of as contraband.

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.

Upon admission to a housing unit from intake, you will be issued a flex-pen, plastic cup, plastic bowel, spork,

comb, toothbrush, toothpaste, soap, towel, wash cloth, shower sandals, uniform, boxers, or panties and bra (female), 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. 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 Deputy Chief 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, towel, 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. Not use injection drugs without authorization from the facility physician;
- H. Not have sexual contact with any other inmate.

Dress Code

All inmates will remain in full dress code from 7:30 a.m. until 11:00 p.m.

You will be issued clothing and an identification wristband 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 wristband is a part of your assigned uniform and shall be worn at all times.

Hair Care

Haircuts will be made available to all inmates. Haircuts are offered once a month. A signup sheet will be provided by the housing deputy.

Haircuts will consist of one size clipper guard, and no specialized haircuts such as fades, edging, or mohawk.

Shaving

Razors will be distributed twice a week for use and then immediately removed from the housing area.

Medical shaving passes must be approved by the Medical Unit and are conducted on Wednesday evenings.

You are responsible for the razor provided 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.

Fingernails

Fingernails are to be kept clean and neatly trimmed so as not to extend one-fourth (1/4") inch. Nail clippers will be provided in **all** buildings once a week and may be requested from the barber, if needed.

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.

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, and 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 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 finished. 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. Corrections deputies cannot obtain property from evidence.

Personal Items Allowed in Your Possession

Authorized

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

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

Mattress/pillow combination
Sheet, blanket, mattress cover
Jumpsuit (1)
Identification wristband (1)
Shower slides (1)
Boxer shorts (2 issued) - male inmate
Panties (3 issued) - female inmate
Bras (2 issued) - female inmate
Towels (2)
Wash cloth (1)
Plastic cup (1)
Flex bowl (1)
Spork (1)
Soap (1 issued; 2 purchased)
Toilet tissue (2)
Toothpaste (3)
Toothbrush (1)
Flex pens (2)
Clothing purchased from commissary (3 of each item)
Medical issued t-shirt and/or socks
Three (3) paperback books
Religious material (within storage limits)
Ten (10) photographs - no larger than 4"x6" **For
photographs in possession prior to 08/17/2020
Mail/Postcards (within storage limits)
Authorized newspapers - total of two (2) issues

Authorized magazines - total of two (2) issues
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 Property Release 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 Property Release 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.

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) 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

ALL outgoing mail shall include the inmate's name, booking number, cellblock and facility address clearly printed on the upper left hand corner of the envelope or postcard. Envelopes and postcards will be free of graffiti and artwork. Mail not in compliance will be returned to the inmate.

Outgoing mail (except privileged) will be left unsealed by the inmate for inspection. Mail will be inspected, sealed and stamped by an employee of this facility before mailing.

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 daily. 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 through any other means than the U.S. Postal Service or courier services such as UPS, Fed-Ex, will not be accepted.

All incoming mail shall be in the form of a postcard meeting the following criteria:

- Postcard maximum size is 5 inches by 7 inches
- Must include the inmate's full name, booking number, cellblock, and facility address
- Include a complete return address
- Any postcard containing obscene material or material which advocates hatred or violence will be returned to sender
- No stickers or additions to the post card are permitted
- Picture postcards are authorized, provided the photo does NOT contain inappropriate images or content

You will **NOT** receive the original postcard. A photocopy will be provided to you. The original postcard will be discarded after a copy is made.

Soft cover books are authorized when sent by an online distributor or publisher. Any soft cover books received from a business with a retail storefront will not be accepted.

Any packages received containing items not authorized will not be returned to sender (i.e. Amazon) due to the difficulty in obtaining an RMA (return slip). Instead, **you** will have **30 days** from the time of notice to contact a family member or designee in order to have that item picked up. Notification to a designee will be your responsibility.

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 with

100% put towards any outstanding debts. You are responsible for payment of any outstanding debts.

Privileged Mail

Mail clearly identified as being sent from your attorney, the courts, or public officials is considered privileged mail. 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.

The housing deputy may authorize inspection of outgoing privileged mail for contraband in the presence of the inmate, prior to being sealed. After inspection, the inmate will seal the envelope.

Outgoing privileged mail may be held for a reasonable period of time, not to exceed seventy-two (72) hours, pending verification the envelope is properly addressed to your attorney, the court, or public official.

Indigent Mail

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

Indigent inmates, who barter 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.

Legal Packets

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

Indigent inmates, who barter 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 items include, but are not limited to:

- Mail or packages without a return address
- Stamps, envelopes, or writing paper
- Blank postcards
- Letters and/or greeting cards
- Newspaper clippings
- Loose pages from books or magazines
- Plastic or metal
- Tape or glue
- Stickers
- 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
- Photograph postcards larger than -5x7
- Nude photograph postcards
- Graphic illustrations, drawings or picture postcards
- Magazines with inappropriate content to include, but not limited to: *Stuff, Maxim, FHM, XXL, King Mag, American Curves*

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.

Chapter 7

Programs and Services

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.

Americans with Disabilities Act (ADA):

Accommodations for blind or sight impaired inmates will be provided, through large copy texts, reading services or volunteer readers. Should you need one of the above accommodations, please notify the Booking or Housing Supervisor. Accommodations for hearing impaired or deaf inmates through the use of sign language interpreter will be made through the Booking or Housing Supervisor.

Inmates who are deaf or hearing impaired or who have a family member, attorney, probation officer, parole officer, or other professional affiliated with their case who is deaf or hearing impaired are afforded the opportunity to use a T.D.D. or T.T.Y. to communicate. Times and locations of T.D.D. or T.T.Y. use are coordinated with the Housing Supervisor through completing an Inmate Request. This will provide the inmate the opportunity to engage in communication in a meaningful way. The T. D.D. and T.T.Y. are available in all facilities.



The Indian River County Sheriff's Office has designated Lt. James Hare as the ADA Coordinator.

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

Then 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

The commissary money due date and ordering schedule may vary due to holidays.

Deposits to inmate accounts are completed through **TouchPay**. The Indian River County Sheriff's Office's site ID number is 232960. Deposits can be made by internet at www.gtlfonlinepay.com/portal, calling **1-866-232-1899**, or by using the **kiosk** located in the jail main lobby, 24 hours a day. TouchPay's customer service number is **1-866-204-1603**.

iCare™ is a web based service that allows family and friends of incarcerated inmates to purchase commissary product packages. The website is icaregifts.com

Inmates are required to have a positive account balance of \$5.00 or more in order for family or friends to purchase iCare commissary products. Inmates are only allowed to receive one (1) iCare package or order per week. iCare packages must be ordered no later than Saturday for delivery the following week on Friday.

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

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

Outstanding debts such as medical, subsistence fees and damages (but not limited to) will claim 50% of deposits made into an inmate's account until the debt is satisfied.

Placing a Commissary Order

- A. Commissary order forms are distributed on Monday evening.
- B. The commissary order form must have your commissary number filled in and signed 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 wristband to receive your commissary items. Clothing purchased will be marked by the corrections deputy identifying you as the owner.

Commissary orders will not be transferred to another inmate. Inmates found with items they did not order 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 Aramark by ordering on the weekly commissary order scan form. Inmates who have \$1.00 or less in their account, for a period of fourteen (14) days or longer, are eligible to order a package.

Indigent packages include 3 stamped postcards and 1 flexi-pen.

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.

Food items purchased through commissary are the only items allowed to remain in your cell. 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 cost.

Dental care WILL NOT be denied 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 the facility 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 tuberculosis (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 corrections deputies in the housing unit.

Medical staff makes rounds three times a day to dispense medication. Medication administered to you must be ingested as directed in the presence of medical staff and corrections deputy. Inmates found “cheeking or hoarding” medication will result in disciplinary sanctions.

When the nurse calls you for medication, you must present yourself properly dressed, including your identification wristband. Disciplinary action will be taken against those inmates not properly dressed 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 the date, your full name, your booking number, your housing location, and reason for requesting medical services. The completed request form can be turned into the medical staff during sick call.

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.** Upon review if

your request is 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 wristband, to receive any medication or treatment.

Pursuant to F.S.S. 951.032 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 provided 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 corrections deputy. Refusal to go to the medical unit to sign the release may result in disciplinary action.

The cost for inmate medical services is:

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

A book cart filled with a cross section of reading material is available for check out, at a minimum, once per week.

You are permitted to keep up to three (3) books at a time in your cell. When you return a book to the book cart, you may request a replacement.

In the event the book cart cannot go to a housing unit on its scheduled day a make-up date will be arranged if possible.

Segregated inmates without loss of privileges will have the same access to the book cart as general population.

Family members and friends may contribute paperback books to the facility library by donating to the Inmate Population. To make a contribution your family members or friends may contact the Department of Corrections Administration. Donated books will be searched and placed on the book cart for checkout.

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 in recreation you must be in proper dress code including your identification wristband. 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 on the recreation yard and immediately return to your housing unit when instructed to do so by a deputy.

During recreation you will not attempt to contact or communicate with persons outside of your assigned recreation area through shouting, hand signals or gestures.

You are to stay within the yellow lines and off the fence at all times. Going near or on the fence will 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 sanctions, 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, non-denominational, 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

Telephone use is a privilege.

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 ten (10) minutes each.

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

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

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 2:00 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. GTL Video Relay Services (VRS) is also available in two locations within the facility. 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 disciplinary sanctions and criminal charges against you. The television channel is controlled by the on duty supervisor. 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 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 head counts the television set will be turned off so the deputy can obtain an accurate count. Inmates not cooperating during a head count will lose their television privileges and are subject to disciplinary sanctions.

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 turned on by the housing deputy. The deputy shall honor your request.

Work Programs

All able-bodied county sentenced inmates are required to work and may be assigned to a work program. Job assignment is based on 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 inmate worker status. Therefore, additional rules and regulations have been established and are expected to be followed along with the facility rules.

Requests will not be accepted for inmate worker status

Visitation

You are responsible for informing visitors the rules and regulations of visitation.

ALL video visitations from this facility are recorded and may be monitored.

The Visitation Form is provided during your booking-in process. The name, gender, date of birth, address, and relationship of each visitor, including children, must be listed on the form. All visitors must be approved prior to scheduling a visit.

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, and

Release Area). Inmate family members, friends and associates will visit the inmate via video monitors stationed in the public visitation area.

Rules to follow when scheduling visits:

1. Visits must be scheduled before 10:30 p.m. the evening prior to the inmate's visitation day.
2. Visits cannot be scheduled in advance any further than 72 hours (3 days).
3. Hours for scheduling a visit are 9:30 a.m. to 11:00 a.m. 12:30 p.m. to 3:00 p.m. and 6:30 p.m. to 10:00 p.m.
4. Video visitation hours are 9:30 a.m. to 11:00 a.m., 12:30 p.m. to 3:00 p.m. and 6:30 p.m. to 10:00 p.m.

Inmates will be scheduled as follows:

1. Inmates whose last name begins with A-L will be scheduled Mon-Wed-Fri-Sat
2. Inmates whose last name begins with M-Z will be scheduled Tues-Thurs-Fri- Sun

To schedule a visit call:

(772) 978-6334 or (772) 978-6314

Visitor Rules and Regulations

1. **ALL VISITORS including children** must be approved prior to scheduling a visitation. Photo identification is required (i.e. Driver's License or State ID, Military ID, Student ID or other ID approved by the on-duty watch commander or designee).
2. **All** visitors are subject to search.
3. All personal property will be secured prior to entering the Visitation Center.
4. If you are a noted victim, have a no contact order or injunction with an inmate, visitation will be denied.
5. Visitors under the age of 18 must be accompanied by their parent or legal guardian. The parent or legal guardian is responsible for the child's behavior.
6. Only one (1) adult visitor and one (1) child will be allowed in the visitation booth. The child visiting is to sit on a chair provided or lap of the adult visitor and not on the counter top.
7. No children will be left unattended in the area, including the parking lot. Adults responsible for unattended children will be asked to leave and their visitation terminated.

8. Visitors must be dressed appropriately. Visitation will be cancelled if the visitor is dressed inappropriately or emotionally enticing to the inmate population.

The following clothing **WILL NOT** be allowed:

Females: Hot pants, short shorts (NO higher than 1 ½ inch above the knee), frayed shorts, swimsuits, spandex, tank tops, see-through blouses, low cut necklines, spaghetti strap blouses, bra-less, mini-skirts or dresses more than 1 ½ inches above the knee, bare feet or any attire deemed by the Visitation Staff Member.

Males: Hot pants, short shorts (same guidelines as females), frayed shorts, no shirt, swimsuits, spandex, tank tops, bare feet or any attire deemed inappropriate by the Visitation Staff Member.

9. Destruction or defacing county property will result in the temporary or permanent suspension of visitation privileges. Criminal charges may also apply.
10. NO electronic items i.e. cameras, I-pods, cell phones, radios, or tape players allowed inside the Visitation Center.
11. The introduction or any attempt to introduce any unauthorized item, to include but not limited to: weapons, drugs, medication, narcotics, or alcoholic beverages into or upon Sheriff's Office property is a violation of Florida State Statute 951.22.

12. Disruptive or irrational behavior will result in the termination of your visit.
13. Persons under the influence of alcoholic beverages, narcotics or other drugs will not be allowed visitation or remain on Sheriff's Office property.
14. No smoking, eating or drinking allowed inside the Visitation Center.
15. Visitation will be monitored and may be audio and video recorded.

Any violation of the above rules will result in immediate termination of the visitation; may result in temporary or permanent suspension of future visitation privileges; and/or criminal charges.

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 the Corrections Deputy Chief.

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 requests entry into the facility during inmate head counts or while meals are being served, 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 legal counsel. If you are unable to pay for an attorney one will be appointed for you. A financial affidavit must be completed by you. 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) 226-3357

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 an electronic law library kiosk. An Inmate Request Form

must be completed requesting use of the law library. 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 to begin the approval process. 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 required items are presented to the Jail Chaplain, pending approval you will be notified so 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 Department of Corrections Deputy Chief.

Notary Services

Notary service is available to you by utilizing the Inmate Request form. Only official documents, such as affidavits from a judge, divorce papers, power of attorney, 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. Any document written by you may be signed with the following statement, “I swear the above to be true to the best of my knowledge under penalty of perjury”.

The Indian River County Jail does not provide Power of Attorney forms.

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, first bring it to the attention of the deputy assigned to your housing unit. If the consultation does not result in a satisfactory resolution you may file a written grievance using the Inmate Grievance form.

Written grievances are turned in to the housing deputy who will acknowledge receipt by noting the date, time and their name as the receiving deputy. The receiving deputy will forward the written grievance to the appropriate supervisor or area, such as, Medical, Classification, Kitchen, Administration, Maintenance, for resolution. The assigned supervisor or area will review the facts and forward a written decision within 15 days.

If you are not satisfied with the decision made at this level, a second written grievance may be filed to the on-duty watch commander within 15 days of the first written response. The watch commander will review the facts and forward a written decision within 15 days.

If you are not satisfied with the decision made at this level, a third written grievance may be filed to the Department of Corrections Deputy Chief or designee. The Department of Corrections Deputy Chief or designee will review the facts and forward a written decision within 15 days. No further grievances shall be made after the Department of Corrections Deputy Chief or designee renders their decision.

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 sanctions and criminal charges.

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.

Appeals

Inmates have the right to appeal disciplinary sanctions to the Department of Corrections Captain or designee. A written request for appeal and the reason shall be documented and forwarded to the Department of Corrections Deputy Chief or designee.

The Department of Corrections Captain or designee shall either affirm or reverse the decision within five (5) days of the appeal

Restoration of Civil Rights

Effective July 15, 2019; a person who has been convicted of a felony and is serving a county sentence in the Indian River County Jail will be provided an "Application for Clemency" form from the Florida Commission on Offender Review, information explaining voting rights restoration from the Indian River County Supervisor of Elections, and written notification of all outstanding terms of sentence at the time of release. Whenever possible, approximately 2 weeks prior to release, the Classification Unit will provide these documents, along with the accompanying instructions to persons, as applicable.

VOTING

You may have retained the right to vote. Inmates will be authorized to apply for voter's registration while incarcerated at the Indian River County Jail. Completed applications must be received by the Supervisor of

Elections, 29 days before a general election, in order to vote. Eligible inmates will be authorized to receive an absentee ballot while incarcerated at the Indian River County Jail to vote in an up-coming election. The request for an absentee ballot must be received by the Supervisor of Elections no later than the 6th day before the election and returned by the close of the polls on Election Day. It is the inmate's responsibility to contact the Supervisor of Elections requesting either an application for voter's registration or an absentee ballot and return the completed documents to the Supervisor of Elections within the time frame required.

Classification staff will assist inmate(s) who: request assistance in completing a voter's registration application, maintain or reside outside of Indian River County in obtaining information/addresses of when/how to receive voting applications and ballots. The Supervisor of Elections will have the sole responsibility to determine if the applicant is eligible to vote based upon voter guidelines.

The Classification Supervisor will assist the Supervisor of Elections in maintaining interaction between themselves and the jail in order to best serve the needs of inmates who may be eligible to vote.

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 will 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 other programs and privileges afforded to general population.

Out of Cell Time

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

Any time the safety of an employee, visitor or inmate, or security of this facility is put at risk, out of cell time will be denied.

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 a specific housing unit or the entire facility. Familiarize yourself with these evacuation routes.

Periodically, fire drills will be conducted in the 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 in order 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 or smoking paraphernalia in your possession it is considered contraband and disciplinary sanctions and/or criminal charges 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.

Pursuant to F.S.S. 951.23 (10), it is a misdemeanor of the second degree for an inmate to knowingly, on two or more occasions, violate a posted rule of this facility. Punishment for this violation will run consecutive to any other sentence.

General Rules

The following is not an all-inclusive list of the rules and regulations of the facility; however, it should be used as a guideline of the general rules of the facility:

1. All corrections deputies and members of the jail staff will be addressed as Deputy, Mr., Mrs., or by title of their position along with their last name. First names or other terms will not be used. You will be identified by your last name.

2. All directives and requests from jail staff members are orders and must be carried out promptly and fully without complaint. **An order to lock down will be followed at once.** If you believe the order is unjust, or have a complaint regarding an order or action, obey the order. You may later bring the complaint to the attention of jail staff by completing an inmate request form documenting your complaint or by formal or informal grievance process. All formal and informal grievances are also made using the inmate request forms.
3. If an emergency or incident occurs, go to your assigned cell/bunk **IMMEDIATELY**. Inmates remaining out of their cell/bunk will be considered to be involved.
4. During inmate counts and shift change, you will report to your cell/bunk and stand until the corrections deputy clears his/her official count. If on a work assignment, report to your supervisor and follow his/her instructions. During counts, televisions, and inmate telephones will be turned off.
5. You are required to keep your assigned room clean, assist in cleaning day rooms and recreation areas, and have these areas ready for inspection. Walls will not be marked or defaced in any manner; no pictures or other articles will be attached to walls or placed on window ledges. Your bed is to be made whenever you are not laying in it. Do not place anything in your window that hinders the deputy's view.

6. You will not give, lend, barter, exchange, or sell any personal property, food commissary items, or issued items to another inmate. Personal property in the possession of anyone other than the recorded owner will be taken and disposed of as contraband.
7. Tampering with, damaging, or destroying county property and safety devices such as a smoke detector is a punishable offense. Disciplinary sanctions will be taken and/or criminal charges filed against inmates found in violation.
8. Use of any tobacco products and/or possession of smoking paraphernalia will not be permitted. All tobacco products are contraband. Disciplinary sanctions will be taken and/or criminal charges filed against inmates found in violation.
9. You will not enter any holding cell, sleeping cell or any other housing room where you are not assigned except when on a supervised work detail. You will not enter another inmates' room (this applies even when invited). **NO EXCEPTIONS!**
10. You are encouraged to shower daily; however, you shall be required to bathe at least twice a week.
11. You are responsible for the safekeeping of all personal property in your possession.

12. Bedding and linen (mattresses, blanket, sheets, towels, etc.) shall neither be removed from your sleeping area, nor used for rugs, tablecloths, curtains, head covers or any other purpose.
13. Excessive noise, horseplay, shouting, yelling, profanity, etc. will not be permitted in the facility or in outside areas.
14. Talking or passing items to inmates in segregation is prohibited and will result in disciplinary sanction.
15. Hats, headbands, caps, handkerchiefs, scarves, sunglasses, wigs, and weaves are not authorized.
16. Altering or marking your issued clothing is prohibited.
17. Do not litter. Trash bags and containers are provided for your use.
18. You will not leave an assigned area without first receiving permission from your supervisor. You will be required to proceed directly and promptly to and from any designated area.
19. No inmate will be in charge of another inmate.
20. If you have an accident or injury, no matter how minor, you are to report it immediately to a jail staff member.
21. Running within the confines of the facility is prohibited except during recreation.

22. Inmates are not allowed to have keys in their possession.
23. You are not allowed to have tools in your possession except when assigned to a supervised detail requiring tools.
24. Do not swap bunks unless approved by jail staff.
25. Do not stand on day room furniture; sit on tables or stacked chairs, move day room furniture or place furniture in your cell.
26. If you do not have a visitor in the visitation area, stay away from the visitation area when in use.
27. Respect the privacy, property and dignity of others. Name calling, fighting, cursing and disruptiveness will not be tolerated.

Prohibited acts in the Indian River County Jail

Offense	First Offense	Second Offense	Third Offense
Assault or Battery on Staff	30 Days	30 Days	30 Days
Assault or Battery Other Than Staff	30 Days	30 Days	30 Days
Fighting	30 Days	30 Days	30 Days
Threatening Another With Bodily Harm or Offense Against Another Person or Property	20 Days	25 Days	30 Days

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	30 Days	30 Days	30 Days
Engaging in Sexual Acts With Self or Others	30 Days	30 Days	30 Days
Making Sexual Threats or Proposals to Others	30 Days	30 Days	30 Days
Indecent Exposure	30 Days	30 Days	30 Days
Escape, Planning to Escape	30 Days	30 Days	30 Days
Wearing a Disguise or Mask	30 Days	30 Days	30 Days
Setting a Fire Not Resulting in Damage or Injury	30 Days	30 Days	30 Days
Setting a Fire Resulting in Damage or Injury	30 Days	30 Days	30 Days
Destroying, Altering, or Damaging County or Others Property	20 Days	25 Days	30 Days
Stealing	20 Days	25 Days	30 Days
Tampering With a Locking Device	30 Days	30 Days	30 Days
Adulteration of Any Food or Drink	10 Days	20 Days	30 Days

Possession or Introduction of Any Explosive, Ammunition, Firearm, Weapon, Sharpened Instrument, Knife, or Unauthorized Tool	30 Days	30 Days	30 Days
Possession or Introduction of any Narcotic, Drug Paraphernalia, Drug, or Intoxicant Not Prescribed to Individual	30Days	30 Days	30 Days
Misuse of Authorized Medication	15 Days	25 Days	30 Days
Possession of Money or Currency	30 Days	30 Days	30 Days
Possession of Nuisance Contraband	10 Days	20 Days	30 Days
Possession of Property belonging to Another	10 Days	20 Days	30 Days
Loaning Property to Another for Profit or Return	10 Days	20 Days	30 Days
Possession of Staff Clothing	30 Days	30 Days	30 Days
Possession of Unauthorized Clothing	20 Days	25 Days	30 Days
Mutilation or Alteration of Clothing Issued by Facility	10 Days	20 Days	30 Days
Rioting or Inciting Others to Riot	30 days	30 Days	30 Days

Engaging or Encouraging a Group Demonstration	30 Days	30 Days	30 Days
Refusing to Work	10 Days	20 Days	30 Days
Encouraging Others to Refuse to Work or Participating in a Work Stoppage	20 Days	25 Days	30 Days
Unexcused Absence from Work or Assignment	10 days	20 Days	30 Days
Malingering or Feigning an Illness	10 Days	20 Days	30 Days
Failing to Perform Work as Instructed by Staff	10 Days	20 Days	30 Days
Refusing to Obey an Order From Staff	30 Days	30 Days	30 Days
Insolence Toward Staff	30 Days	30 Days	30 Days
Using Abusive or Obscene Language	20 Days	25 Days	30 Days
Lying or Providing a False Statement to Staff	20 Days	25 Days	30 Days
Conduct Which Disrupts or Interferes With the Security or Orderly Running of the Facility	30 Days	30 Days	30 Days
Failing to Stand for Head Count	15 Days	25 Days	30 Days
Interfering with Head Count	30 Days	30 Days	30 Days

Failure to Produce Identification	10 Days	20 Days	30 Days
Counterfeiting, Forging, or Unauthorized Reproduction of any Document, Article, Key, Identification, Money, Security or Official Document	20 Days	30 Days	30 Days
Participating in an Unauthorized Meeting or Gathering	10 Days	20 Days	30 Days
Being in an Unauthorized Area	10 Days	20 Days	30 Days
Failure to Follow Safety or Sanitation Regulations	10 Days	20 Days	30 Days
Using Materials, Equipment, or Machinery Contrary to Instructions or Posted Safety Standards	10 Days	20 Days	30 Days
Using any Materials Not Authorized	10 Days	20 Days	30 Days
Making, Using, or Being Under the Influence of Any Intoxicant	15 Days	25 Days	30 Days
Gambling	10 Days	20 Days	30 Days
Being Unsanitary or Untidy or Failing to Keep One's Person or Quarters in Accordance With	10 Days	20 Days	30 Days

Standards and Regulations			
Tattooing or Self Mutilation	15 Days	25 Days	30 Days
Unauthorized Use or Abuse of Mail or Telephone	10 Days	20 Days	30 Days
Correspondence or Conduct with a Visitor in Violation of Regulations	10 Days	20 Days	30 Days
Unauthorized Contact with members of the Public	10 Days	20 Days	30 Days
Giving or Offering a Bribe or Anything of Value to a Staff member	30 Days	30 Days	30 Days
Giving Money or Anything of Value to Another or Accepting Money or Anything of Value from Another	10 Days	20 Days	30 Days
Smuggling	20 Days	25 Days	30 Days

Kitchen Inmate Worker 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 inmate worker 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 are 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 11:00 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 CHARGES AGAINST YOU.

Order and Discipline

If you are accused with jail violations, you will be notified in writing of the charges against and given at least 24 hours written notice prior to the hearing so you can prepare your defense. You may waive in writing your right to 24 hour advance notice of hearing.

You will be interviewed by a corrections deputy concerning the charges prior to going before the Disciplinary Hearing Officer.

When you appear before the Disciplinary Hearing Officer, you will be advised of the charges against you, make sure you understand the charges against you, given the opportunity to state your account of the alleged offense, and to submit evidence on your behalf and understands the possible actions that can result from the disciplinary hearing.

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 Department of Corrections Deputy Chief or designee 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 All Unearned Inmate Worker Time

Loss of Commissary

Loss of T.V. Privileges

Loss of Visitation

Loss of Programs

Loss of Telephone Access with the exception of attorney phone calls

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 Department of Corrections Deputy Chief 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 during the holidays and at the discretion of the on-duty watch commander or designee.

The Sheriff reserves the right to change any of the information in this handbook as policy or State mandates dictate such changes.

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