



# **OKALOOSA COUNTY DEPARTMENT OF CORRECTIONS**

## **Inmate Rules and Regulations Handbook--2016**

Greetings,

Welcome to the Okaloosa County Department of Corrections. You are being held at the request of the Court and/or law enforcement to answer for pending criminal charges or you are being incarcerated due to a sentence or sanctions imposed by the Court. During your stay, it is important you understand your rights, privileges, and responsibilities, along with those you must share with others you interact with while incarcerated, including staff members, other inmates, etc. As a part of this community, it is important for you to understand what actions and behaviors will be accepted, as well as those which will not be tolerated. Our rules, regulations, and procedures are designed for everyone's benefit, safety, and welfare, so please read them carefully to ensure full understanding and compliance. Failure to immediately comply with institutional rules and regulations will result in administrative and/or legal action against you.

In all, this handbook contains information which could make your stay here more beneficial. It is important for you to read, know, and understand the contents of this handbook. This is your information. It is your responsibility to seek clarification on any items which you do not fully understand.

Our staff is committed to legal, ethical, moral, safe, and professional practices, so please conduct yourself in a similar manner.

**Stefan W. Vaughn**  
**Chief Correctional Officer**  
**Director, Department of Corrections**  
**Okaloosa County, Florida**

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## **ARREST**

The jail serves several basic purposes. The main purpose is to detain persons awaiting trial. To a lesser degree, to hold persons convicted of a crime while they await sentencing or serving a sentence. Entrance into the criminal justice system begins at the time of the arrest. Arrests fall into two categories: 1) service of a capias or warrant or 2) police action. In a capias/warrant arrest, a judge reviews affidavits and other information and determines that there is a reason to believe that the defendant has committed a particular crime. A capias is usually issued by the Clerk of the Court based on an information filed by the Office of the State Attorney. Police action usually results in an arrest when an officer responds to a crime scene or views a crime taking place. These arrests are based on "Probable Cause" that a crime has been committed and the defendant committed a crime. You must remember that under the U.S. judicial system the defendant is presumed innocent unless and until he is proven guilty beyond a reasonable doubt by trial in a court of law.

## **BOOKING**

The booking process usually follows an arrest. Booking involves an Admission, Classification and Release (A.C.R.) officer making an official record of certain information. The inmate himself provides much of this information. Other information is derived from the arrest paperwork and from the computerized criminal history. The taking of fingerprints and a photograph is also involved. After a photograph is taken, you will be issued an identification badge with your picture and name on it. You are expected to wear this identification any time you are out of your cell even in the dayroom. This will be required for identification whenever recreation is run, meals are served, medication is given or commissary is delivered. There will be a ten (\$10) dollar charge for replacement identification. The defendant is allowed to make telephone calls during the admission process. Each time you are booked into this facility you will incur a subsistence fee of thirty (\$30.00) dollars. In some cases (especially misdemeanors), bond may be posted immediately after booking. In a warrant arrest, the bond amount has often been pre-determined by the judge who issued the warrant; otherwise, the Shift Commander or A.C.R. Supervisor is authorized to determine the bond amount from a schedule published by the court. Your copy of your arrest report will indicate the date of your scheduled court appearance. Normally this is your "plea day."

Any inmate when booked and released on a charge sexual in nature as determined by FSS 775.21, 943.0435, 944.607, 985.481 will complete a FDLS Sexual Predator/Sexual Offender Registration Form.

**Okaloosa County Department of Corrections collects social security numbers (SSN) for the following purposes:**

- **Fingerprint reporting**
- **Search and/or identification of inmates and/or wanted persons**
- **Reporting to Social Security Administration**
- **Any other lawful purpose**

## **FIRST APPEARANCE**

Defendants who remains in custody will be taken before a judge within 24 hours for First Appearance. This is primarily over video. This may not apply on an arrest for violation of probation, parole or violation of a conditional release from prison. At First Appearance, a judge will review the arrest information, advise you of your rights, and appoint legal counsel (attorney) if you qualify, upon request. The Judge may set a bond that is different from a previous bond determination. In reviewing the arrest information

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or arrest report, the Judge checks to see if sufficient probable cause exists as he would prior to signing a warrant; however, this action is not required prior to 72 hours.

## **PLEA DAY**

The next scheduled court appearance following your First Appearance Hearing will normally be your Plea Day. This date is indicated on your arrest report. On Plea Day, defendants are asked to plead “guilty” or “not guilty” to their charges. The court may order a Pre-Sentence Investigation (PSI) or set a trial date. The Judge will usually not consider bond reductions or other matters at that time. If you are represented by an attorney, you may or may not be taken to the hearing.

**NOTE: First Appearance Hearings, court dates, etc. require your appearance and you cannot refuse to attend if instructed by staff to appear. Disciplinary and/or legal action may be taken against you.**

## **BONDS/PRETRIAL SUPERVISION**

Bonds are one of the most misunderstood aspects of the criminal justice system. Bonds exist primarily to assure you meet your scheduled court appearances. The Judge may consider any number of factors in setting a bond. The most important considerations involve the seriousness of the alleged offense(s) and the perceived threat you may pose to the public. The Judge has wide discretion in determining the amount and type of bond and may impose virtually any reasonable conditions. The Judge is required to set a bond on each charge and a bond is required for each charge. Often a condition of bond involves some degree of pretrial supervision with enrollment in Batterers’ Intervention Class, Anger Management, etc.

**RELEASE ON RECOGNIZANCE BOND (ROR)** is your promise to appear in court. There is no money collected or collateral involved. An ROR bond is seldom available to defendants charged with crimes of violence or more serious felonies. It is almost never used with transients or people with a history of failing to appear in court.

**SIGNATURE BOND** is similar to an ROR bond; however, another person co-signs with the defendant and becomes responsible to see that the court appearances are met.

**PROPERTY BONDS** involve the use of real estate located in the State of Florida as security. Property bonds are handled by the Sheriff’s Department and must be completed by them. The following conditions apply:

- a. Property cannot be a homestead.
- b. All owners must sign the bond.
- c. The net worth on a forced sale must equal the bond amount.
- d. Property located in other Florida counties can often be used. It is necessary that the Sheriff of the County verify sufficiency and ownership.

**CASH BOND** is when a deposit of cash is used to guarantee court appearance. Cash deposited for a bond is normally returned to the depositor when the case is concluded, minus any fines, fees or court costs.

**PROFESSIONAL BONDS** are posted by persons licensed by the State of Florida and registered with the Clerk of Circuit Court and Sheriff of Okaloosa County. Bondsmen may lawfully charge a 10% fee of the bond amount to affect the release, which is not returnable. As a bondsman often requires collateral or a co-signer, it is usually easier to have a family member or a friend meet first with the Bondsman. The Bondsman is a businessman and usually will make every reasonable effort to accommodate your transaction needs.

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Your attorney may file a request for a bond reduction with the court. Bonds set at First Appearance are seldom lowered unless your charges are reduced or other significant changes occur in your legal status.

**NOTE:** Persons charged with D.U.I. must remain in custody until they are no longer under the influence of alcoholic beverages or chemical substances set forth in FS 316.193(9) or any substance controlled by Chapter 893 and affected to the extent that their normal faculties are impaired, their blood alcohol or breath alcohol level is below .05%, or until 8 hours has elapsed since the time the person was arrested. Persons arrested for Domestic Violence must remain in custody until after they have attended their first appearance hearing.

## **CLASSIFICATION**

You will be housed in new commitment general population for approximately three to five days when you are first booked into the facility. Your attitude, conduct and adjustment will be monitored and documented on a continuous basis during this time and until you are classified. You will be examined by medical staff and interviewed by a classification officer for the purpose of classifying you to a housing category completed to assure proper security and protection. There are established criteria to classify all inmates into a specific security classification and to identify special category inmates. Arrest charges, bond, escape history, etc. are the main consideration for classification. Example: A person charged with a capital felony is usually a maximum-security inmate whereas someone unable to post bond on a misdemeanor would probably be assigned minimum-security housing. Inmates identified as having mental or medical problems would be considered for special housing category. With borderline cases, an inmate with a positive attitude, good adjustment and respect for authority may be assigned a lower security classification. As a general rule, minimum-security inmates receive more freedom and privileges than maximum or medium security inmates.

Inmates determined to be a risk to commit sexual assault will be classified at a higher security level and those determined to be at risk for sexual assault will be classified at a level to serve as protection. The department has zero tolerance for sexual activity, all reported activity is subject to investigation and possible legal action.

## **HOUSEKEEPING**

While you are incarcerated, your cell is expected to be kept clean and orderly. Each morning, immediately after breakfast, cleaning supplies will be issued as necessary and each inmate will be required to clean their cell and common area. An inmate will be assigned daily to clean the common areas. Cleaning will consist of the following:

1. Return food tray to cart immediately after use.
2. Elimination of any clutter.
3. Floors in cells and halls are to be kept swept and mopped daily.
4. Walls and beds cleaned and kept free from any object, pictures, graffiti, etc.
5. Garbage and trash receptacles emptied and cleaned.
6. Urinals, showers and lavatories cleaned.
7. Bars cleaned and kept free from clutter, towels, books, uniforms etc.
8. Inmate's property will remain orderly with excess property placed in storage.
9. Perishable food or other items that may cause unsanitary conditions will not be stored in the housing areas, except those items purchased from commissary.

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10. Obstructions that impair an officer's ability to view housing area are not permitted. Towels and uniforms may not be hung from the beds, bars or the vents.

## PERSONAL HYGIENE

You are responsible for your own personal hygiene. Certain personal care items such as soap, toilet paper, toothpaste, etc. are issued once per week. For female inmates, feminine hygiene items are available daily. Shampoo, deodorant, soap, etc. are available for purchase through the commissary. Inmates are encouraged to shower daily; you are required to bathe twice per week. Inmates may purchase a professional haircut via request form. There is a \$10.00 charge for haircuts and \$4.00 charge for beard trims.

## MEDICAL SERVICES

All inmates are entitled to adequate medical attention. A medical screening will be done during the initial booking process and a physical examination by the medical staff will occur within fourteen (14) days after admission. All medical problems including dental, psychiatric, etc. are to be directed to the medical staff. Routine sick call is available seven days a week and can be accessed through sick call requests handed to the nurse each morning at med pass. If you are seen by a nurse, doctor or dentist, you will be charged a co-payment. All personal medicines and medical supplies will be destroyed thirty days after inmate release unless picked up by the inmate. All inmates released while receiving medication will receive a minimum of three (3) days' worth of prescription for continuity of care. You may also be charged for other medically related services. Co-payments will be deducted from your inmate account. Co-payments may be waived if the appointment is initiated by the medical staff. If you don't have any money, you will still be seen but a debit will be placed against your account to collect if a deposit is made at a later time. Health care costs for inmates housed in this facility under contract for another agency will be handled as provided by the contract. Any records requested to be released requires a release of information be signed by the inmate. Over the counter medications are available through the inmate commissary to aid you in treating your own minor ailments.

<b>Co-Payment Schedule:</b> Doctor/Dentist visit	\$20.00
Nurse Sick Call/Unscheduled Visit	\$10.00
Medication per prescription	\$10.00
Medication refill per prescription	\$ 5.00
Lab Services/X-Ray (non-PPD/Chronic)	\$10.00
ACE wrap/Sling/Splint/Other	\$ 2.50

***It is important to understand that even if you have no money in your account, you will not be refused necessary medical treatment. If you feel you need to be seen by the medical personnel, make a written request to do so using a sick call form distributed and collected each day by medical staff.***

If restraints are applied, the least restrictive restraints will be used. An inmate restrained in their third trimester may only be restrained with wrist restraints in the front so she can protect herself from a fall. The officer must be positioned to assist should the inmate fall.

Any inmate restrained in a more restrictive manner must be determined as an extraordinary public safety risk. If more restrictive manner is used, a report must be submitted to the Chief Correctional Officer detailing the decision of the restraint within ten (10) days of the incident. The report must be held for a minimum of five years.

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Any inmate restrained in violation of the standard may file a grievance in accordance with the Inmate Grievance Policy, and may be granted a forty-five (45) day extension, if requested in writing.

## **CLOTHING/LINEN/LAUNDRY**

Linen and clothing items will be laundered weekly on a designated schedule. The officer assigned to your area can advise you which day.

Upon booking, you will be issued the following items (unless housed in MHU under close supervision):

Uniforms	Mattress	Toothpaste
Pillow (if not attached)	Sheets	Toothbrush
Towels	Pillowcase (as needed)	Toilet Paper
Soap	Blanket	Shower slides (as needed)

*Inmates housed in the work pod will be issued additional uniforms and more durable shoes as needed.*

## **INMATE PERSONAL PROPERTY**

During the admission process, personal property and money brought in with you is inventoried. Inmates are given a copy of this inventory and a receipt for any items or money retained. Property retained is placed into secure storage. Money retained is deposited into an account under your name. **Inmates may have money deposited into their inmate account by money order, lobby kiosk or phone deposits. The money orders must mailed and made out to the Department of Corrections.** Only government checks or payroll checks will be accepted made out to the inmate, all other checks made out to the inmate will be returned to sender. If no return address is available, the check will be held giving the inmate the opportunity to provide an address to return it. Inmates are allowed to keep property from the approved list (posted in inmate housing); any unauthorized property found in your possession including money is considered contraband and will be confiscated. Possession of contraband may also be considered a felony offense. The Department of Corrections is not responsible for lost or stolen property. Property may be released to a family member or friend as requested by the inmate through a request form. Any property released will be released as a total package. Any property left unclaimed will be disposed of fifteen (15) days after your release.

For the benefit of visitors, the approved list of items allowed will be posted in the Jail Lobby, Administration Office, and the General and Legal Visitation areas. The only items accepted after booking are prescription glasses, contact lenses and dentures. Other items may be purchased through commissary. All inmate items must fit in the assigned property box kept under the inmate's bunk, any items that cannot be stored in the storage box will be considered excess. **ANY EXCESS ITEMS FOUND IN AN INMATE'S PROPERTY WILL BE CONFISCATED.**

## **CONTRABAND**

No person shall introduce or cause to be introduced into or upon the property of a detention facility, or give to any inmate, any article of contraband; or give to any inmate anything which is not specifically authorized by written detention facility directive, or which has not been specifically authorized by the Officer-in-Charge or designee. The Officer-in-Charge or designee will establish and provide a list of articles or items which inmates may have in their possession. All other items in the possession of an inmate shall be considered contraband. Any item altered from its original state is considered contraband even those items purchased from commissary.

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Confiscated monies shall revert immediately to the inmate welfare fund, unless it is needed as evidence in a trial or disciplinary hearing. If the inmate is to be charged under the contraband statute, Section 951.22, Florida Statutes, any contraband shall be disposed of in accordance with Section 932.704, Florida Statutes.

## **DISCIPLINE**

Any charges stemming from violations of facility rules may result in disciplinary and/or legal action. The charge will be addressed in accordance with the Florida Model Jail Standards. A hearing will normally be held within seven (7) working days after the incident, excluding weekends and holidays. The date of the hearing must also provide that the inmate has had at least 24 hours prior notice of the hearing to prepare a defense. A Disciplinary Hearing will be held by a committee or a Disciplinary Hearing Officer (DHO) pursuant to Florida Model Jail Standards to maintaining the following guidelines:

- A. The DHO will maintain proper decorum during the hearing.
- B. The DHO will ensure the inmate understands the charges and possible consequences.
- C. The DHO will offer a staff member to assist the inmate if the inmate is illiterate, has a language barrier or the complexities of the issue make it unlikely the inmate could properly represent himself.
- D. The DHO, at his discretion, may approve an inmate's request for assistance, witnesses or other evidence. Denial of any request must be documented.
- E. The results of the hearing shall be announced to the inmate.  
If found not guilty, the Disciplinary Report (DR) and all references to it will be documented as such.  
If found guilty, the recommendation for punishment will be forwarded to the Chief Correctional Officer. The inmate will be given a copy of the decision. The reason for the decision and the evidence relied upon will be noted.
- F. Subsequent violation of jail rules may result in criminal prosecution (FSS 951.23).

**The hearing may be continued for up to ten (10) days for extenuating circumstances.**

## **DISCIPLINARY ACTION**

For any offense, the Disciplinary Committee or DHO may:

- A. Recommend disciplinary confinement for not more than 30 days per violation.
- B. Recommend criminal prosecution.
- C. Recommend monetary restitution for material or services.
- D. Issue a reprimand.
- E. Recommend a given sentence be suspended, pending completion of probation.
- F. Recommend a loss of privileges for a specified length of time.
- G. Recommend the loss of gain time (earned or statutory).
- H. Recommend a classification change.
- I. Recommend management loaf.

The Chief Correctional Officer or designee will review the recommendation of the committee or the Hearing Officer. The Chief Correctional Officer may, at his discretion, agree with or reduce (not increase) the recommended penalty and impose the appropriate sanctions.

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## INMATE RIGHTS

Inmates have rights in disciplinary actions. A disciplinary hearing is an administrative action, not criminal court. However, certain due process procedures do apply. An inmate is entitled to:

- A. A prompt hearing (normally within seven days excluding holidays and weekends).
- B. At least 24 hours to prepare a defense.
- C. A copy of the charges.
- D. To remain silent (the DHO may consider silence in a manner adverse to the inmate).
- E. To be present except when compelling reasons exist for the inmate's removal. These reasons must be documented.
- F. Call witnesses and present evidence.
- G. A fair and impartial hearing.
- H. A copy of the written decision.
- I. Appeal the decision to the Chief Correctional Officer within 72 hours.

**NOTE:** An inmate does not have the right to confront his accusers or cross-examine witnesses. As this is an administrative hearing, the concept of double jeopardy does not normally apply, as disciplinary sanctions do not preclude criminal prosecution for the same offense.

## PROHIBITED CONDUCT

The following is a list of prohibited acts or conduct for persons in the custody of the Okaloosa County Department of Corrections, by category of seriousness:

**A. MINOR OFFENSES:** In addition to other authorized sanctions, the presumptive sentence is normally Disciplinary Confinement for up to ten (10) days. After a guilty finding under this category, subsequent (similar) offenses in this category may be upgraded to (20) twenty days Disciplinary Confinement.

1. Assault on any person (Any threat coupled with the immediate ability to carry out the threat, along with a well-founded fear that violence is imminent).
2. Tattooing or other self-mutilation.
3. Being unsanitary or untidy (failing to keep one's person or one's quarters in accordance with standards, e.g. placing pictures on the walls).
4. Making or possessing intoxicants or being intoxicated.
5. Stealing (theft). Possession of property of another inmate.
6. Making sexual proposals or threats to another. Indecent proposals or threats to another. Indecent exposure of genitals or buttocks. Includes lewd and obscene conduct.
7. Insolence toward a staff member or verbal challenge to officer's authority or obscene gestures.
8. Lying or providing false statement to a staff member.
9. Using abusive or obscene language, language the average person would find patently offensive.
10. Criminal mischief or damage to the property of another person.
11. Possession of contraband (anything not authorized). Possession of tobacco or smoking paraphernalia.
12. Misuse of authorized medication.
13. Malingering or faking an illness (includes deliberately exaggerating the seriousness of an illness).



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14. A sentenced inmate refusing to work, encouraging others to refuse work or participating a work stoppage.
15. An inmate failing to follow the instructions of a supervisor.
16. Using any equipment or machinery contrary to instructions or posted safety standards.
17. Being in an unauthorized area.
18. Adulteration of any food or drink.
19. Loaning of property or anything of value for profit or increased return.
20. Giving or offering any official or staff member a bribe or anything of value.
21. Mutilating or altering issued clothing, armband, bedding, linen or mattresses. Vandalism, defacing wall, or any county property.
22. Unauthorized use of mail or telephone.
23. Unauthorized contacts with the public.
24. Correspondence or conduct with a visitor in violation of posted regulations. Giving money or anything of value or accepting money or anything of value from another inmate, member of their family or their friend.
25. Affray or fighting with another person by mutual combat.
26. Participating in an unauthorized meeting or gathering. Gambling, conducting a gambling pool or possession of gambling paraphernalia.
27. Refusal to obey the lawful order of a staff member.
28. Disruptive conduct.
29. Failure to wear identification as instructed.

**B. MAJOR OFFENSES:** Same as per minor offense, except sanctions of Disciplinary Confinement will normally be fifteen (15) to thirty (30) days. Subsequent charges for the same or similar offense will normally result in disciplinary confinement for thirty (30) days.

1. Criminal mischief (damage to property over \$250).
2. Aggravated assault or an assault with a weapon on an inmate, officer or other staff member.
3. Aggravated battery; battery with a deadly weapon, or degree of force likely to result in serious injury.
4. Counterfeiting, forging or unauthorized reproduction of any document, article or identification, money, security or official document.
5. Extortion, blackmail or protection; demanding anything of value in return for protection against others, to avoid bodily harm.
6. Possession of contraband (explosives, ammunition, firearm, weapon, controlled substance or escape paraphernalia). Possession of anything not authorized or receipted by the inmate and not issued to them through proper channels.
7. Escape or aiding, attempting or planning to escape. Wearing a disguise or mask.
8. Engaging in sexual acts with others.
9. Conduct which disrupts or interferes with the security or orderly running of the institution. This includes the advocating, creating, engaging in or promotion of a disturbance, group demonstration or work stoppage.
10. Inciting sentenced inmates to strike or preventing an inmate to work as assigned.
11. Tampering, blocking or attempting to tamper with or block any locking device or other security apparatus. This includes the audio and video monitors.
12. Rioting; this includes the advocating, creating, engaging in, encouraging others or other promotion of a riot.
13. Arson, setting or attempting to set a fire.

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14. Resisting an officer with or without violence.
15. Violation of any other law considered a felony in nature.
16. Introduction of contraband to a detention facility.
17. Failing to stand count, interfering with the taking of count.

**PENALTIES:** Inmates found guilty of violating jail rules and ordered confined in Disciplinary Confinement will automatically lose all privileges for the duration of said confinement. Loss of privileges includes no visitation, commissary, church services and availability of the telephone. Reading material will be restricted to the inmate's Bible or comparable text. Inmates who repeatedly violate the rules may be charged in criminal court with a misdemeanor offense under FSS 951.23 and on conviction can be sentenced to an additional sixty (60) days for each violation. In addition, inmates may lose all or part of any gain time earned or otherwise eligible to earn. Management loaf may be required should the inmate continue to throw food, urine, excrement or garbage while serving their disciplinary confinement.

**APPEALS:** Upon conviction, an inmate may file an appeal for cause within seventy-two (72) hours. The appeal should be directed to the Chief Correctional Officer. The grounds for the appeal must be clearly stated. The Chief Correctional Officer will usually respond to a timely appeal within five (5) working days.

**NOTE: Adverse behavior which results in a Disciplinary Report can accompany the inmate when transferred to prison or be imposed during subsequent incarcerations.**

### MAIL

Inmates are encouraged to correspond with their family and attorney through the mail. All inmate to inmate mail which is not authorized or contains contraband will be confiscated as contraband and destroyed. Inmate to inmate correspondence is allowed only for those legally married or directly related such as mother/daughter, father/son, etc. Information must be verifiable. Any inmate who has been approved but violates by including mail from another inmate will have their privilege revoked. Except for holidays, mail will be forwarded to and received from the post office Monday through Friday. All **outgoing** inmate mail must be properly addressed and include a **full return address with inmate name and an unused stamp**. Any mail you receive must be addressed using your full name used at booking, Okaloosa County Department of Corrections, 1200 E. James Lee Blvd., Crestview, FL 32539-3114. It is beneficial to include your inmate number. Indigent inmates will be furnished with necessary stationary and postage for eight personal letters each month. Indigent inmates will also be furnished necessary material to correspond with their attorney and the courts. Inmate mail will not be censored; however, it will be opened and inspected in accordance with FSS 951, and Florida Model Jail Standards. Mail containing any foreign substance will be destroyed.

Unauthorized items received through the mail or otherwise will be handled as follows: Money orders will be returned if made out incorrectly. If the mail contains unacceptable items, the acceptable items will be forwarded but the unacceptable items will be confiscated and held for thirty days for family to claim or the items can be mailed out if the inmate forwards a stamped addressed envelope to the Program Manager. Contraband includes, but is not limited to: stickers, crayon or large drawing, printed articles or books. Illegal items will be confiscated and handled as evidence and turned over to the appropriate law enforcement agency. Legal mail will be opened and searched in the presence of the inmate.

The only items that may be sent to an inmate in the mail include approved legal material, letters, **twenty (20) photos (no larger than 4x6, no Polaroid)**, standard size cards (any mechanical devices will be removed), money orders addressed properly, and postage stamps. No pictures showing any type of nudity

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or genitalia will be accepted in any form. Mail will not be accepted if mailed in large envelopes and bubble or padded envelopes; it will be rejected and returned to sender without being opened or inspected. Any item larger than 14 inches long x 12 inches high x ¼ inch thick will be considered a package and returned. Magazines and newspapers may be sent by publisher only. Books may be donated to the Inmate Library but not mailed directly to an inmate.

## **COPY SERVICE**

Copies may be obtained through the Commissary. The cost is \$.15 for one side page and \$.20 for two sides. Copies will not be provided for those without funds available. Writing material is available through the commissary. Indigent packages are available once per month ordered through the commissary for inmates without funds who qualify, this package includes a writing pad, mechanical pencil and eight stamped envelopes. Those eligible may order and receive one every thirty days. The cost of this package will be debited against the inmate's account.

## **REQUESTS**

Inmate request forms are available in each pod housing area. Inmates shall complete and sign the form in the proper place including their **current housing area** and the completed form will be placed in the designated box in inmate housing. The forms will be collected by the Shift Commander or designee each evening and processed for delivery. Most questions can be resolved quickly through direct contact with the correctional officer who is assigned to your housing area. When your request requires the attention of someone else, it shall be directed to the appropriate staff member. Incomplete requests will not be processed. Written response will be completed in the response section after appropriate action has been taken or determination has been made. The inmate will be given a copy of the response. The request form process normally takes 3-5 working days for a response putting in duplicate requests does not process the request more quickly.

## **GRIEVANCE PROCEDURE**

Most inmate complaints can be resolved informally by the Post Officer. Inmates are encouraged to use this informal process. However, if this fails, inmates may use an inmate request form (check grievance). Your complaint will be reviewed by a Grievance Officer or designee and you will receive an answer within seven (7) working days. An inmate filing a grievance pertaining to a violation of any policy relating to restraint of pregnant females may request in writing an extension up to forty-five (45) days to grieve such violations.

The following matters may be grieved by inmates:

1. Application of policies, rules, and procedures
2. Individual staff and inmate actions, including denial of access to grievance forms and procedures.
3. The loss of property legitimately possessed by an inmate.
4. Any other matter relating to the care and supervision within the authority of the Department of Corrections, except as noted below.

The following matters may not be grieved:

1. State and Federal court decisions.
2. State and Federal laws and regulations.

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3. Final decisions of grievances.
4. Contracting agencies policies, procedures and decisions.

An inmate of this facility may file a grievance regardless of the disciplinary, classification, or other administrative decisions to which the inmate may be subject. An inmate may not submit a grievance form on behalf of another inmate. Assistance may be provided by a staff member when necessary to communicate the problem.

If you are not satisfied, you may appeal this decision within seven (7) working days after receiving a response. The appeal will be answered within seven (7) working days. If your appeal is denied you have the final option of appealing to the Chief Correctional Officer. The grievance must be filed within seven (7) working days of receiving a response to your appeal. Your formal grievance must clearly state the problem, and you must include all relevant information including the reason you disagree with the response. You will receive a final answer from the Chief Correctional Officer within fifteen (15) working days.

### **INMATE PRIVILEGES**

**COMMISSARY:** This allows inmates with funds to purchase approved store items each week. Inmates turn in a store call form available from the officer on designated days. A list of commissary items will be posted in housing and available to purchase. The cost of ordered commissary is withdrawn directly from your account. The days on which commissary is scheduled in your particular housing section can be obtained by asking an officer. The delivery schedule may change due to holidays. **Funds must be received in the facility by 6:00 am Friday in order for the funds to be available for the following week's commissary order.** All money orders received in the mail will be receipted either that day or the following business day. **Any money order received through the mail must match the name of the person to whom the letter was addressed.** Indigent packages may be ordered once every thirty days and the cost of this package will be debited against the inmate's account. **Inmates housed in Disciplinary Confinement will not be allowed to order commissary of any kind.**

**RECREATION:** Provided to all inmates with the exception of uncontrollable, violent or those housed in disciplinary confinement. Exercise with access to open air ventilation shall be provided three hours per week, weather permitting. Inmates may remain in their cells if they desire.

**ACCESS TO LEGAL MATERIAL:** Inmate's access to the Courts as contemplated by the U.S. Constitution is usually provided through legal representation. The Court routinely appoints an attorney, usually a Public Defender for indigent inmates accused of crimes. Inmates unable to obtain counsel who are appointed by the court as pro se, or who wish to challenge their sentence, or conditions of confinement, may be entitled to and should be provided reasonable access to legal material, pursuant to Florida Model Jail Standards, Chapter 9.09.

Requests for legal information (as described above) should be reasonably specific and concern only one topic, and be addressed to the Program Manager. The Program Manager will cause requested (pertinent) information to be downloaded from an on-line service such as West Law and provide a copy to the inmate. Information may also be obtained through your own sources and received through the mail.

**READING LIBRARY:** A reading library will be afforded to all inmates kept beyond first appearance. It will include a variety of reading material and offered once per week to each housing section. Any inmate who would like assistance in learning to read may put in a request to the Program Manager for assistance in the literacy program.

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**GED CLASSES:** Educational services will be provided for those inmates under the age of twenty-one by the Okaloosa County School Board. Inmates over twenty-one (21) will be afforded access to class when space is available. Requests for attendance should be forwarded to the Program Manager. The program is operated under the same schedule as public school.

**RELIGIOUS SERVICES:** The Okaloosa County Department of Corrections has a Chaplain who is available by request. Inmates are afforded a reasonable opportunity to practice their religious beliefs. Non-denominational services are scheduled weekly for both male and female inmates. Inmates wanting to attend services must put in a request to the Chaplain. A written Bible study program is also available through request form to the Chaplain.

**TELEPHONE:** The facility has a privately operated telephone system that allows inmates to place local and long distance calls. Most calls made from the Okaloosa County Jail are collect calls. Family may contact the contracted phone system to establish an account for accepting collect call to cell phones. All inmate telephones are equipped with volume control. If an inmate is deaf or hard of hearing, text telephones (TTY) are available for use in the booking area. Inmates using the TTY system will be afforded three times the allotted phone time in accordance with ADA requirements. You must notify an officer that you need to use this type of phone. Any problems with the phone system should be reported through a request form. Phone cards are sold through request form to the Commissary Operator or Program Manager and available to purchase by family or friends in the Public Lobby. Any problems with the phone cards are to be reported to the address on the back of the card. All inmate calls are recorded.

**CLEMENCY:** An inmate may apply to have his rights restored by completing a clemency form. The rights which are restored are the right to vote, the right to sit on a jury and the right to hold public office. The process requires the form be sent to the Parole Commission within two weeks of your sentence completion. Your name will go for review by the Clemency Board and you will be notified if accepted. Forms will be provided at the Career Source briefing or by putting in a request form to the Program Manager or Inmate Population Manager.

**PRISON RAPE ELIMINATION ACT:** Our facility has zero tolerance for sexual assault or sexual activity, even if consensual. If a person is the victim of a rape, **he or she needs to report it as soon as possible** after the act to a correctional officer, a supervisor, or to medical personnel. Any incident that occurred during this incarceration will be reported immediately to the Sheriff's office to be investigated. All others will be investigated through our agency. The charge of rape is a serious offense and will be treated as such. False accusation of rape is a crime and will be treated as a serious offense, also. Classification will take into consideration any inmate determined to be a threat of victimizing fellow inmates or a victim of other inmates during the classification process. You are responsible to protect yourself as much as possible by being aware of your surroundings and the others in your section. Report any behavior that is threatening to a classification officer or your floor officer. A mental health professional is available for counseling when needed and all counseling sessions are considered confidential. Any person requesting counseling can put in a request to see the counselor through a medical sick call.

## MEALS AND DAILY SCHEDULE

Meal times at the jail are generally as follows:

<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>
<b>4:00am</b>	<b>10:30am</b>	<b>4:00pm</b>

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- A \$30.00 subsistence fee will be charged to your account upon booking assessed to cover meal charges and miscellaneous costs of incarceration. The fee will be assessed each incarceration with the exception of those inmates being returned from prison **as a witness to another case**. The fee will be assessed should you return on appeal.
- There is a mandatory lockdown for count from 5:30pm to 7:00pm daily. During this time, there will be no inmate movement except as necessary by medical.
- You must return to your cell for lockdown at 10:00pm each evening. Television and phones will be turned off at that time.
- Wakeup is at 4:00 am for breakfast and lights will remain on throughout the day.

## **VISITATION**

Rules and regulations concerning visitation are available to the public from the General Visitation Lobby. Visitation can be scheduled using the terminal in the public lobby or on line through Securus. Attorneys, registered ministers, counselors or officers of the court may visit any time between the hours of 7:00am to 10:00pm daily except during mandatory lockdown of 5:30pm to 7:00pm. Violation of visitation rules will result in suspension or revocation of visitation.

## **RULES FOR VISITATION**

Rules and regulations pertaining to visiting an inmate at the Okaloosa County Department of Corrections are as follows:

1. Visits are non-contact except for approved clergy, attorneys or as approved by the Chief Correctional Officer or designee. An approved clergy list is maintained in Central Control.
2. An inmate will have no more than **two (2) visitors, including children** on any on-site scheduled visitation.
3. All visitors for an inmate will arrive and depart at the same time.
4. Visitors are encouraged to arrive 10-15 minutes prior to start of visitation time to register and log on to terminal. The visit will begin at the scheduled time even if both visitors are not logged onto the system.
5. Government issues picture identification will be required in order for the visitor to be registered either on-site or with the visitation system for off-site visits.
6. Visitors will be at least eighteen (18) years of age to register. All minors must be accompanied by their parent or legal guardian and must remain on-site with them during the visitation period.
7. All visitors are subject to search in accordance with FSS 944.47.
8. All visitors must be clean and dressed conservatively. On-site visitors are required to have shoulder to waist covered with non-transparent clothing. On-site visitors may not wear short shorts, strapless tops, or any item that is too revealing. Any visitors dressed in unacceptable attire will be turned away or have their visitation terminated. Visitation does not allow nudity or see through clothing while visitation is occurring. Show of nudity during visits will result in loss of visitation privileges.
9. Visitors and inmates will conduct themselves in an orderly and proper manner at all times; conduct otherwise may result in termination of the visit and possibly future visits. The visitor may only visit the inmate they are scheduled and registered to visit. The person registered to visit must be present during the visit, even when other persons are included in the visit.

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10. Any situation not covered in these rules will be at the discretion of the officer on duty in visitation. Any changes in visitation, such as special visits, must be coordinated by the visitor with the Program Manager.
11. Any inmate or visitor considered violating established rules will be given notification of suspended visitation privileges and length of time for suspension.

## **UNIFORMS**

**Inmates are required to be dressed in full issued uniform anytime they are outside of their cells.** The complete jail uniform must be worn anytime they are outside of their section including identification. Inmates will not be allowed out of their sections with any head coverings, i.e. hats or do-rags. Exceptions will be made only for those inmates' assigned hats for work crews and inmates may wear short sleeved t-shirts out to the recreation yard.

## **GENERAL CONDUCT**

The policy of the Okaloosa County Department of Corrections is to maintain records pertaining to each individual inmate's behavior and conduct while incarcerated in the County Jail. This information is frequently made available to the courts at the request of an attorney. This information can be a consideration at the time of sentencing, to mitigate a sentence or other motions. It is also useful in classification decisions and for early release. You have the opportunity to utilize this time to your advantage or disadvantage.

## **HELPFUL INFORMATION**

WAVE bus passes are available upon release from Central Control.

**Securus** is the inmate phone system. Their phone number for Customer Service is 1-800-844-6591.

### **State Probation Office**

Persons requesting to have their rights restored must complete documentation available through this office.

250 W. Pine Ave  
Crestview, FL 32536  
(850) 689-7804

74 3<sup>rd</sup> Street  
Shalimar, FL 32579  
(850) 833-9132

### **County Probation is contracted under Judicial Corrections Services**

(850) 807-7005

### **Okaloosa County Clerk of Court**

1250 N. Eglin Pkwy  
Shalimar, FL 32579

### **Social Security Administration**

For information and appointments call:  
1-800-772-1213

### **Bridgeway Services**

(850) 833-7500

### **Pretrial Services**

(850) 689-5066

### **Public Defenders Office**

9<sup>th</sup> Avenue  
Shalimar, FL 32579  
(850) 651-7350

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## **State Attorney's Office**

151 Cedar Street  
Crestview, FL 32536  
(850) 689-7820

9th Avenue  
Shalimar, FL 32579  
(850) 651-7260

**PROVIDED TO THE INMATE POPULATION DURING BOOKING OR CLASSIFICATION: April 2016**

REVISIONS: JULY 1988, JUNE 1992, FEBRUARY 1995, JANUARY 1996, MARCH 1996, JANUARY 1998, OCTOBER 1998, OCTOBER 1999, NOVEMBER 2000, JUNE 2002, JULY 2003, OCTOBER 2003, November 2004, April 2005, August 2006 April 2007, November 2007, January 2008, June 2008, September 2008, July 2009, August 2010, March 2011, August 2014, November 2014