



OFFICE OF THE SKAMANIA COUNTY

SHERIFF

PO Box 790
200 Vancouver Ave.
Stevenson WA 98648
Phone (509)427-9490
Fax (509)427-4369

Pat Bond
Chief Criminal Deputy

David Waymire
Chief Corrections Deputy

Tina Anderson
Chief Administrative Deputy

Sheriff David S. Brown

INMATE REGULATIONS

This Manual and the rules and regulations contained herein are adopted and enacted by the Sheriff of Skamania County pursuant to those contained in the Revised Code of Washington and Washington Administrative Code.

The rules and regulations contained in this manual apply to all inmates and are intended to ensure safe custody, sanitary living conditions, fair treatment and the protection of your constitutional rights. If you are in doubt as to what you are to do at any time, it is your responsibility to ask a corrections officer.

All contents of this handbook are subject to change at the discretion of the Skamania County Sheriff's Office. Current policies override information in this handbook.

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ADMISSION AND ORIENTATION

All persons booked at this facility are required to provide requested information, fingerprints and photos. You will be advised of all charges against you. If you do not qualify for a book and release, you will be placed in a holding cell and prepared for housing.

PHONE CALLS

Individuals who are not disruptive will be allowed up to two (2) essential telephone calls, three (3) minutes each, upon completion of the booking process at the jail's expense. Essential calls are considered to be those to make contact with an attorney, arrange for bail or to contact your family to notify them of your whereabouts. Once you are processed and assigned to a housing unit, you will not be allowed back to the booking area to use the phone. For more information about phone calls, refer to "Telephones" in this inmate handbook.

POST BAIL

If you are eligible and your charges have a bail amount, you may post bail either by paying the bail dollar amount in full to the courts or jail, or by contacting a bail bond company. The booking desk and the telephone system provides bail bond company contact information. Custody staff is not allowed to make suggestions or referrals to bail bond companies.

ISSUED PROPERTY

If you are unable to post bail or be released and are placed in general population, you will be dressed in and issued property as available. It is your responsibility to retain this property, keep track of these items and keep them in good condition. All items issued, not purchased, are to be returned upon your release. **You will be responsible for costs of missing items and/or jail property you destroy or damage.** A discipline hearing is required.

Issued Property
One (1) set of inmate clothing
One (1) pair of inmate shoes
Two (2) sheets
Two (2) towels
Two (2) blankets
One (1) plastic tub
Intake pack may be purchased at time of booking and may include: comb toothbrush toothpaste soap pencil

MEDICAL SCREENING

You will be screened for medical information including illnesses, injuries, and immediate medical needs. Your prescription medications placed in jail property will be reviewed and may be given to you or filled, subject to the verification and approval of the medical staff.

PERSONAL PROPERTY/MONEY

At booking, your personal property will be inventoried, checked for contraband, and then stored in the property unit for safekeeping.

Personal property you may keep
Eyeglasses, contact lenses and hearing aids
Medical equipment (Only equipment approved by medical staff)
Addresses and phone numbers
Legal materials, papers and letters
Pictures (no polaroids)
Underwear and socks (no shorts or swimwear)
Bra (no underwire)

Your money will be deposited in your inmate trust account and may be used to purchase commissary items or to pay for other expenses incurred. To release property refer to “Property Releases” in this handbook.

Note: Once your property has been signed for and placed in the property unit for storage, there will be no access to it by custody staff. It is highly recommended to obtain any phone numbers or addresses during the booking process.

INDIGENT INMATES

If you have \$1.00 or less on your inmate trust account for more than 7 days you are considered indigent

You will not be denied:
Basic goods and services
Basic hygiene and mail items
Necessary medical care

Debts incurred may include the following items:	
Ordering a personal care pack during intake. Personal care pack may include:	Toothbrush Toothpaste Soap Comb Pencil
Medical services and medication co-pays	
Postage for sending out mail	

Any debts you incur while in the Skamania County Jail will be maintained after your release from this facility and will be deducted from future money received on your inmate account.

INITIAL CLASSIFICATION

Pre-classification will take place during the booking process. Classification is a process to decide which housing unit you are assigned while in custody. It is done for the safety of all individuals and the security of the jail facility. It is a non-punitive inmate management tool. All inmates are initially classified as maximum security and will be assigned a housing unit based upon their current charge, personal, criminal, medical and social history and the availability of space.

RE-CLASSIFICATION

Classification is an ongoing process for the safety and security of inmates and staff. If you have an emergent concern for your safety, you should notify staff immediately.

Classification reviews occur throughout your stay approximately every thirty (30) days, or as needed due to special circumstances. Your classification may be changed for varied reasons during your current incarceration. If you return to jail in the future, the general standards will apply.

Submit an “inmate request” via the inmate kiosk in the recreation room to request a review of your cell classification. State the reason you should be moved to another area.

ADMINISTRATIVE SEGREGATION

Administrative segregation is a non-punitive inmate management tool. Inmates who present a safety/security concern, are pending investigation, require protective custody or who need to be separated from the general population may be placed in administrative segregation. The Corrections Sergeant reviews placements every ten (10) days. Placements may be maintained as long as the safety/security concern exists.

Inmates in administrative segregation will be in their cell twenty three (23) hours per day. Violations of jail rules while in administrative segregation may result in restriction of inmate privileges. Inmates that are determined a threat to safety and security will have access to privileges on a case-by-case basis.

Submit an “inmate request” via the inmate kiosk in the recreation room requesting consideration for placement back into general population. State the specific reason(s) you should be removed from administrative segregation.

GENERAL RULES AND REGULATIONS

The Skamania County Jail has zero tolerance for any sexual behavior or misconduct, and violent or criminal behavior inside the facility. Violators will be held accountable through criminal charges or the jail disciplinary system. The following are your basic rights and privileges and our expectations of you.

RIGHTS RETAINED BY PRISONERS

- Right to exercise one's religion.
- Right to freedom of speech and communication.
- Right of access to the press.
- Right to petition the Government for redress of grievance.
- Right to be protected against unreasonable searches.
- Right to access to courts and attorneys.
- Right to know the charges against oneself.
- Right to be free from cruel and unusual punishment.
- Right to due process.
- Right to equal protection of the laws, rules and regulations.
- Right to be free from discriminating practices.

CIVIL AND CONSTITUTIONAL RIGHTS

- Access to Courts.
- Confidential access to attorneys or legal council.
- Protection from abuse and corporal punishment.
- Freedom from discrimination based on race, sex, religion, etc.
- Access to jail rules and regulations.
- Access to necessary medical care.
- Access to communication with legal council, family, etc. either by phone, mail or visitation.

BASIC PRIVILEGES

- Inmate work programs.
- Library materials.
- Commissary.
- Access to recreation areas.
- Access to television and telephone services.
- Visits with family and friends on visiting list.
- Sending and receiving mail.

GENERAL RULES

- Each inmate is required to respect the rights of others.
- No physical or verbal abuse by staff or inmate is allowed.
- No fighting, wrestling or other forms of rough play are allowed.
- No loud singing, whistling, or shouting is allowed, reasonable quiet will prevail.
- No inmate is allowed to take authority over another inmate.
- Each inmate shall respect the property of another.
- Each inmate shall not deface or destroy any county or state property.
- Each inmate shall obey all lawful orders by jail staff.
- No exercise will be allowed inside the housing unit. Exercise will only be allowed in the outdoor recreation area.

BASIC DO'S AND DON'TS

DO:

- Read inmate handbook.
- Follow all jail rules.
- Obey all orders/lockdowns promptly.
- Address staff with respect.
- Be considerate of others.
- Maintain clean living area.
- Place your garbage daily in trash receptacles.
- Make your bunk when you are not in it.
- Shower at least three (3) times a week.
- Be fully dressed when outside bunk.
- Keep away from the glass on the door of your pod.
- Stay behind the yellow line when addressing staff when the door to your pod is open.

DON'T: VIOLATE ANY RULES OR POLICIES

FACILITY RULES AND REGULATIONS

The Skamania County jail belongs to the citizen's of Skamania County. While in custody you are expected to treat this facility and staff with respect. The following rules and regulations are expected of you.

CONTRABAND:

Contraband shall be considered anything not issued to you, or any item that has been altered in any way and these items will be confiscated. Possession of contraband may result in disciplinary action against you as well as criminal charges being filed. Food kept longer than one (1) hour past meal time will be considered contraband.

EMERGENCIES

In the event of an emergency situation, follow common emergency procedures until staff give directions and then follow carefully as directed.

Emergency Procedures:	
Earthquakes	Duck under a table or cover Sit or lay next to wall Cover head and face Stay away from glass
Fire	Stay low to the ground Cover mouth with cloth
Medical	Contact staff immediately

FIRE AND VENTILATION REGULATIONS

Light fixtures, doorways, ventilators, windows, and vented areas are to remain unobstructed. An accumulation of excessive papers or any other flammable material is not permitted. Fire drills may be conducted periodically. Follow directions given by custody staff.

SUPERVISION

Custody staff has the authority to manage the inmate population. You must follow their orders. If you disagree with an order, follow the order and refer to the grievance procedures outlined in this handbook.

CARE OF SKAMANIA COUNTY PROPERTY

Do not damage, destroy, deface, alter or misuse any Skamania County property. Any person, while an inmate in the Skamania County Jail, who destroys or defaces Skamania County property will be subject to the jail disciplinary system and may be turned over to the Skamania County Prosecuting Attorney for civil action to recover the amount of monies needed to replace or repair such property, as well as answering to criminal charges filed.

INSPECTION

Your living areas will be inspected daily by a corrections officer. The administrative staff or designee may conduct weekly inspections

SEARCHES

You will be subject to random searches of your pod and bunk area and your person (which may include urinalysis) for contraband. Trained animals may be used to search the facility, including your sleeping area, for contraband. You may be subject to strip searches under the following conditions:

- You volunteer for an inmate work program.
- Serving time.
- Drug offense

FACILITY CLEANLINESS

All inmates of the Skamania County Jail are responsible for cleaning and maintaining their own living areas daily. This includes your cell and bunk, the common area and the shower and lavatory area of the pod. Sentenced inmates may be required to clean other areas within the jail. Pre-trial inmates may be permitted to clean other areas upon a Sergeant's approval. A clean facility improves the safety and livability for all.

TRASH RECEPTACLES

All trash will be placed in the appropriate receptacles which are located in each of the pods.

COMMON AREA

All inmates are responsible to keep the recreation room and common area in good condition, and neat and clean at all times. This includes the furniture, television system, telephones, shower and lavatory area. There will be no writing on the walls or furniture. No pictures or paper posted on or covering the walls and doors except authorized jail information. It is your responsibility to keep clean the living areas you use. If living areas are found cluttered or unclean, all privileges may be revoked.

CELLS/BUNKS

Your cell and bunk will be clean and neat. There will be no writing, pictures or paper posted on or covering the walls, doors, toilet, vents, or lights, and nothing on the windowsills. Items in or on the desk will be kept neat and orderly. Sheets or blankets are not to be used as rugs, drapes, hammocks, or tenting for purposes of concealment. A towel may be placed, not hung, on the foot of the bed or on the wall hook provided.

Inmates shall be required to keep their bunks made when they are not occupied. Medical staff for medical reasons may authorize exceptions to this. Failure to keep bunk made when not occupied may result in disciplinary action. The bed will be made up as follows:

- The two sheets and the blanket(s) will be on the bed with the bottom and sides tucked under the mattress.
- The side and ends will not hang down over the edge of the bed.

Privileges may be revoked on a day-to-day basis by the jail staff if these rules are not adhered to. The requirement of maintaining a clean and healthy facility is imposed by Washington law. Any conduct, which violates this State law, will result in revocation of privileges and disciplinary actions may be taken to insure your compliance with the health and sanitary requirements of State law.

INMATE RULES AND REGULATIONS

The following are the rules and regulations for all inmates while in custody. You are expected to respect yourself and others, and show courtesy to all.

RESPONSIBILITY OF INMATE

All inmates, regardless of commitment circumstances, are subject to the laws of the State of Washington and the rules and regulations of the Skamania County Jail. The best control of behavior is self-discipline. Failure to comply with the rules and regulations of the Skamania County Jail may be cause for disciplinary action. This disciplinary action may result in revocation of privileges, or a more severe action such as filing additional criminal charges against you. You are encouraged to promptly obey all requests and instructions made of you by the jail staff. Your cooperation and good behavior will make your stay and those of your fellow inmates tolerable for everyone.

OFFENSIVE LAUNGAGE

You are encouraged to refrain from the use of profane or obscene language. Do not make sarcastic or insulting remarks to or concerning others. Such conduct may result in disciplinary actions or suspension of privileges. Or, a more serious charge of disorderly conduct (provoking an assault) may be filed against you.

RESPECT TOWARDS OTHERS

You are expected to be considerate and respect the rights of others.

INMATE MOVEMENT

You are expected to move to and from the various areas of the facility, visits, medical, recreation and court in a quiet and orderly manner. You are to follow staff directions during non-escorted and escorted movements. Failure to follow directions could deny your movement to a scheduled activity such as recreation for that day and may result in further disciplinary action. Officer(s) will accompany you during escorted movements. You are not allowed to take anything with you to and from most activities. Exceptions are necessary medication (e.g. nitroglycerin or inhalers may be kept on your person as authorized by medical staff) or necessary legal materials for legal process such as court and attorney visits. You are subject to search of your person and your property.

TRANSPORTS

You will be placed in restraints and searched when transported. You are to follow the transport officer's directions. Failure to follow directions may result in disciplinary action.

HOUSING/CELL ASSIGNMENTS

You are not permitted to relocate from one cell to another unless directed by a custody officer. If you have an emergency you are to notify staff immediately.

CLOTHING AND DRESS CODE:

You will only wear clothing and shoes issued or approved by the jail.

When out of your bunk or in a common area, you are to wear your issued clothing and shoes unless otherwise directed by medical staff.

For regular court proceedings you will wear jail issued clothing. For jury trials, you may wear personal clothing brought at least twenty four (24) hours in advance by your attorney or a family member.

LAUNDRY

All linen and clothing items issued to you are your responsibility and you may pay replacement costs for items destroyed. Report any torn or damaged linen or clothing immediately. Clothing is exchanged once a week on Saturday's and linen is exchanged twice a week on Wednesday and Saturday. This exchange is on a "one for one" basis, one (1) soiled towel for one (1) clean towel, etc. **Personal laundry can be washed, at your own risk. Laundry bags are available in each pod.**

PERSONAL HYGIENE

Each inmate is expected to maintain a high degree of personal cleanliness. Showers are available for this purpose. Feminine hygiene items, (emergency items,) are available. Ask a custody officer during meal service for these items. Toothbrush, toothpaste, soap, and other items are available for a fee during the booking process and weekly through commissary. Indigent inmates can order an indigent pack for hygiene items. To purchase items, refer to "Commissary" in this handbook.

SANITARY PRACTICES

You are required to adopt good habits and practices, which assure acceptable personal hygiene and sanitary conditions. The following conduct is required of you:

- Keep your cell and bed area as clean and neat as possible when not occupied.
- Daily showering is encouraged. But you shall be required to shower no less than three times per week.
- Keep the floor free of dirt, trash and all other debris.
- You shall sweep and mop your living (cell) area daily when equipment is provided. You may also be required, as ordered, to clean other spaces or assist in cleaning other spaces within the confinement area.
- Safety razors shall be furnished for shaving Monday, Wednesday and Friday.
- If any vermin, such as fleas, lice, crabs, etc., are discovered; immediately notify the jail staff.
- The toilet bowl and sinks shall be cleaned daily.
- The walls and ceiling shall be kept clean. There shall be no writing, pictures, or any other matter or substance attached to or placed on the walls or ceilings.

PERSONAL ITEMS

Your personal items must remain in their original form and you must have a receipt for purchased items. You may keep up to three (3) unaltered cups and three (3) books in your possession including religious, personal, and library books. Any items ripped, torn, or altered will be confiscated.

Personal items will be neatly arranged on bunks, shelves, and desks or contained and stored under your bunk. No items shall be placed on the windowsills. Failure to the above shall result in personal items being confiscated and placed into your personal property or destroyed and may result in disciplinary action.

DAILY JAIL SCHEDULE

BREAKFAST

0530 - 0800

CLEANUP AND INSPECTION

0800 - 0900 - Includes sweep, mop, dust, empty garbage, clean toilets and wash window and walls as needed.

COURT

0900 TO 1200 - Inmates will be taken as they are called for, depending on court days and availability of a judge or court commissioner. Custody staff does not know ahead of time when you will go to court.

LUNCH

1130 - 1200

COURT AND MISCELLANEOUS TIME

1300 – 1500 – Court appearances continue. For those not going to court this is time usually spent by inmates in programs, reading, work details as needed or any other activity as time permits.

DINNER

1730-1800

PREA – PRISON RAPE ELIMINATION ACT

The Skamania County Sheriff’s Office has a zero tolerance policy for any sexual behavior, harassment, or misconduct of inmate-on-inmate or staff-on-inmate. Pertaining to PREA information only, “staff” includes employee, volunteer, official visitor or agency representative.

If you are a victim, in fear of or have concerns of being a victim, report it immediately to Custody staff or use the inmate kiosk system.

If you are a victim:
Report the incident as quickly as possible
Don’t Shower
Don’t remove or wash your clothes
Don’t Brush your teeth

There are steps you can take to protect yourself:

- Never share personal information
- Never borrow commissary items
- Never accept gifts from another inmate
- Be cautious of inmates offering to protect you.
- Be aware of your body language.

Information received on all reported allegations and complaints will be confidential. An investigation will be done and if found guilty the perpetrator(s) will be charged and prosecuted.

IN CUSTODY GENERAL INFORMATION

GRIEVANCE PROCEDURE

An inmate grievance must concern a jail rule, complaint of specific oppression, or misconduct by staff in administering jail rules. The following are not grievable issues:

- Federal, State or Local Statutes.
- Court decisions, or decisions of an inmate's attorney.
- Discipline and/or sanctions as a result of disciplinary action. Refer to "Appeals" in this handbook for the disciplinary appeals process.
- Personal disputes between you and an employee.

The Sheriff's Office has established a formal procedure to address inmate complaints. If you have a grievable issue, you must first attempt to resolve it informally through oral communication with an employee or the employee concerned. If your grievance cannot be resolved informally, you can complete and submit an "*Inmate Grievance Form*". Each level and written response must use the original form. All guidelines, steps and timelines must be followed in order to prevent rejection of your grievance and exhaust all administrative remedies.

Grievance guidelines are as follows:

- Grievances are not an avenue to vent.
- Grievances should be written in a civil tone.
- Grievances that contain hostile, sexual or threatening language will be returned to you for resubmission.
- Use of profanity is not acceptable unless you are quoting a direct statement(s).
- Group grievances or grievances submitted on behalf of another inmate will not be accepted.
- Late filings will be rejected unless approved by a supervisor.

Grievances shall state fully:

- Time and date of incident.
- Names of staff members involved.
- Pertinent details of the incident.
- Names of any witnesses.

Grievance timelines are as follows:

- You have seven (7) days from the time of the event to submit an “*Inmate Grievance Form.*”
- You will receive a written response from the jail administrator, or its designee, within five (5) business days.
- If you’re not satisfied with the response, you have forty eight (48) hours from receiving your answer to file your grievance to the next level. You must list a reason why the response didn’t resolve the grievance.
- Each administrative level has ten (10) business days to respond.

CORRESPONDING WITH JUDGES AND COURTS

You may mail correspondence to judges and courts. “*Inmate Request forms*” are not considered correspondence.

For Skamania County judges or courts use the following address’:

**Skamania County Superior Court
PO Box 790
Stevenson, WA. 98648**

**Skamania County District Court
PO Box 790
Stevenson, WA. 98648**

**Stevenson Municipal Court
PO Box 371
Stevenson, WA. 98648**

**North Bonneville Municipal Court
C/O Skamania County District Court
PO Box 790
Stevenson, WA. 98648**

PROPERTY

Once your property has been signed for and placed in the property unit for storage, there will be no access to it by custody staff. It is highly recommended to obtain any phone numbers or addresses during the booking process.

The following items may be left for you:

- Tennis shoes if approved for medical reasons or for certain trustee assignments. Should have your name marked in them.
- Boots or shoes for work crew detail. Should have your name in them.
- Clothing for work crew detail. Thermal underwear for cold weather, t-shirts, socks and gloves. You are responsible for these items and the jail bears no responsibility for them.
- Jury trial clothing, will be accepted at least twenty four (24) hours in advance from a relative or your attorney only.

PROPERTY RELEASES

When you are released from this facility, your remaining property is released to you and a check is issued for funds left in your inmate account.

To release items from your personal property prior to your release:

- Complete and submit a “*Property Release Form*” at least twenty four (24) hours in advance of the individual picking up the property.
- After your signature, this form is valid for thirty (30) days.
- Advise the individual picking up the property they need to provide valid picture identification and may have to wait.

If you are transferred to another county or have been sentenced to prison:

- You will complete and submit a “*Property Release Form*” as you are processed to leave the Skamania County Jail.
- You must release all of your property obtained while in custody including commissary items.*
- You may take the following items on the State Chain:
 - Legal papers
 - Glasses with a soft case
 - Wedding band without stones
 - Money on your inmate account.
 - Bible

All property remaining after your release is transferred to the Sheriff's Office Property/Evidence Unit and will be disposed of after thirty (30) days.

INMATE RELEASES

The release times listed below are **guidelines**. Extenuating circumstances may cause some delays. You cannot request an early release.

Sentence/Serve Ends		Release Time:
The day your sentence is complete		Released between 8:00 – 9:00am
Serving less than 7 days		Released the same time you were arrested or reported to serve jail time.
If bail is posted, fines paid or are otherwise released by the courts between:	8:00am – 12:00pm	Releases will be processed in the order they are received.
	1:00pm – 5:00pm	
Releases after normal business hours will be processed in the order they are received.		

TRANSPORT VIA STATE CHAIN OR TO OTHER AGENCIES

You will be transported according to transportation schedule and availability. You will return any issued property. All property will be released after you leave the facility. You may take some items with you. Refer to “*Property Releases*” in this handbook. You will be placed in restraints and searched. You are to follow the transport officer’s directions.

FURLOUGH

You or a family member may request a furlough by contacting your attorney or by writing the judge or courts. Only the courts can approve a furlough. The court considers your criminal history and the circumstances for the request. You are required to return to custody on the date ordered, unless the courts state otherwise.

WELFARE, UNEMPLOYMENT BENEFITS, SOCIAL SECURITY & FOOD STAMPS

While in custody, it may be unlawful to continue to receive certain benefits. If you are receiving benefits, you have a duty to advise each agency of your current status. The jail sends inmate rosters to many of these agencies. Upon release, you may have to re-apply for these benefits or repay benefits that you received but were not entitled to while incarcerated.

INMATE FORMS

All forms are available at booking or from a corrections officer during meal service. **Complete the form following all instructions.** Sign and date, and return completed form to a corrections officer at meal service times.

Approved Visitors List

This form is used to list family, friends, and religious visitors you want to visit you during your scheduled visiting time.

Sick Call Request

This form is to request to be seen by the medical staff.

Inmate Grievance

This form is used for a complaint or an unresolved issue concerning a jail rule, complaint of specific oppression or misconduct by staff in administering jail rules.

Inmate Request (Kite)

This form is used to request information concerning your sentence, fines, disciplinary appeals, cell change, commissary, property, inmate account, telephone password, etc. **The jail no longer uses paper “Inmate Requests.” All inmate communication is done via the inmate kiosk’s in the recreation room.**

Medical Release of Information

This form is to authorize release of your medical records to/from medical providers only.

Property Release

This form is to authorize a specific individual to pickup your personal property which is able to be released. After signature, it is valid for thirty (30) days.

Request for Legal Copies or Notary Services

Same process as “Inmate Request” instructions.

INMATE SERVICES

The following information is inmate services this facility offers while you are in custody.

INMATE ACCOUNT

Your money at the time of booking has been credited to your inmate account. When released from this facility, including transfer to another county or prison, a check will be given to you for the remaining balance in your account. Money in this account may be used to purchase commissary items, pay medical co-pays, prepaid telephone account, or any other expenses incurred while in custody. All fees and costs are subject to change without notice. If you have under \$1.00 in your account for more than seven (7) days, you are considered an indigent inmate and will not be denied basic goods and services. **However, any debts incurred will be maintained after**

your release from this facility and will be deducted from future money received in your inmate account.

Money can be added to your account by family, friends, or other persons by mail, brought to this facility, or by contacting the service provider via the web at *inmatecanteen.com*. You will receive an electronic receipt via the inmate kiosk when funds are deposited. It is your responsibility to keep track of your account balance.

Add money to inmate accounts:
Money orders and cashier checks mailed will be accepted. Mailing cash is not suggested.
Coins, personal checks and foreign currency will not be accepted.
Kiosk in the jail lobby accepts exact cash (\$5, \$10, or \$20 or higher bills) or debit/credit cards.
Facility lobby hours are: 24 hours

SERVICE PROVIDERS

INMATE MONEY SERVICE PROVIDER

Turnkey

- Kiosk in Main Jail Lobby – accepts dollars and debit* or credit* cards. *For a fee

Toll free phone: 866-755-5245

Website: www.inmatecanteen.com

TELEPHONE SERVICE PROVIDER

CTEL

- Kiosk in Main Jail Lobby – accepts exact cash and debit or credit cards
Customer Service – accepts debit or credit cards
Toll free phone: 866-430-0561

MAIL

A prisoner shall be permitted to receive and mail out any number of letters, but only five (5) letters per week will be mailed for you at county expense for indigent inmates. All correspondence to the court attorneys, etc., will be at county expense. The envelopes shall contain your name and correctional facility return address.

INCOMING MAIL

All in-coming personal mail will be inspected for contraband and/or money at booking. Checks, cash or money orders will be removed. The inmate's account shall be credited for the amount of monies received and the inmate shall receive a receipt for the amount received. (In-coming mail and out-going mail may be read by the jail staff if they have reasonable cause to believe that the contents could be harmful to the security and/or proper management and administration of the jail facility.) If incoming mail is received after an inmate has been released, it will be "returned to sender."

INTRODUCING CONTRABAND TO A CORRECTIONAL FACILITY (through the mail or by any other means) IS A FELONY.

Any incoming mail containing controlled or unidentified substances, weapons and/or information of criminal activity will be placed into evidence. Such activity or suspected activity will be investigated for criminal prosecution.

INCOMING MAIL REQUIREMENTS

- Incoming mail must have sender's complete name and address on the envelope.
- The mailing address to receive mail is:
Inmate's Name
Skamania County Jail
P.O. Box 790
Stevenson, WA. 98648
- Incoming mail that does not comply with the restrictions or is considered contraband will be rejected.
- Incoming mail will be inspected to prevent the introduction of contraband into the facility.

OFFICIAL MAIL

All mail to or from an inmate's attorney, the courts, the Attorney General, the Governor, or other elected officials, also mail from the law enforcement is considered "official mail". All out-going official mail will be legibly addressed and sealed. Such out-going mail shall not be inspected.

All in-coming "official mail" will not be opened nor the contents read by staff personnel, provided, however a staff officer may open such in-coming "official mail" in the inmates presence for the purpose of insuring that contraband is not sent into the facility. This type of inspection is not for the purpose and shall not be conducted in such a manner as to violate the confidentiality of such communications.

(1) Except as otherwise stated in this section, mail costs shall be the responsibility of the inmate.

(2) Mail which arrives at the institution with postage due may, at the option of the superintendent, be delivered to the inmate. The institution may pay the postage due in accordance with subsection (3) of this section, or hold the mail for a reasonable period of time so as to allow the inmate to arrange for payment of the postage due. If such arrangements are not made within the time provided, the package/mail may be donated to charity or discarded.

(3) Indigent inmates shall be authorized to receive postage up to the equivalent to the mailing cost of five standard first class letters per week. This indigent postage provision shall cover both legal and/or regular letters.

(4) The department shall recoup any expenditures made by the institution for postage due on incoming mail and/or indigent postage for letters, (as identified in subsection (3) of this section) may be recouped by the institution whenever such indigent inmate has \$1.00 dollar or more of disposable income in his/her inmate account.

OUTGOING MAIL

Outgoing mail will be stamped/marked “Skamania County Jail.”

Any outgoing mail not complying with the following restrictions will be returned to the inmate or discarded if inmate is unknown or released:

- Inmate name and the Skamania County Jail address must be readable in the upper left hand corner of the envelope.
- Addressee’s complete name and address must be readable and not obscured in the center of the envelope.
- Envelopes are pre-posted and purchased through commissary. No homemade mailing containers are allowed.
- Envelopes will not have anything considered offensive or obscene.
- No drawings, cartoons, messages, symbols, etc. are allowed on the front of the envelope.
- No contraband or food items will be sent out.

MAIL SUPPLIES

You can purchase mail items through commissary. Refer to “Commissary” in this handbook. Indigent inmates can request envelopes and writing paper through custody staff and will have up to five (5) letters mailed for them per week. **Mail item costs will be deducted from current or future money received in your inmate account.**

If your mail has been rejected, you will receive notification of your rejected mail. All rejected mail items are placed into your personal property until you are released. You have the right to have this decision reviewed by the Chief Jail Administrator or his/her designee. Complete and submit an “Inmate Request ” via the inmate kiosk. Approving a rejected mail item is at the Administrators discretion.

The grid on the next page lists items that are restricted from being received by inmate via the U.S mail.

INMATE MAIL RESTRICTIONS AND NOTIFICATION:

Type of item prohibited	Personal checks. (Only cashier checks and money orders are accepted and applied to the inmates account.
	Polaroid type pictures.
	Food or clothing items.
	Foreign/unidentifiable substances.
	Illegal materials or substances.
Size/type of mailing items prohibited	Stamps or stickers or items glued or taped to the envelope or letter.
	Stationary or envelopes.
	Non-paper material, including corrugated cardboard.
	Photos or greeting cards padded, musical, laminated or larger than 8"x10".
Publications prohibited	Hardbound books.
	Magazines and newspapers. Soft cover books, and similar items which are not sent directly from the publisher, book club, retail bookstore or recognized internet bookseller will also be denied.
	Magazines or other publications that contain nudity, obscene or sexually explicit material or are considered adult entertainment.
Content of correspondence prohibited	Gang related material.
	Pictures or drawings containing nudity, obscene or sexually explicit material.
	Correspondence that is in code.
	Correspondence from other inmates that has not been authorized by a sergeant.
	Threats of blackmail or extortion.
	Threats of physical harm against any person or threats of criminal activity.
	Information which, if communicated, would create a risk of violence and/or physical harm to any person.
	Inflammatory material or markings (promoting ridicule or scorn of any ethnic, racial, religious or other group).
	Material that threatens or is detrimental to the security, good order, or discipline of the facility.
	Plans to escape, or depiction or description of blueprints or operational details on an institution's security.
	Plans for activities in violation of facility rules, or for criminal activity.
	Correspondence between parties with whom there is a valid court order in place. ie, protection orders, etc.

LAW LIBRARY

Federal case law indicates you must have "Meaningful access to the Courts." Your attorney provides you with meaningful access to the Courts.

A law library is made available to you in electronic format via the inmate kiosks in the recreation room. Select "Skamania Law Library" after logging on to access this feature.

RELIGION

All inmates, upon request, shall be allowed visitation and religious services by a clergyman of the Christian faith, Jewish faith or any other widely recognized faith.

Services or visitation shall be between the hours of

8:00am – 10:00pm and may be denied if the visitation interferes with the management or security of the jail facility.

The Skamania County Jail currently offers two religious services on Saturday afternoon and Sunday evening. Attendance at any service that may be allowed within the facility shall be voluntary. Any prisoner who does not wish to hear or participate shall not be exposed to the religious service.

HAIR CARE

Basic hair care is available to all inmates by inmate labor. Inmates may receive hair care services on request, at inmate expense, as time and staffing allow.

PROFESSIONAL VISITS

Professional visits are between the hours of 8:00 a.m.-10:00 p.m., except during meal periods. Professional visitors may include attorneys, law enforcement, correction officers, polygraphists, private investigators and mental/medical evaluators. Professionals, excluding law enforcement, not involved in your current criminal case may need a court order to visit you.

MEALS

You will receive three (3) meals daily and at least one (1) will contain hot food, unless circumstances prevent serving hot food. A registered dietician reviews the meals nutritional content to insure all nutrients are provided. Special diets may be approved. Submit an "Inmate Request" on the inmate kiosk if you have a special diet need. Religious diet needs are approved by the jail Sergeant's. Only religions recognized by Washington State Department of Corrections may be approved. Under no circumstances will changes in meals be made because of food likes or dislikes.

HEALTH SERVICES AND INFORMATION

We expect you to do your part in staying healthy while in custody by following sanitary procedures and a high degree of personal hygiene. Health services are available to you if needed.

Emergency care is available twenty four (24) hours a day. If you are having an emergency, contact staff immediately and medical will be notified. You may be responsible for medical costs incurred. If you have medical insurance, provide the information to the medical providers treating you.

For non-emergency medical services, complete and submit a “*Skamania County Jail Sick Call Request.*” Routine sick calls are conducted each week. Emergencies will be tended to immediately.

Co-pays are charged for medical services and prescriptions. All prescription co-pays are non-refundable. Indigent inmates will not be denied necessary medical care. **All co-pays will be deducted from your current and/or future money received in your inmate account.** ALL medical costs due to inmate violations may be charged to the infractioned inmate found guilty.

A copy of the health care services provided to you is kept on file. Federal HIPAA laws protect these records and your private health information. All information is confidential and will not be released or disclosed without your consent except as needed to provide health care while you are in custody or unless the law authorizes it. Copies of your medical records will not be made while you are in custody, but can be requested after leaving the facility.

MENTAL HEALTH SERVICES

Mental Health services are available to you. Contact staff immediately if you are having a crisis. Except in case of a crisis, complete and submit an “*Inmate Request Form*” in advance. You will usually be seen by mental health within twenty four (24) hours.

MEDICATION

The medications you take when out of custody will first need to be **verified**. You will need to sign a Release of Information form provided by staff. After verification, medical staff may approve for you to continue taking the medication(s) you came in with. Medical staff may also prescribe you new medication(s) of the same type but may not be the same brand of medication(s) you receive out of custody. Your medication(s) prescribed by our practitioner will be dispensed by custody staff. You are responsible to:

- Respond promptly when called for medication.
- Line up single file and wait for your medication.
- Bring a cup of water with you.
- Swallow your medication in front of the medical staff, and then show that it has been swallowed.

If you fail to follow these rules, you will be infraacted and risk the possibility of the cancellation of your medication, with doctor's approval.

You can purchase from commissary and possess up to a one (1) week maximum combined supply of any/and all types of pain relievers such as Tylenol®, Advil®, or Motrin®. Refer to "Commissary" in this handbook.

Indigent inmates may still request pain relievers through medical. An office visit is required for Tylenol and **all co-pays will be deducted from future money received in your inmate account.**

For safety reasons inmates housed in or going to certain housing units; will not be able to order or possess pain relievers. (i.e. special needs, observation, suicide watch).

DENTAL SERVICES

Dental care requiring emergent medical attention is available. Routine or specialty care is not available. Complete and submit a "*Skamania County Jail Sick Call Request*" to be referred to the dentist for care by the jail practitioner. If you are having pain, pain relievers are available through commissary or you could see the medical staff.

MEDICAL GRIEVANCE

If your medical care by our medical staff was unsatisfactory you may grieve your medical care. Each level and written response must use the original form. All steps and timelines must be followed in order to prevent rejection of your medical grievance and exhaust all administrative remedies.

Grievance timelines are as follows:

- You have seven (7) days from the time of the event to submit an *“Inmate Grievance Form.”*
- You will receive a written response from the jail administrator within five (5) business days.
- If you’re not satisfied with the response, you have forty eight (48) hours from receiving your answer to file your grievance to the next level. You must list a reason why the response didn’t resolve the grievance.
- Each administrative level has ten (10) business days to respond.

BIOLOGICAL SAMPLES

The jail may need to take biological samples of you required by the courts or for safety and security of the facility.

DNA SAMPLES - Courts may require a sample of your DNA while in custody or before your release. You may be charged for the costs.

INMATE PRIVILEGES

The following are privileges you may receive based on your ability to follow jail rules, show good behavior and obey staff directions at all times.

COMMISSARY

You may purchase various items which may include candy, snacks, personal hygiene, clothing, mailing and other misc. items through commissary twice a week. Commissary is ordered using the inmate kiosks in the inmate recreation area. You will need your inmate account number and pin number to accomplish this. Inmates restricted for medical or disciplinary reasons may receive limited items through commissary. Indigent inmates can order indigent items. You will need to keep receipts for all commissary items.

Commissary Schedule		
Delivery Day	Tuesday	Friday
Lobby Money Deadline	Sunday, 9:00pm	Wednesday, 9:00pm
Online Money Deadline	Sunday, 9:00pm	Wednesday, 9:00pm

Cost of items are deducted from your inmate account. Indigent inmates can order indigent items and **costs will be deducted from future money received in their inmate account.** It is your responsibility to keep track of your account balance. Money must be credited to your account by the deadline before delivery day, with the exception of holidays.

RECREATION

The Skamania County Jail utilizes a recreation area, which inmates may utilize when time permits by the jail staff. Every reasonable effort shall be made by the jail staff to enable each inmate time in the recreation area. Other moderate forms of exercise may be accomplished in the living pods such as push-ups, sit-ups, or other low impact exercises.

Note: There is an outside recreation area available for inmates to get fresh air during your recreation time.

LIBRARY

Access to the library is during your pod's indoor recreation schedule. You may check out up to five (5) books at one time (excluding religious material). You are allowed to have in your cell or in your possession a total of five (5) books, excluding religious material.

TELEVISION

Television is provided in the recreation room and the programs will be determined by a majority vote of inmates watching the TV. Television privileges are at the discretion of the correction officer and may be given after passing daily inspection. Any tampering with the television system or parts may result in denial of television privileges. Repairs needed for standard (typical) wear will be done as quickly as possible and may take several days, but for tampering or abuse it may take several weeks.

VISITATION

Visiting times are Tuesdays and Thursdays, from the hours of 6:00pm to 9:00pm and Sundays from 9:00am to 11:00am and again from 1:00pm – 5:00pm.

If there are more than two visitors per prisoner, the time will be equally apportioned among all visitors. You and your visitor(s) will conduct yourself in a reasonable manner or the visit will be terminated.

You will be given an “*Approved Visitor's List*” at booking. You can have up to four (4) approved visitors on your list. You will be able to change your visitation list on the 1st of every month.

The following persons may be denied entry for visitation:

- Persons who have been incarcerated in the Skamania County Jail within the past six months and during that time had disciplinary action that could give concern of danger to the safety or security of the facility.
- Any visitor under the influence of alcohol or controlled substance.
- Juveniles not accompanied by a parent or guardian.
- Request by inmate not to see a particular visitor.
- Reasonable grounds to believe that a particular person would present a substantial danger to jail security or management or the welfare of prisoners, staff or other visitors.

- Any person who may have been a witness or involved in a pending case that could cause a conflict for the investigative authority.
- Any persons with an outstanding warrant for their arrest regardless if the issuing agency will confirm on the warrant.
- Visitors with whom there is a valid no contact or protection order in place.

Visitors must:

- Have valid/current governmental photo identification to visit.
- Be eighteen (18) years of age or older.
- Visiting juveniles under the age of eighteen (18) must be accompanied by an adult who has authority over the juvenile and will need to provide documents* of authority.
- Visitors determined inappropriately dressed will be denied visiting.
- Parents must provide state issued birth certificate. Other adults must provide court or notarized legal documentation

Visitation is not a right. Any violation that directly relates to visitation could cause that inmate or visitor to be denied their visitation privilege.

TELEPHONES

Telephones are provided in each pod and shared by all inmates. You are not allowed to receive incoming personal calls. Calls are collect only, a maximum of fifteen (15) minutes long, and are recorded and subject to monitoring with the exception of attorney calls. You must use the inmate number given to you at booking to utilize the phone. **Please note that no pin is required to contact your attorney.** Abuse of the phone system is grounds for discipline.

Telephones are available following morning headcount until 10:00 p.m. The telephone service provider monitors and controls telephone availability. The telephone service provider offers discounted prepaid phone accounts through commissary or the telephone company. Contact the provider for more information. If you are having problems with your phone account contact customer service for help at 866-430-0561.

PROGRAMS

For information about or to register, complete and submit an “*Inmate Request Form*” via the inmate kiosk.

Current programs:

- AA/NA - Support group for inmates in recovery of substance abuse or alcohol and drug addiction.

IN-CUSTODY WORK PROGRAMS

Inmate work programs and trustee assignments are considered a privilege and may be available to qualified inmates. **Any inmate charged with or convicted of assaulting a staff member (Custodial Assault etc.), will not be eligible for a trustee work program.**

Staff has the authority to suspend an inmate from trustee status pending a disciplinary hearing and/or an administrative review by the Disciplinary Sergeant or designee. Inmates that are removed from trustee status will not be eligible again during the remainder of their time in jail.

JAIL TRUSTEE ASSIGNMENT

Jail Trustee assignments are for maintenance and janitorial duties. Inmates are chosen from a list of qualified inmates. Additional requirements may be requested by screening personnel depending on the needs of the individual program or the specific job assignment. **A written request for this program is NOT accepted.**

JAIL WORK CREW

Inmates are screened for the Jail Work Center. If you qualify, you will be notified and placed on a waiting list.

WORK CREWS:

Inmates will be automatically screened for IN-CUSTODY work crews.

WORK RELEASE:

A court order is required in order to be screened for work release. When a court order is received you will be screened and notified of the final decision.

GOOD TIME

The good time policy allows sentence reduction for sentenced inmates unless otherwise determined by the court or offenses are ineligible. SOSA, or inmates convicted of a sex crime, do not earn good time. Inmates with serious violent offense earn reduced good time credit. If you are eligible, you will earn good time credit, provided you demonstrate good behavior throughout your stay in this facility. Earned good time may be taken away as a result of disciplinary sanctions.

Good time shall be awarded on the following basis:

- A sentence of thirty days or less - one day for each seven days served.
- A sentence of more than thirty days - five days for each thirty days served.

In addition to the above guidelines, sentenced inmates who are appointed to work crew or trustee status, to work within the facility or outside of the facility, may receive ten days per thirty days served. (This does not apply to convicted sex offenders or those convicted of domestic violence charges.) Additional "good time" may be awarded to those trustees or other inmates who demonstrate, by their actions, an extraordinary effort on their part to earn additional good time. Additional "good time" shall be awarded only with approval of the Sheriff.

INMATE BEHAVIOR AND DISCIPLINE GUIDELINES AND CONSEQUENCES

We expect that you will be responsible, display good behavior, obey jail rules and staff directions at all times. If you choose not to adhere to these expectations, you will be held accountable. This may be through the courts and/or the jail discipline system. The following is disciplinary guidelines and consequences.

DISCIPLINARY SANCTIONS

You are given a variety of privileges detailed in this inmate handbook. This includes good time for sentenced inmates. These privileges may be restricted or denied as disciplinary sanctions for non-infraction incidents. Other appropriate sanctions may be deemed necessary by the Sheriff, Chief Jail Administrator, disciplinary hearing, disciplinary sergeant or designee.

Possible Disciplinary Sanctions	Maximum
Inmate Work Programs	Removal from program.
Major disciplinary hearing	Processing fee.
Loss of good time (Includes trustee good time.)	Any or all accrued or potential good time.
Loss of telephone access (Except attorney calls.	
Placed in disciplinary segregation or lockdown status	Ten (10) days per incident.
Restitution for damages (Disciplinary hearing required.)	Amount of damages charged to inmates account.
Medical costs for ALL incidents including fights (Disciplinary hearing required.)	Medical costs charged to inmates account.
Suspension of commissary except hygiene and mail items.	Four (4) weeks.
Suspension of recreation	Thirty (30) days.
Suspension of visiting privileges	Thirty (30) days.

DISCIPLINARY SEGREGATION

This is a separate housing unit for inmates who have violated jail rules. Inmates may be allowed a pencil, paper, hygiene items, legal and religious reading material (quantity will be limited). Inmates will be in lockdown twenty three (23) hours per day.

MINOR INFRACTIONS

Minor infractions are divided into four (4) classes: 100, 200, 300, and 400 series. Staff may give a warning or an infraction for minor violations of jail rules.

MINOR INFRACTIONS	
100	Bedding or linen used to block officer's view of the bed or pod area.
101	Abusive language directed to a staff member.
102	Unmade bunk when not occupied.
103	Failure to keep ones person and one's quarters in a clean orderly fashion.
104	Loaning of property for profit.
105	Using any equipment or machinery, which is not specifically authorized.
106	Using any equipment or machinery in an unsafe or unauthorized manner.
107	No jail uniform on when out of bunk area.
108	Encourage others to commit a minor infraction.
200	Lying or knowingly providing a false statement to a staff member.
201	Unauthorized use of/or possess more than allowed jail issued clothing, shoes, linen items or hygiene items.
202	Unauthorized use of or take food/beverage from/in the kitchen or off food carts. (Includes: hide, sample or eat.)
203	Touch others in a non-sexual manner. (Includes: feed another, hug, rub or pat any part of their body.)
204	Disrespect towards staff or others.
205	Crossing the yellow line in the pod.
206	Save food after meals.
207	Refusal to clean as instructed.
208	Failure to perform work as instructed.
209	Interfere with staff in the performance of duties.
210	Intentional failure to follow safety and sanitary regulations.
211	On glass of pod door.
212	Exercising in pod.

MINOR INFRACTIONS (continued)	
300	Possess contraband which poses no threat to safety or security. A non-issued or altered item.
301A	Passive refusal to follow legitimate order of the jail.
301B	Passive refusal to follow legitimate order of the jail which does not involve physical contact between staff and other prisoners.
302	Write, cover or hang anything on walls, doors, vents, bars, light fixtures, sprinkler heads, or beds/bunks.
303	Being present in an unauthorized area.
304	Failure to report to work on time or as scheduled.
305	Un-excused absence from work or any assignment.
306	Solicitation of goods and/or services for which the provider would expect payment when the resident knows or should have known he/she has no funds to pay for such goods or services.
307	Refusing to submit to a breathalyzer, or other standard sobriety test.
308	Refusing to submit to a urinalysis or blood test under medically acceptable conditions, when requested in writing to do so by a supervisory employee or licensed medical staff.
309	Disrupt or divert staff in meeting operational needs.
310	Intentional failure to perform according to an administrative action after determination of appeal or appeal time has lapsed.
400	Unauthorized use of/or transfer personal items, or possess other's personal items. Examples are phone cards and commissary.
401	Violation of any visiting rule.
402	Make repeated unwanted or nuisance phone calls.
403	Communicate with inmates in other living areas outside of authorized channels. This includes attempts to bypass the Skamania County Jail mail policy.
404	Communicate with the public outside authorized channels. (Authorized channels are jail visiting, US Mail or regular telephone calls.)
999	Attempting to commit, aiding another person to commit any of the offenses shall be considered the same as the commission of the offense itself.

Major infractions are divided into three classes: 500, 600 and 700 series. All major infractions are heard by an impartial hearing board.

MAJOR INFRACTIONS	
500	Committing three (3) or more minor infractions.
501	Lying to staff with intention of causing an innocent person to be penalized or proceeded against.
502	Tattooing or self mutilation.
503	Unauthorized possession of officer's staff clothing.
504	Threatening another with bodily harm or with any offense against his/her person.
505	Lying to the hearing committee.
506	Refusing to submit to a body search when lawfully ordered to do so by Correction staff.
507	Smoking or possessing cigarettes, tobacco, matches or other substances.
508	Commission of any general infraction or local rule in such a manner as likely to result in danger to life or limb or to create a risk to the orderly operation of the institution or the health and safety of its residents, staff or visitors shall be considered a major infraction, provided there is substantial evidence which establishes there was such a danger.
600	Unauthorized possession of money or other negotiable instruments.
601	Refusing to obey a lawful order of any staff member.
602	Giving, selling or trading money or anything of value to, or accepting purchasing money or anything of value from another inmate, a member his/her family, or his/her friend except when authorized in writing.
603	Rioting.
604	Inciting others to riot.
605	Engaging in or inciting a prohibited group demonstration.
606	Counterfeiting, forgery, or unauthorized reproduction of any document, article or identification, money, security or official paper.
607	Giving or offering any official staff member or a volunteer a bribe or anything of value for a favor or unauthorized service.
608	Assaulting any person.
609	Fighting with any person (except in self defense.)
610	Extortion, blackmail, demanding or receiving money or anything of value in return for protection against others or under threat of informing.
611	Intentionally or recklessly setting a fire.

MAJOR INFRACTIONS (continued)

612	Stealing or knowing to have possession of stolen property. The unauthorized taking of extra portions of food shall be considered the same as theft.
613	Gambling.
614	Tampering with or blocking any locking device.
700	Intentionally mutilating, altering, defacing or destroying County property.
701A	Possession or introduction of any gun, firearm, weapon, sharpened instrument, knife or unauthorized tool or components thereof.
701B	Possession, introduction, transfer or use of any narcotics, controlled substance or related paraphernalia.
701C	Possession, introduction, transfer or use of any intoxicant or drug not prescribed or authorized for the inmate by medical staff.
702	Being intoxicated, or under the influence of any unauthorized drug, narcotic, controlled substance, or other intoxicant.
703	Making intoxicants, controlled substances or narcotics.
704	Engaging in sexual acts with anyone.
705	Committing an act which constitutes a felony or misdemeanor under state law.
706	Holding a person hostage.
707	Violating conditions of leave.
708	Escape.
709	Intentionally or recklessly destroying or damaging state property of another person.
710	Possession or introduction of an explosive or any ammunition or components thereof.

INFRACTION SANCTIONS

Any inmate who is suspected or found to have violated any law may have criminal charges filed in the appropriate court in addition to jail disciplinary sanctions.

If you have violated a jail rule an infraction will be written and sanctions may be imposed. You will receive a copy of the infraction before the officer's shift ends or after the investigation is complete.

Sanctions imposed on multiple violations during a single incident will run concurrently. Sanctions for separate discipline incidents (including minor infractions) will run consecutively.

The following are minimal disciplinary sanctions for infractions:

Sanctions	Minor Infractions				Major Infractions		
	100 Series	200 Series	300 Series	400 Series	500 Series	600 Series	700 Series
Lockdown	Twenty four (24) hours		Forty eight (48) hours		Three to five (3-5) days	Six to ten (6-10) days	Eleven to thirty (11-30) days
Programs, Recreation, Library	One (1) day	One to three (1-3) days	Five to seven (5-7) days		During Lockdown		
Recreation** (Lockdown Substitute)	Three (3) days		One (1) week		Two (2) weeks	Fifteen to thirty (15-30) days	
Commissary* (includes smart card)		One (1) week		Two (2) weeks	Three (3) weeks		Four (4) weeks
Visiting Privileges (may include phone privileges if you are making unwanted phone calls)			First (1 st) offense	One (1) day	Two (2) weeks	Three (3) weeks	Four (4) weeks
			Second (2 nd) offense	One (1) week			
			Third (3 rd) offense	Two (2) weeks			
			Fourth (4 th) offense	Three (3) weeks			
Good Time					Three to five (3-5) days	Six to ten (6-10) days	Eleven to thirty (11-30) days
Trustee Status					To be determined		Permanent

*Beginning date of commissary sanctions will be established by Commissary.

**The infracting officer may substitute loss of recreation for lockdown.

MAJOR INFRACTION SANCTIONS

Disciplinary hearings will determine guilt or innocence for a major infraction. If found guilty, the hearing board will impose sanctions. If sanctions are outside of the standard range, the hearing board must give written justification. Pending a disciplinary hearing, inmates may be in lockdown at the discretion of the on duty Sergeant.

HEARING PROCESS

The infraction report is your notice that you have violated a rule. In cases of major infractions this will also serve as your record of the hearing. Disciplinary hearings will determine guilt or innocence based on the evidence presented. Sanctions will be imposed if found guilty. Summaries of disciplinary hearings will be recorded in writing. You may be held accountable for discipline violations from a previous incarceration or while on escape status. Example: An inmate bails out prior to or just after a disciplinary hearing and returns to jail a month later. The hearing can still be held and/or sanctions can still be imposed.

It is an inmate's right to attend a hearing, however:

- If you are unruly, the hearing board may recess the hearing.
- If you refuse to attend the hearing, it will be held in your absence.
- If there is a safety concern for staff and/or other inmates if you attend the hearing, your right may be suspended.
- If you are incapable of representing yourself, you shall be advised of your right to be assisted by another person. This person may help and assist you if it does not compromise or violate safety or security.

During a hearing:

- The misconduct report listing the charges will be read to you.
- You may admit or deny these charges.
- You may tell your side of the story and present evidence and witnesses; unless presenting such evidence or witnesses may risk the safety of staff or other inmates.
- Inmates have no right to cross-examine witnesses or confront accusers.
- All inmates retain the right against criminal self-incrimination. However, your silence may result in an unfavorable decision in the administrative/disciplinary hearing.
- At an administrative/disciplinary hearing, you have no right to remain silent if criminal self-incrimination is not possible. If you fail to answer questions or refuse to speak on your own behalf, the hearing officer(s) can make an adverse conclusion, which can be included in the evidence relied upon in determining guilt or innocence.

APPEALS

You have a right to appeal any discipline, major or minor violations. Discipline is not subject to the grievance procedure. Complete and submit a “*Disciplinary Hearing Appeal*” form to start the process. Each level and written response must use the original form. All steps and timelines must be followed in order to exhaust all administrative remedies.

MINOR INFRACTIONS:

1. Within twenty four (24) hours of receiving the minor infraction notice you may appeal to the Discipline Sergeant.
2. The Discipline Sergeant has five (5) business days to respond.
3. After receiving the Discipline Sergeant’s response, you have twenty four (24) hours to appeal to the Chief Jail Administrator or his designee.
4. The Chief Jail Administrator or his designee has five (5) business days to respond.
5. You may not appeal minor discipline past the level of Chief Jail Administrator or his designee. The Administrator’s ruling is final.

MAJOR INFRACTIONS:

1. Within twenty four (24) hours of receiving the major infraction notice you may appeal to the Discipline Sergeant.
2. The Discipline Sergeant has five (5) business days to respond.
3. After receiving the Discipline Sergeant’s response, you have twenty four (24) hours to appeal to the Chief Jail Administrator or his designee.
4. The Chief Jail Administrator or his designee has five (5) business days to respond.
5. After receiving the Chief Jail Administrator or his designee’s response, you have twenty four (24) hours to appeal to the Sheriff.
6. The Sheriff has five (5) business days to respond.