

INMATE RULES & REGULATIONS



ALACHUA COUNTY SHERIFF'S OFFICE DEPARTMENT OF THE JAIL
3333 NE 39th Avenue
Gainesville, FL 32609

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To the inmate:

This Handbook is provided to help answer any questions you may have during your confinement in the Department of the Jail. One of our objectives is to protect your rights. It is also important that you respect the rights of your fellow inmates and the staff members. You will benefit by becoming familiar with the contents of this handbook. It contains the rules and regulations that govern the facilities and the individuals incarcerated within them. It also provides information on many programs and services available to you while detained and following release.

Director, Department of the Jail

**The Alachua County Sheriff's Office
will not tolerate inmate sexual
battery/abuse.**

While you are incarcerated, no one – neither inmate nor any staff member – has the right to pressure you to engage in any sexual act.

If you are victimized, report the incident IMMEDIATELY to a staff member. You may also call **491-4539**, toll free, from any cell area to report the incident. Clearly state and SPELL your last name when leaving message. Staff will immediately protect you from the assailant and will refer you for a medical exam.

Any sexual activity between inmates and staff, or inmate and inmate, is prohibited and will be investigated. Violators will be subjected to a full range of criminal and administrative sanctions.

Pepper Mace and Electronic Stun Devices

For the safety of staff and other inmates, this facility uses pepper mace and electronic stun devices for controlling unruly or aggressive inmates. If you are given a verbal order by a staff member to cease resisting, you should comply immediately to prevent possible application of an aerosol pepper spray or activation of an electronic charge that will incapacitate you. Pepper spray is a biodegradable agent and the effects of being sprayed are only temporary, lasting approximately forty-five minutes. The effects of the electric shock are also temporary and cause no permanent harm. In either case, if you comply with verbal orders when given, neither will be used.

ATTENTION
Alachua County Jail Inmates

As an added convenience to you and your friends and family, the Alachua County Sheriff's Office Department of the Jail is now offering an opportunity for cash deposits in a lobby Kiosk money machine.

Visitors may deposit in \$5 dollar minimum increments, U.S. currency, to your Inmate Trust Fund account. The visitor may also use a *DISCOVER*, *VISA*, *MASTERCARD* or *AMERICAN EXPRESS* to deposit funds, too.

These dollars may be deposited 24 hours a day and are real-time transactions. Of course, some of you are responsible for subsistence fees but those do not prohibit your spending opportunities with Commissary.

The Kiosk/Money Machine is operated by a third-party, not the Alachua County Sheriff's Office. A small fee is charged to the depositor each time money is put in your account.

The depositor must know your full name and MNI number to leave money. That is YOUR responsibility.

Also, as an added convenience to you and your friends and family, bonds may also be paid using a credit or debit card through Government Payment Service, Inc. (GovPayEXP) at 1-888-277-2535 or www.govpaynow.com. The Pay Location Code (PLC) number for the Alachua County Sheriff's Office Department of the Jail is 6707.

Housing Unit Sanitation Guidelines

- 1) Inmates are responsible for the cleanliness of their cell and all common areas of the housing unit to which they are assigned.
- 2) Housing units and cells will be kept ready for inspection from 6 am till 6 pm.
- 3) All housing units will have a daily clean up list.
- 4) Clean up will be completed after each meal and prior to the closing of the floor at night.
- 5) The showers will be cleaned every night at 2200 hours.
- 6) Each night inmates will be chosen in alphabetical order and assigned a clean up duty. At the end of a 24 hour period, the next inmates on the housing locator will be placed on the list.
- 7) All property (personal and county issue) will be stored in the issued green tote. Property that does not fit in the green tote will be sent to property.
- 8) Lids must remain on totes at all times.
- 9) Dirty clothing items may be either folded neatly and placed on top of the green tote or stored under the bottom bunk. Dirty clothing placed in a laundry bag (if provided) will be stored under the bottom bunk or on top of the green tote.
- 10) Wet towels/wash clothes may be hung at the end of bunks or on top of green totes to dry. After these items have dried they will be stored in the green tote.
- 11) Uniforms are to be folded and placed on top of green totes when not worn.
- 12) Green totes will be stored under the bottom bunk. In units 1 - 4E and 3D the green bins will be stored under the table in the cell. Shoes shall be neatly stored under the bottom bunk next to the green bin(s).
- 13) Vents in cells shall not be blocked in any way.
- 14) The only item to be stored on the shelf or desk in the cell is toilet paper. No more than two (2) rolls of toilet paper may be stored in these areas at one time. One roll may be stored within the built in holder of the toilet.
- 15) At no time will any windows or doorways be blocked in any way by any type of item. This includes any items hung across windows and doorways.
- 16) All inmates may have a small bag in their cell from 10 pm till 8 am for the purpose of holding garbage. These bags must be stored under the bottom bunk during the hours of 8 am till 10 pm.
- 17) Built in bunk storage areas will not be used to store any items or materials at any time.
- 18) Pictures and graffiti will not be posted on cell walls/doors at any time.

Violations will result in 24 hour sanitation lock-off or formal disciplinary action

I. SEXUAL ABUSE/ASSAULT AWARENESS

A. DEFINITIONS

1. Inmate-on-Inmate Sexual Abuse/Assault – One or more inmates touching, or other actions and/or communications by one or more inmates aimed at coercing and/or pressuring another inmate to engage in a sexual act. Sexual acts or contacts between inmates, even when no objections are raised, are prohibited acts.
2. Staff-on-Inmate Sexual Abuse/Assault – Engaging in, or attempting to engage in a sexual act with any inmate or the intentional touching of an inmate's genitalia, anus, groin, breast, inner thigh or buttocks with the intent to abuse, humiliate, harass, degrade, arouse or gratify the sexual desire of any person. Sexual acts or contacts between an inmate and a staff member, even when no objections are raised, are always illegal.

B. SELF PROTECTION AND PREVENTION

1. While incarcerated, no one has the right to pressure you to engage in sexual acts. Inmates do not have to tolerate sexual assault or pressure to engage in unwanted sexual behavior.
2. Everyone can take steps to reduce the possibility of sexual assault. Some of those steps are:
 - a. Choose your associates wisely. Look for people who are involved in positive groups and activities.
 - b. Avoid being alone.
 - c. Do not accept gifts or favors from others. Most gifts come with a string attached.
 - d. Do not accept an offer from another inmate to be a protector.
 - e. Avoid borrowing and becoming indebted to someone.
 - f. Find a staff person with whom you feel comfortable discussing your concerns about sexual misconduct.
 - g. Carry yourself in a confident manner. Do not permit your emotions (fear/anxiety) to be obvious to others.
 - h. Be alert! Contraband substances such as drugs and alcohol will weaken your ability to stay alert and make good judgments.
 - i. Be direct and firm if others ask you to do something you do not want to do.
 - j. Stay in well-lit areas.
 - k. Trust your instincts. If you sense a situation is dangerous, it probably is.
3. It is NEVER appropriate for a staff member to make sexual advances, comments or to engage in sexual contact with an inmate. Even if the inmate wants to be involved with the staff member, the staff member is not allowed to respond.

4. It is not appropriate for an inmate to approach a staff member in a sexual nature - this type of behavior is prohibited and corrective action will be taken to stop such behavior from occurring.
5. Any sexual activity between inmates and staff, or inmate and inmate, is prohibited and will be investigated. Violators will be subjected to a full range of criminal and administrative sanctions.

C. REPORTING PROCEDURES

1. Sexual misconduct is prohibited, but it must be reported before action can be taken. Do not rely on anyone else to report misconduct - when it is experienced or seen, report it immediately.
2. If you are victimized, immediately report the incident to a staff member. You may also call 491-4539, toll free, from any cell area to report the incident. Clearly state and spell your last name when leaving a message. Staff will immediately protect you from the assailant and will refer you for a medical exam.
3. Keep in mind a thorough investigation takes time. The investigation must clearly support or refute any allegation with evidence, information gathered from witnesses, and documentation.
4. After the investigation is finished, one of the following decisions will be reached:
 - a. There is sufficient evidence to conclude the allegation is true.
 - b. There is insufficient evidence to conclude the allegation is or is not true.
 - c. There is enough evidence to prove that the allegation is not true. This means that the evidence shows that the inmate made a false allegation. If the investigation proves the inmate made a false allegation, she/he is subject to corrective action being taken including discipline.
 - d. There is not enough evidence to prove that the allegation is true, but there is evidence to prove that another law, policy or rule was violated.

D. TREATMENT AND COUNSELING

1. Even though you may want to clean up after the assault, it is important that you advise staff immediately, or as soon as practical, and be seen by medical staff before you shower, wash, drink, change clothing, or use the bathroom. Medical staff will examine you for injuries, which may or may not be obvious to you.
2. It is very important that you understand that you can receive medical care. The medical care is for the purposes of treating any injuries and keeping you healthy. Medical information gathered during treatment is confidential.
3. Any form of coerced or illegal sexual activity is degrading and may result in psychological distress.
4. Inmates should be aware that trauma recovery is time sensitive and needs to be addressed as soon as the problems are identified. Mental health staff

members within the facility are available to help inmates recover from the emotional impact of sexual assault.

II. INMATE RULES AND REGULATIONS

A. Inmate Conduct:

1. Inmates will obey all of the rules and regulations of the Alachua County.
2. Jail. Inmates will not display disruptive, threatening, or abusive behavior toward other inmates and/or staff.
3. If behavior is disruptive, disciplinary measures will be taken in accordance with the Alachua County Jail disciplinary charges and penalties.
4. Criminal charges may be filed as a result of criminal behavior.

B. Identification Wristbands

1. Identification wristbands will be given during the booking-in process.
2. Failure to wear an identification wristband will result in disciplinary action.
3. Wristbands shall not be altered, destroyed or loaned to another inmate; otherwise disciplinary action may be taken.
4. All lost or stolen identification wristbands must be reported to security staff immediately.
5. I.D. wristbands must be worn to receive services (commissary, medical, visitation, etc.).

C. Approved Inmate Property

1. Inmates may have the following items in their possession:
2. One (1) each: mattress, pillow, pillowcase, blanket, towel, wash cloth, uniform (general population), *gym shorts (white only), *thermal underwear (white only), *sweatshirt (gray only), Bible or Koran, address book, prescription eye glasses.
3. One (1) pair each: shower slides-jail issued, *canvas shoes, tennis shoes (trusties only)
4. One (1) jacket issued to outside trusties only.
5. Two (2) each: sheets, shoes (trusties only)
Two (2) each: library books
Five (5) each: *brassieres (sports bras), underwear, *t-shirts-must have sleeves, *socks (all of the previous items must be white only)
NOTE: *These items can be purchased from Commissary.
6. Inmates are allowed to purchase sporks from Commissary. Inmates are allowed to have five sporks in their possession.
7. No tank top type t-shirts are allowed.
8. Items approved through an inmate request form.
9. Only items that fit in your "Green Tub" container will be allowed, foot wear is not required to be put into this tub.

10. The following items will be issued to you upon initial admission to the facility. If you lose or damage any of the items listed (e-i) in vi-xi, you will be charged for their replacement costs. These items are your responsibility and must be returned before you are released:
 - a. toothpaste/toothbrush
 - b. comb
 - c. soap
 - d. feminine hygiene items as appropriate
 - e. Footwear-shower slides only
 - f. Brassieres (sports bras), (2)
 - g. Underwear, (2)
 - h. Two (2) bed sheets and (1) blanket
 - i. One (1) razor: is issued by the officer on the housing unit and is returned to the officer immediately after use
 - j. One (1) each: mattress, pillow, pillowcase, towel, wash cloth, uniform, and tub/container
11. You may keep a black pen, writing tablet, and a reasonable amount of legal materials and letters.
12. You may keep a moderate sized plain religious cross or medallion and a wedding band if you are in possession of it upon arrest. These items may not have stones of any kind in them.
13. The Department of the Jail does not provide support or supplies for Contact Lens use. Contact Lens supplies are available for purchase through commissary.
 - a. Contact Lens supplies will not be allowed to be sent to or brought into the facility. They are only available by purchase through commissary.
14. Hearing aids are allowed once approved by security. Replacement batteries for hearing aids are provided by the contracted medical provider. Necessary repairs to hearing aids will be provided by the contracted medical provider.
15. Any items or articles not listed above, or items that have been altered from their original condition, or items passed from one prisoner to another, a prisoner to a visitor, or a visitor to a prisoner, without proper authorization, is considered contraband. Any inmate found in possession of contraband will be subject to disciplinary measures, and/or legal proceedings.

D. Extra Property

1. Items other than previously listed must be requested for approval by submitting an Inmate request form addressed to property. These forms can be obtained through the housing unit. Provide a full explanation as to why these items are needed.
2. Items requested must be approved by the Security Operations Captain or if requested for medical reasons, the facility physician, and the Security Operations Captain.

E. Incoming Property

1. Hand delivered packages will not be accepted except for one set of Court

clothes, no sooner than seven (7) days before jury trial or trial. All other reasons for Court clothes must come from your attorney.

2. Shoes not provided by Commissary (due to limited sizes) may be delivered or mailed to the facility with the approval of the Security Operations Division Commander or designee. Only basic, inexpensive tennis shoes will be allowed.

F. Inmate Property and Money Receipt/Release

1. If an inmate wishes to release his/her property to friends or relatives, a property release form must be completed and signed by the inmate and submitted. Obtain this form from the duty post officer.
2. When this is completed all of your property not in your immediate possession must be released.
3. The only exception is one complete set of clothes to dress in upon release from this facility.
4. Property will be released AFTER 1:00 PM.
5. Money can be released from your account only one (1) time during your incarceration. Repeated releases will not be approved.
6. Money deposited in an inmate's account will not be available for commissary purchases until the following day.
7. If you are sentenced to Florida Department of Corrections, all property is to be released prior to leaving the Jail. Any property left behind will be destroyed after 90 days. The following property is allowed to be retained by inmates upon their initial receipt to the Department of Corrections:
 - a. 50 personal photographs (no nudity)
 - b. 10 personal letters
 - c. 1 non-insulated drinking cup
 - d. legal and religious material
 - e. limited writing material
 - f. eyeglasses with case
 - g. hearing aid with batteries
 - h. 1 religious medallion with chain (less than \$25 in value)
 - i. 1 watch (less than \$50 in value)
 - j. 1 ring (less than \$100 in value)

G. Sanitation

1. It is the responsibility of all inmates to maintain a clean housing area. Cleaning supplies will be provided.
2. Sanitation Inspection Rules and Regulations Checklist:
3. Floors will be cleaned as needed, especially after meals. Spills should be cleaned up immediately.
4. No pictures will be posted on walls, windows, bunks, or fixtures at any time.
5. Trash cans must be emptied after all meals.
6. Shower stalls and restrooms will be cleaned and sanitized. This includes all

mirrors, sinks, windows, and toilets.

7. Tables will be cleaned immediately after meals and whenever necessary.
8. No articles are to be placed on the guard rails.
9. Windows will be kept clean at all times.
10. Vents and other fire safety equipment cannot be blocked.
11. Bunks and living areas will be maintained as follows:
 - a. All personal property must be kept in the green tub.
 - b. Bunks will be made and inmates will be off of them during inspection.
 - i. Only inmates who have written medical authorization to remain in bed will not be required to follow this rule.
 - c. Only one jacket will be hung at the end of the bunk.
 - d. Once a week, linen, including towels and wash clothes, will be traded out for clean linen.
 - e. Towels, when used to dry face and hands, may be placed back in the green tub.
 - f. Shoes, when not worn, will be placed neatly under the bunk.
 - g. Bunks must be made between the hours of 6:00 a.m. and 6 p.m.
12. No scarves, hair rollers, headbands or rubber gloves used for hair may be worn in the day room.
13. From 6:00 a.m. - 6:00 p.m. inmates must be fully dressed in their jail uniform. (Photos of proper uniform wear below), with undershirts tucked in.
14. If a sweatshirt is being worn, it must be worn under the uniform shirt.
15. Failure to maintain the sanitation standards may result in penalties, including disciplinary action.

Properly made bunk



Properly Worn Uniform



H. Disciplinary Charges, Penalties and Sanctions:

1. Category One Offenses
 - a. Possession of aromatic stimulants, tobacco, or incendiary devices (matches, lighters)
 - b. Possession of unauthorized linen or clothing (county or personal)
 - c. Possession of unauthorized items or contraband
 - d. Possession of stolen property
 - e. Abuse of Commissary privileges
 - f. Possession of anything not authorized for retention or receipt, including commissary items, by the inmate and not issued to them through regular institutional channels
 - g. Loaning of property or anything of value for profit or increased return
 - h. Willful failure to maintain acceptable hygiene of person or appearance of housing area
 - i. Bartering with others
 - j. Refusing to work by sentenced trustees or un-excused absence from work assignment
 - k. Giving money or anything of value to or accepting money or anything of value from another inmate, a member of his/her family or friend
 - l. Behavior that disturbs the orderly operations of the facility
 - m. Failure to maintain proper attire

- n. Insufficient work by sentenced trusties (un-sentenced trusties are removed from trusty status)
 - o. Feigning illness by trusties and determined by medical staff
2. Category Two Offenses
- a. Indecent exposure
 - b. Fighting
 - c. Failure to follow safety or sanitation regulations
 - d. Using any equipment or machinery contrary to instructions or posted safety standards
 - e. Destruction of property belonging to another due to negligence
 - f. Attempts, attempting to conspire or conspiracy with others to violate and/or criminal charges institutional rules and regulations
 - g. Tattooing or self-mutilation
 - h. Lying to staff member
 - i. Gambling
 - j. Mail regulations violations
 - k. Visiting regulations violations
 - l. Misuse of authorized medication
 - m. Forgery
 - n. Unauthorized use of telephone
 - o. Unauthorized contact(s) with the public
 - p. Correspondence or conduct with a visitor in violation of posted regulations
3. Category Three Offenses:
- a. Making sexual proposals or threats or lewd and lascivious conduct
 - b. Possession or making of intoxicants or being intoxicated
 - c. Unauthorized entry into a security area
 - d. Unauthorized absence from assigned area
 - e. Being in an unauthorized area
 - f. Moving from assigned areas during count proceedings
 - g. Interfering with count
 - h. Disobeying verbal or written orders
 - i. Verbal disrespect to staff members
 - j. Willful wasting of county property or property belonging to another (edible or usable property)
 - k. Obscene or profane act, gesture or statement; written or oral, directed

toward any staff member or person of authority

- l. Breaking and entering or attempts
 - m. Tampering with or blocking any locking device
 - n. Presenting false testimony during official proceedings
 - o. Removing, altering, or destruction of any county issued identification wristband
 - p. Wearing disguise or mask (obstruction by disguise)
 - q. Theft
 - r. Smoking
 - s. Destruction of county property or property belonging to another
 - t. Altering or defacing county property or property belonging to another
4. Category Four Offenses:
- a. Assaults, Threats with/without weapon
 - b. Battery with/without weapon and/or serious injury
 - c. Sexual Battery
 - d. Participating in sex acts
 - e. Possession of unauthorized narcotics drugs, and paraphernalia
 - f. Setting fires/Arson (to include attempts)
 - g. Participating in mutinous acts or disturbances (may include riots and strikes)
 - h. Inciting or attempting to incite mutinous acts or disturbances (may include riots and strikes)
 - i. Possession or introduction of weapons, ammunition, or explosives
 - j. Possession of escape paraphernalia
 - k. Possession of unauthorized or altered identification band
 - l. Counterfeiting, forging, or unauthorized reproduction of any document, article, or identification, money, security, or official paper
 - m. Escapes or attempts (to include areas of Extended Limits of Confinement)
 - n. Extortion, blackmail, protection; demanding or receiving anything of value in return for protection against others to avoid bodily harm or under threat of informing
 - o. Possession of another's issued I.D. with intent to disguise
5. Sanctions - Disciplinary Guidelines to be followed by the Inmate Disciplinary Committee for the above categories are as follows:
- a. Category One Offenses-Inmates are subject to a verbal or written reprimand and/or up to ten days' loss of privileges, and/or up to ten days disciplinary confinement.

- b. Category Two Offenses-Inmates are subject to a verbal or written reprimand and/ or up to fifteen days loss of privileges, and/or up to fifteen days disciplinary confinement.
 - c. Category Three Offenses-Inmates are subject to a verbal or written reprimand and/ or up to twenty days loss of privileges, and/or up to twenty days disciplinary confinement.
 - d. Category Four Offenses-Inmates are subject to a verbal or written reprimand and/ or up to thirty days loss of privileges, and/or up to thirty days disciplinary confinement.
6. Disciplinary Confinement penalties may vary from those shown above for certain offenses. The maximum sanction for rule violations is no more than 40 days for all violations arising out of one incident. Continuous confinement for more than 30 days requires the review and approval of the facility Director.
 7. In addition to the above disciplinary sanctions, gain time earned can be forfeited, inmates can be charged criminally for infractions, and can be required to pay for damaged, destroyed, or misappropriated property or goods. The rules and procedures for such administrative reimbursement sanctions should be in accordance with Chapter 33-22, Florida Administrative Code.

I. Disciplinary Procedures

1. All serious violations of the rules governing inmate conduct may result in the inmate receiving a disciplinary report.
2. A disciplinary report is a written account outlining inmate misconduct.
3. A Disciplinary Review Board will address all disciplinary reports by conducting a hearing in order to:
 - a. Review the disciplinary action.
 - b. Conclude the findings of the hearing.
 - c. Issue disciplinary consequences if appropriate.
4. The following rules will apply to the disciplinary hearing in accordance with the Florida Model Jail Standards:
 - a. The Disciplinary Review Board cannot be held sooner than twenty-four (24) hours after the reported incident, unless the inmate waives their right in writing.
 - b. Inmates accused of the violations will be notified in writing at least twenty-four (24) hours in advance of the hearing of the charges against them.
 - c. The Disciplinary Review Board will consist of three (3) staff members, none of whom were involved in the reported incident.
 - d. The Disciplinary Review Board must convene within seven (7) working days, not including weekends and holidays, of the reported incident.
 - e. The inmate charged with the violation shall be present at the hearing

unless:

- i. He/she, in writing, waives their right to attend.
 - ii. His/her behavior warrants removal from the hearing.
- f. Inmates may request witnesses, but it is within the Disciplinary Review Board's power to grant or deny these requests.
 - g. Inmates have the right to appeal the decision of the Disciplinary Review Board to the Security Operations Captain or his/her designee.
 - h. All inmate rights will be explained by the Disciplinary Review Board.
 - i. A staff member or agency representative will assist an inmate at his/her disciplinary hearing if requested.
 - j. A representative will be appointed when it is apparent that an inmate is not capable of collecting and presenting evidence effectively on his/her own behalf.
 - k. The Disciplinary Review Board must follow the guidelines for penalties as listed in the section on "Inmate Disciplinary Charges and Penalties."
 - l. All lock-off penalties are mandatory. Inmates may lose up to thirty (30) days of visitation for some violations due to the mandatory penalties.
 - m. For inmates held in the infirmary, Disciplinary Review Boards will be held as soon as possible and any consequences will be continued until release from the infirmary.
 - n. Inmates in disciplinary confinement cannot order or possess commissary items, other than hygiene items, while in confinement.

J. Grievance Procedures

1. Inmates can file grievances regarding the following matters:
 - a. The intent, interpretation and application of policies, rules and procedures of the facility and Department that affect them personally.
 - b. Reprisals against inmates for filing a grievance or appeal under the inmate grievance proceeding.
 - c. Incidents occurring within the facility that affect them personally.
 - d. Any matter relating to conditions of care or supervision within the authority of the Alachua County jail, except as noted below. Inmates cannot file complaints regarding:
 - i. County, State and Federal Court decisions
 - ii. County, State and Federal laws and regulations
 - iii. Probation decisions
 - iv. Other matters beyond the control of the Department
2. Informal Grievance
 - a. When an inmate decides to initiate an informal grievance he/she shall submit an informal grievance using an inmate request form describing

the nature of the complaint to the staff member responsible for the particular area of the problem. Do not submit more than one request per issue. Inmates who submit duplicate or multiple inmate requests regarding the same issue will be subject to disciplinary action for the misuse of county property.

- b. Within ten (10) days, excluding holidays and weekends, following receipt of an informal grievance by the staff member, a written response should be provided to the inmate.
 - c. Keep the response in case you decide to file a formal grievance.
3. Formal Grievance:
- a. An inmate may file a formal grievance by submitting an inmate grievance form and attaching the initial informal grievance (request slip), with response.
 - b. A formal grievance must be received no later than twenty (20) days or twenty (20) days from the date which the incident or action occurred.
 - c. To have a formal grievance processed you must do the following:
 - i. Fill out the "name" and "housing unit" information at the top. Do not fill out "to" and "grievance number."
 - ii. Describe your grievance in detail in the appropriate space provided. Be specific. Attach any relevant information
 - iii. If additional space is needed, use a separate sheet of paper. Do not use extra forms or copies. Write ONLY in designated areas.
 - iv. Attach the informal grievance, with response. (If you did not receive a response within 10 days, indicate this in your grievance. You must still attach the request.)
 - v. The information must be readable with the grievance and facts accurately and clearly stated.
 - vi. Include only one complaint or issue on each form submitted.
 - d. Only original grievance forms will be processed. Do not submit photocopies.
 - e. The respondent shall have up to twenty (20) calendar days from the date of receipt of the grievance to respond and/or take action.
 - f. Grievances may not be processed for the following reasons:
 - i. Improper procedure
 - ii. Multiple complaints or issues on one form
 - iii. Unintelligible (does not make sense)
 - iv. Complaints that are not grievance issues (see Section X.-A.)
 - g. In the above situations the grievance will be returned to you advising you of the reason it was not processed. If applicable, you will be advised of what to do to correct the grievance if you wish to resubmit.*
 - h. The following types of grievances will be discarded:

- i. Duplicates from the same inmate
- ii. Anonymously submitted
- iii. "Group" grievances (submitted by multiple inmates on the same form.)

4. Appeals:

- a. If an inmate feels a grievance has not been satisfactorily resolved during the formal grievance process an appeal may be submitted using the inmate grievance form.
- b. This must be done within the fifteen (15) days of receiving the formal grievance response. Attach all formal and informal grievances concerning this appeal.
- c. Clearly state at the beginning of the grievance that this is an appeal of a previously filed grievance.
- d. Grievance appeals shall be responded to within thirty (30) calendar days from the date of the receipt of the appeal.

K. Inmate Request Forms

1. Request forms are used to contact a DOJ staff person for various reasons including:
 - a. To make them aware you want to see them and why.
 - b. To make a request to participate in one of the in house programs, i.e., Life Skills, GED, Library, Chaplain, AA, NA.
 - c. To request notary service(s).
 - d. To request information or assistance as appropriate from a classification caseworker or other staff member.
2. Request Forms may be discarded for the following reasons:
 - a. Duplicate requests from the same inmate.
 - b. Anonymously submitted.
 - c. 'Group' request (submitted by more than one inmate).
 - d. Submitting an inmate request form for programs/services; the Inmate Program Consent Form shall be used for this.
 - e. Duplicate or multiple requests regarding the same issue will be considered a misuse of county property and may result in disciplinary action.
3. Do not send requests for case numbers, court dates or phone calls other than emergency phone calls.

L. General Mail

1. All incoming mail, with the exception of privileged/legal mail, **MUST** be in the form of a postcard only.
2. There are no limitations on the amount of incoming or outgoing mail.
3. Any outgoing mail, whether in postcard or letter form with envelopes, that is

not properly marked with the correct sender's name and the correct return address will not be processed for mailing. It will either be returned to you or placed in your property.

4. The front of the postcard/envelope shall contain only the name and address of the sender and the name and address of the recipient. No drawings of any kind are allowed on the front or back of the postcard/envelope. No additional writing and/or drawing of any kind is allowed on the front or back of the postcard/envelope. If the postcard/envelope has additional writing/drawing on the front or back, it will not be accepted as outgoing mail.
5. Unacceptable postcards which will be returned to the sender:
 - a. Defaced or altered postcards.
 - b. Plastic or any type of wrapping on the postcards.
 - c. Postcards marked with paint, magic marker or crayon.
 - d. Postcards with any type of sticker or label, including stamps and address labels.
 - e. Postcards with watermarks or stains.
 - f. Postcards with biohazards, including lipsticks and perfumes
 - g. Postcards depicted nudity, weapons, or gang references.
 - h. Any postcards that have any type of picture attached to it.
 - i. Oversized postcards.
6. The mail will be inspected to determine if the postcards/letters contain threats of violence, blackmail, extortion, criminal activity, violation of institutional rules, code, and/or information that if communicated, would create a clear and present danger of violence and physical harm to some person.
7. Indigent inmates shall receive two (2) postcards and two (2) envelopes per week so that they can communicate with friends and family. They must have less than \$.50 (50 cents) in their account for a period of ten (10) days or more, or have entered the facility with less than \$.50 (50 cents).
8. Legal mail will be brought directly to the inmate to whom it is addressed. The officers will require that the receiving inmate be present when the mail is opened and checked for contraband.
9. Every effort shall be made to deliver mail the same day it is received except on weekends and holidays.
10. Correspondence between inmates in the facility shall not be permitted.

M. Privileged/Legal Mail, Incoming/Outgoing Mail

1. Mail or correspondence between an inmate and their attorney, Legal Aid Lawyer or agency, para-professionals on the staff of attorneys or legal aid agencies, judges and clerks of Federal State and local courts, news media agencies and reporters, and public officials such as Mayors, Governors, Sheriffs or any other elected official is considered privileged.

2. Outgoing privileged/legal mail shall be treated as privileged/legal mail only if it is clearly and properly marked with the name and title of the recipient, and the correct return address of the sender. Privileged/legal mail must have a recognizable legitimate address of the legal firm or other governmental unit. Outgoing privileged/legal mail can be inspected for contraband before being sealed and mailed. Under no circumstance will staff read the mail during this inspection and this inspection shall occur in the presence of the inmate.
3. All incoming privileged/legal mail, before being handed over to the specific inmate, shall be inspected in the presence of the inmate. The envelope shall be opened, and without the contents being read, inspected for cash, checks, money orders or contraband.
4. Indigent inmates shall receive 2 (two) envelopes per week so that they are able to send out privileged/legal mail. If the indigent inmate is pro se, and this has been verified, then they may request more materials through an inmate request form. They must have less than \$.50 (50 cents) in their account for a period of ten (10) days or more, or have entered the facility with less than \$.50 (50 cents).

N. Telephone Use

Current inmate telephone service within the Alachua County Sheriff's Office-Department of the Jail is provided by Correctional Billing Services (CBS), a division of Evercom/T-Netix.

All problems relating to telephone service either here at the jail or problems experienced by the friends and family members of inmates, MUST be referred to CBS by calling their toll free help number: 1-800-844-6591.

NO ONE WITHIN THE DEPARTMENT OF THE JAIL FACILITY CAN CORRECT TELEPHONE USE PROBLEMS, SO, ALL CONCERNS FROM EITHER INMATES OR FROM THEIR FRIENDS AND FAMILY MEMBERS MUST BE RELAYED TO THE ABOVE LISTED TOLL FREE NUMBER TO BE CORRECTED.

DO NOT CALL, NOTIFY OR WRITE ANY DEPARTMENT OF THE JAIL EMPLOYEES CONCERNING ANY TELEPHONE USAGE PROBLEMS AS THEY WILL NOT RESPOND TO ANY TELEPHONE RELATED COMPLAINTS

1. Instructions for telephone use:

- a. Telephone calls require a personal identification number (PIN) consisting of eight numbers. Your PIN will be the eight numbers listed in your Booking or JBN number, which is located on your wrist band. I.E. ASO09JBN001234 would provide the user a **PIN of 09001234 (plus your 2-digit month and day of your birth at the end)**. Therefore, if your birthday is January 7, 1987, the correct PIN number for telephone usage would be 090012340107, with the date of birth added correctly to the end of your Booking or JBN number.
- b. The first time a PIN is used you must clearly state your name correctly. If you fail to do so, you may experience a delay before being

permitted to change your recorded name. In order to change your recorded name, you must call 1-800-844-6591 **as no one here at the Department of the Jail is able to make these changes within the telephone system.**

Adding numbers to your PAN List

- c. For PAN Management press 9
- Enter your PIN number now
 - For adding new number or activating a current disable number, Press 1
 - Please enter PAN number now
 - The number you entered is (recitation of number). If this is correct, press 1. To reenter press 2.
 - Please recall your called parties name after the beep
 - This call is subject to recording and monitoring. You may hear silence during the acceptance of this call. Please continue to hold.
 - The phone will disconnect after the number is added and you can then call back to completed the call.

Deleting Numbers from your PAN List

- d. For PAN Management press 9
- Enter your PIN number now
 - For removing a number from your PAN list press 2
 - Please enter the PAN number now
 - The number you entered is (recitation of number). If this correct, press 1. To reenter press 2.
 - The number you have entered has been successfully removed from you PAN list. Thank you for using the Inmate PAN Management system.
 - Call is terminated.
- e. If you share your PIN or use another inmate PIN, all parties involved will receive disciplinary action and have their telephone privileges suspended for ninety days.
2. Calls made from Inmate Phones are subject to being recorded and monitored by DOJ Staff. If your family has any problems accepting your calls tell them to call SECURUS at the toll free number: 1-800-844-6591. Family numbers are not blocked by this facility unless specifically requested by the number's owner or they choose to manually block them when a call is received. However, some private telephone companies will block certain telephone calls and this issue must be addressed with the telephone service provider of the friend or family member who is experiencing

problems. Access to the telephone is a privilege. Intentionally damaging a telephone may result in criminal charges, an Inmate Disciplinary Report, and delay the phone being repaired or replaced.

3. Telephone privileges will be provided daily between 8:00 am and 10:00 pm.
4. All calls must be made collect. Credit card and third party billing will not be permitted. Prior to calls being allowed, the party that you are calling must set up an account with the telephone service vendor. Establishing an account may be accomplished by calling the toll free number provided above.
5. The telephone is a privilege and must be shared equally by all. The lengths of telephone calls are automatically monitored and limited to fifteen (15) minutes. Notification is provided prior to the expiration of the 15-minute time limit.
6. Telephone calls of a threatening nature from an inmate to a second party will be investigated and prosecution may result. Additionally, loss of phone privileges may occur.
7. An inmate will be afforded a warning for the placement of a nuisance call to any reporting party. However, if the problem persists, the violator risks losing his/her phone privileges.
8. Disciplinary actions involving telephone restrictions shall not include the inmate's right to call his attorney or bondsman.
9. All calls, except those to Public Defenders and attorneys appointed by the court, are collect.
10. Inmates are not allowed to make calls to the offices of this facility or to call staff members at home.
11. The inmate telephone system is designed to block all attempts for three-way calling, call forwarding, call waiting and calls placed on hold. Cordless and cell phones are detected as three-way calls. Therefore, it is recommended that the person you are calling use a standard phone. If the system detects an attempt by the party you called to activate any of these features, the call will be immediately disconnected. The person who accepts the call will receive a message prior to accepting the phone call informing them that attempting to use these functions will cause an immediate disconnect. Do not ask the person you call to do any of the mentioned functions.
 - a. Any attempt by civilian/outside person attempting to assist an inmate making a three-way call will result in their phone number being blocked for 30 days.
 - b. Any inmates caught communicating by way of three-way calls will receive a Disciplinary Report.
12. There is a metal tag on each phone that reads WARNING: Damaging this telephone is a felony punishable by up to five (5) years in prison and a fine of \$5,000 F.S. 806.13(3). Florida Statute 806.13(3) reads: Whoever, without the consent of the owner thereof willfully destroys or substantially damages any public telephone, or telephone cables, wires, fixtures,

antennas, amplifiers, or any other apparatus, equipment, or appliances, which destruction or damage renders a public telephone, shall be guilty of a felony of the third degree, punishable as provided in s.755.082, s.77.083, or s.755.084; provided, however, that a conspicuous notice of the provisions of this subsection and the penalties provided shall have been posted on or near the destroyed or damaged instrument and visible to the public at the time of the commission of the offense.

13. Inmates who need to make emergency/essential non-collect calls need to submit a request to the caseworker. The caseworker will determine if there is an emergency or if it is essential to call.
14. Telephone Monitoring:
 - a. All inmate telephones within the Department of the Jail have the capability of being monitored, and the conversation(s) recorded.
 - b. To ensure strict controls are placed on the monitoring capabilities, the equipment for monitoring the phones will be kept in a secure location with restricted access. It is not available for general use.
15. TTY-There is a TTY (Telecommunication Device) phone available for inmates who are hearing impaired. Contact the detention officer on duty for assistance with the TTY machine.

O. Visitation:

1. All inmates not on disciplinary confinement will be provided the opportunity for:
2. Two (2) hours of non-contact visitation per week (Sunday through Saturday).
3. Only two (2) visitors during one session. Each session may be divided between the approved visitors.
4. Proper photo identification is required of all visitors.
5. Altered or expired identification will not be accepted as positive ID for visitors.
6. Any child under the age of 18 years must be accompanied by an adult.
7. Children visitors must stay with their custodian at all times. If this is not done, visitation may be canceled.
8. Young adults, 16 years old and over, must have valid picture identification with proof of age.
9. Visitation schedules will be posted in the housing unit or with the duty post officer. (See the Visitation Schedule at the end of this booklet.)
10. For those inmates housed in areas with only upper level visitation booths, accommodations will be made using alternative visitation areas. Visitation schedules will be determined on a case by case basis in order to accommodate the specific inmate's classification. If needed, such accommodation should be requested using the inmate request form.
11. Rules for Visitors:

- a. Visitors are permitted to visit only the inmate they have signed up to visit.
 - b. Visitors who are unruly or under the visible influence of drugs or alcohol will be denied visitation.
 - c. Inmates will be responsible for the behavior of their visitors. Obscene and/or offensive gestures, acts or language is strictly prohibited.
 - d. Property for inmates will not be accepted during visitation and no items will be transferred between a visitor and an inmate.
 - e. All visitors must store all property in the lockers located in the DOJ lobby (wallet, cell phone, keys, etc.).
 - f. Visitors arriving more than 15 minutes late will not be allowed to visit and visit will be forfeited.
 - g. There will be no defacing of facility property. This includes telephones, seats, walls, windows, etc.
 - h. All inmates and visitors must be fully clothed at all times during visitation. "Fully clothed" means a manner considered appropriate by the Department of the Jail. Shoes, shirts, slacks, dresses, and shorts and undergarments, bras, underwear, etc., must be appropriately worn at all times. No garment shall be made of a sheer, see-through type material. Bathing suits are not allowed. Shirts designed to be tucked in must be tucked in and buttoned.
 - i. Visitors may not bring in medication except for nitroglycerin and respiratory inhalers, nor can they carry any personal property and/or food or drinks into any portion of the facility.
12. The facility reserves the right to refuse the entrance of any person, or terminate any visit when deemed necessary to enforce the rules and regulations of the facility.
 13. All visitors must successfully clear the metal detector or be searched prior to entering the facility. Introduction of contraband is a violation of State law and may result in arrest and criminal prosecution.
 14. If a visitor signs up for a visit and does not use the whole hour that they are allotted, the visit is recorded as the entire hour being utilized. For example: A visitor only visits the inmate for fifteen (15) minutes. The remaining time is forfeited and the visit is recorded as one (1) hour. Therefore, the inmate only has one (1) hour of visitation remaining, not one (1) hour and forty-five (45) minutes.
 15. Clergy with proper identification may visit during normal visitation hours or during the designated Pastoral visitation scheduled time that does not disrupt the normal operations of the facility.
 16. Clergy must have a proper Ordained Minister card or a Department of Corrections Chaplain card or be on the Volunteer Visitor Log.
 17. These visits will not interfere with the inmate's normal two (2) hours per week visitation.

18. Clergy will not be allowed to visit family members during Pastoral Visitation.
19. Visitation privileges will be allowed for all inmates 24 hours after they attend first appearance, or 24 hours following booking for all other inmates that are not being first appeared. Attorneys and clergy are the only exception to this rule.
20. Individuals who are court ordered not to have contact with the inmate will not be allowed to visit. If an attempt to visit is made, that inmates' visitation privilege will be revoked for all visitors (except legally mandated visits) for thirty days.
21. If a "No Contact" order has been lifted and you wish to be allowed visitation with someone you were previously not allowed to have contact with, you should notify your Classification Caseworker via an Inmate Request Form. Once the Caseworker has verified that the order has been lifted, notation will be made in the Jail Management System and the person will be allowed to visit you if all other visitation requirements have been met.
22. Visitors are subject to warrant checks and arrest.
23. Trustees will not be allowed visitation during their scheduled work time.

P. Commissary

1. Inmates shall be afforded an opportunity to purchase hygiene and comfort items not issued by this facility through a contract the Department maintains with a private company. The proceeds shall be used to purchase educational, recreational, and other equipment for the benefit of the inmates.
2. Commissary Clerks will distribute the commissary order forms to the appropriate housing area.
3. Commissary order forms will be picked up on Tuesday no later than 8:00 a.m. by the commissary staff. No late orders will be accepted.
4. Commissary purchases will be subtracted from the inmate's account.
5. Inmate accounts will be checked for available funds at 8:00 a.m. on Tuesday. Money received after that time cannot be used until the next commissary day.
6. The maximum dollar amount of any commissary order has been set at \$60 per order per week. This includes food, personal hygiene, and all other items.
7. All orders are pre-bagged by Commissary.
8. Indigent inmates may order indigent packages through the commissary. For an inmate to do this, the top portion of the form is to be filled out, along with the bottom portion pertaining to indigent inmates.
9. Indigent inmates must fill out a request form in order to receive legal materials such as paper and envelopes. This material may only be used for legal writings.
10. Only commissary staff will be allowed to give inmates their orders.

- a. **If you are not wearing your inmate wristband, you will not receive commissary.**
11. Inmates not present during the commissary delivery because of authorized absence will be given their commissary order as soon as possible upon their return.
12. Under no circumstances will any inmate be allowed to receive another inmate's commissary order.
13. Questions regarding inmate accounts or any commissary orders shall be submitted with an Inmate Request Form.
14. Commissary is closed on Friday, Saturday, Sunday, Monday, and recognized holidays.
15. If you anticipate being released or transferred to another facility prior to your commissary delivery day, do not place an order. No refunds will be given to inmates released prior to receiving their orders, however, the order will be held for ten (10) business days and may be picked up during that time by making an appointment with commissary staff to receive those items.
 - a. Immediate family members may pick those items up as long as they possess a valid State issued Identification card or driver license.
 - b. No inmate can leave his/her commissary order to another inmate.

Q. Gain Time

1. Inmates who are sentenced to the Alachua County Sheriff's Office Department of the Jail may be eligible for gain time, except those sentenced on civil charges or contempt of court or where otherwise specified by court order. Inmates **DO NOT** have a right to gain time. As allowed by Florida status and Alachua county ordinance, all awards and forfeitures of gain will be at the discretion of the director or his designee. In cases of serious misconduct, all or any part of an inmate's gain time may be taken away.
2. It is the policy of the Department of the Jail to make good faith efforts to fairly award the maximum allowed gain time to inmates who demonstrate good behavior, work willingly, and demonstrate meritorious conduct.
3. Gain Time will be awarded according to the following rules:
 - a. Five (5) days of Good Conduct Gain Time will be awarded for every twenty five (25) days in which no charges of misconduct have been sustained against you. Gain time will be based on the credit for time served given to you by your judge. Gain time is not prorated. You have to serve all of the twenty five (25) days before you receive the five (5) days award. No Good Conduct gain time is awarded for prior incarcerations.
 - b. The gain time may be awarded for being an inmate worker (Trusty, Pod Worker, or for being in Work Release) is one (1) day for each six (6) days you are on inmate worker status during this incarceration. No inmate worker gain time will be awarded for prior incarcerations.

- c. Gain Time of up to three (3) days may be awarded for the completion of Life Skills or Substance Abuse programs during the current incarceration only. The maximum award is three (3) days for ALL of the programs you complete within every thirty (30) day period. The Programs Manager must provide the necessary information in writing to the Gain Time Coordinator in order for the inmate to be awarded Program Gain Time.
 - d. Gain time may be awarded for an outstanding deed or service as recommended by a staff member in writing and approved by the Director.
 - e. The total number of inmate workers and programs gain time may be earned in a thirty (30) day period is five (5) days.
 - f. The maximum of all gain time earned is 10 days per month.
 - g. Gain time audits may be performed by Inmate request. Loss, gain, or, no change in gain time awards may result of audit.
4. Some important points to remember about gain time:
- a. A gain time award of any kind may not reduce your Estimated End Time day for day.
 - b. The effect of a gain time award on the time you have left to serve will depend on how much gain time you receive in the period in which it is applied.
 - c. The shorter the time you have to serve the less effect gain time will have on your release date. For example, unless you will serve enough time to earn six or more inmate worker gain time days, the inmate worker gain time you earn probably will not affect your release date.
 - d. Completing a program does not mean you will automatically receive gain time for it. For instance, you won't receive gain time for classes that overlap another class, were taken while you were an inmate worker, or that would cause you to earn more and three days gain time for every thirty days for program classes.
 - e. There is no additional gain time for "extra" or "special" work. Working hard and doing what you are required to do is what being an inmate worker is about.

R. In-House Programs

1. Check the General Programs and Privileges Availability Schedule (back cover) to determine if your classification allows you to participate in these programs.
2. Inmates that wish to participate in the listed programs/services and are eligible to do so must submit an Inmate Program Consent Form. By doing so, the inmate understands that refusal to attend as scheduled without seven (7) day prior written notification on an Inmate Request Form may result in disciplinary sanctions.
 - a. The Library is an official branch of the Alachua County Library District.

- i. Inmates may check out a maximum of two (2) books, religious, GED or Life Skills related materials. Books may not be transferred from one housing unit to another. Books must be turned in when the inmate is released or moved to another housing area.
- ii. Library time for eligible housing areas is scheduled by the librarian. Each eligible pod has sixty (60) minutes of library time. Inmates have the opportunity to read books, perform legal research, or listen to tapes. Inmates on administrative segregation status or maximum security status do not receive library privileges without special permission. Inmates in these areas will be allowed to check out books through the book cart.
- iii. Books on law in the library are available during normal library hours for general population along with special hours for those qualifying inmates who cannot be mixed with general population. Inmates housed in units which do not normally go to the library must fill out a request form and direct it to the Security Operations Captain.
- iv. Library privileges may be suspended for failure to follow inmate rules and/or library rules.

LIBRARY SERVICE SCHEDULE

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>
8:30-9:30	OPEN	1G	OPEN	OPEN
9:35-10:35	4C	1G	1I	OPEN
10:40-11:40	4C	1G	2I	OPEN
LUNCH				
1:00-2:00	3I	2G	3G	4G
2:10-3:10	3I	2G	3G	4G
3:20-4:20	2I	2G	3G	4G

CART	1B, 2B, 2C, 3C	4I,5I	All of H Zone	1D,2D,3D,1E,2E,3E
DEPOSITS	1-E	W	INF	

- b. General Education Degree (GED) Program:
 - i. The Alachua County School Board provides a teacher to assist inmates in receiving a high school diploma by passing the GED. Students must be enrolled in class in order to take the test. All GED TESTS are computer based. Qualified inmates will take their GED TEST on two (2) separate days. Inmates who qualify are on a first come first serve basis.
 - ii. Inmates should send an Inmate Program Consent Form to the GED Teacher if they wish to attend classes.
 - iii. Inmates may also enroll just to improve basic reading, writing and math skills.
 - iv. If you are under 21 and you were in special education classes (ESE) in school, you may qualify for individual tutoring. To apply, submit an inmate request form to the GED teacher. Write ESE tutor in "Other Request" section.
- c. Religious Services:
 - i. Bible studies and religious services are conducted by various volunteers on a weekly basis.
 - ii. Inmates are allowed to attend services in their area unless their classification and housing prohibits their attendance.
- d. Substance Abuse Support Groups:
 - i. Volunteers conduct substance abuse educational and support groups.
 - ii. Attendance is voluntary. Send in an Inmate Program Consent Form to request attendance.
- e. Recreation and Leisure:
 - i. Recreation times will be determined by the shift supervisor.
 - ii. Television viewing times will be determined by the pod or duty post officer. The channels may not be changed without using a procedure determined by the officer and fellow inmates. The officer has the final decision.
 - iii. Board games and basketballs will be provided by the facility and must be requested by the duty post officer or through a written request to the counselor.
- f. Trusty Program:
 - i. A trusty is a minimum or medium custody inmate selected by Department criteria to perform routine services as assigned. All inmates sentenced to the county jail are encouraged to apply for trusty status.
 - ii. Requests for approval of trusty status:
 - (A) Sentenced and pre-sentenced inmates volunteering for

trustee status must submit a completed trustee application.

- (B) Sentenced inmates can be required to work per the Florida Model Jail Standards. Failure to work can result in the loss of Gain Time.
- (C) Becoming a trustee is not automatic regardless of sentencing status.
- iii. Criteria for trustee status selection:
 - (A) Adherence to the rules and regulations
 - (B) Appropriate charges and bond
 - (C) Positive adjustment to incarceration
 - (D) Appropriate criminal history profile as determined by Departmental staff
 - (E) Meeting medical examination requirements and having the physical and mental ability to perform the work assignments
 - (F) Appropriate behavior toward staff and fellow inmates
- iv. Selection screening process:
 - (A) The following consideration may disqualify an inmate for trustee status:
 - (1) Current and past crimes of violence
 - (2) Crimes committed with a weapon
 - (3) Health problems
 - (4) High security risk
 - (5) Holds/warrants from other counties or states
 - (6) Threat to the orderly operation of the facility
 - (7) Additional charges or a change in legal status
 - (8) Current behavior and behavior history while incarcerated
 - (9) Escape risk
 - (10) Violent sex crimes
 - (11) Bonds in excess of \$50,000, with the exception of No Bond misdemeanor VOP charges
- v. Inmates approved to work as trustees will be reclassified to the trustee housing unit. This unit allows free local phone calls.
- vi. Each inmate must agree to the rules and guidelines for behavior and personal hygiene as outlined in the trustee application.
- g. Life Skills Programs
 - i. The Life skills Program at the Alachua County Jail can provide you with the opportunity to change your life.

- ii. Students who attend class for a minimum of four (4) weeks are written a letter summarizing their participation for the Court's review.
- iii. Life Skills Program is open to all inmates with the following exceptions:
 - (A) DOC inmates
 - (B) Inmates currently charged with, or convicted of, escape charges
 - (C) Inmates charged with, or convicted of, sexual battery charges
 - (D) Inmates currently charged with, or convicted of, murder or attempted murder
 - (E) Intransit inmates (except Bradford County females)
 - (F) Inmates charged with kidnapping or false imprisonment charges
 - (G) Inmates with bonds over \$50,000
 - (H) Other inmates the Classification unit considers sufficiently high-risk to warrant housing in max or lock-down areas
 - (I) Exceptions may occur in some cases only with the written permission of the Security Operations Captain and Support Services Division Manager.

S. County Community Programs

- 1. To enter any community program there must be an order from the Judge releasing you to that program. This is done by way of your public defender/attorney.
 - a. Work Release is a therapeutic detention facility for persons currently incarcerated in the Alachua County Jail.
 - i. Eligibility:
 - (A) Inmates meeting all Work Release screening criteria
 - (B) Inmates who are sentenced to County Jail time on all charges and who have more than sixty (60) days until their release date
 - (C) Pre-sentenced inmates (sentenced inmates have priority)
 - (D) Inmates participating in other therapeutic programs will be given priority over other pre-sentenced inmates
 - (E) Work Release evaluates all criminal charges with added weight on convictions.
 - (F) Inmates must be clear of any and all pending disciplinary report status prior to moving to Work Release.
 - (G) An applicant may be disqualified for the following:

- (1) Criminal history
 - (2) Behavior problems while in the Jail (DR's or DR's pending)
 - (3) Previous problems at Work Release
 - (4) Medical or mental health issues
 - (5) Out-of-county holds or charges
 - (6) Untruthful responses during the evaluation process
- ii. Work Release reserves the right to refuse an inmate admission to the Program for any real or perceived danger to other participants, staff, or member of the public.
- b. Metamorphosis Drug Treatment Program is a County residential drug treatment program. Intake criteria for admission into the metamorphosis intervention program is the following:
 - i. Must be at least 18 years of age.
 - ii. Reside in District III Department of Children & Families.
 - iii. Must be willingly seeking long term residential substance abuse treatment.
 - iv. The applicant must meet, state required, criteria for the Treatment of Substance-Related Disorders (ASAM).
 - v. Applicants, who are dually-diagnosed, substance abuse with a mental health disorder, will be carefully evaluated for admission into the program and must be actively under the care of a psychiatrist. Individuals with mental health problems which are unmanageable in a community setting will be referred to an appropriate agency.
 - vi. Incarcerated persons wanting to be screened for possible admission to the Metamorphosis Intervention Program are requested to do the following:
 - (A) Review the eligibility requirements listed below. If you do not meet the eligibility requirements you will not be screened.
 - (B) If you meet the requirements contact your attorney and ask that they make a screening referral to the Metamorphosis intake staff. If your attorney does not make the referral you will not be screened.
 - vii. The applicant will not be eligible if they have any of the following on their criminal history record:
 - (A) Conviction of a sexual type crime or two sexual crimes without conviction (excluding prostitution).
 - (B) Conviction of arson.
 - (C) Conviction of escape from a facility if applying on Extended Limits of Confinement (ELOC).
 - (D) Conviction of burglary or current charge of burglary if applying on Extended Limits of Confinement (ELOC).

(E) Excessive violence. The criterion for excessive violence includes:

- (1) One conviction for a violent felony within the past five years.
- (2) Two or more violent felony charges within the past five years regardless of conviction.
- (3) Five or more violent charges of any kind within the past Five years regardless of conviction.
- (4) Any aggravated stalking convictions.
 - (a) Kidnapping.
 - (b) Any of the current charges are violent felonies.

viii. The Metamorphosis Program Manager will ultimately determine whether or not the applicant is eligible for the program. This decision will be based on an evaluation of the above guidelines as well as other potential mitigating circumstances such as length of time between charges, cases dismissed, amount of time since last charges, and recommendations from other community agencies and programs.

T. Release Preparation Resources:

1. 001 Substance Abuse Counseling

- a. Meridian Mental Health Services
321 North Main Street
Provides a wide variety of services, including individual and group counseling as well as a 30 day residential detox program.
- b. Corner Drug Store
1731 Northwest 6th Street
Provides a wide variety of services, including regular meetings for NA and individual counseling

2. 002 Medical Family Issues

- a. Alachua County Health Department
224 SE 24th Street
Provides a wide range of services for expectant families and children. Vaccinations and WIC services are also available.

3. 003 Shelter

- a. St. Francis House Shelter
413 South Main Street
Short term shelter with daily meals.
- b. Salvation Army
639 East University Avenue
This agency provides short term shelter and meals.

4. 004 Restoration of Social Security Benefits

- a. Social Security Administration
1610 NW 23rd Ave Gainesville, FL 32605 (352) 375-4178

U. Classification, Orientation and Privileges

1. Inmates will be interviewed and receive the Inmate Rules and Regulations after first appearance. A staff member or translator will be provided to assist inmates in understanding the rules, as necessary.
2. Inmates will be housed in the least restrictive area based upon the completion of the Objective Classification model which includes but not limited to the following:
 - a. Current charges, history and behavior
 - b. Medical and mental health considerations
 - c. Escape risk, DOC holds, warrants
 - d. Other county or state holds
3. Privileges are permitted depending on your classification and custody level: Minimum, Medium or Maximum or close custody (special management).
4. General program and privilege availability (see chart under section AA).
5. Classification will no longer provide information on court dates. This information is available through your attorney.
6. Provide notary services.
 - a. Inmates/family/associates of inmates are required to submit a request to their Classification Caseworker.
 - b. The Caseworker will review the request. If approved, then specific arrangements will be made to provide notary services.
 - c. Inmates must have a valid ID or DL or two people who will acknowledge their relationship with the inmate to have a valid ID or DL.
 - d. Caseworkers will not notarize paperwork for attorneys or public defenders.
 - e. Caseworkers have a right to deny notary services.

V. Suicidal Statements

1. Please inform the pod officer or available staff if you suspect or know that another inmate is thinking of harming himself/herself or committing suicide.
2. If you are thinking of harming yourself, please speak to the pod officer. He/she will contact the classification counselor or mental health counselor.

W. Mental Health Services

1. To be seen by mental health services, submit a medical/sick call slip and state the reason for your request. A mental health counselor will talk with you concerning your situation.
2. Inmates are seen by the staff psychiatrist on a scheduled basis. The mental health counselor determines the need for inmates to be seen.

X. Medical Services

1. A private company provides the medical care at this facility.
2. A tuberculosis test will be performed within 14 days of your arrival.
3. If you have special medical or emotional problems inform the nurse or doctor of your problem at the time of your interview.
4. How to sign up for sick call and the dentist:
 - a. Fill out a medical request form which can be obtained from your duty post officer or from medical personnel.
 - b. These requests are collected daily by the morning medication Nurse only and reviewed by the appropriate medical personnel.
 - c. Hearing aid batteries and hearing aid repairs will be requested using a medical request form.
5. How to inform staff of a medical emergency:
 - a. If you have an emergency medical problem please contact your officer immediately. He/she will contact the medical unit to handle your problem.
6. If you have questions about the medical services or how to properly contact the appropriate person, contact your duty post officer for clarification.
7. Medical Activities:
 - a. You will not be allowed to enter general population until you have been medically screened by a nurse.
 - b. You will receive a complete history and physical examination within fourteen (14) days of your arrival. An AIDS questionnaire will be part of this process.
 - c. If you refuse medical screening, history and physical examination, or any diagnostic procedure regarding infectious or communicable diseases, you will be placed on medical segregation.
8. Prescription medications:
 - a. Effective April 08, 2007, if you have any of your own prescription medications with you upon booking at the Department of the Jail, they will be stored until your release from this facility. You will have an opportunity to take this medication with you upon release. If this medication is not claimed upon your release from the Department of the Jail, you will have thirty (30) days from the date of your release to claim your medication. Any medication not claimed within thirty (30) days of release will be considered abandoned property and will be appropriately disposed of. These medications can be picked up Monday through Friday between 8:00AM and 5:00PM (excluding holidays).
 - b. Please call (352) 491-4440 prior to your arrival so that someone from the Medical provider can retrieve your medications and meet you in the Jail Lobby. Otherwise, you will have to wait until someone is

available to assist you from Medical.

- c. Upon release, inmates will receive a prescription request form for a three day supply of current prescriptions; excluding narcotic prescriptions. Inmates must have some form of personal identification when picking up medications from the 24 hour Walgreens located at 1615 N.W. 13th Street, Gainesville, FL.32609. Phone number: (352)380-9039.

Y. Inmate Co-Pay for Medical and Subsistence

- 1. Effective June 1, 2001, each inmate booked into the Jail pays Subsistence Fees in accordance with the Florida Statutes 951.032 & 901.035. Inmates will be charged as follows:
 - a. One-Time charge of \$20.00 for uniform/linen maintenance per incarceration.
 - b. Four dollars (\$4.00) a day for meals.
 - c. Inmates are exempt from the daily meal subsistence fees while working as a pod-worker or trusty.
- 2. The Alachua County Jail charges inmates for medical services rendered on a routine basis in accordance with the Florida Statute 901.35. Indigent inmates will be provided with the same level of medical, dental and psychological care as an inmate who can afford to pay for medical services. Inmates will be charged as follows:

f	Routine sick call	\$5
f	Doctor/ARNP/PA	\$5
f	Dental visits	\$5
f	Mental health/psychiatrist (as determined by mental health staff)	\$5
f	New prescriptions	\$5
f	(\$5 for each new prescription or a maximum of \$5 total for one or more prescriptions issued per visit)	
f	Each prescription renewal	\$1
f	Each x-ray	\$5
f	Each lab test	\$5
f	Transportation to approved outside appt. for elective consults/treatment therapy	\$80

Outside elective consults/treatment therapy will be assessed at a minimum charge of two (2) hours at \$40.00 each and \$40.00 for every hour or prorated portion thereof afterwards.

- 3. These costs are representative of different kinds of services and medications and not intended to be exclusive of others, and are subject to change with at least a thirty (30) day notice to inmates regarding same. Other costs will be identified and established as dictated by requests for services, and as the need arises.
- 4. Inmates will not be charged for the following on-site services:
 - a. The required initial medical screening
 - b. The health and physical examination

- c. Tests related to a sexually transmitted disease or other contagious disease, e.g., tuberculosis, HIV, etc.
- d. Follow-up care prescribed by the facility's physician/designee, Court Ordered evaluations, or \$80.00 transportation fee for outside evaluations ordered by the jail's physician/designee
- e. Mental health medications (psychotropics) or chronic mental health conditions as determined by the mental health staff
- f. Injuries/examinations resulting from use-of-force and inmate confrontations.

Z. Court Appointment Transportation

- 1. Inmates will not be allowed to take any items to Court other than legal paperwork. Ink pens, combs, food or any other items will not be allowed.
- 2. Inmates going to jury trials will be allowed to wear appropriate civilian clothing, which should be delivered to the Jail at least 48 hours before your trial. For all other Court events, jail uniforms will be worn.
- 3. There is to be no physical contact with any member of your family or friends while being transported or at the courthouse.
- 4. The use of leg and waist restraints is prohibited during labor, delivery, and postpartum recovery.

AA. General Program and Privilege Availability

- Inmates are initially classified by current charges, criminal history and past institutional behaviors, but there are other considerations that can change this. Examples would be: Current behavior, legal restrictions, medical and mental health status or your refusal to cooperate in either the initial medical screening or the classification process. The following is the classification scheme:

Housing Area Type	TV	Recreation	Day Room Access	Phone	Library/Book Cart	Visits	GED	Life Skills
Min GP 1-4G, 1-3I, 4C	Y	Yes	Open	Yes	Library	Yes	Yes	Yes
Min/Med GP 1-4G, 1-3I, 4C	Y	Yes	Open	Yes	Library	Yes	Yes	Yes
Med GP 1-4G, 1-3I, 4C	Y	Yes	Open	Yes	Library	Yes	No	No
Max GP	Y	Yes	Open	Yes	Book Cart	Yes	No	No
Protective Custody	N	Yes	Limit	Yes	Book Cart	Yes	No	No
Special Management	N	Limited	Limit	Yes	Book Cart	Yes	No	No
Phone Restriction	N	Yes	Limit	Atty Only	Book Cart	Yes	No	No
Disciplinary Confinement	N	No	Limit	Atty Only	None	No	No	No
Administrative Segregation	N	Limited	Limit	Yes	Book Cart	Yes	No	No
Special Needs	Y	Yes	Open	Yes	Limited	Yes	No	No
Medical	N	Medical Clearance	N	Yes	Book Cart	Yes	No	No

BB. Visitation Schedule

VISITATION SCHEDULE-EFFECTIVE January 07, 2013

Housing	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1B	9am -12pm	12pm 5pm	5pm-7pm 8pm-10pm	9am -12pm	12pm-5pm	5pm-7pm 8pm-10pm	9am -12pm
2B	9am -12pm	12pm 5pm	5pm-7pm 8pm-10pm	9am -12pm	12pm-5pm	5pm-7pm 8pm-10pm	9am -12pm
*3B	9am -12pm	12pm 5pm	5pm-7pm 8pm-10pm	9am -12pm	12pm-5pm	5pm-7pm 8pm-10pm	9am -12pm
4B	9am -12pm	12pm 5pm	5pm-7pm 8pm-10pm	9am -12pm	12pm-5pm	5pm-7pm 8pm-10pm	9am -12pm
2C	9am -12pm	12pm 5pm	5pm-7pm 8pm-10pm	9am -12pm	12pm-5pm	5pm-7pm 8pm-10pm	9am -12pm
3C	9am -12pm	12pm 5pm	5pm-7pm 8pm-10pm	9am -12pm	12pm-5pm	5pm-7pm 8pm-10pm	9am -12pm
4C	9am -12pm	12pm 5pm	5pm-7pm 8pm-10pm	9am -12pm	12pm-5pm	5pm-7pm 8pm-10pm	9am -12pm
1D	12pm-5pm	5pm-7pm 8pm-10pm	9am -12pm	12pm-5pm	5pm-7pm 8pm-10pm	9am -12pm	12pm-5pm
2D	12pm-5pm	5pm-7pm 8pm-10pm	9am -12pm	12pm-5pm	5pm-7pm 8pm-10pm	9am -12pm	12pm-5pm
3D	12pm-5pm	5pm-7pm 8pm-10pm	9am -12pm	12pm-5pm	5pm-7pm 8pm-10pm	9am -12pm	12pm-5pm
1E	12pm-5pm	5pm-7pm 8pm-10pm	9am -12pm	12pm-5pm	5pm-7pm 8pm-10pm	9am -12pm	12pm-5pm
2E	12pm-5pm	5pm-7pm 8pm-10pm	9am -12pm	12pm-5pm	5pm-7pm 8pm-10pm	9am -12pm	12pm-5pm
3E	12pm-5pm	5pm-7pm 8pm-10pm	9am -12pm	12pm-5pm	5pm-7pm 8pm-10pm	9am -12pm	12pm-5pm
All of G	None	8am-6pm 8pm-10pm	8am-6pm 8pm-10pm	8am-6pm 8pm-10pm	8am-6pm 8pm-10pm	8am-6pm 8pm-10pm	None
All of H except 2-H	None	830am- 630pm 830pm- 930pm	830am- 630pm 830pm- 930pm	830am- 630pm 830pm- 930pm	830am- 630pm 830pm- 930pm	830am- 630pm 830pm- 930pm	None
*2-H	None	830am- 630pm 830pm- 930pm	830am- 630pm 830pm- 930pm	830am- 630pm 830pm- 930pm	830am- 630pm 830pm- 930pm	830am- 630pm 830pm- 930pm	None
1I	Video	Video	Video	Video	Video	Video	Video
2I	Video	Video	Video	Video	Video	Video	Video
3I	Video	Video	Video	Video	Video	Video	Video
4I	Video	Video	Video	Video	Video	Video	Video
*5I	Video	Video	Video	Video	Video	Video	Video
W-POD	8am-11am	None	None	None	None	None	None

*FEMALE INFIRMARY	12pm-5pm	5pm-9pm	9am -12pm	12pm-5pm	5pm-9pm	9am -12pm	12pm-5pm
*MALE INFIRMARY	12pm-5pm	5pm-9pm	9am -12pm	12pm-5pm	5pm-9pm	9am -12pm	12pm-5pm

*Due to the special classification of these housing units it may be necessary to call the DOJ lobby number (352) 491-4511 to find out if the inmate scheduled is allowed to visit.
All visits must be scheduled 24 hours in advance.
The two hour visitation rule applies for all visits.
The above visitation schedule is subject to change at any time.
Visitors may only visit one inmate per day.

CC. Inmate Right to Vote

1. Voter education materials and absentee ballot request forms will be requested/obtained from the Office of the Supervisor of Elections for those inmates wishing to participate in the voting process. The detained person can request that his/her absentee ballot be sent to the Department of the Jail's address. He/she can also request that an immediate family member obtain his/her absentee ballot from the Office of the Supervisor of Elections and deliver it to the Department of the Jail.

The Department of the Jail will also allow the Supervisor of Election to provide information to the county jail staff/administrators about the voting process and critical deadlines involving absentee ballots. Accommodations for inmates eligible to vote will continue to be made. An exception to the current "postcard only" inmate mail rule will be granted for the election process. Absentee ballot will be returned to the Office of the Supervisor of Elections at no cost to the inmate.