


<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Inmate Services</p>	<p>NUMBER:</p> <p>6:001</p>
	<p>SUBJECT:</p> <p>Acceptance of Court Clothing</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>Property Clerk</p>

REVISED DATE: 12/31/08

Page 1 of 2

I. POLICY:

It is the policy of the Monroe County Detention Facilities to accept clothing for inmates who are scheduled for a jury trial that requires attire other than a facility uniform.

II. REFERENCE:

None.

III. SCOPE:

These procedures apply to All Personnel.

IV. PROCEDURES:

Upon notification from the Public Defender or Private Attorney that a jury trial will be conducted, the facility will accept civilian court attire delivered for the inmate.

A. Delivery of Court Clothing

1. The Public Defender or Private Attorney delivering the clothing will identify himself or herself to the Main Control Officer/Clerk.
2. Main Control will notify the on-duty Property Clerk of the delivery.
3. The Property Clerk will advise as to the approximate waiting time.


B. Acceptance of Court Clothing

1. The Property Clerk will fill out a property receipt identifying all items by type and color (e.g., blue long sleeve shirt).

Inmate Services

Acceptance of Court Clothing

2. The receipt will be signed by both the Property Clerk and the Public Defender or Private Attorney delivering the court clothing.
 3. The Property Clerk will carefully inspect all items to ensure that no contraband has been placed or hidden in the items.
 4. The Property Clerk will give the Public Defender or Private Attorney delivering the court clothing a copy of the property receipt.
 5. The Property Clerk will place the court clothing in the inmate's garment bag and add the clothing items to the inmate's property inventory in the computer. The property receipt and computer printout will be placed in the inmate's property file.
 6. The Property Clerk will send the inmate a copy of the computer printout showing the additional clothing.
- C. Upon Trial Completion
1. The inmate will submit a Property Release Form releasing his/her court clothing.
 2. The Property Clerk will follow the Intake/Release of Property policy and procedures to release the listed court clothing.

MONROE COUNTY  DETENTION FACILITIES	CHAPTER: Inmate Services	NUMBER: 6:002
	SUBJECT: Chemical Testing for Substance Abuse	
	AREAS OF RESPONSIBILITY: Monroe County Detention Facilities	PERSON RESPONSIBLE: Programs Services Director

REVISED DATE: 9/24/01

Page 1 of 4

I. POLICY:

It is the policy of the Monroe County Detention Facilities that any trusty (inside and outside), work release inmate, or sentenced inmate who leaves the facility may be required to submit to drug or alcohol testing when a staff member has reasonable suspicion that the inmate is under the influence of drugs or alcohol. However, any inmate suspected of drug use may be drug tested. Drug or alcohol testing may be conducted periodically or randomly as determined by correction personnel.

II. REFERENCE:

None.

III. SCOPE:

These procedures apply to All Personnel.

IV. PROCEDURES:

A. Drug Testing

The Programs Services Director/Designee will be responsible for urinalysis collection and control as follows:

1. The collection of a urine specimen shall be observed by the Programs Services Director/Designee who is the same gender as the inmate. The Programs Services Director/Designee is to continuously observe the inmate from a frontal or side view to ensure that the inmate giving the specimen has no device containing urine or other means to contaminate the specimen.

Inmate Services

Chemical Testing For Substance Abuse

2. The inmate shall provide at least four (4) fluid ounces to ensure sufficient quantity for testing.
3. If an inmate alleges an inability to produce a specimen, a reasonable delay period may be granted. The inmate must remain under observation during this period.
4. Drug testing will be done by following any and all instructions listed on pre-packaged test kits or by a qualified operator if the testing is done on an urinalysis machine. The container shall be closed tightly. If the sample is to be sent to a lab, a seal shall be placed on the container that both the observer and the inmate signs. If the seal is broken, the sample is to be considered compromised and a new sample will be required.
5. The Programs Services Director/Designee shall maintain control of the specimen to ensure proper chain-of-custody, and this shall be documented on a Chain of Custody Form.
6. The Programs Services Director/Designee will test each work release inmate at least once per week. Trusties and work release inmates may be randomly tested at any time. If an inmate tests positive, a second test will be performed using the same urine specimen. If the second test is negative, then a third test shall be performed using the same urine specimen. A third test is not to be conducted if both the first and second test results were positive. Both positive and negative results, or the refusal to provide a urine specimen, shall be noted on the Chain of Custody Form and the Drug/Alcohol Test Result Form.
7. If the inmate tested positive or refused to provide a specimen, that inmate shall be removed from work release or trusty status and be placed in lockdown immediately, and a Disciplinary Report shall be written. A copy of the Drug/Alcohol Test Result Form and Chain of Custody Form shall be attached to the Disciplinary Report.

Inmate Services

Chemical Testing For Substance Abuse

B. Alcohol Testing - Non-Urine Testing/Breathalyzer

1. The I/R Sergeant/Officer will test each work release inmate for alcohol use upon the inmate's return from his/her scheduled absence from the facility by utilizing an intoxolizer machine. Also, any inmate that smells of alcohol will be tested. Trustees may be tested for alcohol use at any time.

NOTE: Trustees, work release, and sentenced inmates may be tested for alcohol use by using a urinalysis machine.

2. Both positive and negative readings will be noted on the Drug/Alcohol Test Result Form along with the level of alcohol registered on positive readings.

NOTE: A positive reading is any reading from the intoxolizer equipment in excess of .001.

3. If the inmate's test is positive, the inmate will be segregated from other inmates and retested two more times with a 15 minute period between tests. All test results shall be indicated on the Drug/Alcohol Test Results Form and the Chain of Custody Form.
4. If the inmate tested positive or refused to take a breathalyzer test, that inmate shall be removed from work release or trusty status and be placed in lockdown immediately, and a Disciplinary Report shall be written. A copy of the Drug/Alcohol Test Result Form shall be attached to the Disciplinary Report.

C. Drug/Alcohol Test Result Form and Chain of Custody Form

The original of the Drug/Alcohol Test Result Form shall be forward to Classification to be filed in the inmate's folder on all inmates except work release inmates. The original form on work release inmates shall be forwarded to the Programs Services Department for filing with the inmate's work release folder and a copy sent to the Classification Department for filing in the inmate's classification folder. The Inmate Services Sergeant will maintain the original Chain of Custody paperwork.


Inmate Services

Chemical Testing For Substance Abuse

D. Work Release Inmates

Forward a copy of any Disciplinary Report along with a copy of the Drug/Alcohol Test Result Form to the Programs Services Department on **ALL** work release inmates that test positive or refuse to provide a specimen or take a breathalyzer test. Forward the original Chain of Custody Form to the Programs Services Department separate from the DR and copy of the Drug/Alcohol Test Result Form.

NOTE: There is no need for pre-authorization from the Programs Services Director/Designee or command staff to remove an inmate from work release or trusty status for alcohol or drug use.

MONROE COUNTY  DETENTION FACILITIES	CHAPTER: Inmate Services	NUMBER: 6:003
	SUBJECT: Commissary Audit	
	AREAS OF RESPONSIBILITY: Monroe County Detention Facilities	PERSON RESPONSIBLE: Programs Services Director

REVISED DATE: 8/21/06

Page 1 of 2

I. POLICY:

It is the policy of the Monroe County Detention Facilities to allow inmates to purchase commissary items for their use at prices that don't exceed the fair market value for comparable items sold in the community.

II. REFERENCES:

FMJS 10.01(b) and FCAC 11.04, 11.07, & 11.08.

III. SCOPE:

These procedures apply to the Programs Services Director.


IV. PROCEDURES:

- A. At least once a year, the Programs Services Director will assign a person to conduct the required annual commissary fair market value audit.
- B. The person assigned to do the audit will take the commissary list and select four stores in the area. They will then go to the stores and, when possible, check the prices on the commissary list against the store prices that coincide with the selected items.

Inmate Services

Commissary Audit

- C. When the audit is completed, a memo will be generated explaining the process, the stores selected, the price of items at each store, and the outcome of the audit. A copy of this memo will be given to the BOC Commander, Operations Commander, Support Services Commander, and the BOC Accreditation Office.
- D. Commissary prices shall not exceed the fair market value for comparable items sold in the community. The Programs Services Director will contact the commissary vendor on all items that exceeds fair market value.
- E. Since the Bureau of Corrections does not stock canteen items in-house, there will be no need for an inventory of items on-hand done.
- F. The in-house computer system will record all commissary transactions, and the records will be kept in-house.
- G. There shall be an annual internal audit of the commissary fund by a disinterested party, using generally accepted accounting principles.

MONROE COUNTY  DETENTION FACILITIES	CHAPTER: Inmate Services	NUMBER: 6:004
	SUBJECT: Facility Housekeeping	
	AREAS OF RESPONSIBILITY: Monroe County Detention Facilities	PERSON RESPONSIBLE: All Personnel

REVISED DATE: 8/21/06

Page 1 of 4

I. POLICY:

It is the policy of the Monroe County Detention Facilities that effective housekeeping plans and schedules shall be established for assigning specific responsibilities and duties to staff personnel and inmates to ensure an acceptable level of cleanliness and safety is maintained throughout the facility. All areas of the facility will be inspected daily to ensure that they are free of clutter and that the floors are kept clean, dry, and free of hazardous substances.

II. REFERENCES:

FMJS 12.03-12.11 and FCAC 14.02, 14.03, 14.05, & 19.18.

III. SCOPE:

These procedures apply to All Personnel.

IV. PROCEDURES:

General housekeeping responsibilities for the Monroe County Detention Facilities are listed below. Supervisors of each functional unit shall ensure that these responsibilities are carried out by officers and inmates assigned to that particular area.

NOTE: Per Medical, pregnant females are exempt from housekeeping that requires them to lift, stand all day, or bend a lot. Do NOT assign pregnant females these types of housekeeping duties.

A. Inside Maintenance Areas

1. General cleaning areas shall include:
 - a. All facility elevators
 - b. Main lobby and public bathrooms

Inmate Services

Facility Housekeeping

- c. Administrative area to include all adjoining rooms and offices
 - d. Transfer waiting area (Transportation area) to include showers and hallways
 - e. Clinic to include all adjoining rooms
 - f. Booking, Classification, and Records
 - g. Muster Room, lounge area, staff exercise room, training classrooms, hallways and windows
2. Inside maintenance general cleaning duties shall include:
 - a. Empty and clean trash containers daily and replace liners as needed
 - b. Cleaning windows and other glass areas as needed
 - c. Vacuuming rugs daily; cleaning rugs as needed
 - d. Cleaning and polishing all stainless steel and brass items daily
 - e. Cleaning, disinfecting, and replenishing of bathrooms for staff and public daily
 - f. Dusting and cleaning furniture items daily
 - g. Waxing and buffing floors when necessary
- B. Common Jail Areas
1. Common jail areas shall include:
 - a. First floor main hallway
 - b. All housing unit corridors
 - c. All support area corridors
 - d. All second floor hallways and corridors

Inmate Services

Facility Housekeeping

- e. All visitation rooms, rest rooms, and stairwells
 - f. Dorm recreation area
 2. Common jail areas inside maintenance duties shall include:
 - a. Stripping and waxing/buffing of all first and second floor common area hallways and corridors
 - b. Sweeping and mopping of all first and second floor common area hallways and corridors daily
 - c. Cleaning visitation rooms, rest rooms and all stairwells
 - d. Cleaning of all windows and other glass areas
 - e. Touching up paint (trusty painting crew)
- C. Inmate Housing Units/Dorms Areas
- NOTE: Per Medical, pregnant females are exempt from housekeeping that requires them to lift, stand all day, or bend a lot. Do NOT assign pregnant females these types of housekeeping duties.**
1. Housing units/dorms maintenance shall be accomplished by inmates assigned to the housing unit/dorm under the direction of the unit/dorm officer.
 2. Maintenance tasks shall be identified as the tasks described in this procedure and which are applicable to individual housing units/dorms.
 3. Specific schedules for the accomplishment of each task shall be developed.
 4. Unit/Dorm Officer shall be responsible for assuring that the proper product and method is used for each task.
 5. Housing Unit/Dorm Officer will periodically inspect the housing units to ensure that inmates abide by the following housekeeping requirements:
 - a. Individual living and common cell area floors are swept and mopped daily. Inmates are required to share in cell cleaning assignments according to the schedule.

Inmate Services


Facility Housekeeping

- b. Walls are kept free of objects that provide hiding places for vermin.
 - c. Trash is not thrown on the catwalks or in the security vestibules, but is placed in the trashcans provided.
 - d. No spitting on floors.
 - e. No writing or drawing on the walls.
 - f. No storage of perishable foods or other items that will attract vermin or create unsanitary conditions.
6. Ample cleaning supplies will be maintained in the Unit/Dorm janitor's closet. If any additional supplies are needed, the Unit/Dorm Officer will fill out an In House Requisition Form and forward it to the Shift Sergeant.
 7. The cells will be inspected by the Day Shift prior to 1130 hours and the cleaning supplies locked up provided the cells have met required cleanliness standards. The cleaning supplies will be placed in the designated storage areas and wet/dirty rags will be placed in a plastic bag and taken to the laundry for washing.

D. Outside Maintenance Areas

Outside maintenance duties shall include:

1. Mowing as needed
2. Weeding daily
3. Edging, trimming, pruning, pesticide and herbicide application as needed
4. Fertilizer application seasonal
5. Mulching yearly
6. Sweeping sidewalks
7. Empty and clean trash containers daily
8. Cleaning parking lots

MONROE COUNTY  DETENTION FACILITIES	CHAPTER:	NUMBER:
	Inmate Services	6:005
	SUBJECT:	
	Feeding of Inmates	
	AREAS OF RESPONSIBILITY:	PERSON RESPONSIBLE:
	Monroe County Detention Facilities	Officers Serving Meals

REVISED DATE: 12/31/08

Page 1 of 4

I. POLICY:

It is the policy of the Monroe County Detention Facilities to distribute three wholesome, nutritious meals per day to all inmates with no more than 14 hours passing between the evening and morning meals. At least one of these meals will be served hot. Delivery of food is to be supervised by employees using common sanitary measures.

II. REFERENCES:

FMJS 6.04, 6.08, 6.10 & 6.11 and FCAC 15.05 & 15.12.

III. SCOPE:

These procedures apply to All Certified Personnel who are involved in the distribution of meals.

IV. PROCEDURES:

- A. The meals shall be delivered to the KW housing and holding areas at approximately 0630, 1100, and 1800 hours. The Officer will inspect the food carts and juice carts for contraband. The KV facility serves their meals at approximately 0600, 1100, and 1630 hours. The PK facility serves their meals at approximately 0630, 1200, and 1700 hours.
- B. The Officer will receive and count all items (e.g., trays, spoons, and fruit) for his/her area, and s/he will ensure proper amount of each item and check food trays for complete meals prior to distributing the trays to the inmates. An officer will remain near the food cart while the meals are being served unless an emergency within the dorm/unit requires the officer's attention.
- C. All trustees used to distribute and/or serve food shall be approved by medical.

Inmate Services

Feeding of Inmates

- D. All trusties will wear a hair net and gloves when serving food.
- E. The Officer shall monitor the inmates for any complaints or possible problems.
- F. Upon completion of the meal, the Officer will count all items (e.g., trays and spoons) when returned.
- G. When all items have been accounted for, the Officer will have them returned to the Kitchen.
- H. Inmates held downtown at the courthouse during the noon meal will have a box/bag lunch sent to them via the Transportation Department.
- I. A box/bag lunch will be made up for all trusties working off facility property. This meal shall accompany them when they leave the facility in the morning.
- J. Medical Night Time Snacks
 - 1. The night shift Rovers will sign for and retrieve the medical nighttime snacks from the Kitchen each night at 1930 hours. The Rover will take the snack cart into the Medical Department's break room.
 - 2. The night Nurse who will be passing nighttime medication will deliver the snacks to each housing unit and distribute them to the respective inmate.
- K. Feeding of Inmates
 - 1. Segregation Inmates - Unit A and Lockdown Inmates in Other Units
 - a. Using the inmate roster, the Unit Officer will unlock the food port and supervise the Unit Trusty as s/he distributes one tray, one spoon, and one drink to each inmate through the inmate's food port. The Unit Officer will check off each inmate's name from the roster as the inmate receives his/her meal.
 - b. Upon completion of the meal, each inmate will pass his/her tray, and spoon back through the food port. The Unit Trusty will collect the trays and return them to the Unit Officer.

Inmate Services

Feeding of Inmates


2. Units A1, B, B1, C, D, and Dorms E, F, G, & H
 - a. The Unit/Dorm Officer will announce "Meal Time". The inmates will assemble at the front of the Unit/Dorm in a single line. All inmates must have their inmate I.D. properly displayed upon their uniform in order to receive a tray.
 - b. Using the inmate roster, the Unit/Dorm Officer will supervise the Unit/Dorm Trusty as s/he distributes one tray, one spoon, and one drink to each inmate in the day room. The Unit Officer will check off each inmate's name from the roster as the inmate receives his/her meal.
 - c. Upon completion of the meal, each inmate will pass his/her tray and spoon back to the Unit/Dorm Trusty at the front of each dayroom.
3. Medical Section
 - a. Using the inmate roster, the Sick Bay Officer will supervise the Sick Bay Trusty as s/he distributes one tray, one spoon, and one drink to each inmate in his/her cell. The Sick Bay Officer will check off each inmate's name from the roster as the inmate receives his/her meal.
 - b. Upon completion of the meal, each inmate will pass his/her tray and spoon back to the Sick Bay Trusty.
4. Intake/Release and Court Holding Areas
 - a. The Intake/Release Officer will distribute one tray, one drink, and one spoon to each inmate in the holding cells.
 - b. Upon completion of the meal, each inmate will pass his/her tray and spoon back to the Intake/Release Officer.
5. Suicide Watch Areas

Inmates on suicide watch will receive their meals in a styrofoam tray and styrofoam cup. Upon completion of the meal, the inmate will pass all non-food items back to the Suicide Watch Officer. The Suicide Watch Officer is responsible for collecting and accounting for all non-food items.

Inmate Services

Feeding of Inmates

6. KV/PK Jails
 - a. The Dorm Officer will count and log on the Kitchen Utensil Inventory sheet all utensils brought in or out of the jail.
 - b. The head count shall be verified with every meal served by utilizing the inmate roster and checking off each inmate's name from the roster as the inmate receives his/her meal.
 - c. Holding cells will be fed last. Food ports shall be utilized, if available, when serving high profile or violent inmates.
 - d. Contract food servers shall be escorted by an officer while in the housing areas. The food server will not be left unattended. The Booking Officer, Rover, or Shift Supervisor may assist with the feeding of isolation and booking inmates.

<p>MONROE COUNTY</p>  <p>DETENTION CENTER</p>	<p>CHAPTER:</p> <p>Inmate Services</p>	<p>NUMBER:</p> <p>6:006</p>
	<p>SUBJECT:</p> <p>Inmate Drinking Tumblers</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Center</p>	<p>PERSON RESPONSIBLE:</p> <p>Unit/Dorm Officers</p>

REVISED DATE: 6/14/06

Page 1 of 2

I. POLICY:

It is the policy of the Monroe County Detention Center to issue each inmate a drinking tumbler. Dish soap shall be provided by the Dorm/Unit Officer when requested by inmates so they may clean their issued drinking tumbler. The inmates will be offered the chance to exchange their issued drinking tumblers once per week.

II. REFERENCES:

FMJS 6.08 and FCAC 10.15 & 10.16.

III. SCOPE:

These procedures apply to All Certified and Kitchen Personnel.

IV. PROCEDURES:

A. Issuance of Drinking Tumblers

Upon intake, each inmate will receive one drinking tumbler. It is the inmate's responsibility to maintain control of their issued drinking tumbler.

NOTE: Each time an inmate transfers between the three jail facilities, they must return their issued tumbler when they depart one facility and they will receive another tumbler when they report to the next facility.


B. Retrieval of Drinking Tumblers

1. Once per week, all inmates will be offered the opportunity to exchange their drinking tumbler.

Inmate Services

Feeding of Inmates

2. Upon transfer or release, each inmate must turn in their drinking tumbler. If an inmate's drinking tumbler is missing, that inmate's canteen account will be charged \$5.00 for the loss.

MONROE COUNTY  DETENTION FACILITIES	CHAPTER:	NUMBER:
	Inmate Services	6:007
	SUBJECT:	
	Inmate Educational and Vocational Programs	
	AREAS OF RESPONSIBILITY:	PERSON RESPONSIBLE:
	Monroe County Detention Facilities	Programs Services Director

REVISED DATE: 6/14/06

Page 1 of 2

I. POLICY:

It is the policy of the Monroe County Detention Facilities to offer Educational and Vocational Programs to inmates who wish to take advantage of such activities. Eligibility will be based upon inmate behavior, motivation, and classification; not on gender. If educational television is available, it shall be on from approximately 0800-1700 hours. Normal television will not be allowed when the education channel is being televised.

II. REFERENCES:

FMJS 9.01 & 9.10, FCAC 12.21, and Consent Decree 99-101.

III. SCOPE:

These procedures apply to All Personnel.

IV. GENERAL INFORMATION:

- A. The Monroe County School Board provides instructors who will conduct Educational and Vocational Programs within the Detention Facilities.
- B. Inmate participation in these programs is voluntary. Gain time may be awarded for satisfactory completion in the programs.

V. PROCEDURES:

- A. Inmates shall have access to Educational and Vocational Programs and may participate by submitting an Inmate Request Form to the Programs Services Department.


Inmate Services

Inmate Educational and Vocational Programs

- B. Selection of inmates for programs will be based upon space availability and the inmate's behavior, attitude, motivation and classification.

NOTE: The KV/PK Facilities will forward inmate requests to the Programs Services Director for approval. Programs Services will get clearance from Classification reference the inmate's classification.

- C. Programs consist of, but are not limited to:
1. Adult Basic Education
 2. GED Preparation
 3. Life Management Skills
 4. Vocational Programs
 5. Substance Abuse Program
- D. Inmates may be removed from a program for inappropriate behavior and/or lack of motivation.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Inmate Services</p>	<p>NUMBER:</p> <p>6:008</p>
	<p>SUBJECT:</p> <p>Inmate Marriages</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>Programs Services Director</p>

REVISED DATE: 6/14/06

Page 1 of 4

I. POLICY:

It is the policy of the Monroe County Detention Facilities that inmates who wish to marry while incarcerated within the Monroe County Detention Facilities are permitted to do so, provided that the established criteria is met by the inmate and intended spouse.

II. REFERENCE:

None.

III. SCOPE:

These procedures apply to All Personnel.

IV. PROCEDURES:

- A. Request To Marry (Exclude Federal, INS, DOC, and contract inmates) - A request to marry while incarcerated must be submitted in writing to the Chaplain by both the inmate and the proposed spouse and must include:
1. A statement of desire to marry from both the inmate and the intended spouse (i.e., an Inmate Request Form from the inmate and a letter from the proposed spouse).
 2. A notarized statement of approval from the parents or guardians of a proposed spouse under eighteen (18) years of age. Parents/guardians must provide proof of guardianship.
 3. Payment of a non-refundable \$75.00 processing fee.

Inmate Services

Inmate Marriages

- B. Consideration of Request - Upon receipt of an inmate's request to marry, the following process will be followed:
1. The Chaplain will review the request to marry and complete an Inmate Marriage Request Form, and forward all information including any comments to the Programs Services Director.
 2. The Programs Services Director will review all information, recommend approval or disapproval on the Inmate Marriage Request Form, state any special instruction s/he may have, and forward everything to the Operations Commander.
 3. The Operations Commander will review all information, recommend approval or disapproval on the Inmate Marriage Request Form, state any special instructions s/he may have, and forward everything to the Commander, Bureau of Corrections.
 4. The Commander, Bureau of Corrections, will review all information, give final approval or disapproval, state any special instructions s/he may have, and return everything back to the Programs Services Director.
 5. The Programs Services Director shall review the BOC Commander's approval/disapproval/comments and return everything back to the Chaplain for action.
- C. Procedures For Marriage - After an inmate's request to marry has been processed and approved, the following process will apply:
1. The proposed spouse is responsible for:
 - a. Making initial application for a marriage license and arranging for all necessary forms to be sent to the inmate for marriage license application
 - b. Making arrangements for the marriage ceremony in conjunction with the Chaplain
 - c. Paying all costs involved

Inmate Services

Inmate Marriages


2. The inmate is responsible for:
 - a. Acquiring valid identification per established policy for notary services prior to the signing of the license.
 - b. If a contact visit is desired for the date of the ceremony, the inmate must request a contact visit ahead of time per established policy.
 3. The Chaplain is responsible for:
 - a. Arranging for the inmate to finalize the marriage license and application in keeping with the statutes governing marriage in the State of Florida
 - b. Arranging, in conjunction with Classification, the availability of the contact visiting room for use in performing the marriage ceremony
 - c. Notifying the appropriate personnel in writing (i.e., Operations Commander, Watch Lieutenant, Unit/Dorm Officer, Main Control, and Reception) at least 72 hours in advance as to when the ceremony is scheduled to take place
 - d. Returning the completed marriage license to the Clerk of the Courts after the completion of the marriage ceremony
- D. Ceremony Procedures
1. A maximum of two (2) witnesses from outside the facility may be present at the ceremony.

NOTE: All persons entering the facility are subject to pat searches and/or metal detectors.
 2. The inmate will be brought to the contact visitation Room by a Rover. The inmate shall be dressed in a regulation BLUE uniform. Under NO circumstances shall any inmate be allowed to dress in civilian attire for the ceremony.
 3. After the ceremony, the inmate and spouse will be allowed a contact visit if pre-approved and staffing is available. If arrangements have not been made for a contact visit, the inmate shall be escorted back to his/her housing unit by the Rover directly after the ceremony.

Inmate Services

Inmate Marriages

4. The date and time the ceremony was conducted and Chaplain's signature shall be annotated on the bottom of the Inmate Marriage Request Form. The Chaplain shall return the form and documentation to the Programs Services Director for filing.
- E. Federal Inmates - Requests to marry by federal inmates incarcerated within the Monroe County Detention Facilities will be referred to the U.S. Federal Marshal's Office.
- F. Department of Corrections Inmates (State Sentenced Inmates) - Requests to marry by inmates under the jurisdiction of the Department of Corrections will be referred to the Office of Chaplaincy Services, Florida Department of Corrections. The request to marry must be submitted to the Superintendent of Corrections in writing by both parties.
- G. INS Inmates (Immigration & Naturalization Service) - Request to marry by INS inmates incarcerated within the Monroe County Detention Facilities will be referred to the INS Officer-in-Charge or highest ranking official on-site. That authority may not be delegated. A request for permission to marry cannot be denied or approved without concurrence from the Assistant District Director/Detention and Deportation (ADD/DDP).
- H. Contract Inmates - Inmates being housed in the Monroe County Detention Facilities for other counties/agencies shall contact the jurisdiction they fall under for their guidelines on marriages.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Inmate Services</p>	<p>NUMBER:</p> <p>6:009</p>
	<p>SUBJECT:</p> <p>Inmate Narcotics and Alcoholics Anonymous Programs</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>Programs Services Director</p>

REVISED DATE: 9/15/99

Page 1 of 2

I. POLICY:

It is the policy of the Monroe County Detention Facilities to offer inmates with addictive habits the chance to rehabilitate themselves with the help of area Narcotics and Alcoholics Anonymous organizations and volunteers.

II. REFERENCES:

FMJS 9.01, FCAC 12.02, and Consent Decree 99.

III. SCOPE:

These procedures apply to All Personnel.

IV. PROCEDURES:

- A. NA and AA volunteers will be recruited by the Programs Services Director in accordance with the Volunteer Recruitment Policy.
- B. Inmates may volunteer to attend NA and AA by filling out an Inmate Request Form.
- C. NA and AA programs shall be scheduled on a regular basis and may be attended by inmates who have been cleared to attend.
- D. All inmates mandated by the courts shall attend meetings if they are cleared to attend by the Classification Department.
- E. NA and AA programs shall be evaluated monthly to determine progress and effectiveness.
- F. Volunteers and inmates shall abide by the following set guidelines during all NA and AA meetings:


Inmate Services

Inmate Narcotics and Alcoholics Anonymous Programs

1. Inmates will not be permitted to attend meetings unless ID and full uniforms are worn. Full uniforms include ID, long pants, shirts, and shoes.
2. Inmates are expected to report to the meetings at the scheduled time.
3. Inmates are expected to maintain good conduct.
4. No unrelated books, magazines, reading or writing materials, etc., are allowed at the meetings.
5. Food, candy, and drink items will not be permitted during the meeting.
6. No phone numbers or addresses of the sponsors can be given to the inmates.
7. With the approval of the instructor/volunteer, a maximum of one (1) inmate at a time may leave the meeting room to utilize the rest room. If the meeting is held in the general multi-purpose room, the instructor/volunteer shall visually observe the inmate go into their dorm. Unit inmates shall utilize Dorm H as their rest room.

NOTE: Inmates shall utilize the rest room prior to going to meetings held in the 1st Appearance Room.

8. It is the responsibility of the program participants to straighten up the room they utilize before returning to their housing unit.
9. At the end of the meeting there will be no socializing. All inmates shall promptly proceed back to their Unit/Dorm.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Inmate Services</p>	<p>NUMBER:</p> <p>6:010</p>
	<p>SUBJECT:</p> <p>Inmate Personal Hygiene</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>Unit/Dorm Officers</p>

REVISED DATE: 7/3/09

Page 1 of 2

I. POLICY:

It is the policy of the Monroe County Detention Facilities to provide inmates with all articles necessary to maintain personal hygiene. All sinks and showers shall provide cold and either hot or tempered water.

II. REFERENCES:

FMJS 5.08 & 12.03(f), FCAC 10.09, 10.12, 10.13, & 10.14, and Consent Decree 120.

III. SCOPE:

These procedures apply to All Certified Personnel.

IV. PROCEDURES:

A. Personal Hygiene Items

1. All newly admitted inmates are assigned a personal hygienic health kit following assignment to facility housing. The kit consists of toothpaste, toothbrush, and a comb. Liquid soap is available in the shower areas. Female hygiene items will be supplied if needed.
2. Each inmate will receive a new supply of soap and toothpaste once a week. Toothbrushes and combs will be offered to inmates twice a month if needed.
3. Toilet tissue and female hygiene items are replenished daily on an as needed basis.
4. All other items are replenished as needed.

B. Personal Hygiene

1. All inmates shall shower or bathe upon admission to the facility.

Inmate Services


Inmate Personal Hygiene

2. Once placed in general population, inmates shall be required to bathe at least two times weekly and shall be afforded the opportunity to shower daily. This also applies to inmates in special confinement if allowable by security constraints.
3. Inmates assigned as trusties will be required to bathe and shave daily.
4. Inmates suspected of having head or body lice, or communicable diseases, will be referred to the medical staff for examination.

C. Barber Services

Inmates have access to electric hair clippers for use by them in the housing areas. The following steps are to be taken in order to assure that the equipment is properly maintained, cleaned, and sanitized between each use. The primary reason for sanitizing the clippers in between EVERY use is to prevent the spreading of boils (staphylococcal infections) and other infections among the users. Inmates are to:

1. Never use the hair clippers on the face unless they are used for trimming beards;
2. Never use the hair clippers on a person with open sores or noticeably irritated skin on the scalp or face;
3. Never use the hair clippers on anyone suspected of having bugs (e.g., lice, crabs);
4. Always take the blades on the hair clippers apart after each use and use a cleaning brush to remove all hair between the blades and then apply "Citra Germ" cleaning solution to the blades used;
5. Take the blades on the hair clippers apart to clean and sanitize them before using if they are not sure the blades have been thoroughly cleaned after the last use; and
6. Alert the Dorm/Unit Officer if there are any problems in the use of the hair clippers.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Inmate Services</p>	<p>NUMBER:</p> <p>6:011</p>
	<p>SUBJECT:</p> <p>Inmate Programs and Inmate Participation in Programs</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>Programs Services Director</p>

REVISED DATE: 9/15/99

Page 1 of 3

I. POLICY:

It is the policy of the Monroe County Detention Facilities to make any available community services attainable to male and female inmates alike and to set guidelines for inmate participation in programs.

II. REFERENCES:

FMJS 9.01 & 9.10, FCAC 12.21, and Consent Decree 98-101.

III. SCOPE:

These procedures apply to All Personnel.

IV. PROCEDURES:

A. Inmate Programs include, but are not limited to, the following:

1. Religious Services and Counseling
2. Outdoor Recreation and Outside Cell Leisure Activities
3. Library Services
4. Alcoholic Abuse Counseling
5. Drug Abuse Counseling
6. GED/Educational Programs
7. Work Release and Trusty Programs
8. Social Services

Inmates Services


Inmate Programs and Inmate Participation in Programs

9. Art Behind Bars
 10. Culinary Arts
- B. Available community resources that provide inmate programs and services include the following:
1. Alcoholics Anonymous
 2. Narcotics Anonymous
 3. Monroe County School Board
 4. Area Clergy
 5. Area Social Services
- C. Inmate Participation
1. All inmates who do not pose a security risk are offered the opportunity to participate in facility programs.
 2. All programs are on a volunteer basis and each inmate has the opportunity to refuse participation, unless mandated by a court order or sentence.
 3. Refusal of an inmate to participate in a program or service shall not jeopardize future participation.
 4. Inmates are required to dress in a complete uniform (i.e., shirt, pants, shoes, ID) according to their classification status.
 5. Inmates may take only the required materials necessary for a particular program from their cells.
 6. Anyone participating in a program will abide by the NO smoking, eating, or drinking requirement of the facility while attending the program.
 7. Inmates causing a disturbance during a program will be terminated from the program and will not be permitted to return until re-evaluated by the Programs Services Director and/or Classification.

Inmates Services

Inmate Programs and Inmate Participation in Programs

8. Disciplinary actions will be taken against any inmate committing a rule infraction during a program.
 9. Any behavior problem outside a program, causing an inmate to be segregated from other inmates, will be reason for dismissal from the program.
- D. Equal Participation Opportunities
- Male and female inmates shall be provided equal opportunity to participate in facility programs and services.
- E. Funds are available through the Inmate Welfare Fund and grants to update and broaden the number of programs available.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Inmate Services</p>	<p>NUMBER:</p> <p>6:012</p>
	<p>SUBJECT:</p> <p>Inmate Razor Issuance</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>Unit/Dorm Officers</p>

REVISED DATE: 6/14/06

Page 1 of 3

I. POLICY:

It is the policy of the Monroe County Detention Facilities to maintain a standard of accountability on all issued inmate razors.

II. REFERENCES:

FMJS 5.08(c), FCAC 10.12, and Consent Decree 120.

III. SCOPE:

These procedures apply to All Certified Personnel.

IV. PROCEDURES:

A. Issuance of Razors to Inmates

The following process will apply to all inmate housing areas.

1. The Unit/Dorm Officer will announce "Razor Call" in general population areas at the established time-frame. For confinement inmates, the Officer will go to the cell door of all inmates who do not have a security restriction that would prohibit them from using a razor and ask them if they want to shave.

NOTE: Only inmates on trusty status will be allowed to shave outside of the established time frames. Those inmates who are going to a court case requiring court clothing will be allowed to shave in the Intake/Release shower area while they change into their court clothing.

Inmate Services

Inmate Razor Issuance

2. The Officer will hand each inmate a razor if they want one.
 - a. The Officer will collect and hold the inmate ID tags for each inmate that is using a razor except in units where the inmate ID tags are kept at the Officer's desk.
 - b. Per P/P 1:021, the Officer will document the individual names of inmates that were given a razor in the unit/dorm logbook.
 3. Thirty (30) minutes after the last razor has been issued in general population areas, the Officer will announce for the return of all razors. Due to security and safety reasons, confinement inmates shall only be allowed 15 minutes to shave.
 4. Each inmate shall return his or her issued razor to the Officer in person, using the following process:
 - a. The inmate will remove the cover from the razor to allow the Officer to check and ensure the blade is still attached.
 - b. The inmate will return the cover to the razor and then hand the razor to the Officer.
 - c. The Officer will return the inmate ID tag for each inmate that has returned a razor except in units where the inmate ID tags are kept at the Officer's desk.
 - d. Per P/P 1:021, the Officer will document the individual names of inmates that returned a razor in the unit/dorm logbook.
- B. Retrieval and Disposal of Razors from Housing Areas

Once all the razors have been returned from the inmates:

1. In KW, the Dorm/Unit Officer will give the razors to the Rover to be delivered to the Watch Sgt./Lt.
2. After the Watch Sgt./Lt. ensures all razors are returned, the Watch Sgt./Lt. will dispose of the razors in the trash compactor.

Inmate Services


Inmate Razor Issuance

3. In KV/PK, the Officer will dispose of the razors in the trash receptacle outside of the facility.

C. Missing Razors

If any razor(s) are missing, the Unit/Dorm Officer will attempt to locate the razor using the following process:

1. Identify the inmate who has not returned his/her razor.
2. Ask the inmate to return the razor.
3. If the inmate does not do so or states that s/he does not have the razor, the following shall occur:
 - a. Advise the Shift Supervisor of the situation.
 - b. Pat down the inmate and his/her cellmate.
 - c. Shake down their assigned cell.
 - d. Conduct shakedown of all cells and common areas as well as conducting a pat down of all inmates in the housing area.

MONROE COUNTY  DETENTION FACILITIES	CHAPTER:	NUMBER:
	Inmate Services	6:013
	SUBJECT:	
	Inmate Uniforms	
	AREAS OF RESPONSIBILITY:	PERSON RESPONSIBLE:
	Monroe County Detention Facilities	All Personnel

REVISED DATE: 12/31/08

Page 1 of 1

I. POLICY:

It is the policy of the Monroe County Detention Facilities to have an established method of identifying inmates by color of uniforms.

II. REFERENCE:

None.

III. SCOPE:


These procedures apply to All Personnel.

IV. PROCEDURES:

- A. When an inmate is booked into the facility they will be dressed out in a blue uniform.
- B. Inmates who are classified to work outside (e.g., PW truck, maintenance, farm, administration) will wear an orange uniform.
- C. Inmates who are classified to work in the kitchen will wear a dark blue uniform.

NOTE: Until all the white uniforms are phased out, there will be a mixture of white and dark blue uniforms worn in the kitchen.

- D. Inmates who are classified to work inside the facility (e.g., laundry, hallways, tray retrieval) will wear a green uniform.
- E. All uniforms will be changed at the end of day when the inmates have completed their job assignment(s) and before the inmates enter their housing area.

MONROE COUNTY  DETENTION FACILITIES	CHAPTER:	NUMBER:
	Inmate Services	6:014
	SUBJECT:	
	Inmate Welfare Committee	
	AREAS OF RESPONSIBILITY:	PERSON RESPONSIBLE:
	Monroe County Detention Facilities	Programs Services Director

REVISED DATE: 1/10/08

Page 1 of 1

I. POLICY:

It is the policy of the Monroe County Detention Facilities to maintain an Inmate Welfare Fund that is governed by the Inmate Welfare Committee. Profits from the commissary are used only for overall inmate welfare.

II. REFERENCES:


FMJS 10.01(a&d) and FCAC 11.01, 11.05, & 11.06.

III. SCOPE:

These procedures apply to the Inmate Welfare Committee.

IV. PROCEDURES:

- A. A committee for the Inmate Welfare Fund shall consist of the following:
 - 1. The Programs Services Director
 - 2. The Operations/Support Services Commander
 - 3. The Shift Supervisor
 - 4. The Inmate Services Sergeant
- B. When a request in writing is received for expenditures of inmate welfare funds, the Programs Services Director shall route it to the other committee members for their approval/disapproval recommendation. A recommendation is required from a minimum of three of the four members.
- C. Once the committee has decided to expend inmate welfare funds (or not to), the request will be forwarded to the Commander, Bureau of Corrections, for final authority on expenditures.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Inmate Services</p>	<p>NUMBER:</p> <p>6:015</p>
	<p>SUBJECT:</p> <p>Law Library</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>Programs Services Staff Assistant</p>

REVISED DATE: 9/24/01

Page 1 of 5

I. POLICY:

It is the policy of the Monroe County Detention Facilities to provide up-to-date legal reference materials for inmates to utilize upon request. The Programs Services Staff Assistant (Law Librarian) is responsible for maintaining the legal reference materials and for scheduling inmates who request to use the Law Library. Inmates housed at the Marathon or Plantation Key facilities who request to use the law library will be transferred to the Key West facility to utilize the law library.

II. REFERENCES:

FMJS 9.09 & 10.02(b); FCAC 12.20; and Consent Decree 107-111, 114, & 116.

III. SCOPE:

These procedures apply to the Programs Services Staff Assistant.

IV. PROCEDURES:

- A. Inmates of the Monroe County Detention Facilities who are not represented by counsel (pro-se) will be provided physical access to legal materials contained in the Key West facility law library four (4) hours per day, three times per week. The law library pro-se requirement of twelve hours per week shall be extended if the pro-se inmate can demonstrate that s/he has legal deadlines that cannot otherwise be met in twelve hours per week. This provision pertains equally to civil and criminal matters.
- B. An Inmate Request Form from an inmate who desires access to legal materials is required and copies of the Inmate Request Forms shall be maintained in the inmate's file. Inmates who are illiterate, non-English speaking, or handicapped shall be assisted in completing the Inmate Request Form. Inmates who are not trained in the law, illiterate, non-English speaking, or handicapped may be assisted in their legal research by other inmates on a volunteer basis.

Inmate Services

Law Library

- C. No inmate shall be required to wait more than two working days between the time of the submission of his or her Inmate Request Form and being allowed physical access to the law library.
- D. An inmate who is without counsel (pro-se) and who is "actively in trial" in any court shall be permitted daily access to legal materials for at least four (4) hours per day.

NOTE: "Actively in Trial" for this purpose shall mean that period commencing when a judge calls a case for trial on the trial docket and all parties have announced themselves ready to proceed, or the court has ordered that the trial shall proceed, until the rendition of the verdict or the close of testimony in a non-jury trial.

- E. The Monroe County Detention Center shall maintain in books or on computer the following legal reference materials within the facility's law library:
 - 1. Southern Reporter, Second Edition (Florida cases) from volume 300 until the present;
 - 2. Florida Statutes Annotated;
 - 3. Florida Statutes;
 - 4. Shepard's Florida Citations;
 - 5. Florida Jurisprudence, Second Edition;
 - 6. Florida Criminal and Civil Rules of Procedure;
 - 7. Federal Rules of Criminal and Civil Procedure;
 - 8. Florida Rules of Court - Federal;
 - 9. Black's Law Dictionary, latest edition;

Inmate Services

Law Library

10. Monroe County Code;
 11. The Code of the City of Key West;
 12. A Treatise on the Fourth Amendment to the United States Constitution;
 13. A Treatise on Florida criminal trial practice; and
 14. Florida Model Jail Standards
 15. United States Reporters
 16. U.S. Code Annotated
- F. Pens, paper, and legal mail postage shall be available to pro se inmates. If a pro se inmate has enough funds in their inmate account to pay for pens, paper, legal mail postage and photocopies, the actual cost of same shall be deducted from their inmate account. If the pro se inmate has no funds in his or her inmate account and the inmate has been declared indigent by any judge of competent jurisdiction, they shall be provided with the following supplies and services, and their inmate account shall be debited. Inmates requesting supplies in excess of the below mentioned items must show cause.
1. A maximum of five 9/12 manila envelopes per month
 2. Thirty #10 size white envelopes per month
 3. A maximum of four legal pads per month
 4. A maximum of five ink pens per month
 5. A maximum of four pencils per month
 6. Postage in the amount of \$15.00 per month
 7. A written request to the Programs Services Staff Assistant for copies of case-law, statutes, etc., from the computerized law library system not to exceed a total of 20 items per week
 8. Copies of motions and briefs will be provided as required by the court for filing (copies of case law, statutes, etc., will not be copied for inclusion with briefs and motions as they are not evidentiary in nature)

Inmate Services

Law Library

NOTE 1: Non-pro se inmates may also have copies done for legal purposes only, and the actual cost of same shall be deducted from their inmate account.

NOTE 2: Inmates must fill out the proper form to request supplies or copies.

- G. Any policy requiring a pro-se inmate to obtain a court order prior to going to the law library is prohibited.
- H. Inmates who are requesting to be recognized as pro-se inmates must submit the following information for verification of their pro-se status:
 - 1. Type of case being pursued (e.g., civil, criminal, appeal)
 - 2. Which court his/her case is being heard before (e.g., appeals, civil, circuit, district, federal) and case number, if applicable
 - 3. Name of any previous counsel/attorney that has represented the inmate (private or public defender)
 - 4. Documentation from the court if the inmate is a court ordered pro-se (e.g., court minutes, court date on which you were pronounced pro-se)

The requested information will be used only to verify that the inmate is representing him/herself in either a civil or criminal case.

- I. The following rules will be obeyed by all inmates while in the law library.
 - 1. No food, candy, or drinks.
 - 2. Removal of research books, pages from books, or any other law library material (e.g., ribbon cartridges, computer, typewriter) is prohibited and will result in a Disciplinary Report being written.
 - 3. There will be no social conversation. Conversations will be kept to a minimum and only between the inmate and the inmate's volunteer.
 - 4. No materials other than those needed for motions or research will be allowed in the law library (e.g., newspapers, non-legal reading materials).


Inmate Services

Law Library

5. All inmates will be pat searched before leaving the law library.
6. Copy(s) of any legal materials will be requested on an Inmate Request Form via the Law Librarian who will ensure the copy(s) are delivered to the inmate within a reasonable amount of time.

NOTE: The inmate receiving copies must sign the Account Withdrawal Form for Legal Copies and return it to the Law Librarian when the copies are received.

7. No inmate shall have exclusive use of any of the computers, typewriters, or books during their session in the law library.

MONROE COUNTY  DETENTION FACILITIES	CHAPTER: Inmate Services	NUMBER: 6:016
	SUBJECT: Library	
	AREAS OF RESPONSIBILITY: Monroe County Detention Facilities	PERSON RESPONSIBLE: Mail Clerk / KV/PK Officer

REVISED DATE: 1/10/08

Page 1 of 2

I. POLICY:

It is the policy of the Monroe County Detention Facilities to establish, maintain, and operate a library for the inmate population. The Librarian will be responsible for establishing community resources from which donated books may be obtained to keep the library stocked. The Marathon and Plantation Key Facilities are encouraged to establish community resources from their areas to obtain donated books; however, they may receive and/or rotate books with each other and the Key West Facility when necessary.

II. REFERENCES:

FMJS 5.08(b)(iv) & 10.02(b) and FCAC 10.11 & 11.09.

III. SCOPE:

These procedures apply to All Personnel.


IV. PROCEDURES:

- A. Inmates will be given the opportunity to choose from a variety of reading materials that is stocked in their housing area.
- B. Any inmate wanting reading materials will be able to take out no more than three books at a time.
- C. Any inmate that is not finished with his/her previous selections may choose to finish reading them or return them to the shelf for newer selections.
- D. Special Reading Material Requests - Inmates requesting special reading materials (e.g., self-help books) will submit a request to the Librarian. If the material is available, it will be placed in the housing area of the requesting inmate.

Inmate Services

Library

- E. Family members, friends, etc., may contribute books to the facility's library by donating them to the Programs Services Department. These books will NOT be held out for any particular inmate. They will be placed in the library with all the other books and rotated throughout the dorms/units.
- F. During non-sleeping hours, the inmates may use the dayroom to read books.
- G. At the Monroe County Detention Center the Librarian, with the assistance of an assigned trusty, will perform the following procedures a minimum of once per month:
 - 1. Stock the book cart with reading materials for distribution. When available, books of foreign languages will also be stocked.
 - 2. Remove all existing books from the dayroom library shelf of each unit/dorm.
 - 3. Place the new supply of books on the shelf in each unit/dorm.
- H. The Marathon and Plantation Key Facilities will maintain, and periodically rotate, a supply of books in the inmate housing units.
- I. Only soft cover books are permitted.
- J. Books may not be of a sexually explicit nature as described in p/p 6:019.
- K. Books must conform to the "restricted mail, magazines, and periodicals" restrictions listed in p/p 5:002.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Inmate Services</p>	<p>NUMBER:</p> <p>6:017</p>
	<p>SUBJECT:</p> <p>Recreation</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>Dorm/Unit Officers and Rovers</p>

REVISED DATE: 9/15/99

Page 1 of 3

I. POLICY:

It is the policy of the Monroe County Detention Facilities that inmates shall have the opportunity to have a minimum of three (3) hours of outdoor exercise per week, weather permitting. Uncontrollable or violent inmates are not subject to the provisions of this policy.

II. REFERENCES:

FMJS 9.06 & 12.11, FCAC 12.17, and Consent Decree 68.

III. SCOPE:

These procedures apply to All Certified Personnel.

IV. PROCEDURES:

A. Reporting for Duty

1. Dorm Officers and Rovers will consult the Recreation Schedule to determine which dorms are scheduled for recreation for the duration of your tour of duty.
2. Rovers will report to the main recreation yard and conduct a shakedown. This is to be accomplished before any recreation takes place.
3. If inclement weather has left the recreation yards wet, upon weather clearing, the recreation floors will be squeegeed.

B. Receiving Inmates for Recreation

In the Key West Facility, the Dorm Officer and Rover will count all inmates leaving the dorm. Once all the inmates have arrived at the main recreation yard, a second count will be conducted by the Rover in the main recreation yard to confirm that the number of inmates leaving the dorm corresponds to the number of inmates at recreation.

Inmate Services

Recreation

C. Monitoring Inmates

1. In KW, the main recreation yard will be kept locked at all times. Unit recreation yards will be unlocked after breakfast clean-up and locked 15 minutes prior to lock down.
2. In KV/PK, the recreation yards will be open for access to Dorms.
3. Observation will be maintained by the Rovers/Unit Officers in KW and by the Dorm Officer and/or control camera in KV/PK.

D. Returning Inmates

1. In the KW facility, the Rover must count inmates as they exit the main recreation yard.
2. Once all the inmates have left the main recreation yard, communication via radio will be made to the Dorm Officer to make sure the Dorm Officer is ready to receive the inmates.
3. A shakedown will be conducted of the main recreation yard after each group leaves.

E. Emergency

1. In case of an emergency requiring an inmate to be sent to Medical, you must first notify the Shift Supervisor that you will be sending an inmate to Medical and the extent of the inmate's injury or symptoms s/he is displaying.
2. You must notify the Dorm Officer you have sent the inmate to Medical.
3. You will complete an incident report and forward it to the Shift Supervisor.

Inmate Services

Recreation

F. Missing Recreation Equipment


1. Notify the Shift Supervisor immediately if you discover something is missing from the recreation yard.
2. The Dorm Officers (from the dorm where the suspected inmates are housed) will be notified.
3. You are to complete an Incident Report prior to being relieved from duty.

G. Special Recreation

Special recreation times may be required.

1. Some inmates may have medical orders to have daily walking or exercise.
2. Separation of certain inmates per administrative order may also require special recreation times.
3. Administrative Confinement may require more than one time period as designated on the Master Schedule due to "keep separate" issues within the Administrative Confinement Unit.

NOTE: These decisions will be made by the Shift Supervisor.

<p>MONROE COUNTY</p>  <p>DETENTION CENTER</p>	<p>CHAPTER:</p> <p>Inmate Services</p>	<p>NUMBER:</p> <p>6:018</p>
	<p>SUBJECT:</p> <p>Religious Programs, Materials, Diets, and Clergy Visits</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>Programs Services Director</p>

REVISED DATE: 12/31/08

Page 1 of 5

I. POLICY:

It is the policy of the Monroe County Detention Facilities to ensure inmates are permitted to practice the religion of their choice provided that it does not constitute a security breach. To assist their spiritual development and growth, the detention facilities shall allow clergy the ability to visit with inmates to encourage their participation in religious programs. The Programs Services Department will ensure that requests for religious diets are of a legitimate.

II. REFERENCES:

FMJS 6.05(b), 9.02, & 9.07; FCAC 12.02 & 15.06; and Consent Decree 101.

III. SCOPE:

These procedures apply to All Personnel.

IV. DEFINITION:

Volunteer Chaplains - Ordained Ministers who coordinates religious services and activities within the Monroe County Detention Facilities affording each inmate a reasonable opportunity to practice their own religious beliefs.

V. PROCEDURES:

- A. The volunteer Chaplains shall have access to all non-prohibited areas of the Detention Facilities unless there is a clear and present danger for his/her safety.
- B. The volunteer Chaplains will need sufficient space to maintain religious material for all denominations.

Inmate Services

Religious Programs, Materials, Diets, and Clergy Visits

C. Religious Services and Programs

1. Religious services will be held for all inmates who desire to participate, except those considered to be a threat to the security and orderly operation of the facility.
2. Religious services and programs will be coordinated through the Programs Services Director/Designee to ensure sufficient space for the type of programs and to avoid conflicts with other scheduled activities.
3. Juveniles will be afforded the same types of religious programs separately from the adult inmates.

D. Counseling

1. Inmates may request to see a Chaplain at any time by filling out an Inmate Request Form. The volunteer Chaplain will respond in accordance with the urgency of the situation.
2. At periodic intervals, the volunteer Chaplains will tour all areas where inmates don't have religious access because of lock-down or sickness to give them religious needs and to provide adequate support.

E. Religious Diets

Dietary restrictions apply to certain religious faiths; therefore, the inmates may request religious diets. Inmates with dietary concerns shall contact the Programs Staff Assistant utilizing an Inmate Request Form. The Programs Staff Assistant will forward the inmate an Application for Religious Diet form. The application must be completed and returned to the Programs Staff Assistant. Medical orders for a specific diet supersede religious diets.

1. Special religious diets will only be provided to those inmates who are members of an organized religious group requiring adherence to religious dietary laws.
2. Affiliation with recognized religious groups and their dietary law requirements will be verified by the Programs Staff Assistant. The inmate must have been affiliated with the religion prior to being incarcerated.

Inmate Services

Religious Programs, Materials, Diets, and Clergy Visits

3. The Programs Staff Assistant will forward in writing to the Kitchen an approval letter for the inmate with the specified religious diet.
 4. Inmates who have been authorized to receive a diet to meet their religious requirements are required to follow the diet that has been authorized. Inmates found eating foods that are inconsistent with the authorized religious foods will have the authorization for religious foods revoked. Inmates found swapping food items to and/or from the religious diet with other inmates will lose the authorization for religious foods. Once the authorization for religious foods has been revoked, it will not be re-instated throughout the duration of the inmate's present incarceration.
- F. Distribution of Religious Material(s)
1. Inmates shall submit Inmate Request Forms for religious materials to the volunteer Chaplains.
 2. The volunteer Chaplains shall issue materials pertinent to one's religious beliefs such as Bibles, Korans, and other religious books. The volunteer Chaplains shall inspect donated paperback books for contraband before distributing. The Dorm/Unit Officer shall check the religious items for contraband before the volunteer Chaplains hands the items out.
 3. All donated religious materials received shall be processed through the Programs Services Director before the volunteer Chaplains gives it to the inmates
 - a. Authorized donated items are:
 - (1) One religious paperback book (e.g., Bible, Koran)
 - (2) One religious magazine
 - (3) One religious pamphlet
 - (4) One set of breakaway prayer beads
 - (5) One breakaway rosary

Inmate Services

Religious Programs, Materials, Diets, and Clergy Visits

- b. Contraband items include, but are not limited to:
 - (1) Religious clothing, scarves, headgear, or foot covers of any kind.
 - (2) Rugs or mats
 - (3) Horns
 - (4) Foliage
- 4. Prayer Rugs or Mats: Inmates may purchase a white towel from canteen to use as a prayer rug or mat. Inmates may also give their ID to their Unit/Dorm Officer in exchange for a brown towel. When they are done praying, they must return the brown towel to the Unit/Dorm Officer and get their ID back. NO actual prayer rugs or mats are allowed
- 5. Food and/or beverages will only be allowed during services conducted for special observed holidays. The Programs Services Director must approve this ahead of time. The religious provider will be responsible for providing the food and/or beverage during the service only. Nothing will be taken to the units or dorms.

G. Minister, Lay People, and Clergy Volunteers

- 1. Ministers who wish to visit inmates of their congregation may visit during regular visiting hours. If requested, the volunteer Chaplains will assist inmates in contacting their minister.


NOTE: Any request for special visits must be initiated by the inmate to the Programs Services Department.

- 2. Ministers, lay people, and clergy volunteers who wish to enter the facilities for various religious activities shall:
 - a. Contact the Programs Services Department for clearance into the facility and for scheduling of programs.
 - b. Be provided with a Handbook for Volunteer Staff that contains an application that must be filled out.

Inmate Services

Religious Programs, Materials, Diets, and Clergy Visits

- c. Be affiliated with a legitimate religious group.
 - d. Have valid picture identification.
 - e. Cannot be on an active or pending court case.
 - f. If convicted in the past, must have been released and completed probation over one year ago (e.g., If released on 10/1/08 and sentenced to six months probation, s/he is not eligible to be a volunteer until 4/1/10).
 - g. An NCIC/FCIC background will be conducted on each potential volunteer.
 - h. Must attend the Volunteer Orientation before being authorized to enter the facility's secured envelope.
 - i. Must sign the Volunteer Orientation and Volunteer Agreement forms stating they will abide by the rules and regulations taught in the Volunteer Orientation class.
 - j. The Shift Supervisor may make allowances for specific visits as needed.
3. The Programs Services Director/ Designee must clear special guest speakers.
 4. A current list of authorized volunteers will be maintained by the Programs Services Department with a copy kept in Main Control.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Inmate Services</p>	<p>NUMBER:</p> <p>6:019</p>
	<p>SUBJECT:</p> <p>Sexually Explicit Material</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>All Personnel</p>

REVISED DATE: 9/15/99

Page 1 of 1

I. POLICY:

It is the policy of the Monroe County Detention Facilities not to accept or allow any inmate to have in his/her possession any material of a sexually explicit nature.

II. REFERENCE:

None.

III. SCOPE:


These procedures apply to All Personnel.

IV. DEFINITION:

Sexually Explicit Material - Material clearly showing or depicting sexual acts and/or the sexual organs, or any material which may reasonably be expected to cause sexual arousal.

V. PROCEDURES:

- A. Sexually Explicit Material is to include, but not be limited to, Playboy, Playgirl, Penthouse, Easy Rider, Hustler, High Society, Cherry, Variety, Swingers, Chic, and Cycle magazines.
- B. Sexually Explicit Material found in any unit or dorm will be considered contraband and will be handled in accordance with department policy.
- C. Sexually Explicit Material arriving with inmates from prison or on an arrestee will be inventoried and placed in the inmate's property.

MONROE COUNTY  DETENTION CENTER	CHAPTER: Inmate Services	NUMBER: 6:020
	SUBJECT: Trusty Work Assignments Criteria & Selection	
	AREAS OF RESPONSIBILITY: Monroe County Detention Facilities	PERSON RESPONSIBLE: Inmate Services Sergeant

REVISED DATE: 12/31/08

Page 1 of 6

I. POLICY:

It is the policy of the Monroe County Detention Facilities that an inmate trusty work program shall be established so inmates are afforded an equal opportunity to participate in various work assignments, subject to physical ability, the number of work opportunities available, and facility security. Pregnant females are exempt from inappropriate work details. If a sentenced inmate is unable to work due to a medical condition (e.g., disabled, pregnant), they will be afforded the same trusty gain time as inmates working trusty details.

II. REFERENCES:

FMJS 9.05 and FCAC 12.12, 12.13, 12.15, 12.16, 15.02, & 19.18.

III. SCOPE:

These procedures apply to the Inmate Services Sergeant and Classification Personnel.

IV. PROCEDURES:

A. Work Assignments

1. Work assignments available within the security envelope of the facility for inmates assigned as trustees by the Inmate Services Sergeant include the following:
 - a. Inside secured envelope maintenance details
 - b. Inside facility housekeeping details
 - c. Laundry
 - d. Tray retrieval
 - e. Special details, as needed

Inmate Services

Trusty Work Assignments Criteria & Selection

2. Work assignments available outside the security envelope of the facility for inmates assigned as trustees by the Classification Department include the following:
 - a. Food service details
 - b. Sheriff's Office administration and special details
 - c. Outside secured envelope maintenance details
 - d. Landscaping/Farm and car wash details
 - e. BOC administration details
 - f. Public Works details
 - g. Government agency details (e.g., USCG, special forces)
 - h. Special details, as needed

3. The Inmate Services Sergeant will utilize the following criteria as a reference for trusty assignments. The Trusty Committee may make exceptions on a case-by-case basis. The Trusty Committee shall consist of the Inmate Services Sergeant, Programs Services Director, Work Release Specialist, On-Duty Shift Sergeant, and the Classification Supervisor.
 - a. Outside Trustees will be either sentenced to Monroe County or have a bond of no more than \$50,000. NO trusty will be allowed outside status if their charges are domestic violence, aggravated battery, stalking, felony battery, violent in nature, sex offender, or charges that are sexual in nature. Once sentenced, the original charge will determine the work assignment.
 - b. Farm Crew Trustees will be selected from the JIP Program and cleared by the JIP Program Supervisor and Farmer. If JIP inmates are not approved, the farm trustees will be selected from the general population. These inmates must qualify for outside trusty status.
 - c. Kitchen and Inside Trustees will have a bond of no more than \$75,000.00. NO trusty, including those that are sentenced, will be allowed to work in the Kitchen area if their charges are battery, domestic violence, aggravated battery, stalking, felony battery, violent in nature, sex offender, or charges that are sexual in nature.

Inmate Services

Trusty Work Assignments Criteria & Selection

- d. Hallway Trusties will have a bond of no more than \$75,000.00.
- e. Tray Crew Trusties will have a bond of no more than \$100,000.00.
- f. No Bond Allowed Inmates will be reviewed through the Trusty Committee to determine if they will be allowed to be a trusty.
- g. Out of State Holds, County Holds, or Sentenced to Prison who wish to work must apply to Inmate Services to be an In-House Trusty. The Trusty Committee will review these requests for approval/denial.
- h. Inmates with High Bonds (over \$100,000) who wish to work must apply to Inmate Services to be an In-House Trusty. The Trusty Committee will review these requests for approval/denial.
- i. Inmates that are sex offenders or have charges that are sexual in nature will not be allowed trusty status outside of the housing area.
- j. New Charge/Add-On Charge information will be e-mailed to the Inmate Services Sergeant and Classification as soon as possible by the I/R Sergeant or Officer. If it is an out-of-county or out-of-state charge, the I/R Sergeant or Officer will have that inmate moved out of the trusty dorm and into general population immediately for reclassification.
- k. Border Patrol, ICE, USM Detainees must apply to be a trusty and pass a background check. They can only be inside trusties.
- l. JIP Participants may request trusty jobs and/or work release positions. All of the aforementioned criteria will apply. In addition, JIP participants must have successfully completed 30 days of the JIP program and be recommended by a JIP counselor. Recommendation will be based on inmate's behavior and participation in JIP program.

B. Trusty Provisions and Eligibility

- 1. Pre-trial inmates shall not be required to perform duties beyond those necessary for the cleanliness and good order of their own area and common areas of the detention facilities.
- 2. All inmates are eligible to volunteer for work assignments following First Appearance and medical clearance.

Inmate Services

Trusty Work Assignments Criteria & Selection

C. General population inmates volunteering for trusty status will be assigned in accordance with the following procedures:

1. An inmate's eligibility for trusty status will be determined by the Inmate Services Sergeant after the inmate has volunteered in writing for trusty status.
2. The Inmate Services Sergeant will contact Medical to obtain medical clearance.

NOTE: For the upper keys, the KV/PK Sergeant/OIC will be notified. They will contact their nurse to ensure the inmate is medically cleared. The KV/PK Sergeant/OIC will notify the Inmate Services Sergeant that the inmate is cleared by faxing the nurse's sign-off on the Trusty Form.

3. The Medical Staff will examine all inmates to determine medical eligibility for trusty status. Inmates must be medically cleared by Medical in accordance with the Americans with Disabilities Act before assignment to trusty status. Inmates and staff are prohibited from working in any food service area if known to have a communicable disease, open wound, sore, or respiratory infection. Medical clearance is required before working with any food. Inmates shall not be discriminated against for physical handicaps that are not debilitating.
4. Once the inmate is approved by the Medical Staff, the Inmate Services Sergeant will contact the Classification Department to arrange for male inmates to be moved to the trusty housing area (females will remain in their unit).
5. Prior to an inmate being assigned to a trusty dorm, the Classification Department will ensure that the inmate has read, understood, signed, and dated a Trusty Rules Form. Classification shall file the form in the inmate's classification folder.

D. Trusty Paperwork Processing

1. It will be the responsibility of the inmate to notify the Inmate Services Sergeant utilizing an Inmate Request Form of any special skills s/he may have. The Inmate Services Sergeant will try to place the inmate in a job equivalent to his/her training keeping in mind that facility positions are filled first.
2. Prior to an inmate being assigned to a trusty dorm, the Classification Department will ensure that the inmate has read, understood, signed, and dated a Trusty Rules Form. Classification shall file the form in the inmate's classification folder.

Inmate Services

Trusty Work Assignments Criteria & Selection

3. A current Trusty Work Schedule will be maintained by the Inmate Services Sergeant showing which trusties are assigned to which details.
 4. Classification will keep gain time calculations on all sentenced trusties.
- E. Inmate Working Conditions
1. Inmate working conditions shall comply with all applicable federal, state, and local work safety laws and regulations.
 2. ALL KW inmates who are made a trusty will be issued one pair of blue tennis shoes. The in-house trusties will wear these to work. Outside trusties will wear their shower slides to I/R where they will switch them out for work boots to go to work. KV/PK trusties will wear their shower slides to the hallway where they will switch them out for work boots to go to work. Upon return from work, they will turn in their boots and wear their shower slides back to their housing area.
 3. Except in the case of an emergency, inmates shall not be compelled to work more than ten (10) hours per day. Sentenced inmates may volunteer to work more than ten hours daily. No inmate shall be punished for any refusal to work beyond ten hours per day. The total number of hours inmates may be worked per week shall not exceed sixty (60) hours per week, including travel time between their place of confinement and place of work. Inmates ordinarily shall not be required to work on Sunday, except work assignments necessary for institutional or other agency operation or emergency situations; however, all inmates should be given at least one day off from their duties per week. Inmates shall be given two (2) fifteen minutes rest periods and at least one-half (1/2) hour for the noon meal.
- F. Inmates may work voluntarily for charitable or non-profit organizations if the Commander, Bureau of Corrections, approves so in writing.
- G. Trusties Found Guilty of a Disciplinary Infraction
1. If a trusty is found guilty at a disciplinary hearing, the following guidelines apply:
 - a. First guilty DR: The inmate must wait ten days after getting out of lockdown before returning to trusty status.

Inmate Services


Trusty Work Assignments Criteria & Selection

- b. Second guilty DR: The inmate must wait 30 days after getting out of lockdown before returning to trusty status.
- c. Third guilty DR: The inmate would not be allowed to be a trusty.

EXCEPTION: If trusties are needed, the first and second guilty DR waiting period can be overridden if the Trusty Committee agrees. NO exceptions will be made for third guilty DR.

- 2. If an inmate wants to return to a trusty detail after his/her lockdown time, the inmate must write the Inmate Services Sergeant asking to get their trusty status returned.

NOTE: If an inmate is found guilty of a Disciplinary Report for 3-18 (positive drug test/refusal to provide urine sample), 3-4 (possession of narcotics, unauthorized drugs or drug paraphernalia) or 3-15 (introduction of any contraband), they shall not be allowed to be a trusty.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Inmate Services</p>	<p>NUMBER:</p> <p>6:021</p>
	<p>SUBJECT:</p> <p>Work Release Program</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>Work Release Specialist</p>

EFFECTIVE DATE: 6/14/06

Page 1 of 2

I. POLICY:

It is the policy of the Monroe County Detention Facilities to allow inmates an opportunity for work release.

II. REFERENCES:

FMJS 9.05(d) and the MCDF Work Release Manual.

III. SCOPE:

These procedures apply to the Work Release Specialist/ Designee.

IV. PROCEDURES:


- A. Inmates shall submit an Inmate Request Form to the Work Release Specialist/Designee for consideration of eligibility for Work Release.
- B. The Work Release Specialist/Designee shall:
 - 1. Conduct a CJIS and F/NCIC criminal history on the inmate to check his/her eligibility in accordance with the Monroe County Detention Facilities' Work Release Manual.
 - 2. Check for any disciplinary action charged against him/her within the last 30 days.
 - 3. Contact the facility's Medical Department to obtain medical clearance.
 - 4. If the applicant is deemed eligible, contact the inmate to complete and review the following paperwork:

Inmate Services

Work Release Program

- a. Work release agreement
 - b. Personal contact form
 - c. Education, training, and experience form
 - d. Subsistence agreement
 - e. Laundry service agreement
 - f. Authorized locker allowables
5. Once an applicant is cleared to participate in the Work Release Program, the Work Release Specialist will check SmartCop to establish whether or not a victim has been listed on the inmate's case record. If a victim is listed, the Work Release Specialist will follow the appropriate guidelines listed in the "Victim Notification" policy and procedure.
 6. If the inmate is already employed, contact the employer and make arrangements for the inmate to resume his/her job.

NOTE: Have the employer sign Employer Agreement and supply a copy of their Business' Liability Insurance.
 7. If the inmate is not already employed, contact local companies to screen eligible inmates for available jobs.
- C. All inmates shall follow the policies outlined in the Monroe County Detention Facilities' Work Release Manual and the Monroe County Detention Center's Policy and Procedures Manual.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Inmate Services</p>	<p>NUMBER:</p> <p>6:022</p>
	<p>SUBJECT:</p> <p>Inmate Reunification Bus Ticket Program</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>Case Manager</p>

EFFECTIVE DATE: 1/10/08

Page 1 of 2

I. POLICY:

It is the policy of the Monroe County Detention Facilities that an inmate reunification bus ticket program be established through which inmates are afforded a method of reuniting with their family members and/or agencies that are willing to accept responsibility for the inmate outside of Monroe County.

II. REFERENCES:

None.

III. SCOPE:

These procedures apply to the Case Manager.

IV. PROCEDURES:


When the Case Manager receives a Bus Ticket Request form, it will be processed as follows:

- A. Check database for previously issued bus tickets from this program.
- B. Check completed request form for contact information.
- C. Check with Commissary for inmate's indigent status.
- D. Check with Classification for sentencing information.
- E. Check court information to verify that the inmate has completed all court proceedings and probation in and out of Monroe County.
- F. Contact the family and/or agency to verify the information provided by the inmate on the Bus Ticket Request form (if approved).

Inmate Services

Inmate Reunification Bus Ticket Program

- G. Fax voucher to Grey Hound Bus Station.
- H. Fax Bus Ticket Request form to Finance.
- I. Send the requesting inmate a Bus Ticket Information Sheet.
- J. Each month verify vouchers with the Grey Hound Bus Company for number of bus tickets utilized.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Inmate Services</p>	<p>NUMBER:</p> <p>6:023</p>
	<p>SUBJECT:</p> <p>Volunteer Religious Providers</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>SUPERVISOR:</p> <p>Programs Services Director</p>

REVISED DATE: 7/3/09

Page 1 of 2

I. POLICY:

The purpose of this policy is to establish guidelines for volunteer religious providers. The volunteer religious providers are ONLY responsible for performing functions of a religious nature for all denominations and coordinating related functions to best meet the religious needs of inmates.

II. REFERENCE:

FCAC 12.02 and FMJS 9.07.

III. SCOPE:

This policy applies to the individual(s) authorized to be volunteer religious providers in the Monroe County Detention Facilities.

IV. PROCEDURES:

Volunteer religious providers shall:

- A. Be trained in facility rules and regulations and agree in writing to comply with same.
- B. Provide inmates with effective guidance and counseling in religious matters.
- C. Conduct weekly religious services/counseling at the detention facilities.
- D. Distribute donated religious paperback books and materials to inmates.

NOTE: All donated religious materials received shall be processed through the Programs Services Director before giving to volunteer religious providers to distribute to inmates.

- E. Communicate with outside religious providers of inmates who request assistance within the scope of the facilities' policies and procedures.

Inmate Services

Volunteer Religious Providers

- F. Upon request of the Programs Services Director, visit inmates who are hospitalized.
- G. Refer inmates to outside religious services upon release.
- H. Upon request of the Programs Services Director, assist in notifying inmates of the death of family members or close friend.
- I. Coordinate volunteer religious activities including the introduction of guest speakers and other religious service participants into jail facilities with the approval of the Programs Services Director and/or Chief of the Bureau of Corrections.
- J. Never enter any inmate's cell for any reason.
- K. Never discuss staff or Sheriff's Office business with an inmate.
- L. If representing an inmate in court, volunteer religious providers will NOT use his/her affiliation with the Sheriff's Office in any capacity.