



The purpose of this handbook is to inform you of the practices established to ensure your safety and welfare while you are incarcerated. The policies and procedures of the Monroe County Detention Facilities are in accordance with all federal, state, and municipal laws pertaining to corrections.

During your confinement you will be governed by the same laws that exist in our society. In addition, you are to abide by all facility rules and regulations.

Our correctional facilities provide a number of opportunities for inmates to use their time productively. A summary of the services available to you is herein provided. Religious, recreational and educational programs are also offered. You're encouraged to take advantage of these services and programs.

It is to your benefit to become familiar with the contents of this handbook. Should you have a question that is not covered, you may contact a staff member for assistance.

Chief Tommy Taylor
Commander, Bureau of Corrections

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RULES, ORDER AND DISCIPLINE

GENERAL RULES

1. All Correctional Deputies and members of the staff will be called Deputy, Mr., Ms., or by title of their position along with their last name. First names or other terms will not be used. You will be identified and called by your last name.
2. All directives and requests from staff members are orders and must be carried out promptly and fully without complaint. If you believe the order is unjust or have a complaint regarding an order or action, **obey the order**. You may later bring the complaint to the attention of another staff member by completing an Inmate Request Form documenting your complaint.
3. During all scheduled and unscheduled counts, you are required to go directly to your assigned housing area, sit on your bunk with your head and shoulders clearly visible to the deputy conducting the count, and remain silent. You are not to move after count starts until the count is announced completed by the officer-in-charge. During counts, televisions and other instruments will be turned off. Counts are at approximately 6:00 a.m., 12:00 p.m., 6:00 p.m., and 11:00 p.m.
4. A schedule for work, sick call, dining, recreation, laundry, visitation, church services, educational classes, passing of medications, and other programs will be posted on bulletin boards or otherwise announced. You are responsible for following these schedules/announcements. You must be dressed and prepared to report on time for any scheduled activity or program.
5. You are required to keep your living area and cell clean, assist in cleaning dayrooms, showers and toilet areas and have these areas ready for inspection. Walls, bunks, benches, doors, windows, etc. will not be marked or defaced in any manner. Pictures or other articles shall not be attached to walls, beds, writing desks, or placed on window ledges. Pictures are to be stored in your grey bin.
6. You will not give, loan, barter, exchange or sell any personal property, food, commissary items, or issued items to another inmate. Personal property in the possession of anyone other than the recorded owner will be taken and disposed of as contraband.
7. The television may be turned on each morning after inspection is successfully completed. Channels are selected by majority preference. If inmates are in your housing Unit/Dorm that do not speak English, the housing deputy may override the majority preference to ensure both English and Spanish shows are viewed throughout the day. The television is a privilege and may be withdrawn by any staff member when rules are not followed.
8. Tampering with, damaging or destroying county property and/or safety devices, such as smoke detectors, is a punishable offense. Disciplinary action will be taken and/or criminal charges filed against inmates found in violation. F.S. 806.13

9. **No smoking will be allowed.** All tobacco products/accessories are contraband and punishable by 3rd degree felony. F.S. 951.22
10. You will not enter any cell, Unit/Dorm, or other housing area where you are not assigned except when on a supervised work detail.
11. You are encouraged to shower daily; however, you will be required to take at least two showers each week to help decrease the spread of infectious diseases. Showers are open to general population inmates from 9:00-10:30 a.m. and 9:00-10:30 p.m. Inmates in confinement will be let out to shower per the schedule in their housing unit. Towels will be laundered daily.
12. You are responsible for the safekeeping of all personal property in your possession. The deputy is not allowed to watch personal property or to secure property.
13. You will be issued an identification card that must be worn on the bottom of the V on your uniform shirt at all times you are outside of your cell. Loss of this identification card will result in disciplinary action and an administrative fee being charged to your canteen account. The loss/removal of your identification card will cause a delay/denial in privileges, services, and/or release.
14. Bedding and linen (e.g., mattress, blanket, pillow, pillow case, sheets, towel) will not be removed from your sleeping area nor used for rugs, tablecloths or any other purpose. Towels will be laundered daily. See your housing deputy to borrow and return a towel. You may borrow a towel to use as a prayer rug/mat. Loss of towel will result in an administrative fee being charged to your canteen account.
15. Excessive noise, horseplay, shouting, yelling, profanity, etc. will not be permitted in the facility or outside areas.
16. Talking or passing items to and from inmates in lockdown or in segregation is prohibited and will result in disciplinary action.
17. Hats, headbands, caps, handkerchiefs, scarfs, and sunglasses are not authorized except when issued to work crews to be worn only on the outside of the facility. Females cannot keep bras with underwire; the bra will be placed in your property.
18. Altering or marking your issued clothing is prohibited.
19. Do not litter. Trash containers have been placed in selected locations for your use.
20. You will not leave any assigned area without first receiving permission from your supervisor. You will be required to proceed directly and promptly to and from any designated area.
21. No inmate will supervise or in any way exercise control over other inmates.
22. If you have an accident or injury, no matter how minor, you are to report it immediately to a staff member.

23. Running within the confines of the facility is prohibited except in the recreation yard.
24. County sentenced inmates are required to work up to ten hours per day, six days per week, as stated in the Florida Model Jail Standards unless the inmate is medically unable to work, the job assignment jeopardizes safety or security, or the inmate is assigned to programs.
25. Pretrial and unsentenced inmates are not required to work except to do personal housekeeping and to clean their housing area. Inmates are allowed to volunteer for work assignments.
26. You are not allowed to have any keys in your possession.
27. You are not allowed to have any tools in your possession except when assigned to a supervised detail requiring tools.
28. Inmates shall not use or possess hazardous materials (i.e., flammable, combustible, toxic, caustic materials) unless under supervision of a staff member.
29. Any inmate, upon leaving their assigned housing cell, will display proper identification, in accordance with facility rules and regulations.
30. You will not move from bunk to bunk or cell to cell without permission.
31. A drinking cup will be issued to you. Loss of this cup will result in an administrative fee being charged to your canteen account. You may disinfect your drinking cup by using the body wash available in your housing Unit/Dorm.
32. A "body wash" cup will be issued to you. Loss of this cup will result in an administrative fee being charged to your canteen account.
33. Do not touch anything on the deputy's desk, and do not go into any drawer without permission from your Unit/Dorm Deputy.

NOTE: Violation of these general rules will result in disciplinary action and restitution.

DISCIPLINE

An inmate who violates any rule or regulation of the institution will be subject to disciplinary action. A Disciplinary Report will be written and forwarded to an Investigating Deputy. The inmate will be given a copy of the Disciplinary Report at the time of the investigation.

Once the Disciplinary Report is served, the inmate will be allowed a 24 hour period in which to prepare a defense. The inmate may waive the 24-hour period. The hearing will be held within five working days excluding weekends and holidays.

NOTE: In extenuating circumstances (e.g., hurricane) or if you are outside the facility such as in court, doctor's visit, etc., then your time limitations may be extended beyond the five working days. Under no circumstance may the hearing be postponed

beyond ten working days after the incident.

If the inmate is found in violation of a rule or regulation, he/she will have five working days in which to appeal the recommendation of the disciplinary committee. The appeal must be made in writing and directed to the Operations Commander. The Operations Commander will have the final approval on all Disciplinary Reports and/or appeals.

If an inmate is found guilty of a disciplinary report, the inmate will be charged an administrative processing fee to be deducted from the inmate's canteen account.

If the inmate is found guilty of a Disciplinary Report involving the damage, destruction, or misappropriation of county property AND the Disciplinary Hearing Deputy requires the inmate to pay for the damaged, destroyed, misappropriated property, the cost will be taken from the inmate's account.

When you are found guilty of a Disciplinary Report, you will lose any and/or all of the following:

1. Visitation;
2. Phone privileges except for attorney calls;
3. Ordering commissary items; and,
4. Law library except for pro-se inmates.
5. Gain time (sentenced inmates)

Discipline shall not be arbitrary nor capricious, nor in the nature of retaliation or revenge. Corporal punishment of any kind is prohibited.

If you are found guilty of a disciplinary report and then go to the infirmary for any reason, the time you spend in the infirmary will NOT count toward your lockdown time. Once you are released from the infirmary, you will be returned to a lockdown cell to complete your disciplinary time. If your hearing is held in the infirmary, your disciplinary time will not start until you are released from the infirmary and placed in a lockdown cell.

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

If a trusty is found guilty at a disciplinary hearing, the following guidelines apply unless present circumstances dictate otherwise:

1. First guilty DR: The inmate must wait ten days after getting out of lockdown before returning to trusty status.
2. Second guilty DR: The inmate must wait 30 days after getting out of lockdown before returning to trusty status.
3. Third guilty DR: The inmate would not be allowed to be a trusty.

STATEMENT OF PROHIBITED CONDUCT

While you are detained in any Monroe County Detention Facility, you are subject to the same Federal, State and Municipal Laws and Ordinances as any other citizen. Therefore, if you violate any laws or ordinances, you will be prosecuted to the fullest extent of the law. Statutory violations include, but are not limited to the following:

STATUTE	CHARGE	MAXIMUM PENALTY
F.S. 806.01(1)(B)	Arson	30 Years in State Prison
F.S. 794.011	Sexual Battery	30 Years in State Prison
F.S. 944.40	Escape or Attempted Escape	15 Years in State Prison
F.S. 951.075	Battery in a County Detention Facility	15 Years in State Prison
F.S. 784.07	Battery on a Law Enforcement Officer	5 Years in State Prison
F.S. 870.01	Affrays and Riots	5 Years in State Prison
F.S. 870.03	Riots and Routs	5 Years in State Prison
F.S. 944.47	Introduction of Contraband	5 Years in State Prison
F.S. 951.22	County Detention Facilities, Contraband articles	5 Years in State Prison
F.S. 812.014	Theft	60 Days in Jail
F.S. 349.08	Gambling	60 Days in Jail

In addition, under Florida State Statute 951.07, violators of the Monroe County Detention Facility Rules, upon conviction by a Disciplinary Committee, may be punished with up to 30 days Disciplinary Confinement, loss of privileges, and/or possible loss of gain time. Inmates who repeatedly, knowingly and willfully violate those rules will be prosecuted under Florida State Statute 951.07. Conviction under this Statute carries a maximum penalty of 60 days in jail and/or a \$500.00 fine.

RULES OF PROHIBITED CONDUCT

The rules of prohibited conduct and established penalties for infractions shall be applicable to all sections of the Monroe County Detention Facilities.

Any act which is a felony or misdemeanor in the State of Florida may, at the option of the Operations/Site Commander of the institution where the act was committed or his/her designee and the State Attorney, lead to prosecution as prescribed by Florida Law.

The penalties are based on the guidelines as set in our Policies and Procedures Manual for each indicated infractions. Infractions while in disciplinary confinement may result in additional disciplinary measures or criminal prosecution.

Following is a partial list of rules of prohibited conduct:

SECTION 1 - ASSAULT, BATTERY, THREATS AND DISRESPECT

- 1-1 Assault or battery or attempted assault or battery with a deadly weapon
- 1-2 Other assault or battery or attempted assault or battery
- 1-3 Spoken or written threats or gestures
- 1-4 Disrespect to deputies, staff members, employees or other persons of authority expressed by means of words, gestures, and like expressions
- 1-5 Sexual battery or attempted sexual battery
- 1-6 Corruption by threats against public servants (F.S. 838.021)
- 1-7 Throwing of human feces or any other human bodily fluids with the intent to make contact on any person, or willful act or behavior which could cause a hazard to any person, their equipment, or work station

SECTION 2 - RIOTS, STRIKES, MUTINOUS ACTS OR DISTURBANCES

- 2-1 Participating in riots, strikes, mutinous acts or disturbances
- 2-2 Inciting or attempting to incite riots, strikes, mutinous acts or disturbances. Conveying any inflammatory, riotous or mutinous communication by word of mouth, in writing, by sign, symbol, or gesture.
- 2-3 Participating in or inciting a minor disturbance
- 2-4 Fighting

SECTION 3 - CONTRABAND - ANY UNAUTHORIZED ARTICLE OR ANY AUTHORIZED ARTICLE IN EXCESSIVE QUANTITIES (e.g., ANY ARTICLE NOT SOLD IN THE COMMISSARY OR ISSUED BY THE INSTITUTION: ANY ARTICLE FOR WHICH YOU DO NOT HAVE A SPECIFIC PERMIT AUTHORIZED BY THE INSTITUTION)

- 3-1 Possession of weapon, ammunition or explosives
- 3-2 Possession of escape paraphernalia
- 3-3 Possession of any flammable, poisonous or explosive material or device, including matches and lighters

- 3-4 Possession of narcotics, unauthorized drugs or drug paraphernalia
- 3-5 Trafficking in drugs, tobacco, medication or unauthorized beverages
- 3-6 Manufacturing of drugs or unauthorized beverages
- 3-7 Possession of unauthorized beverages
- 3-8 Possession of aromatic stimulants or depressants such as paint thinner, glue, toluene, etc.
- 3-9 Possession of negotiables - unauthorized amounts of cash where cash is permitted, cash where cash is not permitted, checks, credit cards or any other negotiable item which is not authorized
- 3-10 Possession of any mask, wig, disguise, or other means of altering appearance
- 3-11 Possession of unauthorized or altered identification - driver's license, social security card, inmate identification, etc.
- 3-12 Possession of unauthorized clothing or linen (county or personal)
- 3-13 Possession of stolen property
- 3-14 Possession of any other contraband
- 3-15 Introduction of any contraband
- 3-16 Possession of tobacco, tobacco products or paraphernalia
- 3-17 Constructive possession of contraband
- 3-18 Positive drug or alcohol test/refusal to provide urine sample
- 3-19 Positive tobacco test

SECTION 4 - UNAUTHORIZED AREA

- 4-1 Escape or attempted escape
- 4-2 Aiding or abetting an escape or attempted escape
- 4-3 Unauthorized absence from assigned area including housing, job, or other assigned or designated area
- 4-4 Being in an unauthorized area: including housing, job, recreation, visiting or any other area where the inmate is not authorized to be
- 4-5 Failure to proceed directly and promptly to or from designated area

SECTION 5 - HEAD COUNT PROCEDURE VIOLATIONS

- 5-1 Missing during head count
- 5-2 Failure to comply with head count procedure
- 5-3 Failure to answer or answering for another
- 5-4 Failure to wear proper identification in accordance with facility rules and regulations

SECTION 6 - DISOBEYING ORDERS

- 6-1 Disobeying verbal or written order - any order given to an inmate or inmates by a deputy, staff member, employee, or other person of authority
- 6-2 Refusing to obey institutional rules and regulations
- 6-3 Repeatedly, knowingly, and/or willfully refusing to obey rules and/or regulations

SECTION 7 - DESTRUCTION, MISUSE OR WASTE OF PROPERTY

- 7-1 Destruction of county property or property belonging to another (F.S. 806.13)
- 7-2 Altering or defacing county property or property belonging to another (F.S. 806.13)
- 7-3 Destruction of county property or property belonging to another due to negligence (F.S. 806.13)
- 7-4 Misuse of county property or property belonging to another - using property for other than the intended purpose (F.S. 806.01)
- 7-5 Willfully wasting county property or property belonging to another - any waste of edible or usable property (F.S. 806.01)
- 7-6 Arson or attempted arson without injury - igniting any material(s) (F.S. 806.01)

SECTION 8 - HYGIENE

- 8-1 Failure to maintain personal hygiene or appearance
- 8-2 Failure to maintain acceptable hygiene or appearance of housing area

SECTION 9 - SAFETY

- 9-1 Operating or use of any tool, equipment or machinery without permission of a staff

member

- 9-2 Careless, reckless or negligent operation or use of tools, equipment or machinery
- 9-3 Tampering with or carelessly, negligently, recklessly, or willfully causing damage or destruction to any part of the electrical, plumbing, water, sewage, communications or other utilities (F.S. 806.01)
- 9-4 Tampering with or carelessly, negligently, recklessly, or willfully causing damage or destruction to any piece of safety equipment or device (F.S. 806.10, fire equipment / or F.S. 806.13 for others)
- 9-5 Any careless, reckless, negligent or willful act or behavior that causes or could cause death or injury to another person

SECTION 10 - MISCELLANEOUS

- 10-1 Obscene or profane act, gesture, or statement - oral, written or signified
- 10-2 Bribery or attempted bribery (F.S. 838.015)
- 10-3 Breaking and entering or attempt
- 10-4 Conspiracy or attempted conspiracy to commit any crime or violation of the rules of prohibited conduct
- 10-5 Theft
- 10-6 Bartering with others
- 10-7 Sex acts or unauthorized physical contact of a sexual nature
- 10-8 Indecent exposure
- 10-9 Consumption of intoxicants or intoxication
- 10-10 Tattooing or self-mutilation
- 10-11 Lying to staff member or others in official capacity, or falsifying records
- 10-12 Attempt to manipulate staff
- 10-13 Feigning illness or malingering as determined by a physician or medical authority
- 10-14 Gambling or possession of gambling paraphernalia
- 10-15 Insufficient work (this constitutes an inmate not working up to expectation taking into consideration the inmate's physical condition, the degree of difficulty of assignment, and the average performance by fellow inmates assigned to the same task)

- 10-16 Mail regulation violations
- 10-17 Visiting regulation violations
- 10-18 Refusing to work
- 10-19 Disorderly conduct
- 10-20 Unauthorized physical contact
- 10-21 Presenting false testimony before disciplinary committee
- 10-22 Extortion or attempted extortion
- 10-23 Fraud or attempted fraud
- 10-24 Robbery or attempted robbery
- 10-25 Loaning or borrowing money or other valuables
- 10-26 Telephone regulation violations
- 10-27 Unauthorized communication from an inmate in any area to another person in a different area through word of mouth, in writing, by sign, symbol, or gesture (e.g., one unit to another unit, trustees to court inmates, etc.)
- 10-28 Trusty or work release rules/guideline violations
- 10-29 Sharing/using a telephone pin number with another inmate
- 10-30 Personal communication between inmates and employees

MINOR INFRACTIONS

At the discretion of a staff member, an inmate may be issued a Minor Infraction Warning in lieu of a formal Disciplinary Report. An inmate who receives three Minor Infraction Warnings will be in violation of 6-3 of the Rules of Prohibited Conduct "Repeatedly, knowingly, and willfully refusing to obey institutional rules and regulations." Refusal to sign a ticket will automatically result in a Disciplinary Report being issued.

The following violations may result in a Minor Infraction Warning.

SECTION A - CONTRABAND

- A-1 Possession of property belonging to another (County or personal)

- A-2 Exchanging, trading, bartering, giving or receiving of any item from one inmate to another
- A-3 Possession of unauthorized negotiables, clothing, linen, etc.
- A-4 Possession of contraband not specifically listed above

SECTION B - HYGIENE

- B-1 Failure to maintain good grooming standards
- B-2 Failure to maintain immediate living area
- B-3 Placing litter of any description on grounds or floors
- B-4 Engaging in unsanitary acts not listed above

SECTION C - MISUSE OF PROPERTY

- C-1 Failure to secure personal property
- C-2 Removing food items or beverages from dining area
- C-3 Unauthorized use of county or personal property

SECTION D - MISCELLANEOUS

- D-1 Attempting to manipulate a staff member
- D-2 Unauthorized minor physical contact
- D-3 Unauthorized visitation
- D-4 Receiving mail or other written material through unauthorized means
- D-5 Unauthorized use of telephone
- D-6 Insufficient work
- D-7 Making obscene or profane acts, gestures or statements
- D-8 Verbal disrespect
- D-9 Failure to comply with roll call, count or assembly procedures
- D-10 Creating a minor disturbance
- D-11 Disorderly conduct

- D-12 Loitering
- D-13 Being in an unauthorized area
- D-14 Absence from assigned area
- D-15 Failure to proceed directly and promptly to and from a designated area
- D-16 Failure to obey program Rules and Regulations

CONTRABAND - Definition

Contraband is any item or article inside the facilities, on the property of the facilities, or in the possession of an inmate that is neither:

1. Issued;
2. Approved for purchase through the commissary;
3. Purchased through an approved source with official approval;
4. Authorized and approved for delivery by mail; or
5. Authorized and approved religious items received and process through the Programs Services Director. Authorized items are:
 - A. One religious paperback book (e.g., Bible, Koran)
 - B. One religious magazine
 - C. One religious pamphlet
 - D. One set of breakaway plastic prayer beads
 - E. One breakaway plastic rosary

NOTE: All other religious items are considered contraband to include, but are not limited to: items not processed through the Programs Department, religious clothing, scarves, headgear, foot covers of any kind, rugs, mats, horns, and foliage.

Any item or article not originally contraband shall be deemed contraband if it is passed from one inmate to another without authorization, if it is altered from its original condition, if it is in excessive amounts, or if it is used for something other than its intended purpose.

You are allowed to have a **MAXIMUM** of 7 white undershirts (must have sleeves), 7 pairs of white socks, 7 pairs panties (females only), 7 white bras (females only), and 7 white boxers stenciled with MCDC (males only). Amounts in excess of this will be considered contraband.

CLASSIFICATION

The primary objective of classification is the placing of inmates and detainees in the type of housing that best meets their needs and to provide reasonable protection for all inmates and others.

Each inmate/detainee will be interviewed by the Classification Department. The classification decision will be based on all information available regarding self-reported medical history, criminal history, housing as ordered by Medical, inmates who fall under PREA requirements, past institutional behavior, and current charges. A classification level of 1-2 is maximum security, 3-5 is medium security, and 6-8 is minimum security.

Once the classification level has been determined, you will receive a copy of the classification decision. Any inmate, who so desires, may appeal his/her classification (in writing) in any of the two basic areas (security level or programs) within ten (10) days of the primary classification or reclassification by addressing the appeal to: Classification Department, Appeal of Classification.

The inmate classification process ensures periodic review of inmate status, and if warranted, revision of inmate status as needed in response to changes in inmate behavior or circumstances.

SOCIAL SECURITY NUMBERS (collection and use of)

In accordance with FSS 119.071, the Monroe County Sheriff's Office may collect Social Security Numbers for arrest booking for the following purposes:

1. Identification
2. Verification of identification
3. Warrant checks
4. Fingerprint submission
5. NCIC/FCIC checks

Your Social Security Number is not subject to Public Records request and will not be released unless authorized as stated under the aforementioned FSS 119.071.

PROCESSING FEE

All inmates that are processed into the Monroe County Detention Facilities will be charged a processing fee except for:

1. An inmate that is returned from state prison as a witness in a trial other than their own, or
2. An inmate that is being housed for another agency (e.g., USM, ICE, BP, CUSTOMS, contract county inmates, or any others the Sheriff deems exempt).

After an inmate has been processed into one of the Monroe County Detention Facilities, an individual commissary account will be open. The processing fee will be deducted from each non-exempt inmate's account in order to defray the cost of processing. This fee is deducted at the time the inmate's account is opened.

If an inmate does not have enough money to cover the fee, the inmate's account shall be debited for the amount due and the account will carry a negative balance until monies are deposited into the inmate's individual account. If the inmate at any time receives any monies, then the negative account will be satisfied before any commissary can be purchased.

INMATE REQUESTS OR GRIEVANCES

If you have a request or grievance (i.e., a complaint regarding policy, condition, or staff) pertaining to any area of the facility, bring it to the attention of a Unit/Dorm Deputy. Any inmate who believes they have been subjected to unfair and/or unjust treatment will also contact the Unit/Dorm Deputy. The object is to handle and resolve requests, problems, or grievances at the lowest possible level. If you do not receive a satisfactory response or resolution of your request, problem, or grievance from the Unit/Dorm Deputy, then you may fill out an Inmate Request Form and hand it to the Unit/Dorm Deputy for further action.

Inmate Request Forms are for in-house only. They will not be routed outside the facility (e.g., judges, parole officer, Immigration and Customs Enforcement (ICE), Department of Corrections). You will need to write the outside facilities through the postal system. See the address list at the end of this handbook for the most requested addresses.

Two (2) Inmate Request Forms per day are available to each inmate within their assigned housing area. If the inmate wishes to file a grievance/complaint, the inmate will be given an additional two (2) Inmate Request/Grievance Forms per day if needed. The paper version of this form will be used to request medical, and complaints/grievance. All other request forms are to be completed utilizing the kiosk system in the housing dorm/unit.

The paper version of the Inmate Request Form must include the date, your name printed and signed exactly as it is written on your inmate identification card, your housing location and some type of explanation of your request. Write legibly and large enough that your request can be reasonably read. Do not write in the respondent's answer area.

Only one subject matter will be accepted per request form (paper or kiosk). Do not write several different people on same subject matter.

If you need help to read or write a request form or help with the kiosk system, contact your Unit/Dorm Deputy.

If you wish to appeal an answer you received, you will need to fill out a new paper Inmate Request Form to be sent to that employee's supervisor stating why you disagree with the answer within five (5) working days of the response. The division supervisor or designee should respond to the appeal(s) within ten (10) days. The following issues are non-grievable: inmate housing, court imposed sanctions, administrative agency's sanctions, and group signatures on a grievance.

If an inmate is dissatisfied with the response of the division supervisor, that inmate may file an appeal to the supervisor responsible for that division with five (5) working days of receipt of the division supervisor's response. That supervisor's final decision should be provided within ten (10) days of the receipt of the appeal.

Grievances requiring extensive research and documentation may require a longer period of time for response. The responsible person shall notify the inmate in writing of that fact.

Inmate grievances will not be processed if they are determined to be frivolous, excessive, repetitive, or have been previously answered. They will be returned to the inmate with a written explanation.

There shall be no retaliation against any inmate for filing/pursuing a grievance.

ICE DETAINEE REQUESTS OR GRIEVANCES

You may submit an inmate request or grievance to ICE reference ICE issues, organ donation, living will, and advance directives by filling out a "Detainee Request Form". This form may be handed to your Unit/Dorm Deputy to be faxed to ICE, or you may hand it to the ICE deportation officer when they visit (usually on Tuesday). NOTE: You may also contact your private attorney to have a living will or advance directives completed.

If you wish to appeal an answer, fill out the same form stating you are appealing a previous request and follow the above procedure.

If you need help to read or write a request form, contact your Unit/Dorm Deputy.

There shall be no retaliation against any detainee for filing/pursuing a grievance.

If you wish to file a complaint about officer misconduct with the Department of Homeland Security, you may phone the Inspector General Hotline to file the complaint by using the speed dial number of "518".

ALLEGATION OF EMPLOYEE OR INMATE MISCONDUCT

Allegations of employee or inmate misconduct can be reported by completing an Inmate Request Form and forwarding the form to the Site Commander of the jail facility, or you may report the misconduct immediately to a supervisor. See your housing deputy to obtain a form.

REPORTING CRIMES

If you are threatened by another inmate, you have a responsibility to report the crime immediately. The necessary notification and reports will be handled by the Unit/Dorm Deputy.

TO THE INCARCERATED VICTIM PURSUANT TO F.S. 960.001(1)

1. If you are or have been the victim of a crime you have the following rights:

- A. To be informed of all crucial stages of the criminal proceedings and parole proceedings; and
 - B. To submit written statements at all crucial stages of criminal proceedings and parole proceedings.
2. If you wish information on proceedings in which you are a victim, and you wish to be kept informed of crucial stages (e.g., arrest, arraignment, filing decision, sentencing, plea, warrant issued, notice of trial, appeal, disposition, defendant's release or escape from jail), you may submit a written request to the State Attorney's Office by writing to them at 302 Fleming Street, Key West, FL 33040.

PRISON RAPE ELIMINATION ACT (P.R.E.A.)

The Monroe County Sheriff's Office has a zero tolerance policy towards sexual battery or sexual abuse of any inmate incarcerated within Monroe County.

Any sexual activity, forced or consensual, between inmates or between inmates and staff or others is prohibited and will be fully investigated. Violators will be subject to the full range of criminal and administrative sanctions.

While you are incarcerated, no one has the right to pressure you or force you to engage in any sexual act.

Rules strictly prohibit bartering, trading, and gambling. Inmates who are physically stronger or possess canteen or other items may attempt to use their strength or their possessions to their advantage. An inmate may "loan" or "trade" items so other inmates "owe" him/her. When the indebted inmate is unable to repay the loan, the inmate who loaned or traded the items may resort to threats, physical attacks and/or sexual assault.

If you are victimized, report the incident as soon as possible to **any** staff member. Staff will immediately protect you from the assailant. In addition, staff will contact medical personnel so arrangements can be made for a medical examination and/or counseling.

CRIME STOPPERS

If you're looking for a cash reward, you can now contact Crime Stoppers by phone or mail.

1. **PHONE:** The Crime Stoppers phone line is toll free. Dial 1-800-346-8477 (TIPS). You don't have to give your name. You will receive a code number for your information. If an arrest results or a crime is solved, you can use the code number (after you get out of jail) to pick up the reward at a local bank. You could also give the code number to a trusted person to get the money for you.
2. **MAIL:** Use the "Inmate Request Form". Fill out your name and write "Crime Stoppers" on the form. Write your tip information (as much detail as possible about suspects and

criminal activities) on the form. The form will be forwarded to Crime Stoppers. If an arrest results or a crime is solved, the reward money will be automatically placed in your canteen account. If you want the reward, you must put your name on the form. You can also simply write tip information and not sign your name if you want to stay anonymous. Put all three copies (white, yellow and pink) of the completed "Inmate Request Form" in the medical request box in your housing area. The form will be picked up and forwarded to Crime Stoppers.

SAFETY

If you have an emergency, press the intercom button located by the door inside your cell.

Fire evacuation plans are posted throughout each facility. Alarms will be sounded, announcements made, and deputies will give each housing area or cell block specific instructions in the event of a fire or other emergency that requires the evacuation of the entire facility or specific housing units/dorms. Safety devices are installed for your protection. Tampering with fire extinguishers, smoke alarms, or other safety and fire fighting equipment is a felony and will result in additional criminal charges. F.S. 806.10

PERSONAL APPEARANCE AND HYGIENE

You are encouraged to present a clean and neat appearance at all times.

Hair clippers are available for haircuts. See your housing deputy to request the use of the hair clippers. You are to follow proper sanitation procedures which are posted on the hair clipper bag.

All inmates are encouraged to shave. Trusties are required to shave daily and maintain their hair length within regulations. Once each morning and evening the deputy will announce "razor call". If you want to shave, give your ID tag to the deputy for a razor. Inmates/detainees attending court will be afforded the opportunity to shave first. Once done, return the razor fully intact, and the deputy will hand you back your ID tag.

Each inmate is to be completely and properly dressed when outside assigned living quarters. This means full uniform (uniform top and uniform bottom) including your identification card. Clothing must be clean and in good repair.

You may wear shorts, sweats, and t-shirts only while in the recreation yard or when using the pull-up bar in the dayroom.

Females must wear a bra under their t-shirt. Inmates are not to sunbathe in their underwear.

All uniform pants and shorts are to be worn properly; this means that the waistband of the pants will be worn on the waist of the inmate. There will be no wearing of uniforms or pants below the waistline of the inmate.

COURT APPEARANCES

First Appearance: You will appear before a judge within 24 hours of arrest. You will be advised of your legal rights; informed of the charge(s) against you; have a bond set, if your charge is bondable; and have a Public Defender appointed if you cannot afford a private attorney. Pre-Trail Services will see the inmates before they see the judge at 1st appearance to explain the available pre-trial release options.

The courts will set any future court appearances.

COURT CLOTHING

Court clothing for a jury trial shall only be dropped off at one of the three detention facilities through your attorney. Court clothing shall not be dropped off at the court houses. Pro-se inmates that require court clothing for a jury trial must write a request through the Programs Services Director requesting court clothing to be dropped off or sent in.

RELEASES

Sentenced inmates may be released any time after 0800 hours on their scheduled release date. All others will be released as soon as possible after written direction is received from legal authority unless authorized by the Shift Commander or his/her designee.

You will turn in all county property, clothing, books, and any other issued items before you are released. Your personal property and/or money will be returned to you.

TRANSFERS

In house - Pillows belong to the Unit/Dorm, not the inmate. They stay. Work boots do not go with an inmate transferring from trusty status to any other housing area.

To another facility - All county property stays in the facility. County property does not transfer to another county facility except for uniform, slides, and drinking cup. This means laundry bags, books, shorts, wheelchairs, etc. do not transfer.

FACILITY SERVICES

MEDICAL

You will receive a health appraisal within 14 days of admission. If you have received a health appraisal within the previous 90 days, a physician or designee shall determine whether a new health appraisal is required.

Medical care, dental care, health and wellness counseling, and other health services are available. You must submit an Inmate Request Form to the Medical Department (nurse or mental health counselor). Some health services are provided by other agencies. Our medical providers will make referrals when necessary and required.

Sick-call is available to you through the Medical Department. You must fill out an Inmate Request Form explaining the nature of your illness and forward it to the nurse.

Each and every inmate will be considered a patient when in the Medical Department areas. Inmates will be treated with due respect. The medical staff, in turn, will expect to be treated with due respect. Abuse of the Medical Staff will not be permitted or tolerated. The medical staff consists of physicians, psychologists, psychiatrists, nurses, a consulting dentist, and consulting pharmacist to assist in your care. Inmates are to remain quiet while in the Medical Department waiting room and will be under the supervision of at least one Correctional Deputy.

We have doctor call five days per week, dentist call one day per week, psychologist call three days per week, and psychiatrist call one day per week. It is the inmate's responsibility to be in the Unit/Dorm when the Medical Department calls for transport to the Medical Department waiting room. Emergencies are seen on a 24-hour basis. In order to be seen, inmates must make a request in writing utilizing the Inmate Request Form with specific problem(s) stated and place the form in the Medical Request box located in each housing area. The nurse doing medication rounds will take the request to the Medical Department. Blank Inmate Request Forms are obtained from the Unit/Dorm Deputy.

All inmates except USM and ICE detainees requesting to see the doctor, dentist or nurse will be charged a fee, which will be deducted from their commissary account. Inmates that are indigent will be given certain medication through State Orders. USM inmates and ICE detainees are required to sign the Receipt for Health Services; however, the fees will not be deducted from your canteen account.

The doctor call list is prepared at the discretion of the Medical staff. Doctor call is not to be abused. If any medication is indicated, inmates will be given it at scheduled times. It is the inmate's responsibility to report to the nurse in the Unit/Dorm when medication is announced. Nurses **DO NOT** return to units/dorms for missed medication.

Dental appointments are made per written request only.

If you wear a hearing aid and the battery dies, you may request a replacement battery by writing an Inmate Request Form to the Medical Department. Also, write Medical if you need any repairs to your hearing aid. Place the form in the Medical Request box located in your housing area.

It is not the Nurses' or Correctional Deputy's job to wake inmates for medication. During medication, inmates will line up in a single file line and remain **QUIET**. They will not touch anything on the medical cart. **ALL INMATES WILL HAVE THEIR IDENTIFICATION ON OR MEDICATION WILL NOT BE GIVEN.**

"Certain behavioral activities can cause the spread of communicable or infectious diseases. Examples of the infections are tuberculosis, hepatitis, gonorrhea, syphilis, and AIDS. Behavioral activities such as intravenous drug abuse, certain sexual activities (both homosexual and heterosexual) and tattooing could spread certain infectious disease. Avoiding these activities will lessen your chances of contracting an infectious disease."

Additional information is available upon request.

INMATE MEDICAL FEE SCHEDULE

Inmates requiring medical care will be charged a fee based on the following:

Doctor sick call.....	\$10.00
Dentist - per visit.....	\$10.00
Per tooth extracted.....	\$10.00
Nurse sick call.....	\$ 5.00
Medications ordered by doctor.....	\$ 5.00
Laboratory services.....	\$ 5.00
X-rays - Other than chest for positive PPDS.....	\$10.00
Medical transportation - Outside consultant or chiropractor for insurance or workman's compensation exams. All trips are required to be approved by the Medical Department.....	\$80.00

(Prices subject to change.)

Inmate(s) will be charged for self-inflicted injuries.

Inmate(s) will not be charged for the following:

1. Initial Screening
2. VDRL/T.B. Testing
3. Sexually Transmitted Diseases
4. Emergencies - to be determined by the Medical Department
5. Mental Health Evaluations
6. Appointments or services, including follow-up appointments, initiated by medical staff

Over the counter (OTC) medications will be available from the Medical Department. Inmates refusing to sign for payment treatment will have their commissary accounts charged and a D.R. will be written.

NOTE: USM and ICE detainees ONLY.

You are NOT charged for medical services. You will be required to sign the Receipt for Health Services form; however, the money is not deducted from your account.

PREGNANT INMATES

Female inmates that are housed in the Monroe County Detention Facility will have access to pregnancy management services. Provisions of pregnancy management include the following:

1. Pregnancy testing
2. Routine and high-risk prenatal care
3. Management of chemically addicted pregnant inmates
4. Comprehensive counseling and assistance
5. Appropriate nutrition
6. Postpartum follow up

STAYING HEALTHY IN JAIL

The best way to protect yourself from diseases and infection in general, but especially in jail, is to wash your hands as often as possible. Most 'bugs' are spread due to lack of good personal hygiene, especially hand washing. Do not share other peoples' personal care items such as towels, combs, etc. If you use the jail provided clippers to cut your hair or beard, be sure to clean and disinfect them before and after use. Keep your hands away from your mouth! Always wash your hands before eating. Drink as much water as you can. Staying well hydrated will also help you to stay healthy while you are here.

Notify the Medical Department immediately if you see any signs of infection or irritation (redness, pain, itching, and/or swelling) on your skin or anywhere else on your body.

FOOD SERVICE

A food service corporation provides meals for the Monroe County Detention Facilities. All meals are prepared for each facility from menus approved by a licensed dietician. Three wholesome and nutritious meals that provide the basic nutritional needs are served daily which are low-cholesterol, low-sodium, and bland. Meal times are usually between 6:00-6:30 a.m. for breakfast, 11:00 a.m.-12:00 p.m. for lunch, and 5:00-6:30 p.m. for dinner.

All inmates are fed the same food. The only exceptions are for religious or medical reasons. Do not write for a special diet if you don't have a valid reason; you will be denied.

Vegetarian, vegan, and kosher diets are only done for religious purposes. If your religion requires a special diet, write the Programs Department with:

1. The name of your religion; and

2. The name and phone number of a contact person (e.g., priest, chaplain, rabbi, father, elder) who can verify your religion and that your religion requires you to be on a religious diet. Your contact person will be called by our personnel to verify that you participate in their services and that your religion does require a special diet.
3. Each inmate must adapt their religion to the special religious diet that the kitchen has been authorized to serve for that religion. No meals from the outside will be allowed. Your religious meal will be revoked if you are found to be eating other meals. Medically issued diet meals will override your religious meal.

If you require a special diet because of medical reasons, put in a sick call form to the Medical Department. If the doctor concurs, s/he will inform the kitchen to put you on a diet. If s/he does not concur, you will be fed the same food as all other inmates.

LAUNDRY

Uniforms will be laundered twice each week on days posted on the housing bulletin board.

Your linen will be exchanged once each week on days posted on the housing bulletin board. You must have the following ready for exchange:

2 sheets, 1 pillowcase

You will not be authorized to have more than these issued items in your possession.

You are responsible for getting your laundry changed out on the days posted.

PERSONAL LAUNDRY: Personal laundry will be collected on days posted. All net bags **must have your Last Name** on the tag. If any bag does not have the proper last name, it will not be accepted. All personal items must have your last name on them (e.g., socks, boxers, t-shirts, bras, and panties). If the items come out of your net bag and are not properly labeled, they will go to the lost and found. **NO sneakers** will be washed. All net bags must be properly tied with one knot on the top. If they are not properly tied, then they will not be accepted.

NOTE: If any inmate that has handed in their personals is moved to a different unit, it is up to the inmate to notify the deputy and have his/her net bag brought to the correct unit, dorm, or the infirmary.

HOUSING ASSIGNMENTS

You will be assigned to a housing area depending upon the facility. Each inmate will be classified according to the following guidelines:

1. Criminal History
2. Medical Receiving Screening Form

3. Classification Interview Screen Form
4. Offense Charge(s)
5. Custody Assessment Tree

No inmate is authorized to change bunks or cells without proper authorization from Classification. If you are having a problem, then notify your Unit/Dorm Deputy immediately.

Inmates will be housed throughout the county.

Living in close confinement with large numbers of other people can result in problems unless everyone makes an effort to get along.

PERSONAL PROPERTY

All personal property will be inventoried and checked for contraband. You will be allowed to maintain one inmate property bin of authorized personal property. You will be solely responsible for all authorized personal property retained in your possession. The only items you may keep are your hearing aid, prescription glasses, white socks, white bras with no wire, white underwear (females only), and unopened canteen from another agency transferred from. The remainder of your property will be receipted and stored in the property room. All weapons and/or decayable items will be disposed of. While incarcerated, you may fill out a Property Release card to have someone else pick up your personal property. ALL of your personal property will be released at that time EXCEPT for one set of clothes and shoes. You or the person on the Property Release card has 30 days from your release/transfer date to pick up your property, or it will be disposed of.

In the event of an emergency evacuation, no inmate's personal property will be transported. Monroe County Sheriff's Office will not be responsible for any damages that may occur during an emergency evacuation. It is highly advised that you make arrangements for the release of all your personal property, except for a set of civilian clothing, to a family member or friend. You will then need to fill out an Inmate Property Release Card authorizing that person to pick up your personal property.

ISSUED CLOTHING, BEDDING, AND HYGIENE ITEMS

Clothing: All inmates should be issued one uniform, one sweatshirt, one pair of blue gym shorts (two for females), two underpants, two bras (females only), and one pair of shower slides.

Bedding: All inmates should be issued one mattress cover, one pillow case, one sheet, and one blanket.

Hygiene: All inmates should be issued one toothbrush, one toothpaste, one comb, and one body wash cup (see your housing deputy to get your daily supply of liquid soap). To receive additional toothpaste once yours is empty, you will be required to hand in your "used" tube to the deputy before receiving a new one. Towels will be laundered daily.

Trustees and ICE detainees may submit an Inmate Request Form to the Laundry Department to be issued one (1) pair of socks.

ICE detainees may submit an Inmate Request Form to the Laundry Department to be issued additional underpants so that they have a total of four issued underpants.

Excessive quantities of county property and/or issued items will be considered contraband.

You are accountable for all clothing, bedding, and hygiene items assigned to you.

INMATE MONEY

No inmate is permitted to keep in his/her possession any money, checks, money orders, or any other legal tender. All money will be receipted and deposited in an account for you upon entry into the facility. This money can be used for purchase of commissary items. Any money found in an inmate's possession after initial booking will be confiscated and placed in the inmate welfare fund account.

Your family and friends may deposit money into an inmate's commissary trust account or bail out (self-release) an inmate using the TOUCHPAY payment systems by calling 1-866-232-1899 or going on-line at www.touchpaydirect.com. This system accepts Visa, MasterCard, debit cards, or cash with Green Dot MoneyPak. The only way to deposit cash is to visit the TOUCHPAY Kiosk located in the lobby of the Key West Detention Center. The person making the deposit must have the inmate's eight digit inmate ID number to make deposits. More information is available on the above listed website or by calling the 866 number.

You may also have your family and friends send money to your inmate account ONLY in the form of a money order through the mail. All acceptable money orders must be printed with your name as indicated on your inmate identification card, and the complete name and mailing address of the person sending it to you. Your family or friends may also deposit money orders into your account by placing them in the drop boxes located only at the Marathon and Plantation Key Jails. **NO** personal checks, cash, or cashier checks will be accepted.

Money remaining in your account will be returned to you upon your release after any debt owed to the Monroe County Sheriff's Office is collected.

COMMISSARY

Commissary is provided to inmates once a week. Items available for purchase are listed on the Commissary Order Form. Commissary orders are collected on the designated days (usually Sunday). Orders are delivered once per week (usually Wednesday-Friday). Order and delivery dates may change due to holidays or changes in vendor. Your current balance will be noted on the Commissary Order Form.

It is your responsibility to make sure the Commissary Order Form is completed properly with your correct name as listed on your identification card, your cell number and your identification number. Failure to do so will forfeit your order for that week.

Inmates who maintain a balance of \$.99 or less in their canteen account may receive an indigent package consisting of three envelopes, three sheets of writing paper, and one pencil weekly by checking and signing the indigent package line on the Commissary Order Form.

When you order commissary, you order it at "your own risk". We are not responsible for any commissary items.

NOTE: You have five (5) working days to claim your order after your release. No commissary can be given to another inmate. After five working days your canteen items will be disposed of.

CHECK WRITING FEE

There will be a check-writing fee for all checks written from your canteen account except for checks for bonds or releases.

2nd MATTRESS RENTAL FEE

If you want to rent a second mattress, you may pay a monthly rental fee. No fee will be charged for a medically approved 2nd mattress.

2nd PILLOW RENTAL FEE

If you want to rent a second pillow, you may pay a monthly rental fee.

DAILY SUBSISTENCE FEE

All inmates, except trustees, work release, and contract inmates (USM, ICE, BP, CUSTOMS), will be charged a daily subsistence fee.

USM INMATES/ICE DETAINEES FEES

You will not be charged for medical services, the processing fee, or daily subsistence fees.

You will be charged for all other services you use just like all other inmates. This includes canteen, supplies, copies, mail, notary, check writing fee, 2nd mattress rental fee, 2nd pillow rental, and administration fees (e.g., lost identification card, lost towel, lost drinking cup, lost body wash cup, guilty verdict on a Disciplinary Report, etc.).

PROGRAMS AND PRIVILEGES

TELEPHONES

The use of the telephone is a privilege. All calls made from a Monroe County Detention Facility are recorded and are subject to monitoring. If you have an attorney other than a Public Defender, that attorney needs to call the Monroe County Detention Facility to request that his/her phone number not be recorded. This information will be verified before the phone number is programmed not to be recorded. A person who chooses to speak with an inmate calling from a detention facility is notified, via a telephone prompt, that the call is recorded and subject to monitoring. Any person who, after hearing the prompt, continues to speak with an inmate is giving his/her consent to the recording and possible monitoring of the telephone call. You are allowed to use the telephone to notify family members, your attorney and/or to arrange for bond. You are not allowed to call the various offices within the Sheriff's Office (this includes 3rd party calls). All communication to offices within the Sheriff's Office will be through an Inmate Request Form or U.S. Postal system.

You are not allowed to share your phone PIN number with another inmate, and you are not allowed to use another inmate's PIN number. You shall not have another inmate use his/her voice enrollment to make telephone calls. Violations will result in disciplinary action.

Each housing area has a telephone that allows collect debit account or pre-paid calls only. All collect call charges must be accepted by the person you are calling. IC Solutions provides the inmate telephone services. Your family/friends can call 888-506-8407 to establish a pre-paid collect account. This allows your family/friends to pre-pay for telephone minutes on a specific phone so you can call a specific phone number. Your family and friends may also establish a debit account with IC Solutions by calling 888-888-8413. By establishing a debit account, your family and friends purchase telephone minutes you can use to call any telephone number. Your family and friends can also contact IC Solutions by going to www.icsolutions.com.

Fraudulent calls will result in termination of your privileges and possible disciplinary action. Inmates who make obscene, threatening, or harassing telephone calls, or damage telephone equipment, will lose their telephone privileges and will be criminally prosecuted.

We do not remove blocks on phones per inmate request. Only the person that is on the receiving end of the blocked phone number can remove it by calling Customer Service at 1-888-506-8407.

The telephones used by inmates and visitors in the visitation areas are recorded and are subject to monitoring. Visitors and inmates are advised of this practice through posted placards in the visitation areas. Any person who chooses to engage in a telephone conversation using a visitation phone gives his/her consent to the recording and possible monitoring of the conversation.

All inmate phones are equipped with volume control. Instructions for raising the volume are posted near the inmate phones. Any inmate who is hearing and/or speech impaired or calling someone who is hearing and/or speech impaired may request the use of the TTY phone through their Unit/Dorm Deputy.

Scheduling for the telephones will be left to the discretion of each facility and its area supervisor.

No incoming calls are allowed. In cases of emergency, the incoming calls shall be routed to the Shift Supervisor. The Shift Supervisor shall take the necessary action to verify the emergency. In such cases as family death, the inmate will be informed as tactfully as possible by the Shift Supervisor and/or the chaplain. The Shift Supervisor will then allow the inmate to make emergency phone calls as necessary.

VISITING

Your private attorney or public defender is allowed to visit during attorney visiting hours. Attorney hours are approximately 7:30-11:00 a.m., 1:00-4:00 p.m., and 7:30-11:00 p.m.

The three detention facilities offer open visitation for inmates. You will be allowed the opportunity to visit with your family and friends during the posted visitation hours. There is no visitation on the following holidays: New Years Day, Martin Luther King Day, Presidents Day, Good Friday, Labor Day, Independence Day, Memorial Day, Veterans Days, Columbus Day, Thanksgiving Day, day after Thanksgiving Day, and Christmas Day. You will be allowed a maximum of three visits per day except when there is reason to believe that such visitation would jeopardize the safety and security of the facility. All visitors must have a valid form of identification (e.g., driver's license, state identification card, etc.) in order to visit inmates at the detention facilities. Visiting privileges may be denied, terminated, or suspended at any time. Anyone attempting to visit an inmate and is noted as the victim in the case or has a no contact order or injunction will not be allowed to visit.

It is your responsibility to advise your visitors of your schedule. You will not be removed from your trusty/work release job, attorney visit, JIP classes, law library, or programs (e.g., AA, NA, Art-Behind-Bars, etc.) in order to have visitation.

There is a public parking lot on facility grounds that your visitors may park in. There is also public transit bus stops located near each facility.

Visitors under the age of 18 must be accompanied by their parent or guardian. If the parent or guardian cannot accompany their minor child(ren), he/she needs to complete a notarized letter that the authorized adult brings with them stating:

1. The full name of each minor child
2. The full name of the adult authorized to accompany their child(ren)
3. The full name of the inmate they are authorized to visit

The parent, guardian, or authorized adult is responsible for the conduct, proof of age, and proof of relationship **(birth certificate required on first visit of the child(ren)).**

There will be only two children per adult permitted (this includes infants). Children under the age of 12 are not to be left alone. All visitors must be dressed appropriately. Everyone is to sit on the stools provided or stand. Do not sit on the visitation booth ledge.

Any destruction or defacing of county property by visitors or inmates is subject to temporary or permanent suspension of visitation privileges.

Contact a staff member to obtain additional information concerning visitation. A full set of visitation rules and hours are posted on your housing bulletin board and at the Reception Station for you and your visitors to read and abide by. All visitation rules will be strictly enforced.

INMATE MAIL

You are permitted to write and to receive unlimited correspondence to any person that is NOT an inmate incarcerated in any detention facility or prison. You are NOT permitted to send or receive correspondence from any inmate incarcerated in any detention facility or prison. Outgoing mail must have your full name, identification number, housing assignment and the facility address in the upper left corner of the envelope. Take outgoing mail to the Unit/Dorm Deputy unsealed. After the deputy inspects the outgoing mail, the inmate will then seal the letter in the envelope in the presence of the deputy and hand it to the deputy. Incoming mail must have your full name and identification number above or below the mailing address. All incoming mail must have a return full name and address. Mail without a return full name and address will be thrown away. All incoming mail will be inspected for adhesive items (e.g., stamps, labels, or stickers of any kind). Polaroid pictures are not allowed. Adhesive items will be removed and disposed of. If the envelope has multiple adhesive items attached, the contents of the envelope will be placed in a plain envelope with the return name and address written on it. The Mail/Property Clerk will visually scan all incoming letters to see if any mail may contain information related to an escape attempt, threat of physical harm, criminal activity, plans for activities in violation of jail rules, or if the letters are in code or contain information which if communicated would create a clear and present danger of violence or physical harm to a human being. Postage paid envelopes and writing paper are available in the commissary for purchase.

The official mailing address for each facility is as follows:

Inmate _____, ID#
Monroe County Detention Center
5501 College Road
Key West, FL 33040

Inmate _____, ID#
Marathon Detention Facility
3981 Ocean Terrace
Marathon, FL 33050

Inmate _____, ID#
Plantation Key Detention Facility
53 High Point Road
Plantation Key, FL 33070

Hard cover books are not allowed. You are authorized to receive three paperback books and three magazines each month that meets our criteria **ONLY** if they are sent directly from the publisher or legitimate retailer. Amounts in excess of this and/or hard covered books will be returned to sender. Books or periodicals received from any source other than directly from the publisher or legitimate retailer will either be returned to sender or placed in the inmate's property. When you are done reading your personal books, you may send them to Property to be placed in your property bag, or

you may donate the books to the jail library by placing them on the bookshelves in your housing area. Magazines can be thrown away or sent to Property to be placed in your property bag. If you have more than three books and three magazines in your possession, they will be confiscated as contraband and it may result in disciplinary action.

Mail, magazines, books, pictures, etc. that do **NOT** meet our criteria due to their disruption of order and security are:

1. Any material that contains instructions for the manufacturing of explosives, drugs, or other unlawful substances.
2. Any material that advocates violence.
3. Any material that is of a type which has proved to cause violence or other serious disruption of facility security.
4. Any material that advocates racial, religious, or national hatred in such a way that would create a serious danger of violence.
5. Any sexually explicit material which is defined as any material that clearly shows or depicts sexual acts and/or the sexual organs, or any material that may cause sexual arousal or encourage sexual behavior (e.g., Playboy, Playgirl, Hustler, Penthouse, Easy Rider, Cycle, High Society, Chic, Cherry, Variety, Swingers, X-rated books, etc.).

No packages, including items needed for prison, will be accepted except for authorized periodicals. Outgoing and incoming mail will be inspected for contraband or security breaches in accordance with the Florida Model Jail Standards with the exception of legal mail. Incoming and outgoing legal mail inspections will only be conducted in the presence of the inmate solely for determining that it is privileged mail and contains no contraband. The opening of privileged mail must be done in the presence of the inmate, and only the signature and letterhead may be read. Privileged mail is defined as mail received or sent to attorneys, courts, news media, and/or public officials (e.g., officials of the confining authority, state and local chief executive officers, administrators of grievance systems, member of the paroling authority).

Any identity documents (e.g., passports, birth certificates, driver's license, etc.) mailed in for an ICE detainee are considered contraband and will be confiscated and turned over to an ICE Officer.

Pro-se indigent inmates will only be allowed \$20.00 per month for legal postage. All mail being sent to county officials will be sent via courier. All other legal mail will be sent through the U.S. Postal Service. If you do not spend the allotted money for your postage that month, the left over allotted money will not carry over to the next month.

Outgoing privileged mail shall not be opened, but it may be held for a reasonable time not to exceed seventy-two (72) hours, pending verification that it is properly addressed to that person or agency. There will be no receipt from our staff sending out this mail. You must make a note to yourself when sending out legal mail.

NEWSPAPERS

You are allowed to subscribe to any newspaper of your choice. It is your responsibility to order the newspaper and have it delivered by U.S. mail directly from the publisher or legitimate retailer to the appropriate Monroe County Detention Facility. The newspaper is to be addressed to you with your full name and identification number.

Daily and weekly newspapers are on a “one for one” exchange. The assigned deputy will take possession and properly discard the old newspaper prior to dispensing the new newspaper to you.

Newspaper will not be placed inside your property bag. The maximum allowed is one newspaper per day. Cutting any part of the newspaper is considered “altering”, which in effect changes the paper from its original state and constitutes it becoming “contraband”, and it will then be confiscated and destroyed.

LIBRARY

Reading material for inmates is available in your Unit/Dorm. A maximum of three books and three magazines are allowed in your cell (this includes magazines and books you received from a publisher or retailer). You must return books to the housing area library before borrowing additional books. If you have more than three books and three magazines in your possession, they will be confiscated as contraband and it may result in disciplinary action.

Family members, friends, etc., may contribute paperback books to the facility's library by donating them to the Programs 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 units/dorms.

LAW LIBRARY

Private attorneys or public defenders are the best source of information about your charges, progress of your case through the courts, and information about laws and other legal advice.

We will provide pro-se inmates reasonable access to legal materials that are in the law library. Pro-se inmates who want access to the law library must complete an Inmate Request Form expressing their desire to attend. Inmates will not be allowed to remove any legal references from the law library. Removal of law library material will result in a Disciplinary Report being issued. The law library schedule is made up weekly. Pro-se inmates will be scheduled for 12 hours each week. If a pro-se inmate needs more than 12 hours, the inmate will fill out an Inmate Request Form requesting additional hours.

Inmates who are not trained in the law, illiterate or non-English speaking, or handicapped may be assisted in their legal research by other inmates on a volunteer basis. If you need this assistance, you must request it by filling out an Inmate Request Form to include the name of the inmate that will be assisting you. Once the Programs Department has approved the request, law library time will be scheduled for both of you.

ICE LAW LIBRARY

To use the ICE law library, the detainee shall give his/her inmate identification to the Unit/Dorm Deputy prior to entering the ICE law library. The deputy will record your use of the ICE law library into the electronic logbook, and keep your identification tag. When you exit the ICE law library, see the Unit/Dorm Deputy to retrieve your identification tag.

PRO-SE SUPPLIES

Pens, paper, and legal mail postage shall be available to pro-se inmates. If a pro-se inmate has enough funds in his/her inmate account to pay for pens, paper, legal mail postage and photocopies, the actual cost of same shall be deducted from his/her 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, s/he shall be provided with the following supplies and services, and his/her inmate account shall be debited. Inmates requiring supplies in excess of the below mentioned items must show cause.

1. A maximum of four legal pads per month
2. A maximum of five 10x15 manila envelopes per month
3. A maximum of five 9x12 manila envelopes per month
4. A maximum of twenty-five #10 size white envelopes per month
5. A maximum of two blue pens per month
6. A maximum of two pencils per month
7. A maximum of two erasers per month
8. Postage in the amount of \$20.00 per month
9. A written request to the Programs Staff Assistant for copies of case-law, statutes, etc., from the computerized law library system will be considered on a case-by-case basis.
10. 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)

PRO-SE LEGAL PHOTOCOPIES

The number of copies made shall be the number required to be filed and served according to the rules of the court or administrative body. One additional copy shall be made for the inmate to keep if the original is filed or served. An inmate may request copies of a limited amount of pages of case law or statutes.

If you are considered "indigent", the number of copies provided shall not exceed three copies per page, except when additional copies are legally required. It is your responsibility to prove that copies in addition to the routine maximum are legally necessary.

If you need legal copies, fill out the Inmate Trust Account Withdrawal Form for Legal Copies and submit to your housing deputy.

NON PRO-SE PHOTOCOPIES

Copies of items that are not for pro-se legal reason will only be copied if you have money in your inmate account to cover the cost of the copies. Fill out the proper Inmate Trust Account Withdrawal form and submit to your housing deputy.

If you do not have money in your inmate account, no copies will be made unless they are for legal reasons AND you are a pro-se inmate (see pro-se legal photocopies).

NOTARY SERVICES

If you need the services of a notary, fill out an Inmate Request Form and attach a Property Valuable Seal/Notary Services Form. You must have a valid photo ID or the photo ID must have been issued within the last five years. You will be charged a fee for each document notarized.

CHAPLAINCY RELIGIOUS SERVICES

All religious programs are coordinated through the Programs Department. A volunteer Chaplain may be available to assist you with spiritual, family and coping problems. Visits by your community minister may be arranged.

Weekly religious services are held in each facility for all inmates not in lockdown and will be announced by a staff member. Inmates in lockdown will fill out an Inmate Request Form if they desire a chaplain to come and visit them.

Special needs concerning family, personal problems, or request for marriage should be sent by Inmate Request Form to the Programs Department. To be married while incarcerated, you can't have received any discipline within the last six (6) months.

Prayer rosaries and beads must be made of breakaway plastic. All religious materials are donated.

Prayer Rugs or Mats: Inmates who need to borrow a towel to use as a prayer rug/mat will give their identification card to their Unit/Dorm Deputy in exchange for a brown towel. When they are done praying, they must return the brown towel to the Unit/Dorm Deputy and get their identification card back. NO actual prayer rugs or mats are allowed.

RECREATION

Indoor recreation is available to Inmates/detainees during normal operation hours of the day room. Ping Pong tables, workout stations, board games, etc. are available for inmate/detainee use.

Inmates at each facility have the opportunity to go to outdoor recreation, weather permitting. The recreation yard will be opened as scheduled according to housing assignment. Horseplay, fights, and other disturbances will result in the termination of recreation and may result in disciplinary action. Recreation days and times are posted on your housing bulletin board.

EDUCATIONAL PROGRAMS

Adult Basic Education (ABE) is a program that includes reading, writing and arithmetic at the elementary and junior high school level.

General Education Development (GED) is a program that includes English, Mathematics, Science and Social Studies to prepare individuals for the GED test to secure a high school equivalency diploma.

Literacy training is one-to-one tutoring which helps an individual learn to read or improve his existing reading skills.

If interested in the above programs, submit an Inmate Request Form to the GED Instructor via the Programs Director.

SUBSTANCE ABUSE

Individual and group counseling and education on substance abuse are provided to inmates who are ordered to or volunteer to participate in the Jail Intervention Program (JIP). Classes and programs range from prevention education to life skills counseling. Volunteers must submit an Inmate Request Form to the Programs Department for consideration. The substance abuse counselor assessment will determine if you will be accepted or NOT. A substance abuse counselor will automatically assess inmates who are court ordered.

Narcotics Anonymous and Alcoholics Anonymous groups are available to all inmates, except Unit A or other inmates in lockdown, subject to the availability of volunteers. See the Inmate Activity Schedule posted in your Unit/Dorm for dates and times.

DISABLED INMATE PARTICIPATION IN PROGRAMS

If a disabled inmate is unable to participate in a program because they cannot physically get to the location, the program location will be moved to the dayroom or other comparable location so that inmate may attend.

CO-ED PROGRAMS

If a co-ed program is offered, inmates will refrain from showing public displays of affection or establishing relationships while attending those co-ed programs. Any violation will result in immediate withdrawal from the program and disciplinary actions will be taken. Any areas of concerns should be directed to your program's instructor.

SELF-STUDY MATERIALS

Inmates with a classification of administrative confinement or protective custody may request self study materials through the Programs Department. Self study materials are available in the following categories:

1. Alcoholics Anonymous
2. Narcotics Anonymous
3. Anger Management
4. Academic Skill Workbooks (science, writing, social studies, reading, and mathematics)
5. Religious Reading Materials

Other subjects may be available upon request.

TRUSTY APPEARANCE

1. Trusties will wear shirts (tucked in pants), and shoes (not shower slides) at all times when not in their housing area.
2. Trusties will be clean-shaven everyday, unless they have a written medical excuse from the Medical Department.
3. Trusties will maintain a clean and neat appearance including maintaining hair length within regulations.
4. Hats will not be worn in the building, except when necessary according to work assignments.
5. Upon leaving their housing area, trusties will display proper identification in accordance with facility Rules and Regulations.

TRUSTY WORKING REGULATIONS

1. Trusties will not leave their assigned work areas without permission from a deputy or staff member.

2. Trusties will not take reading materials to work.
3. **UNDER NO CIRCUMSTANCES** will trusties talk to, give to, or receive materials from any inmate.
4. All trusties will follow all rules listed on the Trusty Rules Form and in this handbook.

TRUSTY LIVING AREA

1. Trusties will keep their housing areas clean.
2. Trusties will keep their bunks made, using the blankets as spreads.
3. Shoes will be kept under the bed when not being worn, and all items not being used will be put away.

TRUSTY CLOTHING REGULATIONS

1. Trusties will wear county issued clothing according to work assignment.
 - A. Orange t-shirts are worn outside the detention facility only.
 - B. For socks, submit an Inmate Request Form to the Laundry Department to be issued one (1) pair of socks.
 - C. Boots will be issued prior to work detail.
2. Trusties will not have more than one set of county issued clothing at any one time (shirt and pants).
3. Trusties will not possess personal clothing with the exception of underwear, bras, shorts, socks, and/or shoes.

WORK RELEASE

The Monroe County Sheriff's Office, Bureau of Corrections, provides a work release/alternative sentencing program. The program allows selected, low risk offenders to work at paid employment while completing the terms of their sentences. The offenders will reside in the jail facility and be released each day to work. At the completion of the days approved assignment, the offender will return directly to the jail.

If you are interested in participating, write the Work Release Specialist. Inmates participating in the work release program must pay a program cost each week as well as a weekly laundry charge. You must abide by the work release agreement you sign and all jail facility rules. You are not permitted to smoke, drink alcoholic beverages, or partake of any controlled substance that has not been

prescribed by the Monroe County Detention Center Medical Department. You are not to go anywhere except to work. You will be required to submit to frequent alcohol and drug testing. All work release inmates are stripped searched upon their return.

COMMUNITY RESOURCES AVAILABLE UPON RELEASE

Information about local community resources is available upon release. If you are interested, ask the Intake/Release Officer for a copy of this information while being processed out.

ADDRESSES

Below is a list of the most requested addresses.

DEPARTMENT OF CORRECTIONS

1111 12th Street, Suite 402

Professional Building

Key West, FL 33040

(this is also the address for KW parole officers)

JUDGES - KW

500 Whitehead Street

Key West, FL 33040

JUDGES - KV

3117 Overseas Highway

Marathon, FL 33050

JUDGES - PK

88820 Overseas Highway

Plantation Key, FL 33070

KEY WEST POLICE DEPARTMENT

1604 N. Roosevelt Blvd.

Key West, FL 33040

KROME DETENTION CENTER

18201 S.W. 12th Street

Miami, FL 33194

PUBLIC DEFENDER - Key West

801 Eisenhower Drive

P.O. Box 4127

Key West, FL 33041-4127

(305) 294-2501

PUBLIC DEFENDER - Marathon

4695 Overseas Highway, Suite 2

Marathon, FL 33050

(305) 292-3582

PUBLIC DEFENDER - Plantation Key

50 Highpoint Road, Suite 103

Tavernier, FL 33070

(305) 292-3583 or (305) 853-7330

STATE ATTORNEY'S OFFICE

302 Fleming Street

Key West, FL 33040

U.S. MARSHALL'S SERVICE
P.O. Box 1059
Key West, FL 33040

WOMEN IN DISTRESS
P.O. Box 676
Ft. Lauderdale, FL 33302

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**ANY INFORMATION IN THIS HANDBOOK IS
SUBJECT TO CHANGE WITHOUT NOTIFICATION**