
 MONROE COUNTY SHERIFF'S OFFICE	BUREAU DIRECTIVE: BOC - 6:001	REFERENCES: None
	RESCINDS: Policy Directive 7	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Inmate Services	 <hr/> Sheriff of Monroe County
	TOPIC: Acceptance of Court Clothing	

PURPOSE:

The purpose of this directive is to establish policy for 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.

SCOPE:

This directive applies to all personnel.

PERSON RESPONSIBLE:

Property Clerk.

POLICY AND 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.

Court clothing shall only be dropped off at one of the three detention facilities.

Court clothing shall not be dropped off at the court houses.

Delivery of Court Clothing

The Public Defender or private attorney delivering the clothing will identify himself or herself to the Main Control Deputy/Clerk.

Court Clothing may only be dropped off between the hours of 9:00 a.m. - 5:00 p.m.

Main Control will notify the on-duty Property Clerk of the delivery.

The Property Clerk will advise Main Control of an approximate waiting time, if any. This information will be relayed to the waiting attorney.

Acceptance of Court Clothing

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

The receipt will be signed by both the Property Clerk and the Public Defender or private attorney delivering the court clothing.

The Property Clerk will carefully inspect all items to ensure that no contraband has been placed or hidden in the items.

The Property Clerk will give the Public Defender or private attorney delivering the court clothing a copy of the property receipt.

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Documenting Inmate Court Clothing

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.

The Property Clerk will send the inmate a copy of the computer printout showing the additional clothing.

Inmate Property Release of Court Clothing

The inmate will submit a Property Release Form releasing his or her court clothing upon trial completion.

The Property Clerk will follow the Intake/Release of Property and Money written directive (BOC - 2:019) to release the listed court clothing.

 MONROE COUNTY SHERIFF'S OFFICE	BUREAU DIRECTIVE: BOC - 6:002	REFERENCES: None
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Inmate Services	 <hr/> Sheriff of Monroe County
	TOPIC: Chemical Testing for Substance Abuse	

PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities that any inmate worker (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 detention personnel.

SCOPE:

This directive applies to all personnel.

PERSON RESPONSIBLE:

Programs Services Director.

POLICY AND PROCEDURES:

Drug Testing

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

- 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.
- The inmate shall provide at least four (4) fluid ounces to ensure sufficient quantity for testing.
- 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.
- 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 place 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.
- 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.

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- The Programs Services Director/designee will test each work release inmate at least once per week. Inmate workers 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.
- If the inmate tested positive or refused to provide a specimen, that inmate shall be removed from work release or inmate worker 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.

**Alcohol Testing - Non-Urine Testing/
Breathalyzer**

The Intake/Release (I/R) Sergeant/Deputy will test each work release inmate for alcohol use upon the inmate's return from his or her scheduled absence from the facility by utilizing an intoxolizer machine. Also, any inmate that smells of alcohol will be tested. Inmate workers may be tested for alcohol use at any time.

Inmate workers, work release, and sentenced inmates may be tested for alcohol use by using a urinalysis machine.

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.

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.

If the inmate tested positive or refused to take a breathalyzer test, that inmate shall be removed from work release or inmate worker 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.



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 Division for filing with the inmate's work release folder and a copy sent to the Classification Division for filing in the inmate's classification folder. The Inmate Services Sergeant will maintain the original Chain of Custody paperwork.

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 Division 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 Division separate from the Disciplinary Report and copy of the Drug/Alcohol Test Result Form.

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

 MONROE COUNTY SHERIFF'S OFFICE	BUREAU DIRECTIVE: BOC - 6:003	REFERENCES: FCAC 16.03, 16.04 FMJS 10.01(b) F.S.S. 951.23(9)
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Inmate Services	 <hr/> Sheriff of Monroe County
	TOPIC: Commissary Requirements and Fair Market Value Audit	

PURPOSE:

The purpose of this directive is to establish policy for 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. [FCAC 16.04]

sold in the Florida Keys, the agency conducting the audit will give us the price from that store. If it is a specialized product that is not sold in individual sizes, not available in the Florida Keys, or is a pre-priced item like greeting cards or postage stamps, the agency will note this on the audit.

SCOPE:

This directive applies to the contracted commissary company and the Programs Services Director.

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. The contract commissary vendor shall send a copy of this memo and audit to the Programs Services Director, Major of the Bureau of Corrections, Operations Commander, and the Corrections' Accreditation Office.

PERSON RESPONSIBLE:

Programs Services Director.

Fair Market Value

POLICY AND PROCEDURES:

The Programs Services Director will ensure that at least once per year, the contract commissary vendor hires an outside agency to conduct the required annual commissary fair market value audit.

Commissary prices shall not exceed the fair market value for comparable items sold in the community. [FCAC 16.04]

The agency conducting the audit will take the commissary list and select four stores in the area. They will check the prices on the commissary list against the store prices that coincide with the selected items. If none of the selected stores carry a particular item, but it is

The Programs Services Director will contact the commissary vendor and ensure that all commissary prices that exceed fair market value are lowered or the items are removed from the commissary store list.

Inventory

The MCSO Commissary Clerk and the contracted commissary vendor will maintain and

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keep current inventory records for items they stock in-house.

Commissary Items for Sale [FCAC 16.03]



Commissary items for sale are available through the kiosk. All items are priced and contain any special conditions of sale, if any.

Commissary Transactions and Records

The commissary computer system will record all commissary transactions, and the records will be kept in-house.

Annual Internal Audit

There shall be an annual internal audit of the commissary fund by a disinterested party, using generally accepted accounting principles.

 MONROE COUNTY SHERIFF'S OFFICE	BUREAU DIRECTIVE: BOC - 6:004	REFERENCES: FCAC 19.02, 19.03, 24.17 FMJS 5.08, 12.03-12.11 ALDF-1A-02, 1A-03, 1A-04, & 4B-01 CORE-1A-02, 1A-03, 1A-04
	RESCINDS: Policy Directive 12	
	BUREAU: Corrections	NO. OF PAGES: 3
	CHAPTER: Inmate Services	 <hr/> Sheriff of Monroe County
	TOPIC: Facility Housekeeping	

[ALDF-1A-04] [CORE-1A-04]

PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities to keep the facilities clean and in good repair. The following housekeeping and maintenance plan addresses all facility areas and provides for daily housekeeping and regular maintenance by assigning specific duties and responsibilities to staff and inmates. This ensures that acceptable level of cleanliness and safety is maintained throughout the facility.

ensure that they are free of clutter and that the floors are kept clean, dry, and free of hazardous substances.

Supervisors of each functional unit shall ensure that housekeeping responsibilities are carried out by deputies and inmates assigned to that particular area.

Janitor closets are stationed throughout the facility to store cleaning supplies. Cleaning supplies are restocked by ordering them from Supply on an In-House Requisition Form. [ALDF-4B-01]

SCOPE:

This directive applies to all personnel.

Disposal of liquid, solid, and hazardous materials will apply with applicable government regulations. [ALDF-1A-02] [CORE-1A-02]

PERSON RESPONSIBLE:

All personnel.

Inside General Cleaning Areas (To be completed by inmate workers and Maintenance Staff)

POLICY AND PROCEDURES:

Vermin and pest are controlled. The detention facilities have, and will maintain, a monthly pest control contract. Monthly inspections and treatment are conducted by a qualified person. [ALDF-1A-03] [CORE-1A-03]

General cleaning areas shall include:

- All facility elevators
- Main lobby and public bathrooms
- Administrative area to include all adjoining rooms and offices

All areas of the facility will be inspected daily to

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- Transfer waiting area (Transportation area) to include showers and hallways
- Clinic to include all adjoining rooms
- Booking, Classification, and Records
- Muster Room, lounge area, staff exercise room, training classrooms, hallways and windows

Inside maintenance/general cleaning duties shall include:

- Empty and clean trash containers daily and replace liners as needed
- Cleaning windows and other glass areas as needed
- Vacuuming rugs daily; cleaning rugs as needed
- Cleaning and polishing all stainless steel and brass items daily
- Cleaning, disinfecting, and replenishing of bathrooms for staff and public daily
- Dusting and cleaning furniture items daily
- Waxing and buffing floors when necessary

Common Jail Areas (To be completed by inmate workers and Maintenance Staff)

Common jail areas shall include:

- First floor main hallway
- All housing unit corridors
- All support area corridors
- All second floor hallways and corridors
- All visitation rooms, rest rooms, and stairwells
- Dorm recreation area

Common jail areas inside maintenance/general cleaning duties shall include: [FCAC 19.02 & 14.05]

- Stripping and waxing/buffing of all first and second floor common area hallways and corridors
- Sweeping and mopping of all first and second floor common area hallways and corridors daily [FCAC 19.02]
- Cleaning visitation rooms, rest rooms and all stairwells
- Cleaning of all windows and other glass areas
- Touching up paint (inmate worker painting crew)

Inmate Housing Dorms/Units 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. [FCAC 24.17]

Housing dorms/units maintenance shall be accomplished by inmates assigned to the housing dorm/unit under the direction of the Dorm/Unit Deputy.

Specific schedules for the accomplishment of each task shall be developed by the Dorm/Unit Deputy.

Dorm/Unit Deputy shall be responsible for assuring that the proper cleaning product and methods are used for each task.

The Dorm/Unit Deputy will periodically inspect the housing units to ensure that inmates abide by the following housekeeping requirements: [FCAC 19.02 & 19.03]

- 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. [FCAC 19.02]

- Walls are kept free of objects that provide hiding places for vermin.
- Trash is not thrown on the catwalks or in the security vestibules, but is placed in the trashcans provided.
- No spitting on floors.
- No writing or drawing on the walls.
- No storage of perishable foods or other items that will attract vermin or create unsanitary conditions, except items purchased from the canteen. [FCAC 19.03]
- Items purchased from canteen can be stored in the inmate's cell or issued bin.
- Sweeping sidewalks
- Empty and clean trash containers daily
- Cleaning parking lots

Ample cleaning supplies will be maintained in the dorm/unit janitor's closet. [ALDF-4B-01]

If any additional supplies are needed, the Dorm/Unit Deputy will fill out an In House Requisition Form and forward it to the Shift Sergeant.



The cells will be inspected by the day shift deputy prior to 1130 hours, and the cleaning supplies will be 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.

Outside Maintenance Areas (To be completed by inmate workers and the Animal Farm/Landscape Specialist)

Outside maintenance duties shall include:

- Mowing as needed
- Weeding daily
- Edging, trimming, pruning, pesticide and herbicide application as needed
- Fertilizer application seasonal
- Mulching yearly

 MONROE COUNTY SHERIFF'S OFFICE	BUREAU DIRECTIVE: BOC - 6:005	REFERENCES: FCAC 21.02, 21.03, 21.05, 21.07, 21.08, 21.10-21.13 FMJS 6.02, 6.03, 6.04, 6.05, 6.07, 6.08, 6.10 & 6.11 ALDF-4A-01 thru 4A-09, 4A-11, 4A-12, 4A-13, 4A-16, 4A-17, 4A-18 CORE-4A-01 thru 4A-04, 4A-06
	RESCINDS: KV & PK 7:007	
	BUREAU: Corrections	NO. OF PAGES: 4
	CHAPTER: Inmate Services	 <hr/> Sheriff of Monroe County
	TOPIC: Food Service and Feeding of Inmates	

PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities to distribute three wholesome, nutritious meals per day at regular times 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 at the Marathon (KV) and Plantation Key (PK) Facilities. At the Monroe County Detention Center, at least two of these meals will be served hot. Variations may be allowed based on holiday food service demands provided basic nutritional goals are met. [FCAC 21.05] [ALDF-4A-18] [CORE-4A-06]

SCOPE:

This directive applies to all Certified Personnel who are involved in the distribution of meals.

PERSON RESPONSIBLE:

Deputies serving meals.

POLICY AND PROCEDURES:

Food Service

All food preparation is performed or supervised by an employee certified in culinary services as required by Florida Administrative Code 64E-11.012. [FCAC 21.04]

The food preparation areas include space and equipment for food preparation based on population size, type of food preparation, and methods of meal service. There are sanitary, temperature-controlled areas for food storage. [ALDF-4A-02]

Toilet and washbasin facilities are available to food service personnel and inmates in the vicinity of the food preparation areas. [ALDF-4A-03]

A person who is experienced in food service management supervises food service operations. [ALDF-4A-04]

Food service budgeting, purchasing, and accounting practices, include but are not limited to the following systems: [ALDF-4A-05]

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- food expenditure cost accounting designed to determine cost per meal per inmate;
- estimation of food service requirements;
- purchase of supplies at wholesale and other favorable prices and conditions, when possible; and
- refrigeration of food, with specific storage periods.

Accurate records are maintained of all meals served. [ALDF-4A-06] Meal records are maintained a minimum of one year. [FCAC 21.07]

The facility's dietary allowances are reviewed at least annually by a qualified nutritionist or dietician to ensure that they meet the nationally recommended dietary allowances for basic nutrition for appropriate age groups. Menu evaluations are conducted at least quarterly by food service supervisory staff to verify adherence to the established basic daily servings. [ALDF-4A-07] [CORE-4A-01]

Food service staff plans menus and substantially follows the plan. The planning and preparation of all meals takes into consideration food flavor, texture, temperature, appearance, and palatability. Menu substitutions are recorded. [ALDF-4A-08]

Therapeutic diets are provided as prescribed by appropriate clinicians. A therapeutic diet manual is available in health services and food services for reference and information. Prescriptions for therapeutic diets should be specific and complete, furnished in writing to the food service manager, and rewritten quarterly, or more often as clinically indicated. [ALDF-4A-09] [CORE-4A-02]

There is documentation by an independent, outside source (e.g., Department of Health) that food service facilities and equipment meet established governmental health and safety codes. Corrective action is taken on deficiencies, if any. [ALDF-4A-11] [CORE-4A-03]

All staff, contractors, and inmate workers are trained in the use of equipment safety

procedures to be followed in the food service department. [ALDF-4A-12] [CORE 4A-03-1]

There is adequate health protection for all inmates and staff in the facility, and for inmates and other persons working in food service, including the following: [ALDF-4A-13] [CORE-4A-04]

- all food handlers are instructed to wash their hands on reporting to duty and after using toilet facilities;
- all inmates and staff involved in the preparation of the food receive a pre-assignment medical examination to ensure freedom from diarrhea, skin infections, and other illnesses transmissible by food or utensils;
- all examinations are conducted in accordance with local requirements;
- 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; [FCAC 21.02] and
- medical clearance is required for staff and inmates before working with any food [FCAC 21.02].

Food service workers are inspected at the beginning of each shift by the food service supervisor/designee for health, cleanliness, and to ensure they wear clean outer garments and maintain a high degree of personal hygiene. [ALDF-4A-13] [FCAC 21.03]

Stored shelf goods are maintained at 45 degrees to 80 degrees Fahrenheit, refrigerated foods at 35 degrees to 40 degrees Fahrenheit, and frozen foods at 0 degrees Fahrenheit or below, unless national or state health codes specify otherwise. Temperatures are checked and recorded daily. [ALDF-4A-16]

Unused food supplies will be kept in a clean, well ventilated area free from vermin. [FCAC 21.10]

Cleaning compounds, soaps, waxes, and insecticides used in the food service areas are

stored in a secure location separate from food supplies. [FCAC 21.11]

Food service equipment is kept clean and in good repair. [FCAC 21.13]

Meals are prepared, delivered, and served under staff supervision. [ALDF-4A-17] [CORE-4A-06]

Feeding of Inmates

The meals shall be delivered to the Key West (KW) housing and holding areas at approximately 0630, 1100, and 1800 hours. The Deputy will inspect the food carts and juice carts for contraband. The Marathon facility serves their meals at approximately 0600, 1100, and 1800 hours. The Plantation Key facility serves their meals at approximately 0630, 1200, and 1815 hours. [FCAC 21.05]

Delivery of food is to be supervised by employees using common sanitary measures. [FCAC 21.12]

All inmate workers used to distribute and/or serve food shall be approved by medical.

The Deputy will receive and count all items (e.g., trays, spoons, and fruit) for his or her area, and he or she will ensure proper amount of each item and check food trays for complete meals prior to distributing the trays to the inmates. A deputy will remain near the food cart while the meals are being served unless an emergency within the dorm/unit requires the deputy's attention.

All inmate workers will wear a hair net and gloves when serving food.

Dining space is large enough to allow meals to be served, affording each inmate the opportunity to have at least 20 minutes of dining time for each meal. [ALDF-4A-01]

The Deputy shall monitor the inmates for any complaints or possible problems.

Upon completion of the meal, the Deputy will count all items (e.g., trays and spoons) when returned.

When all items have been accounted for, the Deputy will have them returned to the Kitchen.

Inmates held downtown at the courthouse during the noon meal will have a box/bag lunch sent to them via the Transportation Division.

A box/bag lunch will be made up for all inmate workers working off facility property. This meal shall accompany them when they leave the facility in the morning.

Food will not be used as a reward or as a disciplinary measure for an individual inmate. However, an inmate may be placed on a special management meal program approved by a qualified health authority. [FCAC 21.08]

Medical Night Time Snacks

- 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 the Rover's Station.

Segregation Inmates - Unit A and Lockdown Inmates in Other Units

- Using the inmate roster, the Unit Deputy will unlock the food port and supervise the Unit Inmate worker as he or she distributes one tray, one spoon, and one drink to each inmate through the inmate's food port. The Unit Deputy will check off each inmate's name from the roster as the inmate receives his or her meal.
- Upon completion of the meal, each inmate will pass his or her tray, and spoon back through the food port. The Unit Inmate worker will collect the trays and return them to the Unit Deputy.

Units A1, B, B1, C, D, and Dorms E, F, G, & H

- The Dorm/Unit Deputy will announce "Meal Time". The inmates will assemble at the front of the dorm/unit in a single line. All inmates must have their inmate identification tag properly displayed upon their uniform in

order to receive a tray.

- Using the inmate roster, the Dorm/Unit Deputy will supervise the Dorm/Unit Inmate worker as he or she distributes one tray, one spoon, and one drink to each inmate in the day room. The Dorm/Unit Deputy will check off each inmate's name from the roster as the inmate receives his or her meal.
- Upon completion of the meal, each inmate will pass his or her tray and spoon back to the Dorm/Unit Inmate worker at the front of each dayroom.

Medical Division

- Using the inmate roster, the Sick Bay Deputy will supervise the Sick Bay Inmate worker as he or she distributes one tray, one spoon, and one drink to each inmate in his or her cell. The Sick Bay Deputy will check off each inmate's name from the roster as the inmate receives his or her meal.
- Upon completion of the meal, each inmate will pass his or her tray and spoon back to the Sick Bay Inmate worker.

Intake/Release and Court Holding Areas



- The Intake/Release Deputy will distribute one tray, one drink, and one spoon to each inmate in the holding cells.
- Upon completion of the meal, each inmate will pass his or her tray and spoon back to the Intake/Release Deputy.

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 Deputy. The Suicide Watch Deputy is responsible for collecting and accounting for all non-food items.

Marathon/Plantation Key (KV/PK) Jails

- The Dorm Deputy will count and log on the Kitchen Utensil Inventory sheet all utensils brought in or out of the jail.
- 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 or her meal.
- Holding cells will be fed last. Food ports shall be utilized, if available, when serving high profile or violent inmates.
- Contract food servers shall be escorted by a deputy while in the housing areas. The food server will not be left unattended. The Booking Deputy, Rover, or Shift Supervisor may assist with the feeding of isolation and booking inmates.

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	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 1
	CHAPTER: Inmate Services	 <hr/> Sheriff of Monroe County
	TOPIC: Inmate Drinking Tumblers	

PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities to issue each inmate a drinking tumbler. Soap shall be provided by the Dorm/Unit Deputy when requested by inmates so they may clean their issued drinking tumbler. [FCAC 19.05]

SCOPE:

This directive applies to all Certified and Kitchen Personnel.

PERSON RESPONSIBLE:

Dorm/Unit Deputies.

POLICY AND PROCEDURES:

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. [FCAC 15.08]

Inmates will keep their drinking tumblers when transferring between facilities.

Retrieval of Drinking Tumblers



Upon release or transfer out of Monroe County, each inmate must turn in their drinking tumbler.

Loss of Drinking Tumblers

If an inmate loses their drinking tumbler, that inmate's canteen account will be charged \$5.00 for the replacement tumbler.

If an inmate's drinking tumbler is missing upon release, that inmate's canteen account will be charged \$5.00 for the loss.

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 MONROE COUNTY SHERIFF'S OFFICE	BUREAU DIRECTIVE: BOC - 6:007	REFERENCES: FCAC 16.14 FMJS 9.01 & 9.10 ALDF-4C-37, 5A-04 thru 5A-10, 6A-09, 6B-02, 6B-03, 6B-05 CORE-2A-20, 6A-08, 6B-02
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 3
	CHAPTER: Inmate Services	 <hr/> Sheriff of Monroe County
	TOPIC: Inmate Educational, Vocational, and Treatment Programs	

PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities to offer Educational, Vocational, and Treatment Programs to inmates who wish to take advantage of such activities. Eligibility will be based upon inmate behavior, motivation, and classification or court order. [FCAC 16.14] There is no discrimination regarding administrative decisions or program access based on an inmate's race, religion, national origin, gender, sexual orientation, or disability. Discrimination on the basis of disability is prohibited in the provision of programs. [ALDF-6B-02 and 6B-05] [CORE-6B-02]

SCOPE:

This directive applies to all personnel.

PERSON RESPONSIBLE:

Programs Services Director.

GENERAL INFORMATION:

The Monroe County School Board provides instructors who will conduct Educational and Vocational Programs within the Detention Facilities. Inmate participation in these

programs is voluntary. Gain time may be awarded for satisfactory completion in the programs.

Programs are comparable for both males and females. Neither gender is denied opportunities on the basis of its smaller number in the population. [ALDF-6B-03] [CORE-6B-02]

The Guidance Care Center provides staff to conduct the Jail In-House Treatment Program (JIP).

POLICY AND PROCEDURES:

Educational and Vocational Programs
[CORE-2A-20]

Inmates shall have access to Educational Programs and, when available, to Vocational Programs. Educational and vocational programs will address the needs of the inmate population. Inmates may participate by submitting an Inmate Request Form to the Programs Services Division. [FCAC 16.14] [ALDF-5A-09]

Classrooms have been designed in consultation with school authorities. When any new educational or vocational programs are offered, the school authorities will be consulted on classroom designs for the new programs.

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[ALDF-5A-10]

Selection of inmates for programs will be based upon space availability and the inmate's behavior, attitude, motivation and classification. [FCAC 16.14] Inmates' access to programs is not precluded by inability to pay. [ALDF-6A-09] [CORE-6A-08]

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.

The Marathon/Plantation Key (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.

Programs consist of, but are not limited to:

- Adult Basic Education
- GED Preparation
- Life Management Skills
- Vocational Programs
- Substance Abuse Program (AA-Alcoholics Anonymous and NA-Narcotic Anonymous)

Jail In-House Treatment Program (JIP)

JIP is primarily for court order inmates. JIP is basically a therapeutic community treatment program that includes monitoring and drug testing. [ALDF-5A-04]

If space is available, eligible and appropriate non-court ordered inmates may be allowed to participate in JIP. It is preferred that these volunteer inmates be referred by their attorney. The inmate must want to participate and have at least six months left on his or her sentence.

There is a treatment philosophy within the context of the total correctional system as well as goals and measurable objectives. These documents are reviewed at least annually and updated as needed. [ALDF-5A-05]

There is an appropriate range of primary treatment services for alcohol and other substance-abusing inmates that include, at a minimum, the following: [ALDF-5A-06]

- inmate diagnosis
- identified problem areas
- individual treatment objectives
- treatment goals
- counseling needs
- drug education plan
- relapse prevention and management
- culturally sensitive treatment objectives, as appropriate
- the provision of self-help groups as an adjunct to treatment
- prerelease and transitional services
- coordination efforts with community supervision and treatment staff during the prerelease phase to ensure a continuum of supervision and treatment

The facility uses a coordinated staff approach to deliver treatment services. This approach to service delivery is documented in treatment planning conferences and in individual treatment files. [ALDF-5A-07]

There are incentives for targeted treatment programs to increase and maintain the inmate's motivation for treatment. [ALDF-5A-08] Some examples are:

- judge might shorten the inmate's sentence upon successful completion
- driver's license bureau might reinstate driver's license



Inmates have access to a chemical dependency treatment program. When a chemical dependency program exists, the clinical management of chemically dependent inmates includes at a minimum the following: [ALDF-4C-

37]

- a standardized diagnostic needs assessment administered to determine the extent of use, abuse, dependency, and or codependency
- an individualized treatment plan developed and implemented by a multidisciplinary clinical team that includes medical, mental health, and substance abuse professionals
- prerelease relapse-prevention education, including risk management
- inmate involvement in aftercare discharge plans

Removal of Inmates from a Program

Inmates may be removed from a program for inappropriate behavior, lack of motivation, and/or violation of the Rules of Prohibited Conduct listed in the Inmate Handbook.

 MONROE COUNTY SHERIFF'S OFFICE	BUREAU DIRECTIVE: BOC - 6:008	REFERENCES: None
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 3
	CHAPTER: Inmate Services	 <hr/> Sheriff of Monroe County
	TOPIC: Inmate Marriages	

PURPOSE:

The purpose of this directive is to establish policy for 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.

- 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.
- Payment of a non-refundable \$75.00 processing fee.

SCOPE:

This directive applies to all personnel.

Consideration of Request

Upon receipt of an inmate's request to marry, the following process will be followed:

PERSON RESPONSIBLE:

Programs Services Director.

- 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.
- The Programs Services Director will review all information, recommend approval or disapproval on the Inmate Marriage Request Form, state any special instruction he or she may have, and forward everything to the Operations Commander.
- The Operations Commander will review all information, recommend approval or disapproval on the Inmate Marriage Request Form, state any special instructions he or she may have, and forward everything to the Major of the Bureau of Corrections.

POLICY AND PROCEDURES:

Request to Marry (Excludes Department of Corrections, Federal, Immigration and Customs Enforcement, 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:

- 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).

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- The Major of the Bureau of Corrections will review all information, give final approval or disapproval, state any special instructions he or she may have, and return everything back to the Programs Services Director.
- The Programs Services Director shall review the Major of the Bureau of Corrections' approval/disapproval/comments and return everything back to the Chaplain for action.
 - Notifying the appropriate personnel in writing (i.e., Operations Commander, Watch Lieutenant, Dorm/Unit Deputy, Main Control, and Reception) at least 72 hours in advance as to when the ceremony is scheduled to take place
 - Returning the completed marriage license to the Clerk of the Courts after the completion of the marriage ceremony

Procedures for Marriage

After an inmate's request to marry has been processed and approved, the following process will apply:

- The proposed spouse is responsible for:
 - Making initial application for a marriage license and arranging for all necessary forms to be sent to the inmate for marriage license application
 - Making arrangements for the marriage ceremony in conjunction with the Chaplain
 - Paying all costs involved
- The inmate is responsible for:
 - Acquiring valid identification per established policy for notary services prior to the signing of the license.
 - 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.
- The Chaplain is responsible for:
 - Arranging for the inmate to finalize the marriage license and application in keeping with the statutes governing marriage in the State of Florida
 - Arranging, in conjunction with Classification, the availability of the contact visiting room for use in performing the marriage ceremony

Ceremony Procedures

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.

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.

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 or her housing unit by the Rover directly after the ceremony.

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.

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.

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.

Immigration and Customs Enforcement (ICE) Inmates

Request to marry by ICE inmates incarcerated within the Monroe County Detention Facilities will be referred to the ICE 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 a deportation (ADD/DDP).

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.

 MONROE COUNTY SHERIFF'S OFFICE	BUREAU DIRECTIVE: BOC - 6:009	REFERENCES: FCAC 12.02 FMJS 9.01 ALDF-5A-04, 6B-02, 6B-03, 6B-05 CORE-6B-02
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Inmate Services	 <hr/> Sheriff of Monroe County
	TOPIC: Inmate Narcotics and Alcoholics Anonymous Programs	

PURPOSE:

The purpose of this directive is to establish policy for 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. [FCAC 12.02] [ALDF-5A-04]

SCOPE:

This directive applies to all personnel.

PERSON RESPONSIBLE:

Programs Services Director.

POLICY AND PROCEDURES:

Narcotics Anonymous (NA) and Alcoholics Anonymous (AA) volunteers will be recruited by the Programs Services Director in accordance with the Volunteer Recruitment Policy. [FCAC 12.02]

Inmates may volunteer to attend NA and AA by filling out an Inmate Request Form. [FCAC 12.02]

NA and AA programs shall be scheduled on a regular basis and may be attended by inmates who have been cleared to attend. [FCAC 12.02]

All inmates mandated by the courts shall attend meetings if they are cleared to attend by the Classification Division. [FCAC 12.02]

NA and AA programs shall be evaluated monthly to determine progress and effectiveness.

Programs are comparable for both males and females. Neither gender is denied opportunities on the basis of its smaller number in the population. [ALDF-6B-03] [CORE-6B-02]

There is no discrimination regarding administrative decisions or program access based on an inmate's race, religion, national origin, gender, sexual orientation, or disability. Discrimination on the basis of disability is prohibited in the provision of programs. [ALDF-6B-02 and 6B-05] [CORE-6B-02]

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.

Rules Inmates Shall Abide to when Attending AA and NA Meetings

Volunteers and inmates shall abide by the following set guidelines during all NA and AA meetings:

- Inmates will not be permitted to attend



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meetings unless identification and full uniforms are worn. Full uniforms include identification tag, long pants, shirts, and shoes.

- Inmates are expected to report to the meetings at the scheduled time.
- Inmates are expected to maintain good conduct.
- No unrelated books, magazines, reading or writing materials, etc., are allowed at the meetings.
- Food, candy, and drink items will not be permitted during the meeting.
- No phone numbers or addresses of the sponsors can be given to the inmates.
- 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.

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

 MONROE COUNTY SHERIFF'S OFFICE	BUREAU DIRECTIVE: BOC - 6:010	REFERENCES: FCAC 14.17(a-d), 4.18, 15.06, 20.01, 20.02 FMJS 5.08 & 12.03(f) ALDF-4B-06, 4B-07, 4C-14, 6A-08, 6B-07 CORE-4B-03, 4C-06, 6A-07
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Inmate/detainee Services	 <hr/> Sheriff of Monroe County
	TOPIC: Inmate/Detainee Personal Hygiene	

PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities to provide inmates/detainees with all articles necessary to maintain proper personal hygiene. All sinks and showers shall provide cold and either hot or tempered water. [FCAC 15.06] [ALDF-4B-06] [CORE-4B-03]

SCOPE:

This directive applies to all Certified Personnel.

PERSON RESPONSIBLE:

Dorm/Unit Deputies.

POLICY AND PROCEDURES:

Inmates/detainees are allowed freedom in personal grooming except when a valid interest justifies otherwise. [ALDF-6A-08] [CORE-6A-07] To help prevent outbreaks of head or body lice/bugs or communicable diseases, the minimum grooming standards listed in this directive are to be complied with.

Inmates with disabilities are provided with the education, equipment, facilities, and support necessary to perform self-care and personal

hygiene in a reasonably private environment. [ALDF-6B-07]

Personal Hygiene Items [FCAC 14.17 a,b,c,d] [ALDF-4B-06] [CORE-4B-03]

All newly admitted inmates/detainees are assigned a personal hygienic health kit following assignment to facility housing. The kit consists of toothpaste, toothbrush, and a comb. Soap is available in the dorms/units. Moisturizing soap is available for female inmates. Female hygiene products, including tampons, will be supplied if needed.

Each inmate/detainee will receive a new supply of toothpaste once a week. Toothbrushes and combs will be offered to inmates/detainees weekly.

Toilet tissue and female hygiene items are replenished daily on an as needed basis. [FCAC 14.18]

All other items are replenished as needed.

Personal Hygiene

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

Once placed in general population, inmates/detainees shall be required to bathe at

least two times weekly and shall be afforded the opportunity to shower daily. This also applies to inmates/detainees in segregation if allowable by security constraints. [FCAC 20.02]

Inmates/detainees assigned as inmate workers will be required to bathe and shave daily.

Inmates/detainees suspected of having head or body lice, or communicable diseases, will be referred to the medical staff for examination. [ALDF-4C-14] [CORE-4C-06]

Barber Services [ALDF-4B-07]

Inmates/detainees have access to electric hair clippers for use by them in the housing areas. [FCAC 20.01] Each inmate/detainee shall be tasked with finding a volunteer in his/her housing unit/dorm to cut his/her hair. [CORE-4B-03]

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/detainees are to:



- Use their own comb issued to them at time of admission or purchased from commissary; and
- Alert the dorm/unit deputy if there are any problems in the use of the hair clippers.

The Dorm/Unit Deputy will:

- Log the clippers out to the inmate in the electronic log book (LINK to the inmate's name)
- Issue a clean towel to each inmate/detainee for use while cutting hair. Towels will not be reused by other inmates/detainees;
- Ensure the inmate/detainee always takes the guards off the hair clippers after each use. The deputy will then apply the "Mar-V-Cide" or other authorized germicide and fungicide cleaning solution on the blades,

guards, and clipper parts after each use;

- Supervise the inmate/detainee ensuring he or she uses a cleaning brush to remove all hair between the blades and off the guards; and
- Ensure the inmate/detainee cleans the clippers before allowing them to be used if the deputy is not sure the blades and guards were thoroughly cleaned after the last use.

 MONROE COUNTY SHERIFF'S OFFICE	BUREAU DIRECTIVE: BOC - 6:011	REFERENCES: FCAC 16.14 FMJS 9.01 & 9.10 ALDF-5A-01, 5A-02, 5C-02, 6B-02, 6B-03, 6B-05 CORE-5A-01, 5C-01, 6B-02
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Inmate Services	 <hr/> Sheriff of Monroe County
	TOPIC: Inmate Programs and Inmate Participation in Programs	

PURPOSE:

The purpose of this directive is to establish policy for 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.

SCOPE:

This directive applies to all personnel.

PERSON RESPONSIBLE:

Programs Services Director.

POLICY AND PROCEDURES:

Inmate Programs include, but are not limited to, the following: [ALDF-5A-01 and 5A-02] [CORE-5A-01]

- Religious Services and Counseling
- Outdoor Recreation and Outside Cell Leisure Activities
- Library Services
- Alcoholic Abuse Counseling

- Drug Abuse Counseling
- GED/Educational Programs
- Work Release
- Inmate worker Programs
- Social Services
- Reentry Programs
- Veterans Affairs' Visits
- Culinary Arts
- Behavior Modification Program

Community Resources

Available community resources that provide inmate programs and services include the following: [ALDF-5A-02] [CORE-5A-01]

- Alcoholics Anonymous
- Narcotics Anonymous
- Monroe County School Board
- Area Clergy
- Area Social Services

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	Previous Revision Date(s): 9/15/99, 4/7/11	
Dissemination Date: 12/4/12		Effective Date: 12/12/12

- Monroe County Health Department
- Guidance/Care Center

Inmate Participation

All inmates who do not pose a security risk are offered the opportunity to participate in facility programs. [FCAC 16.14]

Inmates have opportunities to participate in leisure-time activities outside their respective cell or room on a daily basis. [ALDF 5C-02] [CORE-5C-01]

All programs are on a volunteer basis and each inmate has the opportunity to refuse participation, unless mandated by a court order or sentence.

Refusal of an inmate to participate in a program or service shall not jeopardize future participation.

Inmates are required to dress in a complete uniform (i.e., shirt, pants, shoes, identification tag) according to their classification status.

Inmates may take only the required materials necessary for a particular program from their cells.

Anyone participating in a program will abide by the NO smoking, eating, or drinking requirement of the facility while attending the program.

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.

Disciplinary actions will be taken against any inmate committing a rule infraction during a program.

Any behavior problem outside a program, causing an inmate to be segregated from other inmates, will be reason for dismissal from the program.

Equal Participation Opportunities



Male and female inmates shall be provided equal opportunity to participate in comparable facility programs and services. [FCAC 16.14] Neither gender is denied opportunities on the basis of its smaller number in the population. [ALDF-6B-03] [CORE-6B-02]

There is no discrimination regarding administrative decisions or program access based on an inmate's race, religion, national origin, gender, sexual orientation, or disability. Discrimination on the basis of disability is prohibited in the provision of programs. [ALDF-6B-02 and 6B-05] [CORE-6B-02]

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.

Funds

Funds are available through the Inmate Welfare Fund and grants to update and broaden the number of programs available.

 MONROE COUNTY SHERIFF'S OFFICE	BUREAU DIRECTIVE: BOC - 6:012	REFERENCES: FCAC 20.03 FMJS 5.08(c)
	RESCINDS: Policy Directive 2	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Inmate Services	 _____ Sheriff of Monroe County
	TOPIC: Inmate Razor Issuance	

PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities to maintain a standard of accountability on all issued inmate razors.

SCOPE:

This directive applies to all Certified Personnel.

PERSON RESPONSIBLE:

Dorm/Unit Deputies.

POLICY AND PROCEDURES:

Issuance of Razors to Inmates [FCAC 20.03]

The following process will apply to all inmate housing areas.

- The Dorm/Unit Deputy will announce "Razor Call" in general population areas at the established time-frame. For segregated inmates, the Deputy 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 inmate worker 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.

- The Deputy will hand each inmate a razor if they want one.
 - The Deputy will collect and hold the inmate identification tags for each inmate that is using a razor except in units where the inmate identification tags are kept at the Deputy's desk.
 - Per written directive BOC - 1:021, the Deputy will document the individual names of inmates that were given a razor in the dorm/unit logbook.
- Thirty (30) minutes after the last razor has been issued in general population areas, the Deputy will announce for the return of all razors. Due to security and safety reasons, segregated inmates shall only be allowed 15 minutes to shave.
- Each inmate shall return his or her issued razor to the Deputy in person, using the following process:
 - The inmate will remove the cover from the razor to allow the Deputy to check

BOC - 6:012	Date of Original: Jan 1994	1
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and ensure the blade is still attached.

- The inmate will return the cover to the razor and then hand the razor to the Deputy.
- The Deputy will return the inmate identification tag for each inmate that has returned a razor except in units where the inmate identification tags are kept at the Deputy's desk.
- Per written directive BOC - 1:021, the Deputy will document the individual names of inmates that returned a razor in the dorm/unit logbook.
- Pat down the inmate and his or her cellmate.
- Shake down their assigned cell.
- Conduct shakedown of all cells and common areas as well as conducting a pat down of all inmates in the housing area.

Retrieval and Disposal of Razors from Housing Areas



Once all the razors have been returned from the inmates:

- In Key West (KW), the Dorm/Unit Deputy will give the razors to the Rover to be delivered to the Watch Sgt./Lt.
- After the Watch Sgt./Lt. ensures all razors are returned, the Watch Sgt./Lt. will dispose of the razors in the trash compactor.
- In Marathon/Plantation Key (KV/PK), the Deputy will dispose of the razors in the trash receptacle outside of the facility.

Missing Razors

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

- Identify the inmate who has not returned his or her razor.
- Ask the inmate to return the razor.
- If the inmate does not do so or states that he or she does not have the razor, the following shall occur:
 - Advise the Shift Supervisor of the situation.

 MONROE COUNTY SHERIFF'S OFFICE	BUREAU DIRECTIVE: BOC - 6:013	REFERENCES: ALDF-4B-03 CORE-4B-02
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 1
	CHAPTER: Inmate Services	 <hr/> Sheriff of Monroe County
	TOPIC: Inmate Uniforms	

PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities to have an established method of identifying inmates by color of uniforms. Suitable facility clothing is issued to all inmates. Facility clothing is properly fitted, climatically suitable, durable, and presentable. [ALDF-4B-03] [CORE-4B-02]

Inmates who are classified to work inside the facility (e.g., laundry, hallways, tray retrieval) will wear a green uniform.

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.

SCOPE:

This directive applies to all personnel.

PERSON RESPONSIBLE:

All personnel.

POLICY AND PROCEDURES:



When an inmate is booked into the facility they will be dressed out in a blue uniform.

Inmates who are classified to work outside (e.g., PW truck, maintenance, farm, administration) will wear an orange uniform.

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.

BOC - 6:013	Date of Original: Jan 1994	1
	Previous Revision Date(s): 9/15/99, 12/31/08	
Dissemination Date: 3/30/11		Effective Date: 4/7/11

 MONROE COUNTY SHERIFF'S OFFICE	BUREAU DIRECTIVE: BOC - 6:014	REFERENCES: FCAC 16.01, 16.05, 16.06 FMJS 10.01(a&d) ALDF-5C-25 and 5C-26 CORE-5C-07
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 1
	CHAPTER: Inmate Services	 <hr/> Sheriff of Monroe County
	TOPIC: Inmate Welfare Committee and Commissary Operations	

[FCAC 16.01]

PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities to maintain an Inmate Welfare Fund that is governed by the Inmate Welfare Committee. Commissary operations are strictly controlled using standard accounting procedures. [ALDF-5C-25] [CORE-5C-07]

SCOPE:

This directive applies to the Inmate Welfare Committee.

PERSON RESPONSIBLE:

Programs Services Director.

POLICY AND PROCEDURES:

An inmate commissary is available from which inmates can purchase approved items that are not furnished by the facility. [ALDF-5C-25]

Space is provided for an inmate commissary. [ALDF-5C-26] [CORE-5C-07]

Profits from the commissary are used only for overall inmate welfare. [FCAC 16.05] [ALDF-5C-25]

A committee for the Inmate Welfare Fund shall consist of the following:

- The Programs Services Director
- The Inmate Services Sergeant
- The Shift Supervisor
- The Operations Commander



Committee Recommendation

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.

Final Authority on Expenditures

Once the committee has decided to expend or not expend inmate welfare funds, the request will be forwarded to the Major of the Bureau of Corrections for final authority on expenditures. [FCAC 16.06]

BOC - 6:014	Date of Original: 6/24/98	1
	Previous Revision Date(s): 9/15/99, 8/21/06, 1/10/08	
Dissemination Date: 3/30/11		Effective Date: 4/7/11

 MONROE COUNTY SHERIFF'S OFFICE	BUREAU DIRECTIVE: BOC - 6:015	REFERENCES: FCAC 17.03 FMJS 9.09 & 10.02(b) ALDF-5B-06, 6A-03, 6A-09 CORE-5B-02, 6A-03, 6A-08
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 4
	CHAPTER: Inmate Services	 <hr/> Sheriff of Monroe County
	TOPIC: Law Library	

PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities to provide up-to-date legal reference materials for inmates to utilize upon request. [ALDF-6A-03] [CORE-6A-03]

SCOPE:

This directive applies to the Programs Services Staff Assistant.

PERSON RESPONSIBLE:

Program Services Staff Assistant.

POLICY AND PROCEDURES:

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. [ALDF-6A-03] [CORE-6A-03]

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. [ALDF-6A-03] [CORE-6A-03]

Inmates of the Monroe County Detention Facilities who are verified as pro-se (not

represented by counsel) will be provided physical access to legal materials contained in the Key West Detention Facility's 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 he or she has legal deadlines that cannot otherwise be met in twelve hours per week. This provision pertains equally to civil and criminal matters. [FCAC 17.03]

NOTE: Only inmates listed on the Law Library Schedule are to be in the Law Library during their scheduled time.

Requesting Access to the Law Library

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. Inmates who wish to be assisted must submit an Inmate Request Form to Programs Services for approval stating the name of the inmate they want to attend with them.

BOC - 6:015	Date of Original: Jan 1994	1
	Previous Revision Date(s): 9/15/99, 9/24/01, 9/7/10, 4/7/11, 5/18/12	
Dissemination Date: 12/4/12	Effective Date: 12/12/12	

No pro-se 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.

Any policy requiring a pro-se inmate to obtain a court order prior to going to the Law Library is prohibited.

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. [FCAC 12.20] "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.

Pro-se inmates will have priority on the Law Library Schedule. All other inmates requesting to use the Law Library will be scheduled as space permits. [ALDF-6A-03] [CORE-6A-03]

Information Required from Inmates who want to be Recognized as "Pro-Se"

Inmates who are requesting to be recognized as pro-se inmates must submit the following information for verification of their pro-se status:

- Type of case being pursued (e.g., civil, criminal, appeal)
- Which court his or her case is being heard before (e.g., appeals, civil, circuit, district, federal) and case number, if applicable
- Name of any previous counsel/attorney that has represented the inmate (private or public defender)
- 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.

Law Library Rules

The following rules will be obeyed by all inmates while in the Law Library.

- No food, candy, or drinks.
- Removal of research books, pages from books, or any other Law Library material (e.g., computer, any supplies) is prohibited and will result in a Disciplinary Report being written.
- There will be no social conversation. Conversations concerning legal research will be kept to a minimum.
- No materials other than those needed for motions or research will be allowed in the Law Library (e.g., newspapers, non-legal reading materials).
- All inmates will be pat searched before leaving the Law Library.
- No inmate shall have exclusive use of any of the computers, equipment, or books during their session in the Law Library.

Legal Reference Materials Required to be Maintained in the Law Library

The Monroe County Detention Center shall maintain in books or on computer the following legal reference materials within the facility's Law Library:

- Southern Reporter, Second Edition (Florida cases) from volume 300 until the present;
- Florida Statutes Annotated;
- Florida Statutes;
- Shepard's Florida Citations;
- Florida Jurisprudence, Second Edition;
- Florida Criminal and Civil Rules of Procedure;
- Federal Rules of Criminal and Civil Procedure;

- Florida Rules of Court - Federal;
 - Black's Law Dictionary, latest edition;
 - Monroe County Code;
 - The Code of the City of Key West;
 - A Treatise on the Fourth Amendment to the United States Constitution;
 - A Treatise on Florida criminal trial practice;
 - Florida Model Jail Standards;
 - United States Reporters; and
 - U.S. Code Annotated
- A maximum of five 9 x 12 manila envelopes per month
 - A maximum of 25 #10 size white envelopes without stamp per month
 - A maximum of two blue ink pens per month
 - A maximum of two pencils per month
 - A maximum of two erasers per month
 - A maximum of one storage box per inmate per incarceration
 - Postage in the amount of \$15.00 per month [ALDF-5B-06] [CORE-5B-02]

Supplies and Postage for Pro-Se Inmates

Pens, paper, envelopes, and legal mail postage shall be available to pro se inmates on a monthly basis when requested.

Pro-Se Inmates requesting supplies must fill out the Inmate Trust Account Withdrawal Form for Pro-Se Legal Supplies.

- If a pro se inmate has enough funds in their inmate account to pay for legal research at a cost not to exceed \$.15 per page, 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. Indigent pro-se inmates requesting supplies in excess of the below mentioned items must show cause. [ALDF-6A-09] [CORE-6A-08]
 - A maximum of four 8 ½ x 11 legal pads per month
 - A maximum of five 10 x 15 manila envelopes per month

Copy Requests

Inmates requesting copies must fill out the Inmate Trust Account Withdrawal Form for Legal or Non-Legal Copies Form.

- Copies of motions, briefs, evidentiary paperwork, etc., will be provided as required by the court for filing. (Maximum of three copies each day).
- Indigent Pro Se inmates will be provided with a maximum of (10) pages of copies of legal research per month at no charge.
- The Law Librarian will ensure the copy(s) are delivered to the inmate within a reasonable amount of time.

Non-pro se inmates may also request copies, and the actual cost of same shall be deducted from their inmate account. The inmate must have the funds available.

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.



**Immigration and Customs Enforcement (ICE)
Law Library**

ICE detainees will give their inmate identification tag to the Dorm/Unit Deputy prior to entering the ICE Law Library.

The Dorm/Unit Deputy shall record the use of the ICE Law Library in the log book and link the entry to the name of the detainee.

The detainee's identification tag will be returned to the detainee when he or she exits the ICE Law Library, and the Dorm/Unit Deputy will log the inmate out of the ICE Law Library in the log book.

All law library books, computers, Lexis Nexus upgrades, printers, copy machine, paper, and legal postage required by ICE detainees shall be provided by ICE.

 MONROE COUNTY SHERIFF'S OFFICE	BUREAU DIRECTIVE: BOC - 6:016	REFERENCES: FCAC 15.07, 16.08 FMJS 5.08(b)(iv) & 10.02(b) ALDF-5B-07, 5C-05 CORE-5C-04
	RESCINDS: KV & PK 7:013	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Inmate Services	 <hr/> Sheriff of Monroe County
	TOPIC: Library	

[ALDF-5B-07]

PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities to establish, maintain, and operate a library for the inmate population. Library services are available to all inmates. A qualified staff member coordinates and supervises library services. [ALDF-5C-05] [CORE-5C-04]

SCOPE:

This directive applies to all personnel.

PERSON RESPONSIBLE:

Mail Clerk and KV/PK Deputies.

POLICY AND PROCEDURES: [FCAC 15.07]

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.

Inmates will be given the opportunity to choose from a variety of reading materials that is stocked in their housing area. [FCAC 16.08]

Any inmate wanting reading materials will be able to take out no more than three books at a time. [FCAC 16.08]

Any inmate that is not finished with his or her previous selections may choose to finish reading them or return them to the shelf for newer selections.

During non-sleeping hours, the inmates may use the dayroom to read books.

Contributing Books

Family members, friends, etc., may contribute books to the facility's library by donating them to the Programs Services Division. 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.

Book Restrictions

Only paperback books are permitted.

BOC - 6:016	Date of Original: Jan 1994	1
	Previous Revision Date(s): 9/15/99, 6/14/06, 1/10/08	
Dissemination Date: 3/30/11		Effective Date: 4/7/11

Books may not be of a sexually explicit nature as described in written directive BOC - 6:019.

Books must conform to the "restricted mail, magazines, and periodicals" restrictions listed in written directive BOC - 5:002.

Rotating Books



At the Monroe County Detention Center the Librarian, with the assistance of an assigned inmate worker, will perform the following procedures a minimum of once per month:

- Stock the book cart with reading materials for distribution. When available, books of foreign languages will also be stocked.
- Remove all existing books from the dayroom library shelf of each dorm/unit.
- Place the new supply of books on the shelf in each dorm/unit.

The Marathon and Plantation Key Facilities will maintain, and periodically rotate, a supply of books in the inmate housing units. [FCAC 16.08]

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.

 MONROE COUNTY SHERIFF'S OFFICE	BUREAU DIRECTIVE: BOC - 6:017	REFERENCES: FCAC 16.13 FMJS 9.06 & 12.11 ALDF-5C-01, 5C-02, 6B-05 CORE-5C-01
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Inmate Services	 <hr/> Sheriff of Monroe County
	TOPIC: Recreation	

PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities that all inmates shall have access to exercise opportunities and equipment, including at least one-hour daily of physical exercise outside the cell, and outdoors, weather permitting. Uncontrollable or violent inmates are not subject to the provisions of this policy. Discrimination on the basis of disability is prohibited in the act of providing recreation or other activities. If recreation is denied, it must be properly documented. [FCAC 16.13] [ALDF-5C-01 and 6B-05] [CORE-5C-01]

Recreation Schedule to determine which dorms are scheduled for recreation for the duration of your tour of duty.

If inclement weather has left the recreation yards wet, upon weather clearing, the recreation floors will be squeegeed.

The Rover will inspect ALL recreation yards' including their issued recreational equipment for cleanliness, contraband, and to ensure all are serviceable at the beginning of each shift. The Rover shall also inspect the main recreation yard between each group of inmates using it and the unit recreation yards each time they open or close.

SCOPE:

This directive applies to all Certified Personnel.

Notification of any deficiencies that were found throughout your shift are to be completed through the Public Works maintenance software or sending a completed Daily Maintenance Report Form to Maintenance.

PERSON RESPONSIBLE:

Dorm/Unit Deputies and Rovers.

If any issued recreational equipment (e.g., basketball) need to be replaced, the Rover will fill out an In-House Requisition Form. This form is to be placed in the Supply basket on the table by the mailboxes.

POLICY AND PROCEDURES:

Inmates have opportunities to participate in leisure-time activities outside their respective cell or room on a daily basis. [ALDF 5C-02]

Receiving Inmates for Recreation

In the Key West Facility, the Dorm Deputy 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

Reporting for Duty

Dorm Deputies and Rovers will consult the

BOC - 6:017	Date of Original: Jan 1994	1
	Previous Revision Date(s): 9/15/99, 4/7/11, 8/9/15, 9/2/20	
Dissemination Date: 1/8/21		Effective Date: 1/15/21

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.

Monitoring Inmates [FCAC 16.13]

In Key West (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.

In Marathon/Plantation Key (KV/PK), the recreation yards will be open for the time frame posted each day or recorded schedule.

For the main jail rovers and main control will conduct checks. For KV and PK the dorm deputy and main control will conduct checks.

Returning Inmates

In the KW facility, the Rover must count inmates as they exit the main recreation yard.

Once all the inmates have left the main recreation yard, communication via radio will be made to the Dorm Deputy to make sure the Dorm Deputy is ready to receive the inmates.

An inspection will be conducted of the main recreation yard after each group leaves.

Emergency

In case of an emergency requiring an inmate to be sent to Medical, first notify the Shift Supervisor that you will be sending an inmate to Medical and the extent of the inmate's injury or symptoms he or she is displaying.

Notify the Dorm Deputy you have sent the inmate to Medical.

Complete an incident report and forward it to the Shift Supervisor.

Missing Recreation Equipment

Notify the Shift Supervisor immediately if you discover something is missing from the recreation yard.

The Dorm Deputies (from the dorm where the

suspected inmates are housed) will be notified.

A search will be conducted for missing items. An Incident Report will be completed prior to being relieved from duty.

Special Recreation

Special recreation times may be required.



- Some inmates may have medical orders to have daily walking or exercise.
- Separation of certain inmates per administrative order may also require special recreation times.

Medical Housing/Pregnant Inmates

A pregnant inmate placed in sickbay must be provided the same access to outdoor recreation, visitation, mail, calls, and other privileges open to the general population unless:

- The Bureau Commander or designee, after having consulted with the Medical Division, determines such access poses a danger to the safety and security of the jail facility;
- Or the Medical Division determines such access poses a danger or adverse clinical consequences for the pregnant inmate or others and documents such determination in the inmate's medical file.

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

 MONROE COUNTY SHERIFF'S OFFICE	BUREAU DIRECTIVE: BOC - 6:018	REFERENCES: FCAC 21.06 FMJS 6.05(b), 9.02, 9.07, 10.01 ALDF-4A-10, 5C-17, 5C-19, 5C-21 thru 5C-24, 6B-03, 6B-05 CORE-4A-02, 5C-06, 6B-02
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 4
	CHAPTER: Inmate Services	 <hr/> Sheriff of Monroe County
	TOPIC: Religious Programs, Materials, Diets, and Clergy Visits	

PURPOSE:

The purpose of this directive is to establish policy for 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 Division will ensure that requests for religious diets are legitimate. [ALDF-5C-17] [CORE-5C-06]

SCOPE:

This directive applies to all personnel.

PERSON RESPONSIBLE:

Programs Services Director.

DEFINITIONS:

Volunteer Chaplains / Facility Chaplain - 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. When used in this directive, Volunteer Chaplains includes the Volunteer Facility Chaplain unless stated otherwise.

Volunteer Facility Chaplain/Contract Facility Chaplain (referenced in this policy as Facility Chaplain) - Ordained Minister with the minimum qualifications of clinical pastoral education or equivalent specialized training, and endorsement by the appropriate religious-certifying body that coordinates religious services and activities within the Monroe County Detention Facilities. The Facility Chaplain assures equal status and protection for all religions affording each inmate a reasonable opportunity to practice their own religious beliefs. When used in this directive, Facility Chaplain does not include Volunteer Chaplains. [ALDF5C-19]

POLICY AND PROCEDURES:

The Religious Coordinator (i.e., Programs Services Director, Facility Chaplain) and Volunteer Chaplains shall have access to all areas of the Detention Facilities to minister to inmates and staff unless there is a clear and present danger for his or her safety. Staff members wishing to see the Facility Chaplain need to make an appointment to see him or her while off-duty. [ALDF-5C-21]

The Programs Services Department and Volunteer Chaplains will maintain religious material for all denominations. Donations of equipment or materials for use in religious programs will be approved through the Religious Coordinator.

The Facility Chaplain, in cooperation with the facility administrator/designee, develops and maintains communications with faith communities. [ALDF-5C-24] As a member of the inmate Welfare Committee, the Facility Chaplain shall review expenditures from the Inmate Commissary/Welfare Fund to make sure the profits from the commissary are used for overall inmate welfare.

Volunteer Chaplains will conduct their religious services in the areas and times they are scheduled for.

The facility will provide space and equipment adequate for conducting and administering religious programs. The facility provides for the availability of non-inmate clerical staff for confidential materials, if any. [ALDF-5C-23]

All religions represented in population will have equal status without discrimination based on race, ethnicity, religion, national origin, gender, sexual orientation, or disability.

Religious Services and Programs

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.

Inmates/Detainees in special management units will have access to religious programs and services, consistent with the safety, security, and orderly operation of the facility.

Inmates/Detainees who reside in the same housing location that are members of faiths not represented by clergy may conduct their own services, provided they do not interfere with the facility operations.

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.

Religious services and programs are available and comparable for both genders. Neither gender is denied opportunities on the basis of its smaller number in the population. [ALDF-6B-03] [CORE-6B-02]

Discrimination on the basis of disability is prohibited in the act of providing religious services and programs. [ALDF-6B-05]

Juveniles will be afforded the same types of religious programs separately from the adult inmates.

Counseling

Inmates may request to see a Chaplain at any time by filling out an Inmate Request Form. The Volunteer Chaplains will respond in accordance with the urgency of the situation.

At periodic intervals, the Facility Chaplain 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.

Religious Diets [FCAC 21.06] [ALDF-4A-10] [CORE-4A-02]

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.

Special religious diets will only be provided to those inmates who are members of an organized religious group requiring adherence to religious dietary laws when approved by the Religious Coordinator.

Affiliation with recognized religious groups and their dietary law requirements will be verified by the Religious Coordinator. The inmate must have been affiliated with the religion prior to being incarcerated. [CORE 4A-02]

The Programs Staff Assistant will forward in writing to the Kitchen an approval letter for the inmate with the specified religious diet.

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.

Distribution of Religious Material(s)

Inmates shall submit Inmate Request Forms for religious materials to the Volunteer Chaplains. 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 Deputy shall check the religious items for contraband before the Volunteer Chaplains hands the items out.

All donated religious materials received shall be processed through the Programs Services Director before the Volunteer Chaplains gives it to the inmates

- Authorized donated items are:
 - One religious paperback book (e.g., Bible, Koran)
 - One religious magazine
 - One religious pamphlet
 - One set of breakaway prayer beads
 - One breakaway rosary
- For security, and to prevent disruption of order in the facility, the items below are never authorized. Contraband items include, but are not limited to: [ALDF-5C-17]

[CORE-5C-06]

- Religious clothing, scarves, headgear, or foot covers of any kind.
- Rugs or mats
- Horns
- Foliage
- Any item that is a threat to the safety of persons

All other religious or faith based items will be reviewed by the facility Chaplin.

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 identification tag to their Dorm/Unit Deputy in exchange for a brown towel. When they are done praying, they must return the brown towel to the Dorm/Unit Deputy and get their identification tag back. NO actual prayer rugs or mats are allowed.

Observance of religious holy days that involve special fasts, dietary regulations, and unusual hours of worship and menu modification will be allowed after verification by consult with a religious representative of the specified faith group and other appropriate sources. Reasonable accommodations will be made providing they do not interfere with the safety, security and orderly operation of the facility.

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.

Minister, Lay People, and Clergy Volunteers

Religious leaders who wish to visit inmates of their congregation may visit during regular visiting hours. If requested, when a religious leader of an inmate's faith is not represented through the Volunteer Chaplains, the Religious Coordinator and/or Volunteer Chaplains will assist the inmate in contacting their religious

leader. [ALDF-5C-22]



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

Ministers, lay people, and clergy volunteers who wish to enter the facilities for various religious activities shall:

- Contact the Programs Services Division for clearance into the facility and for scheduling of programs.
- Be provided with a Handbook for Volunteer Staff that contains an application that must be filled out.
- Be affiliated with a legitimate religious group.
- Have valid picture identification.
- Cannot be on an active or pending court case.
- If convicted in the past, must have been released and completed probation over one year ago (e.g., If released on 10/1/09 and sentenced to six months probation, he or she is not eligible to be a volunteer until 4/1/11).
- An FCIC/NCIC background will be conducted on each potential volunteer.
- Must attend the Volunteer Orientation before being authorized to enter the facility's secured envelope.
- Must sign the Volunteer Orientation and Volunteer Agreement forms stating they will abide by the rules and regulations taught in the Volunteer Orientation class.
- The Shift Supervisor may make allowances for specific visits as needed.

The Programs Services Director/designee must clear special guest speakers.

A current list of authorized volunteers will be maintained by the Programs Services Division with a copy kept in Main Control.

 <p>MONROE COUNTY SHERIFF'S OFFICE</p>	BUREAU DIRECTIVE: BOC - 6:019	REFERENCES: None
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 1
	CHAPTER: Inmate Services	 <hr/> Sheriff of Monroe County
	TOPIC: Sexually Explicit Material	

PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities not to accept or allow any inmate to have in his or her possession any material of a sexually explicit nature.

Sexually Explicit Material found in any unit or dorm will be considered contraband and will be handled in accordance with Bureau of Corrections' policy.

Sexually Explicit Material arriving with inmates from prison or on an arrestee will be inventoried and placed in the inmate's property.

SCOPE:

This directive applies to all personnel.

PERSON RESPONSIBLE:

All Personnel.



DEFINITIONS:

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.

POLICY AND PROCEDURES:

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.

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Dissemination Date: 9/15/99	Previous Revision Date(s):	Effective Date: 9/15/99

 MONROE COUNTY SHERIFF'S OFFICE	BUREAU DIRECTIVE: BOC - 6:020	REFERENCES: FCAC 28.01, 28.02, 28.04, 28.05, 21.02, & 24.17 FMJS 9.05 ALDF-4C-14, 4D-11, 5C-06 thru 5C--11, 6B-06 CORE-4C-06, 5C-05
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 4
	CHAPTER: Inmate Services	 <hr/> Sheriff of Monroe County
	TOPIC: Inmate Worker Work Assignments Criteria and Selection	

PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities that an inmate worker 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. There are a variety of work assignments that afford inmates an opportunity to develop good work habits and attitudes that can be applied to jobs after their release. Pregnant females are exempt from inappropriate work details as determined by medical personnel. If a sentenced inmate is unable to work due to a medical condition (e.g., disabled, pregnant), they will be afforded the same inmate worker gain time as inmates working inmate worker details. [FCAC 24.17] [ALDF-5C-06]

SCOPE:

This directive applies to the Inmate Services Sergeant and Classification Personnel.

PERSON RESPONSIBLE:

Inmate Services Sergeant.

POLICY AND PROCEDURES:

Inmates, including inmate workers, are NOT to be used for the following duties: [ALDF-4D-11 & 6B-06]

- performing direct patient care services
- scheduling health care appointments
- determining access of other offenders to health care services
- handling or having access to surgical instruments, syringes, needles, medications, or health records
- operating diagnostic or therapeutic equipment except under direct supervision (by specially trained staff) in a vocational training program

Work Assignments Within Security Envelope

Work assignments available within the security envelope of the facility for inmates assigned as inmate workers by the Inmate Services Sergeant include the following:

- Inside secured envelope maintenance details
- Inside facility housekeeping details

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Dissemination Date: 8/13/19		Effective Date: 8/19/19

- Laundry
- Tray retrieval
- Special details, as needed

Work Assignments Outside Security Envelope

Work assignments available outside the security envelope of the facility for inmates assigned as inmate workers by the Classification Division include the following:

- Food service details
- Monroe County Sheriff's Office administration and special details
- Outside secured envelope maintenance details
- Landscaping/Farm and car wash details
- Bureau of Corrections administration details
- Public Works details [ALDF-5C-09]
- Government agency details (e.g., USCG, Special Forces)
- Special details, including community service projects, as needed [ALDF-5C-09]

Inmate Worker Provisions and Eligibility
[FCAC 28.01] [ALDF-5C-08]

Pre-trial and unsentenced 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.

All inmates are eligible to volunteer for work assignments following First Appearance and medical clearance.

Criteria for Inmate Worker Assignments

The Inmate Services Sergeant will utilize the

following criteria as a reference for inmate worker assignments. The Inmate Worker Committee may make exceptions on a case-by-case basis. The Inmate Worker Committee shall consist of the Operations Captain, Support Services Captain, Inmate Services Sergeant, and Programs Services Director. At least three of the Inmate Worker Committee members must approve the exception request for the inmate to become an inmate worker.

- Outside Inmate Workers will be either sentenced to Monroe County or have a bond of no more than \$75,000. NO inmate worker will be allowed outside status if their charges are domestic violence, aggravated battery with weapon, 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.
- Farm Crew Inmate Workers will be selected from the Jail In-house Treatment Program (JIP) and cleared by the JIP Supervisor and Farmer. If JIP inmates are not approved, the farm inmate workers will be selected from the general population. These inmates must qualify for outside inmate worker status.
- Kitchen and Inside Inmate Workers will have a bond of no more than \$150,000.00. NO inmate worker, including those that are sentenced, will be allowed to work in the Kitchen area if their charges are battery, domestic violence, aggravated battery with weapon, stalking, felony battery, violent in nature, sex offender, or charges that are sexual in nature.
- Hallway Inmate Workers will have a bond of no more than \$150,000.00.
- Tray Crew Inmate Workers will have a bond of no more than \$150,000.00.
- No Bond Allowed Inmates will be reviewed through the Inmate Worker Committee to determine if they will be allowed to be an inmate worker.
- Inmates Sentenced to a Program or Out of County Holds who wish to work must apply

to Inmate Services to be an In-House Inmate worker. The Inmate Worker Committee will review these requests for approval/denial.

- Inmates with High Bonds (over \$150,000) who wish to work must apply to Inmate Services to be an In-House Inmate worker. The Inmate Worker Committee will review these requests for approval/denial
- Inmates that are sex offenders or have charges that are sexual in nature will not be allowed inmate worker status outside of the housing area.
- New Charge/Add-On Charge information will be e-mailed to the Inmate Services Sergeant and Classification as soon as possible by the Intake/Release (I/R) Sergeant or Deputy. If it is an out-of-county or out-of-state charge, the I/R Sergeant or Deputy will have that inmate moved out of the inmate worker dorm and into general population immediately for reclassification.
- U.S. Marshal, Immigration & Customs Enforcement, and Border Patrol Detainees must apply to be an inmate worker and pass a background check. They can only be inside inmate workers.
- JIP Participants may request inmate worker jobs and/or work release positions. All of the aforementioned criteria will apply. In addition, JIP participants must have successfully completed 60 days of JIP and be recommended by a JIP counselor. Recommendation will be based on inmate's behavior and participation in JIP.

Inmate Worker Approval Process

General population inmates volunteering for inmate worker status will be approved in accordance with the following procedures:

- An inmate's eligibility for inmate worker status will be determined by the Inmate Services Sergeant after the inmate has volunteered in writing for inmate worker status.

- The Inmate Services Sergeant will contact Medical to obtain medical clearance.

NOTE: For the upper keys, the Marathon/Plantation Key (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.

- The Medical Staff will examine all inmates to determine medical eligibility for inmate worker status. Inmates must be medically cleared by Medical in accordance with the Americans with Disabilities Act before assignment to inmate worker 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. [FCAC 28.05 and FCAC 21.02] [ALDF-4C-14] [CORE-4C-06]

Inmate Worker Paperwork Processing

It will be the responsibility of the inmate to notify the Inmate Services Sergeant utilizing an Inmate Request Form of any special skills he or she may have. The Inmate Services Sergeant will try to place the inmate in a job equivalent to his or her training keeping in mind that facility positions are filled first.

A current Inmate worker Work Schedule will be maintained by the Inmate Services Sergeant showing which inmate workers are assigned to which details.

Classification will keep gain time calculations on all sentenced inmate workers.

Inmate Working Conditions

Inmate working conditions shall comply with all applicable federal, state, and local work safety laws and regulations. [ALDF-5C-11] [CORE-5C-05]

ALL Key West (KW) inmates who are made a inmate worker will be issued one pair of blue tennis shoes. The in-house inmate workers will wear these to work. Outside inmate workers will wear their shower slides to I/R where they will switch them out for work boots to go to work. KV/PK inmate workers 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.

All sentenced inmates are required to work if they are not assigned to programs unless the inmate is medically unable to work or the job assignment jeopardizes safety or security. [ALDF-5C-07]

The inmate workday approximates the workday in the community. [ALDF-5C-10] Except in the case of an emergency, inmates shall not be compelled to work more than ten (10) hours per day. [FCAC 28.02] 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. 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 their meal.

Charitable or Non-Profit Organizations

Inmates may work voluntarily for charitable or non-profit organizations if the Major of the Bureau of Corrections approves so in writing. [FCAC 28.04]

Inmate Workers Found Guilty of a Disciplinary Infraction

If a inmate worker is found guilty at a disciplinary hearing, the following guidelines apply:



- First guilty Disciplinary Report (DR): The inmate must wait ten days after getting out of lockdown before returning to inmate worker status.

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

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

If an inmate wants to return to a inmate worker detail after his or her lockdown time, the inmate must write the Inmate Services Sergeant asking to get their inmate worker 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 an inmate worker.

 MONROE COUNTY SHERIFF'S OFFICE	BUREAU DIRECTIVE: BOC - 6:021	REFERENCES: FMJS 9.05(d) MCDF Work Release Manual ALDF 5B-17, 6B-02, 6B-03, 6B-05 CORE-6B-02
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Inmate Services	 <hr/> Sheriff of Monroe County
	TOPIC: Work Release Program	

PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities to allow inmates an opportunity for work release.

prohibited in the provision of the work release program. [ALDF-6B-02 and 6B-05] [CORE-6B-02]

The Work Release Specialist/designee shall:

SCOPE:

This directive applies to Work Release Specialist/ designee

- Conduct a CJIS and FCIC/NCIC criminal history on the inmate to check his or her eligibility in accordance with the Monroe County Detention Facilities' Work Release Manual.

PERSON RESPONSIBLE:

Work Release Specialist.

- The inmate needs to be sentenced to a Monroe County Detention Facility for at least 90 days and have at least 90 days or more left on sentence.
- There cannot be any holds, detainers or warrants for the inmate.
- If sentenced to JIP (Jail In-House Treatment Program), the inmate must complete Phase 1 of the JIP Program and have counselor approval to participate in Work Release.

POLICY AND PROCEDURES:

Inmates shall submit an Inmate Request Form to the Work Release Specialist/designee for consideration of eligibility for Work Release.

Work Release opportunities are comparable for both males and females. Neither gender is denied opportunities on the basis of its smaller number in the population. [ALDF-6B-03] [CORE-6B-02]

- Ensure the inmate has valid Florida photo identification (e.g., driver license, state ID, passport) and Social Security Card. The inmate needs to be a resident of the State of Florida with verifiable community ties. Also, if needed, the inmate must be able to acquire a passport or original birth certificate.

There is no discrimination regarding administrative decisions or program access based on an inmate's race, religion, national origin, gender, sexual orientation, or disability. Discrimination on the basis of disability is

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- Check for any guilty Disciplinary Reports within the last 30 days. All charges will be reviewed for approval.
- Contact the facility's Medical Division to obtain medical clearance.
- Contact the Classification Division for classification clearance.
- If the applicant is deemed eligible, contact the inmate to complete and review the following paperwork:
 - Work release agreement
 - Personal contact form
 - Education, training, and experience form
 - Subsistence agreement
 - Equipment issued form
 - Authorized locker allowables form
- If the inmate is already employed, contact the employer and make arrangements for the inmate to resume his or her job.



NOTE: Have the employer sign Employer Agreement and supply a copy of their Business' Liability and Workers' Compensation Insurances.

- If the inmate is not already employed, contact local companies to screen eligible inmates for available jobs.

All inmates shall follow the policies outlined in the Monroe County Detention Facilities' Work Release Manual and the Bureau of Corrections Written Directives Manual.

Approval/Disapproval

The Facility Administrator has the final authority to approve or disapprove participation for each inmate. [ALDF-5B-17]

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	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 1
	CHAPTER: Inmate Services	 <u>Sheriff of Monroe County</u>
	TOPIC: Inmate Reunification Bus Ticket Program	

PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities that an inmate reunification bus ticket program is 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.

SCOPE:

This directive applies to the Case Manager.

PERSON RESPONSIBLE:

Case Manager.



POLICY AND PROCEDURES:

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

- Check database for previously issued bus tickets from this program.
- Check completed request form for contact information.
- Check with Commissary for inmate's indigent status.

- Check with Classification for sentencing information.
- Check court information to verify that the inmate has completed all court proceedings and probation in and out of Monroe County.
- Contact the family and/or agency to verify the information provided by the inmate on the Bus Ticket Request form (if approved).
- Fax voucher to Grey Hound Bus Station.
- Fax Bus Ticket Request form to Finance.
- Send the requesting inmate a Bus Ticket Information Sheet.
- Each month verify vouchers with the Grey Hound Bus Company for number of bus tickets utilized.

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 MONROE COUNTY SHERIFF'S OFFICE	BUREAU DIRECTIVE: BOC - 6:023	REFERENCES: FCAC 12.02 FMJS 9.07 ALDF-5C-18
	RESCINDS: 10:003	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Inmate Services	 <hr/> Sheriff of Monroe County
	TOPIC: Volunteer Religious Providers	

[FCAC 12.02]

PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities 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.

- Conduct weekly religious services/ counseling at the detention facilities.
- 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.

SCOPE:

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

- Communicate with outside religious providers of inmates who request assistance within the scope of the Bureau of Corrections written directive.
- Refer inmates to outside religious services upon release.
- Upon request of the Programs Services Director, assist in notifying inmates of the death of family members or close friend.

PERSON RESPONSIBLE:

Programs Services Director.

- 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 Major of the Bureau of Corrections. [ALDF-5C-18]
- Never enter any inmate's cell for any reason.

POLICY AND PROCEDURES:

Volunteer religious providers shall:

- Be trained in facility rules and regulations and agree in writing to comply with same.
- Provide inmates with effective guidance and counseling in religious matters.

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- Never discuss staff or Monroe County Sheriff's Office business with an inmate.
- If representing an inmate in court, volunteer religious providers will NOT use his or her affiliation with the Monroe County Sheriff's Office in any capacity.