

John E. Polk Correctional Facility

INMATE RULES & REGULATIONS

Updated: June 2020

This handbook is provided to assist you while you are housed at the John E. Polk Correctional Facility. This is a general guide to operations, programs, and rules and regulations. The guidelines contained in this are based on existing Florida State Statutes, Seminole County Department of Corrections Policy and Procedures, The Florida Corrections Accreditation Commission Standards, Florida Model Jail Standards, American Correctional Association, and the Prison Rape Elimination Act. Rules are subject to change.

As inmates in our facility, you are expected to abide by all rules and laws. If a staff member, certified or civilian, gives you a lawful order, you are expected to follow it immediately, without argument. Our goal is to provide those inmates returning to the community with as many services as possible to ensure that you do not reoffend.

This facility is under the direction of the Sheriff and is operated by a Chief of Corrections, Dr. Bedard, and two Captains: Captain Howard, who is over Operations/Intake, and Captain Beacham, who oversees Unit Management, Classifications and Transportation. We use a "chain of command" to resolve issues.

INMATE RIGHTS

The Seminole County Sheriff's Office affirms its determination to protect and promote the safety and constitutional rights of inmates, and shall seek a balance between the expression of individual rights and the preservation of the facility's security and order. No inmate shall be discriminated against for program access for work assignments or administrative decisions based on race, religion, national origin, sex, disabilities, or political views.

Program participation is based on past criminal history, current charges, and custody level. Our primary focus is re-entry for those inmates returning to Seminole and the contiguous counties. Inmates shall not be subjected to personal abuse or injury, corporal punishment, disease, property damage, and/or harassment. Inmates are expected to treat Deputies and one another with mutual respect, be mindful of each other's rights, without discrimination, violence, or threat of violence. Inmates retain the following rights:

- The right of access to courts

- The right of access to legal counsel and legal materials

- The right to communicate and correspond

- The right of freedom in personal grooming, with considerations for safety, security, identification, and hygiene

- The right of access to a grievance procedure

- The right to participate in religious practices which do not threaten or disrupt facility security and order

Privileges include telephone, visitation, commissary, recreation, reading material, and use of the portable kiosk.

Inmates will be charged a one-time (per booking) \$20.00 fee to cover the cost of booking procedures, jail-issued clothing, and bedding. Inmates will be assessed a daily \$3.00 subsistence fee from their inmate account. If an inmate is indigent (less than \$1.00 in his or her account for three consecutive days), a lien will be placed at the rate of \$3.00 per day against his/her account to be offset in part or in

full upon deposit of future funds in the account. Federal inmates are exempt from paying all fees.

ACCESS TO LEGAL COUNSEL

If you cannot afford an attorney, legal counsel may be provided to you by the court. You may write to your attorney at any time or call your lawyer when telephones are available. There are phones on the housing units that allow the public defender to call you. Your lawyer may visit with you at any reasonable hour of the day. Indigent inmates will be provided with materials for legal correspondence by sending a request to programs.

PERSONAL PROPERTY

The facility is not responsible for the condition of personal clothing and property brought by inmates during the receiving process and is not responsible for the condition of the personal property upon release. If an incoming inmate has items of intrinsic or sentimental value in their possession while being booked into the facility, they must make arrangements to have these items picked up within five days.

Cash brought into the facility by an inmate during an arrest will be held in the inmates' trust account. During the booking process, the only items allowed to be stored in property are one piece of Identification, one set of clothing worn by the inmate, shoes, and socks. The maximum cash value allotted for any piece of jewelry, watch, articles of clothing, and shoes will be \$50.00 when initially inventoried. All food items and tobacco products will be disposed of immediately. Inmates will only be allowed to receive hygiene items from their property that are similar to items issued by the facility commissary. Requests for these hygiene items will be made through the inmate kiosk system. Items will be searched thoroughly prior to distribution.

Inmates with hair weaves, braids or extensions, or piercings will remove them during the intake process. With the exception of clothes needed for a court appearance and reading glasses, no property will be accepted through the control rooms. Court clothes will only be accepted 72 hours prior to the actual court date via the main lobby entrance. The following personal items may be kept in general population cells:

- Hygiene and commissary items (issued, purchased through the Commissary, or approved through property) not to excess.
- Up to five white shirts (to include thermal tops) and white only (males only) five white/pastel bra/panties (Females only)
- Up to five pairs of white socks
- Up to five white undershorts (to include thermal bottoms)
- Up to two orange/blue/grey gym shorts
- One pair of tennis shoes (purchased from the commissary)
- Eyeglasses, prescription or reading and/or Hearing Aids (at your own risk)
- Letters and legal items pertaining to cases currently in custody for Seminole County
- Paper or writing pad, security pens, pencils, envelopes and stamps
- Up to six books (See Library section)
- Photographs no larger than 5 x 7, not to exceed 25 (As of July 2018, the facility no longer accepts photographs only photographs currently in population can be kept)
- One set of approved earbuds purchased from commissary or provided through regular facility channels

The following items will be issued during your stay and will be required to be returned in good condition prior to your release: two uniforms after first appearance, undergarments, one pair of all-purpose shoes, towel, mattress, mattress cover, blanket, sheet, laundry bag, blue mesh bag for belongings. The following hygiene items will also be issued: toothpaste, toothbrush, comb, toilet paper, and feminine hygiene products (females only). All personal items must fit into the issued blue mesh bag,

or else it is considered excess. Each inmate is responsible for jail-issued items or personal items in his/her cell areas. Excess items will be considered contraband. Inmates will be charged for torn or destroyed clothing or linens. In the event of destruction, possible criminal charges could be brought against you.

PROPERTY RELEASE

If you wish to release property to family members or other designated parties, you must submit a request to Property via the mobile kiosk or request form. You must release all items considered in excess – you cannot just release keys or specific items unless authorized by the court. Any government issued identification (driver's license, social security card, passport etc.) cannot be released to a third party unless authorized by the court.

Federal Inmates

Before being transferred or released to another facility, it is your responsibility to have your personal property picked up. Property that is not picked up will be considered abandoned property. When abandoned, your name will be posted in the lobby for ten days to claim the property along with instructions to pick up the property. After ten days, the property will be disposed of.

Inmates Sentenced to Department of Corrections

After being sentenced to the Department of Corrections, inmates should make every effort to have property picked up by family or friends. All of your personal property will go with you to DOC, unless you arrange for pick-up prior to leaving the Facility. All property going to DOC must fit into one brown "grocery" style bag. Property that is not picked up will be considered abandoned property. When abandoned, your name will be posted in the lobby for ten days to claim the property along with instructions to pick up the property. After ten days, the property will be disposed of.

Inmates Temporarily Transferred to another Facility

Inmates who are being temporarily transferred to another facility for a period not longer than 24 hours will be afforded the opportunity to have their commissary and hygiene items stored in the property room until their return. This will only occur if there is no doubt that the inmate will be returned within the 24-hour time period. Inmates transferring for any time longer than 24 hours will be required to bring all items with them and be subject to the rules enforced by the transporting agency.

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

There is zero tolerance toward sexual battery or sexual abuse committed while incarcerated. Forced or consensual sexual activity between inmates or between inmates and staff or volunteers is strictly prohibited. Violator(s) will be subject to criminal charges and/or administrative sanctions. No one has the right to pressure you or force you to engage in any sexual act. While incarcerated, you should be aware that other inmates who are physically stronger or possess commissary or other personal items may attempt to use their strength or their possessions to gain an advantage over other inmates in the form of loans or trade. The indebted inmate, if unable to repay the loan, may become victimized by threats, physical attacks and/or sexual assaults. It is highly recommended that you avoid talking about sex and casual nudity. This could be considered as an invite or a gesture that you have an interest in a sexual relationship. If you are victimized, report the incident as soon as possible to any staff member. Staff will immediately protect you from the assailant. In addition, staff will contact medical personnel to arrange for a medical examination and/or counseling. You can report via hotline, kiosk, or directly to any staff member. Public masturbation or exposure of genitalia is strictly prohibited.

P.R.E.A. Hotline & RAPE CRISIS Line

Inmates may leave a confidential message to report Sexual Abuse/Assault by pressing #222 on the inmate telephone system. Inmates may also access the RAPE CRISIS line by pressing #444 or the State

Attorney third party report line by pressing #333. There is a drop-down on the kiosks to report as well, but kiosks are not monitored 24/7. Making a false report is a criminal offense and will result in Disciplinary Action and Criminal Prosecution.

UNIT MANAGEMENT

This facility subscribes to an organizational structure known as Unit Management. Unit Management emphasizes decentralization and delegated authority to a multi-disciplinary unit team. A Unit Manager, or Zone Lieutenant, supervises the unit team members, including the Sergeants, Unit Officers, and a Classification Specialist. Unit Management's mission is to determine inmate program needs and monitor participation to encourage pro-social institution and community behaviors that benefit inmates, staff, victims, and society. This is accomplished through functional Unit Management and effective interaction with inmates. Any and all issues relating to your stay should be routed through your unit team first. Unit team members make daily rounds on the housing units or can be accessed through the portable kiosk request system.

Zone 2 Unit Team (Pods A, B, C, D): Lt. Gatzey, Sgt. Larue, Sgt. Noonan

Zone 3 Unit Team (Pods E, F, G, H): Lt. Lowery, Sgt. Vasquez, Sgt. Anderson

Zone 4 Unit Team (Pods J, K, L, M, N, O): Lt. Rex, Sgt. Burnham, Sgt. Reese

RULES AND REGULATIONS

All inmates shall obey the facility rules and regulations, or shall be subject to disciplinary action and/or additional criminal charges. If serious problems develop, inmates shall not attempt to deal with the problem in any manner that might disrupt facility order. Inmates shall refer such problems to a Detention Deputy.

INMATE COUNT

For your safety and security, count is conducted several times throughout a 24 hour period. Any time a count is called, inmates shall immediately proceed to their assigned cells and remain quiet at the foot of their bunk until the count is completed. The Deputy taking the count must see living breathing flesh. At night the deputy may conduct the headcount with a flashlight and will take reasonable care not to shine the light in the inmate's face.

INMATE SEARCHES

Inmates are subject to search at any time and shall cooperate with searches of their persons and property. Contraband is defined as any article or item that is: not sold in the commissary, not issued by the facility, altered in any way, or any item in excess. Inmates found to be in possession of contraband shall face disciplinary action.

INMATE MOVEMENT

Minimum & medium custody male inmates may be eligible to use the inmate pass system. Inmates will be given a yellow pass to leave the Pod to go to a specific destination (i.e. court, GED, medical, etc.). Inmates will be required to walk single file on the right side of the hall. No talking or loitering is permitted in the hallways. Inmates will then have their yellow pass signed to return to the pod. All other inmates (maximum, high medium, federal, juvenile, female, medical segregated, etc.) will be escorted by a Detention Deputy. ALL inmates will be required to have their shirts tucked in when leaving the housing unit.

IDENTIFICATION WRISTBAND

All inmates are issued an ID bracelet during the Booking process. This bracelet shall be worn on the left wrist at all times. Failure to wear the ID bracelet may result in discipline, restitution, and loss of privileges. The bracelet allows staff to readily identify inmates during an emergency so this is for your safety. Always put your inmate number and cell assignment on all paperwork that you send out, such as request forms, letters, grievances, and commissary orders. Inmates will be charged \$10.00 for

wristbands that are lost or destroyed.

BEHAVIOR AND EXPECTATIONS

You are expected to conduct yourselves like adults. You will be living in close quarters with a diverse group of people. **BE RESPECTFUL.** Inmates shall promptly obey all lawful orders and directions given by staff members. General "horseplay" or conduct that disrupts the orderly running of the Facility will not be tolerated. You should make all attempts to get along with an assigned roommate.

Do not get involved in other inmate's cases or discuss your case with others. Our best advice is for you to "Do your own time".

Personal items shall be neatly arranged in the blue mesh bag as designated by your unit team. No items will be stored on cell shelves.

Attaching anything to any surface is prohibited, including windows, doors, walls, lights, and vents. Writing or drawing on any surface will not be tolerated.

You are not to sit on the tables in the dayroom.

Lockdown: Each night, from 11:30 PM to 3:30 AM, all inmates shall be locked down and required to remain in their cells or on their bunks. Night-lights will be turned on, and excessive noise will not be tolerated.

Cell Assignments: Inmates will be assigned a specific bunk in a cell. Under no circumstance will an inmate move from this bunk without proper authorization. During headcount, bunk check, lockdown, or when given the order to do so, you are to go directly to your bunk and remain quiet.

Games are provided on the pods for prosocial leisure activity. All games (chess, checkers, etc.) shall be stored neatly in the dayroom when not in use. Gambling can be dangerous during incarceration as some inmates use this opportunity to take advantage of others. Rules strictly prohibit bartering, trading, and gambling.

FOOD SERVICE

Meals are provided three times a day. Meals are approved by a registered dietician and meet or exceed the caloric requirements for adults. If you have a severe food allergy, it must be verified by medical, and then an appropriate diet will be issued. Special diets for simple preference will not be honored. Religious diets must be confirmed and verified by Chaplain Services. Abuse of any diet is subject to termination and a six month waiting period to re-apply.

During meals, inmates will be required to show their armband before receiving the tray. It is the inmate's responsibility to get the tray before the Deputy calls "LAST CALL". All food not consumed at meal times shall be disposed of in the trash receptacle. **NO INMATE GETS MORE THAN 1 TRAY PER MEAL** this includes inmate workers. Only food items purchased through commissary shall remain in the cell. Open food items purchased from commissary shall not be stored in the cell.

DIRECT SUPERVISION HOUSING

If you meet the criteria for direct supervision housing, you are required to follow the below rules in addition to the handbook:

- Inmates are not to cross the red line surrounding the Deputy's station unless you have approval from the Deputy.
- Inmates will not view or attempt to view the deputy's computer screen.
- When Nurse/Commissary or medication call is being held, all inmates participating will stand on

the yellow line. All other inmates will return to their bunks.

- During headcount, bunk check, lockdown or when given the order to do so, you are to go directly to your bunk and remain quiet.
- The inmates assigned to their room will be the only ones in that room at any given time.
- Bunks are to be made at all times when you are not sleeping.
- You are required to keep your bunk area clean at all times.
- Do not place feet on the furniture or walls.
- Hours for the recreation yard will be scheduled. No recreation will be conducted at meal times, count times or lockdowns.
- Proper uniform is required in the recreation yard at all times.
- You must be on the line promptly, properly dressed, and quiet to receive medication, chow or when you are called to lineup for rec or other activities.
- You are allowed 6 books or magazines in the bunk area.
- All board games, cards, and other related activities will be conducted in the dayroom.
- You are to stand at all times while using phones.
- Noise level must be maintained at a level that is suitable to the Deputy's standards.
- If you know of an unsafe situation or feel threatened by another inmate notify the Deputy immediately.

HOUSEKEEPING

Each cell and immediate area shall remain neat and clean at all times. All bunks will be fully made when not in use. Each inmate shall be held responsible for his/her cell and immediate area. You are expected to pick up after yourself in the common areas. Privileges may be suspended if cleanliness is not maintained. Flammable, toxic and caustic materials are controlled and used safely. Training in their use is given to inmate workers. All inmates in a cellblock share responsibility for the proper disposal of all trash.

Inmates shall dress in facility issued clothing at all times. Alterations are not allowed. Uniforms will be worn properly at your natural waist. No rolling, pegging or tucking pant legs into your socks. All do-rags worn must have been purchased through commissary. Every attempt should be made to fit the inmate with the correct size. Civilian clothing is not permitted in the cell areas.

When showering, you are to dress and undress in the shower area. Remove all your personal items when finished with the shower.

All Facility issued clothing will be exchanged at least twice weekly. Sheets will be exchanged at least once weekly. Blankets will be exchanged at least quarterly or as needed. The facility is not responsible for damage to laundered items

Inspections will be completed on a routine basis or whenever deemed necessary by the unit team. The unit team shall inspect each cell and dayroom. During this time period, inmates shall not be permitted to lay on their bunks. Prior to inspection, inmates will be fully dressed and have their bunks, cell, and dayroom in proper order. All inmates will cooperate with inspections of their cells and dayroom.

Fire and Ventilation Regulations: Light fixtures, doorways, vents, and windows shall remain clear. Sheets, blankets or towels shall not be used as rugs, drapes, hammocks, or tenting.

CLASSIFICATION

Classification is a process of collecting and evaluating information about each inmate to determine the inmate's risk, appropriate housing, programs and job placement in facility. Each inmate will be classified after admission into the Facility. During this process a Classification Specialist, who will obtain all available information with reference to your social, legal, and self-

reported medical history, will interview you. This will assure that you are placed in the quarters that best suit your needs. The classification process will follow you throughout your stay at the facility and is subject to change at any time. Housing assignments may change anytime based on the needs of the facility.

High Risk

Inmates that have an escape charge, or are continually causing problems with other inmates or commits battery on a Detention Deputy will be placed on High Risk. High Risk inmates will have two Deputies present to place them in handcuffs, belly chains, and leg irons whenever moved from their cell. The inmate will remain on High Risk until released by a review committee that meets once a week. Once released from High Risk you will be stepdown to Administrative status and be reviewed weekly. If continue with good behavior you will be released to general population. Once returned to general population you are expected to abide by the rules of the facility.

Sentencing

When you are sentenced to jail time, your EOS (end of sentence/release date) will be calculated by the length of sentence, state gain time and any previous jail credit given. If you are not already working, a request for medical clearance to become an inmate worker will be submitted. It may take up to 14 days to receive the clearance back. This clearance will list if there are any medical restrictions so that inmates are assigned jobs accordingly.

Inmate Worker

During your intake interview you will be asked if you are interested in signing up to be a volunteer inmate worker. If you agree, you will be placed on a waiting list pending clearance from medical. Once approved, you will be assigned a job. At this time, the \$3/day subsistence fee will be waived. As a volunteer, you do not earn gain time as you are not yet sentenced. As an inmate worker you are expected to work in a professional manner and remain clean shaven while at work. You will be assigned a job according to the needs of the facility.

If you are sentenced to jail you are *required* to work. You will receive 5 days credit after the 1st 30 days are worked, then 5 days for every 30 worked after that. If you do not have 30 days to serve once sentenced you will not be eligible for any gain time. If you are sentenced and refuse to work, you will be placed in disciplinary confinement.

The maximum amount of gain time that can be earned per month is 10 days, per State mandate. We cannot give any additional credit for completed classes/programs.

If you are found guilty on a DR (disciplinary report) while sentenced, your gain time is stopped due to not working, and your EOS may be affected by this.

Notary

Notary requests can be submitted to Classification with the portable kiosks. Notaries will be completed on the following:

- Picking up vehicle or personal property from towing company
- Temporary Custody of children
- Paperwork for Courts or Attorney

Once notary is completed, the inmate will be given the option of having completed notary paperwork placed in their property or he/she can mail paperwork.

HEALTH AND HYGIENE

Cleanliness is important when living with groups of people. You will be required to bathe *at least* twice

weekly. The commissary carries hygiene items and shower caps. These caps are only authorized to be worn inside your cell. No du-rags/head coverings/skull caps (unless religious) will be worn in the dayrooms. All inmate workers are to be clean-shaven daily.

Razor Issue/Exchange - General Population inmates will be given the opportunity to shave with a standard blade razor. Razors will be issued per an established facility schedule.

DO NOT SHARE PERSONAL ITEMS SUCH AS RAZORS & TOWELS. WASH HANDS WITH SOAP & WATER FREQUENTLY TO PREVENT THE SPREAD OF GERMS.

HAIRCUTS

Inmates are allowed freedom in personal grooming except when a valid governmental interest justifies otherwise. Appearance shall not conflict with the facility's requirement for safety, security, identification, hygiene, and inmate worker requirements. Inmates may receive a standard haircut once every 30 days. Haircuts shall be one length, no edging, fades and no maintaining gang related haircuts (Mohawks, eyebrows nics, etc.). A haircut schedule shall be posted in each housing area or on the kiosk.

COMMISSARY AND FINANCES

A commissary is operated in accordance with Florida State Law. Jail Commissary is a privilege, not a right. You will normally be allowed to order from the commissary two times per week. You will be allowed to spend up to the limits as posted. The commissary is charged to your account, and you must include your booking number on all orders. Funds to be added to your account for spending must reach this facility two working days prior to the day your pod orders. If you order more commissary items than you have money for, you will receive only those items that bring you to a zero balance. When the commissary is being distributed, you will have to show your armband or your commissary order will not be delivered, and it will be canceled. If you are indigent (less than \$1.00 in your inmate account for three consecutive days), there is an ordering section on the commissary order form for you. You must select the item number on the commissary menu in order to receive your indigent packet that consists of two sheets of paper, one pencil, and one stamped envelope. Any money in your account up to \$1.00 will be charged towards the order. If your family or friends participate in the Package Program through Keefe, all items must fit in the one blue mesh bag you are given.

Commissary prices are set to be competitive with prices set for comparable products sold in the community. All revenues received from commissary sales are credited to the Inmate Welfare Fund, an account from which certain items/services in the Facility are purchased and/or maintained for the welfare of the inmates. These include, but are not limited to: resources for Chaplain Programs, materials for the Law Library, newspapers, educational classes & recreational items.

No inmate shall be permitted to keep in his/her possession cash money, checks, money orders, or any legal tender. The Facility shall deposit your cash money into your account during booking and commissary items may be purchased from this account. Medical co-payments will be paid from this account. Any monies found in your possession once booked into the facility will be confiscated. No inmate shall have money added by any means to another inmate's account for the purpose of purchasing commissary items while trying to avoid the payment of daily subsistence fees and medical fees. Inmate telephone debit account funds that are purchased by the inmate through the commissary are eligible for a refund by contacting the inmate telephone provider's customer service number upon your release from the facility. SECURUS, the inmate telephone provider, can be reached at (800) 844-6591 and is responsible for providing refunds on unused minutes upon your release. Once contacted, they will instruct you on how to obtain your refund.

Money may be posted to an inmates account by one of the following:

- ▶ **Online/Web:** Access www.accesscorrections.com accepts Visa and MasterCard credit/debit cards.

- ▶ **Phone:** 1-866-345-1884
- ▶ **Cash Walk In:** Access www.cashpaytoday.com to enroll and find locations or call 1-844-340-2274.
- ▶ **Facility Lobby:** Kiosk is available at the Control 3, and Main Lobby entrance from 6:00 AM to 9:30 PM. There should be NO personal correspondence included with any deposits.
- ▶ **Mail:** Money orders can be mailed in, but must include a completed Money Order Deposit Form and be mailed to:
 - Secure Deposits – Seminole County
 - P.O. Box 12486
 - St. Louis, Missouri 63132

Upon release, inmates will receive any remaining funds in their account in the form of a Debit Credit Card or Check (if transferring to another facility). Money will not be released to anyone except an Attorney or Bondsmen for the purpose of bonding out, or to the Seminole County Sheriff's Office to Self -Bond. Under extenuating circumstances, an inmate may release money to another person but only with the approval of a Captain or higher.

COMMUNICATION

This facility utilizes electronic communication devices, known as Portable Kiosks, to help improve the efficiency of facility processes and communication with friends and family. Inmates in this Facility are not permitted to communicate using any form of communication between the different housing areas or other correctional facilities. This includes letters, talking, and gestures (unless the inmate or visitor is hearing impaired). Inmates with immediate family members incarcerated in this Facility or outside correctional facilities must receive approval from the Chief or designee for mutual correspondence.

You will be required to create your own unique password after their first initial login into the system. You should keep this password hidden from other inmates and not share it with anyone. Access to the Portable Kiosk is a privilege and can be restricted based on the safety and security of the facility. If access is suspended, alternative methods will be provided to complete tasks normally completed on the Portable Kiosk.

Portable kiosks can only be used in the day room. "Hoarding" the portable kiosk is not permitted. Any attempts to control the use of the Portable Kiosk by inmates is prohibited. Portable Kiosks will be shared amongst all inmates equally. Destruction or damage to the Portable Kiosks will result in disciplinary action, repair/replacement fees, and possible criminal charges.

Only the inmate logged into the Portable Kiosk is authorized for its use at that time. Using another inmate's login is prohibited. Inmates attempting to disguise their identity by using the Portable Kiosk to circumvent security practices is prohibited and can result in the loss of Portable Kiosk privileges.

The accepted method for requesting information, special visits, property, grievances, or access to certain classes (i.e. computer, GED) is by submitting a request on the Portable Kiosk to the appropriate department. All requests must be complete and include all required information, or they will not be accepted. All requests must be in writing. Requests must address one specific topic, not multiple topics. Duplicate requests will be deleted, and the inmate notified. Requests usually take three to five business days to be answered. Any request containing sarcasm, profanity, a petition by more than one person, or writing in a "wise type" attitude will not be considered. Abuse of this system of communication will result in a delay in answering. This Facility will not accept verbal requests or make verbal promises.

Inmate Grievances

An inmate grievance procedure is made available and includes at least one level of appeal. Inmates are encouraged to resolve their grievance informally by discussing it with staff members involved or other

appropriate facility staff. A grievance can only be filed (with the exception of emergencies such as abuse or life/safety) after a request has been denied or gone unanswered for seven working days. Any “Grievance /Request for Administrative Remedy” will be completed on the Portable Kiosk through an electronic grievance. The purpose of the grievances shall be for the settlement of legitimate complaints concerning any incident, policy and/or condition within the John E. Polk Correctional Facility. Only place one complaint per electronic grievance. If you have more than one complaint, you will need to fill out a separate electronic grievance form for each complaint.

All health-related grievance requests will be given to health care staff only for forwarding to the Health Care Administrator. You should normally receive an answer within 15 days of the grievance being filed. Grievances of a PREA concern or of a sensitive nature will be handled immediately by a staff member upon initial reporting.

Visitation

The facility sets forth a visitation schedule for all inmates in order to maintain relationships with their friends and family members in the community. The facility does not allow contact visitation with friends and family members. All rules that apply to inmates will apply to visitors while visiting with inmates, specifically rules regarding nudity and sexual exposure. Any inappropriate behavior will result in the immediate termination of your visit and up to indefinite visitation termination. Inmates are only allowed to visit with the visitors that they have been scheduled to visit with. Visitors are not allowed to visit with multiple inmates during the same visitation period. They must schedule separate visits for each inmate that they wish to visit. These rules apply to both face to face visitation and video visitation. Communication with unofficial visitors in any other capacity is prohibited.

Messaging family and friends is available to you at a small cost through the Smart Communication system. Messages that contain threats, explicit sexual content or inappropriate language will be rejected. Three-way communication is prohibited. All communication is read and monitored.

Mail

All personal inmate mail is processed at a separate facility, scanned, and an electronic copy is provided on the Portable Kiosk. Only legal mail is processed at the facility. The address for personal mail is:

**SCSO-SCH
PO Box 1907
Pinellas Park, FL 33780**

For outgoing mail, inmates shall include full names, addresses and inmate number on the envelope, and submit it to the Housing Deputy unsealed. Outgoing envelopes should be free of any drawings and artwork. All mail may be opened, read, censored, or rejected based on legitimate facility interests of order and security. Inmates who are found sending or receiving contraband in the correspondence shall be liable to any applicable Florida State Statute and the rules and regulations of the Facility. Inmates are notified in writing when mail is withheld in part or in full, including the reasons for denial. Restricted mail includes, but is not limited to, the following: Unauthorized mail between inmates at this Facility and inmates at other institutions or facilities; Threats of physical harm against persons, or threats of criminal activity; Threats of blackmail or extortion; Plans to escape; Plans for activities in violation of Facility rules; Coded messages. Internet-generated pages, photocopies, sexually-orientated material, or other unauthorized items.

Privileged/Legal Mail

Incoming privileged mail will be opened by a staff member in the presence of the inmate, solely for determining that it is privileged mail and that it does not contain contraband. A copy of the envelope

will be provided; the original will be taken and destroyed. Staff, in the presence of the inmate, may inspect outgoing privileged mail for contraband before it is sealed. Indigent inmates may request materials for privileged legal mail from Programs.

Publications

Inmates may order newspapers and/or magazines directly from a publisher or legitimate retailer. Any costs shall be the responsibility of the inmate or someone in the community. Publications cannot contain nudity or articles that support criminal activity. It is the inmate's responsibility to forward these upon their release.

Telephones

All inmate phones, including visitation phones, are monitored by recording, active or passive listening and/or videotaping. There is at least 1 telephone located in each dayroom. All calls will be made on a "Collect Call" or by "Phone Debit" purchases only.

Friends and family are to call Securus at 1-800-844-6591. This number will give the online information to manage the account at www.securustech.net. Inmates are not permitted to: Charge the call to a credit card or another name; make harassing, threatening, obscene, nuisance, or unwelcome calls; make three-way telephone calls; use another inmate's pin; speak in unidentifiable code; Use the telephone to conduct a business enterprise, or damage telephone equipment.

If you have contact restrictions imposed by the court, you MAY NOT contact that person via jail phone, or additional charges can be filed. Inmates may not receive incoming calls and should notify their family/friends that calls or messages will not be accepted for them. Only emergency messages will be accepted (i.e., death in immediate family or family member admitted into the hospital). The Chaplain or Designee will handle all Emergency calls. The Chaplain will verify the emergency, then he/she will inform the inmate of the situation.

Inmates with hearing and/or speech disabilities, and inmates who wish to communicate with parties who have such disabilities, are afforded access to a Text Telephone (TTY), or comparable equipment. This device is available in Medical upon request.

All inmates will be prompted and required to record their full name when making their next phone call. This recorded name will then be played to all called parties from this point on. 1-It's very important, you say your full name slowly, loudly, and clearly. 2-This will be monitored, so if you say something other than your full name, you will not be able to make telephone calls moving forward until this is corrected. 3-The recorded name feature is being activated for the safety and protection of your PIN numbers and Debit accounts. Please be sure to follow the directions on the phone, so you can continue to make phone calls.

Confidential Telephone Calls

Inmates are allowed to make confidential collect telephone calls to attorneys upon presentation to the Chief of evidence that the call is necessary. Such evidence shall be a letter from the attorney requesting the return call, or a court order containing a deadline the inmate cannot meet if he/she must communicate by letter with the attorney. Many Pods have blue phones which are used for the Public Defender to call into their clients. PREA Hotline, RAPE CRISIS Line, & State Attorney Reporting Line telephone calls are confidential after access by inmate pin #.

PROGRAMS, SOCIAL SERVICES, AND RE-ENTRY

Inmate Programs and services include social services, substance abuse treatment, religious services, and recreation. Schedules for all programs are available on the Portable Kiosks. Program participation is

based on past criminal history, current charges, and custody levels.
Our primary focus is re-entry for those inmates returning to Seminole and the contiguous counties.

SELF IMPROVEMENT/EDUCATION

ACTT Recovery Dorm (O-Pod)
Alcoholics Anonymous
Anger Management
Anti-Theft/Impulse Control
Batterer's Intervention Program
Celebrate Recovery
Changes That Yield Results
Clean Up Your Credit Program
Drumbeat
Life Skills Program
Meditation Class
Parenting Skills Class
Narcotics Anonymous
ReNew ACTT Recovery Dorm (A-Pod)
Substance Abuse Group
Thinking for a Change (T4C)
Trauma Therapy
Vivitrol Education Class
Winning Class
Yoga Class

VOCATIONAL

Computer Skills
General Education Development (GED) & Adult Basic Education (ABE)
Hydroponics Certification
Safe Serve Food Handler
Sewing

RE-ENTRY SERVICES

Clerk of Court – fine repayment plans
Driving While License Suspended/Revoked
Federal Bonding
FLOWmobile – Florida Identification and driver's licenses
Goodwill Job Class
Re-Entry Symposium

Law Library

The Law Library is electronic and available for inmates requesting legal materials. Inmates that are not pro se should first request legal information from their Public Defender or Attorney. A Law Library is also available on the Portable Kiosks.

Library

General reading materials are available. Inmates are afforded an opportunity to check out books on at least a weekly basis. Most housing units have small libraries contained within. Books will be rotated routinely. Books shall be returned in the same condition. Inmates may only check out 2 library books at a given time. No more than six total books (library or personal) and/or magazines, may be kept in the cell/area. No hardback books are allowed. The Facility reserves the right to restrict those periodicals

which interfere with the secure operation of the Facility. Books are not permitted to be sent to the facility.

Recreation

General Population Inmates are allowed to participate in leisure time activities daily (seven days a week), including one hour of physical exercise outside the cell and/or outdoors when weather permits. If the weather is inclement, inmates shall be expected to pursue recreational/leisure time activities in the dayroom.

HEALTH CARE SERVICES

Health Care services are available to all inmates regardless of their ability to pay. You will receive a medical screening during the intake process. Within fourteen days, you will receive a comprehensive physical by a qualified health care professional. Inmates may be charged a co-payment for health care services. Co-payment (s) for some health care services: such as seeing a physician (\$5), nurse (\$5), dental (\$10), lab work (\$5 per encounter), pharmaceuticals items (\$5 per encounter), x-rays (\$5), ultrasounds (\$5), and outside provider fee (\$10).

The following services are provided at no charge: mental health, emergencies, and treatment for chronic illnesses. If you are a recipient of a chargeable medical service and are unable to pay, a lien will be placed on your inmate account. If you have questions about medical charges to your account, please submit a request to medical billing, not finance.

If you feel ill, complete a sick call form on the Portable Kiosk. Nurse sick call and review of inmate medical requests occur daily. There is a qualified healthcare professional available at all times to respond to emergencies. Non-emergencies will be prioritized by medical staff. Just like on the outside, you may have to wait for a medical appointment. If your needs are urgent or life threatening, notify a staff member immediately.

Tammy Jackson Healthy Pregnancies for Incarcerated Women Act requires county correctional facilities to follow the provisions of Florida Statute 944.241, which provides guidance in reference to the safety and security of pregnant inmates. It is the policy of the John E. Polk Correctional Facility not to use restraints on a female prisoner who is known to be pregnant during labor, delivery, and postpartum recovery, unless the correction officials make an individualized determination that the prisoner presents an extraordinary circumstance that potentially jeopardizes the safety of the inmate, staff, medical personnel, other inmates, or the public if the inmate is deemed to be a substantial flight risk or some other extraordinary medical or security circumstance dictates the need for restraints to be utilized. If restraints are utilized, security staff will follow the guidelines of Florida State Statute 944.241 with regards to proper selection and use of restraint devices intended to control the movement of an inmate's body or limbs. The full context of this statute is posted throughout the facility where such notices are commonly posted and seen by female inmates upon inmate's verbal history of being pregnant medical staff will verify condition by conducting a urine pregnancy test. Pregnant inmates have access to obstetrical services by a qualified provider, including prenatal, prepartum and postpartum care.

VOTING RIGHTS RESTORATION

Inmates can receive absentee ballots, which will be treated like legal mail. Inmates will be given instructions on restoring their voting rights at our monthly symposiums and/or upon release.

DISCIPLINE

Disciplinary action will be taken for violations of the Rules and Regulations. Your most important level of discipline is SELF-DISCIPLINE. Coping successfully with difficult situations and maintaining self-control are the two best ways of avoiding problems. Should problems arise, the Facility has policies and procedures for maintaining order and security. There are two categories of rule violations. Inmates are

subject to additional criminal charges for misconduct in the facility. If charged and found guilty of a disciplinary violation, the following will occur in reference to commissary. If you are found guilty and have a pending commissary order that includes hygiene and food items, the entire order will be refunded. While on disciplinary status, commissary is restricted to hygiene items only from commissary. Commissary ordering will return to normal status when you have successfully completed your sentenced time and sanctions.

CATEGORY I VIOLATIONS

- 1.1 Attempted murder or murder.
- 1.2 Causing the death of any person.
- 1.3 Attempted battery or battery on any person, with or without a weapon.
- 1.4 Threatening another with bodily harm or any offense against his/her person or property.
- 1.5 Assault to commit sex acts on any person, with or without a weapon.
- 1.6 Extortion, blackmail, protection, demanding or receiving money or anything of value in return for protection against others to avoid bodily harm or under threat of informing.
- 1.7 Attempted Sexual Battery or Sexual Battery.
- 1.8 Sexual misconduct – engaging in sexual acts with others (not involving threat of force), exposing oneself in a deliberate and/or obscene manner, masturbation, kissing or making sexual proposal or threats to another.
- 1.9 Escape, attempted escape, planning to escape, assisting another with the escape and/or execution of an escape.
- 1.10 Arson: Attempting or setting a fire.
- 1.11 Possession or introduction of any explosive, ammunition, firearm, weapon, sharpened instrument, knife, cell phone, recording device or unauthorized tool into the facility.
- 1.12 Possession, introduction, or use of any tobacco, tobacco products, narcotics, narcotic paraphernalia, or drugs not authorized by Medical Staff.
- 1.13 Possession of escape paraphernalia.
- 1.14 Participation or inciting riot, work strike, mutinous disturbances or group demonstration. Conveying any inflammatory or mutinous communication by voice, writing, sign symbol or gesture.
- 1.15 Possession, traffic or manufacture of any drug or intoxicant.
- 1.16 Bribery or attempted bribery of any Official or Staff Member.
- 1.17 Fighting.
- 1.18 Wearing a disguise or mask.
- 1.19 Tampering with or blocking any locking device.
- 1.20 Counterfeiting, forging, or unauthorized reproduction of any document, article or identification, money, security or official paper.
- 1.21 Flagrant failure to follow safety or sanitation regulations.
- 1.22 Conduct that disrupts or interferes with the security or orderly running of the Facility.
- 1.23 Disrupting religious, medical, visitation, food service, or any other facility activity or program.
- 1.24 Destroying, altering or damaging government property or the property of another person.
- 1.25 Possession of Staff Clothing.
- 1.26 Mutilation or removal of classification arm band.
- 1.27 Breaking and entering another inmate's room, or handling another inmate's property bag or personal property.
- 1.28 Failure to stand count; interfering with the taking of count.
- 1.29 Being in an unauthorized area.
- 1.30 Threatening a staff member with bodily harm or any offense against his/her person or property.
- 1.31 Unauthorized contact with the public, such as at a work site, any outside appointments, or unauthorized contact with family, friends or victim.

- 1.32 Refusal to submit to a drug or intoxicant test.
- 1.33 Positive urinalysis and/or positive breathalyzer test.
- 1.34 Assisting in the commission of any Category 1 violation.
- 1.35 Repeated or aggravated

Upon a finding of guilt by the Disciplinary Committee, any combination of the following Category I sanctions may be imposed: Disciplinary Confinement of up to 30 days, recommended loss of up to ALL earned gain time, Open Disciplinary Pod up to 30 days (Non-violent Violations) Restitution, Increase in custody classification, Loss of one or more privileges for 30 days. Privileges include but are not limited to telephone, Portable Kiosk, visitation, commissary, recreation, participation in classes/programs, and reading material (other than a soft cover bible).

CATEGORY II VIOLATIONS

- 2.1 Misuse of authorized medication.
- 2.2. Possession of money, credit cards, checks or currency.
- 2.3 Loaning/bartering of property or anything of value for profit or increased return.
- 2.4 Theft/Stealing.
- 2.5 Possession of stolen property or possession of property belonging to another.
- 2.6 Possession of anything not authorized for retention or receipt by the inmate and not issued to him through regular Facility channels
- 2.7 Possession of unauthorized beverages.
- 2.8 Possession of unauthorized clothing.
- 2.9 Consumption of intoxicants.
- 2.10 Adulteration of any food, drink or altering any clothing issued by the Facility.
- 2.11 Refusing to Work
- 2.12 Unexcused absence from work or any other assignment.
- 2.13 Disobeying/refusing a written or verbal order from staff.
- 2.14 Insolence toward a Staff Member.
- 2.15 Lying or providing false statement to a Staff Member.
- 2.16 Violation of Telephone, Commissary, or Visitation Regulations.
- 2.17 Participating in an unauthorized meeting or gathering.
- 2.18 Using equipment or machinery contrary to instructions or posted safety standards.
- 2.19 Malingering, feigning an illness.
- 2.20 Giving or accepting money or anything of value from another inmate, a member of his/her family or his/her friend.
- 2.21 Failure to perform work as instructed by a Staff Member.
- 2.22 Tattooing or self-mutilation.
- 2.23 Unauthorized physical contact/unauthorized communication.
- 2.24 Attempting or assisting in the commission of any Category II violation.
- 2.25. Misuse or loss of County property.
- 2.26 Waste of food.
- 2.27 Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with established standards.
- 2.28 Using abusive or obscene language or gestures.
- 2.29 Failure to follow safety or sanitation regulations.
- 2.30 Gambling; preparing or conducting a gambling pool.
- 2.31 Disorderly conduct.
- 2.32 Unnecessary noise such as arguing, shouting, whistling, rattling or pounding on doors or windows.
- 2.33 Loud talking or unnecessary noise after lock down.
- 2.34 Horseplay, teasing or verbally harassing another inmate.
- 2.35 Hanging unauthorized items (linen, clothes, towels, etc.).

2.36 Having money added by any means to another inmate's account for the purpose of purchasing commissary items while avoiding the payment of daily subsistence fees and medical fees.

Upon a finding of guilt by the Disciplinary Committee, any combination of the following Category II sanctions may be imposed: Disciplinary Confinement of up to 20 days, Open Disciplinary Pod up to 20 days, recommended loss of up to 45 days gain time, Restitution, increase in custody classification, Loss of one or more privileges for up to 20 days. Privileges include but are not limited to telephone, Portable Kiosk, visitation, commissary, recreation, participation in classes/programs, and reading material (other than a soft cover bible). All violations should be documented by a Correctional staff member in the form of a Disciplinary Report, and the inmate shall be liable to a Disciplinary Hearing. All Disciplinary Reports shall be investigated as soon as possible.

An inmate will be placed in Administrative Confinement prior to the Disciplinary Hearing for all violent Category 1 and Category 2 rule violations, to maintain Facility order and security. The inmate shall be informed of the alleged violations with which he/she is being charged at least 24 hours in advance of the Disciplinary Hearing. This is to permit the inmate to prepare a defense. If the inmate waives this right in writing, the Disciplinary Hearing may be held within the 24 hours of the inmate receiving the notification of alleged rule violation (s). If there is a language or literacy barrier, or if an inmate is otherwise unable to properly present him/herself at the Disciplinary Hearing, a Detention Deputy shall be assigned to assist the inmate. The Disciplinary Hearing shall be held no later than seven working days after the alleged violation, excluding weekends and holidays. The accused inmate shall have the following rights: The right to be present at the Disciplinary Hearing, unless he/she waives this right in writing, or is removed from the Disciplinary Hearing due to disruptive or unmanageable behavior. The right to make a statement of defense, present evidence, and request witness statements. The right to remain silent. The right to be informed of the decision of the Disciplinary Committee in writing. The right to appeal to the Security Captain or his/her Designee within 72 hours. This will be done using the disciplinary appeal process on the Portable Kiosk. If an accused inmate is found guilty of the rule violation, sanctions shall be imposed. **IF AN INMATE VIOLATES A LOCAL, STATE, OR FEDERAL LAW, THE INMATE SHALL BE FORMALLY CHARGED.** Such criminal charges shall not supersede the Facility's disciplinary action.