

**John E. Polk Correctional Facility**  
**INMATE RULES & REGULATIONS**  
**January 2017**

This pamphlet is provided to assist you while you are housed at the John E. Polk Correctional Facility. This pamphlet is a general guide to operations, programs and explanation of the Rules & Regulations. The Rules & Regulations concerning inmate behavior Disciplinary Hearings and the range of sanctions that can be imposed are discussed. The guidelines contained in this pamphlet are based on existing Florida State Statutes, Department of Corrections Policy and Procedures, and the Florida Corrections Accreditation Commission Standards, American Correctional Association & Prison Rape Elimination Act. Rules are subject to change. **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 the inmate is indigent (less than \$1.00 in his or her account for 3 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 first time booking fee.** Fees for medical services will be collected based on the current policy. Federal Inmates are exempt from paying medical fees during their first 30 days of confinement. Federal inmates & inmate workers will be exempt from this daily assessment fee. **Jail to Community Re-entry services are available via Request Form to Programs or Chaplain for anyone being released from John E. Polk Correctional Facility.**

*If you have any questions, contact a Detention Deputy for clarification.*

**SECTION 1**

**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, work assignments, and administrative decisions shall be made without regard to inmate's race, religion, national origin, sex, disabilities, or political views. Inmates shall not be subjected to personal abuse or injury, corporal punishment, disease, property damage, and/or harassment. Furthermore, inmates shall be expected to treat Deputies and one another with mutual respect, mindful of each other's rights, without discrimination, violence, or threat of violence. Inmates have the following rights: *a)* The right of access to courts *b)* The right of access to legal counsel and legal materials *c)* The right to communicate and correspond (except writing to other correctional facilities) *d)* The right of freedom in personal grooming, with considerations for safety, security, identification, and hygiene *e)* The right of access to a grievance procedure *f)* The right to participate in religious practices which do not threaten or disrupt Facility security and order. The policies for exercising these rights are contained in this pamphlet.

**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. 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 clothing & property brought by inmates during the receiving process and cannot be held accountable for condition upon release from the Facility. If an incoming inmate has items of intrinsic or sentimental value in their possession upon being booked into the Facility, excluding cash, they must make arrangements to have these items picked up within 5 days or mailed out at their expense. 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 is 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. Any hygiene products will be placed in your property and will not be authorized to use while at this Facility. Inmates with hair weaves, braids or extensions, piercings will remove these during the intake process. All other items will be boxed up for either release or shipping. The inmate will be issued a *Property Release Form* during orientation. He/She will either have someone come and pick up the property or provide a proper address to which the property can be shipped at the inmate's expense with property that is mailed out and deemed undeliverable due to improper mailing address from inmate information will be considered abandoned property and will be disposed of in accordance with facility policy. Items being picked up must be done so within 5 days. With the exception of clothes needed for 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 Main Lobby Entrance. The following personal items may be kept in general population cells: *1)* hygiene items (*issued or purchased through the Commissary*) *2)* six white tee-shirts *3)* six under shorts, white only (*males only*) *4)* six pairs of white socks *5)* two orange/blue/grey gym shorts *6)* six bra/panties (*Females only*) white/pastel *7)* one pair of tennis shoes (*purchased from the commissary*) *8)* eyeglasses, prescription or reading and/or Hearing Aid (*at your own risk*) *9)* letters and legal items pertaining to cases currently in custody for Seminole County. *10)* paper or writing tablet, security pens, pencils, envelopes, and stamps *11)* one book of religious scripture (*provided by the facility chaplain upon request*). *12)* approved facility commissary items. *13)* photographs no larger than 5 x 7, reasonable amount (approx. 50). The following items will be issued during your stay, and will be required to be returned in good condition prior to your release: One each item: uniform, shower 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 (upon request if indigent), toilet paper and feminine hygiene products (females only).. All personal items must fit in the blue mesh bag or else it will be considered excess. One Inmate Rules and Regulations Handout will be available on the housing Kiosk and in the inmate library. Each inmate is responsible for jail issued items or personal items in his/her cell areas. Excess inmate property items will be considered contraband. Attaching anything to any surface is prohibited including windows, doors, walls, and vents. Writing or drawing on any surface will not be tolerated.

**Federal Inmates:** Before being transferred or released to another facility, it is your responsibility to have your personal property mailed or have someone pick up the items. When items are mailed, you will need to provide an accurate physical address on the *Property Release Form* and bare the expense for mailing the items. Failure to provide an accurate physical address will result in your items being returned to the Facility. Returned items will be treated as abandoned property if you are transferred from this Facility. When abandoned, your name will be posted in the lobby for 10 days to claim the property along with instructions to pick up the property. After 10 days, if not claimed, the property will be disposed. If you are having someone pick up your property, they will have 5 days from the date you sign the Property Release Form for this pick up, or it will be disposed of on the 6<sup>th</sup> day. The Facility is will not be responsible for items that are left behind when you depart. All items issued to you must be returned in good condition before you leave the Facility, or you will be liable for their replacement cost. In the event of destruction, possible criminal charges could be brought against you for destruction of county property. (P.O. Box are not acceptable addresses)

**Inmates Sentenced to Department of Corrections:** All of your personal property will go with you to DOC, unless you arrange for pick-up or mailing prior to leaving the Facility.

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Prison Rape Elimination Act (P.R.E.A.)

There is a zero tolerance policy toward sexual battery or sexual abuse committed while incarcerated. **Forced or consensual sexual activity between inmates or between inmates and staff 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 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.

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; & the State Attorney Third Party report line by pressing \*333. **Making a false report is a criminal offense and will result in Disciplinary Action and Criminal Prosecution.**

Healthy Pregnancies for Incarcerated Women Act:

The 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 women 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 makes 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.

Inmate Welfare Fund:

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, books and publications for the Law Library, newspapers, educational classes & recreational items.

Indigent Inmates:

To be considered indigent you must have \$1.00 or less in your inmate account for 3 consecutive days. Inmates without funds in their accounts may request writing materials thru commissary. Pencil, paper and 1 stamped envelope will be provided so that 2 letters per week can be sent to family/friends.

**SECTION 2**

Rules and Regulations: All inmates shall obey the Facility Rules and Regulations, or shall be liable to Disciplinary Action. 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.

General Rules and Expectations for inmate behavior include: General 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. 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. Trash Receptacles - All inmates in a cellblock share responsibility for the proper disposal of all trash. Paper bags shall not be used as trash bags. Issued Clothing - Inmates shall dress in Facility issued clothing at all times. Alterations are not allowed. Every attempt should be made to fit the inmate with the correct size. Civilian clothing is not permitted in the cell areas. 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. Always put your inmate photo number and cell assignment on all paperwork that you send out such as request forms, letters, grievances, and commissary orders. Behavior - General "horseplay", or conduct that disrupts the orderly running of the Facility shall not be tolerated. Hygiene - Personal items shall be neatly arranged in the blue mesh bag. Attaching anything to any surface is prohibited. This includes windows, doors, walls, and vents, writing or drawing on any surface will not be tolerated. You will be required to bathe at least twice weekly. The Commissary carries hygiene items, shower caps, skullcaps. These caps are only authorized to be worn inside your housing unit. No du-rags/head coverings/skull caps (unless religious) in the dayrooms. Kitchen and outside inmate workers are to be clean shaven daily. **DO NOT SHARE PERSONAL ITEMS SUCH AS RAZORS & TOWELS. WASH HANDS WITH SOAP & WATER FREQUENTLY TO PREVENT THE SPREAD OF GERMS.** Laundry - All Facility issued clothing will be exchanged at least twice weekly. Sheets and pillowcases will be exchanged at least once weekly. Blankets will be exchanged quarterly or as needed. Obeying Lawful Orders (Verbal and/or Written) - Inmates shall promptly obey all lawful orders and directions given by staff members. Inmate Count - Any time a count is called, inmates shall proceed to their assigned cells without delay and remain quiet at the foot of their bunk until the count is completed. The Deputy taking the count must see living breathing flesh & if a body is completely covered with a blanket or sheet, see part of the body such as a hand or foot. 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 shall cooperate with searches of their persons and property at all times. Contraband - is defined as any article or item that is: Not sold in the Commissary; Not issued by the Facility; Not received through approved mail; Altered in any way; An approved item, but the Inmate has more than the authorized amount set by the Facility. (i.e. 2 toothbrushes, 4 blankets, 2 sets of blues, etc.) Any inmate that is found to be in possession of contraband shall face Disciplinary Action. Games - All games (chess, checkers, etc.) shall be stored neatly in the dayroom when not in use. Rules strictly prohibit bartering, trading and gambling. Food/Chow - Chow is provided three times a day. During chow, inmates will be required to show his/her armband before receiving the tray. It is the inmate's responsibility to get the tray, before the Deputy shouts "LAST CALL". All food not consumed at meal times shall be disposed of in the trash receptacle. Only food items purchased through commissary shall remain in the cell. Inspections - Will be completed on routine basis or whenever deemed necessary by a Supervisor or his/her Designee. A Supervisor or his/her Designee 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 cooperate with Inspections of their cells and dayroom.** Fire and Ventilation Regulations - Light fixtures, doorways, ventilators, and windows shall remain clear. Sheets, blankets or towels shall not be used as rugs, drapes, hammocks, or tenting. Whenever an inmate is not occupying his/her bunk, the bunk will be made. Failure to comply with this procedure shall result in disciplinary action. 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 written authorization. Violation of this policy shall result in Disciplinary Action. 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 trusty requirements. Inmates may receive a standard haircut once every 30 days. Haircuts shall be one length, no edging, fades and

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no maintaining gang related haircuts (Mohawks, eyebrows, etc.). A haircut schedule shall be posted in each housing area. **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 certain 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. **Classification** - Each inmate will be classified after admission into the Facility. During this process a Pre-Trial Release 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 on the based on the needs of the Facility. **High Risk** - Inmates that have an escape charge, or are continually causing problems with other inmates and/ 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. **Inmate Communication** - 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 for mutual correspondence. **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. Inmates will stay away from the yellow line surrounding the recreation fences at all times. **Privileges** - Telephone, Visitation, Commissary, Recreation, Reading Material.

### **SECTION 3**

**Request Procedures** - The accepted method for requesting information, special visits, property, grievances, or access to a certain class (i.e. computer, GED) is by submitting an Inmate Request Form. Inmates may receive an Inmate Request Form from the Housing Deputy or if the unit has a kiosk, the inmate should utilize the kiosk for the request. All request forms must be complete and include all required information or they will not be accepted. A Request Form must address one specific topic, not multiple topics. Request Forms usually take three to five business days to be answered and returned to the inmate. Any request containing sarcasm, profanity, 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. Any request must be in writing. **Inmate Grievances** - An inmate grievance procedure is made available to all inmates 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. Inmates must fill out an "Inmate Request Form" indicating the reason he/she would like a grievance form. The Facility will provide a "Grievance /Request for Administrative Remedy" form on request as a procedure 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 grievance. If you have more than one complaint, you will need to fill out a separate grievance form for each complaint. All grievances will be examined. All health-related grievance requests will be given to health care staff only for forwarding to the Health Care Administrator. Grievance forms must be signed to receive any consideration. Forms that come with multiple signatures in the form of a petition will not be examined. 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.

**Programs and Social Services**: Inmate programs and services are available and include, but are not limited to, social services, religious services, and recreation. Schedules for all programs are available in each dayroom. **Alcoholics Anonymous** - See meeting schedules. **Computer Classes** - Basic computer & keyboarding with classes are conducted by a Seminole State College instructor as funds are available. **General Education Diploma (GED) Classes** - G.E.D. classes are offered for students who do not have a high school diploma. **Religious Services** - Religious guidance and scripture study are provided by the Chaplaincy Program. Religious diets shall be provided upon receipt of a written request and approval of the Sergeant. **Commissary** - A Commissary is operated by the Facility and in accordance with Florida State Law, operation of a County 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. Check the commissary order form for current spending limits. The commissary is charged to your account and you must include your booking number on all orders forms. 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 brings 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 cancelled. 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: 2 sheets of paper, 1 pencil, 1 stamped envelope. Any money in your account up to \$1.00 will be charged towards the order. **GPS Program** - For inmates that qualify, there is a GPS Program for sentenced inmates. **Law Library** - Is available for inmates requesting legal materials. Pro se inmates may send a request form for access to the Law Library and legal material. Inmates that are not pro se should first, request legal information from their Public Defender or Attorney. If they are unable or are denied, they may provide a copy of documents stating the denial as well as a request form for legal information and access to the Law Library. **Library** - General reading materials are available. Inmates are afforded an opportunity to check out books on at least a weekly basis. Books shall be returned in the same condition. Inmates may only check out 2 library books at a given time. No more than 5 total books (library or personal) and/or magazines, 1 religious may be kept in the cell/area. No hardback books will be allowed. The Facility reserves the right to restrict those periodicals which interfere with the secure operation of the Facility. All above items that are sent in have no monetary value and no claims for loss will be accepted. These items can be donated to the library when you have finished with them or mailed out at your expense. If items are to be picked up, it must be done within 5 days or will be donated to the jail library.

**Health Care Services** - Health Care services are available to all inmates regardless of their ability to pay. At no time will an inmate be denied medical care as a result of his or her inability 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 minimal co-payment fee for some health care services. Co-payment (\$) 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). Some non-chargeable services include mental health, emergencies and treatment for chronic illnesses. Some health care services are not charged to the inmate. If you are a recipient of a chargeable medical service and are unable to pay, a lien will be placed on your personal account. If you have questions about medical charges to your account, please submit a request slip addressed to medical, not finance. Pregnant inmates have access to obstetrical services by a qualified provider, including prenatal, per-partum and postpartum care. If you feel ill, ask the Housing Deputy for a Sick Call Form and place the completed form in the Reference Medical Boxes. 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. **If your needs are urgent, notify a staff member immediately Inmate Personal Money Account** - 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, which are found in your possession once booked into the Facility, will be confiscated. No inmate shall have money added by any means to another inmates' account for purpose of purchasing commissary items while trying to avoid the payment of daily subsistence fees and medical fees. Money may be posted to an inmate account by one of the following: Online/Web [AccessCorrections.com](http://AccessCorrections.com); Phone 1-866-345-1884; Cash Walk In: [CashPayToday.com](http://CashPayToday.com); Facility Lobby; Kiosk are 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.**

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Money orders should be payable to the Inmate and include the booking number, depositor's name, and other information required that is required on the money order/cashiers check (see below for mailing address). Upon release, the inmate 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 to 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. **Mail** - Any mail delivered to the facility addressed to an inmate without a return address will be marked unauthorized and placed in the inmate's property. Any mail delivered to the facility that contains unidentifiable substances or odors (i.e. perfume) will be marked unauthorized and returned to sender. When the inmate bears the cost, there is no limit on the amount of mail that may be sent or received, unless limitation is necessary to maintain order and security. For outgoing mail, inmates shall include full names and addresses, and submit it to the Housing Deputy **unsealed**. Outgoing envelopes should be free of any drawings and artwork. All incoming and outgoing 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 shall be placed in the inmate's property. Mail received after an inmate has left the Facility may be returned, forwarded, or held for 10 days. **Privileged/Legal Mail** - Incoming privileged mail will be opened by a staff member only in the presence of the inmate, solely for determining that it is privileged mail and that it does not contain contraband. 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 receive paperback books, 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. Inmates shall have no more than five books (library or personal), and one religious book, in their possession at any time. Excess publications may be donated to the Facility library.

**Mailing Address:**

John E. Polk Correctional Facility  
Attention: (put inmate's name and booking number here)  
211 Eslinger Way  
Sanford, Florida 32773.

**Money Order Mailing Address:**

Secure Deposits - Seminole County  
PO BOX 12486  
St Louis, Missouri 63132

**Telephones** - All inmate phones, including visitation phones, are subject to monitoring by recording, active or passive listening and/or videotaping. There is a 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 number will also give the online information to manage the account at: [www.securustech.net](http://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. PREA Hotline, RAPE CRISIS Line, & State Attorney Reporting Line telephone calls are confidential after access by inmate pin #.

**Inmate Phone Debit refunds via Western Union:**

Upon release, refunds available at any Western Union retail location. For identification at Western Union, inmate must provide:

- First and Last name
- Inmate permanent identification number—Booking number
- Inmate PIN number used for telephone calls
- Account balance available for refund

Refund available at Western Union within 15 minutes of release. Balances exceeding \$100.00 available within 24 business hours. Western Union fee may apply & no refunds issued after 90 days. If your Inmate Phone Debit account exceeds the refund fee, the refund amount you will be able to collect at Western Union will be the amount of your account balance less the fee. If your inmate Phone Debit account balance is less than the refund fee, you will not be able to collect a refund.

**SECTION 4**

**Discipline:** Inmates shall live together in harmony, following all Facility rules and comply with all lawful orders. Disciplinary action shall 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 three categories of rule violations. The following shows the established maximum penalties for the indicated type of violation. **CATEGORY I VIOLATION**. **1.1** Attempted murder or murder. **1.2** Assaulting any person. **1.3** 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. **1.4** Rape, assault to commit sex acts. **1.5** Escape. **1.6** Attempted or planned escape. **1.7** Setting a fire. **1.8** Possession or introduction of any explosive or any ammunition into the Facility. **1.9** Possession or introduction of a gun, firearm, weapon, sharpened instrument, knife, or other unauthorized tool. **1.10** Possession, introduction, or use of any tobacco, tobacco products, narcotics, narcotic paraphernalia, or drugs not authorized by Medical Staff. **1.11** Participation in riots, work strikes, or mutinous disturbances. **1.12** Incite to riot, work strike, or mutinous disturbance. Conveying any inflammatory or mutinous communication by voice, writing, sign, symbol, or gesture. **1.13** Possession of escape paraphernalia. **1.14** Traffic in drugs. **1.15** Bribery or attempted bribery of any Official or Staff Member. **1.16** Fighting. **1.17** Wearing a disguise or mask. **1.18** Tampering with or blocking any locking device. **1.19** Counterfeiting, forging, or unauthorized reproduction of any document, article or identification, money, security or official paper. **1.20** Flagrant failure to follow safety

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or sanitation regulations. 1.21 Conduct that disrupts or interferes with the security or orderly running of the Facility. 1.22 Destroying, altering or damaging government property or the property of another person. 1.23 Possession of any staff clothing. 1.24 Mutilation or removal of classification arm band. 1.25 Breaking and entering another inmate's room, storage bag or personal property. 1.26 Failure to stand count; interfering with the taking of count. 1.27 Being in an unauthorized area. 1.28 Threatening a staff member with bodily harm or any offense against his/her person or property. 1.29 Repeated or aggravated Category II violations. *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 and earned good gain time, Restitution, Increase in custody classification, Loss of ALL privileges for 30 days.* **CATEGORY II VIOLATION** - 2.1 Threatening another with bodily harm or any offense against his/her person or property. 2.2 Engaging in sexual acts not involving threat or force. 2.3 Making sexual proposals or threats to another. 2.4 Indecent Exposure. 2.5 Misuse of authorized medication. 2.6 Possession of money or currency or other unauthorized negotiables such as credit cards or checks. 2.7 Loaning of property or anything of value for profit or increased return. 2.8 Theft/stealing. 2.9 Possession of stolen property or possession of property belonging to another. 2.10 Possession of anything not authorized for retention or receipt by the inmate and not issued to him through regular Facility channels. 2.11 Possession of unauthorized clothing. 2.12 Mutilating or altering clothing issued by the Facility. 2.13 Possession or manufacture of unauthorized beverages. 2.14 Intoxication or consumption of intoxicants. 2.15 Adulteration of any food or drink. 2.16 Refusing to work. 2.17 Unexcused absence from work or any other assignment. 2.18 Disobeying/refusing written or verbal order from Staff. 2.19 Insolence toward a Staff Member. 2.20 Lying or providing a false statement to a Staff Member. 2.21 Violation of visiting regulations. 2.22 Participating in an unauthorized meeting or gathering. 2.23 Using any equipment or machinery that is not specifically authorized. 2.24 Using equipment or machinery contrary to instructions or posted safety standards. 2.25 Giving or accepting money or anything of value from another inmate, a member of his family or his friend. 2.26 Violation of mail, telephone or commissary regulations. 2.27 Disrupting religious, medical or food services or any other Facility activity or program. 2.28 Failure to perform work as instructed by a Staff Member. 2.29 Tattooing or self-mutilation. 2.30 Defacing of walls, windows, or lights. 2.31 Unauthorized physical contact. 2.32 Attempt to commit any of the above acts or assist others to commit any of the above acts. 2.33 Repeated or aggravated Category III violations. 2.34 Having money added by any means to another inmates' 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, recommended loss of up to 45 days gain time and earned good gain time, Restitution, Loss of ALL privileges for up to 20 days* **CATEGORY III VIOLATION** - 3.1 Misuse or loss of County property. 3.2 Waste of food. 3.3 Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with established standards. 3.4 Using abusive or obscene language or gestures. 3.5 Malingering, feigning an illness. 3.6 Failure to follow safety or sanitation regulations. 3.7 Gambling; preparing or conducting a gambling pool. 3.8 Unauthorized contact with the public. 3.9 Disorderly conduct. 3.10 Unnecessary noise such as arguing, shouting, whistling, rattling or pounding on doors or windows. 3.11 Loud talking or unnecessary noise after lock down. 3.12 Horseplay, teasing or verbally harassing another inmate. *Sanctions that may be imposed for Category III violations include the following: Disciplinary confinement of up to 10 days, Recommended loss of up to 30 days earned gain time and earned good time, restitution & loss of ALL privileges for up to 10 days.* 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, 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 Facility Director or his/her Designee within 72 hours. This will be done using a Request for Administrative Remedy Form. 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.

**DIRECT SUPERVISION HOUSING RULES**

**EACH INMATE HOUSED IN DIRECT SUPERVISION IS REQUIRED TO READ AND BE FAMILIAR WITH THE JOHN E. POLK CORRECTIONAL FACILITY INMATE HANDBOOK. YOU WILL BE HELD ACCOUNTABLE FOR ALL THE INFORMATION AND RULES IN THE INMATE HANDBOOK. IN ADDITION TO THE INMATE HANDBOOK, ALL DIRECT SUPERVISION INMATES AT THE JOHN E. POLK CORRECTIONAL FACILITY WILL FOLLOW THE FOLLOWING RULES:**

1. **READ THE INMATE HANDBOOK COMPLETELY AND OBEY ALL RULES.**
2. You are only allowed one bed roll, one pillow and one set of uniform at any one time.
3. You are required to obey the lines in the pod, they illustrate off limit areas.
4. Inmates will not lean on the Deputy's work station or stand to the side of the station when addressing the Deputy. Inmates will stand in front of the station, behind the red line when speaking/addressing the Deputy. Inmates are not to cross the red line surrounding the Deputy's station.
5. When commissary is being passed, all inmates receiving commissary will stand on the yellow line. All other inmates will return to their bunks.
6. During headcount, bunk check, lock down or when given the order to do so, you are to go directly to your bunk and remain quiet.
7. The inmates assigned to their room will be the only ones in that room at any given time.
8. Bunks are to be made at all times when you are not sleeping.
9. You are required to keep your bunk area clean at all times. Do not place feet on the furniture or walls. You are required to wear your I.D band at all times. Personal items must be placed in your property bag.
10. No rolling, pegging or tucking pant legs into your socks. All do-rags worn must have been purchased through commissary.
11. You are to dress and undress in the shower area. Remove all your personal items when finished with shower.
12. Hours for the recreation yard will be scheduled appropriately. No recreation will be conducted at meal times, count times or lockdowns. Proper uniform is required in the recreation yard at all times. No sunbathing is allowed. Do not hit or kick the glass or walls of the recreation yard.
13. You must be on the line promptly, properly dressed, and quiet to receive medication, chow or when you are called to the line up for recreation or other activities.
14. Limit your reading material to 5 books or magazines in the bunk area. All board games, cards, and other related activities will be conducted in the dayroom.
15. No items or pictures are to be put on the walls or bunks. Defacing of the walls is prohibited.

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16. You are to stand at all times while using the phones.
17. Do not save food from your trays. ALL food must be consumed at meal time.
18. You are not to sit on the tables in the dayroom.
19. You are required to bathe at least 2 times a week.
20. No fighting or horse playing is allowed nor will it be tolerated. Noise level must be maintained at a level that is suitable to the Deputy's standards.
21. If you know of an unsafe situation or feel threatened by another inmate notify the Deputy immediately.

**VIOLATIONS OF RULES AND REGULATIONS WILL RESULT IN DISCIPLINARY ACTION AND COULD RESULT IN YOUR REMOVAL FROM DIRECT SUPERVISION HOUSING.**