

# **Caribou County Detention Center**

## **Inmate Handbook**

**Caribou County Detention Center**

**May 05, 2016**

# **Inmate Handbook**

## **Introduction**

This handbook was produced to introduce you to Caribou County Detention Center. You are required to follow these rules. Because this handbook covers a broad range of information, policies changes may occur we cannot anticipate. Inmate rules that are added or revised after the date of publication of this handbook supersede the rules contained herein. This handbook provides you as guide. You are the one who determines what your time in jail is like. There are privileges for you if you earn them and penalties if you violate the rules of the jail.

For the first 24 to 72 hours you may be held in a holding cell pending movement to regular housing. Once you are moved to regular housing there are more activities to occupy your time. Along with the increased freedom and activities comes increased responsibility. You must comply with jail rules to be allowed to live in the housing unit.

If you have questions or concerns, feel free to address them to the staff. This can be done in the form of a verbal question or you may fill out an inmate request form. Caribou County Detention officers and staff are not allowed to give legal advise so please address all legal questions to your attorney.

## **Bonds and Bonding**

All misdemeanors and most warrants (either felony or misdemeanor) have a set bond. If you were arrested on a felony, but without an arrest warrant, you must appear before a judge to have a bond set. A bond is money you put up as a promise to appear in court.

You can post a cash bond by paying the entire bond amount with cash, money order, cashiers check or travelers check. Personal checks and credit cards will not be accepted.

A bail bondsman can post a surety bond for you for a fee. Costs and fees are determined by the bond agency and the bondsman may require a co-signer guarantee the bond. Bail bond companies are a private business and between you and them.

A property bond may only be posted through the court. Your attorney can provide you with information about property bonds.

**Note: There is a \$10.00 bond fee for the first charge and \$5.00 fee for every charge thereafter. If your bond is \$100.00, you will need \$110.00 to be released. THE \$10.00 FEE MUST BE CASH AND MUST BE SEPARATE FROM THE BOND MONEY. PLEASE ADVISE FRIENDS AND FAMILY OF THIS WHEN ARRANGING FOR BOND. NO EXCEPTIONS WILL BE MADE AND BONDS THAT ARE NOT ACCOMPANIED BY THE SEPARATE \$10.00 FEE WILL NOT BE PROCESSED. The \$10.00 applies to the first charge or warrant filed against you and \$5.00 for every charge thereafter. (If you have two charges against you, the fee would be \$15.00 in bonding fees.)**

## **Court Procedure**

### **Arraignment**

If you cannot bond out when first arrested, you will typically be arraigned within 24 hours, excluding weekends and holidays, after you are booked into jail. At your arraignment, the judge will explain the charges you are facing as well as the possible penalties and fines.

### **Court Appearance**

All court appearances outside the jail will be arraigned by the court bailiff. You will not be allowed to take any items to court except court papers. All other items must be left in the housing unit.

Detention staff will not know when you are going to be arranged by the court. Therefore, they will not be allowed to tell you what time or day you must appear. The bailiff calls for the prisoners when the judge asks to see them.

If you have a scheduled appearance for a case in which you are not presently incarcerated for, it shall be your responsibility to notify detention staff as to the charge, the date you are scheduled and the jurisdiction you are going to appear in. If you appear in another court jurisdiction, it is the responsibility of that court to transport you for your court appearance.

## **Behavior in Court**

You are required to adhere to all jail rules whether in transit, in a holding facility, or in court. When you appear in court, you are not permitted to communicate in any manner with non-court personnel.

## **General Information**

### **Inmate Instructions**

You are required to immediately comply with orders of the jail staff and/or rules contained in this handbook.

### **Emergencies**

In the event of an emergency, there is a call button located in the recreation room as well as in each cell. Pushing the button will alert the Control Center officer who will ask the nature of your call. You should state that you have an emergency at this time. The control Center officer will respond accordingly.

All non-emergency requests should be directed to the floor officers.

## **Requirement to Bunk Up**

In the event of an emergency, you are required to bunk up immediately if you are not directly involved in the emergency, unless ordered to do otherwise by an officer.

## **Outside your Housing Unit**

When you are outside of your housing unit do not attempt to communicate with other inmates either in person or through doors or windows. Attempts to communicate with other inmates will result in the termination of your visit, recreation, program, ect.

## **Scheduled Activities**

Each housing unit receives a schedule of activities for clothing exchange, bedding exchange, and supply distribution. You will come to the door for these activities. If you miss indigent, supply cart, phone cards or toilet paper, you will wait until the next time these items are offered.

## **Personal Property**

Except where authorized elsewhere in this handbook, you are not allowed to have personal property in the housing area. Unauthorized property will be held in property room until you are released or until you authorize its release to a person outside the jail. You may release all your personal items to someone outside the jail but you must release it all at one time. It is your responsibility to contact someone outside the jail to pick up the property. The person you want to release your property to must have legal identification such as drivers license or picture ID when he/she picks up your property. Personal property left in Caribou County Jail will only be held for 45 days after your release from our facility or transferred to another facility.

If you are sentenced to the penitentiary, you must release all of your clothes and property before you leave or sign a property release form designating who may receive your property.

Upon your release from jail, you will receive all of your personal property. If you have money on your account, a check will be issued to you. You may not transfer money or property to another inmate at anytime.

If you are released after your commissary has been ordered but before it has been delivered, you must have arrangements to have it picked up within five business days of your release. No commissary will be held longer than this and **NO REFUNDS WILL BE GIVEN.**

## **Privileges**

Various privileges will be allowed in Caribou County Jail. If you violate any of the rules, you can expect to lose some or all of the privileges for a designated amount of time.

Privileges consist of but are not limited to visiting, telephone, commissary, programs, television and inmate worker status.

## **Good Time (County Only)**

Good time may be given to inmates based on behavior and performance while sentenced to and serving time in Caribou County Jail. Good time of up to five days for every thirty days of incarceration may be given. Good time is recommended to your sentencing Judge by the Sheriff or his Designee. It is then granted by your sentencing Judge. You must serve a minimum of thirty-one days before requesting good time. It is your responsibility to write a written request to the jail staff for good time.

Inmate serving time for felony probation or discretionary time will not be eligible for good time.

## **Housing Fees**

Idaho State Code Section 20-607 allow the Sheriff to collect housing fees of \$25.00 per day in jail, not to exceed \$500.00 for each inmate. This is applicable each time you are booked into jail. You must pay all fees within six months of your release or legal action will be taken against you to collect your fees associated with your stay in jail.

Inmates who request and are granted, by the sentencing Judge, the opportunity to serve their jail time in two or three day segments, i.e. Friday and Saturday; Monday, Tuesday and Wednesday, will be charged \$25.00 a day for housing and administrative fees.

Inmates who request and are granted, by the sentencing Judge, the opportunity to serve their time with a work release to their job will be charged \$25.00 a day with no exceeding limit for housing and administrative fees.

## **Housing Information**

### **Inmate Conduct**

You are required to be civil and respectful at all times and you are required to follow all rules.

All officers and staff are to be addressed by Deputy, Sir, Ma'am, Mr., Ms., Officer or by last name.

When headcount is called, you must immediately go to your rack and stand in front of your bunk. If you are working in the kitchen or laundry, you will come to the kitchen laundry door immediately to be accounted for. You must stay there until staff dismisses you.

Do not cross the red lines marked by the doors, windows or anywhere else unless instructed to do so.

Only one inmate will approach the medication cart at a time.  
Anytime an order is given to go to your cell (also known as lock down or bunk up), by an officer or over the intercom, you must go directly to your bunk and sit on it. Do not push the call button unnecessarily or repeatedly.  
Do not damage or deface the cells, wall, bunks or it's content.  
Your bunk and room will be inspected before you are released.  
Cell doors will remain closed in dorms and opened at all times in cells 300 and 400.

These regulations cannot occur for every situation, occurrence or contingency that might arise. Therefore:

- In addition to the rules contained in the handbook. Each of the inmate living areas may contain more rules specific to that particular area. You are required to know and follow these rules.
- You are required to immediately comply with orders of jail staff and orders or rules contained in this handbook or other posted rules.
- It shall be a defense against any reprimanded or disciplinary action to disclaim knowledge of rules or of what constitutes an infraction of them.

## **Inmate Appearance**

Showers are provided for daily use and are required to shower a minimum of three times a week. (Unless extraordinary circumstances apply)

- You are to remain clean and free of body odor
- Do not begin to shower if meal time is approaching or after 10:30 pm.
- Individual razors will be issued during the morning.
- You must turn in your razor to the Detention Officer when requested.
- Do not break or damage razors, the razor cap will be returned with the razor
- You are allowed to have only one razor in your possession during razor distribution.

Toothpaste, shampoo containers and toothbrushes issued by the jail must be given to the service cart to receive a new one.

You may wear your hair at any length but it must be kept clean.

Beards must be groomed and kept clean.

If you discover any vermin such as lice, fleas, crabs and etc. notify a Detention officer immediately.

You must have shoes on at all time when out of your bunk. You must have shirts and pants on at all times. (Even if you are exercising in your cell.) Tee shirts must have sleeves. No shirts will be issued without.

No body piercing is allowed. Do not use any material of any kind to fill a piercing.

## **Housing Unit Cleanliness**

All inmates are responsible for the cleanliness of the entire housing unit, including tables, toilets, sinks, walls, floors and your individual cell area.

All inmates housing will be cleaned daily. Every Wednesday, during sheet exchange, you are required to disinfect your mattress and bunk.

Cleaning equipment will be placed in each living area daily. At this time you will be required to:

- Sweep and mop the room as well as under the bunks.
- Clean the shower, tables, toilet, walls, windows and your personal bunk area.
- Replace the garbage bag.

An officer will periodically inspect the housing area to see if cleaning is complete.

Privileges will not be allowed until the housing unit, including the day area, showers and cells are cleaned.

### **Store all personal property including reading materials, in your property box.**

- Additional property must be placed in property box.
- Any contraband or item that is not in your property box or its proper location will be seized.

No bedding is allowed on tables or off your designated bed.

Writing or scratching on the walls, tables, chairs or any other surface is prohibited.

Defacing the cells or destroying any surface will result in disciplinary action and possible criminal prosecution. If you find any damage or vandalism in your cells or living area, you should report this to the jail staff immediately or you will be held responsible.

Do not attach anything to any wall, bunk, ceiling, window, speaker, etc. You may not cover your doors, windows, shower partition, lights or bathroom partition with anything.

Do not hang any bedding, clothing, or towels on the bunks, railing, or fixtures in a manner, which blocks the view of your cell, or bunk.

Each cell contains 1 to 3 rolls of toilet paper per unit. You exchange the rolls by trading the empty container for a new one when supplies are distributed.

- Storing toilet paper is forbidden.
- Inmates, who use toilet paper to clog drains, wrap food, etc. Will be disciplined and/or face criminal prosecution.
- Inmates who take toilet paper from cells will be disciplined.

**Do not move or tamper with the Television.**

## **Library**

You will be allowed access to the library on the scheduled days and times throughout the week.

You may trade books you have read for ones you have not.

You may have in your box 3 softbound recreational books and up to 4 religious books. Books that are not in your property box will be taken.

## Property

In addition to books and puzzles, you may have the following items in your housing unit:

- Items issued by the jail, but no more than the original amount issued.
- Commissary for which you have a receipt.
- Legal documents relevant to your current criminal case.
- Two sets of jail clothing.
- Religious references and medallions approved by jail policy and staff.

Special consideration will be made for eyeglasses, artificial limbs, trusses, and medical devices.

You may be disciplined for any contraband found on your bunk, in your cell, on your person, or in your property box.

Contraband includes but is not limited to:

- Anything not issued or authorized by jail staff.
- Any item altered from its original state.
- Polaroid pictures.
- Photos or published materials that are violent or sexual nature.
- Commissary items for which you have no receipt.
- Metal paperclips or wire.
- Items not stored in their proper place.
- Items being used in an inappropriate manner.

It shall not be a defense against any disciplinary action to disclaim knowledge of what constitutes contraband. Neither shall it be a defense to claim that the contraband was left by a former occupant of the cell.

- If you disclaim knowledge of the contraband found in your cell you would bear the burden of proof.
- If you find contraband in your cell or anywhere in the facility, you are required to notify the jail staff.

You will not be permitted to borrow, lend, exchange, sell, give away or offer any article to another inmate while in the confined in this facility.

Bedding, clothing, towels and other jail issued items shall be returned in good condition.

- Knots shall not be tied in towels, blankets or clothing.
- Do not write on, unstitch, tear, cut or in anyway deface or damage jail issued clothing or bedding.
- Unauthorized items may not be used for exercise purposes.

Using any jail issued items as cushions, table covers, or other such unauthorized use is prohibited.

You are not allowed to have more than one mattress.

Disciplinary action will be taken and/or criminal charges will be filed against any inmate who alters, or damages county property, including clothing, bedding, reading material or puzzles.

## **Searches**

Cell searches are conducted by jail staff to insure safety and cleanliness of inmates who are incarcerated in the Caribou County Jail.

Jail staff may search anytime, anywhere and anything. Legal materials will be searched while in the presents of the inmate.

Searches will be conducted randomly and at random times. You cell may be searched without you present. You are subject to random pat down searches and strip searches while you are housed in Caribou County Jail.

## **Laundry**

Caribou County Jail issues all clothing and bedding items to you. Clothing and bedding will be laundered on a scheduled basis. The schedule will rotate whites to colors. Whites on Monday. Sheets on Wednesday and blankets the last Sunday of

the every month. Every inmate will exchange 2 dirty sheets for 2 clean sheets and 2 dirty blankets for 2 clean blankets on scheduled exchange days. Unless you were booked in the day prior to exchange. Sundays there will be no laundry.

Personal clothing worn at time of intake will not be washed unless it is wet or excessively soiled.

## **Head Count**

There will be head count whenever jail staff deems necessary. You may be required to rack up or stand next to your bed until released to go on with normal activity.

## **Communicating and Visiting**

### **Communicating**

Phones are a privilege and are provided in the dayroom.

- You may use the phones from 0600 am until 2300 pm.
- Misuse of the phones or disagreements over whose turn it is to use the phone may result in loss of the phone privileges for all involved inmates.
- Jail staff may shut off the phones at any time for security reasons.
- All calls, except attorney calls, may be monitored.
- All calls are collect or you may buy a phone card.
- You will not be allowed to use the toll free lines in the facility. If you are unable to reach your intended party on the inmate phones, you must write that party instead of calling.
- No three way calling is allowed at any time. If you make a 3 way call you will be charged \$25 by telmate and you may face disciplinary action.

### **Mail**

Mail may be sent or received by inmates.

- You may not write to anyone on probation or receive any mail from anyone on probation unless it is immediate family and pre-approved.
- No newspapers of any kind allowed.

You may have magazines after 30 days of incarceration at CCSO jail. You may never enter into any contract or agreement to pay.

- You will be issued three envelopes when you are booked into the Caribou County Jail. You should use these to contact your family and attorney.
- Unless you are indigent, you will be required to purchase all stamps and envelopes after your initial three are given.
- Jail staff will peruse all mail before it enters or leaves the facility.
- All mail both incoming and outgoing, must have the full name and address of both the sender and intended receiver on the envelope. Your family and friends can send mail to you at:

Caribou County Jail  
Your Full Name  
475 East 2<sup>nd</sup> South  
Soda Spring, Idaho  
83276

- Material of threatening, hostile, sexual or criminal nature will not be allowed.
- Mail with stickers of any kind will be returned to sender.
- Written correspondence between inmates at the Caribou County Jail is prohibited.
- Written correspondence between inmate housed at Caribou County Jail and inmate housed in another facility is generally prohibited..
- - Any inmate seeking authorization to correspond with other inmates, must request written authorization from Jail Staff. Authorization will be granted or denied on a individual basis after a review of the circumstances and agreement from the other facility.
- - Unacceptable items that are sent to you through the mail will be placed in your personal property and will be given to you upon release. Items which are sexually graphic, pornographic, violent, illegal or dangerous will be seized. If an item is received but not allowed, you will be notified of its disposition.

## **Visiting**

Inmates that are serving more than two days and are not facing disciplinary action are allowed three 20-minute visits weekly.

Visitors are regulated by the following guidelines:

- Visiting times are Sundays and Mondays 1:00 pm to 5:00 pm and Wednesdays from 3:00 pm to 5:00 pm.
- Visits are on a first come, first serve basis.
- You are allowed up to three 20-minute visits weekly with Sunday starting the first of the week.
- Visits are 20 minutes in length.
- Visitors must follow all visitation rules and present a legal photo identification card.
- No one under the age of 18 may visit any inmate unless accompanied by a legal guardian or parent. Children of the inmate must be accompanied by an adult.
- Two people per inmate allowed in the visitation room unless approval has been granted.
- If you have visitors coming from more than 150 miles, you may put in for an extended visit. You can be allowed one extended visit a month with approval from jail staff.
- Visitors who are under the influence of drugs, alcohol or act inappropriate to staff or other visitors will not be allowed to visit.
- - Children of visitors must not disrupt the visiting of any inmate or the parents/guardians will be asked to leave.
- - No personal contact visits will be allowed in the Caribou County Jail.

The only thing that may be brought in by visitors for the inmates is medications approved by Badger Medical. We will only accept cash or credit card through the kiosk. No personal checks will be accepted.

**No notes or personal messages will be passed on to inmates.**

Professional visitors, including clergy, will not count as one of the three personal visits and do not have to be during visitation hours.

- If you need special consideration when visited by clergy, you must contact the jail staff in advance of the visit.
- Detention staff will arrange privacy with clergy in the visiting area only.
- Contact visits are not allowed.

Clergy members must be able to prove affiliation with a recognized church and have identification. Additional identification may be required if the clergy card does not have a photograph.

To establish the validity of any church group, the detention staff may require one of the following:

- Church to be listed in the phonebook.
- Permanent address of the church.
- Church registered as a non-profit organization with the State of Idaho.

## **Commissary**

### **Indigent**

If you have less than \$1.00 in your account for fourteen days, you will be considered indigent. You may then request paper and envelopes from indigent to send up to three letters per week.

### **Commissary Account**

Any money you had on your person when brought into the jail was accounted for and placed in an account. This money is available to you to purchase commissary items and phone cards while you are incarcerated as long as you are not on disciplinary status. You may not transfer the money to another inmate.

Money may be placed on your commissary account by having it sent through the mail or brought in by family or friends. The money must be in a form of a money order or certified check.

## **Commissary Purchases**

Commissary items are purchased from an outside contractor.

Commissary includes a variety of hygiene, food and writing items.

Spending limit on commissary is \$75.00 weekly.

Commissary will be ordered on Tuesday nights. Factors beyond our control may prevent commissary from being ordered or received on a weekly basis.

In order to receive your commissary order, you must follow these guidelines:

- All orders must be written clearly and with dark ink.
- Avoid scribbling on your order forms.
- You may not order more than you have on your account. No exceptions. If the money is not in your account when you get your order form, it will not be there when you order.
- You may not order commissary for other inmates.
- Please double-check your order numbers.
- Sales Tax is not included in the purchase price.
- Commissary must be opened in front of a Detention Officer to check for errors. If you do not notice mistakes while Detention is present, you will no longer be allowed credits once they leave the cell.
- You must sign your commissary order or your order will not be processed.

## **Medical**

### **Medical Call**

The Badger Medical Nurse will attend to your necessary medical problems. If you need emergency medical attention, notify the control center or have another inmate notify the control center. We will then contact medical personnel.

You will be charged twenty dollars to see the medical provider. This money will be deducted from your commissary account. If you do not have enough money in your commissary account it will be checked periodically for the medical fees. Any money placed on your account in the future will be used to satisfy the medical before being used for commissary items.

You have the right to protest the assessment of moneys owed by submitting you're compliant, in writing to the jail supervisors.

You do not have the right to see your own personal doctor while incarcerated in Caribou County Jail. However, you must indicate whom your family doctor or personal doctor is during the booking process and medical screening.

### **Medical Distribution**

A Badger Medical Nurse will distribute medications. Prescription medications are distributed two times daily at approximately 7:00 am and 7:00 pm. If you receive medication but fail to swallow it or use it in an inappropriate manner, you will face disciplinary actions.

### **Dental Care**

You will need to see Badger medical for dental issues. The facility Doctor will decide if you need to be seen by a dentist. The facilities provider will determine the care you receive. No cosmetic dental care will be provided.

### **Right to Refuse Treatment and Medication**

In most cases, you have the right to refuse medical care, including prescription drugs. You may not refuse to be tested as required by Idaho Code 39-604 which requires people who are charged with sex or drug crimes to have their blood drawn and tested.

## **Programs and Exercise**

### **Programs**

Programs provided by the Caribou County Jail are conducted by community volunteers. These people graciously give up their time and knowledge to bring these programs to you.

If you cause problems or disrupt the service, you will not be allowed to attend. Inmates who have a history of disciplinary problems will not be allowed to participate in the programs.

Programs may be discontinued at any time by the Detention staff because of safety or security concerns.

The following programs are typically available at the Caribou County Jail. If you are interested in any of these programs, ask the Detention staff for details.

- Church Services on Wednesdays and Sundays.
- AA Meetings
- Bible Study
- Humanitarian (Every other Saturday).
- NA meetings are provided when available.
- Jehoah's Witnesses
- Addiction Recovery, 12 step
- LDS Indexing

## **Exercise**

You are given the opportunity to participate in outdoor exercise for one hour five days a week. Inmates from different housing units are not allowed to participate together. The time of exercise is dependant on the Detention Staff. Usually to start by 0900 am. You may walk, jog, visit, look at books and puzzles or you may play handball with the ball provided. If there are any disagreements with the handball, it will be confiscated.

## **Food Service**

### **Meals**

The meals that you receive at the Caribou County Jail are certified by the Idaho Department of Health and meet criteria set forth by Idaho Jail Standards.

Meals are provided three times a day at approximately 7:00am 11:30 am and 5:00 pm.

Meals will consist of at least two hot and one cold meal each day.

If you need a special diet for any reason other than medical, you must submit a request with an explanation of the problem.

If you need a special diet for medical reasons, you must submit a medical request and see Badger Medical Staff.

## **Service of Meals**

Meals are served in your housing units and must be eaten at the tables provided.

Cups, trays and spoon damaged or destroyed will result in disciplinary actions. The replacement costs will be deducted from your commissary account.

If you attempt to receive more than one serving or tray when being served, you will face disciplinary action.

No food containers, other than those purchased off commissary or issued at intake, may be taken to the cell or bunk area.

One piece of fresh fruit per inmate may be kept from the meal tray to eat later in the day. The fruit must be eaten before lights out.

If you try to save food from the meal tray, other than the fruit item, you will face disciplinary action.

Gambling or bartering for meals is not allowed.

## **Requests and Grievances**

### **Requests**

If you have a question or a concern, you may have it addressed verbally by asking the Detention staff or you may ask for an Inmate Request form when the service cart comes to your cell.

Detention staff may not be able to answer all verbal requests, so they may specifically ask that you fill out a request form. Requests will be answered in a timely manner.

## **Grievance**

If you have a grievance you should first contact a detention staff member to voice the grievance. If the staff member does not resolve it, you may contact the shift supervisor. If it is still not resolved, you may ask for a grievance form. This form must be completely filled out and submitted to the Corporals or Sergeant. Normally an answer will be returned within a few days. If the grievance constitutes an emergency, you will be segregated and a jail supervisor will be notified.

If you wish to appeal the answer, you may file an appeal to the Sergeant or Jail Administrator within ten working days of the response.

## **Disciplinary**

### **Disciplinary Procedures**

There are two levels of discipline imposed for violation of jail rules. The basic punishment is as follows:

**Minor Infraction:** the loss of specified privileges for up to seven (7) days, loss of specific privilege(s) for a specific amount of time. The inmate will be notified of the charge(s) the Deputy makes against him and the sanction(s) that will be imposed. He has up to one (1) hour to request a review of the disciplinary marker by marking the appropriate slot and returning it.

**Major Infraction:** the loss of specified privileges for up to thirty (30) days (with more than one rule violation, fifteen (15) days per offense), including being locked down for

twenty-two (22) hours and forty-five (45) minutes per day, the loss of any privileges including loss of good time, or sentencing enhancement per each charge.

Three minor violations within three consecutive months constitute a major violation. You will receive a write up for the minor violation.

Major violations will be given a disciplinary marker as soon as possible. If the violation constitutes a threat to the facility or other inmates, you will be placed in administrative segregation pending a hearing.

A review officer will meet with you and explain the charges to you. The review officer will explain your rights in regards to the charge and will listen to your side of the story. You may write down your version of the incident if you desire and return it to the review officer. The review officer will interview all involved people when applicable. If there is not adequate evidence to support the charge, or if the sanctions suggested by the reporting officer do not adequately address the violation, the review officer may dismiss the charges or change the sanctions being requested.

If you admit your guilt to the review officer and agree with the recommended sanctions, the process is complete and the sanctions will begin immediately.

If you deny or do not agree with the sanctions recommended by the review officer, you may request a hearing before a disciplinary hearing board officer. You will have a minimum of twenty-four hours to prepare for the disciplinary hearing.

If you do not agree with the decision of the hearing board officers, you may appeal the decision to the Sergeant or Jail Administrator. If you request an appeal the designee will review all documentation and make sure policy was followed. You will not personally meet with the Jail Administrator. The disciplinary hearing board officer will explain this right to appeal when he/she gives you the decision.

Lockdown status is a housing assignment that separates inmates from other inmates.

Inmates under lockdown status will be allowed out of their cells for one hour per day to shower and have exercise. The inmate can refuse exercise.

Inmates under disciplinary lockdown will lose one or more of the following privileges:

- Television
- Telephone privileges
- Personal visits
- Commissary
- Programs

It is your responsibility to understand and follow the rules. Being in jail does not exempt you from new criminal charges.

VIOLATION	ANTICIPATED PENALTY CLASS*
Violation of any dormitory rules	Minor
Unauthorized and/or attempted communication through windows, Doors, etc. to individuals outside the Detention Center	Minor
Inmate/Inmate Worker passing and/or attempting to pass any Unauthorized item to another inmate, to include any written Material (notes) left and/or found and determined for another Inmate	Minor
Unauthorized and/or attempted communication in any form with Individuals in a different housing unit to include communication In any form through fire doors	Minor
Possession of wrapped pen	Minor
Sitting on tables	Minor
Inmate not in assigned bunk after lights out unless authorized by staff	Minor
Standing outside authorized/designated areas	Minor
Unauthorized communication through windows, doors, etc. outside of the Detention Center	Minor
Aiding and abetting in the commission of any jail rule violation(s)	Minor
Misuse of the Law Library	Minor
Making three-way calls	Minor
Attempting to manipulate staff, deputy shopping for a favorable answer	Minor
Violation of Work Release or Inmate Worker rules	Minor
Use of obscene language or gestures	Minor

Disrespect to another inmate	Minor
Making loud or disruptive noises	Minor
Horseplay, teasing, or verbally harassing any other inmate, visitor, or staff	Minor
Refusing to address staff by permissible title	Minor
Misuse of county property	Minor
Unauthorized communication with inmates from other housing units	Minor
Possession of anything not on the approved list	Minor
Possession of money	Minor
Possession of jewelry, including unauthorized handmade jewelry	Minor
Possession of more items than what will fit in box	Minor
Concealing meal or kitchen utensils or failure to return any item following a meal	Minor
Sharing food with another inmate	Minor
False report of an emergency	Minor
Refusing to shower as needed	Minor
Unauthorized running in the Detention Center	Minor
Bunk to be neatly made by 08:00 (You may sleep in your bed during the day, your bed will be made with 2 sheets and one blanket, the other blanket may be used to cover yourself while napping, if you are not napping the second blanket will be neatly folded at the foot of your bed.	Minor
Inmates not completely dressed, or improperly dressed, including shoes, when not sleeping or showering	Minor
Not staying behind shower petition while undressing/dressing	Minor
Food will be consumed at a table, when space permits	Minor
Sitting on tables	Minor
Jumping or hanging from bunks, Detention fixtures, or any object	Minor
Wearing head gear of any kind	Minor
Using any object other than a Detention issued cup for beverages	Minor
No exercising or showers after lights out	Minor
Being warned more than two (2) times to quiet down after lights out	Minor
Failing and/or refusing to perform assigned duties	Minor
Possession of unauthorized food items	Minor
Failing to place garbage in proper receptacles	Minor
Possession of an excessive number of books, magazines, or newspapers	Minor
Unauthorized hanging of blankets, towels, or other items	Minor
Entering another inmate's property box	Minor
Crossing security line (Red in color) on floor without permission	Minor
All bedding and bedding items will remain on bunk	Minor
Slamming cell doors	Minor
Communicating with inmate on lockdown status	Minor
No talking to inmates or passing items through cell doors to inmates that are on disciplinary segregation, administrative segregation or	

voluntary lockdown	Minor
No talking to inmates or passing items through cell doors to inmates while you are on your hour out (disciplinary segregation, administrative segregation or voluntary lockdown).	Minor
Inmate workers and/or any inmate passing any unauthorized item to another inmate to include passing items to inmates on confinement restrictions (i.e. lockdown) to include any written material (notes) left and/or found and determined for another inmate	Minor
Unauthorized use or possession of tobacco	Major
Possession of property belonging to another inmate to include using a pin number other than your own to place a phone call	Major
Disrespect, verbal insults, or challenges to staff member, citizens, and/or volunteers	Major
Disruption of a program, authorized detention activity, or court	Major
Disobeying, lying or making a false statement to a Staff Member	Major
Stoppage or placing any foreign matter in toilets, sinks, showers, or vents	Major
Defacing or altering cell appearance	Major
Physical contact and/or unauthorized communication between males and females	Major
Destruction of or altering Detention Center clothing	Major
Throwing or squirting any object(s)	Major
Reckless endangerment of one's self or another	Major
Any act of fraud, forgery, or deceit that results in personal gain of any kind	Major
Being on a bunk not assigned to you, allowing another inmate to be on your bunk	Major
Theft or attempted theft	Major
Gambling in any form	Major
Transfer of property or funds between inmates	Major
Manipulate or attempting to manipulate any person, inmate, or visitor	Major
Misuse or unauthorized use of the mail	Major
Making phone calls for another inmate who is restricted from the use of the telephone	Major
Using your P.I.N. number to place or share a call or visit for another inmate	Major
Violating any Federal, State, or Local Law	Major
Three or more minor infraction rules within a three-month period	Major
Attempting to control the behavior of other inmates through coercion, force, threats, bulldogging, or assigning work duties to other inmates	Major
Making, attempting, or aiding in any escape plan	Major
Refusing to follow directions of Detention Staff	Major

Possession of an actual or potential weapon	Major
Manufacture or soliciting the manufacture of a weapon	Major
Possession of any lock-manipulating device	Major
Damaging, manipulating, or altering any locking device	Major
Inciting or participating in a demonstration, riot, or disturbance	Major
Interfering with headcounts	Major
Possession of unauthorized property belonging to a Staff Member	Major
Damaging Detention property	Major
Possession of anything not issued through Detention channels	Major
Smuggling or attempting to smuggle contraband	Major
Intoxication or consumption of intoxicants	Major
Manufacture or possession of any intoxicant and/or paraphernalia	Major
Propelling bodily fluids on or at another person	Major
Indecent exposure	Major
Possession of matches or anything that will produce a flame	Major
Provoking and/or participating in a fight or molesting another	Major
Assault or battery on another inmate, other person, or staff	Major
Arson or attempted arson	Major
Tampering with smoke detectors, fire sprinklers, or fire alarms	Major
Tampering with electrical outlets	Major
Flooding or attempting to flood any area	Major
Any overt act that disrupts the safety and security of the Detention Center	Major
Bribery or attempted bribery of any staff member or official	Major
Making threats to injure another person	Major
Tattooing, possession of tattoo paraphernalia, or self-inflicting injury	Major
§115.78(g)-1 Inappropriate physical contact with another person	Major
§115.78(g)-1 Attempting or participating in sexual acts with another person	Major
§115.78(g)-1 Making sexual suggestions or those that may be considered sexual harassment or inappropriate behavior	Major
Feigning an illness or injury	Major
Possession of unauthorized medical items, hoarding or passing medications to others	Major

**Note: Most but not all, major violations can be criminally charged.**

\*\*\*If you are a State inmate, all discipline actions and incident that you receive while in Caribou County Jail will be forwarded to Idaho Dept. of corrections discipline and classification department.

County inmates having discipline actions while here will be forwarded to Judge for sentencing.

- This is the standard for the rule violation. The penalty class may change depending on circumstances.

## **Sexual Misconduct**

If you are sexually assaulted, you may report the assault by:

- Contacting a staff member.
- Submitting a medical kite.
- Submitting a grievance.
- Contacting a family member or friend outside the jail who can contact Detention Administration.
- Call the jail rape reporting hotline by dialing #9.

All reports of sexual misconduct will be turned over to detention administration for investigation.

Retaliation against inmates who report sexual assault will not be tolerated.

Brochures are available to explain you rights, the reporting process, and the investigation process. Ask detention staff for details.

Sexual contact or conduct between inmates is strictly prohibited.

## **Release**

When you are released from jail, you will receive the personal property back that was taken from you upon your entry into jail, excluding money and items seized by authorities as evidence.

You must sign a form, which is part of jail booking information. This signature verifies that you have received your property back or are having someone pick it up within 45 days. After 45 days, the property will be destroyed. If any of the property

is not received you must have a note on the release form with your signature and the releasing detention staff's signature.

## **Inmate workers and Work Detail**

If you wish to become an inmate worker, you must make a written request to the detention staff on duty stating your desire to be allowed to work. You must state whether you want to be part of the inmate worker group or inmate work detail group.

Inmates who apply for worker status must be physically fit, disease free and no history of disciplinary problems.

Inmates who are assigned to kitchen, laundry area and work detail must have good personal hygiene and will have to be medically cleared for work.

Inmate workers may be removed from their duties at any time for any reason by direction of the shift supervisor on duty.

Work detail workers may be removed at any time for any reason by the officer in charge of the work detail.

## **Administrative Segregation**

Any detention staff member may, upon notification by the detention supervisor, place an inmate on administrative segregation. Administrative segregation is a physical separation from all other inmates. This usually occurs to inmates who habitually disregard the jail rules and have shown they can not get along with other inmates and/or detention staff. These inmates will have been previously segregated for disciplinary reasons or will have been involved in a physical or verbal confrontation, which makes a security risk to have the inmate in general population.

Administrative Segregation also includes separating inmates who may be in danger if placed in general population or who may pose a threat to others in general population.

## **Prison Rape Elimination Act (PREA)**

### **Everyone has the right to feel safe.**

Caribou County Sheriff's Office aims to allow inmate feel safe against any sexual conduct. In the cells, we have at least three ways to report sexual conduct. Badger Medical is available to you during medical call, your 14 day assessment or a medical kite. In your cell, you are provided with a phone. On the phones, there are ways to report any sexual misconduct or harassment. You may feel safe at any time to speak with a Caribou County Sheriff's Office Detention Staff concerning these issues and it will be handled appropriately. Caribou County Sheriff's Office will ensure that if you are handicapped or have limited English we will make every effort to prevent, detect and respond to sexual abuse and sexual harassment. If you need any further assistance on this subject, please feel free to contact any Caribou County Sheriff's Office Staff member and you will be sent through the proper channels available. By signing this you understand that you have the right to feel safe and not be sexually assaulted or harassed by anyone. There is no time limit on when this actions need to be reported and at any time you fill out a grievance. Caribou County Sheriff's Office will not discipline an inmate filing a grievance related to alleged sexual abuse unless the Caribou County Sheriff's Office confirms the inmate filed grievance in bad faith.

I have read and understand all the rules in this Caribou County Detention Facility manual. (PREA) Prison Rape Elimination Act of 2003 has been provided to me attached within the handbook. I also understand that changes may be made and posted in the future. I will also follow all orders given by Caribou County Staff. I will respect staff and fellow inmates.

Inmate Signature \_\_\_\_\_ Date \_\_\_\_\_

Detention Signature \_\_\_\_\_ Date \_\_\_\_\_

Note: this form must be signed in front of detention staff within 24 hours of incarceration.

You will be charged a fee for the destruction of this handbook. It is to be returned in good condition upon your release.