

Caribou County Detention  
Center

Inmate  
Handbook

June 2021

# 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, policy changes may occur that 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 a 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 move 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, fell 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 advice 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, cashier's 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 to guarantee the bond. Bail bond companies are a private business and are a contract 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, capping at \$20.00. 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 FAMILY AND FRIENDS OF THIS WHEN ARRANGING FOR THE BOND. NO EXCEPTIONS WILL BE MADE AND BONDS THAT ARE NOT ACCOMPANIES BUY THE SEPARATE \$10.00 FEE WILL NOT BE PROCESSED. WE ARE NOT ABLE TO MAKE CHANGE OR KEEP THE EXTRA SO PLEASE HAVE THEM BRING THE CORRECT AMOUNT. 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 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 arraigned 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**

#### **Wristband**

Upon intake you will receive a wristband. You will be required to keep the wristband on at all times. If you remove, damage, alter or destroy the wristband then you will be charged \$10 for a replacement. If you destroy the wristband you will face disciplinary actions.

#### **Inmate Instructions**

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

#### **Emergencies**

In the event of an emergency, there is a call button located in each cell as well as the recreation room. Pushing the button will alert the Dispatcher who will ask the nature of your call. You should state that you have an emergency at this time. The Dispatcher will respond accordingly. Only push this button if it is a true emergency. All non-emergency requests should be directed to the floor deputies.

### **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 a deputy.

### **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 door or window. Attempts to communicate with other inmates will result in the termination of your recreation, programs, etc.

### **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, 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 the 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 a driver's 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 transfer 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 any time.

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 30 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's service time for **felony probation** or **discretionary jail** time will not be eligible for good time.

## **Housing Fees**

Idaho State Code Section 20-607 allows the Sheriff to collect housing fees of \$25.00 per day in jail, not exceeding \$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.

## **Housing Information**

### **Inmate Conduct**

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

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

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 care at a time. You will identify yourself to the nurse. Medications will be taken with water only. After taking your medication, you will show the nurse inside your mouth, under your tongue, your hands and inside your cup.

Anytime an order is given by a deputy or over the intercom to go to your cell (also known as lock down or bunk up), 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, walls, bunks or its contents.

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, unless otherwise instructed by a Staff member.

Headcount will take place 3 times daily. You will comply with Detention to make headcount safe and accurate.

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 not be a defense against any reprimanded or disciplinary action to disclaim knowledge of rules or of what constitutes an infraction of them.

**Touching of other inmates is strictly prohibited**, this includes (braiding hair etc.).

### **Inmate Appearance**

Showers are provided for daily use and inmates 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 Deputy 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.

Razors will be handed out on the morning supply cart. You are solely responsible for your razor from the time you pick it up until it is picked up by a Detention Deputy.

Toothpaste, shampoo containers and toothbrushes issued by the jail must be given to the indigent 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, etc. you must notify a Detention Deputy 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 them.

**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 Thursday 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.

A Deputy 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 our property box or in its proper location will be seized.

Your bed will be neatly made by 11:00am every morning with 2 sheets and 1 blanket. If you are sleeping, you may have one blanket covering you which will be folded and placed at the bottom of your bed when not in use. If you are out of your bed prior to 11am you will be expected to have your bed made.

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 adequate rolls of toilet paper per unit. You exchange the rolls by trading the empty roll 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.**

Each cell contains 1 bottle of disinfectant spray. The bottle can be turned in with laundry to be filled and returned when the clean laundry is handed back.

## **Library**

You will be allowed access to the library by filling out a book request form. These requests will be filled on Tuesdays and Thursdays. There is a complete list of available books in every pod.

You may trade books you have read for ones you have not. When you finish a book, place it on the floor just inside the pod to be picked up and returned to the library on Tuesdays and Thursdays.

You may have 3 softbound recreational books and up to 4 religious books in your box at a time. Books that are not in your 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. Two sets of clothing purchased on commissary.

Religious references and medallions approved by jail policy and staff. The religious medallions will value at less than \$35.00. No Stones of any kind and a small, thin chain.

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

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 of sexual nature.

Commissary items for which you have no receipt.

Metal paperclips, staples 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 anywhere 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 confines of this facility.

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

Knots shall not be tied in towels, sheets, blankets, or clothing.

Do not write on, unstitch, tear, cut or in any way deface or damage jail issued clothing or bedding.

Unauthorized items may not be used for exercise purposes.

Holes will not be put in towels to hang them. Hangers are provided next to your bunk.

You are not allowed to have more than one mattress.

Using jail issued items as cushions or table covers is prohibited.

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 materials or puzzles.

### **Searches**

Cell searches are conducted by jail staff to ensure 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 presence of the inmate. Searches will be conducted randomly. Your 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 and colors every day with whites on Monday and colors on Tuesday, etc. Sheets on Thursday. Blankets on the first Sunday of 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. This does not apply if you were booked in the day prior to exchange.

Each cell has one large blue laundry bag. Every inmate will be issued a small white laundry bag which is for bras, underwear and socks only.

All other clothing will be placed loose inside the blue bag.

There will be no clothing laundered on Sundays.

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

### **Head Count**

There will be a head count during each meal service or whenever jail staff deems it necessary. You may be required to bunk up or stand next to your bed until released to go on with normal activity. You will verbally respond to the Deputy serving meals, even if you are refusing a meal. No exceptions.

## **Communicating and Visiting**

### **IPads and texting devices**

CTEL/CPC tablets and iPads are available for the inmates. Tablets and texting device may also be rented for a fee. Volume on the tablets will be kept down low or headphones must be used as not to disturb the housing unit.

Tablets and texting device will be picked up at 0600 hours and brought back charged at 1130 hours. They will only be charged once daily. If there is an issue with any device, address it with the Detention Officer. Tablets and texting devices are a privilege and may be taken away for disciplinary problems demonstrated by the inmate.

If any damage occurs to the equipment, the inmate will be charged the price of replacement for that item and a major disciplinary for destruction of jail property. If any issues arise from the devices being in the cells after lights out, they will be confiscated until 1130pm. If any more issues arise, the devices will be permanently removed from the cells at lights out and the inmate will receive a disciplinary.

### **Phones**

Phones are a privilege and are provided in the dayroom.

You may use phones from 6:00 am until 11:00 pm.

Misuse of the phones or disagreements over whose turn it is to use the phone may result in the loss of phone privileges for all inmates involved.

Jail staff may shut off the phones at any time for security reasons.

All call, except for attorney calls, may be monitored.

The Inmate phone system is used to make phone calls.

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 a letter instead of calling.

No three-way calling is allowed at any time. If you make a three-way call, you will be charged \$25.00 by inmate phone system and you may face disciplinary action.

## **Mail**

Mail may be sent or received by inmates. Incoming mail will be scanned by Detention and sent to you electronically.

You may not write to or receive 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 Caribou County Jail. You may never enter into any contract or agreement to pay. Magazines will be mailed in only by a publisher or they will be refused and placed on your property or returned to sender. No other items may be mailed in by a publisher or a person.

Within 24 hours of booking, you may request for envelopes and paper.

Use these to contact your attorney. You will be required to purchase additional envelopes and stamps unless you are indigent.

Jail staff will scan all mail before it enters or leaves the facility.

Photos 3 ½" x 5" and smaller are allowed to be mailed in. You are allowed to possess (30) photos.

All incoming and outgoing mail must have the full name and address of both the sender and intended receiver on the envelope. You may receive mail at:

**Caribou County Jail**

**Your Full Name**

**475 East 2<sup>nd</sup> South**

**Soda Springs, Idaho 83276**

Material of threatening, hostile, sexual or criminal nature will not be allowed.

Written correspondence between inmates at the Caribou County Jail is prohibited.

Written correspondence between inmates housed at Caribou County Jail and inmates 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 an 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.

### **Visitation**

Video Visitation will run 7 days a week from 6:00 to 11:00 pm. Visits may be scheduled in advanced by the visitor or the inmate. Visits which are not scheduled and approved in advanced are not guaranteed.

On Site visitation times will be as follows: Sundays and Mondays 1:00 pm to 5:00 pm and Wednesdays 3:00pm to 5:00 pm.

Detention center inmates are allowed free onsite visitation Sundays and Mondays 1pm to 5pm and Wednesdays 3pm to 5 pm (the visitor comes to the lobby kiosk at the Detention Center.) Visits will be conducted on a first come basis.

The frequency of visitation is based upon the inmate's behavior and classification.

Each inmate, except those restricted as a result of disciplinary action, shall not be restricted to the number of visits they may have each week.

Remote visits (Visitor using their computer at home) are set up on prepaid basis, paid either by the visitor in advance or with phone time or by the inmate also using prepaid time. Recommended computer requirements for your visitor are in the frequently asked questions section of the inmate sales website. [Inmatesales.com](http://Inmatesales.com)

If you experience any technical difficulties during your visit you will need to contact CTCL. If you would like a refund or your problems could not be corrected during your visit, use the CTCL phones and call 1-877-998-5678, giving a detailed description of the activities along with the date and time.

**On Site visit Sundays, Mondays from 1pm to 5 pm and Wednesdays from 3pm to 5pm**

A maximum of two visitors will be allowed in the visiting booth at one time. Children of the inmate who are under the age of eighteen must be accompanied by a parent or guardian. They may be allowed to take turns with other children visiting the inmate. The Detention Deputy in charge of visiting will not be responsible for children left unattended in the lobby during visiting hours.

Pertaining to on-site visitation, minor children may also be allowed to visit when a parent or legal guardian provides, in person, written permission for the minor children to visit and indicates the inmate the minor child is allowed to visit and the person authorized to bring the child in.

It is unlawful under Idaho Code 20-627 for any person to bring guns, knives, other weapons, tobacco products or drugs into the Detention Center. Violators are subject to arrest

Visitors must follow all visitation rules and present a legal and valid driver's license or photo identification card.

No one under the age of 18 may visit any inmate unless accompanied by a legal parent or guardian. Children of the inmate must be accompanied by an adult.

Two people per inmate are allowed in the visitation room unless approval has been granted.

Visitors who are under the influence of drugs or 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. Staff will not accept anything brought in by visitors to be given to inmates except for medications that are approved through Jail Medical.

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

Professional visitors, other than attorney, will be required to visit in a visiting booth unless approved by the Jail Commander/Chief Deputy/Sheriff or ordered by the courts to have a contact visit.

Clergy may be subject to search prior to an on-site contact visit. Any inmate can fill out an inmate request for a clergy visit and detention will set the visit up and schedule it. It will be one of our pre-approved clergy.

Clergy visits shall not be monitored, except that facility employees may visually observe the visitation as necessary to maintain appropriate levels of security.

**Commissary**

**Indigent**

If you have less than \$5.00 in your account for 14 days, you will be considered indigent. You may then request paper and envelopes from the indigent supply cart to send up to three letters per week. Only 3 letters will be mailed per week. "Hoarding" or keeping more than three indigent envelopes is not allowed.

**Commissary Account**

Any money you had on your person when brought into 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 your family go to [www.jailfunds.com](http://www.jailfunds.com) and setting up an account.

Commissary monies only go to commissary. Only cash or credit card will be accepted through the Kiosk located in the front lobby of the Sheriff's Office. Personal checks are NOT accepted. Money orders or certified checks are no longer accepted DO NOT have them send cash in the mail. They may place money on your accounts at [www.winmatesales.com](http://www.winmatesales.com).

### **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 \$150.00 weekly. Commissary will be ordered on Saturday nights and usually arrives on Tuesday.

**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 numbers.

Sales tax is not included in the purchase price.

Commissary must be opened in front of a Detention Deputy to check for errors. If you do not notice mistakes while the Deputy 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 Jail Medical Nurse will attend to your urgent medical problems. If you need emergency medical attention, notify the control center or have another inmate notify the control center. We will then contact the medical personnel.

You will be charged \$20.00 if you are a county inmate to see the medical provider, nurse or outside provider. If you are an IDOC state inmate, you will be charged \$5.00 to see the medical provider, nurse, or outside 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 charge before being used for commissary items. You have the right to protest the assessment of moneys owed by submitting your complaint 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 who your family doctor or personal doctor is during the booking process and medical screening. You do not have a right to your personally prescribed medication until approved by the Jail Medical Provider.

### **Medical Distribution**

A Jail Medical Nurse will distribute medication. Prescription medications are distributed two times daily at approximately 6am and 8:00 pm. If you received medication but fail to swallow it or use it in an inappropriate manner, you will face disciplinary actions.

### **Dental Care**

Inmates will need to submit a Medical Request Form for dental issues. Jail Medical will review your request and recommend treatment. Upon approval for Dental care, the Jail will determine an appointment date and time with the Dental Provider. IDOC inmates, while housed in Caribou County, will only be approved for extractions and fillings. 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 a 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 their Detention Staff because of safety and 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.

LDS Church services on Wednesdays at 6:30 & 7:30 pm. Sundays at 9:00 & 10:00 am.

AA Meetings: (Men's) Thursdays at 7:00 pm (Women's) Tuesdays at 7:00 pm

Female Bible study: Mondays at 7:00 pm

Addiction Recovery 12 Step Program: Thursdays at 1:00 & 2:00 pm

NA meetings are provided when available

## **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 dependent on the Detention Staff. It will usually start by 9:00 am.

You may walk, jog, visit, look at book and puzzles or 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 6:00 am, 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 Jail Medical Staff.

After you finish your meal, your tray will be stacked on the floor just inside the door.

### **Service of Meals**

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

Cups, trays and spoons 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 service or tray when being served, you will face disciplinary action.

No food container, 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 fill out an inmate request form on the kiosk and email Detention.

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

#### **Grievances**

When filing a grievance, it is encouraged to file an informal grievance first. When the grievance is filed, the Detention Deputy receiving the grievance will attempt to resolve the issue by talking to the inmate, when the complaint is of a nature that can be handled informally. You may voice an informal grievance to any staff member at any time. The Deputy will initiate corrective action, if the action is within the normal scope of his/her responsibility. When the grievance is beyond his/her authority, then the Shift Supervisor or Senior Deputy will be notified.

Shift Supervisors or Senior Deputy's, when advised of an inmate's informal grievance may, at their own discretion, attempt to resolve the matter or have the inmate initiate a standard grievance.

If it is still not resolved, you may ask for a grievance form. This form must be completely filled out and submitted on the kiosk under Grievance 2. It will go to Detention Supervisors for an answer. Normally an answer will be returned within a few days. If the grievance constitutes an emergency, you will be segregated, and the jail supervisor will be notified.

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

## **Disciplinary**

### **Disciplinary Problems**

There are two levels of discipline imposed for the 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/her 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 privileges including loss of good time, or sentencing enhancement per 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 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 Commander. 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 Commander. 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

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.

**MINOR VIOLATIONS**

**MINIMUM LOSS**

**OF PRIVILEGES**

\*Violation of any dormitory rules

2 days

\*Unauthorized and/or attempted communication

3 days

through windows, doors, etc to individuals outside the detention center

\*Inmate/inmate worker passing and/or attempting to pass

7 days

any unauthorized item to another inmate, to include any written material (notes) left and/or found and determined for another inmate

\*Possession of a wrapped pen

2 days

\*Unauthorized and/or attempted communication in any form

With individuals in a different housing unit to include Communication in any form through fire doors

2 days

\*Sitting on tables

2 days

- \*Touching other inmates, including doing their hair  
2 days
- \*Inmate not in assigned bunk after lights out unless  
Authorized by staff  
3 days
- \*Standing outside authorized/designated areas  
2 days
- \*Unauthorized communication through windows, doors, etc.  
Outside of the Detention Center, Court, Transport, Medical  
7 days
- \* Aiding and abetting in the commission of any jail rule  
Violations  
3 days
- \*Misuse of the Law Library  
3 days
- \*Making three-way calls  
3 days
- \*Attempting to manipulate staff, deputy shopping for a  
Favorite answer  
3 days
- \*Violation of Work Release or Inmate Worker rules  
(loss of work release)  
3 days
- \*Use of obscene language or gestures  
3 days
- \*Disrespect to another inmate  
3 days
- \*Making loud or disruptive noises  
3 days
- \*Horseplay, teasing, or verbally harassing any other inmate,  
Visitor, or staff  
3 days
- \*Refusing to address staff by permissible title  
2 days
- \*Misuse of county property  
3 day
- \*Unauthorized communication with inmates from other

- Housing units
  - 3 days
- \*Possession of anything not on the approved list
  - 3 days
- \*Possession of money
  - 3 days
- \*Possession of jewelry including unauthorized handmade Jewelry
  - 2 days
- \*Possession of more items than what will fit in box
  - 2 days
- \*Concealing meal or kitchen utensils or failure to return Any item following a meal
  - 3 days
- \*Sharing food with another inmate
  - 3 days
- \*False report of an emergency
  - 3 days
- \*Refusing to shower as needed
  - 2 days
- \*Unauthorized running in the Detention Center
  - 3 days
- \*Bunk not neatly made by 8:00 am
  - 2 days
- \*Inmates not completely dressed, or improperly dressed, Including shoes when not sleeping or showering
  - 2 days
- \*Not staying behind shower petition while undressing/dressing
  - 3 days
- \*Food not consumed at a table, when space permits
  - 2 days
- \*Jumping or hanging from bunks, detention fixtures Or any object
  - 2 days
- \*Wearing head gear of any kind
  - 2 days

- \*Using any object other than a detention issued cup for beverage  
2 days
- \*Exercising or showering after lights out  
3 days
- \*Being warned to quiet down after lights out  
5 days
- \*Failing and/or refusing to perform assigned duties  
3 days
- \*Possession of unauthorized food items  
5 days
- \*Failing to place garbage in proper receptacles  
2 days
- \*Possession of an excess number of books or magazines  
2 days
- \*Unauthorized hanging of blankets, towels or other items  
3 days
- \*Entering another inmates property box  
5 days
- \*Crossing red security line without permission  
3 days
- \*Removing bedding from bunk when not authorized  
2 days
- \*Slamming cell doors  
3 days
- \*Communication between cells and/or restrictive housing  
Including banging on walls  
5 days
- \*Passing items to another cell  
5 days
- \*Being on bunk not assigned to you or allowing another  
\*Inmate to be on your bunk  
3 days
- \*Indecent exposure  
5 days

**MAJOR VIOLATIONS  
MINIMUM LOCKDOWN**

- \*Unauthorized use or possession of tobacco  
10 days
- \*Possession of property belonging to another inmate including  
Using a pin number other than your own to place a phone call  
3 days
- \*Disrespect, verbal insults, or challenges to staff members,  
Citizens, and/or volunteers  
5 days
- \*Disruption of a program, authorized activity or court  
7 days
- \*Disobeying, lying or making a false statement to Staff  
3 days
- \*Plugging or placing any foreign matter in toilets, sinks,  
Showers, vents, lights, cameras or intercom speaker  
3 days
- \*Defacing or altering cell appearance  
3 days
- \*Physical unauthorized contact between males and females  
5 days
- \*Destruction of or altering Detention Center clothing  
3 days
- \*Throwing or squirting any object  
3 days
- \*Reckless endangerment of one's self or another  
3 days
- \*Any act of fraud, forgery, or deceit that results in personal  
Of any kind  
3 days
- \*Theft or attempted theft  
3 days
- \*Gambling in any form  
3 days
- \*Transfer of property or funds between inmates  
3 days
- \*Manipulate or attempting to manipulate any person,

Inmate, or visitor

10 days

\*Misuse or unauthorized use of mail

5 days

\*Making phone calls for another inmate who is restricted

From the use of the telephone

3 days

\*Using your PIN to place or share a call or visit for another inmate

3 days

\*Violating any Federal, State or local law

10 days

\*Three or more minor infraction rules within a

Three month period

7 days

\*Attempting to control the behavior of other inmates

Through coercion, force, threats, bulldogging or assigning

Work duties to other inmates

10 days

\*Making, attempting, or aiding in any escape plan

30 days

\*Refusing to follow directions of Detention Staff

5 days

\*Possession of an actual or potential weapon

30 days

\*Manufacture or soliciting the manufacture of a weapon

30 days

\*Possession of any lock manipulation device

30 days

\*Damaging, manipulation or altering any locking device

30 days

\*Inciting or participating in a demonstration, riot or disturbance 30

days

\*Interfering with headcounts

3 days

\*Possession of unauthorized property belonging to Staff

5 days

- \*Damaging Detention property  
5 days
- \*Possession of anything not issued through Detention channels 7 days
- \*Smuggling or attempting to smuggle contraband  
15 days
- \*Intoxication or consumption of intoxicants  
15 days
- \*Manufacture or possession of any intoxicant and/or Paraphernalia  
15 days
- \*Propelling bodily fluids on or at another person  
15 days
- \*Intentional Indecent exposure  
10 days
- \*Possession of matches or anything that will produce a flame  
15 days
- \*Provoking and/or participating in a fight  
10 days
- \*Provoking and/or participating in molesting another inmate  
30 days
- \*Assault or battery on another inmate, person or staff  
30 days
- \*Arson or attempted arson  
20 days
- \*Tampering with smoke detectors, fire sprinklers or fire alarms  
20 days
- \*Tampering with electrical outlets, including unplugging any device  
10 days
- \*Flooding or attempting to flood any area  
10 days
- \*Any overt act that disrupts the safety and security of the Jail  
10 days
- \*Bribery or attempted bribery of any staff member or official  
30 days
- \*Making threats to injure another person  
20 days

- \*Tattooing, possession of tattoo paraphernalia, or  
Self-inflicting injury  
5 days
- \*Inappropriate physical contact with another person  
10 days
- \*Attempting or participating in sexual acts with another person 10  
days
- \*Making sexual suggestions or those that may be considered  
Sexual harassment or inappropriate behavior  
10 days
- \*Feigning an illness or injury  
3 days
- \*Possession of unauthorized medical items, hoarding,  
Or passing medication to others, or cheeking meds  
10 days
- \*Destruction of tablets or texting devices. You will be charged for a  
replacement.  
10 Days

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

## **Release**

When you are released from jail, you will receive the personal property back that was taken from you upon your entry to 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 have 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 from 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 to 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.

### **Restrictive Housing**

Any detention staff member may, upon notification by the detention supervisor, place an inmate on restrictive housing. Restrictive housing is a physical separation from all other inmates. This usually occurs to inmates who habitually disregard the jail rules and have shown they cannot 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.

Restrictive housing 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 inmates to feel safe against any sexual conduct. In the cells, we have at least three ways to report sexual conduct. 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 action needs to be reported and at any time, you may 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 a grievance in bad faith.

**Sexual Harassment/Sexual Abuse**

The Caribou County Sheriff's Office has a zero tolerance policy towards sexual misconduct of any form. All inmates have a right to be free from sexual harassment and sexual abuse.

**Reporting Sexual Harassment/Sexual Abuse**

Inmates who are sexually harassed or subjected to offensive sexual conduct that occurs between other inmates or staff may report and testify anonymously. We encourage inmates to report instances of rape, sexual assault, sexual misconduct, retaliation, or staff neglect that may have contributed to an incident of sexual abuse. Any inmate who makes a report that is false or malicious in nature will have a major disciplinary marker, as well as criminal charges filed against them.

## **Ways to Report Sexual Harassment/Sexual Abuse**

Verbal reports may be submitted to:

Detention Staff

Medical or Mental Health Staff

Other staff members

Detention or Agency Administration

Volunteers

Third Party

Notifying someone outside the Center who will contact Detention Administration, Medical or Mental Health Staff

By dialing the Detention Center rape reporting hotline through inmate phone system \*75.

National Crisis Hotline 1-208-788-3596

24 hour advocacy agency 1-208--4357

Written reports may be submitted in the form of:

A Kite

A grievance

Personal letter

Personal letter addressed to administration

Third Party

**Inmates being held solely for civil immigration purposes can report by:**

A Detention Deputy will get you information on how to contact your consulate.

Homeland Security: 1-800-323-8603

I.C.E.: 1-888-351-4024

You may also request addresses to these facilities by submitting a Kite.

### **Retaliation for Reporting**

All inmates have a right to be free from retaliation for reporting instances of sexual abuse or sexual harassment. No retaliation against inmates who report sexual misconduct or a hostile living environment will occur. Retaliation is a major disciplinary violation.

### **Sexual Contact**

Contact or attempted contact of a sexual nature between inmates, staff and inmates, consensual or otherwise, is a major disciplinary violation and can have criminal repercussions. Sexual contact includes, but is not limited to, behavior that suggests touching of the genitalia, inside or outside of the clothing, holding hands, hugging, kissing, and/or fondling.

### **Sexual Conduct**

Sexual conduct between inmates is a major disciplinary violation. Sexual conduct includes suggestive language or demeanor that implies to another party the desire to participate in a sexual act. The complainant may be a third part.

### **VICTIM ADVOCATE SERVICES OR LOCAL RAPE CRISIS SERVICES ARE AVAILABLE.**

Family Services Alliance  
159 South Main, 3<sup>rd</sup> Floor  
Soda Springs, ID 83276  
(208)705-4674

Crisis Line (208)251-4357 provides live, secure anonymous crisis support for victims of sexual assault. The crisis line is available 24 hours per day, 7 days a week, and is free and unmonitored. These numbers are for you to contact for support services, NOT to report abuse. You were previously advised of the available reporting methods.

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.

