

## **DETENTION SERVICES BUREAU**

The Detention Center is the largest bureau in the agency with 450 employees who provide for custody, welfare, services and programs for up to 2,700 inmates. The 268,000 square foot facility with a rated capacity for 2,950 inmates is the largest detention facility in the state.

The organizational structure of detention leadership, structured towards current professional correctional concepts, is under the leadership of a detention center administrator; Maj. Cliff Uranga, CJM, who received national certification as a Certified Jail Manager through the American Jail Association to become the only Jail Administrator certified in the state.

Areas/departments which are functionally related within the detention bureau are assigned to three experienced captains.

Under the oversight supervision of Capt. Scott Sedbrook, chief of security, are the following: seven Inmate housing units, six shift commanders, the Sheriff's Emergency Response Team (SERT), Biohazard Team and Search Team.

Under the oversight supervision of Capt. Renee Tiner, operational commander, are the following: Intake and Discharge, Population Control, Attorney Bond, Court Liaison, Inmate Property, Records and Warrants, Processing, Updates and Judgment and Sentencing.

Under the oversight supervision of Capt. Bobby Carson, administrative commander, are Medical Security, Food Service, Central Monitoring/Key Control, Inmate Classification, Inmate Discipline and Grievance, Reception and Information, Mailroom, Law Library, Commissary and Central Control

Three shift commanders, three assistant shift commanders, three unit commanders and seven unit managers comprise the midlevel management. Detention officers and civilian staff are assigned among these areas to provide security and a variety of services listed in the Unit Management and Inmates Services/Programs Sections.

As a result of a restructured organization and professional management techniques the quality of life for staff and inmates has improved considerably resulting in provision of programs to include education, increased dayroom activity time and significant reduction of inmate grievances.

## **AUTHORIZED STAFFING**

Detention Services Bureau authorized staffing has increased to 450 from 368 at the beginning of 2000. This increase has contributed to the goal of providing for public safety and the welfare and custody of inmates.

## **INMATE POPULATION**

The Detention Services Bureau is responsible for the care and custody of an average daily inmate population of 2,665. During CY2003, 44,741 inmates were booked and 44,680 inmates were released.

The diverse population includes: male and female adult county inmates and male and female juvenile offenders. Contract services include housing for the following: adult male inmates with the Oklahoma Department of Corrections, U.S. Marshal Service and Bureau of Immigration and Custom Enforcement (BICE), U.S. Armed Forces and adult male and female City of Oklahoma City inmates in addition to inmates from 17 municipalities.

## **CLASSIFICATION -- INMATE HOUSING ASSIGNMENT METHOD**

Classification officers perform an assessment of and create a classification file for each inmate. This assessment takes into account inmate behavior and any special needs that the inmate might have. Based on these and other factors, a determination is made regarding inmate's housing assignment in one of 7 housing units; security level; and if eligible, job or program assignments.

Classification of inmates was fully implemented in 2000 and has resulted in more effective use of staffing, more effective use of cell space and lowered inmate incidents.

## **UNIT MANAGEMENT**

A unit is a self-contained inmate living area that includes cells, dayroom, exercise, program areas and office space for unit staff. Each unit has four pods.

Each of the 7 housing units is staffed by a unit team made up of the employees who are permanently assigned to work in each unit. Unit staff consists of the unit manager, detention officers who maintain security supervision, provide services and maintain sanitation and a clerical employee.

Responsible for the unit on a 24-hour basis, the unit managers supervise detention officers assigned to the unit and assure the provision of inmate programs and services.

## **SECURITY**

A shift commander in the rank of lieutenant or above is present on site 24 hours a day and is responsible for implementing emergency plans and overall safety and security of the facility. When the unit manager is off duty, the shift commander supervises all unit security operations and employee accountability.

A centralized camera operations monitor provides 24-7 camera surveillance monitoring of inmate areas throughout the jail and provides increased security and safety for inmates, staff and the public.

A Sheriff's Emergency Response Team (SERT) is available to respond to emergencies and planned special operations at the detention center and at other locations authorized by the Sheriff or designee.

The Detention Services Team provides timely clothing and laundry change out to inmates on all units.

## MEDICAL SERVICES

Contract medical services are provided on a 24-hour basis. Under the supervision of a health services administrator, a staff of 62 includes full time and part time professional staff including a D.O., M.D., psychiatrist, dentist and mental health practitioners, RNs, LPNs, medical assistants (certified medical assistants and medication administration technicians), records clerks, dental technicians and administrative staff.

A Medical Security Team of detention officers facilitates the escort and supervision of inmates in order to receive timely medical and mental health services. Additionally, this team provides escort for the nurses to deliver medications to inmates in their cells.

Mental health services are not comprehensive; medication to stabilize only is provided. The following services **are not** available:

1. Counseling or therapy sessions.
2. Treatment for sleep disorders or anxiety.

PACT (Program of Assertive Community-Based Treatment) is a mental health liaison group working on a federal grant to provide intensive care for mental health consumers with frequent jail incarcerations.

The Community Counseling Center Outreach Program began operations in December 2001 to coordinate the mental health services for inmates meeting their criteria. Under a grant from the Department of Mental Health and Substance Abuse Services, a licensed professional counselor was assigned who provides linkage for mental health inmates to community services upon discharge. He has been doing individual counseling for the past several months. Group counseling is pending as soon as officer staffing is available. The grant was renewed for another year.

The counselor identifies who not getting mental health care in the community who are also homeless and need services i.e., housing after release, counseling and provision of medications after release. The goal is to reduce or eliminate recidivism of these persons.

When indicated, referrals are made to Mental Health Court.

**Suicide Prevention** -- A list of inmates on suicide precautions is compiled each day and discussed in a meeting with the health care administrator and the detention administrators. These numbers

remain consistently lower than in the past due to intensive evaluation by mental health professionals, interventions by detention staff and volunteer counseling programs.

## **INMATE SERVICES**

**Intake and Discharge Services** is responsible for Receiving and Releasing Services, Inmate Property, Attorney Bond, Court Liaison and Population Control. Detention officers and civilian staff are assigned to these services, which are responsible for booking and releasing inmates and maintaining computer updated records on inmates and stores all inmate money and property.

**Records and Warrants Services** are responsible for processing all the paperwork for inmates. In 1997, Records and Warrants Services, which is now staffed with detention officers and civilians, were consolidated to function more efficiently and to provide better service to the public.

Records and Warrants Services maintain a file on every person that has ever been arrested in Oklahoma County. The files are available to law enforcement officers 24 hours a day. Every charge that is filed by the District Attorney's Office or warrant issued by a judge is maintained by this office.

Since August 1998, a computer system has been used to computerize all records and warrants. The warrant system is automated and a new computerized photo I.D. system is operational. More than \$1.5 million in grant funds have been received for computerization projects.

In 2002, equipment was purchased to provide electronic scanning of records. Full implementation began in early 2003.

**Updates and Judgment and Sentencing Services** is staffed with civilian employees who enter and update sentencing information from the courts as well as maintain current, accurate information regarding calculations of inmate time served.

**Classification Services** is responsible for the process of assessing information on an inmate to determine the level of security, programs and special needs that will determine specific cell assignment.

**Food Service** is responsible for three meals each day which are delivered to the inmate's cell. The menus are reviewed and approved by a registered dietician.

**Inmate Grievance** is responsible for addressing formal complaints by an inmate after the inmate has exhausted informal attempts to resolve issues.

A grievance may be used to address issues regarding any policy, procedure, condition of confinement, actions of employees, incidents occurring within or under the jurisdiction of the Sheriff's Office and the detention center that personally affect the inmates making the complaint and for which there is a remedy. The grievance process may be used regardless of the inmate's classification or disciplinary status.

**Inmate Discipline** maintains the safety and security of all persons in the detention center. Each inmate is required to comply with all law, policies and procedures. Violations may result in the application of disciplinary actions and/or criminal prosecution.

Attempting to commit, ordering others to commit, or making plans to commit any of the offenses will be considered the same as committing the offense.

Upon the reasonable belief of an employee that a violation of the rules has been committed, which cannot be handled informally, the inmate will be written up for the violation. The inmate will receive a disciplinary hearing. If found guilty, the inmate shall be informed of the evidence used for such a finding, the "basis" for the punishment, and the right to appeal.

A list of acts constituting rule violation and range of allowable sanctions are located in the Inmate Handbook which is provided to each inmate at the time they are booked into the facility.

## **INMATE PROGRAMS**

Inmate programs are available upon request for qualified inmates as determined by initial and current classification status. If a program is not offered in a specific housing unit, inmates names will be placed on a waiting list and the inmate will be notified when it is available. Programs can change or be canceled at any time, as determined by security request and security needs. Available programs are:

Parenting Classes	Anger Management	Narcotics Anonymous
GED English/Spanish	Learning for Life	Alcoholics Anonymous
Adult Basic Education	Character First	Gang Intervention
Leisure Library	Substance Abuse	Reintegration Program
Juvenile Education	Vocational Janitorial Program	

In addition to these programs, the Correctional Learning Network (CLN) provides a variety of educational and reintegration programs for inmates through a distance learning initiative administered by Educational Service District 101 and funded through the U.S. Department of Education. CLN provides live, interactive satellite broadcasts four days a week from 0800 to 1700 hours on all televisions in the inmate pods.

## **OFFICER AND CIVILIAN TRAINING**

The Detention Officer Cadet Academy provides 120 hours of initial training prior to job assignment as well as 40 hours of continuing education every year. Five detention academies are held each year with continuing education courses provided throughout the year for detention officers. Civilian staff receives orientation training prior to job assignment.

Detention officers, civilian employees and volunteers receive a specific amount of annual training each year which addresses security, fire safety codes, emergency procedures, suicide prevention and other relevant training.

A variety of education for employees is offered through a distance learning initiative administered by Educational Service District 101 and funded through the U.S. Department of Education. The Corrections Learning Network (CLN), provided at no cost by the Department of Justice, provides free education/training for employees through onsite, live, interactive satellite broadcasts one day each week.

## **LEADERSHIP AND STAFF DEVELOPMENT**

The Sheriff's Leadership Academy was developed and implemented for detention midlevel managers and deputy sheriffs. This provides leadership training for new supervisors. At no cost to the county, the Character First Institute has provided Character First training to the chaplain, administrators and midlevel managers and began participating as a component of leadership academies.

The National Institute of Corrections, at no cost to the county, has provided in-depth professional training and consultation (both onsite and at their training center in Longmont, Colo.) to detention leaders on the following subjects during the past seven years. These include: Assessment of Receiving Discharge Area, Objective Jail Classification, Security Assessment, Suicide Prevention, Staffing Analysis, Jail Design, Implementing Effective Mental Health Services in the Jail, Jail Reception and Booking Process, ACA Readiness, Institutional Field Training Officer Program Development, Local System Assessment, Women Offenders: Developing an Agency Wide Approach, Management Development for Women and Minorities, Objective Jail Classification, Orientation to Jail Field Training Officer/On the Job Program Development, onsite technical assistance to guide the Criminal Justice Coordinating Committee through the development of a business plan and implementation to manage the jail population.

## **AMERICAN CORRECTIONAL ASSOCIATION (ACA) ACCREDITATION**

The detention center has entered into a contract with ACA and is in Accreditation Candidate Status. ACA Standards have been used as a guide to develop policies and procedures, post orders and implement programs.

## **FREQUENTLY ASKED QUESTIONS**

### **How is a visitor list established?**

A visitor list will be maintained for each inmate, providing the name and the relationship of those persons authorized to visit the inmate. The list shall be established at the time of booking with the inmate given another opportunity to modify the list during the initial classification process.

### When can I visit an inmate and how do I make arrangements?

Authorized persons wishing to visit must make reservations by telephoning 405-713-2015, the visitation office, and providing the necessary information. Reservations will be taken until all reservation times are filled. Persons seeking a visit must telephone within 48 hours prior to the date and provide the time of visit. All necessary information relevant to the visit will be provided if the visit is approved.

### What are the Visitation Rules?

Visitation privileges are available to all inmates. Visitation privileges may be restricted due to misbehavior of the inmate, visitor or for detention center security.

The visiting facilities permit **non-contact**, informal communication between inmates and their visitors. Visits are encouraged in order to strengthen family and community ties.

Visitation information material is provided to each inmate. It is the inmate's responsibility to inform potential visitors of the specific procedures for visitation and schedule.

Immediate family members are defined as spouse, natural or surrogate parents, son, daughter, brother sister, grandparents and grandchildren.

The number of visitors an inmate may have and the length of the visit are limited by space and facility schedule. Family and friend visits with inmates are encouraged but will be limited to one visit for each inmate each week. A visit may consist of up to two adults and one child less than 18 years of age per adult (a maximum of four individuals per visit; two adults and two children).

Persons under the age of 18 are not allowed in the visiting areas unless accompanied by an authorized adult visitor. Failure to comply with this rule may result in the termination of the visit.

When a visitor has two or more "no shows" within a 60-day period, the visitor will not be eligible for a social visit with any inmate for a 30-day period. The 30-day period shall be determined by counting 30 days from the last date the visitor requested a social visit, but was a "no show."

### Where is visitor parking located?

Parking is available in the parking lot east of the detention center. Overflow parking is available at locations off the facility grounds in public and/or street parking.

### Where can visitors leave personal items?

All visitors are encouraged to store personal items in their vehicle or at another location to expedite their processing through the visitation process.

### What type of identification is required for visitors?

All visitors 16 years or older must show a valid photo identification card, a driver's license, or Department of Defense identification card. These documents will be the only acceptable form of identification. Visitors 16 - 18 years of age may also present a valid school photo identification card. Upon entrance into the facility, visitors must possess a valid identification.

### Will visitors be searched?

Visitors may be subjected to search based on a reasonable belief that the visitor has contraband. Failure of a visitor to submit to a search will result in that visitor being banned from visiting.

### What happens if a visitor needs medication?

If a visitor needs medication, he shall notify the visiting room officer upon arrival at the visiting office. He shall inform the officer of the type of medication needed to be taken and the time in which it is to be consumed. Only life-saving medication such as "nitroglycerine" will be allowed in the visiting area.

### Can a visitor bring money to give to an inmate?

Money brought for an inmate may only be deposited at the Inmate Trust Fund Office. Inmates are not allowed to have money in their possession.

### Can an ex-offender visit an inmate?

Offenders will not be allowed to visit until (6) six months following their release from the detention center or until the completion of all sentences, whether active or suspended. Visitors who have been restricted may be given an opportunity to appeal in writing to the Jail Administrator.

Family members who are former detention center inmates or who are currently under the supervision of any department of corrections may be approved for a visit six months after completion of their sentence.

### Do visitors have to comply with a dress code?

**All visitors shall dress in proper attire in order to visit in the detention center.**

The following are dress and appearance standards for visitors:

- All visitors will observe good habits of grooming and personal hygiene.
- Dress conservatively and in good taste.
- Shoes will be worn. (This also includes all children.)
- Clothing will be worn as designed.
- Clothing will be clean, neat and in good repair.
- Shirts and blouses will be opaque material.
- Midriff, strapless, "muscle shirts", tube tops, halter-tops or underclothing worn as outer garments are not allowed.

- Clothing must not bear logos, slogans, pictures or messages with derogatory or offensive ethnic, racial, sexual, gender specific, gang, or political themes or advertisements for tobacco, alcohol, drugs, etc.
- Clothing or clothing items displaying gang affiliations are prohibited.
- Appropriate undergarments will be worn.
- Dresses or skirts shall be no shorter than mid-thigh.
- Clothing designed to expose or clothing with tears that expose any part of the private anatomy will not be worn.
- Short shorts or daisy dukes will not be worn.

### What are the procedures for clergy visits to an inmate?

Clergy who want a contact visit with an inmate shall always report to the front information desk to request a contact visit and to sign in and out. The following procedures shall apply for clergy contact visits:

1. All contact visits will be permitted on a first-come, first-served basis, within the time allocation allowed.
2. Clergy are required to wear a security badge, issued by the detention center, at all times.
3. \* Contact visits with inmates who are relatives of clergy will not be permitted.
4. Clergy may visit only one inmate at a time; the visit will be limited to thirty (30) minutes maximum per visit. Any additional visits during the prescribed period will be on a space available basis.
5. \* Clergy contact visits will be limited to two visits per week with a maximum of four visits per month
6. All clergy will be required to have a pat down search, done by an officer of the same gender prior to the contact visit being established.
7. The clergy's Bible and one additional Bible for the inmate's use, if necessary, will be the only property that can be taken up during a contact visit. This property must be taken with the clergy when the visit is completed.
8. Clergy will not be allowed contact visits with certain inmates where there is a concern for safety and security. Example: An inmate with an infectious disease or who is in a psychiatric or emotional episode which makes the visit inadvisable. This determination will be initiated by jail administration.
9. Money shall not be given or loaned to an inmate by clergy. Any property brought in for an inmate will be checked by the deputy on duty at the metal detector. Property will be limited to that authorized in *Policy and Procedure 3.4.5-03 entitled Inmate Visitation, Section II, Paragraph C*. Any other property not listed in this section requires the approval of the staff chaplain or jail administration. All property will be turned in at the Money and Property window on the first floor. Mail or correspondence shall not be delivered to or taken from an inmate.
10. Clergy can not provide services of any kind for money or donations.
11. Clergy are prohibited from forming intimate relationships with inmates at the detention center. If it appears that such a relationship is developing, the clergy will be asked to withdraw from the program.
12. Clergy are expected to be professional in their appearance and behavior. They are required to complete all documentation for contact visitation privileges.

13. Clergy must have proof of ordination or a letter of authority from their church or affiliation before a contact visit is approved. Clergy are required to provide a current copy of this document to the staff chaplain.
14. Clergy's main line of communication is through the staff chaplain or jail administration. It is the responsibility of the clergy to personally communicate with either of these individuals.
15. Clergy are subject, at a minimum, to an annual review by the staff chaplain or jail administration.
16. Any clergy discovered violating a rule, directive, policy or procedure, will be notified verbally or in writing the first time. If a second violation occurs, the clergy will be notified in writing and placed on a probationary period, to be determined by the staff chaplain or jail administration. A third violation will result in a written and formal termination of contact visitation privileges at the Oklahoma County Detention Center.
17. **A first time violation of the contraband policy will result in termination of privileges for contact visits.**

### **Who can an inmate correspond with? How often?**

Inmates will be permitted to correspond with family, friends, officials and other significant community contacts with a minimum of interference with those contacts consistent with the **legitimate security needs** of the detention center. Mailing of packages from the facility is prohibited; only letters will be mailed.

When the inmate bears the mailing cost, there is no limit to the volume of letters sent or received or the length, language, content, or source of mail or publications, except when where is reasonable belief that the limitation is necessary to protect public safety or facility order and security.

Inmates will be permitted to receive publications consistent with the legitimate security needs of the detention center.

### **Will personal mail send to an inmate be inspected?**

Detention employees shall open and inspect all incoming general correspondence to include letters and packages. Incoming general correspondence may be read as frequently as deemed necessary to maintain security or monitor a particular problem confronting an inmate.

All outgoing mail will be subject to inspection and reading for enforcement of correspondence guidelines and detention center security.

Mail violating correspondence guidelines will be returned to the inmate with an explanation of the violation unless it is used as evidence in a court or administrative hearing.

### **Why are correspondence to an inmate rejected and returned?**

Correspondence and publications sent to or from an inmate shall be rejected if it is determined detrimental to the security of the detention center or to the protection of the public, or if it facilitates criminal activity. A correspondence which may be rejected includes, but is not limited to, the following:

- a) Anything of a threatening nature or contraband or anything that suggest plans for escape or illegal activity.
- b) Extortion.
- c) Violation of a code.
- d) Sexually explicit material (for example, personal photographs) which by its nature or content poses a threat to an inmate's safety and security. A photograph in which the subject is nude, displays genitals or female breasts, or when the photo depicts sexually suggestive acts such as: intercourse, fellatio or sodomy.
- e) Solicitation for the receipt of any newspaper or magazine not paid for in advance. All orders for publications must be first approved by the jail administrator or designee and will be made directly to the publisher of the material or to a legitimate bookstore or distributor.
- f) The purchase of any material contingent on future orders in a video or record club, book of the month clubs.
- g) Publications will be prohibited that:
  - 1. Contain instructions for manufacture of drugs, explosives, or other unlawful substances; or
  - 2. Advocates the overthrow of the U.S. or other legitimate government; or
  - 3. Advocates terrorism, racial, religious, or national hatred; or
  - 4. Depicts, describes or encourages activities which may lead to the physical violence or group disruption; or
  - 5. Contains sexually explicit material, which by the nature or content poses a threat to the security, good order or discipline of the facility or facilitates criminal activity; or
  - 6. Contains gang related material, information, photographs; or
  - 7. Contains visual representation, actual or simulated sexual activity to include intercourse, sodomy (oral or anal) bestiality, sodomy, or child pornography.

**What items will be accepted through the mail system for inmates?**

Only the following items will be accepted through the mail system for inmates:

- a. Twenty U.S. postage stamps attached to 20 envelopes with one sheet of writing paper in each envelope. Envelopes without stamps will not be accepted.
- b. Two softbound books or 2 magazines
- c. One softbound Bible
- d. Five 5" x 7" or smaller photographs (limit 5 photographs per inmate per booking). Any photographs over the maximum amount in their possession will be considered contraband. Photographs depicting lewd or indecent acts, nudity or gang related photographs are prohibited.

Money orders and cashier's checks ONLY will be accepted through the mail. **NO CASH WILL BE ACCEPTED.**

**Can inmate correspondence be restricted?**

The inmate may be placed on restriction only for general correspondence which is defined as incoming and outgoing correspondence other than privileged or legal mail. General correspondence includes packages sent through the mail.

Determining factors of placing an inmate on restriction include posing a security risk, threatening a government official or other person and/or committing an offense involving the mail or involvement in activities listed in the correspondence rejection section.

### **Will legal mail be read by Detention employees?**

Legal mail will not be read. Legal mail is defined as correspondence sent to or received from the Attorney General of the State of Oklahoma, courts or attorneys. Mail to or from an attorney's assistant or a legal aide assistant is not considered legal mail.

### **Is an inmate allowed to use the telephone?**

Each newly admitted inmate will be permitted unlimited access to the telephones during the admission process. During the intake process, each inmate is assigned a personal identification number (PIN), which must be used to make telephone calls.

"Collect call" only telephones are available in all pods, receiving areas and in the men's and women's holding areas. The telephones in the pods are accessible at all times when inmates are released for dayroom activities. There is no limit as to the number of telephone calls an inmate can make within the time limit authorized to access telephones. Each inmate is limited to 15 minutes of telephone time when other inmates are waiting to use the telephone. Some cells may have phones installed and may be used at anytime.

All telephone calls must be "collect" to the party legally responsible for the charges incurred. Credit card, third-party, conference, transfer, call forwarding, three-way or third number-billing calls are not authorized.

Inmates are not allowed to make telephone calls on behalf of other inmates. Once an inmate places a telephone call, another inmate may not participate in the telephone call.

Telephones shall not be used for illegal activities and/or violating detention center rules. Abuse of telephone privileges will result in disciplinary action.

### **Can an inmate receive a telephone call?**

Inmates are not allowed to receive telephone calls. The detention center chaplain will take messages for inmates regarding a verifiable family death or life threatening illness or imminent death of an immediate family member. The detention center chaplain will make emergency notifications.

All telephone calls are subject to monitoring (except for privileged calls to the inmate's attorney) and other legal communications.

### **Do foreign national inmates have access to their diplomatic representative?**

Foreign nationals have access to the diplomatic representative of their country of citizenship. Consulate phone numbers are available upon request.

### How does an inmate have access to money?

Inmates may not directly or indirectly solicit funds or items of monetary value from anyone other than immediate family members. It is the inmate's responsibility to request funds for his trust fund account.

Cashier's checks, certified checks or money orders received through the mail are placed in the inmate's trust fund account. A receipt is forwarded to the inmate. Cash is accepted only if a family member brings it directly to the trust fund.

Cash is not accepted through the mail.

Cash, cashier's checks, certified checks, or money orders received from family or friends will be credited to the inmate's trust fund account with a receipt forwarded to the inmate.

### What is available for inmates to purchase in the Commissary?

The Commissary is a service made available to all inmates for the purchase of various items such as food, hygiene articles, writing paper and envelopes, and stamps.

Commissary spending limit is \$100.00 per week. To be eligible for commissary purchases, money must be deposited in the trust fund account at the time of the purchase. Commissary is a privilege and may be revoked for a documented security or safety issue.

### How does an inmate have access to non-emergency medical care?

An inmate requiring medical or dental health services of a non-emergency nature must complete a Medical Request form and give it to a nurse.

### Can an inmate keep medications in his possession?

The only medications allowed in inmates' possession are nitroglycerine pills and an asthma inhaler prescribed by the detention center healthcare provider.

### Will an inmate be charged for medical care?

In accordance with State Law 19 O.S.68.531, a fee of \$8.00 for each medical visit or service an inmate receives will be deducted from any monies in an inmate's money trust fund as a medical co-payment.

Medical or health care service will be provided regardless of having sufficient money in an inmate trust account. The fees due will be deducted from an inmate's account when and if any money is deposited.

If an inmate does not have enough money to pay for the medical care amount due, the amount owed by an inmate is considered a bill due and payable to the Sheriff's Office and may be subject

to collection actions or will be withheld from the trust fund account if the person is ever an inmate at the detention center in the future.

### What happens if an inmate required emergency medical services?

The clinic is staffed 24 hours a day. The clinic is for emergencies only; sick call complaints are referred back to sick-call evaluation. Emergency care requested for routine problems will be referred to sick-call evaluation for scheduled treatment. A co-pay will be charged an inmate for any visit to the clinic for any reason except routine wound care and diabetic care done daily.

### Is an inmate allowed to have an eye exam?

Eye exams and glasses may be available to inmates who have been incarcerated for more than one year at the inmate's expense by submitting a medical request form explaining what is needed. The inmate will be contacted on how pay for the exam. All services must be paid for prior to appointments being made.

Inmates are required to arrange for payment in advance to the optometrist prior to the appointment being scheduled by the detention center. An inmate will be transported for the appointment and the optometrist will send the glasses to the facility. Glasses with glass lenses or tinting may not be purchased.

### Are inmates allowed to wear gym shoes?

Gym shoes are only available with medical approval. Blisters, sore feet, flat foot and similar conditions like this will not be reason enough for issue of gym shoes. Medical will only approve gym shoes in rare instances, i.e. cases where foot surgery was done or a condition such as clubfoot.

### How does an inmate get hygiene items?

Basic hygiene items are provided on a weekly basis, upon request from the commissary. Additional or alternative hygiene items will not be provided.

### Are dental services provided?

Dental services are designed to alleviate pain only. If necessary, teeth will be pulled and antibiotics and pain management only are provided. Restorative services, fillings, root canals, caps, etc., **will not** be offered or provided.

### Do the inmates have grooming and dress code?

The personal hygiene and grooming code will be maintained and enforced as it affects the safety, health, and welfare of inmates and employees.

1. Personal hygiene will include showering regularly, keeping hair clean, and keeping one's self free of unpleasant odors.

2. Inmates may select hairstyles of their choice; however the grooming, shaving, cutting or styling of hair must remain in compliance with conventional community standards.
3. Blocking and dying of hair are not permitted, engraving by shaving head hair or beard is prohibited.
4. Headbands or bandannas may not be worn at any time.
5. Inmates must be fully clothed when outside the housing pod. When out of the cell in the dayroom, female inmates must wear the two-piece uniform. Male inmates must wear the two-piece uniform.
6. The inmate is responsible for maintaining his/her privacy when inside or outside the cell.
7. All inmate areas are monitored by video surveillance cameras, each inmate is responsible for protecting their privacy.

### Do inmates have access to religious programs?

An inmate may access religious programs by sending a Request to Staff to the senior detention chaplain. Access to any religious program is strictly voluntary by the inmate.

The senior detention chaplain or lay or clergy volunteer chaplains visit and provide religious counseling to inmates on suicide precaution status.

Ministers from the local faith community may visit an individual inmate if the following conditions are met: (1) Upon request by the inmate; (2) Verification of minister's credentials and background; and (3) Approval by the senior detention chaplain and the jail administrator.

The type of visit (contact/non-contact) and length of visit shall be determined by the jail administrator and when appropriate, the senior detention chaplain.

### May an inmate keep religious property in his cell?

Inmates' religious property is subject to normal considerations of safety and security. Religious property includes, but is not limited to, the following:

1. Bibles that are distributed by the chaplain and other sources approved by the chaplain;
2. Rosaries approved by chaplain;
3. Prayer cards approved by chaplain;
4. Other items of religious significance approved by the chaplain and jail administration.

### How does a person become a volunteer at the detention center?

Persons interested in providing volunteer services must submit an application to the volunteer coordinator. Volunteer applicants are screened to assure they are of good character, sufficiently mature to handle the responsibilities involved and are not relatives of inmates. A criminal background investigation will be conducted prior to being accepted as a volunteer.

### What are the categories of volunteers used in the detention center?

A volunteer refers to any person, who by his own free will, provides facility goods or services with no monetary or material gain. These include regular and occasional (short-term) volunteers, advisory councils and paraprofessionals who provide occupational and programs services. Also, clergy volunteers, clerical volunteers, interpreter volunteers and program provider volunteers, teachers etc.

### How are inmates notified if there is a family death?

An inmate shall be notified of the death of a family member only after it has been verified from a credible source that the information provided by a family member or other source is accurate.

A family member may make the notification only if approved by the chaplain or designee in accordance with the outlined procedures.

After verification of the death, if the family member chooses to notify the inmate by telephone, the chaplain or designee shall take the name and phone number of the caller and determine the best time for the family to receive the call placed by the inmate, with assistance from the chaplain or designee.

The chaplain or designee will make the notification only after the authorized family member declines.