

12.200. INMATE GRIEVANCES

210.00. INMATE GRIEVANCE POLICY: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

218.00. EMERGENCY GRIEVANCE REGARDING IMMIMENT SEXUAL ABUSE: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

220.00. INMATE GRIEVANCE PROCEDURE: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

220.05. EMERGENCY INITIAL GRIEVANCE FILING: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

230.00. GRIEVANCES INVOLVING STAFF MISCONDUCT: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

230.05. GRIEVANCES INVOLVING STAFF SEXUAL MISCONDUCT: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

240.00. SUPERVISOR/WATCH COMMANDER RESPONSIBILITES: Type I facilities shall accept grievances. Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

250.00. INVESTIGATION PROCEDURE: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

252.00. INMATE GRIEVANCE LOG: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

254.00. GRIEVANCE REPORT NUMBER: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

260.00. DISPOSITION: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

12.200. INMATE GRIEVANCES

270.00. GRIEVANCE PROCEDURE TIME LIMIT: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

280.00. GRIEVANCE APPEALS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

280.05. GRIEVANCE PROCESS ABUSE: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

280.08. REJECTIONS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

12.500. INMATE VOTING

510.00. INMATE VOTING ELIGIBILITY: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

515.00. REGISTRATION PROCEDURE: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

520.00. VOTING PROCEDURE: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

530.00. ACCEPTANCE OF SAMPLE BALLOTS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

12.600. INMATE MAIL

605.00. INMATE MAIL: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

645.00. UNAUTHORIZED ITEMS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

650.00. DELIVERY/STORAGE OF INMATE MAIL: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

670.00. RETURNING INMATE MAIL TO SENDER: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

680.10. LETTERS, PHOTOGRAPHS, AND GREETING CARDS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

690.10. PUBLICATIONS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

690.15. BOOKS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

12.700. LEGAL MAIL

710.00. LEGAL MAIL: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

712.00. OUTGOING LEGAL MAIL: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

714.00. INCOMING LEGAL MAIL: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

715.00. LEGAL MATERIALS AND SUPPLIES: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

720.00. INDIGENT INMATES' LEGAL MAIL: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

750.01. MISREPRESENTATION OF MAIL AS LEGAL: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

12.900. INMATE GROOMING

900.00. HAIR REQUIREMENTS/GENERAL POPULATION INMATE: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

905.00. HAIR RESTRICTIONS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

906.00. HAIR REQUIREMENTS/INMATE WORKERS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

912.00. HAIR CARE PROCEDURES: Type I facilities do not have haircut schedules or maintain haircut logs because haircut equipment is not available to non-sentenced inmates at these facilities. Inmate workers are allowed to cut their hair upon request.
(Rev. 05/2019)

915.01. FACIAL HAIR/INMATE WORKERS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

925.00. GROOMING EQUIPMENT: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

12.1100. NEWSPAPERS

1110.00. NEWSPAPERS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

12.1600. OUTSIDE RECREATION

1610.00. MINIMUM REQUIREMENTS FOR OUTSIDE RECREATION: Inmate workers assigned to a Type I facility shall receive a minimum of three hours of outdoor recreation each week.

Each recreation period shall be at least one hour in duration and shall take place in the intake yard, fitness area and/or other designated area.

(Rev. 05/2019)

1650.00. TYPES OF ACTIVITIES: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

1660.00. TIME PERIODS: Recreation times shall be scheduled at the facility's convenience.

(Rev. 05/2019)

1690.00. LOSS OF RECREATION PRIVILEGES: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

12.1700. INMATE VISITING

1710.00. MINIMUM REQUIREMENTS FOR VISITING: The Facility Commander/designee shall develop written policies and procedures for inmate visiting. The facility shall accommodate as many visits and visitors as facility schedules, space, and number of staff will allow. Sentenced inmates in Type I facilities shall be allowed no fewer than two visits totaling at least one hour per inmate each week.

Non-sentenced arrestees/inmates in Type 1 facilities shall be afforded a visit no later than the next calendar day following arrest.

The visitation policies developed pursuant to this section shall include provisions for visitation by minor children of the inmate.
(Rev. 05/2019)

1720.00. VISITING LOCATIONS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

1790.00. VISITORS' PERSONAL PROPERTY IN VISITING AREA: Visitors may bring into the visiting area only those items necessary to carry keys, identification or medications.
(Rev. 05/2019)

12.1800. VISITING PROCEDURES

1810.00. VISITING PROCEDURES: Individual visiting sessions shall be scheduled as time and staff permit. However, every effort shall be made to accommodate requested visits.

A visit request may be made at a Type I facility in two ways:

- A telephone call may be made to the jail/booking office or station/division front desk
- The person requesting the visit may come to the station/division in person to request a visit

Staff receiving the request shall contact, coordinate, and schedule the visit in cooperation with jail staff. When the visitor arrives, station staff shall check them for warrants. Type I facilities shall maintain a record of all visits, to include the identity of visitors.

Visits for non-sentenced inmates at Type I facilities shall last no longer than 30 minutes, unless prior approval has been obtained by the watch commander. Non-sentenced inmates shall be allowed no more than two visits per calendar week (Sunday through Saturday).

Inmate workers assigned to Type I facilities shall be allowed contact visits. Visits for inmate workers at Type I facilities shall last no longer than two hours, unless prior approval has been obtained by the supervisor. The scheduling protocols listed above also apply to inmate worker visiting.

(Rev. 05/2019)

1810.10. VISITING APPOINTMENTS: Visiting appointments may be required. Generally, no more than three persons may visit an inmate at one time, unless with shift supervisor approval. Generally, minors may visit an inmate only when accompanied by an adult.

(Rev. 05/2019)

1810.15. VISITOR IDENTIFICATION: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

1897.00. VISITORS WITH SERVICE ANIMALS: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

12.1900. RELIGIOUS VISITORS/VOLUNTEERS

1910.00. VISITS FOR RELIGIOUS PURPOSES: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

1915.00. RELIGIOUS VOLUNTEERS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

12.2000. OFFICIAL VISITS

2005.00. OFFICIAL VISITS: (Refer to Facility Specific Policy)
(Rev. 05/2019)

2030.00. OFFICIAL VISITORS: (Refer to Facility Specific Policy)
(Rev. 05/2019)

2030.20. AUTHORIZED AREA FOR OFFICIAL VISITS: Official visits shall occur in areas designated by the Facility Commander/designee. Visitors shall wait in the public lobby until jail staff has notified the front desk that the inmate is placed in the established visiting area.
(Rev. 05/2019)

2030.30. OFFICIAL VISITORS LATE FOR VISITS: Type I facilities shall not deny an official visit simply because the visitor is late for a visiting appointment.
(Rev. 05/2019)

2030.35. CANCELING AN OFFICIAL VISIT: Type I facilities shall make reasonable accommodations and shall work with the requesting attorney/official to ensure official visits are accomplished as requested.
(Rev. 05/2019)

2040.00. DEPOSITIONS: Type I facilities shall accommodate depositions only when they are court-ordered. A copy of the court order shall be made at the time of the deposition and placed into the inmate's booking jacket. The shift supervisor shall ensure adequate security.
(Rev. 05/2019)

2070.00. POSSESSION OF CELLULAR TELEPHONES/ELECTRONIC COMMUNICATION DEVICES DURING OFFICIAL VISITS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

2070.10. POSSESSION OF LAPTOPS AND TABLETS DURING OFFICIAL VISITS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

12.2100. COURT ORDERS

2110.00. CONFIDENTIAL COURT ORDERS PER PENAL CODE SECTION 987.9: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

2110.05. PROCESSING PENAL CODE SECTION 987.9 ORDERS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

2120.00. COURT ORDERED CONFIDENTIAL VISITS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

2120.05. NEW COURT ORDERS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

2130.00. SUBPOENA DUCES TECUM: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

2130.05. PROCESSING A SUBPOENA DUCES TECUM: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

2140.00. IN-CUSTODY PATERNITY TESTING: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

2140.05. COLLECTION OF DNA: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

12.2200. COMMISSARY AND ICARE PACKAGES

2210.00. COMMISSARY AND ICARE PACKAGES: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

2210.05. COMMISSARY AND ICARE PACKAGE PROCEDURE: Commissary orders shall be placed in accordance with procedures established in consultation with the Inmate Services Unit (ISU). Commissary is generally delivered to Type I facilities by Sheriff's staff. Inmates shall examine the contents of their shipment and shall sign the order sheet upon receipt.
(Rev. 05/2019)

2210.08. ALLOWABLE INMATE PROPERTY: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

2210.10. STAFF ACCEPTING COMMISSARY AND ICARE PACKAGES: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

2210.13. PASSING COMMISSARY: Staff shall have the discretion to allow inmates to pass commissary.
(Rev. 05/2019)

2220.00. CARE BAGS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

2220.02. RECEIVING RESPONSIBILITIES: Indigent inmates who are issued care bags shall be charged a rate established by ISU. Type I facilities shall record and debit the amount for the care bag in JIMSnet. The computer will generate a receipt for the inmate to sign. If there is no money on the inmate's account, it will still be recorded and deducted later when the inmate receives money on their account.
(Rev. 05/2019)

12.2300. INMATE DISCIPLINE

2300.00. DISCIPLINARY STATUS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

2300.15. DISCIPLINARY GUIDELINES FOR INMATES WHO COMMIT SEXUAL ABUSE: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

2300.40. DISCIPLINE LIMITATIONS AND EXCLUSIONS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

2305.00. PROPERTY INVENTORY: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

2345.00. INMATES OUT FOR HOSPITAL/CLINIC APPOINTMENTS: Type I facilities generally do not schedule or accommodate inmate medical appointments. If such an appointment is necessary, staff shall secure the inmate's property until their return to the facility.
(Rev. 05/2019)

12.2500. DISCIPLINE GUIDELINES

2512.00. JAIL DISCIPLINE REPORT NUMBER AND JAIL DISCIPLINE LOG:

Jail discipline report (JDR) numbers shall be obtained from the Type II facility where the inmate is primarily housed. JDR logs are maintained at those facilities. Type I facilities shall not maintain JDR logs.

(Rev. 05/2019)

2512.05. INMATES TRANSFERRING WITH PENDING DISCIPLINES: Type I facilities have not established and do not maintain disciplinary housing units. Any inmate requiring disciplinary housing shall be transferred to a Type II facility.

(Rev. 05/2019)

2512.10. DISCIPLINE INMATES FROM OTHER FACILITIES: Type I facilities shall house inmates on discipline only when they are there for court appearances. Inmates on discipline shall be restricted from general population inmates.

(Rev. 05/2019)

2523.00. DISCIPLINARY GUIDELINES TABLE: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

12.2600. RELIGION

2610.00. SERVICES AND STUDIES: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

2630.00. REQUESTS FOR SPECIFIC RELIGIOUS SERVICES AND PRACTICES: Inmates requesting specific religious services and practices shall be transferred to a Type II facility.
(Rev. 05/2019)

2643.00. RELIGIOUS LITERATURE AND HOLY BOOKS: Inmates shall be allowed to retain religious literature when they are transferred to another facility.
(Rev. 05/2019)

2645.00. RELIGIOUS OBJECTS AND ARTIFACTS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

2650.00. INMATE MARRIAGES: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

2652.00. DIETS: Shift supervisors may initiate the religious request form (ASU#080902) for inmates requesting religious diets. Shift supervisors shall follow up with the Food Services Division.

If inmates are transferred to a Type II facility the shift supervisor shall follow up with the facility's chaplain.

Religious diets already in progress shall be continued.
(Rev. 05/2019)

2658.00. HEAD COVERINGS: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)