



# Ventura County Jails INCARCERATED PERSON ORIENTATION & RULES

Revised: April 2026

All Incarcerated Persons (I/P) Booked or Housed at Ventura County Sheriff's Detention facilities are subject to **CCR Title 15, Division 1 for Local Detention Facilities.**

## JAIL ORIENTATION

**MEDICAL SERVICES:** All I/Ps can request medical, dental, and psychiatric services by filling out a blue medical kite form. Each I/P will be seen by a medical, psychiatric, or dental provider based on the blue kite request. If any I/P is seriously ill or experiencing a mental health crisis, serious withdrawal or overdose he/she should immediately contact the nearest staff member.



## OPIOID OVERDOSE

You could help SAVE A LIFE!

**Opioids Include**  
Heroin and pain medication such as:  
Fentanyl  
Morphine  
Lorazepam/Naloxone (Hydrocodone)  
Percocet/OxyContin (oxycodone) Dilaudid (hydromorphone)  
MS Contin (morphine) and others

**Opioid Overdose Risks**  
Restarting opiates after not having them for a while can be dangerous.  
If you recently went through opiate withdrawal and you resume using your "normal" amount of opiate, you could die!  
If you are going to resume using opiates after being detoxed, please use a smaller amount initially as your tolerance may be gone.  
An overdose can take minutes or even hours to occur.  
Using opioids at the same time with alcohol or sedating drugs, like sleep aids and benzodiazepines ("benzos" like Valium and Xanax), can slow breathing even more.

**What is Narcan?**  
Narcan (Naloxone) is a medication used to counter opioid overdose effects, usually within minutes if given soon enough. It is easy and safe to use.

**How to get Narcan?**  
Many pharmacies can dispense Narcan to a customer who comes in with concerns that a friend or family member has the potential to overdose - check with your local pharmacy for availability.

### ACTIONS TO TAKE DURING AN OPIOID OVERDOSE

#### 1. Is this an overdose?

Signs to look and listen for:

- Slow or no breathing
- Face is very pale and clammy
- Lips or nails turn blue
- Gurgling, gasping or snoring
- Pill bottles needles or alcohol
- Cannot be awakened or unable to speak
- Slurred speech or confusion

Try waking the person up by saying their name or saying something similar to "I'm going to call 911."

#### 2. Call 911

If someone is experiencing any of these symptoms call 911 IMMEDIATELY. It is important to report if the breathing has slowed or stopped, if they are unresponsive and their exact location.

#### 3. Give Narcan (Naloxone) if available

Administer the Narcan as instructed on the package. If needed start Rescue Breathing.

#### 4. Rescue Breathing

- Tilt head back and lift chin
- Check to see if there is anything in the mouth blocking the airway and if so, remove it
- Pinch nose with one hand and give 2 even breaths and the chest should rise (mouth to mouth)
- Give 1 slow breath every 5 seconds
- Repeat until they start breathing or help arrives

If someone has overdosed in the past they are more likely to overdose again.

#### 5. Stay with them

If they start to wake up and breathe, stay with them!  
• Naloxone wears off in about 30 minutes. The person can stop breathing again. Watch them until medical help arrives.

If you have to leave the person at all, make sure to place them in the recovery position (lying them slightly on their side, with body supported by a bent knee with their face turned to the side).

**Good Samaritan Law**  
Some states have Good Samaritan Laws that may exempt a person from prosecution for seeking assistance with a drug overdose - even if that person is in possession of a controlled substance or drug paraphernalia.

Check your state laws. Individuals are encouraged to call for medical assistance instead of watching an overdose happen.

## JAIL ORIENTATION 2

Routine Sick Call is conducted at all Ventura County Facilities 7 days a week. Dental requests will be triaged through Sick Call and addressed based upon the severity of condition. The Dentist is available weekly at each facility. The I/P will be seen at the next available line. Medical/Dental treatment will be provided regardless of ability to pay.

Pill Call is held seven days a week in the morning and evening. I/P must lockdown during morning and afternoon pill call. All oral medication shall be taken in front of staff members to make sure that all medication is swallowed before the I/P turns away. I/P will show staff inside their mouth by running their fingers along their gum line.

I/P who refuse medical services must step out and sign a waiver acknowledging their refusal of treatment.

**CONTAGIOUS DISEASES:** Every effort is made to protect you from infectious disease. However, some individuals may not be aware that they are carrying a contagious disease. You must make every effort to avoid unnecessary exposure to others in jail. Do not share anything—drinking cups, eating utensils, soap, etc. Wash your hands frequently and always wash your hands after using the toilet. Cover your mouth when you cough or sneeze by using your sleeve. If you use your hands, be sure to wash your hands. If you become an I/P worker, you must wear a hair net and gloves when you handle food. You cannot work around food if you have a rash, cough or cold or a contagious disease.

## SUICIDE PREVENTION What if the patient was your family member?

**KNOW:** the risk factors for suicide

**NOTICE:** Does the person seem different? Are they displaying any of the following symptoms?

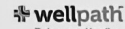
- Saying goodbye
- Talking about dying or suicide
- Anger
- Change in sleep
- Hopelessness, helplessness or desperation
- Giving away possessions
- Mood changes

**ASK:** "How are you? Are you okay?"

Trust your gut if you think something is wrong. If you are not sure, ask for help.

**You can make a difference.  
Let's work together to prevent suicide.**

Always Do the Right Thing!



## JAIL ORIENTATION 2

## JAIL ORIENTATION 3

**SUICIDE PREVENTION:** Some individuals may become depressed or hopeless while in jail. Professional help will be provided to anyone suffering from depression or suicidal thoughts. Please help prevent suicides by immediately alerting any staff member if you begin to feel like harming yourself or notice another I/P that appears to feel hopeless or suicidal. Your prompt action can save a life!

**AMERICANS WITH DISABILITIES ACT:** I/P Notice: The Ventura County Sheriff's Office does not discriminate on the basis of disability in providing access to its facilities, programs, services and activities. This notice is provided as required by Title II of the *Americans with Disabilities Act of 1990*. If you have questions, complaints, or request for additional information regarding the ADA, submit a kite.

**PREA NOTIFICATIONS:** I/P can become victims of sexual assault and harassment while in custody. The Ventura County Sheriff's Office has a zero- tolerance policy regarding these incidents. If you are a victim or have knowledge of any sexual assault or harassment in the jail, you may report it by contacting any staff member, completing a jail kite, or confidential medical kite. You can also dial the Public Defender's Office at no cost for reporting. Any report of sexual assault/harassment will be promptly and thoroughly investigated, as well as any incidents of retaliation against the staff or I/P who reported the abuse.

**INSPECTION/CELL MAINTENANCE:** Every morning there is an inspection by facility staff to ensure that the I/P's cell and common dayroom areas are clean and orderly. Cleaning carts are provided for each section allowing I/P to clean their cells and common areas.

Telephone, Tablet and TV privileges will be suspended until satisfactory completion of the morning inspection. Failure to keep cells and living areas clean throughout the day may result in the loss of privileges until the areas are cleaned to the staff's satisfaction.

**CLOTHING, BEDDING AND HYGIENE:** Per Policy Section 12, Chapter 5, General Provisions each I/P is issued below clothing:

- Clean Shirt
- Clean Pants
- Clean Undergarments. Men receive two (2) pairs of boxer shorts and one (1) undershirt. Women receive one (1) bra, one (1) nightgown and three (3) pairs of panties

## JAIL ORIENTATION 3

## JAIL ORIENTATION 4

- Clean Socks
- Clean Footwear
- I/P shall, upon request, be allowed to continue to use materials necessary for their personal hygiene with regards to their menstrual cycle and reproductive systems including, but not limited to sanitary pads, tampons and panty liners. These hygiene items shall be issued as needed, at no cost to the I/P

I/P also receive a mattress, two blankets (blankets are re-issued every 30 days), and a towel.

I/P can change dirty clothing and bedding on a regular basis. MAJOR CLOTHING exchanges are conducted once a week; to include outer garments, underclothing, socks, towel, and a nightgown for females. MINOR CLOTHING exchanges are conducted one *additional* day each week, to include underclothing and socks.

**COMMISSARY:** I/P with money in their account can buy items sold by the Jail Commissary weekly. I/P may purchase up to \$110.00 of combined pastries and regular commissary items weekly. There are special ordering forms provided at initial housing assignment. These orders are processed usually within 24 hours.

- At the Pre-Trial and Todd Road Detention Facilities, Commissary order forms are distributed Friday evenings and collected Saturday nights, at count

I/P without money in their account may order a Commissary WELFARE KIT weekly. Each WELFARE KIT contains stationary and hygiene items. Add-on Welfare items are also available.

Disputes with your commissary order must be handled at the time of delivery. Sales are final when you step away from the delivery window. Products that require commissary staff to note booking numbers are non-refundable. I/P will be given the opportunity to accept the product prior to marking the product.

I/P profits from Commissary purchases and phone revenue provide funding specifically for I/P Services, I/P vocational and educational programs, and recreational equipment in the facilities.

**VISITING:** I/P may have two 30-minute visits per week, with two people maximum per visit, including children. Visitors under 18 must be with a parent, grandparent, or legal guardian. A valid photo ID is required to enter the facility. Visits may be delayed or forfeited due to facility operations, or as a result of I/P discipline.

## JAIL ORIENTATION 4

Addiction & Crisis Helpline

SAMHSA's National Helpline  
1-800-662-4437 (TDD)

National Suicide Prevention Hotline @ Veterans Crisis Line  
1-800-273-8255 (TDD)  
The hotline is not available for more complete suicide response training from a medical provider or health educator.



## JAIL ORIENTATION 1

## JAIL ORIENTATION 2

## JAIL ORIENTATION 3

## JAIL ORIENTATION 4

There is no expectation of privacy in the visiting area; all communication may be recorded or monitored in the visiting area. The only exceptions for privileged communications are attorney and chaplain.

**VISITATION PHONE INSTRUCTIONS:** Once seated, pick up the phone receiver and select 1 for English or 2 for Spanish.

It is the I/P's responsibility to ensure they have their proper person number before going to a visit.

The I/P will be prompted to enter their person number and PIN number. An announcement will state, "This call is subject to monitoring or recording. You may start the conversation now". The visitor will receive the same announcement and the connection is made.

**VIDEO VISITATION:** To log in, I/P will use their 5, 6, or 7-digit person number. Do not use your PIN or your booking number. When you connect, do it once. Don't log in and out repeatedly. It takes time for the secure connection to be made. If your visitor isn't there, it means they forgot about the visit.

Do NOT schedule visits during times you are not in the dayroom or program time. No Photos, Videos or Screenshots of I/P shall be taken during video visitation. Only the scheduled I/P is allowed to participate in the visit. I/P must lock down during emergencies or movement and as requested by staff. I/P who violate video visitation rules can be suspended from use of the system. Access to the system is a privilege, not a right.

If there are any technical issues with the video visit, your visitor can contact Securus for a refund. This system is not owned by the Ventura County Sheriff's Office. Grievances can be submitted for technical issues, but the Sheriff's Office cannot resolve billing discrepancies or issues.

**DAYROOM TELEPHONES:** Telephones are located in each housing section. I/P can make calls during their dayroom time. Incoming calls are not allowed. I/P can call the Public Defender's Office at no cost by dialing 9055 when prompted to enter area code and number. I/P who damage telephones will receive disciplinary action and/or criminal prosecution. PIN numbers shall not be shared with other I/P. If the issued PIN number does not work, submit a KITE marked "Securus Phone."

**HEARING IMPAIRED:** TTY and Video Relay Service (VRS) systems are available for use. Please submit a kite for access to these systems.

There is no expectation of privacy inside the jail. Phone calls may be recorded or monitored in the housing dayroom. The exception is for privileged attorney-client communication.

**PHONES DIALING INSTRUCTIONS:** Pick up the phone and dial 1 for English, 2 for Spanish. To make a Collect, or pre-paid call dial 1, for a debit call press 2 and for commissary press 3. The commissary feature (3) allows I/P to move money from their trust fund to their phone account for debit calls and tablet purchases. No commissary purchases are allowed through the telephones. After selecting 1 (collect/pre-paid) or 2 (debit) the I/P enters their person number followed by their four-digit security code. Next, enter the area code and phone number.

**TABLETS:** Most I/P's will be issued a Tablet free of charge once rehoused out of reception housing. Community tablets will be issued free of charge and contain the law library, jail information and notices, phone application, job search, education assistance, religious material, music, and e-books. Premium tablets can be subscribed to for up to \$7.50 for the first day and the next 29 days free. Premium subscription tablets can purchase additional entertainment media.

**MAIL:** Enveloped mail and Postcards are the only acceptable form of incoming mail. Incoming mail takes several days to process.

All incoming mail and postcards must be delivered to the PO Box, via the U.S. Postal Service and be addressed as follows:

**I/P's First & Last Name & Booking Number**  
**P.O. Box 6929**  
**Ventura, CA 93006**

Ventura County STAR Newspaper subscription should be mailed to:

**I/P's First & Last Name & Booking Number**  
**800 S. Victoria Ave.**  
**Ventura CA 93009**

Incoming mail or postcards with incorrect, or no booking number will be returned to the sender. There is no limit to the amount of mail an I/P may send or receive. However, excessive amounts of mail may constitute a fire hazard and may be placed in the I/Ps property or mailed out at the I/P's expense.

Clearly discernible LEGAL mail will be opened and checked for contraband in the presence of the I/P.

I/P can receive softbound books, magazines, and periodicals through the mail only when received directly from publishers

or authorized distributors. Publications including obscene literature or literature advocating or containing images depicting drugs, violence, or gangs, are not permitted. Any softbound book, magazine, or periodical not from a publisher or an authorized distributor will be returned to the sender. All outgoing mail shall have the I/P's return address (PO Box 6929, Ventura, CA 93006) I/P's name, and booking number clearly written in the upper left-hand corner of the postcard or envelope.

***I/Ps are allowed to mail letters using envelopes, postcards, and greeting cards purchased through Commissary ONLY.***

All items deemed to contain contraband or determined to be unacceptable will not be delivered to the I/P but will be retained pending conclusion of the internal appeal process. Certain items will be destroyed if the item cannot be placed in the I/P's property (e.g., liquids, illegal contraband, etc.). In all cases in which incoming mail is withheld, the I/P and sender will receive a pink copy of a "Contents Unacceptable" form, generated by the Detention Mail Staff identifying the article, sender, and disposition. The sender will receive a "Notice of Appeal" which will explain the appeal process to the sender. I/P may appeal by following the grievance procedure. The appeal must include the sender's or publication name and all the reasons you disagree with the decision to be considered. In cases where I/P mail is not deliverable and placed into the I/P's property, the I/P will receive a copy of a "Content's Unacceptable" form.

**Any of the following will cause incoming mail to be returned to the sender or placed directly into an I/P's property:**

1. All correspondence must be clearly addressed. Third-party mail is not acceptable.
2. Cards/Postcards may not be altered from their original form or contain added layering, backing, wrappings, plastic, laminate, buttons, bows, glue or ribbons.
3. No gang codes, markings or gang photos will be accepted. Outgoing correspondence, of that nature, will be given to Classification for review.
4. No drugs or other contraband may be enclosed in the mail.
5. Enveloped mail or postcards may not be marked with paint, correction fluid/tape, heavy crayon, foil, heavy ink, glitter, staples, labels, cloth, string, watermarks, stains, or stickers (excluding US Postage Stamps).
6. Enveloped mail or postcards cannot contain any perceived biohazard, i.e., lipstick, gloss, scents, etc.
7. Publications, photographs, postcards, and letters

cannot show images, artwork, or photographs of exposed genitalia, buttocks, or female breasts and/or graphic depictions of sexual acts. Medical, anthropological, literary artistic and scientific journals and publications are not prohibited.

8. Correspondence or pictures that tend to incite violence, riot, racism or threaten the security of the facility will not be accepted.
9. Blank postcards, envelopes, writing paper, greeting cards, or postage stamps will not be accepted.
10. Magazines/newspapers/books/booklets will not be accepted unless sent from the publisher or directly from an authorized retail distributor.
11. Publications or letters may not contain wire, spiral bindings, pens, pencils, or any other items determined to be inappropriate or unacceptable for safety or security reasons.
12. Cardboard, plastic, bubble, or Tyvek envelopes will not be accepted. No certified mail will be accepted.
13. Only Government checks from Local, State or Federal entities are accepted, and only if they are in an official envelope from the issuing agency.
14. Any publications with the appearance of writings or illustrations that are believed to contain obscenity, violence, hatred, or other jail security compromises will not be delivered to the I/P.
15. During this process the following items will be removed from all mail: Industrial staples (if removal of industrial staple will damage the article it will be returned), standard staples (unless they are used to bind publications), paper clips, metal clamps, clasps, wire, currency, and drugs.
16. No pictures of I/P(s) during video visitation will be accepted.
17. No more than five (5) 4x6 photographs per envelope will be accepted.

**NOTE:** I/Ps shall not possess excessive amounts of paper products. I/Ps personal books, magazines, newspapers, and mail must be able to fit in their commissary box. All paper products must fit in their commissary box with some exclusion. This excludes religious material, a newspaper (must have the I/P's name on the subscription label), Bible, and GED independent study material. This does not apply to legal mail.

Extra items will be sent to I/P property or be subject to the I/P's agreed upon voluntary destruction. Only one issue of the newspaper is allowed, except on Mondays, due to weekend deliveries. (Newspapers must have I/P's name on

the subscription label). I/P's personal books, magazines, newspapers, and mail must be able to fit in their commissary box.

**E-MAIL:** I/P may receive E-Mail. E-mail bundles can be purchased by directing people to the Sheriff's website: [www.venturasheriff.org](http://www.venturasheriff.org).

**STATE PRISON:** I/P's who have been sentenced to State Prison, or those returning to State Prison, **should only take the following items with them to prison:**

1. **Legal materials**
2. **Personal papers, letters, photographs (contained in one legal sized manila envelope)**
3. **Any medically prescribed health care appliances**
4. **Funds (issued by check upon transfer)**

Money remaining in an I/P's account will be sent with them in the form of a check.

It is encouraged but not required that an I/P's property not listed above be picked up at the Pre-Trial Detention Facility Public Reception (visiting) Lobby. A picture ID, such as a California Driver License or valid ID Card is required to pick up property. The I/P will need to complete a "Property Release" Form in order for the property to be picked-up. If an I/P's home address listed at time of booking is outside of Ventura County, arrangements may be made to mail their property and clothing to the out-of-county address, at the I/P's expense. However, if the I/P does not have their property picked-up, the I/P property along with clothing collected at time of booking will be disposed of.

**LEGAL ACTIVITIES/LAW LIBRARY:** I/Ps are provided access to the courts, counsel, and to other resources to adequately enable them to pursue any necessary legal activities including:

- Access to the Public Defender's Office/Defense Attorney via correspondence, telephone, or visits
- Access to counsel by un-monitored phone calls.
- Uncensored and unrestricted correspondence with attorneys and approved legal assistants.
- Reasonable visitation with attorneys and certified legal assistants
- Access to a law library to pursue basic legal research

A computerized law library is available for I/Ps. The law library is also available on the I/P tablet. I/Ps (including Pro Per) must request the use of the law library by submitting a pink Law Library KITE. Legal forms may be requested by submitting a KITE to Legal Unit. You must provide the form name and

number, which can be found in the Law Library. The Courts will accept all legal forms written in pencil by I/Ps.

**THE DETENTION SERVICES LEGAL UNIT DOES NOT PROVIDE LEGAL RESEARCH, LEGAL ADVICE OR LEGAL ASSISTANCE TO I/P.**

**CLASSIFICATION AND HOUSING:** Classification and housing will be determined to allow for the maximum safety and security of I/P and the jail facility. Any questions regarding classification and or housing can be directed to the Classification Unit.

**COURT APPEARANCES:** I/P will be notified of their court date during the booking process. I/P may request to be placed on the Court Calendar by submitting a green court KITE.

**CIVIL/FAMILY LAW:** The jail will make every effort to transport I/P to their Ventura County civil or family law court appearance. It is the I/P's responsibility to submit a kite to CIR, requesting to be placed on the court list for their appearance. This kite must include the court case number, courtroom number, date and time of the appearance, or a copy of the summons. Kites must be submitted at least one week prior to the appearance.

**RECREATION/EXERCISE:** Recreational activities are available to I/P weekly. These may include, but are not restricted to, basketball, handball, static machines (PTDF only), card games, and television. I/P is allowed 7 hours of recreation and 3 hours of exercise per week.

**CLASSES:** GED/HSE, Educational, Vocational, Substance Abuse, Re-Entry and other classes are available to I/P who qualify. A program flyer with information about classes is available to I/P. Participation in classes can be requested by sending an I/P Request Form (KITE) to Inmate Services.

**LIBRARY:** A variety of books are available for I/P to read and available in each housing area. Free E- Books are also available on the I/P tablet. Any graffiti, note, contraband, or inappropriate material found in any book taken and then returned to the book cart and/or any graffiti or damage found on the book cart itself may result in the entire Housing Unit losing reading privileges for one week. Consistent violations of this policy may lead to additional loss of reading material.

**VOTING:** I/P who is eligible to vote should submit a KITE to Inmate Services to register to vote, re-register or request a Vote-By-Mail ballot. To receive your ballot, you must register

to vote no less than 15 days before Election Day. Elections typically take place in June and November. I/P's may contact the Ventura County Elections Office free of charge during normal business hours at (805) 654-2664.

INCARCERATION STATUS	CAN I VOTE?
Currently imprisoned in a California state or federal prison	NO
On California State Parole	YES
On probation (informal or formal)	YES
Under post-release community supervision	YES
Under mandatory supervision	YES
Currently in county jail	<p><b>IT DEPENDS:</b></p> <ul style="list-style-type: none"> <li>• Because jail time is a condition of your probation: YES</li> <li>• Because you were sentenced to serve time in jail not as part of a "split" sentence: YES</li> <li>• Because of a felony sentence with a "split sentence" that combines jail and probation time on Mandatory Supervision: YES</li> <li>• Because of an "AB 109" felony conviction with PRCs supervision to follow: YES</li> <li>• Because you have been convicted and sentenced of a felony and are awaiting to be transferred to federal or state prison: NO</li> </ul>
Pending felony charge(s) (you've been charged, but not yet convicted)	YES
Serving a sentence in jail or on probation due to a misdemeanor conviction	YES

**RELIGIOUS ACTIVITIES:** Chaplain's office coordinates religious services for I/P. Individual counseling, group study, pastoral counseling, and visits by representatives of an I/P's faith are also available by submitting a KITE to the Chaplain. I/P may also request other special religious services or literature from a wide range of religious groups. Religious materials are also available on the I/P tablet.

I/P who experience a death or serious illness in their immediate family may notify staff and submit a KITE to the Chaplain for counseling and information regarding the possibility of a temporary stay of sentence.

I/P requiring special diets due to religious beliefs should submit a KITE to the Chaplain for review.

**MARRIAGES:** Information may be requested regarding I/P marriages, through the Chaplains. Jail Chaplains do not perform or facilitate I/P marriages.

**GRIEVANCES:** A grievance is a written complaint regarding an I/P's treatment while in custody. The grievance may be a complaint about custody or medical treatment. It can be used to question a policy, rule, procedure or to appeal an I/P's classification or disciplinary finding. **Grievances shall pertain to one issue per form.** Content, which is disrespectful toward staff is subject to disciplinary process. The Facility Manager will be notified of any I/P who submits

an excessive amount of grievances, or files frivolous grievances. The Facility Manager determines when an I/P files excessive or frivolous grievances and will designate a unit or staff member for handling. The I/P will be notified in writing when this occurs.

If the I/P does not feel the response is satisfactory, the grievance may be appealed to the next level. All previously answered comments and appeals on the same matter must be included upon each appeal.

I/P shall not fill out grievance forms on issues that involve their court cases. "A Writ of Habeas Corpus" is the correct form for dealing with the Courts. A "Writ" may be obtained by submitting a KITE to Legal Unit. Multiple copies of the "Writ" will be given since I/Ps are not given access to a photocopy machine nor will jail staff provide any copying services for I/P.

**COUNTY PAROLE:** Ventura County operates a county parole system which allows eligible I/Ps to apply for an early release from custody as a locally supervised parolee. The eligibility requirements, regulations and the application are available by turning in a kite addressed to the County Parole Advisor. The Public Defender may be able to assist you with filling out the application.

**DISCIPLINARY VIOLATIONS:** Any violation of the law or jail rules regulating I/P conduct and/or behavior may result in disciplinary and/or criminal action against the I/P.

Violations of Facility Rules are classified as either "MINOR" or "MAJOR" depending on the seriousness of the violation. Four (4) MINOR violations within a 30-day period will result in a MAJOR violation. While in disciplinary housing\*(only applies to PTDF), two (2) MINOR violations within a 30-day period will result in a MAJOR violation.

MINOR violations may result in a verbal advisement, assignment of extra work, loss of dayroom and loss of tablet privileges. MAJOR violations may result in one or more of the following: loss of commissary and/or visits, video visitation and removal from work status, loss of good time and/or work time, assignment of extra work, time in disciplinary housing, loss of dayroom and loss of tablet privileges.

When an I/P receives a write-up, they are given a written notification of the violation. In the case of a MAJOR violation, I/Ps are given 24 hours to prepare a defense. At the disciplinary hearing, the I/P is given the opportunity to explain their actions. If an I/P decides to waive their 24 hours, the hearing may be held anytime within a 24-hour period. However, the hearing must occur within 72 hours of the written notification

being made. In some instances, discipline may be imposed immediately depending on the needs and safety of the facility.

An I/P must advise the Senior Deputy *at the time of their hearing* the name(s) of other I/P who may be a witness to the incident and who may provide information on their behalf.

An I/P is entitled to the assistance of an advisor when the I/P is deemed to be incapable of handling their disciplinary case.

**PC 4024.5 RELEASE PROCESS:** Upon entering release, the process will be completed as soon as possible and practicable, and you will be released generally within one (1) to four (4) hours.

The release process will include records review, surrender of jail clothing, return of personal clothing, return of personal property, referrals for post-custody programs, notice of future legal obligations and fingerprinting.

All other releases will be processed at the time the event that results in the release occurred. For safety reasons, I/Ps will not be released between midnight and 6:00 a.m. unless they are bailing out or a Forthwith release from the Court.

Staff shall grant the request of an I/P preparing for or recently released from the jail, to make up to three (3) free telephone calls from a telephone within the jail to arrange for a safe and successful release. Arrestees or releases must make this request when they are moved to Property/Release.

- These phone calls will be afforded from a toll-free phone in the Property/Release area of the Pre-Trial Detention Facility

## JAIL RULES

1. I/P shall follow all laws and conduct themselves in a manner that does not threaten their or anyone else's safety and security. Any fighting, challenging to fight, soliciting others, or creating an environment of disorder inside the facility is prohibited and will result in disciplinary action.
2. You shall not contact your or any other I/P's victim or alleged victim. Doing so will result in disciplinary action and possible criminal charges.

### **DISRESPECT TO STAFF:**

3. Always treat all officers, staff, and visitors with courtesy and respect. When addressing staff, use titles such as Sir, Ma'am, Mr., Mrs., Miss, Ms., SST, Deputy, Officer, or by their job title.
4. Do not participate in any disrespectful, insubordinate, or offensive behavior, gestures, or speech at any time in the facility. Do not attempt to deceive, lie to, or manipulate staff in any manner.

### **FAILURE TO OBEY:**

5. Immediately obey all lawful orders and instructions from jail staff, without hesitation or resistance.
6. I/P Count: You must be fully dressed for count, with a towel around your shoulder. When directed to prepare for count, immediately stand at your cell door, or be on your bunk if housed in the dayroom, prepared to show your armband until count is completed.
7. When a "Lockdown" is ordered, if you are assigned to a dayroom bunk, lockdown immediately in the designated dayroom cell(s). This is the only time more than one I/P may occupy the dayroom cell.
8. When a "Bunk-It" is ordered, immediately gather your personal property and go directly to your cell or dayroom bunk as directed.

### **UNAUTHORIZED MOVEMENT:**

9. When outside your housing unit, keep your hands behind your back and do not communicate (in any manner) with any other I/P at any time. Face the nearest wall when waiting in corridors or when approached by non-uniformed staff members. Do not use the stairs while a staff member is using the stairs.
10. Do not take ANY personal property outside of your housing section unless authorized by staff. Only legal

papers are allowed to be taken to court, and books when on your way to class.

11. At mealtime, line up in cell/bunk order, fully dressed and show your armband even if you do not wish to eat.
12. During Watch Tours, all I/Ps in the dayroom will sit at a dayroom table, step back into their cell or if using the phone will stay facing the wall while Deputies enter the housing section to complete their tour.
13. During lockdown (or lights out), you must remain on your bunk, unless using the restroom or going to push the emergency buzzer. If waiting to use restroom, you must wait on your bunk.
14. Do not sit, stand, or lie on a bunk not assigned to you, including empty bunks. During meals, I/P housed in the dayroom may eat on their bunks or on a lower bunk if assigned to an upper bunk or at a dayroom table.
15. During commissary, clothing exchange, pill call, section cleaning, or any other organized activity, remain in your cell, or if housed in the dayroom, lockdown in the common cell(s) until the activity is concluded.

### **CLOTHING VIOLATIONS:**

16. You are responsible for all clothing and bedding issued to you; loss or damage to clothing or bedding will be cause for disciplinary action. It is your responsibility to notify staff of any damaged clothing upon receipt. Knots shall not be tied in clothing or bedding.
17. The wearing of jail issued clothing shall be only for the purposes for which they were intended. (For example: T-shirts will not be used as a headband and nightgowns will not be worn as skirts or pants)
18. Be fully dressed at all times when outside your cell (or off bunks if housed in dayroom). Pants shall be rolled down to the top of shoes and orange T-shirts shall be tucked inside your pants. Sweatshirts will be covered by the outer blue shirt. Male I/Ps must wear a minimum of boxers while on your bunk during evening lockdown.
19. Females shall wear nightgowns only during evening lockdown, not to and from the shower.
20. At minimum, I/P will wear pants and a T-shirt while inside cells prior to lockdown.
21. All I/P shall shower alone and will undress, dress, and dry off inside the shower stall behind the shower privacy area curtain. When walking to and from the shower, I/P will wear at minimum an outer shirt, pants, and shoes/shower shoes.

22. I/P shall not wash jail issued clothing anywhere in the housing unit.
23. While in the Recreation Yard, I/P will wear at a minimum, pants, underwear, and shoes. Females must also wear a bra and shirt.
24. During MAJOR clothing exchange, I/P will bring ALL jail issued clothes or linens from their cell to be exchanged.

### **BEDDING VIOLATIONS:**

25. Beds shall be satisfactorily made prior to inspection and kept made while not occupied. Bunks will be made in the following manner:
  - The mattress will be laid out flat on top of the bunk.
  - The first blanket will be pulled to the top of the mattress.
  - The second blanket will be folded back approximately 12 inches from the top of the mattress.
  - All the edges will be tucked under the mattress in a neat and tight fashion.
  - At TRJ, dayroom bunks must be made with the foot of bed towards the cells, not the control booth.
26. When assigned to an upper dayroom bunk, hang your towel on the lower cross bar at the foot of the lower bunk. If assigned to a lower dayroom bunk, hang your towel to dry on the lower cross bar at the head of the lower bunk. Towels may be dried by draping them off the bunk when in a cell. The hanging of any other items from the bunks is prohibited. At no time may ANY items obstruct staff's view.
27. Do not change cells or bunks unless directed to do so by staff.
28. Do not take blankets or pillows from cells into the dayroom. A towel is permitted if going to shower.

### **HEALTH VIOLATIONS:**

29. All I/P are expected to shower at least once every two days. "Bird Bathing" in your cell is NOT permitted. I/P shall shower alone. Lines are not allowed.
30. Do not spit anywhere other than in the toilets or sinks.
31. No washing, combing, or brushing another I/P's hair. Do not share combs, brushes, pillows, or other hair accessories. Haircuts are allowed only upon Todd Road or Main Jail Haircut schedule.
  - I/P can request a haircut by filling out a KITE and turning it in to the Housing Deputy or SST.

## JAIL RULES 4

- The following I/P may receive authorized haircuts with pre-approval (unless restricted by a court order):
    - All sentenced I/Ps
    - All un-sentenced I/Ps on misdemeanor charges
    - All un-sentenced I/Ps on felony charges, only after arraignment
32. Discard all uneaten food in provided refuse containers. Do not leave it on dayroom tables, stools, cells, etc. Do not save any empty containers, packages from commissary, trash, or excessive combustible material (i.e., letters).
33. Store property boxes in the drawer below the bottom bunk. No property is permitted on the floor. If there is no drawer, then all property is to remain inside the property box under the bunk.
34. You must keep your cell and living area clean. Store all property that cannot be neatly stored on the vanity shelf or desk in your property box.

### **POSSESSION OF CONTRABAND:**

35. All I/Ps and housing/work areas are subject to search at any time. Searches may include a strip search. Any item not issued, or purchased through Commissary, or being used other than for its intended purpose is considered contraband. ALL CONTRABAND IS PROHIBITED and will be destroyed upon discovery. I/Ps will be held accountable for any contraband found in their cell or housing areas. Property left on unoccupied bunks or outside cells is considered contraband and subject to confiscation. Examples of contraband include:
- Items not issued to you by jail, medical, or commissary staff
  - Items that are altered, possessed in excess (including commissary items), or are being used for a purpose other than intended
  - Approved items that were not issued to you or purchased by you via commissary
36. Do not alter any item or use any item for a purpose other than for which it was issued. NO craft items (i.e., picture frames, crosses, etc. are allowed.)
37. Do not use or possess any items or paraphernalia designed to conceal or store contraband.
38. Do not make or possess any item that displays any gang codes, drawings, writing, or markings.

## JAIL RULES 4

## JAIL RULES 5

39. Do not use, make, or possess any weapons, unauthorized drug or substance, or alcoholic beverage.
40. Only use post cards and envelopes provided through commissary; do not make your own. Envelopes provided in magazines or reused envelopes mailed in by attorneys will be rejected.
41. Do not alter razors in any way; damaged razors must be disposed of immediately.

### **I/P / STAFF COMMUNICATION:**

42. The Housing Deputy or S.S.T. is the first point of contact for any questions or problems you have. Do not bypass these staff members and attempt to speak to a Senior Deputy or Sergeant unless an emergency exists. All requests, questions, or non-emergency problems must be written on a KITE, with all your information clearly written.
43. Do not communicate or attempt to communicate with any non-staff member outside of your housing section (even I/P workers). This includes, but is not limited to, anyone outside of the jail, anyone in the recreation yards, multipurpose rooms, interview rooms, halls, or I/P in other housing sections.

### **HOARDING:**

44. Any item possessed in excess, regardless if purchased through commissary or issued by jail staff, is prohibited. Excessive commissary that does not fit in your property box will be considered contraband and treated as such.
45. All unused cleaning supplies shall be returned to the cleaning cart when finished cleaning or ordered to surrender the cart. No cleaning supplies are allowed to be kept or stored.
46. I/P shall possess no more than:
- 2 rolls of toilet paper (per I/P)
  - 1 pillow (must be marked with the YOUR booking number)
  - 1 spork
  - 5 pencils at one time (excluding colored pencils purchased from Commissary)
  - 1 pair of canvas shoes (ordered from Commissary, must be marked with YOUR booking number)
  - 1 pair of sandals (ordered from Laundry with KITE request, must be marked with YOUR booking number.)
  - 2 commissary purchased cleaning rags

## JAIL RULES 5

## JAIL RULES 6

- 7 packets of commissary purchased non-aspirin/ 7 ibuprofen
- 20 4x6" photographs
- 3 magazines and 3 books\*
- Females are allowed 3 pairs of underwear
- Males are allowed 2 pairs of underwear

\*Approved purchased books will have I/P's booking number and name written on it. These books cannot be shared with other I/Ps. If these books are found in another I/P's cell they will be considered contraband and discarded. Books may be library books or personal books from the publisher or a combination of the two. This does not include religious materials, Bible, and GED independent study material. Any excess of over 3 personal books or magazines must be mailed out at your expense, flat rate packages are available through Commissary or be disposed of. Only one current issue of the newspaper is allowed, except on Mondays, due to weekend deliveries. Newspapers must have YOUR name on the subscription label.

### **PROHIBITED ACTIONS:**

47. All disruptive behavior is prohibited (e.g., horseplay, shadowboxing, loud talking, whistling, singing, exercising in the dayroom, etc.).
48. I/Ps are expected to be orderly and respect the dignity and rights of others. I/Ps are not allowed to supervise the activities, punishment, or work assignment of another I/P. (PC § 4019.5)
49. Do not sit or stand on top of any dayroom table or stand on any seat, desk, bunk, or any other cell fixture. Exercising on dayroom fixtures, such as bunks and stairs, is prohibited.
50. Do not cross any red line unless directed to do so by staff. Do not look at any equipment inside any control booth.
51. No passing of contraband or notes between I/Ps in any form.
52. Do not remove games or game pieces from the dayrooms.
53. Do not mail out any county property including books and non-mail items purchased through commissary or the I/P welfare fund.
54. Telephones shall not be used to annoy, harass, make threats, or call within the facility.
55. Do not cover your head with objects at any time, this

## JAIL RULES 6

## JAIL RULES 7

- includes while sleeping.
56. Sexual acts between I/Ps or directed towards staff members or visitors are prohibited.
57. When using the toilet, close the cell door (Todd Road Jail) or face away from the control booth. When not using the toilet, cell doors are to remain fully open against the wall.
58. Use of the intercoms (call buttons) is for emergencies or issues that require the immediate attention of staff (e.g., plumbing problems, medical issues, etc.).
59. Do not place trash, clothing, linen, food, or other foreign objects into the toilets, sinks, vents, or light fixtures.

### **TAMPERING WITH SECURITY DEVICE / VANDALISM:**

60. Do not disable, tamper with, or interfere with any camera, security device, electrical wire, smoke detector, sprinkler, plumbing, communication equipment, door, window, light fixture, etc. This includes, but not limited to, hanging papers over light fixtures, or hanging clothes from vents in the cell.
61. I/Ps shall not tamper with, remove, or refuse to wear armbands.
62. I/Ps shall not mark, carve, alter, or damage jail property or buildings. I/P shall not kick, slam, or strike doors, windows, or walls. I/P shall not attach or hang anything on any walls or any other part of the cell or dayroom. Towels may be hung so they can dry, as long as they do not obstruct Staff's view.

### **LOITERING:**

63. I/P shall not loiter on or near the top or bottom of the stairs, on the upper tier, in front of cell doors, or by any of the doors in the housing units.
64. Only one I/P is allowed in the dayroom cell and only one at a time unless a lockdown is ordered.
65. I/P shall not enter a cell or be on a bunk not assigned to you.

### **PILL CALL:**

66. If you are scheduled for pill call; be fully dressed, have a cup of water, and line up when directed. If you are not receiving pill call, stay inside your assigned cells or lock down in common cell if housed in dayroom until pill call is completed. Self-medication I/P must follow the prescription use. *I/P must lock down if on a video visit while pill call is in their section.*

## JAIL RULES 7

- 67. I/P will show staff the inside of their mouth by running their fingers along the gum line to ensure all medication has been swallowed.
- 68. Trading, sharing, giving, selling, hoarding (including your own), or receiving another's medication is prohibited.

**VIDEO VISITATION:**

- 69. All personal visits are subject to monitoring and recording. I/P will coordinate with outside visitors when scheduling visits. Visits must take place during an I/P's dayroom time. No exceptions. The visitation schedule may be cancelled or altered for operational and/or safety and security reasons.
- 70. Any inappropriate or disruptive behavior is grounds to immediately terminate a visit, suspend and/or terminate visiting privileges. Inappropriate activity includes, but is not limited to, nudity or sexually provocative behavior by the visitor or I/P, flashing of gang signs or display of gang paraphernalia, visitors using cell phones or other electronic devices to take video or photographs of the visit, visitors displaying a video to the I/P, etc. is not allowed. If your video session is terminated for inappropriate conduct, there are no refunds.
- 71. I/P will not encourage visitors to engage in inappropriate behavior. Video visits are monitored by staff and visitors are subject to being permanently banned from video visitation for inappropriate behavior.
- 72. I/P will only use their own sign on for visits. All refunds are provided through Securus.
- 73. I/P will not join in another I/P's video visit. This includes standing in the background during the visit.
- 74. Proper Attire: All visitors (male, female, and children) and I/P must be dressed appropriately. Visitors shall not wear tank tops, sleeveless shirts, low cut or see through clothing. No hats, head scarves, or beanies. Clothing promoting drug use, gangs, hate, profanity, sex acts or violence, is prohibited. Any nudity is grounds for immediate termination.

**TABLETS:**

- 75. The ability to utilize the tablet is a privilege and not a right. You are not to tamper with, mark on or damage any Securus equipment. Should you intentionally damage or break Securus equipment, you may be charged fees to fix the device, be subject to disciplinary action, and/

- or face criminal prosecution.
- 76. Failure to advise the on-duty deputy of any damage to a device prior to using it may result in being financially responsible for damages, disciplinary action for destruction of county property, and/or criminal prosecution.
- 77. Tablets are assigned to each I/P and not allowed out of the housing section. Anytime you leave your housing section, regardless of the reason, your headphones will be placed in your property box. Only one set of headphones is allowed.
- 78. If you are rehoused, it is your responsibility to take your assigned tablet with you to your new housing location.
- 79. You shall not provide your Securus PIN to another I/P. You are not to use the Securus PIN of another I/P. If you are discovered doing so, it may result in disciplinary action as well as suspension of phone/tablet/video visitation abilities.
- 80. Threats of harm, retaliation, or intimidation are not allowed. Discovery of doing so will result in your account being suspended and you will face disciplinary action.
- 81. Three-way calls are not allowed and will result in disciplinary action.
- 82. Do not loan or borrow a tablet.
- 83. Do not place any items on top of the wall- mounted tablet charging cabinets.