

SUMMIT COUNTY SHERIFF'S OFFICE

JOHN MINOR, SHERIFF

DEREK WOODMAN, UNDERSHERIFF

DETENTION DIVISION

COMMANDER ERIK BOURGERIE



INMATE RULES & REGULATIONS

(Last Modified August 31, 2015)

TABLE OF CONTENTS

Introduction	3	Programs	12
		Library	12
Inmate Expectations	3	Alcohol Rehab	12
		Inmate Worker Program	12
Bonding	3	Work Release Program	13
		Commissary	13
Privileges	4	Religious Programs	13
		Visitation	14
Property	4	Recreation	16
Contraband	5	Professional Visitation	16
Finances	5	Indigent Status	17
Inmate Kites	6	Health Services	17
Grievance Procedures	6	Personal Hygiene	18
Phone Calls	7	Housing	19
Mail, Legal	9	Inmate Clothing	20
Mail, Regular	8	Cell and Pod Rules	20
		Allowable Cell Contents	21
Fees and Cost of Care	9	Colorado Dept. of Corrections	22
Special Service Charges	9	Order and Discipline	22
		Administrative Lockdowns	22
Legal Assistance	10	Disciplinary Procedures	23
		Punitive Sanctions	24
Legal Research	10	Detention Facility Rules	26
Jury Trials	10	Major Rule Violations	26
		Minor Rule Violations	27
Food Service	11	Operational Rules Violations	28
Medical Diets	11		
Religious Diets	12		

1. Introduction

Our responsibility is for your safety. Your responsibility is to comply with facility rules and directions from staff. Some of the rules may seem restrictive; however, they are necessary for the proper operation of the facility. Two key concepts that underlie all activities are personal safety and rational, adult behavior.

This document is intended to offer you basic information on how the detention facility operates and what is expected of you while you are in custody. However, not every circumstance or possible situation can be addressed. Orders and directives from staff members will always supersede the information contained herein. The Sheriff's Office administration retains the right to alter, change, or disregard any written guidelines when necessary for the proper operation of the detentions facility and its safety, security and orderly running.

2. Expected Behavior

A. You are expected to do the following:

1. Comply with facility rules and immediately follow staff instructions.
2. Behave in a rational, adult manner.
3. Respect detention property and the property of others.
4. Maintain your cell and the day room in a clean and orderly fashion.
5. Maintain your personal hygiene.

B. Unacceptable behavior may result in disciplinary action for violation of detention rules, and could lead to criminal charges. Administrative action may also be taken, to include confinement to your cell for 23 hours a day for up to 30 days.

3. Inmate Expectations

A. During your incarceration you can expect the following:

1. Humane treatment with respect, impartiality and fairness.
2. Freedom of religious affiliation and voluntary religious worship.
3. Reasonable health care, including nutritious meals, clean bedding and clothing.
4. The opportunity for bathing, exercise, and access to toiletries.
5. Correspondence by mail with your family, friends, members of the new media, the courts, government officials and agencies, and your attorney.

4. Bonding

A. There are three methods of bonding:

1. Cash- only U.S. currency or Certified Cashiers Check in the exact amount of bond, made payable to the jurisdictional court.
2. Credit Card- Any credit card will be accepted. A 7% fee will be charged by the Gov Pay service provider and added to the card at the time of processing.

GovPay can be reached at www.GovPayNow.com or (888) 277-2535. The pay location code for a bond is 6449. GovPay will need your inmate number for any transactions.

3. Bondsman- Telephone numbers of Bondsman are available in each cellblock and approximately 15% of the bond amount is normally required as a fee to the bonding agency. Bondsmen sometimes require collateral worth the full amount of the bond. This is a private business transaction between the inmate and the bondsman to negotiate. We cannot recommend a bondsman to you.

5. Privileges

A. The following are privileges, not rights. As such, the detentions facility has no responsibility either to provide them or to allow you to participate. They are provided in an effort to assist inmates and to make what is a difficult circumstance a little better. In return, we expect you to behave in a rational and adult manner. Please bear that in mind, and conduct yourself accordingly. By definition, anything that is a privilege can be restricted or suspended at anytime and for any reason- either in total or selectively.

1. Religious programs and Bible study
2. Educational programs
3. Work programs (Trustee and Work Release)
4. Recreation (Newspapers, television, games, etc...)
5. Visitation
6. Telephones
7. Commissary

6. Property

A. When you are booked into the detentions facility, your property will be logged and stored until your release. At the time of booking, you had the option of keeping one pair of eyeglasses or contacts, and a plain wedding band with no stones. You were also advised to write down any phone numbers you may need. All items in the Property Room will remain there until your release. Items will not be retrieved and brought to you in the cellblock. Under some circumstances, you may request that some or all of your property be released to a friend or relative. To make such a request, complete a Kite directed to staff. You must list the item(s) to be released, the identity of the receiving person, and the date and time they are to be picked up. You must explain the necessity of having the property released. The decision of the staff is final. Requests that fail to explain the need will be denied. You cannot give money or property to another inmate.

B. Publications are allowed into the detention facility if they have been sent directly from the publisher. Books must be soft cover with no metal or spiral binding. No materials that depict criminal acts, are racist in nature, glorify violence, or contain nudity or sexual content are allowed. Any items that are rejected will be placed into

your property. Both you and the sender will be notified what items were rejected, and why.

- C. **No subscriptions will be allowed to come to the jail.** We cannot make changes of address once you are released from the facility so that your publications can stay with you.
- D. White short sleeve t-shirts without pockets or logos, white underwear, and white socks will be the only clothing accepted for you by detentions staff. All clothing must be new in the package. Inmates doing MITT time on weekends will be allowed to bring in previously used whites. Females may have white bras with no under wires. No long sleeve t-shirts will be allowed.
- E. No other items are allowed into the facility from outside sources. Personal or hygiene items are available through the Commissary.
- F. Any person who was in custody of the Summit County Detention Facility within 30 days will not be allowed to apply money to an inmates account or drop off any personal property.

7. Contraband

- A. You are prohibited from having in your possession or under your control any items that were not:
 - 1. Issued to you by facility staff.
 - 2. Purchased by you from Commissary.
 - 3. Authorized by the detentions administration.
- B. Any item that contains graphic sexual content, depictions of: violence, racism, gang affiliation, or is offensive by community standards is considered contraband.
- C. Medical marijuana will not be stored in the facility. Any medical marijuana product will be given to the arresting officer for storage or disposal.
- D. Alcohol, tobacco, and recreational marijuana products will be destroyed upon entering the facility.

8. Finances

- A. At the time of booking, an Inmate Account is opened up under your name. Any cash you have will be entered into that account.
- B. Inmates are not allowed to have coins, cash, checks or money orders in their possession.

- C. Friends or relatives may bring exact amounts to the booking window for deposit to your Inmate Account. The detention facility cannot make change. Only cash, non-cancelable money orders, and cashiers checks will be accepted using this method. Monies may also be mailed to you, using non-cancelable money orders or cashiers checks. Due to staff work load, we prefer that funds be deposited electronically through Gov Pay. Gov Pay can be accessed by calling (888) 277-2535, or online at www.GovPayNow.com. Persons electronically depositing funds using this method will need your inmate number and the pay location code of 5500. There is a 6% surcharge for depositing funds by Gov Pay via telephone, and a 4.5 % fee for online deposits. When using Gov Pay, there is a minimum deposit required of \$25.00 and a maximum of \$100.

These funds are available for you to use to post a bond, pay a bondsman, for court costs, pay medical expenses, or to purchase Commissary. Any money left in your account when you are released will be returned to you in the form of a Master Card financial card. Checks will only be issued if you are being transferred to another facility.

- D. A limit of \$300 is allowed on your account, unless you came into the facility with more or you are using it to bond out.
- E. Inmates may view their account information on any accessible kiosk.

9. Inmate Kites

- A. An inmate kite is the only official communication method used to contact detentions staff or administration, and may be used to contact the courts, probation, the public defenders, or to file a grievance over a condition of confinement. Kites and grievances can be sent via any available kiosk. Once completed, your kite will be routed to the appropriate person. You will receive a response and can view it on the kiosk. Only this electronic form of communication is acceptable for your protection and ours, as the electronic system creates a permanent record of kites or grievances filed, and our response. Inmate kites are to be used only for their intended purpose.
- B. Only one subject per kite is allowed. Each inmate must submit his own kite (no group kites allowed). If you would like paper copies of kites you will be required to go through the Records Section of the Summit County Sheriff's Office. Staff will not print off copies of your kites.

10. Grievance Procedures

- A. You should try and resolve any problems or concerns by first speaking with a deputy. If the situation cannot be resolved, then you may file a grievance using the Inmate Kite from the kiosk. The grievance will be forwarded to the proper supervisor for resolution, and you will receive a response that can be read on the kiosk.

- B. You must file your own grievance, and group grievances are not accepted. The grievance should be as detailed as possible and must be submitted within 72 hours of the incident. Grievances containing threats or profanity will be returned unanswered.
- C. If you do not agree with the response, you may file an appeal to the next level in the Chain of Command. The Division Commander's decision is final.

11. Phone Calls

- A. During the booking process all new arrestees / detainees will be offered the opportunity for one free three minute call within the United States. International calls are not allowed. If this call is refused, this privilege is also refused and the call may not be made at a later time. After the free call is offered, all inmates are allowed to make a reasonable number of calls via the inmate phones in an attempt to contact either their attorney or a family member or bondsman. Be aware that phones are available for outgoing calls only, although friends and family may be able to leave an inmate a voicemail message.. **The phones at the booking desk are not available for inmate use.** Once you are moved to a cellblock, you must either use the phone in the day room or the postal service to communicate. This includes inmate-initiated calls to his or her attorney.
- B. To use the blue collect-call phones located in the cellblock dayroom you will need the phone PIN issued to you at the time of booking. **DO NOT** share this PIN with anyone else. Sharing a PIN number endangers the safety, security and orderly running of the facility and can result in administrative lockdown, and/or suspension of phone privileges for up to two (2) weeks for both the person who shared the PIN and the person who received it. If someone steals your PIN, notify staff immediately! If you desire, you may move monies to your phone account from your commissary account via an available kiosk in order to make non-collect calls.
- C. Phone calls are limited to 15 minutes each in order to ensure that all inmates have the opportunity to use the phone. Improper use of the phone may result in termination of the call and /or restriction or denial of future use. Use of phones in the detention facility is a privilege, not a right.
- D. When making a call, you may find that the number is blocked. While it may be a system malfunction, it is also possible that the owner has requested that their number be blocked. You should also be aware that detention staff will not take messages or make calls for you, nor research phone numbers or addresses.
- E. Family and friends may leave you a voicemail on the inmate phones by setting up an account with our telephone service provider, Securus, by calling (800) 844-6591.
- F. **ALL** phone calls are monitored and recorded.

- G. Phone charges are \$.62 per minute for local calls and \$.24 per minute for long distance calls.
- H. For questions or complaints regarding phone call billing or connections, please contact Securus directly at the phone number located on the front of the inmate phones.
- I. If a phone is not working properly, please notify detention staff.

12. Regular Mail

- A. Pre-stamped envelopes are available for purchase through the Commissary. Indigent inmates may receive up to three stamped envelopes per week. We define an inmate as indigent if they effectively have no funds in their inmate account for two consecutive weeks. Once your letter is ready for mailing, give it to a deputy. The envelope is not to be sealed.
- B. All incoming and outgoing mail will be scanned, logged, and inspected for contraband. Secret messages or coded letters are not permitted. Any items contained in incoming mail that you are not permitted to have will be placed in your property. Prohibited items include, but are not limited to, glossed paper, greeting cards, construction paper, Polaroid photos, stickers, cutouts from magazines, stamps, photographs containing nudity, etc. Where possible, staff will photocopy items and provide the photocopy to the inmate if items arrive on prohibited material.
- C. Any mail including non-English language may be reasonably delayed for safety and security reasons.
- D. Outgoing mail must identify you as an inmate. Both addresses must appear on the envelope face, and be written horizontally with the stamp in the proper location. No drawings or artwork are allowed. The return address must be as shown below:
 - E. INMATE: (your name)
 - F. Summit County Detention Facility
 - G. P.O. Box 210
 - H. Breckenridge, CO 80424
- I. Incoming mail must contain the full name and address of the sender, and must be sent to the address shown below. Mail without a return address or with aliases or nicknames may be returned to the sender, or placed into your property. You cannot use the postal service to communicate with another inmate housed in the detentions facility for safety and security reasons. You may use the mail to communicate with an inmate in another jail or prison, but remember that all such mail is subject to scanning by staff. Mail received after your release from the detention facility will be returned to the sender. Any mail received on a holiday or weekend may be delayed due to circumstances beyond our control.

Senders Name
Street address
City, State Zip Code

Inmate name
C/O Summit County Detention Facility
P.O. Box 210
Breckenridge, CO 80424

13. Legal Mail

- A. Legal mail is defined as mail to/from your attorney or law firm of record or other legal service agency. Correspondence with a court is not covered by Attorney – Client privilege and is therefore not considered legal mail. Any such mail is considered “legal” only if the status is established on the envelope. Incoming legal mail will be opened in your presence and inspected for contraband and to ensure it is actually legal mail. Outgoing Legal mail, marked as such on the envelope, must be placed in the envelope and sealed in the presence of a deputy. Legal mail may be held for verification that the addressee is a person or organization entitled to legal status.

14. Fees and Cost of Care

- A. The Summit County Sheriff’s Office is committed to the responsible spending of the public dollar, and believes that it is fair and equitable for the individuals who create the need for a detentions facility to have a portion of the financial responsibility in maintaining and operating that facility. In addition, inmates should have the same individual responsibility for medical care and other costs, as do citizens not in custody. The cost of housing for every individual incarcerated in the Summit County Detentions Facility, including housing, feeding, medical and dental costs, is recorded.
- B. The Sheriff’s Office, in partnership with the District Attorney’s Office, will file a motion with the court to collect the aforementioned costs from every sentenced inmate (or former inmate given a sentence that included time served). Costs will also be collected from individuals offered a deferred judgment and sentence.

15. Special Service Charges

- A. The Detentions Facility will levy fees against your inmate account for the following services:
- \$30 processing fee (refunded if all cases dismissed)
 - \$10 bond fee for each bond posted
 - \$10 medical fee for each visit to a doctor or dentist
 - \$5 fee for each prescription (Medical, dental, and prescription fees paid are deducted from the cost of care charges)

16. Legal Assistance

- A. If you are a new arrestee, you will be advised of your rights, your charges, and have a bond set (if you don't already have a bond) at your initial court appearance. Information about the Public Defender's Office is posted on a laminated blue card in your Pod. While you are in custody on qualifying charges, you are automatically qualified for representation by the Public Defender's Office, but you may hire private counsel if you wish.
- B. The Public Defender's Office is open 8:00a.m. to 5:00p.m. Monday thru Friday. The phone number is (970) 468-9363, and they will accept calls from the inmate phones. You may also write to them at P.O. Box 1612, Dillon, CO 80435. Their website is <http://pdweb.coloradodefenders.us>
- C. Law Enforcement Officers are statutorily prohibited from giving legal advice.

17. Legal Research

- A. The Detentions Facility has a computerized legal research system available for use in the Professional Visitation room. Only those inmates who are in custody and appealing their sentence, or would like to address a condition of confinement issue, have a legal right to use this law library. However, other inmates may request the use of the law library. Staff will allow you to use the library as time and staffing allows. If you would like to use the law library, submit an inmate kite to the staff.
- B. The law library computer does not have a printer and you should be prepared to take notes for the information you need. Staff may supply a limited amount of additional paper to facilitate this process. Hoarding of paper will eliminate this privilege.
- C. Detention staff will not make photocopies, create print outs, or release any documentation. Any records request must go through the Summit County Sheriff's Office Records Section and will be subject to the policies regarding records release, including fees.
- D. Detention staff will make one (1) copy of any motion an inmate files with the Courts for the inmate's records. Staff will also copy an inmate's medical records for the inmate. Both of these services are done free of charge.

18. Jury Trials

- A. If you are in a jury trial the detentions facility will accept some clothing for you to wear while in court. This clothing is stored and will only be available to you when you will be appearing in front of the jury. All items brought to the facility are subject to approval from a supervisor. The following items may be accepted:

Males

A pair of dress pants & sport coat
A dress shirt and tie
A pair of dress shoes and socks

Females

A dress, or a skirt & a blouse, or
slacks & blouse
A pair of shoes and hose/socks

- B. Unless there is a valid court action currently taking place, you will not be allowed to remain in the courtroom while awaiting some action, such as a verdict. You will be returned to the detention facility during these times.
- C. While in court, you may not communicate with any person in the gallery, unless specifically authorized to do so by a deputy.
- D. Under no circumstances will you be allowed any physical contact with a person in the gallery, or be able to access any electronic device.
- E. You will be required to wear a discrete restraint device under your clothing while in court.

19. Food Service

- A. The detentions facility prepares all meals in house. Three meals are served each day. If you are on a special medical or religious diet or are allergic to certain foods, inform staff during your intake or submit an inmate kite detailing your needs. Due to logistical and fairness issues, diet preferences, including vegetarian or high protein diets, are not allowed. You are responsible for the cup and spork you were issued, including washing them after use. Both items must be returned at the time of your release. Any damage to these items may result in your inmate account being charged.
- B. Food must be consumed within 30 minutes of service, including milk, juice, fruits, and deserts. All trays will be readied for pick up within that 30 minutes and stacked next to the pod door. The number of trays placed in the pod should equal the number of trays ready for pick up by the Trustees. Not returning trays within this timeframe may result in administrative or disciplinary action.

Food items may not be traded or given to other inmates in order to prevent gambling, extortion, or “owing favors” that may lead to inappropriate conduct. Additionally, any special dietary requests will result in the monitoring of food items consumed, as well as commissary ordered. If an inmate is found to have ordered items from commissary that violate their special diet, or are consuming food from other inmate trays that violate the special diet, the special diet may be removed, or the inmate may lose commissary privileges, among other possible sanctions.

1. Medical Diet

If you are placed on a special diet for medical reasons, you will remain in that diet until the need no longer exists. Detentions staff or the Nurse will contact your

primary care Physician to receive medical records to ensure compliance with your treatment plan and to verify your diet.

2. Religious Diet

Any religious diet developed or authorized for you will remain in effect for the duration of your stay in this facility. Any such request must be made within the first 3 days of incarceration. Only diets that are required by a recognized religion will be authorized, and all religious diet requests are subject to review and verification. If we cannot verify that the diet request is legitimate, or that you are a member of that religion, the request will be denied. Any additional cost incurred by the detentions facility for your dietary needs will be assessed against you via the Cost of Care program.

20. Programs

A. The Summit County Detentions Facility offers programs in an effort to meet certain inmate needs. Many programs are staffed by unpaid civilian volunteers. As such, their existence is solely dependant on the availability of citizens with certain expertise who are willing to donate their time and effort. If there is no available volunteer, the programs listed below will not be available. Your disciplinary status and behavior are also determining factors in your participation in the programs that are available. In order to attend group programs, you must sign up in advance on the appropriate form posted in your housing unit. These sign up sheets will be removed the night before the scheduled group program. If fewer than three (3) people sign up for that particular program, the program will be cancelled.’

1. Library

During normal recreation times you may be able to obtain books from the Library. These belong to the facility and were donated for your use. As such, you are expected to take proper care of any items you use.

2. Alcohol/Drug Rehabilitation

You may be able to attend Alcoholics Anonymous (AA), Narcotics Anonymous (NA), or Celebrate Recovery. Sign up sheets will be posted in the cellblock. If you do not sign up, you will not be allowed to attend as we need to know if there is enough interest for that particular session for the volunteers to come to the facility.

3. Inmate Worker Program

Only inmates who have been sentenced to a detentions facility on a criminal case are eligible to become trustees or inmate workers. There are a variety of jobs available, and gender is not a factor in the selection. Trustees are statutorily eligible for additional good time sentence reductions based on their work performance, while inmate workers are statutorily denied additional good time sentence reductions due to their specific conviction. If you are a sentenced inmate and wish to apply, submit an inmate kite addressed to a sergeant. There are not an

infinite number of positions available, so not all who apply will be accepted. Trustee/ inmate worker status is a privilege, not a right, and can be denied based on charges, criminal history, attitude and performance.

4. Work Release Program

Sentenced offenders who were made eligible to participate in the Work Release Program by the sentencing Judge should come to the facility in order to be pre-approved for the program, if possible. . This eligibility authorization from the sentencing Judge must be noted on the sentencing paperwork (Mitt). If pre-approval was not possible, the sentenced inmate should request the information paperwork via an inmate kite. Program guidelines and instructions on how to apply are included in this informational paperwork. While the sentencing Judge may have made a sentenced offender eligible for the Work Release Program, detention facility staff make the final determination on who is accepted into the program. Inmates participating in the Work Release Program must also be accepted into the trustee/ inmate worker program.

5. Commissary

- a) Commissary orders are placed weekly by Monday at 1700. Inmates must use an available kiosk to place orders. The money for your purchases will be deducted from your inmate account when the order is placed. Commissary is normally delivered on Wednesday, but delivery times may vary. Any holiday may delay commissary delivery.
- b) Once received, you must immediately check your order before returning to your cell. Once you have signed the receipt, no corrections will be made.
- c) You are not allowed to give, sell, trade, barter or gamble commissary items with anyone. Doing so may cause confiscation of all items in your possession, and prohibit you from ordering commissary in the future. Commissary is not a right, it is a privilege.
- d) If the commissary you order contradicts a medical or religious diet, you may lose the privilege of ordering commissary.
- e) If you leave custody after you place your commissary order and before it arrives, you will have 30 days to pick it up from the facility. If you or your representative do not pick the commissary up within 30 days, it will be disposed of. We do not have the ability to cancel a commissary order once it is placed.

6. Religious Programs

- a) Bible Study classes may be provided by volunteers from local religious organizations. The name of the providing organization, along with the day and time of the program, will be posted on a sign up sheet in the cellblock, and you must sign up to attend. All inmates may attend unless they are currently on disciplinary restriction or if their participation could pose a threat

to the safety and security of the facility. Separate services are provided for male and female inmates. Because this is strictly a volunteer program, not all religious affiliations are presented. Any program may be cancelled without notice when deemed necessary by the detentions administration. Due to safety and security concerns, no religious items such as metal crosses or necklaces are allowed.

- b) A clergy member may request a clergy visit with you, or you may request to have a clergy visit via an inmate kite. These visits are to happen via the video visitation system, although a contact visit may be authorized if the on duty sergeant believes it to be in the best interest of the rehabilitation of the inmate. As such visits are outside of the normal parameters, they may be cancelled without notice due to operational necessity. To qualify for this type of visit, you must have been a member of the congregation prior to your incarceration, or a congregation you have joined due to their detention facility volunteer program, and the cleric must have either been ordained by a recognized religion or be an elder or other recognized representative of an established religious institution.

7. General Visitation

a) General

- i. Visitation is a privilege, not a right. All visitation participants are expected to conduct themselves in an appropriate fashion at all times during a visit.
- ii. The Summit County Sheriff's Office reserves the right to deny, cancel, reschedule, or terminate a visit prior to or during a visit for any reason, including visitor /inmate misconduct; or, safety, security and orderly running of the facility. The Summit County Sheriff's Office further reserves the right to restrict or deny visitors and inmates future participation in visits.
- iii. All persons participating in a visit are expected to comply with staff instructions at all times.
- iv. Revealing / inappropriate clothing, obscene acts or gestures, depictions of violence or hate, gang related gestures or materials, depictions of drug use (including alcohol, tobacco or marijuana), disruptive activity, or any illegal acts are not allowed during any visit.
- v. Inmates under administrative or disciplinary sanction will not be allowed visits, unless the on-duty supervisor believes the visit is in the best interest of the inmate's rehabilitation.
- vi. Photographing or recording the visit is not allowed.
- vii. Visitors who appear visibly under the influence of intoxicants will be denied.
- viii. Only visitors that have been approved by Detention Staff in advance may schedule themselves for visits. Inmates will submit visitor names and dates of birth to Detention Staff for the creation of an "approved visitors" list.

b) Video Visitation

- i. Video Visitation is allowed 24 hours a day, 7 days a week, subject to change at the discretion of the Division Commander.
- ii. All family member/ friend video visits are monitored by Detention Staff and recorded. Use of the video visitation system constitutes consent to this recording and monitoring.
- iii. Each video visit is 20 minutes long.
- iv. Those scheduling visits must be prepared to provide the following at the time of scheduling:
 - Inmate legal name or Detention Facility ID number.
 - Visitor government issued picture identification (i.e., driver's license)
 - Visitor home address.
 - Visitor telephone number
 - Visitor email address.
 - Visitor Bar Card (attorney's only)
- vi. Video visits must be scheduled at least six (6) hours prior to the requested visitation time.
- vii. Video visitation participants are allowed to sign in one (1) minute before the scheduled visitation time.
- viii. Visitors who have scheduled a video visit on-line must include their email address in order to be notified of cancelled, denied or rescheduled visits.

ix. *On Site Video Visits*

- a. All on-site visits are free of charge. Each inmate is limited to one on-site visit per week.
- b. On-site visitors must arrive early enough to present their photo identification (i.e. driver's license) to Detention Staff prior to the scheduled visit.

x. *Remote, or "At Home" Visits*

- a. Inmates are not limited in the number of remote, or "at home", video visits received. There is a charge associated with each of these remote visits.
- b. All remote visits must be paid for at the time of scheduling. Scheduled visits are non-refundable.
- c. There are no age restrictions for video visitors. However, all persons participating on the video visit must be declared at the time of scheduling and must be an "approved visitor".

c) **Contact Visits**

- i. Contact visits will be allowed for inmates who have been in custody a minimum of 30 days, with no disciplinary history within that time. Only approved visitors over the age of 18 are allowed, with a maximum of two (2) visitors allowed at a time. Due to the increased burden on staff, Detention Staff will determine the appropriate date and time for any and all contact visits. Only one contact visit is allowed per inmate every 30 days.
- ii. All visitors granted contact visits are subject to pat search of their person and a physical examination of their possessions as a condition of entrance into the Summit County Detention Facility.

d) **Professional Visits**

- i. Professional visitors should contact the Detention Facility directly as rules and procedures for visits may vary.

8. **Recreation**

Inmate recreation for the cellblocks is offered seven days a week. Outdoor recreation may be available, depending on the weather conditions; the determination will be made by detentions staff. As with other detentions programs, recreation outside of the cellblock is a privilege. You may be denied participation if you are on disciplinary sanctions, pose a threat to safety and security, or are excluded due to a medical condition.

Recreation is subject to cancellation at any time due to operational necessity.

The approximate time schedule is as follows:

A Pod:	0715 - 0800	1415 - 1500
B Pod:	0815 - 0900	1615 - 1700
C Pod:	0915 - 1000	1715 - 1800
D Pod:	1215 - 1300	1815 - 1900
F Pod:	1315 - 1400	1900 - 2000
TWR Pod:	1015 - 1100	1515 - 1600 (most days)

All participating inmates will travel to and from the recreation area as a group. After arrival, all inmates will remain there until their return to the cell block. If an inmate must return back to their pod for any reason, such as the need to use the restroom, they will not be allowed back into recreation during that recreation period.

21. Professional Visits

A. Attorneys, social workers, clergy, and medical personnel are considered professionals. They are permitted to visit inmates after presenting proper credentials and identification. No physical contact, other than a handshake, is allowed during the visit. Not every professional visit will be a contact visit.

22. Indigent Status

- A. If you have less than \$1.00 on your inmate account for over 2 weeks, you may be considered an indigent inmate. A deposit that brings your balance above \$1.00 will terminate your indigent status.

23. Health Services

- A. Medical and dental care will be provided when there is a serious medical need. Medical requests must be submitted on an Inmate Kite. A \$10 fee is charged for each doctor or dentist visit, and \$5 for each prescription. If you are indigent, a negative balance will accrue. Any funds deposited to your account will first be used to offset the negative balance.
- B. Inmates are responsible for the full cost any medical related expenses if the medical issue is the result of a pre-existing condition or due to an intentional act. We define a pre-existing condition as any medical condition that existed prior to being accepted into the custody of the Summit County Detention Facility. We define an intentional act as any action taken by an inmate where the inmate should reasonably know that the action may lead to the need for medical care.
- C. Valid prescription medications that are brought in by an inmate or by an inmate's friends or family will be returned to the inmate upon release, should there be any remaining.
- D. If a new medical treatment plan has been developed for you by our medical providers while you are in custody, any previous medical treatment plan will be considered void. Any prescribed medications associated with the previous medical treatment plan will also be considered invalid. Those medications will be immediately destroyed, regardless of origin.
- E. In order to ensure an inmate's safe and non-disruptive reentry into the community, medications prescribed and purchased while you are in the custody of the Summit County Detention Facility will not be given to you upon release, regardless of who paid for them, with the singular exception of mental health medications. A seven (7) day supply of mental health medications will be provided upon release to give you the opportunity to get these medications refilled by your provider.
- F. Any abuse of medication, such as "cheeking", "hoarding", or distributing to others, may demonstrate that this medication is no longer medically required and will be discontinued immediately.
- G. The Summit County Sheriff's Office is responsible for your medical care while you are in custody. Due to this, we may decide to continue your relationship with your current medical provider, or move your care to our medical providers. We will base

this decision on what we believe is in your best interest. We also determine what medical care you will receive, and when. We may request access to your previous medical records in order to ensure the best possible treatment plan is implemented. Our decisions regarding your in-custody medical treatment are final.

H. Med Call

Med call is done daily at 0630 hours, 1330 hours, 1830 hours, and 2230 hours. To get on med call you need to notify the Control deputy via the intercom 30 minutes prior to scheduled med call. Leaving the cellblock without permission is a violation of facility rules and can result in disciplinary actions. You may receive Over The Counter (OTC) medications for five (5) days at med call if you agree to sign an OTC Waiver of Liability form. After five (5) days, you will either need to receive a valid prescription from a doctor for the OTC medication, or purchase the OTC medication available on commissary. If you need a specific OTC product that is not regularly available at med call, the facility **may** be able to purchase it for you, upon request via an inmate kite. We do not allow medications that are commonly used as a sleep aid due to their likelihood for abuse.

I. Mental Health

Notify a staff member if you feel you are in need of mental health assistance, or need to talk to someone about a troubling matter, especially if you feel like harming yourself or someone else.

If you have a substance abuse problem and expect to be in custody more than thirty (30) days, you may qualify to participate in the Jail Based Behavioral Services (JBBS) program. The JBBS program offers some transitional funding assistance if you continue mental health treatment with our community partner after your release from custody. If you would like to enroll in the JBBS program, notify staff or mental health via an inmate kite.

The facility offers weekly group mental health sessions, as well as individual counseling. Sign up sheets to attend group mental health are posted in each Pod weekly and are collected the night before the scheduled activity. For individual counseling, please submit an inmate kite.

24. Personal Hygiene

- A. You are required to keep your living area clean and to maintain an acceptable standard of personal hygiene. You must:
- 1) Take a shower and brush your teeth daily. (One person in the shower at a time)
 - 2) Exchange your sheets, towels, and uniforms during routine laundry exchange. (Each item will be inspected for new damage. Any new damage will result in an assessment against your inmate account.)
 - 3) Not engage in any tattooing. Receiving 'jail house' tattoos is unsafe and can easily lead to infection. (It is also a major rules violation.)

B. Razors

You will be allowed to shave between 0600 and 0700 hours with a razor provided by detentions. All razors must be returned to the razor box when you are finished. You must not alter the razor in any way, and they are inspected to insure the presence of the metal blade. New razors are distributed once a week.

C. Haircuts

Haircuts are offered on the third weekend of every month and are done by other inmates. You must sign up on the sheet posted in the cellblock to participate. You may also hire a licensed barber or stylist to come to the detention facility to provide you with a haircut. No other services, such as coloring, perming, etc, will be allowed. The person you hire will require authorization by facility staff ahead of the appointment date, will be subject to search before entering the facility, and must provide their own facility approved tools.

D. Laundry Exchange

Monday & Thursday	Uniforms
Tuesday & Friday	Linens (sheets and pillow cases)
Wednesday & Saturday	Towels and personals
Sunday	No exchange

Blankets will be washed once a month on a rotating schedule.

26. Housing

A Your housing assignment is determined by detentions staff based on your charges, your present and past behavior, and your criminal history. If you have a legitimate concern about your housing assignment, address an inmate kite to the sergeant or supervisor on duty.

1. Lock Down and Lights Out

Lock down will occur at 2230 hours, with lights out at 2300 hours. A flashing of the cell and dayroom lights will indicate lock down. Lock down will end at 0600 hours, with the lights being turned on at the same time.

2. Counts

Inmate counts will be conducted at each shift change and at any other time deemed necessary by staff. During the count, stand by your cell door, or if you are on the second floor, stand next to the railing. Interfering with or failing to cooperate with a count will have negative consequences.

3. Housing at Other Jails

On occasion, we house inmates at other facilities. All such moves are made without notice. Once you arrive at the new facility, you will be allowed to contact family or friends.

4. Administrative Segregation

If you are perceived as a danger to yourself, others, or the safety and security of the jail, you will be housed in administrative segregation. You will remain in segregation until the Detentions Commander makes the determination that you can be changed to a less restrictive environment. Such housing assignments, while very restrictive, are not punitive in nature and therefore not subject to Due Process requirements or appeal. If you are housed for medical reasons it is because of a limited use of stairs, a cast or brace, the need to monitor your condition, or you use equipment for your mobility. Any of these reasons can deny you placement in General Population.

27. Inmate Clothing

- A All inmates are issued detentions uniforms. Any time you are outside of your cell, you must be in full uniform, i.e. shirt, pants, and shoes. The full uniform must be worn to and from the shower, and while at recreation and programs. If you were issued a sweatshirt or have a white T-shirt, it must be worn underneath the uniform shirt. Trustees must also wear their cap when outside of their pod. Intentional damage to any issued county property may result in disciplinary action and possibly criminal charges, as well as a charge to replace the item against your commissary account.

The following will be considered improper use of the detentions uniform and may lead to disciplinary action:

- Any alteration of the detentions uniform, including writing or drawing on them
- Cutting socks, T-shirt, or other jail property
- Rolling or cuffing pants
- Wearing socks outside of the pants
- ‘Sagging’ or wearing improperly sized pants or top. Detentions staff will determine your proper size.
- Using towels or any other item as a turban or headgear
- Wearing shoes other than in the intended manner, such as folding the tops down
- Shower shoes may only be worn in the shower.

28. Cell and Pod Rules

- A The following rules apply to your individual cell and the pod dayroom:

1. Beds will be made by 0900 hours. If you have work privileges, the bed must be made before you leave. Beds should be neat. The ends of sheets are not to be tied together. Nothing may be under the mattress.
2. Windows will be clean and have nothing on them. No items will be on any window ledge or frame, and nothing can cover the air vents.
3. Trashcans must be emptied at least once a day.
4. Doors and walls must be clean with nothing hanging on or stuck to them.
5. Personal items not in immediate use must be neatly arranged on a shelf.
6. No items can be placed on top of the light fixture or hung from the top bunk.

7. Hooks under the shelves are used for hanging clothes and towels only.
8. The mirror, toilet, and sink are to be clean. Nothing will be placed on the mirror.
9. Tables will be clean.
10. Floors must be swept and mopped daily.
11. Family photos or artwork that you made here are the only items that may be visible. They cannot be taped or stuck to anything.
12. No marking, drawing, or chipping paint from any surface.
13. You may not have any item deemed to be contraband, or any item not specifically named under "Allowable cell contents" below.

B Random cell and pod checks may be done at any time. You do not have a Constitutional right to privacy, or to be present when inspections are made. In many instances, all inmates will be removed temporarily from the cellblock during the inspection. Failure to cooperate will result in disciplinary action.

Allowable cell contents

- 2 Blankets (3 in the winter months only, on approval)
- 2 recreational books
- 1 Bible and 1 other religious book or pamphlet
- 1 newspaper
- Commissary items
- 1 pair of prescription eyeglasses and or contact lenses
- Hygiene items
- 20 letters
- 10 approved photos (no Polaroid-type pictures or ones showing nudity or violence, or any other subject deemed inappropriate by staff).
- 2 sheets
- 1 pair of detention-issued shoes (may have a second commissary-purchased pair)
- 1 towel
- 3 pairs of plain white socks
- 3 plain white undershirts without logos or pockets
- 3 plain white underwear
- 3 plain white bras (no underwire)
- Legal paperwork must fit inside the issued clear legal envelope. Legal paperwork that cannot fit inside this container will be placed in your property. You may request, via an inmate kite, to exchange paperwork in your cell for paperwork in your property bag.

C All items must be neat and organized in your cell. Excess or unapproved items will be seized and placed into your property.

D The dayroom is not to be used to store any items, including books, cards, or personal items. Any such item that is not being actively used is to be in a cell. Any items left in the dayroom after evening lockdown will be confiscated.

- E All inmates in the cellblock are responsible for the condition of the dayroom and for maintaining it in compliance with the rules, as well as keeping it neat, clean and organized. Repeated failure to comply may result in all inmates in the cellblock being confined to their cells.

29. Colorado Department of Corrections

- A The State of Colorado may have a backlog of prisoner intakes. Once sentenced by the courts to State prison time you will be placed on a DOC waiting list. The Summit County Detentions Facility has no control over the intake of DOC prisoners. You will be transferred as soon as space becomes available. Do not inquire when you will be transported – we do not know. Under Colorado law, your time here at the facility will apply to your DOC sentence. Any violation of detention rules here will be reported to the Department of Corrections and will affect your good time credit.
- B There are severe limitations on the allowable inmate property at the Denver Reception and Diagnostic Center (DRDC). It is your responsibility to arrange for the disposition of your property currently held at this facility. The property may either be picked up by a person whom you designate, or it may be shipped via the USPS at your expense. Failing to make arrangements for the disposition of your property serves as your acknowledgment that all items become the property of the Summit County Sheriff's Office upon your transfer to DOC custody and will be disposed of within 30 days..

The following is a list of items you are allowed to take with you to DRDC:

- Legal documents not to exceed 2 cubic feet
- A check for any remaining funds in your inmate account
- One pair of non-tinted prescription glasses and a case
- One pair of contact lenses. No extra lenses or solution are allowed.

DOC will discard items not on the list. You will be transported wearing a Summit County Detention Facility uniform.

30. Administrative Lockdown and Disciplinary Hearings

- A In order to maintain appropriate behavior, rules have been established which specify certain violations and the possible sanctions for violation. Depending on the specifics of the situation, and your behavior, the situation may be handled in one of several ways. You should also be aware that violations of detention rules may be included in your pre-sentence report to the court, and will be disclosed to other penal institutions, including the Department of Corrections. Negative reports could affect your sentence, approval for any programs, and in the case of DOC, your classification and/or good time. You will not be allowed to buy commissary, phone cards, or receive non-legal mail while on lockdown. Proper behavior while in this facility is

clearly to your benefit. You may not be able to make your situation better, but you certainly can make it worse.

- B There are two types of actions that staff may take. Which one is based on factors such as your previous/current behavior and safety and security concerns. The two types are:

1. Administrative Actions

A detention deputy or Sergeant has the authority to confine you to your cell for up to 48 hours when necessary to restore order or for the safety and security of the facility.

A detentions Sergeant may confine you to your cell for up to 7 days. In this case, a Sergeant's Administrative Lockdown Report will be completed, a copy of which will be provided to you. This confinement is administrative in nature and deemed necessary for the restoration of order and or the safety and security of the facility. Because the action is administrative rather than punitive, you are afforded no appeal rights. However, all lockdowns over 7 days are reviewed by the division commander. No property will be taken from you unless necessary for safety and security.

The division commander may confine you to your cell for 30 days or longer if your actions pose a significant and ongoing threat to the safety, security, and orderly running of the facility and staff.

If confined to your cell, you will be allowed out of your cell for up to one hour for every 24 hours of confinement. This is to allow you to attend to your personal hygiene and make telephone calls (unless phone restrictions are part of the sanctions). However, this time out is dependent upon your rational and compliant behavior. Scheduling of the time out is at the sole discretion of detentions staff and will likely be done at a time to minimize your contact with other inmates. While staff will notify you that it is time for your "hour out", it will be up to you whether or not you take it. If this time out of your cell is refused, you will not be offered time out of your cell later, or given an opportunity to shower, shave, or make phone calls at another time.

Any items that you abuse may be taken from you without notice in order to prevent any future abuse.

2. Punitive Disciplinary Process

If you are charged with a rule violation and the matter is set for hearing, you will be afforded the following Due Process rights:

- You will be informed in writing of the charges. You will have a minimum of 24 hours from the time you are notified of the charge(s) until the disciplinary hearing is conducted. This time is to allow you to prepare your defense.

- Disciplinary hearings are usually held within 3 working days of service of the Advisement of Rights and Charges if you have been placed in lockdown pending the hearing. Any time frame may be waived by written agreement, or if you are not present in this facility.
- Circumstances permitting, the Board will afford you certain rights such as:
 - Being informed of the charges of misconduct.
 - The right to appear before the Board and testify. If you choose not to attend, the hearing will still be held. If you waive your appearance, the Board will decide your guilt or innocence based on the available information.
 - The right to call relevant witnesses. Irrelevant or redundant witnesses may be excluded by the Board. You may present written questions to be asked by the Board. You do not have the right to confront or cross-examine witnesses, nor the right to be present for their testimony or the Board's deliberations.
 - The right to have the Board's findings in writing.
- All of these rights are subject to limitations, and may be suspended when facility safety and security could be negatively impacted.
- If you are found guilty, the Board may immediately impose a penalty
- If you are found not guilty, the report will not be transferred to any other institution.
- You will usually receive a written report of the Board's findings and any imposed sanctions within 24 hours.
- Any appeal must be written on an inmate kite, addressed to the Commander, and be submitted within 72 hours of your receipt of the written Board findings. You must state the grounds for your appeal, which must be based on a violation of your rights during the disciplinary process, that the charges do not reflect the events that took place, or that the sanctions imposed are not in accordance with the violation. You will receive a written response to your appeal. The Commander's decision is final.

31. Punitive Sanctions

- A. If you are found guilty of a violation, or plead guilty, and the Board imposes disciplinary detention (lockdown) for more than 24 hours, you will be allowed out of your cell for up to one hour for every 24 hours of confinement. This is to allow you to attend to your personal hygiene and make telephone calls (unless phone restrictions are part of the sanctions). However, this time out is dependant upon your rational and compliant behavior. Scheduling of the time out is at the sole discretion of detentions staff and will likely be done at a time to minimize your contact with other inmates. While staff will notify you that it is time for your "hour out", it will be up to you whether or not you take it. If this time out of your cell is refused, you will not be offered time out of your cell later, or given an opportunity to shower, shave, or make phone calls at another time.

- B. Sanctions for more than one rule violation may be imposed consecutively. For example, if you are found guilty of having committed both a major and minor rules violation, the Board may impose 45 days confinement -30 days for the major and 15 for the minor.
- C. You may be found guilty by a Disciplinary Hearing Board of violating rules not listed on the initial Rules Violation Report as long as that rule is directly related to the incident that was the subject of the hearing, and the rule is listed above.
- D. A Disciplinary Hearing Board may also suspend all or part of any imposed sanctions. Conditions for re-imposition of any such suspended sanctions must be included in the Board's original written findings. The required Due Process for the imposition of suspended sanctions may be accomplished by agreement between the Board and the Inmate; by a second hearing conducted by the original Board solely for the purpose of making the re-imposition decision; or by a subsequent finding of guilty by another Board for a separate incident meeting the original written conditions for suspension cancellation. Any sanctions held in abeyance and then imposed must be written the time period established at the original hearing.
- E. Should you commit a rules violation that is also a violation of law, you can be charged criminally as well. You can receive criminal penalties from a court and punitive sanctions from a detention facility Disciplinary Hearing Board for the same incident. This is not a violation of double jeopardy and is not grounds for an appeal in either venue.
- F. The number of items you are allowed to keep in your cell during any period of punitive confinement may vary and will be determined by the severity and nature of the offense.
- G. You are allowed normal written correspondence. Phone and visitation privileges are subject to suspension by the Board.

32. Detentions Rules

Major Rules Violations:

- A-1 Any violation of the Colorado Revised Statutes, Federal Law, or Local Ordinance. If it is illegal out there, it is illegal in here.
- A-2 Extortion, blackmail, or attempting to control the behavior of others through coercion, force, or intimidation.
- A-3 Engaging in a non-consensual sex act with another person.
- A-4 Setting or creating any flame or fire.
- A-5 Tampering with or damaging fire control, security, monitoring, or locking devices. This includes placing items to block a door's movement or locking.
- A-6 Possession of a weapon or object intended for use as a weapon.
- A-7 Defacing, damaging, removing or exchanging any assigned identification object.
- A-8 Possession, manufacture, or consumption of alcoholic beverages, unauthorized drugs or medication, giving your medication to another inmate, or taking medication designated for another inmate.
- A-9 Any act of fraud, forgery, or deceit.
- A-10 Creating, participating in or inciting a disturbance or riot.
- A-11 Interfering or not cooperating with lockdown or counts.
- A-12 Unauthorized changing of cells or bunk assignments. A-13 Refusing to leave or barricading yourself in any area of the jail.
- A-14 Threatening or intimidating any person.
- A-15 Possession or transfer of any contraband.
- A-16 Any act against another person because of sex, race, color, ancestry, religion or national origin which causes or attempts to cause, bodily injury, damage to property, and/or harassment.
- A-17 Throwing any item, fluids, powders, chemicals or food.
- A-18 Interfering with the duties of a staff member involving the security of the jail and or the safety of any person.
- A-19 Interfering with emergency evacuation procedures.
- A-20 Intentionally touching a jail staff member.
- A-21 Refusal or failure to obey a written or verbal order.
- A-22 Flooding or trashing a cell or any other area.
- A-23 Passing or giving any item to an inmate on lockdown status.
- A-24 Engaging in any tattooing, either as a recipient or artist.
- A-25 Attempting to commit or aiding others in the commission of any of the above.

A Disciplinary Hearing Board may impose any combination of the following sanctions:

- Immediate transfer to a more restrictive environment or cellblock.
- Partial or full loss of accrued good time.
- Lockdown in cell for up to 30 days per violation
- Loss of privileges, such as television, newspaper, phone, visitation, programs.

Minor Rules Violations

- B-1 Gambling
- B-2 Possession or manufacture of a device for lighting or burning any material.
- B-3 Placing items on windows, doors, vents, walls, ceilings, or lights.
- B-4 Unauthorized absence from work place or assignment (not related to attempted escape).
- B-5 Being in an unauthorized area.
- B-6 Defacing or damaging jail property.
- B-7 Making a sexual proposal or engaging in any sex act without the use of violence or threat of violence.
- B-8 Climbing onto or hanging from fixtures or rails attached to any part of the jail, or lying or sitting on cellblock floors, tables, railings or stairs. Feet must be on the floor, not on furniture. No standing or sitting on stairs is allowed.
- B-9 Corresponding with an inmate in another cellblock by any means.
- B-10 Nudity outside of a cell (other than showering).
- B-11 Violation of mail rules.
- B-12 Violation of visitation rules.
- B-13 Violation of a condition of Trustee or Work Release.
- B-14 Violation of commissary rules. B-15 Violation of food service rules.
- B-16 Violation of telephone rules
- B-17 Lying to any staff member.
- B-18 Tampering with any device, telephone, plumbing, or light fixture.
- B-19 Altering any item from its original form, or using any item for other than its originally-intended purpose.
- B-20 Contact of any kind with an inmate on lockdown or in another cellblock.
- B-21 Using the mail to contact or relay a message to another inmate in this jail, directly or through an outside third party.
- B-22 Violation of medical rules, and or hording or 'cheeking' medications.
- B-23 Pounding, shouting, or making excessive noise, or use of offensive or threatening language.
- B-24 Push intercom buttons for no legitimate purpose, or after being told to stop using the intercom by staff.
- B-25 Leaving your cellblock without permission.
- B-26 Making a request to staff for anything that has already been denied (deputy or sergeant shopping), not including appeals to a higher ranking staff member
- B-27 Attempting to commit or aiding others in the commission of any of the above.

A Disciplinary Hearing Board may impose any combination of the following sanctions:

- Immediate transfer to a more restrictive environment or cellblock.
- Partial or full loss of accrued good time.
- Lockdown in cell for up to 15 days per violation.
- Loss of privileges, such as television, newspaper, phone, visitation, programs.

Operational Rules Violations:

- C-1 You must address staff by title or title and last name.
- C-2 Personal hygiene and cell cleanliness must be maintained, with beds made when not in use.
- C-3 Any violation of inmate dress rules.
- C-4 You are allowed only in designated and assigned areas. You may not enter any cell but your own. No portion of your body may cross the cell door threshold. You must sleep in your assigned bunk. You may only be on the second tier if you are assigned a cell there, or are transiting to or from the shower. No stopping, standing or sitting on the top tier walkway is allowed. The walkway is to be used for transit/ movement only.
- C-5 You may not possess extra clothing, bedding, or linens unless issued to you.
- C-6 Equipment must be used only in the manner and purpose for which it was designed.
- C-7 You may only use the mattress on your assigned bunk. The use of two mattresses without written permission is prohibited. All bedding must remain in your cell. No bedding is permitted in the dayroom.
- C-8 Use of a facility form (inmate kite, sign-up sheet, etc.) for other than its intended use is prohibited.
- C-9 Do not engage in pranks or practical jokes.
- C-10 Indigent supplies must be used only by the inmate they were issued to and may not be hoarded.
- C-11 All of your property must be kept in a neat and orderly fashion with your cell.
- C-12 Nothing may be stored or hidden under a mattress.
- C-13 Violation of any other published operational rule.

A Disciplinary Hearing Board may impose any combination of the following sanctions:

- Immediate transfer to a more restrictive environment or cellblock.
- Partial or full loss of accrued good time.
- Lockdown in cell for up to 7 days per violation.
- Loss of privileges, such as television, newspaper, phone, visitation, programs.