



The purpose of this handbook is to inform you of the practices established to ensure your safety and welfare while you are incarcerated. The policies and procedures of the Monroe County Detention Facilities are in accordance with all federal, state, and municipal laws pertaining to corrections.

During your confinement you will be governed by the same laws that exist in our society. In addition, you are to abide by all facility rules and regulations.

Our correctional facilities provide a number of opportunities for inmates to use their time productively. A summary of the services available to you is herein provided. Religious, recreational and educational programs are also offered. You're encouraged to take advantage of these services and programs.

It is to your benefit to become familiar with the contents of this handbook. Should you have a question that is not covered, you may contact a staff member for assistance.

Major Tim Age  
Commander, Bureau of Corrections

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# **RULES, ORDER AND DISCIPLINE**

## **PRISON RAPE ELIMINATION ACT (P.R.E.A.)**

The Monroe County Sheriff's Office policy and procedure has a zero tolerance policy towards sexual battery, sexual abuse, or sexual harassment of any inmate incarcerated within Monroe County.

Any sexual activity, forced or consensual, between inmates or between inmates and staff or others is prohibited and will be fully investigated. Violators will be subject to the full range of criminal and administrative sanctions.

While you are incarcerated, no one has the right to pressure you or force you to engage in any sexual act. You have the right to be free from retaliation for reporting sexual abuse or harassment.

Inmates who are physically stronger or possess canteen or other items may attempt to use their strength or their possessions to their advantage. Gambling/bartering/trading is prohibited because inmates may "loan" or "trade" items so other inmates "owe" him/her. When the indebted inmate is unable to repay the loan, the inmate who loaned or traded the items may resort to threats, physical attacks and/or sexual assault.

You can report abuse to **any** staff member. You can drop a request form in the medical box, you can send the request through the kiosk or you can tell a third party who can report it. If you are victimized, staff will immediately protect you from the assailant. In addition, staff will contact medical personnel so arrangements can be made for a medical examination and/or counseling.

A victim of sexual assault or battery will receive medical treatment at no cost while incarcerated.

Upon transfer to another facility, be aware that policies and procedures are different from facility to facility. Sexual abuse and sexual harassment is illegal and will not be tolerated at any facility and should be reported.

### **Detainee/Inmate Detection and Prevention**

Please be advised that prevention and intervention strategies have been put in place by staff to protect all detainees from sexual assault and abuse. Those strategies include a PREA Coordinator, unannounced rounds, additional cameras, and reporting procedures.

Definitions include:

**Inmate-on-Inmate Sexual Abuse/Assault/Harassment** – One or more inmates, through word and/or action, coercing, pressuring, intimidating, or forcing another inmate to engage in a partial or complete sexual act. Sexual acts or contact between inmates, even when consensual and/or when no objections are raised, are prohibited acts.

**Staff-on-inmate Sexual Abuse/Assault/Harassment** – Engaging in, or attempting to engage in any sexual act with any inmate and/or the intentional touching of an inmate's genitalia, anus, groin,

breast, inner thigh, or buttocks with the intent to abuse, humiliate, harass, degrade, arouse, or gratify the sexual desire of any person. Sexual acts or contacts between an inmate and a staff member, contract personnel, or volunteer, even when consensual and/or when no objections are raised, are always illegal, and subject to administrative and criminal disciplinary sanctions.

Prison Rape Elimination Act (PREA) – Enacted by congress in 2003 to address the problem of sexual abuse of persons in the custody of United States correctional agencies. PREA applies to all public and private institutions that house adult or juvenile inmates and is also relevant to community-based agencies.

PREA Coordinator – The PREA Coordinator is the Support Services Captain in the Key West Jail Facility. The function of the PREA Coordinator is to develop, implement, and oversee efforts to comply with the PREA Standards in all three facilities.

PREA Compliance Manager – The PREA Compliance Manager is the site Lieutenant for the Marathon Jail and Plantation Key Jail Facilities. The PREA Compliance Manager will serve as a point person for PREA related matters within the respective facility.

Gender nonconforming – means a person whose appearance or manner does not conform to traditional societal gender expectations.

Intersex – means a person whose sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female. Intersex medical conditions are sometimes referred to as disorders of sex development.

Transgender – means a person whose gender identity (i.e. internal sense of feeling male or female) is different from the person's assigned sex at birth.

Any inmate/detainee who has been subjected to sexual abuse or assault will receive proper medical treatment and have the same level of treatment as those victims in the community. Additional psychological services will also be provided at no cost.

Inmates/Detainees should protect themselves from being a victim from sexual abuse by reporting any instances immediately. Staying away from dark areas and using the intercom button, banging on door, or yelling if abuse is occurring in cell is encouraged.

Inmates and Detainees should prevent sexual abuse and assault by not bartering canteen, engaging in rule violations of the facility, get into gambling debt, perform any special favors, or allow others to use phone pin number. Being in debt and owing could lead to Sexual abuse.

A Detainee may report an incident to any officer or staff member, call the OIG hotline, call \*956 Sexual Abuse Hotline, use the kiosk or the medical drop box. A victim or a witness to someone being victimized is encouraged to come forward. Monroe County and ICE do not retaliate in any way or prohibit those from coming forward. There will be zero impact on immigration proceedings.

## GENERAL RULES

1. All Correctional Deputies and members of the staff will be called Deputy, Mr., Ms., or by title of their position along with their last name. First names or other terms will not be used. You will be identified and called by your last name.
2. All directives and requests from staff members are orders and must be carried out promptly and fully without complaint. If you believe the order is unjust or have a complaint regarding an order or action, **obey the order**. You may later bring the complaint to the attention of another staff member by completing an Inmate Request Form documenting your complaint.
3. During all scheduled and unscheduled counts, you are required to go directly to your assigned housing area, sit on your bunk with your head and shoulders clearly visible to the deputy conducting the count, and remain silent. You are not to move after count starts until the count is announced completed by the officer-in-charge. During counts, televisions and other instruments will be turned off. Counts are at approximately 6:00 a.m., 12:00 p.m., 4:00 p.m., 6:00 p.m., and 11:00 p.m. During lockdown counts there is no playing board games, cards, or working out. You are to be in your pods or cell on your bunks. You may only leave to go to the restroom or water fountain after headcount is completed and permission is given by the dorm/unit deputy. For “Face-to-Photo” headcount inmates **MUST** have their county issued jail identification tag ready for the deputy to view during headcount.
4. A schedule for work, sick call, dining, recreation, laundry, visitation, church services, educational classes, passing of medications, and other programs will be posted on bulletin boards or otherwise announced. You are responsible for following these schedules/announcements. You must be dressed and prepared to report on time for any scheduled activity or program.
5. You are required to keep your living area and cell clean, assist in cleaning dayrooms, showers and toilet areas and have these areas ready for inspection. Walls, bunks, benches, doors, windows, etc. will not be marked or defaced in any manner. Pictures or other articles shall not be attached to walls, beds, writing desks, or placed on window ledges. Pictures are to be stored in your grey bin.
6. You will not give, loan, barter, exchange or sell any personal property, food, commissary items, or issued items to another inmate. Personal property in the possession of anyone other than the recorded owner will be taken and disposed of as contraband.
7. The television may be turned on each morning after inspection is successfully completed. Channels are selected by majority preference. If inmates are in your housing Unit/Dorm that do not speak English, the housing deputy may override the majority preference to ensure both English and Spanish shows are viewed throughout the day. The television is a privilege and may be withdrawn by any staff member when rules are not followed.
8. Tampering with, damaging or destroying County property and/or safety devices, such as smoke detectors, is a punishable offense. Disciplinary action will be taken and/or criminal charges filed against inmates found in violation. F.S. 806.13

9. **No smoking will be allowed.** All tobacco products/accessories are contraband and punishable as a 3rd degree felony. F.S. 951.22
10. You will not enter any cell, Unit/Dorm, or other housing area where you are not assigned except when on a supervised work detail.
11. You are encouraged to shower daily; however, you will be required to take at least two showers each week to help decrease the spread of infectious diseases. Showers are open to general population inmates from 9:00-10:30 a.m., 2:00-3:30 p.m., and 9:00-10:30 p.m. Inmates in confinement will be let out to shower per the schedule in their housing unit. Inmates/inmate workers returning from recreation/work details will be given an opportunity to shower. This is not to interfere with facility headcount procedures.
12. You are responsible for the safekeeping of all personal property in your possession. The deputy is not allowed to watch personal property or to secure property.
13. You will be issued an identification card that must be worn at the bottom of the V on your uniform shirt at all times you are outside of your cell. Loss of this identification card will result in disciplinary action and an administrative fee being charged to your canteen account. The loss/removal of your identification card will cause a delay/denial in privileges, services, and/or release.
14. Bedding and linen (e.g., mattress, blanket, pillow, pillow case, sheets, towel) will not be removed from your sleeping area nor used for rugs, tablecloths or any other purpose. Towels will be laundered twice a week. You may borrow a towel to use as a prayer rug/mat. Loss of towel will result in an administrative fee being charged to your canteen account.
15. Excessive noise, horseplay, shouting, yelling, profanity, etc. will not be permitted in the facility or outside areas.
16. Talking or passing items to and from inmates in lockdown or in segregation is prohibited and will result in disciplinary action.
17. Hats, headbands, caps, handkerchiefs, scarfs, and sunglasses are not authorized except when issued to work crews to be worn only on the outside of the facility. Females cannot keep bras with underwire; the bra will be placed in your property.
18. Altering or marking your issued clothing is prohibited.
19. Do not litter. Trash containers have been placed in selected locations for your use.
20. You will not leave any assigned area without first receiving permission from your supervisor. You will be required to proceed directly and promptly to and from any designated area.
21. No inmate will supervise or in any way exercise control over other inmates.
22. If you have an accident or injury, no matter how minor, you are to report it immediately to a staff member.

23. Running within the confines of the facility is prohibited except in the recreation yard.
24. County sentenced inmates are required to work up to ten hours per day, six days per week, as stated in the Florida Model Jail Standards unless the inmate is medically unable to work, the job assignment jeopardizes safety or security, or the inmate is assigned to Programs.
25. Pretrial and unsentenced inmates are not required to work except to do personal housekeeping and to clean their housing area. Inmates are allowed to volunteer for work assignments.
26. You are not allowed to have any keys in your possession.
27. You are not allowed to have any tools in your possession except when assigned to a supervised detail requiring tools.
28. Inmates shall not use or possess hazardous materials (i.e., flammable, combustible, toxic, caustic materials) unless under supervision of a staff member.
29. Any inmate, upon leaving their assigned housing cell, will display proper identification, in accordance with facility rules and regulations.
30. You will not move from bunk to bunk or cell to cell without permission.
31. A drinking cup will be issued to you. Loss of this cup will result in an administrative fee being charged to your canteen account. You may disinfect your drinking cup by using the body wash available in your housing Unit/Dorm.
32. A "body wash" cup will be issued to you. Loss of this cup will result in an administrative fee being charged to your canteen account.
33. Do not touch anything on the deputy's desk, and do not go into any drawer without permission from your Unit/Dorm Deputy.

**NOTE: Violation of these general rules will result in disciplinary action and restitution.**

## **DISCIPLINE**

An inmate who violates any rule or regulation of the institution will be subject to disciplinary action. A Disciplinary Report will be written and forwarded to an Investigating Deputy. The inmate will be given a copy of the Disciplinary Report at the time of the investigation.

Once the Disciplinary Report is served, the inmate will be allowed a 24-hour period in which to prepare a defense. The inmate may waive the 24-hour period. The hearing will be held within five working days excluding weekends and holidays.

**NOTE: In extenuating circumstances (e.g., hurricane) or if you are outside the facility such as in court, doctor's visit, etc., then your time limitations may be extended**



**beyond the five working days. Under no circumstance may the hearing be postponed beyond ten working days after the incident.**

If the inmate is found in violation of a rule or regulation, he/she will have five working days in which to appeal the recommendation of the disciplinary committee. The appeal must be made in writing and directed to the Operations Commander. The Operations Commander will have the final approval on all Disciplinary Reports and/or appeals.

If an inmate is found guilty of a disciplinary report, the inmate will be charged an administrative processing fee to be deducted from the inmate's canteen account.

If the inmate is found guilty of a Disciplinary Report involving the damage, destruction, or misappropriation of County property AND the Disciplinary Hearing Deputy requires the inmate to pay for the damaged, destroyed, misappropriated property, the cost will be taken from the inmate's account.

All sentencing guidelines will follow DC Guidelines located in Appendix A at the end of the handbook.

When you are found guilty of a Disciplinary Report, you will lose any and/or all of the following:

1. Visitation
2. Phone privileges except for attorney calls
3. Ordering commissary items
4. Law library except for pro-se inmates
5. Gain time (sentenced inmates)

Discipline shall not be arbitrary nor capricious, nor in the nature of retaliation or revenge. Corporal punishment of any kind is prohibited. The right from protection from personal abuse, unnecessary use of force, personal injury, disease, property damage, harassment.

If you are found guilty of a disciplinary report and then go to the infirmary for any reason, the time you spend in the infirmary will NOT count toward your lockdown time. Once you are released from the infirmary, you will be returned to a lockdown cell to complete your disciplinary time. If your hearing is held in the infirmary, your disciplinary time will not start until you are released from the infirmary and placed in a lockdown cell.

If an inmate is found guilty of a Disciplinary Report for 3-18 (positive drug or alcohol test/refusal to provide urine sample) or 3-4 (possession of narcotics, unauthorized drugs or drug paraphernalia), they shall not be allowed to be an inmate worker.

If an inmate worker is found guilty at a disciplinary hearing, the following guidelines apply unless present circumstances dictate otherwise:

1. First guilty DR: The inmate must wait ten days after getting out of lockdown before returning to inmate worker status.

2. Second guilty DR: The inmate must wait 30 days after getting out of lockdown before returning to inmate worker status.
3. Third guilty DR: The inmate will not be allowed to be an inmate worker.

## **STATEMENT OF PROHIBITED CONDUCT**

While you are detained in any Monroe County Detention Facility, you are subject to the same Federal, State and Municipal Laws and Ordinances as any other citizen. Therefore, if you violate any laws or ordinances, you will be prosecuted to the fullest extent of the law. Statutory violations include, but are not limited to the following:

<b>STATUTE</b>	<b>CHARGE</b>	<b>MAXIMUM PENALTY</b>
F.S. 806.01(1)(B)	Arson	30 Years in State Prison
F.S. 794.011	Sexual Battery	30 Years in State Prison
F.S. 944.40	Escape or Attempted Escape	15 Years in State Prison
F.S. 951.075	Battery in a County Detention Facility	15 Years in State Prison
F.S. 784.07	Battery on a Law Enforcement Officer	5 Years in State Prison
F.S. 870.01	Affrays and Riots	5 Years in State Prison
F.S. 870.03	Riots and Routs	5 Years in State Prison
F.S. 944.47	Introduction of Contraband	5 Years in State Prison
F.S. 951.22	County Detention Facilities, Contraband articles	5 Years in State Prison
F.S. 812.014	Theft	60 Days in Jail
F.S. 349.08	Gambling	60 Days in Jail

In addition, under Florida State Statute 951.07, violators of the Monroe County Detention Facility Rules, upon conviction by a Disciplinary Committee, may be punished with up to 30 days Disciplinary Confinement, loss of privileges, and/or possible loss of gain time. Inmates who repeatedly, knowingly and willfully violate those rules will be prosecuted under Florida State Statute 951.07. Conviction under this Statute carries a maximum penalty of 60 days in jail and/or a \$500.00 fine.

## **RULES OF PROHIBITED CONDUCT**

The rules of prohibited conduct and established penalties for infractions shall be applicable to all sections of the Monroe County Detention Facilities.

Any act which is a felony or misdemeanor in the State of Florida may, at the option of the Operations/Site Commander of the institution where the act was committed or his/her designee and the State Attorney, lead to prosecution as prescribed by Florida Law.

The penalties are based on the guidelines as set in our Policies and Procedures Manual for each indicated infraction. Infractions while in disciplinary confinement may result in additional disciplinary measures or criminal prosecution.

Following is a partial list of rules of prohibited conduct:

### **SECTION 1 - ASSAULT, BATTERY, THREATS AND DISRESPECT**

- 1-1 Assault or battery or attempted assault or battery with a deadly weapon
- 1-2 Other assault or battery or attempted assault or battery
- 1-3 Spoken or written threats or gestures
- 1-4 Disrespect to deputies, staff members, employees or other persons of authority expressed by means of words, gestures, and like expressions
- 1-5 Sexual battery or attempted sexual battery
- 1-6 Corruption by threats against public servants (F.S. 838.021)
- 1-7 Throwing of human feces or any other human bodily fluids with the intent to make contact on any person, or willful act or behavior which could cause a hazard to any person, their equipment, or work station

### **SECTION 2 - RIOTS, STRIKES, MUTINOUS ACTS OR DISTURBANCES**

- 2-1 Participating in riots, strikes, mutinous acts or disturbances
- 2-2 Inciting or attempting to incite riots, strikes, mutinous acts or disturbances. Conveying any inflammatory, riotous or mutinous communication by word of mouth, in writing, by sign, symbol, or gesture.
- 2-3 Participating in or inciting a minor disturbance
- 2-4 Fighting

### **SECTION 3 - CONTRABAND - ANY UNAUTHORIZED ARTICLE OR ANY AUTHORIZED ARTICLE IN EXCESSIVE QUANTITIES (e.g., ANY ARTICLE NOT SOLD IN THE COMMISSARY OR ISSUED BY THE INSTITUTION: ANY ARTICLE FOR WHICH YOU DO NOT HAVE A SPECIFIC PERMIT AUTHORIZED BY THE INSTITUTION)**

- 3-1 Possession of weapon, ammunition or explosives
- 3-2 Possession of escape paraphernalia

- 3-3 Possession of any flammable, poisonous or explosive material or device, including matches and lighters
- 3-4 Possession of narcotics, unauthorized drugs, imitation or synthetic drugs, or drug paraphernalia
- 3-5 Trafficking in drugs, tobacco, medication or unauthorized beverages
- 3-6 Manufacturing of drugs or unauthorized beverages
- 3-7 Possession of unauthorized beverages
- 3-8 Possession of aromatic stimulants or depressants such as paint thinner, glue, toluene, etc.
- 3-9 Possession of negotiables - unauthorized amounts of cash where cash is permitted, cash where cash is not permitted, checks, credit cards or any other negotiable item which is not authorized
- 3-10 Possession of any mask, wig, disguise, or other means of altering appearance
- 3-11 Possession of unauthorized or altered identification - driver's license, social security card, inmate identification, etc.
- 3-12 Possession of unauthorized clothing or linen (county or personal)
- 3-13 Possession of stolen property
- 3-14 Possession of any other contraband
- 3-15 Introduction of any contraband
- 3-16 Possession of tobacco, tobacco products or paraphernalia
- 3-17 Constructive possession of contraband
- 3-18 Positive drug or alcohol test/refusal to provide urine sample
- 3-19 Positive tobacco test
- 3-20 Constructive possession of narcotics, unauthorized drugs, imitation/synthetics drugs or drug paraphernalia

#### **SECTION 4 - UNAUTHORIZED AREA**

- 4-1 Escape or attempted escape
- 4-2 Aiding or abetting an escape or attempted escape

- 4-3 Unauthorized absence from assigned area including housing, job, or other assigned or designated area
- 4-4 Being in an unauthorized area: including housing, job, recreation, visiting or any other area where the inmate is not authorized to be
- 4-5 Failure to proceed directly and promptly to or from designated area

#### **SECTION 5 - HEAD COUNT PROCEDURE VIOLATIONS**

- 5-1 Missing during head count
- 5-2 Failure to comply with head count procedure
- 5-3 Failure to answer or answering for another
- 5-4 Failure to wear proper identification in accordance with facility rules and regulations

#### **SECTION 6 - DISOBEYING ORDERS**

- 6-1 Disobeying verbal or written order - any order given to an inmate or inmates by a deputy, staff member, employee, or other person of authority
- 6-2 Refusing to obey institutional rules and regulations
- 6-3 Repeatedly, knowingly, and/or willfully refusing to obey rules and/or regulations

#### **SECTION 7 - DESTRUCTION, MISUSE OR WASTE OF PROPERTY**

- 7-1 Destruction of County property or property belonging to another (F.S. 806.13)
- 7-2 Altering or defacing County property or property belonging to another (F.S. 806.13)
- 7-3 Destruction of County property or property belonging to another due to negligence (F.S. 806.13)
- 7-4 Misuse of County property or property belonging to another - using property for other than the intended purpose (F.S. 806.01)
- 7-5 Willfully wasting County property or property belonging to another - any waste of edible or usable property (F.S. 806.01)
- 7-6 Arson or attempted arson without injury - igniting any material(s) (F.S. 806.01)

#### **SECTION 8 - HYGIENE**

- 8-1 Failure to maintain personal hygiene or appearance

8-2 Failure to maintain acceptable hygiene or appearance of housing area

### **SECTION 9 - SAFETY**

9-1 Operating or use of any tool, equipment or machinery without permission of a staff member

9-2 Careless, reckless or negligent operation or use of tools, equipment or machinery

9-3 Tampering with or carelessly, negligently, recklessly, or willfully causing damage or destruction to any part of the electrical, plumbing, water, sewage, communications or other utilities (F.S. 806.01)

9-4 Tampering with or carelessly, negligently, recklessly, or willfully causing damage or destruction to any piece of safety equipment or device (F.S. 806.10, fire equipment / or F.S. 806.13 for others)

9-5 Any careless, reckless, negligent or willful act or behavior that causes or could cause death or injury to another person

### **SECTION 10 - MISCELLANEOUS**

10-1 Obscene or profane act, gesture, or statement - oral, written or signified

10-2 Bribery or attempted bribery (F.S. 838.015)

10-3 Breaking and entering or attempt

10-4 Conspiracy or attempted conspiracy to commit any crime or violation of the rules of prohibited conduct

10-5 Theft

10-6 Bartering with others

10-7 Sex acts or unauthorized physical contact of a sexual nature

10-8 Indecent exposure

10-9 Consumption of intoxicants or intoxication

10-10 Tattooing or self-mutilation

10-11 Lying to staff member or others in official capacity, or falsifying records, filing false reports, filing false sexual abuse reports

10-12 Attempt to manipulate staff

- 10-13 Feigning illness or malingering as determined by a physician or medical authority
- 10-14 Gambling or possession of gambling paraphernalia
- 10-15 Insufficient work (this constitutes an inmate not working up to expectation taking into consideration the inmate's physical condition, the degree of difficulty of assignment, and the average performance by fellow inmates assigned to the same task)
- 10-16 Mail regulation violations
- 10-17 Visiting regulation violations
- 10-18 Refusing to work
- 10-19 Disorderly conduct
- 10-20 Unauthorized physical contact
- 10-21 Presenting false testimony before disciplinary committee
- 10-22 Extortion or attempted extortion
- 10-23 Fraud or attempted fraud
- 10-24 Robbery or attempted robbery
- 10-25 Loaning or borrowing money or other valuables
- 10-26 Telephone regulation violations
- 10-27 Unauthorized communication from an inmate in any area to another person in a different area through word of mouth, in writing, by sign, symbol, or gesture (e.g., one unit to another unit, inmate workers to court inmates, etc.)
- 10-28 Inmate Worker or work release rules/guideline violations
- 10-29 Sharing/using a telephone pin number with another inmate
- 10-30 Personal communication between inmates and employees

**See Appendix A for Disciplinary Committee (D.C.) Guidelines**

## **MINOR INFRACTIONS**

At the discretion of a staff member, an inmate may be issued a Minor Infraction Warning in lieu of a formal Disciplinary Report. An inmate who receives three Minor Infraction Warnings within 30 days will be in violation of 6-3 of the Rules of Prohibited Conduct "Repeatedly, knowingly, and willfully refusing to obey institutional rules and regulations." Refusal to sign a ticket will automatically result in a Disciplinary Report being issued.

The following violations may result in a Minor Infraction Warning.

**SECTION A - CONTRABAND**

- A-1 Possession of property belonging to another (County or personal)
- A-2 Exchanging, trading, bartering, giving or receiving of any item from one inmate to another
- A-3 Possession of unauthorized negotiables, clothing, linen, etc.
- A-4 Possession of contraband not specifically listed above

**SECTION B - HYGIENE**

- B-1 Failure to maintain good grooming standards
- B-2 Failure to maintain immediate living area
- B-3 Placing litter of any description on grounds or floors
- B-4 Engaging in unsanitary acts not listed above

**SECTION C - MISUSE OF PROPERTY**

- C-1 Failure to secure personal property
- C-2 Removing food items or beverages from dining area
- C-3 Unauthorized use of County or personal property

**SECTION D - MISCELLANEOUS**

- D-1 Attempting to manipulate a staff member
- D-2 Unauthorized minor physical contact
- D-3 Unauthorized visitation
- D-4 Receiving mail or other written material through unauthorized means
- D-5 Unauthorized use of telephone
- D-6 Insufficient work



- D-7 Making obscene or profane acts, gestures or statements
- D-8 Verbal disrespect
- D-9 Failure to comply with roll call, count or assembly procedures
- D-10 Creating a minor disturbance
- D-11 Disorderly conduct
- D-12 Loitering
- D-13 Being in an unauthorized area
- D-14 Absence from assigned area
- D-15 Failure to proceed directly and promptly to and from a designated area
- D-16 Failure to obey program Rules and Regulations

### **CONTRABAND - Definition**

Contraband is any item or article inside the facilities, on the property of the facilities, or in the possession of an inmate that is neither:

1. Issued
2. Approved for purchase through the commissary
3. Purchased through an approved source with official approval
4. Authorized and approved for delivery by mail
5. Altered from its original condition
6. Authorized and approved religious items received and processed through the Programs Services Director. Authorized items are:
  - A. One religious paperback book (e.g., Bible, Koran)
  - B. One religious magazine
  - C. One religious pamphlet
  - D. One set of breakaway plastic prayer beads
  - E. One breakaway plastic rosary

**NOTE: All other religious items are considered contraband to include, but are not**

**limited to: items not processed through the Programs Department, religious clothing, scarves, headgear, foot covers of any kind, rugs, mats, horns, and foliage.**

Any item or article not originally contraband shall be deemed contraband if it is passed from one inmate to another without authorization, if it is altered from its original condition, if it is in excessive amounts, or if it is used for something other than its intended purpose.

You are allowed to have a MAXIMUM of 7 white undershirts (must have sleeves), 7 pairs of white socks, 7 pairs panties (females only), 7 white bras (females only), and 7 white boxers stenciled with MCDC (males only). Amounts in excess of this will be considered contraband.

If you are found in possession of any Programs materials that have not been authorized for you to have, you will receive a Disciplinary Report and be sent to lockdown. This includes but not limited to: wearing items on or in your body, face, nails, toes, hair, ears, nose, mouth, or on the uniform. Materials used during your Program will be left with the instructor, unless you are authorized to keep the materials with you in your cell. Instructors will not allow any materials from their program to be taken out of their class by inmates, unless authorized by Programs.

## **CLASSIFICATION**

The primary objective of classification is the placing of inmates and detainees in the type of housing that best meets their needs and to provide reasonable protection for all inmates and others.

Each inmate/detainee will be interviewed by the Classification Department. The classification decision will be based on all information available regarding self-reported medical history, criminal history, housing as ordered by Medical, inmates who fall under PREA requirements, past institutional behavior, and current charges. A classification level of 1-2 is maximum security, 3-5 is medium security, and 6-8 is minimum security.

Once the classification level has been determined, you will receive a copy of the classification decision. Any inmate, who so desires, may appeal his/her classification (in writing) in any of the two basic areas (security level or programs) within ten (10) days of the primary classification or reclassification by addressing the appeal to: Classification Department, Appeal of Classification.

The inmate classification process ensures periodic review of inmate status, and if warranted, revision of inmate status as needed in response to changes in inmate behavior or circumstances.

## **SOCIAL SECURITY NUMBERS (collection and use of)**

In accordance with FSS 119.071, the Monroe County Sheriff's Office may collect Social Security Numbers for arrest booking for the following purposes:

1. Identification
2. Verification of identification
3. Warrant checks

4. Fingerprint submission
5. NCIC/FCIC checks

Your Social Security Number is not subject to Public Records request and will not be released unless authorized as stated under the aforementioned FSS 119.071.

## **PROCESSING FEE**

All inmates that are processed into the Monroe County Detention Facilities will be charged a processing fee except for:

1. An inmate that is returned from state prison as a witness in a trial other than their own, or
2. An inmate that is being housed for another agency (e.g., USM, ICE, BP, CUSTOMS, contract County inmates, or any others the Sheriff deems exempt).

After an inmate has been processed into one of the Monroe County Detention Facilities, an individual commissary account will be opened. The processing fee will be deducted from each non-exempt inmate's account in order to defray the cost of processing. This fee is deducted at the time the inmate's account is opened.

If an inmate does not have enough money to cover the fee, the inmate's account shall be debited for the amount due and the account will carry a negative balance until monies are deposited into the inmate's individual account. If the inmate at any time receives any monies, then the negative account will be satisfied before any commissary can be purchased.

## **INMATE REQUESTS OR GRIEVANCES**

If you have a request or grievance, other than a sexual abuse/assault/harassment grievance, medical (i.e., a complaint regarding policy, condition, or staff) pertaining to any area of the facility, bring it to the attention of a Unit/Dorm Deputy. Any inmate who believes they have been subjected to unfair and/or unjust treatment will also contact the Unit/Dorm Deputy. The object is to handle and resolve requests, problems, or grievances at the lowest possible level. If you do not receive a satisfactory response or resolution to your request, problem, or grievance from the Unit/Dorm Deputy, then you may fill out an Inmate Request Form and hand it to the Unit/Dorm Deputy for further action.

There is no time limit to file a grievance.

Inmate Request Forms are for in-house only. They will not be routed outside the facility (e.g., judges, parole officer, Immigration and Customs Enforcement (ICE), Department of Corrections). You will need to write the outside facilities through the postal system. See the address list at the end of this handbook for the most requested addresses.

If the inmate wishes to file a grievance/complaint, the inmate will be given Inmate Request/Grievance Forms per day if needed. The paper version of this form will be used to request

Public Defender, disciplinary appeals, and complaints/grievance. All other requests are to be completed utilizing the kiosk system in the housing dorm/unit.

The paper version of the Inmate Request Form must include the date, your name printed and signed exactly as it is written on your inmate identification card, your housing location and some type of explanation of your request. Write legibly and large enough that your request can be reasonably read. Do not write in the respondent's answer area.

Only one subject matter will be accepted per request form (paper or kiosk). Do not write several different people on same subject matter.

If you need help to read or write a request form or help with the kiosk system, contact your Unit/Dorm Deputy.

If you wish to appeal an answer you received, you will need to fill out a new paper Inmate Request Form to be sent to that employee's supervisor stating why you disagree with the answer within five (5) working days of the response. The division supervisor or designee should respond to the appeal(s) within ten (10) days. The following issues are non-grievable: inmate housing, court imposed sanctions, administrative agency's sanctions, and group signatures on a grievance.

If an inmate is dissatisfied with the response of the division supervisor, that inmate may file an appeal to the supervisor responsible for that division within five (5) working days of receipt of the division supervisor's response. That supervisor's final decision should be provided within ten (10) days of the receipt of the appeal.

Grievances requiring extensive research and documentation may require a longer period of time for response. The responsible person shall notify the inmate in writing of that fact.

Inmate grievances will not be processed if they are determined to be frivolous, excessive, repetitive, or have been previously answered. They will be returned to the inmate with a written explanation.

There shall be no retaliation against any inmate for filing/pursuing a grievance.

## **ICE DETAINEE REQUESTS OR GRIEVANCES**

You may submit an inmate request or grievance to ICE reference ICE issues, organ donation, living will, and advance directives by filling out a "Detainee Request Form". This form may be placed in the ICE only box, handed to your Unit/Dorm Deputy to be faxed to ICE, or you may hand it to the ICE deportation officer when they visit (usually on Wednesday). The ICE officer collect all paperwork in the ICE only box on their scheduled day, usually Wednesday. NOTE: You may also contact your private attorney to have a living will or advance directives completed. If you wish to appeal an answer, fill out the same form stating you are appealing a previous request and follow the above procedure.

A detainee at anytime can bypass the informal grievance process and go to the formal grievance process.

If you need help to read or write a request form, contact your Unit/Dorm Deputy.

There shall be no retaliation against any detainee for filing/pursuing a grievance.

If you wish to file a complaint about officer misconduct with the Department of Homeland Security, you may phone the Inspector General Hotline to file the complaint by using the speed dial number of "518".

An emergency grievance involves an immediate threat to a detainee/inmates safety or welfare. Once a staff member is approached by a detainee and determines that he/she is in fact raising an issue requiring urgent attention, an emergency grievance procedure will apply. Any grievance determined to be of Medical nature will be referred to Health Service Administrator (HSA) immediately.

All emergency grievances will be brought to the immediate attention of the shift supervisor, even if it is later determined that it is not a true emergency, and the grievance is subsequently routed through normal, nonemergency channels.

If the shift supervisor or designee concurs that the grievance represents an emergency, it will receive immediate attention.

If the matter is resolved at the shift level, the supervisor involved will prepare a report for the Operations Commander describing the problem and its resolution. Emergency grievances not resolved at the shift level will be channeled, without delay, through the chain of command until the matter is resolved. A copy of the grievance and report will be sent to Krome by the Operations Commander/designee.

## **ALLEGATION OF EMPLOYEE OR INMATE MISCONDUCT**

Allegations of employee or inmate misconduct can be reported by completing an Inmate Request Form and forwarding the form to the Site Commander of the jail facility, or you may report the misconduct immediately to a supervisor. See your housing deputy to obtain a form.

## **REPORTING CRIMES**

If you are threatened by another inmate, you have a responsibility to report the crime immediately. The necessary notification and reports will be handled by the Unit/Dorm Deputy.

### **TO THE INCARCERATED VICTIM PURSUANT TO F.S. 960.001(1)**

1. If you are or have been the victim of a crime you have the following rights:
  - A. To be informed of all crucial stages of the criminal proceedings and parole proceedings; and
  - B. To submit written statements at all crucial stages of criminal proceedings and parole proceedings.
2. If you wish information on proceedings in which you are a victim, and you wish to be kept

informed of crucial stages (e.g., arrest, arraignment, filing decision, sentencing, plea, warrant issued, notice of trial, appeal, disposition, defendant's release or escape from jail), you may submit a written request to the State Attorney's Office by writing to them at 302 Fleming Street, Key West, FL 33040.

## **CRIME STOPPERS**

If you're looking for a cash reward, you can now contact Crime Stoppers by phone or mail.

1. **PHONE:** The Crime Stoppers phone line is toll free. Dial 1-800-346-8477 (TIPS). You don't have to give your name. You will receive a code number for your information. If an arrest results or a crime is solved, you can use the code number (after you get out of jail) to pick up the reward at a local bank. You could also give the code number to a trusted person to get the money for you.
2. **MAIL:** Use the "Inmate Request Form". Fill out your name and write "Crime Stoppers" on the form. Write your tip information (as much detail as possible about suspects and criminal activities) on the form. The form will be forwarded to Crime Stoppers. If an arrest results or a crime is solved, the reward money will be automatically placed in your canteen account. If you want the reward, you must put your name on the form. You can also simply write tip information and not sign your name if you want to stay anonymous. Put all three copies (white, yellow and pink) of the completed "Inmate Request Form" in the medical request box in your housing area. The form will be picked up and forwarded to Crime Stoppers.

## **SAFETY**

If you have an emergency, press the intercom button located by the door inside your cell.

Fire evacuation plans are posted throughout each facility. Alarms will be sounded, announcements made, and deputies will give each housing area or cell block specific instructions in the event of a fire or other emergency that requires the evacuation of the entire facility or specific housing units/dorms. Safety devices are installed for your protection. Tampering with fire extinguishers, smoke alarms, or other safety and fire fighting equipment is a felony and will result in additional criminal charges. F.S. 806.10

## **PERSONAL APPEARANCE AND HYGIENE**

You are encouraged to present a clean and neat appearance at all times.

Hair clippers are available for haircuts. See the posted sign for hours of operation. See your housing deputy to request the use of the hair clippers. You are to follow proper sanitation procedures which are posted on the hair clipper bag.

All inmates are encouraged to shave. Inmate workers are required to shave daily and maintain their hair length within regulations. Once each morning and evening the deputy will announce "razor call". If you want to shave, give your ID tag to the deputy for a razor. Inmates/detainees

attending court will be afforded the opportunity to shave first. Once done, return the razor fully intact, and the deputy will hand you back your ID tag.

Each inmate is to be completely and properly dressed when outside assigned living quarters. This means full uniform (uniform top and uniform bottom) including your identification card. Clothing must be clean and in good repair.

You may wear shorts, sweats, and crew neck t-shirts only while in the recreation yard or when using the pull-up bar in the dayroom.

Females must wear a bra under their t-shirt. Inmates are not to sunbathe in their underwear.

All uniform pants and shorts are to be worn properly; this means that the waistband of the pants will be worn on the waist of the inmate. There will be no wearing of uniforms or pants below the waistline of the inmate.

## **COURT APPEARANCES**

First Appearance: You will appear before a judge within 24 hours of arrest. You will be advised of your legal rights; informed of the charge(s) against you; have a bond set, if your charge is bondable; and have a Public Defender appointed if you cannot afford a private attorney. Pre-Trail Services will see the inmates before they see the judge at 1<sup>st</sup> appearance to explain the available pre-trial release options.

The courts will set any future court appearances.

## **COURT CLOTHING**

Court clothing for a jury trial shall only be dropped off at one of the three detention facilities by your attorney. Court clothing shall not be dropped off at the court houses. Pro-se inmates that require court clothing for a jury trial must write a request through the Programs Services Director requesting approval of court clothing be dropped off or sent in.

## **RELEASES**

Sentenced inmates may be released any time after 0800 hours on their scheduled release date. All others will be released as soon as possible after written direction is received from legal authority unless authorized by the Shift Commander or his/her designee.

You will turn in all County property, clothing, books, and any other issued items before you are released. Your personal property and/or money will be returned to you.

## **TRANSFERS**

In house - Pillows belong to the Unit/Dorm, not the inmate. They stay. Work boots do not go with an inmate transferring from inmate worker status to any other housing area.

To another facility - All County property stays in the facility. County property does not transfer to another County facility except for uniform, slides, and drinking cup. This means laundry bags, books, shorts, wheelchairs, etc. do not transfer.

# FACILITY SERVICES

## MEDICAL

You will receive a health appraisal within 14 days of admission. If you have received a health appraisal within the previous 90 days, a physician or designee shall determine whether a new health appraisal is required.

Medical care, dental care, health and wellness counseling, and other health services are available. You must submit a Sick Call Request Form to the Medical Department (nurse or mental health counselor). Some health services are provided by other agencies. Our medical providers will make referrals when necessary and required.

Sick-call is available to you through the Medical Department. You must fill out a Sick Call Request Form explaining the nature of your illness and forward it to the nurse.

Each and every inmate will be considered a patient when in the Medical Department areas. Inmates will be treated with due respect. The Medical Staff, in turn, will expect to be treated with due respect. Abuse of the Medical Staff will not be permitted or tolerated. The Medical Staff consists of physicians, psychologists, psychiatrists, nurses, a consulting dentist, and consulting pharmacist to assist in your care. Inmates are to remain quiet while in the Medical Department waiting room and will be under the supervision of at least one Correctional Deputy.

We have doctor call five days per week, dentist call one day per week, psychologist call three days per week, and psychiatrist call one day per week. It is the inmate's responsibility to be in the Unit/Dorm when the Medical Department calls for transport to the Medical Department waiting room. Emergencies are seen on a 24-hour basis. In order to be seen, inmates must make a request in writing utilizing the Sick Call Request Form with specific problem(s) stated and place the form in the Medical Request box located in each housing area. The nurse doing medication rounds will take the request to the Medical Department. Blank Inmate Request Forms are obtained from the Unit/Dorm Deputy.

If you wish to file a medical grievance, you can fill out a Sick Call Request Form or an Inmate Request Form explaining the nature of your grievance and forward it to the Medical Department.

All inmates except USM and ICE detainees requesting to see the doctor, dentist or nurse will be charged a fee, which will be deducted from their commissary account. Inmates that are indigent will be given certain medication through State Orders. USM inmates and ICE detainees are required to sign the Receipt for Health Services; however, the fees will not be deducted from your canteen account.

The doctor call list is prepared at the discretion of the Medical Staff. Doctor call is not to be abused. If any medication is indicated, inmates will be given it at scheduled times. It is the inmate's responsibility to report to the nurse in the Unit/Dorm when medication is announced. Nurses **DO NOT** return to units/dorms for missed medication.

Dental appointments are made per written request only.



If you wear a hearing aid and the battery dies, you may request a replacement battery by writing a Sick Call Request Form to the Medical Department. Also, write Medical if you need any repairs to your hearing aid. Place the form in the Medical Request box located in your housing area.

It is not the Nurses' or Correctional Deputy's job to wake inmates for medication. During medication, inmates will line up in a single file line and remain **QUIET**. They will not touch anything on the medical cart. Patients must take medication dispensed by the nurse at medication time. Mouth checks are done. "Cheeking" or saving medication is considered diversion and may be punishable. Physicians and Psychiatrists reserve the right to discontinue any medications being diverted for the general safety of all patients. **ALL INMATES WILL HAVE THEIR IDENTIFICATION ON OR MEDICATION WILL NOT BE GIVEN.**

"Certain behavioral activities can cause the spread of communicable or infectious diseases. Examples of the infections are tuberculosis, hepatitis, gonorrhea, syphilis, and AIDS. Behavioral activities such as intravenous drug abuse, certain sexual activities (both homosexual and heterosexual) and tattooing could spread certain infectious disease. Avoiding these activities will lessen your chances of contracting an infectious disease."

Additional information is available upon request.

## INMATE MEDICAL FEE SCHEDULE

Inmates requiring medical care will be charged a fee based on the following:

Doctor sick call.....	\$10.00
Dentist - per visit.....	\$10.00
Per tooth extracted.....	\$10.00
Nurse sick call.....	\$ 5.00
Medications ordered by doctor.....	\$ 5.00
Laboratory services.....	\$ 5.00
X-rays - Other than chest for positive PPDS.....	\$10.00
Medical transportation - Outside consultant or chiropractor for insurance or workman's compensation exams. All trips are required to be approved by the Medical Department.....	\$80.00
<u>(Prices subject to change)</u>	

Inmate(s) will be charged for self-inflicted injuries.

Inmate(s) will not be charged for the following:

1. Initial Screening
2. VDRL/T.B. Testing
3. Sexually Transmitted Diseases
4. Emergencies - to be determined by the Medical Department
5. Mental Health Evaluations
6. Appointments or services, including follow-up appointments, initiated by medical staff

Over the counter (OTC) medications will be available from the Medical Department. Inmates refusing to sign for payment treatment will have their commissary accounts charged and a D.R. will be written.

**NOTE: USM and ICE detainees ONLY**

**You are NOT charged for medical services. You will be required to sign the Receipt for Health Services form; however, the money is not deducted from your account.**

## **PREGNANT INMATES**

Female inmates that are housed in the Monroe County Detention Facility will have access to pregnancy management services. Provisions of pregnancy management include the following:

1. Pregnancy testing
2. Routine and high-risk prenatal care
3. Management of chemically addicted pregnant inmates
4. Comprehensive counseling and assistance
5. Appropriate nutrition
6. Postpartum follow up

## **RESTRAINT OF PREGNANT INMATES**

1. Under no circumstances shall leg, ankle, or waist restraints be used on a pregnant inmate who is in labor, delivery, and post partum recovery.
2. Restraints (wrist) will not be utilized on pregnant inmates during labor, delivery and post partum recovery- unless the facility commander makes an individualized determination that not restraining the inmate presents an extraordinary circumstance. A written report listing the extraordinary circumstance will be completed.
3. If wrist restraints are used on a pregnant inmate they will be applied in front so that they can protect themselves in the event of a fall forward.

## **STAYING HEALTHY IN JAIL**

The best way to protect yourself from diseases and infection in general, but especially in jail, is to wash your hands as often as possible. Most 'bugs' are spread due to lack of good personal hygiene, especially hand washing. Do not share other peoples' personal care items such as towels, combs, etc. If you use the jail provided clippers to cut your hair or beard, be sure to clean and disinfect them before and after use. Keep your hands away from your mouth! Always wash your hands before eating. Drink as much water as you can. Staying well hydrated will also help you to stay healthy while you are here.

Notify the Medical Department immediately if you see any signs of infection or irritation (redness, pain, itching, and/or swelling) on your skin or anywhere else on your body.

## **FOOD SERVICE**

A food service corporation provides meals for the Monroe County Detention Facilities. All meals are prepared for each facility from menus approved by a licensed dietician. Three wholesome and nutritious meals that provide the basic nutritional needs are served daily which are low-cholesterol, low-sodium, and bland. Meal times are usually between 6:00-6:30 a.m. for breakfast, 11:00 a.m.-12:00 p.m. for lunch, and 5:00 - 7:00 p.m. for dinner for all facilities.

All inmates are fed the same food. The only exceptions are for religious or medical reasons. Do not write for a special diet if you don't have a valid reason; you will be denied.

Vegetarian, vegan, and kosher diets are only done for religious purposes. If your religion requires a special diet, request a religious diet application via kiosk to the Programs Department with:

1. The name of your religion; and
2. The name and phone number of a contact person (e.g., priest, chaplain, rabbi, father, elder) who can verify your religion and that your religion requires you to be on a religious diet. Your contact person will be called by our personnel to verify that you participate in their services and that your religion does require a special diet.
3. Each inmate must adapt their religion to the special religious diet that the kitchen has been authorized to serve for that religion. No meals from the outside will be allowed. Your religious meal will be revoked if you are found to be eating other meals or other foods not consistent with your religious diet requirements. This includes commissary items. Medically issued diet meals will override your religious meal.

If you require a special diet because of medical reasons, put in a sick call form to the Medical Department. If the doctor concurs, s/he will inform the kitchen to put you on a diet. If s/he does not concur, you will be fed the same food as all other inmates.

## **LAUNDRY**

Uniforms will be laundered twice each week on days posted on the housing bulletin board.

Your linen will be exchanged once each week on days posted on the housing bulletin board. You must have the following ready for exchange:

2 sheets, 1 pillowcase

You will not be authorized to have more than these issued items in your possession.

You are responsible for getting your laundry changed out on the days posted.

**PERSONAL LAUNDRY:** Personal laundry will be collected on days posted. All net bags **must have your Last Name** on the tag. If any bag does not have the proper last name, it will not be accepted. All personal items must have your last name on them (e.g., socks, boxers, crew neck t-shirts, bras, and panties). If the items come out of your net bag and are not properly labeled, they will go to the lost and found. **NO sneakers** will be washed. All net bags must be properly tied with one knot on the top. If they are not properly tied, then they will not be accepted.

**NOTE: If any inmate that has handed in their personals is moved to a different unit, it is up to the inmate to notify the deputy and have his/her net bag brought to the correct unit, dorm, or the infirmary.**

## **HOUSING ASSIGNMENTS**

You will be assigned to a housing area depending upon the facility. Each inmate will be classified according to the following guidelines:

1. Criminal History
2. Medical Receiving Screening Form
3. Classification Interview Screen Form
4. Offense Charge(s)
5. Custody Assessment Tree

No inmate is authorized to change bunks or cells without proper authorization from Classification. If you are having a problem, then notify your Unit/Dorm Deputy immediately.

Inmates will be housed throughout the County.

Living in close confinement with large numbers of other people can result in problems unless everyone makes an effort to get along.

## **PERSONAL PROPERTY**

All personal property will be inventoried and checked for contraband. You will be allowed to maintain one inmate property bin of authorized personal property. You will be solely responsible for all authorized personal property retained in your possession. The only items you may keep are your hearing aid, prescription glasses, white socks, crew neck white t-shirt, white bras with no wire, white underwear (females only), and unopened canteen from another agency transferred from. The remainder of your property will be receipted and stored in the property room. All weapons and/or decayable items will be disposed of. Bicycles, large items, or large valuable items (ie computers) is considered to be “bulk” property and will not be transported between facilities. After release, you pick up your “bulk” items at the facility you were originally processed. Bring your property release form along with your photo identification. While incarcerated, you may fill out a Property Release card to have someone else pick up your personal property. ALL of your personal property will be

released at that time EXCEPT for one set of clothes and shoes. You or the person on the Property Release card has 30 days from your release/transfer date to pick up your property, or it will be disposed of.

In the event of an emergency evacuation, no inmate's personal property will be transported. Monroe County Sheriff's Office will not be responsible for any damages that may occur during an emergency evacuation. It is highly advised that you make arrangements for the release of all your personal property, except for a set of civilian clothing, to a family member or friend. You will then need to fill out an Inmate Property Release Card authorizing that person to pick up your personal property.

## **ISSUED CLOTHING, BEDDING, AND HYGIENE ITEMS**

**Clothing:** All inmates should be issued one uniform, one sweatshirt, one pair of blue gym shorts (two for females), two underpants, two boxers (males only), two bras (females only), and one pair of shower slides.

Inmates/detainees may request via the kiosk to laundry that worn undergarments be replaced, once verified.

**Bedding:** All inmates should be issued one mattress cover, one pillow case, one sheet, and one blanket.

**Hygiene:** All inmates should be issued one toothbrush, one toothpaste, and one comb. To receive additional toothpaste once yours is empty, you will be required to hand in your "used" tube to the deputy before receiving a new one. See dorm/unit posting for times of exchange.

Inmate workers may submit an Inmate Request Form to the Laundry Department to be issued one (1) pair of socks. ICE detainees may submit an Inmate Request Form to the Laundry Department to be issued two (2) pair of socks.

ICE detainees may submit an Inmate Request Form to the Laundry Department to be issued additional underpants so that they have a total of four issued underpants.

Excessive quantities of County property and/or issued items will be considered contraband.

You are accountable for all clothing, bedding, and hygiene items assigned to you.

Unit Alpha and Sickbay inmates will be reissued (2) two towels upon reassignment to General Population.

## **INMATE MONEY**

No inmate is permitted to keep in his/her possession any money, checks, money orders, or any other legal tender. All money will be receipted and deposited in an account for you upon entry into the facility. This money can be used for purchase of commissary items. Any money found in an inmate's possession after initial booking will be confiscated and placed in the inmate welfare fund

account.

Your family and friends may deposit money into an inmate's commissary trust account or bail out (self-release) an inmate using the TOUCHPAY payment systems by calling 1-866-232-1899 or going on-line at [www.touchpaydirect.com](http://www.touchpaydirect.com). This system accepts Visa, MasterCard, debit cards, or cash with Green Dot MoneyPak. The only way to deposit cash is to visit the TOUCHPAY Kiosk located in the lobby of the Key West Detention Center. The person making the deposit must have the inmate's eight digit inmate ID number and the facility locator number (233001) to make deposits. More information is available on the above listed website or by calling the 866 number.

**NO** personal checks, cash, money order, or cashier checks will be accepted.

Money remaining in your account will be returned to you upon your release after any debt owed to the Monroe County Sheriff's Office is collected.

## COMMISSARY

Commissary is provided to inmates weekly. Items available for purchase are listed in the kiosk and/or posted on the bulletin board. Commissary orders are collected on the designated days (usually Sunday). Orders are delivered weekly. Order and delivery dates may change due to holidays or changes in vendor. Your current balance will be noted on the Commissary receipt/section in the kiosk.

It is your responsibility to make sure your Commissary Order is completed properly in the kiosk.

Items which are available through our Commissary Department must be purchased, and are not allowed to be ordered/purchased or sent in by any outside source.

Inmates who maintain a balance of \$.99 or less in their canteen account may receive an indigent package consisting of a mini deodorant, three envelopes, three sheets of writing paper, and one pencil weekly by checking and signing the indigent package line on the Commissary Order Form.

Reading glasses are also available for purchase through the Commissary Order Form. The form must be completed properly with your correct name as listed on your identification card, your cell number and your identification number. Failure to do so will forfeit your order for that week.

Items required but not sold by commissary must be preapproved by medical or administrative staff prior to being delivered or dropped off.

Items may be purchased through the internet via ICare by outside sources.

When you order commissary, you order it at "your own risk". No refunds will be given.

**NOTE: You have five (5) working days to claim your order after your release or relocation. No commissary can be given to another inmate. After five working days your canteen items will be disposed of.**

All inmates and detainees are allowed ONE cup and ONE bowl that is purchased through the commissary. You are permitted to order a replacement cup or bowl once every six months. Any

cups or bowls in addition to the permitted amount will be contraband and will be disposed of.

## **CHECK WRITING FEE**

There will be a check-writing fee for all checks written from your canteen account except for checks for bonds or releases.

## **2nd MATTRESS RENTAL FEE**

If you want to rent a second mattress, you may pay a monthly rental fee. No refunds once you sign for the mattress. No fee will be charged for a medically approved 2nd mattress.

## **2nd PILLOW RENTAL FEE**

If you want to rent a second pillow, you may pay a monthly rental fee. No refunds once you sign for the pillow.

## **DAILY SUBSISTENCE FEE**

All inmates, except inmate workers, work release, and contract inmates (USM, ICE, BP, CUSTOMS), will be charged a daily subsistence fee.

## **USM INMATES/ICE DETAINEES FEES**

You will not be charged for medical services, the processing fee, or daily subsistence fees.

You will be charged for all other services you use just like all other inmates. This includes canteen, supplies, copies, mail, notary, check writing fee, 2<sup>nd</sup> mattress rental fee, 2<sup>nd</sup> pillow rental, and administration fees (e.g., lost identification card, lost towel, lost drinking cup, lost body wash cup, guilty verdict on a Disciplinary Report, etc.).

## **PROGRAMS AND PRIVILEGES**

If you are found in possession of any Programs materials that have not been authorized for you to have, you will receive a Disciplinary Report and be sent to lockdown. This includes but not limited to: wearing items on or in your body, face, nails, toes, hair, ears, nose, mouth, or on the uniform. Materials used during your Program will be left with the instructor, unless you are authorized to keep the materials with you in your cell. Instructors will not allow any materials from their program to be taken out of their class by inmates, unless authorized by Programs.

## **TELEPHONES**

The use of the telephone is a privilege. All calls made from a Monroe County Detention Facility are recorded and are subject to monitoring. If you have an attorney other than a Public Defender, that attorney needs to call the Monroe County Detention Facility to request that his/her phone number not be recorded. This information will be verified before the phone number is programmed not to be recorded. A person who chooses to speak with an inmate calling from a detention facility is notified, via a telephone prompt, that the call is recorded and subject to monitoring. Any person who, after hearing the prompt, continues to speak with an inmate is giving his/her consent to the recording and possible monitoring of the telephone call. You are allowed to use the telephone to notify family members, your attorney and/or to arrange for bond. You are not allowed to call the various offices within the Sheriff's Office (this includes 3rd party calls). All communication to offices within the Sheriff's Office will be through an Inmate Request Form or U.S. Postal system.

You are not allowed to share your phone PIN number with another inmate, and you are not allowed to use another inmate's PIN number. You shall not have another inmate use his/her voice enrollment to make telephone calls. Violations will result in disciplinary action.

Each housing area has a telephone that allows collect debit account or pre-paid calls only. All collect call charges must be accepted by the person you are calling. IC Solutions provides the inmate telephone services. Your family/friends can call 888-506-8407 to establish a pre-paid collect account. This allows your family/friends to pre-pay for telephone minutes on a specific phone so you can call a specific phone number. Your family and friends may also establish a debit account with IC Solutions by calling 888-888-8413. Be establishing a debit account, your family and friends purchase telephone minutes you can use to call any telephone number. Your family and friends can also contact IC Solutions by going to [www.icsolutions.com](http://www.icsolutions.com).

Fraudulent calls will result in termination of your privileges and possible disciplinary action. Inmates who make obscene, threatening, or harassing telephone calls, or damage telephone equipment, will lose their telephone privileges and will be criminally prosecuted.

We do not remove blocks on phones per inmate request. Only the person that is on the receiving end of the blocked phone number can remove it by calling Customer Service at 1-888-506-8407.

The telephones used by inmates and visitors in the visitation areas are recorded and are subject to monitoring. Visitors and inmates are advised of this practice through posted placards in the visitation areas. Any person who chooses to engage in a telephone conversation using a visitation phone gives his/her consent to the recording and possible monitoring of the conversation.



All inmate phones are equipped with volume control. Instructions for raising the volume are posted near the inmate phones. Any inmate who is hearing and/or speech impaired or calling someone who is hearing and/or speech impaired may request the use of the TTY phone through their Unit/Dorm Deputy.

Scheduling for the telephones will be left to the discretion of each facility and its area supervisor.

No incoming calls are allowed. In cases of emergency, the incoming calls shall be routed to the Shift Supervisor. The Shift Supervisor shall take the necessary action to verify the emergency. In such cases as family death or hospitalization, the inmate will be informed as tactfully as possible by the Shift Supervisor and/or the chaplain. The Shift Supervisor will then allow the inmate to make emergency phone calls as necessary.

## VISITING

Your private attorney or public defender is allowed to visit during attorney visiting hours. Attorney hours are approximately 7:30-11:00 a.m., 1:00-4:00 p.m., and 7:30-11:00 p.m.

The three detention facilities offers a video visitation system for family, friends and professional visitors they choose to visit with an inmate/detainee onsite at the facility or offsite from the comfort of their own home or office. The duration of each visit is 25 minutes. Onsite video visitation is conducted using the video terminals located in the facility's visitation area. Offsite video visitation is a fee based solution conducted from a visitor's home or office computer. The cost is \$9.95 per scheduled visit.

Family, Friends and professionals wanting to visit with an inmate/detainee must go on line to [www.ICsolutions.com](http://www.ICsolutions.com) from a browser i.e. Internet Explorer or Google Chrome on a computer to login to their existing account or to create a new account, register and the schedule the next available visit that is available.

Onsite visits, which is done at the facilities Sunday through Thursday weekly 8 am to 11 am and 1 pm to 4 pm, closed on Holidays or the visitor can schedule an offsite visit, for the posted price, which is allowed Monday through Sunday 8 am to 11 am, 1 pm to 4 pm and 7:30 pm to 10:30 pm. This includes holidays. A visitor can visit a maximum of three different inmates/detainee per visitation day. A visitor is not allowed to visit the same inmate/detainee more than once per day. Inmates are allowed to have a maximum of three visits per day, from three different visitors. Visitors under the age of 18 must be accompanied by their parent or legal (court appointed) guardian at all times while visiting onsite, the original paperwork from the courts signed by the judge and children's or child original birth certificate must be presented before the visit will be approve.

It is your responsibility to advise your visitors of your schedule. You will not be removed from your inmate worker/work release job, attorney visit, JIP classes, law library, or programs (e.g., AA, NA, etc.) in order to have visitation.

There is a public parking lot on facility grounds that your visitors may park in. There are also public transit bus stops located near each facility.

The parent, guardian, or authorized adult is responsible for the conduct, proof of age, and proof of relationship **(birth certificate required on each visit of the child(ren)).**

Only one (1) adult and one (1) child or two (2) adults will be allowed in the visitation area. **No** child will be left unattended or with anyone under the age of 18 years old. All visitors must be dressed appropriately. Everyone is to sit on the chair provided or stand.

Any destruction or defacing of County property by visitors or inmates is subject to temporary or permanent suspension of visitation privileges.

Contact a staff member to obtain additional information concerning video visitation. A full set of visitation rules and hours are posted on your housing bulletin board and at the Reception Station for you and on the web page for your visitors to read and abide by. All visitation rules will be strictly enforced.

## **INMATE MAIL**

You are permitted to write and to receive unlimited correspondence from any person that is NOT an inmate incarcerated in any detention facility or prison. You are NOT permitted to send or receive correspondence from any inmate incarcerated in any detention facility or prison. Outgoing mail must have your full name, identification number, housing assignment and the facility address in the upper left corner of the envelope. Take outgoing mail to the Unit/Dorm Deputy unsealed. After the deputy inspects the outgoing mail, the inmate will then seal the letter in the envelope in the presence of the deputy and hand it to the deputy. Incoming mail must have your full name and identification number above or below the mailing address. All incoming mail must have a return full name and address. Mail without a return full name and address will be thrown away. All incoming mail will be inspected for adhesive items (e.g., stamps, labels, or stickers of any kind). Polaroid pictures are not allowed. Adhesive items will be removed and disposed of. If the envelope has multiple adhesive items attached, the contents of the envelope will be placed in a plain envelope with the return name and address written on it. The Mail/Property Clerk will visually scan all incoming letters to see if any mail may contain information related to an escape attempt, threat of physical harm, criminal activity, plans for activities in violation of jail rules, or if the letters are in code or contain information which if communicated would create a clear and present danger of violence or physical harm to a human being. Postage paid envelopes and writing paper are available in the commissary for purchase.

The official mailing address for each facility is as follows:

Inmate \_\_\_\_\_, ID#  
Monroe County Detention Center  
5501 College Road  
Key West, FL 33040

Inmate \_\_\_\_\_, ID#  
Marathon Detention Facility  
3981 Ocean Terrace  
Marathon, FL 33050

Inmate \_\_\_\_\_, ID#  
Plantation Key Detention Facility  
53 High Point Road  
Plantation Key, FL 33070

Hard cover books are not allowed. You are authorized to receive four paperback books and four magazines each month that meet our criteria **ONLY** if they are sent directly from the publisher or legitimate retailer. Amounts in excess of this and/or hard covered books will be returned to sender. Books or periodicals received from any source other than directly from the publisher or legitimate retailer will either be returned to sender or placed in the inmate's property. When you are done reading your personal books, you may send them to Property to be placed in your property bag or you may donate the books to the jail library. Write on a request that you wish to donate the book(s) to the facility along with the book(s) to the Programs Department. Magazines can be thrown away or sent to Property to be placed in your property bag. No books or magazine exchanges are allowed within the month received. If you have more than four books and four magazines in your possession, they will be confiscated as contraband and it may result in disciplinary action.

Any item (book, magazine, newspaper, etc) found altered from its original condition will be considered contraband and subject to rules for contraband listed in this handbook. Examples are torn or removed page(s), book cover(s) torn or removed.

Any envelopes or paper that has been colored with crayons, colored pencils, or markers will be considered contraband. The items will be removed and disposed of.

Mail, magazines, books, pictures, etc. that do **NOT** meet our criteria due to their disruption of order and security are:

1. Any material that contains instructions for the manufacturing of or use explosives, drugs, or other unlawful substances, guns, or knives.
2. Material depicting activities that present a significant risk of physical violence or group disruption, for example, material dealing with the subjects of self-defense or survival, weaponry, armaments, explosives, or incendiary devices
3. A cryptographic or other surreptitious code that may be used as a form of communication
4. Other contraband. A package received without the facility administrator's prior authorization is considered contraband
5. Any material that advocates racial, religious, or national hatred in such a way that would create a serious danger of violence.
6. Any sexually explicit material which is defined as any material that clearly shows or depicts sexual acts and/or the sexual organs, or any material that may cause sexual arousal or encourage sexual behavior (e.g., Playboy, Playgirl, Hustler, Penthouse, Easy Rider, Cycle, High Society, Chic, Cherry, Variety, Swingers, X-rated books, etc.).

No packages, including items needed for prison or any other court ordered program, will be accepted. Outgoing and incoming mail will be inspected for contraband or security breeches in

accordance with the Florida Model Jail Standards with the exception of legal mail. Incoming and outgoing legal mail inspections will only be conducted in the presence of the inmate solely for determining that it is privileged mail and contains no contraband. The opening of privileged mail must be done in the presence of the inmate, and only the signature and letterhead may be read. Privileged mail is defined as mail received or sent to attorneys, courts, news media, consulate, and/or public officials (e.g., officials of the confining authority, state and local chief executive officers, administrators of grievance systems, member of the paroling authority).

Any identity documents (e.g., passports, birth certificates, driver's license, etc.) mailed in for an ICE detainee are considered contraband and will be confiscated and turned over to an ICE Officer.

Pro-se indigent inmates will only be allowed \$20.00 per month for legal postage. All mail being sent to County officials will be sent via courier. All other legal mail will be sent through the U.S. Postal Service. If you do not spend the allotted money for your postage that month, the left over allotted money will not carry over to the next month.

Outgoing privileged mail shall not be opened, but it may be held for a reasonable time not to exceed forty-eight (48) hours, pending verification that it is properly addressed to that person or agency. There will be no receipt from our staff sending out this mail. You must make a note to yourself when sending out legal mail.

Indigent ICE detainees who maintain a balance of \$15.00 or less in their canteen account may send up to five (5) pieces of legal mail or special correspondence per week and packages as deemed necessary by ICE.

Special Correspondence and Legal Mail: is the term for inmates/detainees' written communications to or from private attorneys and other legal representatives; government attorneys; judges, courts; embassies and consulates; the President and Vice President of the United States, members of Congress, the Department of Justice (including the DOJ Office of the Inspector General), the Department of Homeland Security Office for Civil Rights and Civil Liberties, the Department of Homeland Security (including U.S. Immigration and Customs Enforcement, the Office of Detention and Removal Operations, and the DHS Office of the Inspector General); the U.S. Public Health Service including the Division of Immigration Health Services; health care practitioners; administrators of grievance systems; and representatives of the news media.

Indigent detainees may order three (3) stamped envelopes weekly for general correspondence by filling in and signing the Indigent Detainee Request form.

Detainees will pay for packages, oversized or overweight mail. Postage is generally limited to letters weighing one ounce or less.

## **NEWSPAPERS**

You are allowed to subscribe to two different newspapers of your choice. It is your responsibility to order the newspaper and have it delivered by U.S. mail directly from the publisher or legitimate retailer to the appropriate Monroe County Detention Facility. The newspaper is to be addressed to you with your full name and identification number.

Daily and weekly newspapers are on a "one for one" exchange. The assigned deputy will take

possession and properly discard the old newspaper prior to dispensing the new newspapers to you.

Newspapers will not be placed inside your property bag. The maximum allowed is two newspapers per day. Cutting any part of the newspaper is considered “altering”, which in effect changes the paper from its original state and constitutes it becoming “contraband”, and it will then be confiscated and destroyed.

## **LIBRARY**

Reading material for inmates is available in your Unit/Dorm. A maximum of four books and four magazines are allowed in your cell (this includes magazines and books you received from a publisher or retailer). You must return books to the housing area library before borrowing additional books. If you have more than four books and four magazines in your possession, they will be confiscated as contraband and it may result in disciplinary action.

Family members, friends, etc., may contribute paperback books to the facility's library by donating them to the Programs Department. These books will **NOT** be held out for any particular inmate. They will be placed in the library with all the other books and rotated throughout the units/dorms.

## **LAW LIBRARY**

Private attorneys or public defenders are the best source of information about your charges, progress of your case through the courts, and information about laws and other legal advice.

We will provide pro-se inmates reasonable access to legal materials that are in the law library. Pro-se inmates who want access to the law library must complete an Inmate Request Form expressing their desire to attend. Inmates will not be allowed to remove any legal references from the law library. Removal of law library material will result in a Disciplinary Report being issued. The law library schedule is made up weekly. Pro-se inmates will be scheduled for 12 hours each week. If a pro-se inmate needs more than 12 hours, the inmate will fill out an Inmate Request Form requesting additional hours.

Inmates who are not trained in the law, illiterate or non-English speaking or handicapped may be assisted in their legal research by other inmates on a volunteer basis. If you need this assistance, you must request it by filling out an Inmate Request Form to include the name of the inmate that will be assisting you. Once the Programs Department has approved the request, law library time will be scheduled for both of you.

At no time will Monroe County Sheriff's employees, contractors, or volunteers give legal advice or legal materials unless it comes through the Programs Department or Shift Supervisor.

## **ICE LAW LIBRARY**

To use the ICE law library, the detainee shall give his/her inmate identification to the Unit/Dorm Deputy prior to entering the ICE law library. The deputy will record your use of the ICE law library

into the electronic logbook, and keep your identification tag. When you exit the ICE law library, see the Unit/Dorm Deputy to retrieve your identification tag.

The schedule for use of the Law Library is from 8:00 A.M. through 11:00 A.M., 1:00 P.M. through 4:00 P.M. and 8:00 P.M. through 11:00 P.M., seven days a week. Self-help material will be provided and available to all detainees for research or preparation of their defense. You must register with the housing deputy and have your name placed on the Law Library Sheet. You are also permitted to use the Law Library for the purpose of assisting other detainees in their case. Inform your housing deputy of any missing or damaged books or equipment. If your desired legal material or book is not available to you in the Law Library, submit a detainee request to the ICE recreation specialist. You can find a list of all legal materials available to you at the Law Library. Should you need to extend the allotted 5 hours a week then you will need to utilize the request system to obtain approval.

If you are housed in confinement for any reason you may request the use of the ICE Law Library from 12:00 P.M. through 1:00 P.M., 4:00 P.M. through 5:30 P.M., 11:00 P.M. through 1:00 A.M. It is your responsibility to register with your housing deputy to be placed on the schedule.

If a detainee has an open case and requests more time in the law library after lockdown, the time will be extended until 4:00 A.M., with the Sergeant's permission.

Lexis/Nexis software is available at the Law Library. Should you need to utilize this program you may ask the officer assigned to the Law Library for instructions on how to use the program. You shall follow the tutorial that is available to you in the ICE Law Library.

You are strictly prohibited from charging any fees for providing assistance to other detainees. Solicitations of fees for service from another detainee must be reported to your housing deputy immediately.

**No materials may be removed from the library.**

Typewriters, computers, printers, and other supplies are available in the Law Library for the preparation of legal documents ONLY. Typewriters and computers **are not to be used** for personal correspondence.

Any detainee that is in need of a floppy disc shall request one from the unit deputy. This will allow for legal work to be saved. Once the detainee is finished saving the legal work, it should be marked with detainees name and stored in a specified location. The detainee will have access to the disc anytime they are using the law library.

## **PRO-SE SUPPLIES**

Pens, paper, and legal mail postage shall be available to pro-se inmates. If a pro-se inmate has enough funds in his/her inmate account to pay for pens, paper, legal mail postage and photocopies, the actual cost of same shall be deducted from his/her inmate account. If the pro-se inmate has no funds in his or her inmate account and the inmate has been declared indigent by any judge of competent jurisdiction, s/he shall be provided with the following supplies and services, and his/her inmate account shall be debited. Inmates requiring supplies in excess of the below mentioned items must show cause.

1. A maximum of four legal pads per month
2. A maximum of five 10x15 manila envelopes per month
3. A maximum of five 9x12 manila envelopes per month
4. A maximum of twenty-five #10 size white envelopes per month
5. A maximum of four blue pens per month
6. A maximum of four pencils per month
7. A maximum of four erasers per month
8. Postage in the amount of \$20.00 per month
9. One storage box per incarceration
10. A written request to the Programs Staff Assistant for copies of case-law, statutes, etc., from the computerized law library system will be considered on a case-by-case basis. Only ten (10) pages per month.
11. Copies of motions and briefs will be provided as required by the court for filing (copies of case law, statutes, etc., will not be copied for inclusion with briefs and motions as they are not evidentiary in nature). All papers to be copied must belong to the pro se inmate.

## **PRO-SE LEGAL PHOTOCOPIES**

The number of copies made shall be the number required to be filed and served according to the rules of the court or administrative body. One additional copy shall be made for the inmate to keep if the original is filed or served. An inmate may request copies of a limited amount of pages of case law or statutes.

If you are considered "indigent", the number of copies provided shall not exceed three copies per page, except when additional copies are legally required. It is your responsibility to prove that copies in addition to the routine maximum are legally necessary.

If you need legal copies, fill out the Inmate Trust Account Withdrawal Form for Legal Copies and submit to your housing deputy.

## **NON PRO-SE PHOTOCOPIES**

Copies of items that are not for pro-se legal reason will only be copied if you have money in your inmate account to cover the cost of the copies. Fill out the proper Inmate Trust Account Withdrawal form and submit to your housing deputy.

If you do not have money in your inmate account, no copies will be made unless they are for legal reasons AND you are a pro-se inmate (see pro-se legal photocopies).

## NOTARY SERVICES

If you need the services of a notary, fill out a request via kiosk to the Programs Division. Programs will forward a Property Valuable Seal/Notary Services Form. You must have a valid photo ID or the photo ID must have been issued within the last five years. You will be charged a fee for each document notarized.

If an ICE detainee needs notary services, they will send a request to ICE.

## CHAPLAINCY RELIGIOUS SERVICES

All religious programs are coordinated through the Programs Department. A facility chaplain may be available to assist you with spiritual, family and coping problems. Visits by your community minister may be arranged.

Weekly religious services are held in each facility for all inmates not in lockdown and will be announced by a staff member. Inmates/detainees in lockdown will request via kiosk to religious needs if they desire a chaplain to come and visit them.

Special needs concerning family, personal problems, or request for marriage should be sent via kiosk to the Programs Department. To be married while incarcerated, you can't have received any discipline within the last six (6) months.

Prayer rosaries and beads must be made of breakaway plastic. All religious materials are donated.

Authorized and approved religious items are received and processed through the Programs Services Director. Authorized items are:

- A. One religious paperback book (e.g., Bible, Koran)
- B. One religious magazine
- C. One religious pamphlet
- D. One set of breakaway plastic prayer beads
- E. One breakaway plastic rosary

**NOTE: All other religious items are considered contraband to include, but are not limited to: items not processed through the Programs Department, religious clothing, scarves, headgear, foot covers of any kind, rugs, mats, horns, and foliage.**

Prayer Rugs or Mats: Inmates/detainees who need to borrow a towel to use as a prayer rug/mat



will give their identification card to their Unit/Dorm Deputy in exchange for a brown towel. When they are done praying, they must return the brown towel to the Unit/Dorm Deputy and get their identification card back. NO actual prayer rugs or mats are allowed.

## **RECREATION**

Indoor recreation is available to inmates/detainees during normal operation hours of the day room. Ping Pong tables, workout stations, board games, etc. are available for inmate/detainee use.

Inmates at each facility have the opportunity to go to outdoor recreation, weather permitting. The recreation yard will be open as scheduled according to housing assignment. Horseplay, fights, and other disturbances will result in the termination of recreation and may result in disciplinary action. Recreation days and times are posted on your housing bulletin board.

## **BEHAVIOR MODIFICATION PROGRAM**

Anger Management – Learn how to recognize and manage your anger

Batterers Group – Learn how to stop the violence

Parenting Skills – Being a parent is more than just biology, it also involves that act of supervision, role modeling and being a friend when it is needed

Life Skills – Preparing yourself for a better future, learning to communicate effectively, write a resume and cover letter, job interview skills and how to successfully go back to school.

These 8 week classes are offered to the inmates who want to better themselves. The Judge may court order the inmate to a class before being released.

## **EDUCATIONAL PROGRAMS**

Adult Basic Education (ABE) is a program that includes reading, writing and arithmetic at the elementary and junior high school level.

General Education Development (GED) is a program that includes English, Mathematics, Science and Social Studies to prepare individuals for the GED test to secure a high school equivalency diploma.

Literacy training is one-to-one tutoring which helps an individual learn to read or improve his existing reading skills.

If interested in the above programs, submit a request via kiosk to the GED Instructor via the Programs Division.

## **SUBSTANCE ABUSE**

Individual and group counseling and education on substance abuse are provided to inmates who are ordered to or volunteer to participate in the Jail Intervention Program (JIP). Classes and programs range from prevention education to life skills counseling. Volunteers must submit a request via kiosk to the JIP Program for consideration. The substance abuse counselor assessment will determine if you will be accepted or NOT. A substance abuse counselor will automatically assess inmates who are court ordered.

Narcotics Anonymous and Alcoholics Anonymous groups are available to all inmates, except Unit A or other inmates in lockdown, subject to the availability of volunteers. See the Inmate Activity Schedule posted in your Unit/Dorm for dates and times.

## **DISABLED INMATE PARTICIPATION IN PROGRAMS**

If a disabled inmate is unable to participate in a program because they cannot physically get to the location, the program location will be moved to the dayroom or other comparable location so that inmate may attend.

## **VETERANS**

Veterans may request to see a VA representative through the Programs Division.

## **CO-ED PROGRAMS**

If a co-ed program is offered, inmates will refrain from showing public displays of affection or establishing relationships while attending those co-ed programs. Any violation will result in immediate withdrawal from the program and disciplinary actions will be taken. Any areas of concerns should be directed to your program's instructor.

## **SELF-STUDY MATERIALS**

Inmates with a classification of administrative confinement or protective custody may request self study materials through the Programs Department. Self study materials are available in the following categories:

1. Alcoholics Anonymous
2. Narcotics Anonymous
3. Anger Management
4. Academic Skill Workbooks (science, writing, social studies, reading, and mathematics)
5. Religious Reading Materials

Other subjects may be available upon request.

## **INMATE WORKER APPEARANCE**

1. Inmate workers will wear shirts (tucked in pants), and shoes (not shower slides) at all times when not in their housing area.
2. Inmate workers will be clean-shaven everyday, unless they have a written medical excuse from the Medical Department.
3. Inmate workers will maintain a clean and neat appearance including maintaining hair length within regulations.
4. Inmate workers will not have any designs in their hair or Mohawk haircuts.
5. Hats will not be worn in the building, except when necessary according to work assignments.
6. Upon leaving their housing area, inmate workers will display proper identification in accordance with facility Rules and Regulations.

## **INMATE WORKER WORKING REGULATIONS**

1. Inmate workers will not leave their assigned work areas without permission from a deputy or staff member.
2. Inmate workers will not take reading materials to work.
3. **UNDER NO CIRCUMSTANCES** will inmate workers talk to, give to, or receive materials from any inmate.
4. All inmate workers will follow all rules listed on the Inmate Worker Rules Form and in this handbook.

## **INMATE WORKER RULES**

### **Inmate Workers will NOT:**

1. Refuse to work
2. Encourage others to refuse to work
3. Refuse to obey an order of a staff member or rules in the inmate handbook
4. Have an unexcused absence from work or any other assignment
5. Malingering or feign an illness

6. Fail to perform work as instructed by a supervisor
7. Participate in unauthorized meetings or gatherings
8. Be in an unauthorized area
9. Fail to follow safety and sanitation regulations including wearing proper protective equipment/clothes
10. Use any equipment or machinery contrary to instructions or posted safety standards
11. Have verbal or physical contact of any kind with the public
12. Have unauthorized verbal or physical contact with staff
13. Use the telephone outside of the facility while at work
14. Send/receive mail outside of the facility while at work
15. Talk to, give to, or receive materials from or for any inmate
16. Have anything in their possession that is not issued to them by the facility
17. Use any tobacco product or consume any alcohol beverage and/or drug of any kind

## **INMATE WORKER LIVING AREA**

1. Inmate workers will keep their housing areas clean.
2. Inmate workers will keep their bunks made, using the blankets as spreads.
3. Shoes will be kept under the bed when not being worn, and all items not being used will be put away.

## **INMATE WORKER CLOTHING REGULATIONS**

1. Inmate workers will wear County issued clothing according to work assignment.
  - A. Orange t-shirts are worn outside the detention facility only.
  - B. For socks, submit an Inmate Request Form to the Laundry Department to be issued one (1) pair of socks.
  - C. Boots will be issued prior to work detail.
2. Inmate workers will not have more than one set of County issued clothing at any one time (shirt and pants).

3. Inmate workers will not possess personal clothing with the exception of underwear, bras, shorts, socks, and/or shoes.

## **WORK RELEASE**

The Monroe County Sheriff's Office, Bureau of Corrections, provides a work release program. The program allows selected, low risk offenders to work at paid employment while completing the terms of their sentences. The offenders will reside in the jail facility and be released each day to work. At the completion of the days approved assignment, the offender will return directly to the jail.

If you are interested in participating, write the Work Release Specialist. Inmates participating in the work release program must pay a program cost each week as well as a weekly laundry charge. You must abide by the work release agreement you sign and all jail facility rules. You are not permitted to smoke, drink alcoholic beverages, or partake of any controlled substance that has not been prescribed by the Monroe County Detention Center Medical Department. You are not to go anywhere except to work. You will be required to submit to frequent alcohol and drug testing. All work release inmates are searched upon their return following agency procedures.

## **COMMUNITY RESOURCES AVAILABLE UPON RELEASE**

Information about local community resources is available upon release. If you are interested, ask the Intake/Release Officer for a copy of this information while being processed out.

## **NOTICE TO INMATES/DETAINEES**

You have the right of freedom from discrimination based on race, religion, national origin, sex, sexual orientation, handicap, or political beliefs.

Group Legal Rights presentation for ICE detainees will be provided by ICE and detainees will be notified prior to the presentation.

# APPENDIX A

## D.C. GUIDELINES

CHARGE	SENTENCED			UNSENTENCED		
	FIRST	SECOND	THIRD	FIRST	SECOND	THIRD
1-1	30DC + 15LG	30DC + 30LG	30DC + ALL LG	30DC + 15LV	30DC + 30LV	30DC + 60LV
1-2	15DC	20DC	25DC	15DC	20DC	25DC
1-3	15DC + 15LG	20DC + 20LG	25DC + 25LG	15DC + 15LV	20DC + 20LV	25DC + 25LV
1-4	10DC + 10LG	15DC + 15LG	20DC + 20LG	10DC + 10LV	15DC + 15LV	20DC + 20LV
1-5	30DC + 15LG	30DC + 30LG	30DC + All LG	30DC + 15LV	30DC + 30LV	30DC + 60LV
1-6	30DC + 15LG	30DC + 30LG	30DC + ALL LG	30DC + 15LV	30DC + 30LV	30DC + 60LV
1-7	30DC + 15LG	30DC + 30LG	30DC + ALL LG	30DC + 15LV	30DC + 30LV	30DC + 60LV
2-1	30DC	30DC + 20LG	30DC + 30LG	30DC	30DC + 20LV	30DC + 30LV
2-2	30DC + 20LG	30DC + 40LG	30DC + 60LG	30DC + 20LV	30DC + 40LV	30DC + 60LV
2-3	10DC + 10LG	15DC + 15LG	30DC + 30LG	10DC + 10LV	15DC + 15LV	30DC + 30LV
2-4	15DC + 15LG	20DC + 20LG	30DC + 30LG	15DC + 15LV	20DC + 20LV	30DC + 30LV
3-1	30DC + 10LG	30DC + 20LG	30DC + 40LG	30DC + 10LV	30DC + 20LV	30DC + 40LV
3-2	30DC + ALL LG	30DC + ALL LG	30DC + ALL LG	30DC + 60LV	30DC + 90LV	30DC + 120LV
3-3	20DC + 10LG	20DC + 20LG	20DC + 40LG	20DC + 10LV	20DC + 20LV	20DC + 40LV
3-4	30DC + 10LG	30DC + 15LG	30DC + 30LG	30DC + 10LV	30DC + 15LV	30DC + 30LV
3-5	30DC + 10LG	30DC + 15LG	30DC + 30LG	30DC + 10LV	30DC + 15LV	30DC + 30LV
3-6	30DC + 10LG	30DC + 15LG	30DC + 30LG	30DC + 10LV	30DC + 15LV	30DC + 30LV
3-7	10DC + 10LG	20DC + 15LG	30DC + 30LG	10DC + 10LV	20DC + 15LV	30DC + 30LV

## D.C. GUIDELINES

CHARGE	SENTENCED			UNSENTENCED		
	FIRST	SECOND	THIRD	FIRST	SECOND	THIRD
3-8	10DC + 10LG	20DC + 15LG	30DC + 30LG	10DC + 10LV	20DC + 15LV	30DC + 30LV
3-9	10LG	10DC + 5LG	20DC + 10LG	10LV	10DC + 5LV	20DC + 10LV
3-10	20DC	20DC + 10LG	20DC + 20LG	20DC	20DC + 10LV	20DC + 20LV
3-11	30DC + 10LG	30DC + 20LG	30DC + 30LG	30DC + 10LV	30DC + 20LV	30DC + 30LV
3-12	5DC + 5LG	10DC + 10LG	20DC + 20LG	5DC + 5LV	10DC + 10LV	20DC + 20LV
3-13	5DC + 5LG	10DC + 10LG	15DC + 15LG	5DC + 5LV	10DC + 10LV	15DC + 15LV
3-14	10DC + 10LG	20DC + 20LG	30DC + 30LG	10DC + 10LV	20DC + 20LV	30DC + 30LV
3-15	30DC	30DC + 10LG	30DC + 30LG	30DC	30DC + 10LV	30DC + 30LV
3-16	10DC + 10LG	20DC + 20LG	30DC + 30LG	10DC + 10LV	20DC + 20LV	30DC + 30LV
3-17	10DC + 10LG	20DC + 20LG	30DC + 30LG	10DC + 10LV	20DC + 20LV	30DC + 30LV
3-18	30DC + 10LG	30DC + 15LG	30DC + 30LG	30DC + 10LV	30DC + 15LV	30DC + 30LV
3-19	10DC + 10LG	20DC + 20LG	30DC + 30LG	10DC + 10LV	20DC + 20LV	30DC + 30LV
3-20	30DC + 10LG	30DC + 15LG	30DC + 30LG	30DC + 10LV	30DC + 15LV	30DC + 30LV
4-1	30DC + ALL LG	30DC + ALL LG	30DC + ALL LG	30DC + 60LV	30DC + 90LV	30DC + 120LV
4-2	30DC	30DC + 30LG	30DC + 60LG	30DC	30DC + 30LV	30DC + 60LV
4-3	5DC + 5LG	10DC + 10LG	15DC + 15LG	5DC + 5LV	10DC + 10LV	15DC + 15LV
4-4	5DC + 5LG	10DC + 10LG	15DC + 15LG	5DC + 5LV	10DC + 10LV	15DC + 15LV
4-5	10DC + 10LG	15DC + 15LG	20DC + 20LG	10DC + 10LV	15DC + 15LV	20DC + 20LV

## D.C. GUIDELINES

	SENTENCED			UNSENTENCED		
CHARGE	FIRST	SECOND	THIRD	FIRST	SECOND	THIRD
5-1	15DC	15DC + 10LG	15DC + 20LG	15DC	15DC + 10LV	15DC + 20LV
5-2	15DC	15DC + 10LG	15DC + 20LG	15DC	15DC + 10LV	15DC + 20LV
5-3	15DC	15DC + 15LG	15DC + 30LG	15DC	15DC + 15LV	15DC + 30LV
5-4	15DC + 10LG	30DC + 20LG	30DC + 30LG	15DC + 10LV	30DC + 20LV	30DC + 30LV
6-1	10DC + 10LG	20DC + 20LG	30DC + 30LG	10DC + 10LV	20DC + 20LV	30DC + 30LV
6-2	10DC + 10LG	20DC + 20LG	30DC + 30LG	10DC + 10LV	20DC + 20LV	30DC + 30LV
6-3	10DC + 10LG	15DC + 15LG	30DC + 30LG	10DC + 10LV	15DC + 15LV	30DC + 30LV
7-1	10DC + 10LG	15DC + 15LG	30DC + 30LG	10DC + 10LV	15DC + 15LV	30DC + 30LV
7-2	10DC + 10LG	20DC + 20LG	30DC + 30LG	10DC + 10LV	20DC + 20LV	30DC + 30LV
7-3	10DC + 10LG	15DC + 15LG	30DC + 30LG	10DC + 10LV	15DC + 15LV	30DC + 30LV
7-4	5DC + 5LG	10DC + 10LG	15DC + 15LG	5DC + 5LV	10DC + 10LV	15DC + 15LV
7-5	5DC + 5LG	15DC + 15LG	30DC + 30LG	5DC + 5LV	15DC + 15LV	30DC + 30LV
7-6	30DC + 15LG	30DC + 30LG	30DC + ALL LG	30DC + 15LV	30DC + 30LV	30DC + 60LV
8-1	5LG	10DC + 10LG	15DC + 15LG	5LV	10DC + 10LV	15DC + 15LV
8-2	5LG	10DC + 10LG	15DC + 15LG	5LV	10DC + 10LV	15DC + 15LV
9-1	10DC + 10LG	20DC + 20LG	30DC + 30LG	10DC + 10LV	20DC + 20LV	30DC + 30LV
9-2	15DC + 15LG	20DC + 20LG	30DC + 30LG	15DC + 15LV	20DC + 20LV	30DC + 30LV
9-3	30DC + 30LG	30DC + 60LG	30DC + 90LG	30DC+ 30LV	30DC + 60LV	30DC + 90LV



## D.C. GUIDELINES

CHARGE	SENTENCED			UNSENTENCED		
	FIRST	SECOND	THIRD	FIRST	SECOND	THIRD
9-4	20DC + 20LG	25DC + 25LG	30DC + 90LG	20DC + 20LV	25DC + 25LV	30DC + 90LV
9-5	30DC + 60LG	30DC + 90LG	30DC + ALL LG	30DC + 60LV	30DC + 90LV	30DC + 120LV
10-1	20DC + 20LG	25DC + 25LG	30DC + 30LG	20DC + 20LV	25DC + 25LV	30DC + 30LV
10-2	15LG	10DC + 10LG	15DC + 15LG	15LV	10DC + 10LV	15DC + 15LV
10-3	20LG	10DC + 30LG	20DC + 60LG	20LV	10DC + 30LV	20DC + 60LV
10-4	10DC + 20LG	20DC + 30LG	30DC + 30LG	10DC + 20LV	20DC + 30LV	30DC + 30LV
10-5	10DC + 10LG	15DC + 15LG	20DC + 20LG	10DC + 10LV	15DC + 15LV	20DC + 20LV
10-6	10LG	10DC + 20LG	25DC + 30LG	10LV	10DC + 20LV	25DC + 30LV
10-7	30DC + 30LG	30DC + 60LG	30DC + 90LG	30DC + 30LV	30DC + 60LV	30DC + 90LV
10-8	30DC + 30LG	30DC + 60LG	30DC + 90LG	30DC + 30LV	30DC + 60LV	30DC + 90LV
10-9	20DC + 20LG	30DC + 30LG	30DC + 60LG	20DC + 20LV	30DC + 30LV	30DC + 60LV
10-10	5DC + 5LG	10DC + 10LG	15DC + 15LG	5DC + 5LV	10DC + 10LV	15DC + 15LV
10-11	10DC + 10LG	20DC + 20LG	30DC + 30LG	10DC + 10LV	20DC + 20LV	30DC + 30LV
10-12	10DC + 10LG	15DC + 15LG	20DC + 20LG	10DC + 10LV	15DC + 15LV	20DC + 20LV
10-13	10LG	10DC + 20LG	20DC + 30LG	10LV	10DC + 20LV	20DC + 30LV
10-14	10LG	10DC + 20LG	30DC + 30LG	10LV	10DC + 20LV	30DC + 30LV
10-15	15LG	10DC + 20LG	15DC + 30LG	15LV	10DC + 20LV	15DC + 30LV
10-16	10DC + 10LG	20DC + 20LG	30DC + 30LG	10DC + 10LV	20DC + 20LV	30DC + 30LV

## D.C. GUIDELINES

CHARGE	SENTENCED			UNSENTENCED		
	FIRST	SECOND	THIRD	FIRST	SECOND	THIRD
10-17	10DC + 10LG	20DC + 20LG	30DC + 30LG	10DC + 10LV	20DC + 20LV	30DC + 30LV
10-18	10DC + 20LG	20DC + 30LG	30DC + 60LG	10DC + 20LV	20DC + 30LV	30DC + 60LV
10-19	10DC + 10LG	20DC + 20LG	30DC + 30LG	10DC + 10LV	20DC + 20LV	30DC + 30LV
10-20	10DC + 10LG	15DC + 15LG	20DC + 20LG	10DC + 10LV	15DC + 15LV	20DC + 20LV
10-21	10DC + 10LG	20DC + 20LG	30DC + 30LG	10DC + 10LV	20DC + 20LV	30DC + 30LV
10-22	30DC + 20LG	30DC + 30LG	30DC + 45LG	30DC + 20LV	30DC + 30LV	30DC + 45LV
10-23	10DC + 10LG	20DC + 20LG	30DC + 30LG	10DC + 10LV	20DC + 20LV	30DC + 30LV
10-24	30DC + 30LG	30DC + 60LG	30DC + 90LG	30DC + 30LV	30DC + 60LV	30DC + 90LV
10-25	5DC + 5LG	10DC + 10LG	15DC + 15LG	5DC + 5LV	10DC + 10LV	15DC + 15LV
10-26	10DC + 10LG	20DC + 20LG	30DC + 30LG	10DC + 10LV	20DC + 20LV	30DC + 30LV
10-27	10DC + 10LG	20DC + 20LG	30DC + 30LG	10DC + 10LV	20DC + 20LV	30DC + 30LV
10-28	15DC + 15LG	20DC + 20LG	30DC + 30LG	15DC + 15LV	20DC + 20LV	30DC + 30LV
10-29	10DC + 10LG	20DC + 20LG	30DC + 30LG	10DC + 10LV	20DC + 20LV	30DC + 30LV
10-30	10DC + 10LG	20DC + 20LG	30DC + 30LG	10DC + 10LV	20DC + 20LV	30DC + 30LV

**LEGEND:**

- DC - Disciplinary Confinement
- LG - Lost of Gain Time – Does not apply to detainees
- LV - Lost of Visitation - Does not apply to detainees
- + - Means additional CONSECUTIVE discipline, not concurrent

**NOTE: THE MOST DISCIPLINARY CONFINEMENT TIME THAT AN INMATE CAN RECEIVE PER INCIDENT IS A MAXIMUM OF 30 DAYS.**

# ADDRESSES

Below is a list of the most requested addresses.

## DEPARTMENT OF CORRECTIONS

1111 12th Street, Suite 402  
Professional Building  
Key West, FL 33040

**(this is also the address for KW parole officers)**

## JUDGES – KW

500 Whitehead Street  
Key West, FL 33040

## JUDGES – KV

3117 Overseas Highway  
Marathon, FL 33050

## JUDGES – PK

88820 Overseas Highway  
Plantation Key, FL 33070

## KEY WEST POLICE DEPARTMENT

1604 N. Roosevelt Blvd.  
Key West, FL 33040

## KROME DETENTION CENTER

18201 S.W. 12th Street  
Miami, FL 33194

## MARATHON DETENTION FACILITY

3981 Ocean Terrace  
Marathon, FL 33040

## MONROE COUNTY DETENTION CENTER

5501 College Road  
Key West, FL 33040

## PLANTATION KEY DETENTION FACILITY

53 High Point Road  
Plantation Key, FL 33070

## ICE DETAINEES ONLY

DHS Office of Inspector General Attention:  
Office of Investigations Hotline 245 Murray Dr., SWE  
Building 410/Mail Stop 2600  
Washington, DC 20528

## PUBLIC DEFENDER - Key West

801 Eisenhower Drive  
P.O. Box 4127  
Key West, FL 33041-4127  
(305) 294-2501

## PUBLIC DEFENDER - Marathon

4695 Overseas Highway, Suite 2  
Marathon, FL 33050  
(305) 292-3582

## PUBLIC DEFENDER - PK Key

50 Highpoint Road, Suite 103  
Tavernier, FL 33070  
(305) 292-3583 or (305) 853-7330

## STATE ATTORNEY'S OFFICE

302 Fleming Street  
Key West, FL 33040

## U.S. MARSHALL'S SERVICE

301 Simonton St.  
Key West, FL 33040

## WOMEN IN DISTRESS

P.O. Box 676  
Ft. Lauderdale, FL 33302

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**ANY INFORMATION IN THIS HANDBOOK IS  
SUBJECT TO CHANGE WITHOUT NOTIFICATION**