



## **Inmate Handbook**

### **Mission**

**We are a dedicated team of professionals, devoted to serving the public by maintaining a balanced, safe and secure correctional system of institutional and community corrections programs. Collectively, we provide a healthy environment for criminal offenders to maximize opportunities through accountability for actions, treatment, education and positive reinforcement within a safe, secure, and fair Corrections Department.**

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**IT IS IMPORTANT THAT YOU READ AND KNOW THE CONTENTS OF THIS HANDBOOK. THIS IS YOUR INFORMATION. IT IS YOUR RESPONSIBILITY TO SEEK CLARIFICATION ON ANYTHING IN THIS HANDBOOK THAT YOU DO NOT UNDERSTAND.**

This information is a general guide for inmates of the Escambia County Department of Corrections Facilities. While we recognize our responsibilities to you, we also have responsibilities to other inmates, our staff, and the people of Escambia County. This information will help provide answers to questions most asked by inmates, and it should help you understand what will be expected of you.

The administration reserves the right to change any of the information provided as policy or mandated laws change. The rules and regulations outlined will guide you towards accepted behavior during your stay in the Jail Facilities.

**RIGHTS:**

1. You have the right to expect to be treated fairly by all staff members.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of each detention facility.
3. You have the right to nutritious meals, proper bedding, clean clothing and a laundry schedule for exchanging county issued clothing, an opportunity to shower regularly, availability of toilet articles, and accessibility of medical treatment.
4. You have the right to correspond with family and friends unless disciplinary sanctions have been imposed.
5. You have the right to unrestricted and confidential correspondence with your attorney and the courts.
6. You have the right to an attorney's advice through interviews and correspondence.
7. You have a right to reading materials provided that are not prohibited by rule.
8. You have the chance to participate in various programs and work assignments, where available.
9. You have the right to attend faith-based services or have access to a chaplain.
10. You have the right to be protected from sexual abuse, harassment, or assault.

**RESPONSIBILITIES:**

1. You are required to treat staff members and other inmates in a respectful manner.
2. You have the responsibility to recognize and respect the rights of others.
3. You have the responsibility to maintain neat and clean living quarters, to follow laundry and shower schedules, and to seek medical and mental health care when needed.
4. You have the responsibility to follow all verbal and/or written orders from staff.

**Work Annex General Rules of Conduct:**

1. When in doubt about anything concerning proper conduct, **ASK AN OFFICER.**
2. Carry out promptly and to the best of your ability all task you are assigned.
3. Apply yourself faithfully and with diligence all task you are assigned.
4. Do not leave your assigned work area or stop working without the permission of your assigned Officer or Officer giving you directions.
5. When riding in a vehicle, you will not wave, yell or make any gestures to any person. You are not allowed to have any contact with anyone while on the road or in your assigned work area. You are required to wear the provided seatbelts at all times while in any county vehicle.
6. There will no running, grouping up or horse playing during movement to

or from the checkout yard or check in area. You are required to be standing in your assigned crew area once on the checkout yard.

7. There will be no talking in the laundry during check in or check out, except what is necessary with the laundry workers to gain your necessary or assigned clothing or work gear.
8. You are not permitted to bring any item back into any housing area from work, or any other activity that requires your re-entry back into any housing unit. (ie: candy, cigarettes, books, lighters, phones, money etc.)

### **ADMISSION PROCESSING:**

All inmates are first processed at the Booking Section. This involves being searched, fingerprinted, photographed, showered, issued jail clothing, an identification card, assigned a jail number, and provided a preliminary medical/mental health screening.

During booking your possessions will be collected, inventoried, and stored. You will be given a receipt for all stored property and your money will be placed in your inmate account. **Funds rejected by the booking kiosk will be stored in your property.** You will be advised of the charge(s) against you and given bond information. You will also be allowed to call your attorney, family/friends, and bonding agencies. During the admission process, you will be provided access to information about:

1. Protection, prevention, reporting, and intervention of sexual abuse, harassment, and assault.
2. Access to the inmate rules and regulations available in English and Spanish and where to access them.

### **DAILY SUBSISTENCE FEE:**



While incarcerated, inmates will be subject to the County approved daily subsistence fee. This fee is used to offset jail costs and is collected daily, once per 24-hour period. The only inmates who are not subject to the daily substance fees are:

1. Florida Department of Corrections (DOC) prisoners who have been returned to the Escambia County Department of Corrections for legal proceedings **not** related to new or pending Escambia County charges;
2. Federal inmates (e.g. ICE, U.S. Marshals, etc.); and
3. Inmate workers (includes Work Annex).

At the time of booking, any money in your possession will be deposited in, and credited to, an account established for you unless it is not accepted by the booking kiosk. **If your funds are not accepted by the booking kiosk, then they will be placed into your inmate property.** A one-time booking fee of \$20.00 will be deducted from your account. Thereafter, you will be charged a \$3.00 daily subsistence fee. Any money in your possession thereafter will be considered contraband, confiscated, and deposited into the Inmate Trust Fund.

### **INMATE CLASSIFICATION:**

All inmates are given a custody level as soon as practical based on factors including current charges, criminal history, current and past institutional behavior. Housing is based on the classification level, medical or mental health needs, program eligibility, and the available housing space.

The classification process is on-going. The Classification Unit will conduct inmate reviews at least every forty-five (45) days. Add-on charges, sentencing, and behavior are some reasons for a classification change. Some changes do not require a cell change, while others (inmate worker positions such as the road crew or kitchen), may require a medical assessment and a possible cell change. Inmate worker positions are assigned according to facility needs. Also, your **behavior** and interaction with staff are monitored on a daily basis for movement through the system.

**Inmates determined to be a risk to commit sexual assault will be classified at a higher security level and those determined to be at risk for sexual assault will be classified at a level to serve as protection.**

### **FACILITY INTAKE AND ISSUED ITEMS:**

After booking and an initial classification, inmates will be housed in either the Main Jail, Phase I / Phase II, or Work Annex. The actual cell assignment will depend upon the arrested person's classification assessment and given each item listed below:

- (1) Jumpsuit/Issued uniform
- (1) Shower slides
- (1) Mesh bag
- (1) Bedroll which contains: 2 sheets, 1 blanket, 1 towel, 1 washcloth or All-in-one
- (1) Hygiene packet, which includes: Toothbrush, Toothpaste, Comb, and Moisturizing Soap not Lye-Based
- (1) All-in-one mattress (pillow is already built-in)
- \* Inmates sent to the Work Annex will be issued additional clothing items.

Personal hygiene items will be issued upon request: Toilet paper and feminine hygiene pads as needed.

**FIRST APPEARANCE:**

If the arrestee remains in custody, they will be taken before a judge within 24 hours. At this first appearance, a judge will review the arrest information, advise you of your rights and appoint legal counsel (attorney) if you desire one and qualify. The judge may set a bond that is different from a previous bond determination. In reviewing the arrest information or arrest report, the judge checks to see if sufficient probable cause exists as they would prior to signing a warrant.

**GENERAL INFORMATION:**

Rules and regulations for inmate conduct are in this Inmate Handbook, available in English and Spanish. Rules may vary from facility to facility. You are required to be fully dressed (jumpsuit/issued uniform, slides, and identification card) when not in your sleeping area. Each housing area will have at least one certified correctional officer present at all times to provide supervision of inmates. Inmates are never allowed to supervise or in any way exercise control over other inmates.

**PERSONAL PROPERTY RELEASE**

Your personal clothing, jewelry, and other property will be retained in the Inmate Property Room until you are released from custody. You may release property to any designated person outside the facility by completing a Release Form and submitting it to Inmate Property. Clothing worn into the facility cannot be released unless you have been sentenced to state prison. This will ensure you have clothes to wear upon release from jail. **Release forms may be obtained from the correctional officer in each housing area.**



**You have three options when releasing inmate property:**

Option 1: Keys only (Main Jail and Phase I / Phase II Inmates Only);

Option 2: All items except clothes;

Option 3: All items including clothes and shoes (**You can only release all items if you are sentenced to State Prison**)

**RELEASE FORMS MUST BE SIGNED BY YOU AND STAFF WITNESSING YOUR SIGNATURE.**

If you are sentenced to state prison, you must make arrangements for someone outside the facility to pick up any personal property before you are transported, or it will go with you to state prison.

**NOTE: Property shipping once your property is received by the State Prison system is of significant cost.**

**AUTHORIZED IN-CELL ITEMS:**

A list of acceptable items within the facility is available to all inmates. The only items or articles authorized inside the facility are those issued by the facility, purchased in the commissary, purchased through approved channels, or approved for issue by the Chief of Corrections or designee. Any other items will be considered contraband.

The below listed items are available to inmates and approved for limited storage in inmate cell areas:

- 1. One (1) mesh bag.
- 2. Any item sold on the commissary.
- 4. One Bible, Quran, or Tanakh (does not count against the two (2) book limit).

5. Mail, Paper, and photographs:
  - a. Each inmate may store a maximum of 100 sheets of standard bond paper, excluding legal papers.
  - b. Only digital photographs printed on standard size paper (8.5 x 11) will be accepted through the mail. There is no size limit on photos or restrictions of how many pictures can be on the paper as long as they all fit on the standard sized paper (8.5 x 11). Photographs printed on standard sized paper will count against the 100-sheet limit. These photos will be tasteful in nature. Tasteful in nature will be defined as individuals clothed in a similar fashion as would be acceptable to attend visitation and are not in any indecent, obscene, or risqué poses or actions. Photos depicting violence, gang activity, gang colors, hand signs, displays of weapons, etc. are also unauthorized.
  - c. You will only receive a photocopy of your original general correspondence mail.
6. One address book (no metal binders or hard covers).
7. Legal material. The Escambia County Corrections Department reserves the right to limit the accumulation of research material or other written materials when the possession of same in an inmate's living area creates a safety, sanitation, or security hazard.
8. One plain wedding band, if booked with this item. All other jewelry and chains including homemade chains are prohibited.
9. One radio, headphones, and four (4) batteries.
10. One pair of prescription glasses/contact lenses, hearing aid, and false teeth.
11. Medical devices approved by Health Services (shoes, canes, etc.).
12. Faith based items will be issued by a jail chaplain. The only exception is if the item had been issued in a jail facility or prison and approved by the Commander or designee. Inmates may keep their personal faith-based head covering (kippah, kufi, hijab) as long as it is of similar construction to jail issued head coverings until a jail issued head covering can be issued. Inmates are authorized:
  - a. One (1) cross on a string.
  - b. One (1) rosary beads (suspended on a string).
  - c. One (1) prayer beads (suspended on a string).
  - d. One (1) prayer rug (Muslim faith only); and
  - e. One (1) faith-based head covering (kippah, kufi, hijab). The head covering will not cover the face.
13. Hygiene kit consisting of moisturizing soap that is not lye-based, toothbrush, toothpaste, comb, and feminine hygiene items (both tampons and pads) as appropriate. Razors will be issued in the housing units.
14. Jumpsuit, inmate worker shirt and pants, or dignity blanket. Shower slides.
  - a. Inmate workers at the Jail will be issued clothing and footwear suitable for the type of work and prevailing weather. Male inmate workers will be issued boxer underwear, shirt, and socks. Female inmate workers will be issued panties, bra, and socks. Outside female inmate workers will also be issued a shirt. During winter months, male and female inmate workers will be issued thermal tops and bottoms and a jacket.
  - b. Inmate workers at the Road Camp will be issued clothing and footwear suitable for the type of work and prevailing weather. Road Camp inmates will be issued a set of boxers and socks. During winter months, inmates will be issued thermal tops and bottoms and a jacket.
15. A bedroll consisting of a blanket, two sheets, a pillowcase (if applicable), a washcloth, and a towel or All-in-one. One fire retardant mattress with pillow included.

All property will be stored in the provided or purchased mesh bags. Authorized items will be considered contraband when not properly stored, found altered, in excessive quantities, or in possession of an inmate in an unauthorized area (i.e., inmate with radio going to recreation, photographs in pocket when out of cell).

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## HOUSEKEEPING:

Keeping your immediate cell area clean is your responsibility. The housing unit must be cleaned daily and beds must be made when not in use. All inmates are responsible for keeping the dayroom area clean. Floors shall be swept and mopped daily. Toilets, sinks, and showers will be cleaned daily. Windows, windowsills, walls, and shelves will be kept clean and free of clutter. All inmates' personal property shall be kept in the issued inmate property bag, (as applicable). Trash will be placed in trash containers/receptacles, which will be emptied and cleaned daily.



Equipment that is broken should be reported to the Housing Officer, Facility Inspector, or the Facilities Group on the inmate tablet immediately. You will be held responsible for damages you cause.

The following items or activities are **NOT** permitted in housing areas:

1. Blankets, sheets, towels, or pillows in the dayrooms, (unless assigned dayroom bunk)
2. Linen/bedding draped or hung from bunks
3. Clotheslines or hanging of laundry
4. Anything placed in cell bars, doors, windows, or air vents
5. Pictures, posters, or papers on bunks, walls, windows of the cells, or activity area
6. Obstruction of cell lights, air vents, or door
7. Drawing or writing on cell walls, doors, bunks, or windows
8. Sitting on the dayroom tables
9. Beating on the dorm/unit/area glass or cell doors
10. Work Annex - Any item left on the floor, under the mattresses, on the window ledge or stored on top of your or any one's locker will be considered contraband and will be confiscated and disposed of as deemed appropriate by correctional staff.

Certain privileges may be withheld if you fail to comply with the housing unit regulations. 11:00 p.m. to 4:00 a.m. are quiet hours and noise will be kept to a minimum. Work Annex quiet hours are 10:00 p.m. to 5:15 a.m.

## **PERSONAL HYGIENE & INFECTION CONTROL:**

Good personal hygiene is required. Personal hygiene and a clean and orderly living area are necessary for the health and safety of all in every facility. Showers are available daily in general population housing. Since it is important to your health and well-being, inmates are encouraged to shower daily and practice good grooming and hygiene habits; you are required to shower twice per week. A personal razor will be available for the purpose of shaving. Nail clippers will be issued upon request. There is an increased risk in the jail of catching and spreading infections. Do not share personal hygiene items or linens with other inmates and wash your hands often with soap and water. Please wear slides when in the shower. All inmates are issued a hygiene kit once assigned to an intake housing unit. Indigent inmates may order indigent commissary items per the schedule for each indigent item. Clippers are available within the facility. Feminine hygiene products are available upon request to females during the booking process when needed. Female inmates will be provided necessary sanitary napkins or tampons upon admission, and thereafter, if indigent. Sanitary napkins or tampons will be available wherever female inmates are housed. Officers will distribute sanitary napkins or tampons as needed or inmates can order sanitary napkins or tampons from commissary on the inmate tablet system and have them available in their cell until needed.



## **CLOTHING, LINENS, & BEDDING:**

### **Main Jail and Phase I / Phase II:**

Bed linen or All-in-one bedding, towels, and washcloths will be laundered or exchanged for clean issue at least once each week. Blankets will be laundered monthly, when necessary, and before being re-issued. Inmate clothing will be laundered or exchanged for clean clothing. Laundry personnel will issue and exchange at least two sets of inmate jumpsuits weekly to all inmates in the population except for inmate workers. Inmate workers will be issued three to four jumpsuits depending on their job detail. Inmate workers will be provided the opportunity to exchange their three to four jumpsuits three times per week. Inmate personal clothing (shirts, underwear, socks, bras, thermals) will be laundered twice per week. Inmate worker personal clothing will be laundered three times per week. A schedule of clothing, bedding, and linen exchange is posted in each facility. You will be required to turn in all clothing, bedding, mattress, and linens prior to your release from jail.



**Work Annex:** Inmates will turn in their assigned towels, washcloths and laundry bags each morning for laundering. Bed linens will be turned in once a week for washing according to the posted schedules. Towels and washcloths may be hung neatly from the end of your assigned rack until dry. They shall not obstruct the view of your painted bunk number.

**Work Annex Dress and Grooming:**

1. Only clothes issued by the Work Annex or medical staff will be worn while working on the road. Pants will be worn around the waist and shall not sag or be allowed to fall low or off the buttocks.
2. Any inmate found to be wearing a uniform without a properly stenciled number or one that has been altered will receive a corrective consultation which will count against his work gain time. No inmate will wear another inmates clothing under any circumstances.
3. When new intakes arrive, razors and clippers will be available.
3. Inmate haircuts will be on a rotating basis and be available upon request.
4. The only inmates allowed to conduct haircuts is an approved and assigned Work Annex inmate barber and he will conduct haircuts only after being specifically directed by a member of our security staff.
5. Inmates are required to shower at least once per day. Razors will be available for use upon request.
6. Only one inmate will utilize a single shower head at a time.
7. Do not waste water, take your shower and exit the area so other inmates can utilize the facilities.
8. Fingernails will be kept neat and trimmed and will not extend beyond the fingertips.
9. A wedding band is the only jewelry allowed to be worn and should be removed before working with any dangerous equipment.
10. Socks will not be worn with slides except when directed by the shift supervisor during periods of inclement weather, or while attending court/sick call. It is solely the supervisor's discretion, as to allowing additional clothing during transport.

**FOOD SERVICE:**

Three (3) meals are served daily. There are no extra helpings. Meals will be eaten at meal times. Once the mealtime is over. No food (including condiments) will be taken back to the sleeping area. Once the mealtime is over, the food items will be considered contraband and may be disposed of as such. If for medical reasons, you need a special diet, you must be seen by the Health Services for an evaluation of dietary needs and, if approved, Health Services will notify the Food Service Section and the diet will be provided. If you require a faith-based diet due to a sincerely held faith-based belief, you must send a request to the Chaplain. If approved, the Chaplain will notify the Food Service Section and the modified faith-based diet will be provided. These meals may be discontinued for any violation of the faith-based tenet. Meal times within the detention facilities are generally as follows but may vary by facility.



	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>
Main Jail & Phase I / Phase II	4:00 am	11:00 am	4:00 pm
Work Annex	5:30 am	11:30 am	4:45 pm

The following procedures will be followed during chow time:

1. Inmates are to be in their jumpsuit/issued uniform with it snapped up and with their ID's on their left collar.
2. The televisions and telephones will be turned off.

**Work Annex Feeding Procedures:**

1. The stockade inmates will be placed on their bunks and be called by row or by whatever means the assigned security member deems appropriate.
2. Only one spoon and one napkin will be taken with your tray.
3. There will be no talking in the chow hall, except for what is necessary to communicate with the security members present.
4. No eating will take place while standing in the serving line.



5. All inmates will sit as directed by the security members present in the chow hall.
6. There will be no seat swapping, inmates will remain where they are first seated, unless directed to move by an officer.
7. Absolutely no food shall be passed between tables. (You are allowed to exchange food at your table only).
8. No food is allowed to be taken from the chow hall.
9. Inmates who have forgotten a utensil, cup or other items will be allowed to re-enter the line, if directed by an officer, but must proceed to the end of the line so as not to disrupt the other inmates getting their items.
10. Absolutely no items will be brought into or allowed to exit the chow hall.

## **FACILITY SECURITY**

### **SHAKEDOWN INSPECTIONS/INMATE SEARCHES:**

You must submit to a search of your person and personal property at any time. Correctional Officers make frequent checks of housing units. Periodic and unannounced shakedowns of housing units will be made to search for and confiscate contraband. **Contraband** is defined as any item or article which is altered from its original condition in a way that presents a threat to the security or order of the detention facility; any item or article passed to an inmate without authorization; or any item or article inside the facility, or on the property of the facility that was not issued, approved for purchase at the commissary, purchased through an approved source with official approval, or authorized by the Escambia County Department of Corrections to be brought into the facility.

**FIRE DRILLS:** Fire drills and emergency evacuations are conducted periodically. These drills are for your safety to ensure a safe and timely evacuation. Your cooperation is mandatory.

### **INMATE COUNTS:**

Headcounts are conducted throughout the day and night. When inmate counts are conducted, the Housing Officer may lockdown the unit and you are required to stand/sit at your bunk or do what the officer instructs you to do until the count is completed. You must show the officer(s) your identification card. There will be no talking to, hiding from, or distracting the officer while he/she is conducting the count. **Televisions and telephones will be turned off during counts at the Main Jail and Phase I / Phase II.** Failure to follow headcount rules or interference in the process is a major infraction which may result in a loss of privileges or other disciplinary sanctions.

### **HANDCUFFING:**

The use of handcuffs/leg irons may be used to maintain security. Any time you are moved from or within the secure facility, you should expect to be searched and/or handcuffed.

### **USE OF RESTRAINTS ON PREGNANT INMATES:**

In accordance with Section 944.241, Florida Statutes, restraints may not be used on a pregnant inmate during labor, delivery, and postpartum recovery, unless the supervisor makes an individualized determination that the inmate presents an extraordinary circumstance, except that:

The physician may request that restraints not be used for documentable medical purposes. The correctional officer accompanying the pregnant inmate may consult with the medical staff; however, if the security supervisor determines there is an extraordinary public safety risk, the officer is authorized to apply restraints as limited by paragraph 3. Under no circumstances will leg, ankle, or waist restraints be used on any pregnant inmate who is in labor or delivery. During the third trimester of pregnancy, if wrist restraints are used, they must be applied in the front so the pregnant inmate is able to protect herself in the event of a forward fall.

Notwithstanding any relief or claims afforded by federal or state law, any inmate who is restrained in violation of this section may file a grievance and be granted a 45-day extension if requested in writing pursuant to rules promulgated by the Escambia County Jail.

### **INMATE IDENTIFICATION (ID) CARD:**

Once it is determined that you are not being released, you will be issued an identification card. The identification card is to ensure proper identification for headcounts, commissary, program attendance, court attendance, medical purposes, etc.

1. All inmates are required to wear their ID card at all times outside of their housing unit and display their ID card upon the request of staff.
2. Clip the identification card to the left collar area of the jumpsuit/issued uniform with the picture facing out. Outside inmate workers who do not have a collar on their jumpsuit/issued uniform will wear the ID card on the left side of the V-Neck with the picture facing out (Work Annex workers will wear their ID cards on the front shirt pocket). The ID card may be removed from the uniform under the following conditions:
  - Sleeping (the identification card will be attached to the metal rail of the bed at the head with the picture facing out so the officer can clearly see the card).
  - Showering (ID card will be carried into the shower area by the inmate and attached to towel).
  - Recreation (During recreation, you can attach the card to the front collar area of your t-shirt or the front waistband area of your shorts) (excluded at Work Annex)
  - Request by the inmate's attorney for a court appearance, if "dressed-out" for trial (ID card will be carried in the inmate's pocket).
3. Staff may inspect ID cards at any time and will check ID cards prior to programs, meals, special diets, medication, commissary, mail, etc. Inmates will not receive these services unless they are properly displaying their ID card.
4. Trading/exchanging ID cards with another inmate or tampering with any part of the ID card will result in disciplinary action or potential criminal charges.
5. Intentionally damaged, destroyed, defaced, or lost ID cards, will result in disciplinary action **AND** you may be charged for the replacement ID card.

**At all times, the ID card will be clipped with the photograph facing out so the officer can clearly see your photograph on the card. Mutilating, altering, or exchanging an identification card will result in disciplinary and/or criminal charges. If a lost ID card is located, the ID card must be turned in to an officer immediately.**

#### **FORCE:**

Deadly force may be used as a last resort to prevent imminent death or great bodily harm to any employee or other person.

#### **EMERGENCIES:**

In the event of an emergency (seizure, severe drug withdrawal, suicide attempt, fire, serious injury, etc.), inmates in the housing unit should immediately tell a Correctional Officer. This is the only time wall banging, pounding, or other attention getting actions will be tolerated. If you are a victim of sexual abuse or assault in our facilities, please read the how to report a sexual abuse/harassment section contained in this handbook.

#### **ADMINISTRATIVE SEGREGATION:**

Administrative Segregation is not used for disciplinary reasons, but when information exists indicating that an inmate must be housed apart from general population for the safety of staff, themselves, other inmates, to protect property, or for the security of the facility. Inmates in Administrative Segregation receive food, clothing, medical care, visitation, and services generally available to all inmates.

#### **PROTECTIVE CUSTODY:**

Protective custody is where an inmate is housed apart from general population for protection from other inmates. If you want to be placed in protective custody, at the Main Jail or Phase I / Phase II you should submit request on the inmate tablet to Classification or to any supervisor explaining why. At the Work Annex submit a request or speak with a supervisor. The Commander or designee will make the decision for approval or disapproval.

#### **CLOSE CUSTODY:**

Inmates who demonstrate behavior that could place themselves, other inmates, or staff in a situation where grievous harm may be inflicted or who have become an extreme security risk.

#### **DISCIPLINARY CONFINEMENT:**

Disciplinary confinement is when an inmate is separated from the general population because a Disciplinary Hearing Officer found the inmate guilty of violating a jail rule in a hearing. Disciplinary confinement will not exceed 30 days for each rule violation.

#### **INMATE DISCIPLINE:**

Each inmate is responsible for obeying all established rules and regulations and is instructed that any violation thereof will result in disciplinary action. You should consult the Florida Model Jail Standards, ORDER AND DISCIPLINE, to understand the procedure and disciplinary hearing process used when violations of jail rules and regulations occur. A copy of the Florida Model Jail Standards is available on the inmate tablet. Every inmate has the

right to know what behavior is expected and the penalties for not following rules. The disciplinary system is impartial and provides inmates with due process. Actions or behavior considered criminal in nature may be referred to the applicable Law Enforcement Agency.

Any charges stemming from violations of facility rules may result in a disciplinary action. The charge will be addressed in accordance with the Florida Models Jail Standards. A hearing will normally be held within seven (7) working days after the incident, excluding weekends and holidays. The date of the hearing must also provide that the inmate has had at least 24-hour prior notice of the hearing to prepare a defense. A Disciplinary Hearing will be held by a committee or a Disciplinary Hearing Officer pursuant to Florida Model Jail Standards to maintaining the following guidelines:

- A. The Disciplinary Hearing Officer will maintain proper decorum during the hearing.
- B. The Disciplinary Hearing Officer will ensure that the inmate understands the charges and possible consequences.
- C. The Disciplinary Hearing Officer will offer a staff member to assist the inmate if the inmate is apparently illiterate, has a language barrier, or the complexities of the issue make it unlikely that the inmate could properly represent himself or herself.
- D. The Disciplinary Hearing Officer may approve an inmate's request for assistance, witnesses, or other evidence. Denial of any request must be documented.
- E. The results of the hearing will be announced to the inmate.
- F. Subsequent violation of jail rules could result in criminal prosecution (ref: § 951.23, Fla. Stat.).

If found not guilty, the D.R. and all references to it will be documented as such. If found guilty, the recommendation for punishment will be forwarded to the Commander or designee. The inmate will be given a copy of the decision. The reason for the decision and the evidence relied upon will be noted. The hearing may be continued for up to ten (10) working days for extenuating circumstances.

### **DISCIPLINARY ACTION**

For any offense, the Disciplinary Committee or the Disciplinary Hearing Officer may:  
Recommend verbal warning or disciplinary confinement for not more than 30 days per violation based upon disciplinary guidelines.

Recommend monetary restitution for material or services.

Recommend that a given sentence be suspended, pending the completion of a period of probation.

Recommend a loss of privileges for a specified length of time.

Recommend the loss of good time (earned or statutory).

The Commander or designee will review the recommendation of the committee or the Hearing Officer. The Commander or designee may, at his/her discretion, agree with or reduce (not increase) the recommended penalty and impose the appropriate sanctions.

### **WORK ANNEX DISCIPLINARY CONFINEMENT RIGHTS:**

- a. Basic hygiene items such as soap, toothpaste and shaving items (supervised).
- b. Access to the law library, legal services, attorneys and sick call.
- c. One Bible, Talmud or Koran.
- d. All grievance or request forms as provided to general population.
- e. Approved over-the-counter and prescription medications.
- f. Send and receive all incoming mail and allowed to send out mail at any time.

### **INMATE RIGHTS IN DISCIPLINARY ACTIONS**

Inmates have rights in disciplinary actions. A disciplinary hearing is an administrative action, not criminal court. However, certain due process procedures do apply. An inmate is entitled to: A prompt hearing (normally within seven working days excluding holidays and weekends), At least 24 hours to prepare a defense, A copy of the charges, To remain silent (the DHO may consider silence in a manner adverse to the inmate), To be present except when compelling reasons exist for the inmate's removal (These reasons must be documented), Call witnesses (Whom are already part of the incident record) and present evidence, A fair and impartial hearing, A copy of the written decision, Appeal the decision to the Commander or designee within 24 hours.

**NOTE:** An inmate does not have the right to confront his accusers or cross-examine witnesses. As this is an administrative hearing, the concept of double jeopardy does not normally apply, as disciplinary sanctions do not preclude criminal prosecution for the same offense.

**WORK ANNEX DRUG TESTING POLICY:**

1. Inmates housed at this institution are subject to drug testing. Any inmate who test positive under these current rules and regulations will face disciplinary action.
2. Inmates who test positive and who have been incarcerated in Escambia County detention facility for (45) days or more will be charged with a narcotics violation as set forth by policy, which is as follows:
  - a. Loss of all earned gain time.
  - b. Loss of (5) days statutory gain time.
  - c. Placed in disciplinary confinement for not more than (30) days per charge.
  - d. Maybe returned to the main jail for housing.
3. Inmates who refuse to submit to random or for cause drug testing will be charged according to this policy and will be disciplined as if the test they refused had a positive reading.
4. Any inmate who has been incarcerated in the Escambia County detention system for less than (45) days and whose drug test rendered a positive reading will be retested after he has been in the system for (45) days. If this secondary test reveals a positive reading, you will be charged according to this policy, and if found guilty will be subject to the disciplinary guidelines.

**Informal Resolution:**

1. A staff member who has reason to believe a Category I or II violation has been committed may informally discipline the inmate.
2. Category I or II offense violators may be subject to informal discipline pursuant to the following guidelines:
  - a. Inmates may be required to remain in their individual sleeping areas for a period not to exceed two (2) hours.
  - b. Additional or extra work details may be given to maintain the cleanliness and good order of their own area and the common areas of the detention facilities.
  - c. Any informal discipline will terminate upon completion of the shift who imposed the informal discipline.
  - d. No inmate may be the subject of informal discipline more than twice in any seven (7) day period.
  - e. Inmates on informal discipline will receive the same food, clothing, recreation, and visitation as any other inmate in the housing unit. (Note: Restrictions may not be placed on the inmate without a formal hearing to ensure due process is received).
  - f. Upon imposition of informal discipline, the inmate will not be subjected to formal discipline for the same act or incident.
  - g. Inmates will not be placed in holding cells for informal discipline

**Disciplinary Action/Sanctions:**

The imposition of disciplinary sanctions does not preclude the inmate from being criminally charged.

- a. Category I: When the Disciplinary Hearing Officer finds an inmate guilty, any two (2) of the following sanctions may be imposed:
  - 1) Restitution;
  - 2) Loss of one or more privileges for up to seven (7) days; and/or
  - 3) Written reprimand.
- b. Category II: When the Disciplinary Hearing Officer finds an inmate guilty, any combination of the following sanctions may be imposed:
  - 1) Disciplinary confinement for up to twenty (20) days;
  - 2) Recommended loss of up to twenty (20) days of gain time earned or earned but not credited as of the hearing date;
  - 3) Restitution;

- 4) Loss of one or more privileges for up to twenty (20) days; and/or
  - 5) Written reprimand.
- c. Category III: When a Disciplinary Hearing Officer finds an inmate guilty, any combination of the following sanctions may be imposed:
- 1) Disciplinary confinement for up to thirty (30) days;
  - 2) Recommended loss of up to thirty (30) days gain time earned or earned but not credited as of the hearing date;
  - 3) Restitution; and/or
  - 4) Loss of one or more privileges for up to thirty (30) days.
- d. Category IV: When a Disciplinary Hearing Officer finds an inmate guilty, any combination of the following sanctions may be imposed:
- 1) Disciplinary confinement for up to thirty (30) days;
  - 2) Recommended loss of up to sixty (60) days of gain time earned or earned but not credited as of the hearing date;
  - 3) Restitution; and/or
  - 4) Loss of one or more privileges for up to thirty (30) days.
- e. Disciplinary confinement will not exceed thirty (30) days for any one (1) incident. [FMJS 15.10 (c)]

**Imposition of Disciplinary Action:**

- a. If restitution for damages has been imposed, the replacement or repair value of the item(s) will be deducted from the inmate's account. [FMJS 15.3] [Rule 33-601.308, Florida Administrative Code]
- 1) Supporting documentation of the damaged/ destroyed property value will be attached to the disciplinary record.
  - 2) If the inmate's current balance is not sufficient to cover the cost, any future funds received will be applied until the debt is satisfied.
  - 3) The Commander or designee will notify the Fiscal Section to ensure a lien is placed on the inmate's account.
- b. If two or more inmates are found responsible for a lost or damaged item, the replacement/repairs costs will be, to the extent possible, equally shared by and collected from each of the inmates.
- c. If forfeiture of gain time is recommended, procedures will be followed in accordance with ECCD Administrative Order AM.002, "Gain Time."
- d. A written report will be made of the decision and the supporting reasons and a copy provided to the inmate.
- e. The Disciplinary Hearing record and supporting documents will be kept in the inmate's file.
- f. Completed reports and recommendations will be forwarded to the Commander or designee for review to ensure conformity with policies and regulations.
- g. The Commander or designee may approve, disapprove, or lessen the Disciplinary Hearing Officer's recommended decision. The Commander or designee may not increase the penalties suggested by the Disciplinary Hearing Officer.
- h. Upon final review of the "Disciplinary Report Packet" to include hearing findings and recommend sanctions when applicable, by the Commander or designee, a written decision will be completed and delivered to the inmate within three (3) business days.

**Inmate Appeals of Disciplinary Action**

1. Inmates may appeal sanctions imposed by the Disciplinary Hearing Officer and a written record will be maintained on all appeal steps.
2. Appeals will be filed and processed in accordance with ECCD Administrative Order, IO.013, "Inmate Grievances."

NOTE: Work Annex (worker) inmates may receive a loss of (earned) gain time not to exceed the days of disciplinary confinement afforded for each charge in Lieu of, or in addition to any disciplinary confinement time imposed by the Disciplinary Hearing Officer. The only exception to this rule will be for offenses above a category (3), which in some cases, impose a loss of all (earned) gain time (notated below by \*\*\*) Work Annex inmates will retain all clothing and bedding. Personal property will be restricted to approved items (see Disciplinary Notification Form for specifics concerning property allowed to be retained).

**These sentences do not affect nor conflict with criminal charges resulting from any degree of violations of the prohibited conduct and acts.**

## **Disciplinary Infractions**

### **CATEGORY I:**

- 1.1 Misuse or loss of County property.
- 1.2 Wasting food.
- 1.3 Being unsanitary or untidy; failing to keep one's person or one's quarters in accordance with established standards.
- 1.4 Using abusive or obscene language or gestures.
- 1.5 Malingering, feigning an illness.
- 1.6 Failure to follow safety or sanitation regulations.
- 1.7 Gambling; preparing or conducting a gambling pool.
- 1.8 Unauthorized contact with the public.
- 1.9 Disorderly conduct.
- 1.10 Loud talking or unnecessary noise after lockdown.
- 1.11 "Horseplay", teasing or verbally harassing another inmate.

### **CATEGORY II:**

- 2.1 Making Sexual Proposals/Threat.
- 2.2 Misuse of authorized medication.
- 2.3 Possession of money or currency or other unauthorized negotiable item such as credit cards or checks.
- 2.4 Loaning of property or anything of value for profit or increased return.
- 2.5 Possession of another's property.
- 2.6 Possession of contraband (anything not authorized for retention or receipt by the inmate and not issued through regular facility channels) unspecified elsewhere.
- 2.7 Bartering (trading) with another inmate.
- 2.8 Possession of unauthorized clothing (other than staff clothing).
- 2.9 Mutilating or altering clothing issued by the facility.
- 2.10 Possession or manufacture of unauthorized beverages.
- 2.11 Adulteration of any food or drink.

- 2.12 Refusing to work.
- 2.13 Unexcused absence from work or any other assignment.
- 2.14 Failure to follow written or verbal order from staff.
- 2.15 Insolence (back talk) towards a staff member.
- 2.16 Lying or providing a false statement to a staff member.
- 2.17 Violation of visitation regulations.
- 2.18 Participating in an unauthorized meeting or gathering.
- 2.19 Using any equipment or machinery that is not specifically authorized.
- 2.20 Using equipment or machinery contrary to instructions or posted safety standards.
- 2.21 Giving or accepting money or anything of value to or from another inmate, an inmate's family member or an inmate's friend.
- 2.22 Violation of mail, telephone, property or commissary regulations.
- 2.23 Disrupting religious, medical or food services or any other facility activity or program.
- 2.24 Failure to perform work as instructed by a staff member.
- 2.25 Tattooing or self-mutilation.
- 2.26 Misuse of inmate cash account.
- 2.27 Failure to follow Work Release Center's conditions.
- 2.28 Repeated or aggravated Category I violations.
- 2.29 Attempting or conspiring to commit any Category III offense unspecified elsewhere.
- 2.30 Violation of recreation regulations.
- 2.31 Unnecessary noise such as arguing, shouting, or whistling, rattling or pounding on doors or windows.
- 2.32 Assisting in the commission of any Category II offense.

**CATEGORY III:**

- 3.1 Theft/stealing.
- 3.2 Extortion, blackmail, protection, demanding or receiving money or anything of value in return for providing protection.
- 3.3 Possession, introduction or distribution of drugs (including alcohol) or drug paraphernalia without authorization from the Health Services Division.
- 3.4 Inciting a work strike or mutinous disturbance. Conveying any inflammatory or mutinous communication by voice, writing, sign, symbol or gesture.
- 3.5 Possession or distribution of any tobacco product/smoking.
- 3.6 Bribery or attempted bribery of any official or staff member.
- 3.7 Fighting (mutual combat).
- 3.8 Wearing a disguise or mask.
- 3.9 Tampering with or blocking any locking device.
- 3.10 Counterfeiting, forging or unauthorized reproduction of any document, article, identification, money, security, or official paper.

- 3.11 Flagrant failure to follow safety or sanitation regulations.
- 3.12 Conduct that disrupts or interferes with the security or orderly running of the facility.
- 3.13 Destroying, altering or damaging or defacing government property or the property of another (this includes graffiti).
- 3.14 Possession of any staff clothing.
- 3.15 Mutilation or removal of classification ID card.
- 3.16 Entering another inmate's room or storage bin or handling another inmate's personal property.
- 3.17 Threatening to take or damage another person's property.
- 3.18 Failure to stand count; interfering with the taking of count.
- 3.19 Being in an unauthorized area.
- 3.20 Aggravated refusal to follow written or verbal order from staff.
- 3.21 AWOL- Residents not at job/interview/assignment or appointment.
- 3.22 Repeated or aggravated Category II violations.
- 3.23 Use of unauthorized drugs as evidenced by positive results from a drug test or by observable behavior.
- 3.24 Attempting or conspiring to commit any Category III or Category IV offense unspecified elsewhere.
- 3.25 Refusing to submit to substance abuse testing.
- 3.26 Possession of STG/Gang-Related documents or materials.
- 3.27 Recruiting another inmate to a security threat group and/or disruptive group.
- 3.28 Indecent Exposure.
- 3.29 Use of alcohol as evidenced by positive results from an alcohol test or by observable behavior.
- 3.30 Engaging in a sexual act without the use of threats, coercion or force.
- 3.31 Assisting in the commission of any Category III offense.

**CATEGORY IV:**

- 4.1 Battery on a staff member or service provider.
- 4.2 Battery on a person other than a staff member or service provider.
- 4.3 Aggravated battery.
- 4.4 Murder or Attempted murder.
- 4.5 Sexual battery or Attempted sexual battery.
- 4.6 Threatening any person with bodily harm (this includes sexual threats).
- 4.7 Escape/Absconding.
- 4.8 Attempted escape or planned escape.
- 4.9 Failure to return to work release center within allotted time frame.
- 4.10 Setting a fire.



- 4.11 Possession or introduction of any explosive or ammunition.
- 4.12 Participation in or inciting a riot.
- 4.13 New Arrest for violation(s) of the Law.
- 4.14 Prohibited contact with a victim.
- 4.15 Refusing to submit to fingerprinting or DNA collection.
- 4.16 Assisting in the commission of any Category IV offense.
- 4.17 Cell Phone Possession/Introduction.
- 4.18 Narcotics Possession/Introduction.
- 4.19 Firearm/Weapon/Knife Possession/Introduction.
- 4.20 Sharp/Unauthorized Tool Possession/Introduction.
- 4.21 Recording Device Possession/Introduction.

**PENALTIES:** Inmates found guilty of violating jail rules and ordered confined in disciplinary confinement will automatically lose all privileges for the duration of said confinement. Loss of privileges includes no visitation, commissary, church services, and availability of the telephone. Reading material will be restricted to the inmate's Bible or comparable text. Inmates who repeatedly violate the rules may be charged in criminal court with a misdemeanor offense under Section 951.23, Florida Statutes, and on conviction, can be sentenced to an additional sixty (60) days for each violation. In addition, inmates may lose all or part of any gain time earned or otherwise eligible to earn.

**APPEALS:** Upon conviction, an inmate may file an appeal for cause within 24 hours. The appeal will be sent via the inmate tablet. The grounds for the appeal must be clearly stated. The Commander or designee will usually respond to a timely appeal within 5 working days. NOTE (FOR WORK ANNEX INMATES): All matters regarding reduction of sentence or appeal of sentences imposed by the Disciplinary Hearing Officer will be directed to the Work Annex Commander.

### **Inmate Requests**

You may correspond with staff members of work sections within the Main Jail and Work Release facilities via the request manager application found on the in-pod inmate tablet. At the Work Annex, a paper inmate requests is utilized. Requests filed through the Request Manager application or inmate request form are to be used when requesting services, directing questions, making inquiries, seeking assistance/information, or appealing a Disciplinary Hearing. Requests filed via Request Manager may also be used to refuse certain services such as GED, interviews, etc. For prompt handling of inmate requests, requests should provide a clear statement of the service or information requested. Names, addresses, and telephone numbers are important when requesting or seeking contact with people outside the facility. Your request will be answered within 10 days. Those inmates that cannot read or write are authorized to obtain assistance from another inmate or staff member to assist in writing a request or grievance.

### **Inmate Grievances**

**IF THE GRIEVANCE IS A LIFE OR SAFETY ISSUE, DO NOT USE THE GRIEVANCE PROCESS TO NOTIFY STAFF. NOTIFY THE HOUSING UNIT OFFICER IMMEDIATELY OF ANY LIFE OR SAFETY ISSUES.**

When you have a complaint concerning facility operations, procedures, or staff, you should:

1. Talk to your Housing Officer, medical staff, or other staff member to try to resolve the problem.
2. If you cannot resolve the problem, Inmate grievances are handled through the inmate tablet in your housing unit. Forms are available in areas the inmate tablet system is not easily accessible or available.

NOTE: The Work Annex has locked grievance boxes located within the housing units and also in the chow hall.

The following items **cannot** be grieved:

1. Local, State, and Federal laws and regulations;

2. Court decisions;
3. Probation or Parole actions; and/or
4. Other matters beyond the control of the Escambia County Department of Corrections.

The grievance must be filed no later than 30 calendar days from the date on which the basis for the complaint occurred unless the inmate has requested and received approval for an extension. An extension may be granted when it is clearly demonstrated by the inmate that it was not feasible to file within such time period and that the inmate made a good faith effort to file the grievance within a timely manner. Sexual abuse grievances may be filed at any time after the alleged incident is claimed to have occurred. When filing a grievance, inmates must include: The specific nature of the complaint including the date, time, and location of the incident. The rules, regulations, policies, or circumstances governing the incident.

Inmates with complaints concerning conditions of confinement or facility policies and procedures that cannot be informally resolved by staff will be afforded the opportunity to register a formal grievance in writing with a provision for at least one level of appeal. Inmates have the right to:

1. File a grievance regarding treatment, administrative procedures, policies, incidents, medical care, or other legitimate concerns. Inmates will not use a grievance to request services or make inquiries but will use the request form for these purposes.
2. Seek administrative remedy without fear of reprisal or punitive segregation.
3. Receive a timely response to any grievance of a serious nature which appears to threaten immediate health or welfare.
4. Correctional officers will assist inmates in submitting a grievance form if a language barrier, literacy barrier, or a physical impairment prevents them from filing the grievance themselves.
5. An inmate who is hearing/speech impaired or non-English speaking who wishes to file a grievance and needs assistance can request assistance from a qualified interpreter.
6. If for any reason the inmate tablet system is not functioning, paper grievances will be made available to the inmates.
7. Receive a written response within ten (10) working days of filing a grievance.
8. Receive a written response to an appeal within ten (10) working days from the date the appeal was received by the Section OIC or Support Supervisor.
9. After exhausting all other available grievance procedures outlined above, an inmate may submit a written statement to the Commander or designee within 15 calendar days requesting administrative review of the inmate's grievance and the decision rendered on appeal by the Section OIC or Support Supervisor.

### BOOK CART AND RELIGIOUS LITERATURE



Reading materials are available for inmates held beyond first appearance. Novels and other recreational reading materials are available and distributed via a book cart at the Main Jail and PH I / PH II facilities. Novels and other recreational reading materials are available via a bookshelf at the Work Annex. Religious literature, including Bibles, Koran, and Tanakh, are distributed to inmates as needed and requested by the Jail Chaplains.

**Disciplinary confinement inmates are only allowed one Bible, Koran, or Tanakh. No other reading material is allowed.**

**Religious materials are also available on the Inmate Tablet System.**

### **HAVING MONEY DEPOSITED INTO YOUR INMATE ACCOUNT**

After admission, money can only be deposited into your inmate account in the following ways:

1. **Main Jail and Phase I / Phase II:** The Kiosk located in the Main Jail Lobby and Video Visitation Center (The lobby kiosks will accept cash or credit cards);
2. **Main Jail and Phase I / Phase II:** Online through [www.touchpaydirect.com](http://www.touchpaydirect.com) (location code: 232503) or by phone at 1-866-232-1899; or
3. **Main Jail and Phase I / Phase II:** Mailing a money order to the address listed below (only money orders will be accepted for deposit through the mail). Money orders will be made payable to Inmate Trust Fund for (inmates' name) and must not contain any additional correspondence. **Money orders mailed to the**

**housing units will be returned to sender.** The correct mailing address for someone to mail a money order to your account is:

Escambia County Department of Corrections  
C/O Inmate Accounts  
P.O. Box 17800  
Pensacola, FL 32522



1. **Work Annex:** The Kiosk is located at the Jail Video Visitation Center check-in area (The kiosk will accept cash or credit cards);
2. **Work Annex:** Online through [www.jailatm.com](http://www.jailatm.com); or
3. **Work Annex:** Mailing a money order, cashier's check, government check, or check from another institution to the address listed below:

Your full name  
Escambia County Work Annex  
601 Highway 297A  
Cantonment, FL. 32533



### **YOUR MONEY WHEN YOU ARE RELEASED**

When an inmate is released any funds remaining on their account will be applied to their accrued debt. If there is balance remaining after the debt is satisfied in full then the funds will be released to the inmate via a pre-loaded debit card. In the event the inmate is being transferred to another facility at which a debit card will not be accepted, a check will be issued for the remaining balance.

### **RELEASING OF MONEY FROM YOUR ACCOUNT**

**Main Jail and Phase I / Phase II:** You must submit a request if you want money released to someone on the outside, before the money is released, the request must be approved by the Commander or designee and a \$10 fee will be charged to your account.

**Work Annex:** You must submit an inmate request to the Work Annex finance clerk if you want money released to someone on the outside. A \$10 fee for this service will be applied to your account. Request for release will not be honored without proper funds available to cover the requested release amount and service fee involved.

### **COMMISSARY**

Commissary orders can be made anytime via the in-pod inmate tablet in the housing units or online through:

[www.icaredirect.com](http://www.icaredirect.com) (Main Jail and Phase I / Phase II)

[www.jailatm.com](http://www.jailatm.com) (Work Annex)



The orders will only be filled and delivered once a week. At the Main Jail and Phase I / Phase II facilities, purchases are limited to a combined total of \$175.00 per week. Clothing, shoes, toiletries, radios, earphones, phone debit minutes, and batteries are excluded from the monetary limits. At the Work Annex, purchases are limited to \$75 a week for health, comfort, and food items. Cigarettes are excluded from monetary limits (up to 16 pack limit). Cigarettes are not authorized at Main Jail and Phase I / Phase II facilities. Orders must be submitted by lock down on Mondays, to receive the order on Friday of that same week.

Sufficient money must be in your inmate money account on the day you order your commissary. Upon delivery of commissary, you must observe the counting of the order and identify any discrepancies in the order. You must sign the order acknowledging accuracy of the order and accepting delivery. The commissary delivery person will correct noted discrepancies prior to the day's end. Correction officers **are not** responsible for correcting commissary orders. Per Florida Model Jail Standards, the price of commissary items will not exceed fair market value for comparable products sold in the community where the facility is located. Inmates become eligible for indigent status if the balance in their money account is less than \$1.00 for a minimum of fourteen (14) consecutive days. If deemed indigent, you can order indigent commissary packs according to the schedule on the indigent commissary list.

### **TELEPHONES**

After you are booked and while in the Intake area, you may make free telephone calls to attempt to make bail and/or notify relatives, friends, employers, etc. Once assigned to a housing unit, telephone calls can be made by calling collect, using pre-paid debit minutes (bought from commissary), or pre-paid minutes paid by someone on the outside. Calls made to Bondspersons are free of charge from all Main Jail and Phase I / Phase II housing units. These numbers are programmed into the system so the call will go through without a charge. Bondspersons numbers are posted in the inmate housing areas and on the inmate tablet.



The inmate telephone system is fully automated with volume control and uses a Personal Identification Number (PIN) and voice recognition to make calls. The four-digit pin number is created by you during your first phone call (**IMPORTANT: DO NOT TELL ANOTHER INMATE YOUR PIN**).

The inmate telephone system is automatically turned on **at 9:00 AM and turned off at 9:45 PM daily**. You must use the telephone in your housing area. Telephones are a privilege and may be removed or turned off for cause. **(For example: Inmates are not authorized to make three-way phone calls, Inmates are not authorized to use other inmates pin numbers.)** Telephones are turned off for many various jail functions throughout the day. Once these functions have concluded the telephones will be turned back on, if appropriate. If a telephone is damaged or destroyed, the responsible party can be prosecuted in court and administratively charged for repair or replacement. No other telephone service is provided for your use once processing into the jail has been completed. Jail personnel will not move inmates from assigned housing areas to other locations to make general notification or business calls.

**Phone Issues:** Send a request to the Phone Group on the inmate tablet.

### TELEPHONE INSTRUCTIONS

**All calls may be recorded or monitored.**

1. Pick up the phone.
2. Press 1 for English; Press 2 for Spanish.
3. Press 0 to place a Collect Call.
4. Press 1 to make a Debit.
5. Enter your 10-digit Inmate ID, followed by 4-digit security PIN (MMDD of your Date of Birth.) (you will be asked to reset the Security pin on first use.)
6. Example: 10-digit Inmate ID = If your id is 0123456789, then you would dial 0123456789 + 4-digit security PIN.
7. Enter the 10-digit phone number you are attempting to call.
8. Wait for your call to process (call may take up to 1 minute to connect).



**Say your first and last name when asked to "state your name". This will be permanently recorded and heard on all future calls.**

#### [Customer Services](#)

AdvancePay Accounts: (800) 483-8314

Website: [www.connectnetwork.com](http://www.connectnetwork.com)

Customer Service: (866) 230-7761

Fax Number: (251) 473-2802

Hours of Operations: Monday – Friday, 7am to 11pm, Central

Saturday and Sunday, 8am to 7pm, Central

#### GTL Call Rates

<u>Call Type</u>	<u>1<sup>st</sup> Minute Charge</u>	<u>Each Additional Minute Charge</u>
<b><u>Prepaid Collect</u></b>		
<u>Local</u>	<u>\$0.15</u>	<u>\$0.15</u>
<u>IntraLATA Intrastate</u>	<u>\$0.15</u>	<u>\$0.15</u>
<u>InterLATA Intrastate</u>	<u>\$0.15</u>	<u>\$0.15</u>
<u>IntraLATA Interstate</u>	<u>\$0.15</u>	<u>\$0.15</u>
<u>InterLATA Interstate</u>	<u>\$0.15</u>	<u>\$0.15</u>
<b><u>Debit (Inmate Paid)</u></b>		
<u>Local</u>	<u>\$0.15</u>	<u>\$0.15</u>
<u>IntraLATA Intrastate</u>	<u>\$0.15</u>	<u>\$0.15</u>
<u>InterLATA Intrastate</u>	<u>\$0.15</u>	<u>\$0.15</u>
<u>IntraLATA Interstate</u>	<u>\$0.15</u>	<u>\$0.15</u>
<u>InterLATA Interstate</u>	<u>\$0.15</u>	<u>\$0.15</u>
<b><u>Traditional Collect</u></b>		
<u>Local</u>	<u>\$0.15</u>	<u>\$0.15</u>
<u>IntraLATA Intrastate</u>	<u>\$0.15</u>	<u>\$0.15</u>
<u>InterLATA Intrastate</u>	<u>\$0.15</u>	<u>\$0.15</u>
<u>IntraLATA Interstate</u>	<u>\$0.15</u>	<u>\$0.15</u>
<u>InterLATA Interstate</u>	<u>\$0.15</u>	<u>\$0.15</u>
<b><u>International</u></b>		
<u>International</u>	<u>\$0.50</u>	<u>\$0.50</u>

**TELEPHONE AND VIDEO SERVICES FOR THE HEARING IMPAIRED**

For those inmates that are deaf, hard of hearing, or speech-impaired, Video Relay Service (VRS) has taken the place of TTY and is available for outside communication upon request. VRS calls are limited to 45 minutes per call between the hours of 9:00 a.m. and 10:00 p.m. The VRS machines are available on B6, O4, G3, Infirmary, SPHO II, and Booking.

# GTL VRS Calling Instructions

The following instructions are for inmates specifically authorized to use the FCC-provided Video Relay Services and videophone to videophone calling. All attempted calls by users who do not immediately use sign language will be terminated.



**Touch the on-screen App Login icon**



**Enter Inmate ID# and PIN then touch the Login icon**



**Touch th GTL VRS icon to launch the VRS App**



**Select English or Spanish**



**Enter Inmate ID# and PIN and press Next**



**Dial the number you wish to call then press the Phone icon**



**VRS is routed through Purple Communications and connected to an interpreter and/or the called party**



**Press the End Call icon to end the call at any time**

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## TELEPHONES: Work Annex

Inmates must utilize the phones provided within their own assigned area. Inmates will not be moved by an officer to another area so they can make routine calls. Inmates will not be allowed to use the telephone unless they are fully clothed with their number clearly visible. Telephone calls will be limited to one call per inmate, especially when others are waiting to use them. There will be no passing of telephones from one inmate to another. Inmates waiting to use the phones must be standing by, at least (10) feet from the phones, so as to allow some privacy for the inmates using them. No inmate will bother or harass another inmate who is using the phone. No inmate using the phones will bother or harass inmates waiting in line to use them. Inmates will not visit other inmates while they are using the phone system. Phone calls may be terminated by the housing unit Officer at any time for security concerns. Request for legal calls will be handled by written request to the Shift Supervisor.

## TELEVISIONS- Main Jail and Phase I / Phase II

Televisions are provided in each housing area for your entertainment. Televisions may be turned on at 9:00 am after morning clean up and turned off at 10:00 p.m. Televisions are a privilege and may be removed or turned off for cause. Televisions are turned off for many various jail functions throughout the day. Once these functions have concluded the television may be turned back on. If a television set is damaged or destroyed, the responsible party can be prosecuted in court and administratively charged for repair or replacement.



## TELEVISIONS – Work Annex

The Work Annex provides televisions for use by the inmate population in each housing unit, as well at the multi-purpose area. The televisions are in the common areas of each housing unit. Television hours during the work week will be from 1500 hrs. to lockdown. Each Housing Unit Officer will maintain possession of the remote control at all times. No inmates will be allowed access to the remote. Whenever a large number of inmates are present in the housing units due to weather or other circumstances, the television can be turned on at the discretion of the security staff present in the housing unit. During the weekends (sat & sun) and holidays, the television hours will be from 0700hrs till lockdown.

## PROGRAMMING

Programming for these televisions will be set weekly by the television committee. These committees are comprised of five inmates, ensuring that we have age and racial equality in the programming selections. This committee will meet each week when the new television guide is published. Once approved, this programming will be enforced for that week. Changes to the weekly schedule can only be made by the television committee, or security staff. All changes will be made, and signed by the committee as a whole, and counter signed by the shift supervisor or his designee upon approval. The revised schedule will then be posted for inmate viewing. The entire weeks programming will be available for review by the inmate population. All members of the television committee must sign the program schedule, so that it shows that the majority of the committee is in agreement as to the weekly selections and programming. The shift supervisor or his designee will review and either approve, or modify the submitted schedule, ensuring quality programming that serves the majority of the inmate population.

Keep in mind that the viewing of the television is a privilege and is not a right. The security staff has control of when that privilege is revoked or suspended, when immediate behavior correction is warranted.

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## Inmate Tablets

### Logging In

- Your face needs to be inside the box on the login screen.
- First time logging in, use your Inmate # then you will be prompted to create a 4-digit security pin.
- If you have any trouble logging in, reboot the tablet by holding down the power button.
- If you continue to have login issues, report that to the site administrator.

### Adding money to your account

- Friends/Family can add money to your tablet account or they can add funds to their own account for messaging by going to the website: [www.gettingout.com](http://www.gettingout.com)
- No changes have been made to your Phone Account.
- You can view your tablet account balance at the top of each page when logged in.

## Profiles

- **Free Profile - 60-minute time limit**
  - Visit Now Scheduling Request App, Account balance and activity, requests and grievances, facility info.
- **Promotional Profile - \$0.03 per minute**
  - Visit Now Scheduling Request App, Education, Messaging, limited games/music (*Content subject to change*), Visit Now
    - You must send an email invitation through “Contacts” to Friends and Family and they must accept the invite before you can start messaging with them.
- **Standard Profile - \$0.05 per minute**
  - Visit Now Scheduling Request App, Education, books, Streaming Music and much more,
  - News, Sports, Photo album of all received photo.

## Quick Tips

- Your Friends/Family can send you messages by setting you up as a contact on [www.gettingout.com](http://www.gettingout.com)
- All messages, photos and videos are subject for review and approval. Inappropriate content will be blocked and is non-refundable.
- The tablet is loaned to you for free and you pay for the services that you wish to use on it. Any damage to the tablet will be investigated and you could be charged for damages.
- You will continue being charged while you are logged into the Tablet and it is your responsibility to make sure you fully logout of the tablet.
- Please leave the tablets on the charging station when not in use.
- If you are having technical issues, please use the Tablet Feedback form located under requests.

**HOUSING OFFICER IS NOT TABLET SUPPORT!**

**Additional information on GTL Services and how to use them can be found by logging into a shared tablet and clicking on the Documents folder.**

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## VIDEO VISITATION

### General Information

1. The Escambia County Department of Corrections offers remote video visitation for inmates incarcerated at the Main Jail, Phase I / Phase II, and Work Annex facilities at the Video Visitation Center located at 1190 W. Leonard St. Pensacola, Florida. At the Main Jail, Phase I / Phase II, and Work Annex facilities visitation can be accomplished by the visitor by either using the visitation center or by using at-home video services. The hours of visitation for the Main Jail and Phase I / Phase II start at 9:00 AM and ends at 8:00 PM (seven days a week, including holidays). Work Annex visitation hours are 6:00 pm - 8:00 pm (Monday-Friday) and 09:00 am – 8:00 pm (Saturday, Sunday, and holidays).





2. All visitations for inmates from friends and family, pastoral, and special visits can be scheduled from the Escambia County Department of Corrections website or by kiosk located in the lobby of the Video Visitation Center.
3. Visits may be scheduled up to seven days in advance and no less than 24 hours prior to the date of the desired visit. Visits must be scheduled 24 hours in advance. Visits cancelled less than 24 hours prior to the scheduled date will be counted as a visit.
4. Visitors who arrive for their scheduled visitation will promptly check in. Visitors that are more than 5 minutes late will have their visit cancelled.
5. Inmates are allowed three, 40-minute visits per week at a minimum. The maximum number of visitors allowed at each visit is (2) visitors per inmate. Children over one-year old count as a visitor.
6. If visitation is terminated prior to the 40-minute time limit, the remainder of the time for that visit is forfeited. If visitation starts late the time will not be extended.
7. Internet home visitation will be at a rate of \$8.00 for a 40-minute visitation.
8. Scheduled visits are subject to be cancelled by the following jail functions: court appearance, medical appointment, administrative or disciplinary action, attorney visit, maintenance, outside recreation (jail), deep cleaning, and law enforcement visits. Visits that are cancelled are not automatically rescheduled. Visitors who show up for a cancelled visit may be rescheduled for later the same day on a case by case basis if there are open stations available.
9. Visiting hours and rules and regulations governing conduct at visitation are prominently posted in the video visitation lobby, online, and available in each housing unit inmate tablet. Visitors sign that they have read the rules before they can schedule a visit.
10. Special visits may be approved through the Video Visitation OIC or Command Staff for those visitors who have to drive for an hour or more to get to the video visitation center. Verification will be made by checking the visitor's address on the visitor's valid identification. Special visits are a one-time-only visit since the visitor can register for any future visits using the kiosk located in the video visitation center or online at [inmatevisitation@myescambia.com](mailto:inmatevisitation@myescambia.com).
11. No person will introduce or cause to be introduced into or upon the detention facility property any article of contraband. No person will give to any inmate anything which is not specifically authorized by written facility directive or which has not been specifically authorized by the Shift OIC. Introduction of contraband is a violation of Section 951.23, Florida Statutes, which is a third-degree felony, punishable up to five years imprisonment as provided in Section 775.082, Florida Statutes.
12. If any rules, regulations, or policies are violated, the Video Visitation OIC will determine the amount of time a visitor or inmate is banned from visitation on a case by case basis.
13. If the inmate is housed at another agency such as Walton, it is the visitor's responsibility to contact those agencies to schedule visitation.
14. Inmates should check the posted visitation list posted in the housing units daily.

## **RULES FOR VISITORS**

1. All visits are monitored and subject to recording.
2. Visitors must properly identify themselves upon arriving at the visitation center. This will be accomplished by providing a proper and valid form of identification defined as a legible driver's license, state ID card, Military ID, or passport. To ensure the validity of the form of identification provided, the picture will be compared to the visitor. No cracked, taped, altered, or expired identification will be accepted.
3. Only two visitors are allowed to visit an inmate during normal scheduled visiting hours. Babies and children less than one year old are not counted as visitors.
4. The check-in process will begin 30 minutes before the start of visitation. Visitors will be checked in 15 minutes prior to the scheduled time of visitation. Visitors will be in line and ready to visit at the top of the hour.
5. Visitors who are late (up to 5 minutes maximum, except for verified reasons) will be allowed to check in and visit. However, the visitation time will not be extended beyond the original scheduled termination time.

6. Visitors must be 18 years old or accompanied by an adult in order to visit with an inmate.
7. Visitors will not leave minors under the age of 12 unattended in the lobby or parking area.
8. Spouses under the age of 18 must show proof of marriage each visit and a legible and valid driver's license, state ID card, Military ID, or passport in order to visit without an adult present. To ensure the validity of the form of identification provided, the picture will be compared to the visitor.
9. Emancipated juveniles must show proof of emancipation each visit and a legible and valid driver's license, state ID card, Military ID, or passport in order to visit without an adult present. To ensure the validity of the form of identification provided, the picture will be compared to the visitor.
10. Any visitor with an odor of alcohol or appearing under the influence of alcohol or drugs will be denied visitation.
11. Unless otherwise authorized by the Facility OIC or designee, visitors are only allowed to bring the following items into the visiting area:
  - a. Personal keys and locker key;
  - b. Picture Identification Card;
  - c. A wallet or 4" X 4" coin/money purse/pouch. The small purse/pouch will be inspected by a staff member; and or
  - d. Outer wear such as suit coats, jackets, windbreakers, or shawls due to the temperature in the visitation area.
12. Smart watches or other similar devices will not be permitted.
13. Provocative dress and clothing items with suggestive, obscene, or inflammatory monograms which would disrupt the security and order of the facility will not be permitted.
14. Visitors will not be allowed to visit if they are:
  - a. Wearing clothing that allows the exposure of the breasts, buttocks, or groin.
  - b. Wearing see-through attire that exposes the breasts, buttocks, or groin.
  - c. Wearing swimsuits.
15. Personal items not allowed in the visitation area should be secured in the lockers provided or in the visitor's vehicle. Items are not to be left unsecured in the lobby. Personal items will not be left with the lobby personnel for safe keeping
16. Visitors will only visit the inmate they are signed up to visit. Visitors who intentionally circumvent this procedure may have their visitation privileges suspended or revoked. **Note:** The inmate may also have their visitation privileges suspended or revoked.
17. Visitors who are unwilling or unable to control their minor children while in the visitation center will not be allowed to visit or may have their visit terminated.
18. Minor children under 12 must be attended to by their accompanying adult at all times and must not be left alone anywhere or anytime on the grounds of the visitation center while a parent, adult, or guardian is visiting.
19. Visitors will remain seated in their chairs at all times during visitation.

20. Visitors leaving the visiting station area during visitation will not be allowed to return for any reason.
21. No loitering will be permitted in or around the video visitation center.
22. Following the completion of a visitation session, visitors must promptly depart the visiting station area via the exit door.
23. Visitors caught abusing equipment, or any part of the visitation center will have their visitation cancelled and all future visitation revoked.
24. Inappropriate sexual gestures or behaviors from visitors will result in the termination of the visitation and will result in the suspension/revocation of visitation privileges.
25. The use of profane or offensive language will not be allowed. Any actions by a visitor deemed disruptive, offensive, or violent will cause the visitation to be terminated and may result in their privileges being suspended or revoked.
26. Visitors are expected to be courteous to other visitors and staff. Visitors who are disruptive and or abusive to staff or who otherwise violate visitation rules may have their visitation privileges suspended or revoked.
27. No person will introduce or cause to be introduced into or upon the detention facility property any article of contraband. No person will give to any inmate anything which is not specifically authorized by written facility directive, or which has not been specifically authorized by the Commander or designee. Introduction of contraband is a violation of Section 951.23, Florida Statutes, which is a third-degree felony, punishable up to five years imprisonment as provided in Section 775.082, Florida Statutes.
28. Visitors are prohibited from stacking chairs and sitting on them in order to raise the visitor's height. This creates a safety hazard and possible damage to our equipment.

#### **RULES FOR INMATES**

1. All visits are monitored and subject to recording.
2. Inmates sentenced to disciplinary confinement and close custody are not allowed regular visitation except with their attorney at the attorney's request.
3. Inmates in general population are allowed visitation privileges at least two hours per week. This requirement will be accomplished by providing the opportunity of at least three, 40-minute visitations per week.
4. Pre-Class inmates will be provided the opportunity to receive three 40-minute visitations per week.
5. Inmates housed in the Infirmary have the opportunity to receive three 40-minute visitations per week as permitted by their physical condition or as recommended by Health Services.
6. Inmates may refuse visitation with any visitor.
7. Only the scheduled inmate will visit with the scheduled visitor.
8. Inmates will remain seated in their chairs at all times during visitation.
9. Inmates will not eat or drink during visitation
10. Inappropriate sexual gestures or behaviors from inmates will result in the termination of the visitation and may result in a suspension/revocation of visitation privileges. The inmate could face disciplinary action.
11. Inmates will have their jumpsuits on and buttoned up at all times during visitation.

12. The use of profane or offensive language will not be allowed. Any actions by an inmate deemed disruptive, offensive, or violent will cause the visitation to be terminated and may result in their privileges being suspended or revoked and the inmate could face disciplinary action.
13. Inmates caught abusing equipment, or any part of the visitation equipment will have their visitation cancelled and may have all future visitation suspended or revoked and the inmate could face disciplinary action.
14. Inmates violating any rules, regulations, or procedures will have their visitation terminated and may have future visitation privileges suspended or revoked and the inmate could face disciplinary action.
15. Inmates may have a visitor blocked by sending an inmate request through the tablet system to the Video Visitation OIC. After 30 days, the inmate may send a request through the kiosk system to unblock the visitor, if the inmate chooses to do so. These requests will be handled on a case by case basis.

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## MEDICAL SERVICES

**For medical emergencies, you should immediately notify the officer. For regular medical or mental health care requests, do not use the inmate tablet system. Address these issues with medical personnel during the two medication passes that are done each day. This way your medical or mental health issues can be triaged quickly and ensure you receive care in a timely fashion.**

### **Your Health:**

Alert your housing officer if you have an immediate medical need or concern or require emergency medical attention. Your housing officer is trained to respond to basic emergency situations such as basic CPR training and will respond appropriately. They will not give you medication or offer you medical advice. At the Escambia County Department of Corrections, we are staffed with experienced health professionals who form a medical response team. You will be assessed, and the findings will determine the course of treatment. Medical, dental, and mental health services are provided. An intake medical screening will be performed by medical staff on all newly booked inmates or transferred inmates. During receiving, each inmate will be visually observed by medical staff that will complete a medical screening form. Correct and truthful responses to medical questions are critically important to your medical care. Medical care is available twenty-four (24) hours daily for emergencies and on a regularly scheduled basis for non-emergencies. All inmates will be assessed a medical fee for the cost of services rendered. However, lack of funds will not prevent care from being provided.



### **HOSPITALIZATION:**

When a special consultation or hospitalization is needed, arrangements will be made for these services.

### **Fee for Health Care Services:**

The current co-pay fees are \$3.00 per prescription, \$5.00 for a sick call visit, and \$10.00 for an advanced care provider or mental health visit. Please note medical care is provided to all inmates regardless of finances. Fees are waived for Work Annex inmates.

### **Sick Call: (Main Jail and Phase I / Phase II)**

When you are taken into custody, your medical care is no longer provided by your own doctor. Jail medical staff will assist you and treat any medical conditions you may have during your incarceration. To access health services, complete and submit a sick call request form including your symptoms. Please do not use the inmate tablet request. Medical staff prioritizes and schedules sick call visits based on your complaint. You will be charged a co-pay fee for any visits or prescriptions you receive for medical and mental health. During your sick call, you will be able to discuss your medical care with medical staff. If you were not forthcoming with your health history at intake, please disclose information during the sick call visit. You may ask to sign medical releases for your outside medical records in order to ensure continuity of care; you can also ask to sign a release of information so medical staff can speak to your family. The medical department is here to provide help with serious medical needs, not to provide comfort items or deal with custodial issues. The medical department will not address requests that concern additional mattresses, special pillows, shoes, or any extra items that are not clearly related to traditional medical practice. For medical confidentiality purposes, requests for medical care and mental health care can be turned into medical staff during medication rounds.



### **Sick Call: (Work Annex)**

Sick call (medical, dental or mental health) can be requested at any time while housed at the Work Annex. Once a request for sick call is generated by you, you are to turn the sick call request form into the Shift MCO (Medical

Correctional Officer) on duty at the time. The Shift MCO will evaluate your needs and will determine if you need immediate emergency care. If care is needed immediately, but is not of an emergency nature, you will be transported to the Main Jail for further evaluation and/or treatment. Medical emergencies will be handled according to medical protocols. Routine request for sick call will be handled according to protocols. Routine sick call request that cannot be handled by the Shift MCO will be transported to the Main Jail on a weekly schedule.

Sick call will not be used for purposes of getting out of work. All exemptions from work call, for medical reasons must be approved by the shift MCO. If it is determined that an illness is being faked to avoid work call, disciplinary actions can and will be initiated.

### **Medical Exams:**

You will be given a physical examination by a medical professional at a time scheduled by the Medical Department. This examination is free of charge. You must also submit to mandatory tuberculosis testing. If you refuse tuberculosis testing, you will be placed in the infirmary in isolation until you comply. Health Assessments (i.e. hands-on-examination) will be performed and completed on inmates within fourteen (14) days of arrival to the jail. The history, physical examinations, and tests are updated on readmitted inmates.



### **Dental Care:**

You are encouraged to take care of your teeth during your incarceration. Toothbrushes and toothpaste are available. Please notify the cart nurse or the CO in your housing unit of any emergency dental needs. The Escambia County Corrections Department and the Escambia County Community Clinic have created a dental agreement that allows inmates to receive outside dental care while incarcerated and as deemed necessary by the in-house Dentist.

Escambia County Jail now offers routine Dental Care such as temporary fillings, exams, and extractions.

If you are experiencing a Dental need or an **EMERGENCY** a **PAPER SICK CALL** needs to be filled out immediately so that medical treatment can be initiated by the Escambia County Jail's Medical staff.

### **Mental Health Care:**

If you feel that you need to see a mental health specialist, complete a "Sick Call Request" with medical personnel during the two medication passes that are done each day describing your current symptoms. Remember; do not use the inmate tablet request system for medical/mental health related symptoms.



Work Annex inmates should request to speak with the shift supervisor or the on-duty MCO (Medical Correctional Officer) for immediate mental health care needs. The inmate sick call request system should be utilized for matters of a non-emergency nature. If you **come in contact with other inmates contemplating suicide, contact the on-duty officer to initiate help for the inmate.**

### **Medications and Medication Pass:**

Medication passes occur twice per day. You can submit sick call requests at this time. A Health Services Provider must authorize prescription medications. A fee will be assessed for medications, and medication is dispensed in one (1) of two (2) ways:

1. When the nurse gives prescription medication, the medication will be given in a cup. The cup will be returned immediately to the nurse after use. Your mouth may be checked to make sure that you swallowed the medication.
2. In some housing areas, inmates are given medication, with instructions, to carry on their person. If a refill is needed, inmates must return the original container to the nurse during the nurse's regular medication rounds. Medications from outside the jail or your home are not allowed in the facilities unless authorized by a Health Services Provider.
3. Work Annex inmates will have Keep-on-Person (blister pack) medications only and will be excluded from the fees assessed.



The following procedures will be followed during medication pass:

1. Inmates that are being distributed medication are to be in their jumpsuit/issued uniform with it snapped up and with their ID's on the left collar of their jumpsuit/issued uniform.
2. The television and telephones phones will be turned off.

## **Medications: Work Annex**

1. Medications will be picked up and delivered each day as they are filled or arrive at the Main Jail. Each medication issued will be verified and delivered by the first available MCO (Medical Correctional Officer).
2. For refills, you must remove the sticker from your last blister pack order card and place it on a sick call request form and turn it into any MCO (Medical Correctional Officer) for refill. Do not wait till you are about to run out before requesting a refill. Turn your request for refills in a week in advance, so you don't run out of your prescribed medicine.
4. All medicines must be taken as directed by the attending physician. Medicines will be periodically checked for strict compliance and disciplinary action will be taken for improper use.

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## **PROGRAMS AND SERVICES**

The Program Division is responsible for educational, vocational, recreational and self-betterment classes/programs that are provided to the inmates at Escambia County Department of Corrections. To participate in these programs or receive the services, you must submit a request on the inmate tablet system to Programs, then after approval from the classification division you may be assigned to a class/program. The Program Coordinators are responsible for scheduling and coordinating these classes, Programs and Services. The Program Coordinators are also the liaison between the inmates, their families or any outside agency for personal business matters.

NOTE: Work Annex Inmates will utilize the inmate paper request system and direct all program requests to the Road Prison Commander.

T.A.B.E. (Test of Adult Basic Education): Inmates requesting to enroll in the Welding Program at the Work Annex must take this test. Inmates must have a high school diploma or GED, if not, you must be enrolled in GED during the entire time you are enrolled in the welding program or you will be removed.

**Programs include:** GED, Juvenile High School, Parenting class, Computer class, (AA) Alcohol Anonymous, (CA) Cocaine Anonymous and Alcohol/drug class, welding classes (Work Annex only), and Safe Serve classes (Work Annex only).

**Services include:** Inmate mail, Law Library, notary services, haircuts and recreational items.

Once you are assigned to a program you must complete the entire class to receive gain time. **Gain time will not be pro-rated for partial completion of any inmate program. If you miss two classes, you will be removed from the program. Gain time will not be pro-rated for partial completion of any inmate program.**

### **HAIRCUTS**

Haircuts for male and female inmates are done in the housing units. Electric clippers are provided upon request at the Main Jail and Phase I / Phase II facilities. The housing unit officer has them to issue. Work Annex inmates will have their haircut upon inspection. **NOTE:** Work Annex inmates will not be afforded any special haircuts.

### **LEISURE ACTIVITIES**

Inmates are given the opportunity to participate in leisure activities such as playing cards and other games, reading, and physical exercise. Game tables are located in all housing units.

### **OUTSIDE RECREATION**

Recreation yards are provided for inmate exercise. Inmates are given the opportunity to participate in outside recreation a minimum of three (3) hours a week, weather and behavior permitting. You should check the posted hours in your housing area or facility for assigned recreation times. Recreational items are provided to the inmates in every housing unit, board games, card games and dominoes on a rotating schedule. Basketballs and volleyballs are provided to inmates by the Security staff for the outside recreation yard.

Work Annex:

Recreation will be open to all inmates except; those in disciplinary confinement or on medical restrictions. All recreational programs will be on a voluntary basis with all inmates reminded to comply with all institutional rules and those of good sportsmanship.

The following rules apply to recreation:

- 1 No balls will be kicked at any time, for any reason.

2. You will wear clothes provided for recreation activities only.
3. No horse playing, shadow boxing, wrestling or boxing will be tolerated.
4. You will not misuse any recreation equipment or use it for anything other than its intended purpose.
5. No banging or knocking on the stockade units' windows for any reason.
6. No sitting or lying on the ping pong table.
7. No hanging from the basketball rims or the volleyball net.
8. Nothing is to be passed through the fences.
9. Recreation may be terminated for security concerns at any time by the supervising Officer.

**WORK ANNEX INMATE WORKER RULES AND RESPONSIBILITIES:**

1. Inmates will not have contact or make any attempt to contact any person outside of this facility except as necessary to coordinate work being performed, and only with the permission of his assigned Road Correctional Officer.
2. Inmates will not ask for, beg or plead in any manner requesting food, drink, cigarettes or any other items from county operators or civilians.
3. Inmates will dress out for work when requested to do so by any Work Annex Officer.
4. Inmates will proceed directly to their assigned crew number located on the recreation yard and remain there until called to the checkout gate by the shift on duty present to check the crew out for work.
5. While away from the Work Annex, inmates will follow all instructions given to them by their assigned Road Correctional Officer.
6. Inmates will not bring anything back to this facility from any outside source including his Road Correctional Officer without permission from the Shift Supervisor on duty.
6. Inmates will follow all instructions given to them upon returning from work by Internal Correctional Officer's.
8. Inmate workers (trustees) will report for work only when instructed to do so by the Shift Supervisor on duty or his / her designee.
9. Inmate workers (trustees) will stay in their assigned work area. Kitchen and laundry workers are not allowed in the maintenance shop or south-shop without direct instructions from their supervisor. Maintenance and laundry inmates will not be allowed into the kitchen area except to carry out maintenance work as instructed by their supervisor.
10. Inmate workers will check in and out at the control room when entering or leaving the housing area for work.
11. Inmate workers will not carry food or drinks into the housing area from their work area or from the kitchen with specified approval from the on-duty Shift Supervisor.
12. Inmate workers will have no contact with any civilian, delivery persons or family members while at work on the compound without specific approval of their supervisor.

**MAIL**

You are encouraged to maintain communication with family and friends during your incarceration. All inmates have access to the U.S. Postal Service through the jail commissary. Writing materials, various types of cards, and stamped envelopes can be purchased from the commissary for mailing. Inmates are not permitted to communicate through the mail with other inmates incarcerated in any Escambia County facilities with the **EXCEPTION** of previously approved immediate family members. Incoming mail will be inspected by jail personnel to intercept cash, checks, money orders, or contraband. Outgoing mail normally will not be interfered with except to open and inspect to determine if the letter contains: information which if communicated would present a danger of violence and/or physical harm to another human being, blackmail or extortion, escape plans, plans for violation of jail rules, or is written in code. We do not provide outgoing certified mail service. Privileged mail includes mail to and from attorneys, the courts, public officials, and the news media. Incoming privileged mail will be opened and inspected only in the presence of the inmate to whom the mail is addressed.



Outgoing privileged mail will not be opened, but it may be held for a reasonable time not to exceed 72 hours pending verification that it is properly addressed to an agency or person referred above. Privileged mail is authorized to be inspected for contraband prior to being sealed. Staff will not read privileged communication; only inspect the contents for contraband. The inspection will be conducted in the presence of the inmate, and upon completion, the inmate will seal the envelope. You may not receive packages during your incarceration. If a package or subscription for outside reading material is sent to you, it will be returned to the sender (The only Exception is: Legal Material). All incoming mail should be addressed to:

**Main Jail & Phase I / Phase II:**

Your full name and housing assignment  
P.O. Box 17800  
Pensacola, Fl. 32522-7789

**Work Annex:**

Your full name  
Escambia County Work Annex  
601 Highway 297A  
Cantonment, FL. 32533



Mail will be delivered Monday through Friday, excluding legal holidays. All mail delivered marked SPECIAL DELIVERY will also be delivered on this schedule. In accordance with Florida Model Jail Standards, indigent inmates without funds will be provided writing materials and postage to correspond with immediate family at the rate of two (2) stamped envelopes, and six (6) sheets of paper every fourteen (14) days. Additional supplies at the rate of one (1) stamped envelope and three (3) sheets of paper may be requested through the counseling staff for correspondence with attorneys or the court system. The envelope will be stamped legal mail only.

**Work Annex:**

**ROUTINE MAIL**

All out-going envelopes will contain a return address that shows the inmates name, number, and Work Annex address. Pre-stamped envelopes are available for purchase through the inmate commissary. Family members are allowed send in up to (10) pre-stamped (printed postage only) envelopes purchased from the United States Postal Service. Absolutely no (self-adhesive stamps) will be accepted through the mail. At no time shall you be in possession of more than (15) envelopes. If you are found to be in possession of more than the allotted amount, the excessive envelopes will be confiscated as contraband and disposed of as such. All out-going mail must be handed in at least 15 minutes before lights out, each regular mail day. The mail will be processed and sent out the next business day. All incoming and outgoing routine mail is subject to search by security staff. Any items determined to be contraband located in incoming mail will be returned (whole) to the sender. Outgoing mail determined to contain contraband will result in confiscation, and/or possible disciplinary action.

**Work Annex:**

**LEGAL MAIL**

Legal mail and documents may be prepared at any time after work hours, during off days, or on the weekends and holidays. All envelopes will contain a return address that shows the inmates name, number, and Work Annex address. Legal materials may be ordered at the inmate's own expense and stored in the inmates storage locker, where space is available. Legal materials will be provided to those inmates who are indigent (without funds). You will be responsible for notifying attorneys and courts not to enclose money orders and checks in envelopes with legal mail.

**Frequently Asked Mailing Addresses**

1. Escambia County Clerk of Court: 190 W. Government St. Pensacola FL 32503
2. Escambia County State Attorney: 190 W. Government St. Pensacola FL 32503
3. US District Court Northern District of FL: 100 N. Palafox Street Pensacola FL 32502
4. Florida Bar: 651 E. Jefferson Street Tallahassee, FL 32399-2300
5. ACLU of Florida: 4500 Biscayne Blvd #340, Miami, FL 33137
6. Social Security Office: 411 W Garden St, Pensacola, FL 32502
7. Department of Motor Vehicles: 6451 North W Street, Pensacola, FL 32505
8. Office of Attorney General State of Florida The Capitol PL-01 Tallahassee, FL 32399-1050
9. Florida Commission on Offender Review: 4070 Esplanade Way Tallahassee FL 32599
10. Probation and Parole 3101 N. Davis Hwy Pensacola FL 32503



11. Northwest Florida Legal Services: 701 S J St, Pensacola, FL 32502
12. Escambia County Sheriff's Department: 1700 W. Leonard Street Pensacola FL 32501
13. Pensacola Police Department: 711 Hayne St, Pensacola, FL 32501
14. Florida Highway Patrol: 150 Stumpfield Rd, Pensacola, FL 32503
15. Florida Department of Law Enforcement: P.O Box 1489 Tallahassee, FL 32302-1489
16. Regional Conflict Counsel: P.O. Box 12273 Pensacola, FL 32591-2273
17. Public Defender's Office: M.C. Blanchard Judicial Center 190 Governmental Center, Pensacola FL 32502
18. The Judge for their case: The Honorable \_\_\_\_\_ M.C. Blanchard Judicial Center 190 Governmental Center, Pensacola FL 22502
19. FL Department of Corrections: 501 South Calhoun Street, Tallahassee FL 32399
20. Board of County Commissioners: 221 Palafox Place, Ste. 400 Pensacola, FL 32502 Law Library

### Law Library

1. Pro se inmates will be provided reasonable access to legal materials upon request, including the facility's computerized law library.
2. The law librarian will be responsible for the processing of requests for the computerized law library by pro se inmates.
3. Only pro se inmates are guaranteed access to the agency's law library or its legal materials. The use of the law library is subject to the following rules:
  - a. Each inmate desiring information from the law library will submit an inmate request to the law librarian (only five requests per submission) specifically stating the information that they want, such as cases, statutes, or other reference materials;
    - 1) Inmates desiring research for cases outside of their current charges in Escambia County need to include a case number and jurisdiction or jurisdiction, year, and charges for the purpose of verifying pro se status.
    - 2) Inmates who are initiating civil matters in Florida or who are unrepresented in current civil matters in Florida not handled by legal aid may have access to the law library.
    - 3) Inmates researching under 42 USC § 1983 will only be provided law library research after the administrative grievance process has been exhausted. [42 U.S.C. § 1997e(a)]
  - b. The law librarian is not permitted to give legal advice or assistance, prepare legal documents for inmates or suggest areas to be researched;
  - c. The law librarian will review the inmate's request and provide a copy of the specific information requested to the inmate;
  - d. Specific materials will be provided **ONLY ONCE**. If the information is a publication that is not required to be provided under the Florida Model Jail Standards, and is not available, there is no obligation for the law librarian to provide such information;
  - e. Time limits imposed by court order, statute or rule are the sole responsibility of the inmate, **not** the law librarian or Escambia County Corrections. The inmate will be responsible for notifying the law librarian of his/her deadline in a timely manner;
  - f. Inmates who have court and statutorily imposed time constraints must submit their requests in sufficient time to allow the law librarian to provide the information. Escambia County Corrections will assume no responsibility for filling requests for legal material by inmates not made in sufficient time to allow the materials to be gathered and copied;
  - g. If the inmate has retained an attorney or the courts have appointed one; all legal matters will be referred to the inmate's attorney for assistance and will not be the responsibility of the law librarian or Escambia County Corrections.



4. Inmates may request a blue legal envelope to store their legal materials from the law librarian:
  - a. One blue envelope will only be issued every 3 months.
  - b. Blue envelopes will be marked with the inmate's name, location, and date.
  - c. Blue envelopes will not be used for outgoing mail.

#### **LEGAL DOCUMENTS AVAILABLE TO INMATES ON THE INMATE TABLET SYSTEM**

1. U.S. Constitution;
2. Florida Constitution;
3. Florida Pleading and Practice Forms;
4. (Sentencing Statutes) Sections 775.082-775.084 and 921.0022-921.0024, Florida Statutes; and
5. Table of Contents - Florida Rules of Criminal Procedure.

#### **CIVIL LEGAL SERVICES**

The county does not provide civil legal services. If you need a power of attorney, you will need to arrange with someone to mail you the form and then mail it back out to them.

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#### **RELIGIOUS SERVICES**

New Vision Jail Ministry and Justified Incarcerated Ministries provide chaplain services to inmates. You have the opportunity to participate in practices of your religious faith. You have a constitutional right to practice your religion, subject only to the limitations necessary to maintain order and security. Various non-denominational religious services are available by request only to inmates on a scheduled basis.

To attend worship services and participate in instruction, you must submit a request through the inmate tablet system at the main Jail and Phase I / Phase II facilities to the Chaplain's Office. At the Work Annex, religious services are held as scheduled. The services are open to all inmates who wish to attend.

#### **EMERGENCY CALLS:**

If an emergency call comes in relating to an inmate, the Chaplain will verify the emergency. If appropriate, the Chaplain or Shift OIC may permit the inmate to make a return call concerning the emergency.

#### **EMERGENCY CALLS: Work Annex**

Shift Supervisor's may assist inmates in arranging local family contact for death of an immediate family member, or critical surgery conversation with immediate family members. The family relation and situation will be thoroughly investigated by the Shift Supervisor prior to any call being allowed.

#### **FUNERALS AND DEATH BED VISITS**

Escambia County Corrections Department does not provide the services of escorting inmates to funerals or for death bed visits.

**INMATE MARRIAGES** Inmate marriages are not allowed while you are incarcerated in Escambia County Department of Corrections facilities.

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#### **GAIN TIME FOR COUNTY INMATES**

#### **STATUTORY GAIN TIME:**

For every thirty (30) days an inmate is sentenced five (5) days of statutory time will be credited if eligible.

#### **PROGRAM/WORK GAIN TIME:**

Program and work gain time is a reduction in an inmate's sentence when he/she participates in Departmental programs. A maximum of five (5) days for every thirty (30) consecutive days of satisfactory consecutive program/work detail participation is allowed.

## The Prison Rape Elimination Act (PREA)

The Prison Rape Elimination Act of 2003 (PREA, P.L. 108-79) was enacted by Congress to address the problem of sexual abuse of persons in the custody of U.S. correctional agencies. The Act applies to all public and private institutions that house adult or juvenile offenders and is also relevant to community-based agencies. It addresses both inmate-on-inmate sexual abuse and staff sexual misconduct.



**In compliance with PREA, The Escambia County Corrections Department is committed to emphasizing a zero-tolerance of the sexual abuse of inmates, either by staff or other prisoners. Sexual abuse affects everyone, either directly or through the experiences of those we care about. It is not only a women's issue, as it can affect persons of any gender, age, race ethnic group, socioeconomic status, sexual orientation, or disability.**

### **ANY TYPE OF SEX INCLUDING CONSENSUAL SEX IS PROHIBITED.**

Inappropriate physical contact between inmates will not be tolerated and will result in disciplinary action.

**The Department's mission is to increase public safety, and part of that mission is making sure that this is a safe facility. This facility does not tolerate sexual abuse, sexual harassment, or retaliation for reporting sexual abuse or sexual harassment.**

#### **Your Rights:**

No one has a right to pressure you to engage in sexual acts or engage in unwanted sexual behavior, as you have a right to be safe and free from sexual harassment and sexual assaults. Individuals who sexually abuse or assault detainees/inmates can only be removed, disciplined and/or prosecuted if the abuse is reported. You do not have to name other inmates to receive assistance, but specific information may make it easier for staff to help you.

Any inmate who is sexually abused or sexually harassed has the right to report privately and safely, and this facility offers several ways that an inmate can make a report.

If an inmate is abused, that person has the right to get help from trained medical and mental health care professionals who work in the facility.

Inmates who are abused also have the right to receive emotional support services from trained counselors from our Mental Health team.

**Sexual Abuse by an Inmate:** Sexual abuse of an inmate, detainee, or resident by another inmate, detainee, or resident includes any of the following acts, if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse: [PREA 115.6]

1. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight.
2. Contact between the mouth and the penis, vulva, or anus.
3. Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument.
4. Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation.

**Sexual Abuse by Staff, Visitors, Contractors, or Volunteers:** Sexual abuse of an inmate, detainee, or resident by a staff member, contractor, or volunteer includes any of the following acts, with or without consent of the inmate, detainee, or resident: [PREA 115.6]

1. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight.
2. Contact between the mouth and the penis, vulva, or anus.
3. Contact between the mouth and any body part where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire.
4. Penetration of the anal or genital opening, however slight, by a hand, finger, or object, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire.
5. Any other intentional contact, either directly or through the clothing, with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire.
6. Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described in paragraphs 1-5 of this section.
7. Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of an inmate, detainee, or resident, or voyeurism by a staff member, contractor, or volunteer.
8. Voyeurism by a staff member, contractor, or volunteer.

**Sexual Harassment:** Repeated and unwelcome sexual advances, request for favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate, detainee, or resident directed toward another. Repeated verbal comments or gestures of a sexual nature to an inmate, detainee, or resident by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures. [PREA 115.6]

### **Pat Searches / Routine Medical Examinations**

Security searches and routine medical examinations conducted by staff in accordance with established policy and procedures will not be considered as sexual abuse or misconduct.

### **How to Prevent Potential Sexual Abuse (Self-protection, Prevention, and Intervention)**

1. Be aware of situations that make you feel uncomfortable. Trust your instincts. If it feels wrong, LEAVE.
2. Don't let your manners get in the way of keeping yourself safe. Don't be afraid to say "NO" OR "STOP IT NOW."
3. Walk and stand with confidence. Many abusers choose victims who look like they won't fight back or are emotionally weak.
4. Avoid talking about sex, and casual nudity. These things may be considered a come-on, or make another inmate believe that you have an interest in a sexual relationship.

5. Do not accept commissary items or other gifts from other inmates. Placing yourself in debt to another inmate can lead to the expectation of repaying the debt with sexual favors.
6. Avoid secluded areas. Position yourself in plain view of staff members. If you are being pressured for sex, report it to a staff member immediately.

### What to Do If You Are Sexually Abused (Intervention and Reporting)

1. Get to a safe place. **REPORT THE ATTACK TO A STAFF MEMBER IMMEDIATELY.** The longer you wait to report the attack the more difficult it is to obtain the evidence necessary for a criminal and/or administrative investigation.
2. Do not shower, brush your teeth, use the restroom, or change your clothes. You may destroy important evidence.
3. If you are a victim or witnessed an attack, but you yourself are unwilling to report it to a staff member you can fill out an inmate request to any staff member, shift OIC, the Facility Inspector, Chaplain, Mental Health or Medical personnel.
4. Seek the support of a trusted friend, family member or staff member, such as the Chaplain. The days ahead can be traumatic, and it helps to have people who care about you to support you.
5. Seek professional help. Mental health staff is available for crisis care to listen and offer support.



### How to Report an Incident

There are several different ways you can ask for help or report what has happened to you. Escambia County Corrections Department inmates can privately report sexual abuse, sexual harassment, retaliation by other inmates or staff, and staff neglect by using the following:

1. **Verbal Reporting** - Report the sexual misconduct to any staff member as it is part of their job to ensure your safety and some staff, like mental health specialists, are especially trained to help you deal with problems in this area.
2. **Inmate request or inmate grievance** - If you are not comfortable speaking directly with staff, you may report the incident by sending an **inmate request or grievance through the inmate tablet system**. You may also use a request slip or a hand-written letter.
3. **Third Party** - Contact a friend, family member or others through mail, phone, or visitation and have that person contact us. We have information on our website on how they can notify us.
4. **Sexual Abuse Hotline Contacts:**
  - a. **Gulf Coast Sexual Assault Program** – (850) 832-3905, or write the Gulf Coast Sexual Assault Program at:  
  
210 E 11<sup>th</sup> Street  
Panama City, FL 32401
  - b. **24/7 Toll-Free Rape Crisis Hotline** 1-866-585-2040



**All abuse, rape crisis hotlines are toll free, non-recorded lines from all inmate housing areas. Any information regarding criminal activity, including sexual offenses, revealed by the population to the Rape Crisis centers will be held completely confidential, unless the Rape Crisis Center is required to reveal this information under State or federal Law.**

5. **For Foreign Nationals-** If you have been the victim of a sexual assault and are a non-U.S. citizen who is arrested or detained, you may request to notify your country's consular officer here in the United States of your situation. A consular officer may be able to help you obtain legal representation, contact your family and visit you in detention, among other things. If you are requesting to notify your consular officer in reference to a sexual assault, you can submit a request on the inmate tablet system or submit a handwritten request to the housing unit officer or Shift Supervisor. Be sure to include the country, of the Consulate, you are requesting to notify.
6. **For detainees with Immigration holds-**The ICE Community and Detainee Helpline is a toll-free service that can be reached by dialing **1-888-351-4024**. This is a toll-free number and has been made a non-recorded number by the facility, for the purpose of reporting sexual assault/abuse. Live trained operators are available Monday through Friday (excluding holidays) from 8:00 a.m. to 8:00 p.m. (Eastern Time) Language assistance, including Spanish operators, is also available. Individuals with a hold for Immigrations can speak to an operator to report an incident of sexual assault or sexual abuse.

#### **Actions Taken When an Allegation of Sexual Abuse is Reported**

1. Alleged victim and abuser will be separated.
2. If the abuse occurred within a time period that still allows for the collection of physical evidence, the alleged victim will be instructed not to take any action that could destroy physical evidence; including washing, brushing teeth, changing clothes, urinating, defecating, drinking or eating.
3. If the abuse occurred within a time period that still allows for the collection of physical evidence, the alleged aggressor will be instructed not to take any action that could destroy physical evidence; including washing, brushing teeth, changing clothes, urinating, defecating, Drinking or eating.
4. Alleged victim will be seen and evaluated by Medical.
5. Alleged aggressor will be seen and evaluated by Medical. Alleged victim and abuser will be housed separately and alone until assessed by Medical and Mental Health.
6. The incident will be fully documented.
7. All documentation will be forwarded for Criminal or Administrative Investigation.
8. Alleged victim and abuser will be evaluated for re-housing by Classification and the PREA Coordinator.

#### **Facts for The Inmate That Sexually Abuses Other Inmates**

1. You will be criminally charged under Florida Law. You will be issued a disciplinary report. If found guilty, sanctions will be harsh.
2. Your supervision level will be reviewed and likely increased, which could mean a transfer to a higher security classification with significantly less freedom of movement and limited privileges.
3. If you have family, how will this affect them and/or how will it affect their ability to visit you?



### **To Reduce Immediate Feelings of Anger or Aggression**

1. Try talking to or writing a friend.
2. Meditate or do breathing exercises to relax.
3. Engage in some type of exercise.
4. Request to see Mental Health.
5. Consider participating in programs offered by the facility designed to control anger and reduce stress.

### **Did You Know**

1. Sexual abuse has nothing to do with the victim's present or future sexual orientation. Victims may be either heterosexual or homosexual.
2. A survivor is not at fault for the rape, even if she/he was in a secluded area or had previous consensual sex with the attacker.
3. It is common for survivors of sexual assault to have feelings of embarrassment, anger, guilt, panic, depression and fear even several months or years after the attack. Other common reactions include loss of appetite, nausea or stomachaches, headaches, loss of memory and/or trouble concentrating and changes in sleep patterns.
4. Additional Sexual Abuse prevention, reporting and educational information is located on the inmate tablet system.

### **Unauthorized Physical Contact**

ALL physical contact initiated by an inmate with officers/staff is **UNAUTHORIZED**. Any such physical contact could be perceived as battery on a law enforcement officer and may result in a sentence of FIVE (5) years in state prison (Florida Statute 784.07). For your own protection and security, **DO NOT** engage in this type of behavior.

### **Confidentiality**

Information concerning the identity of the inmate victim reporting the sexual assault/abuse and the facts of the report itself is limited to those who have a need to know in order to make decisions concerning the inmate victim's welfare and for law enforcement investigative purposes.

### **Seeking Medical Help**

A medical professional will provide urgent medical care and treat obvious injuries until you are stabilized. With your permission, you will be transported to the hospital for a sexual assault examination, testing, counseling, and treatment. The exam will be conducted privately and professionally. Upon your return to the facility, you will be provided follow-up medical and mental health care.

### **Counseling Programs**

You may seek counseling and/or advice from a psychologist or Chaplain. Crisis counseling, coping skills, suicide prevention, and mental health counseling are all available to you. Most people need help to recover from the emotional effects of sexual assault. If you have been the victim of sexual assault, recently or in the past, staff is available to counsel you.

### **Protection Against Retaliation**

Retaliation against individuals because of their involvement in the reporting or investigation of a sexual assault/abuse or sexual misconduct complaint is prohibited.

### **Penalties for Filing a False Report**

- Filing a false police report is prohibited in Florida by statute. According to Section 817.49, Florida Statutes anyone who knowingly misleads the authorities or who causes someone else to mislead the police about the commission of a crime is guilty of a misdemeanor of the first degree. The statute covers those who not only lie to the police, but those who report crimes that were not actually committed as well as misinformation about crimes that were.
- According to Section 775.082(d), Florida Statutes the maximum penalty for a person convicted of providing a false report to law enforcement about any crime, a first-degree misdemeanor, is a one-year prison term and a fine of \$1,000. However, for a person convicted of providing a false report about a capital felony, the maximum penalty is a five-year prison term and a fine of \$5,000. The severity of the prison term and fine given, however, is up to the discretion of the sentencing judge and varies depending on the facts of the case, and the prior criminal record of the defendant.
- Florida Statute 775.082 (2) further orders the defendant to pay court costs.

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## **Frequently Asked Questions**

1. **DCF Case Plans:** If you currently have a DCF case plan you do not need to contact mental health or the case manager. Your DCF case worker will come to the jail to meet with you during your incarceration. If you have a DCF case plan that requires you to receive a psychiatric evaluation, this will need to be completed upon your release from custody.
2. **Court Ordered Programs:**
  - a. **Keeton** - There is no evaluation or interview until AFTER you are court ordered into the program by your judge.
  - b. **Drug Court** - There is no evaluation or interview prior to meeting with your attorney to discuss if you qualify.
  - c. **Mental Health Court** - If you see the psychiatrist, you are automatically referred to Mental Health Court for consideration. This does not mean you will be accepted or have to participate, it only alerts your attorney that you may qualify.



- d. **Veteran's Court** - You must have a mental illness or substance use issue to qualify.
3. How do I get PTR? You must be referred to Pre-Trial Release by a judge. You can send further questions to the Pre-Trial Release Group on the inmate tablet, Work Annex will utilize the inmate request system and that facility.
  4. When will my court ordered mental health evaluation be completed? The court orders this evaluation and assigns an outside agency to conduct the evaluation. Jail mental Health staff are not notified of the evaluation or the results. Please contact your attorney for additional information.
  5. How do I get my medication after I am released? You can return to the jail lobby within 24 hours of release to request your medications. Additionally, if you see the jail psychiatrist, your prescriptions will be faxed to the Lakeview pharmacy, unless you indicated a different pharmacy preference.
  6. When will I go to prison, Florida State Hospital, court, etc.? Due to security procedures, transport dates are not provided to inmates.
  7. When is my appointment with the psychiatrist, ARNP, doctor, etc.? Due to security procedures, appointment dates are not provided to inmates.
  8. Can you refer me to Lakeview? No. Lakeview does not accept referrals while you are incarcerated. Please attend a walk-in appointment Monday-Friday between 0800-1100 and 1-3pm in Building E.
  9. Can you refer me to Road to Recovery? No, unless you are pregnant. If you are pregnant and in need of substance use treatment through Road to Recovery, please contact the Forensic Case Manager on the inmate tablet to let her know of your request to attend Road to Recovery and what your due date is.
  10. How can I get shelter, food, clothing, etc. once I am released? Please see the street survival guide on the inmate tablet for a list of local resources. Work Annex inmates can request a paper copy of the guide from the Shift OIC during your release process.

#### **WORK ANNEX SMOKING POLICY**

1. **Purchasing of smoking materials will be restricted to only inmates who are 21 and over.**
2. Smoking is a privilege and may be suspended or revoked by the Commander or his or her designee for improper conduct, violation of the smoking rules and regulations or if it poses a threat to the safety or security of this facility.
3. Smoking hours will be from after wake up in the mornings till (30) minutes before lockdown each day unless altered by security staff.
4. Smoking will not be allowed during meal times, during exercise periods, during headcounts or during work call.
5. Stockade inmates will use the fenced in area between the laundry and east wing dormitory for their smoking. Other housing units will use their assigned area only for smoking.
6. All inmates will be properly clothed when going outside to their smoking areas. (Shirts, pants and slides).
7. Smoking privileges may be suspended/stopped at any time if inmates fail to utilize the proper receptacles for disposal of the cigarette butts or fail to keep the area clean.
8. Any lighter or cigarettes taken out to work must remain on your crew truck or be consumed during your work day. (Nothing will be allowed back into your housing area upon your return from work).
9. All smoking items must be obtained through approved sources such as commissary.
10. Inmates will not walk around within the housing units with unlit or lit cigarettes in their mouths.

#### **Disciplinary action:**

Smoking is a privilege. A violation of any of the smoking regulations can result in the loss of your smoking privilege. Smoking inside any building is strictly forbidden. Smoking is prohibited on the exercise yard or any county vehicle, including crew trucks. Any inmate caught violating the above guidelines, attempting to smuggle smoking items into the

Work Annex, to court, sick call or any other function of this facility will be subject to the following listed disciplinary actions:

1. First offense-loss of (10) days gain time and loss of smoking privileges for (10) days as deemed appropriate By security staff.
2. Second offense-loss of (15) days gain time and loss of smoking privileges for (15) days.
3. Third offense-loss of (30) days gain time and (30) days of smoking privileges.
4. If it is determined through disciplinary hearings that a sizable number of inmates are abusing the smoking policies as set forth by this policy, the privilege for all inmates may be terminated.
5. Minor infractions of the smoking policies will result in disciplinary action to be determined by the disciplinary hearing officer or team.
6. If a situation arises that the shift supervisor feels may possibly lead to poor sanitation or a safety or security issue, he or she may take appropriate action to remedy the issue, until it has been resolved.

**WORK ANNEX HOUSING UNIT RULES:**

1. There will be no horse playing, wrestling, exercising, running, whistling, singing, or dancing anywhere inside the housing units. Exercise is only allowed on the recreation yard.
2. There will be no sitting or lying on the empty bunks or on the floor. You are to sit or lie on your assigned bunk only.
3. Only one inmate will be allowed on the housing unit floor at a time during hours of lockdown to use the toilet.
4. No reading in the toilet areas.
5. Inmates are not allowed to visit other inmates in wings they are not assigned to.
6. All personal and county issued property must be kept neatly inside your locker.
7. Do not go into another inmate's locker, even with permission.
8. Inmates will remain in their assigned bunk until the morning wake up by the assigned housing officer.
9. Inmates must rise from their sleep within (5) minutes after the morning wake-up call, even if they are choosing not to eat the morning meal. Inmates are not to lie back down unless instructed to do so by an Officer.
10. All bunks are to be made up by the times the crews are called to the yard for work call, court, sick call and etc.
11. Inmates shall keep their sleeping area cleaned at all times. Nothing shall be hung from the bunk that obstructs the bunk numbers from view.
12. No talking in the television areas of any housing unit.
13. Inmates will not be allowed to visit other inmates after lights out.
14. Inmates must be sitting while playing cards.
15. The only card game allowed to be played within the wings or on your assigned bunk is single person solitaire.
16. No unopened food or drinks will be permitted in the game playing areas.
17. All inmates will refrain from making loud or excessive noise within the housing units or any area attached to them.

18. Request forms will not be used for scratch paper or used to keep card game scores on.
19. Do not place your feet on any benches or anywhere other inmates have to sit.
20. Empty lockers are not to be removed from the empty bunks or used as writing tables.
21. Doorways are not to be blocked in any fashion.
22. No food or drinks are allowed during church services unless provided by the attending clergy, approved visitor or counselor.
23. Card games are to be played at the tables provided on the smoke yard. There will be no slamming of cards or dominoes for any reason.
24. Inmates are permitted only one deck of cards at a time.
25. Playing cards will not be marked or coded in any fashion. If so, they will be confiscated as contraband and disposed of properly.
26. Playing cards will not be used as gambling chips.
27. The benches and tables provided in the housing areas are for letter writing and board game playing. During stormy weather these benches and tables can be used for card games as long as an acceptable noise level is maintained.
28. Absolutely no talking in the shower or toilet areas within the housing units.
29. Showers within the housing units will be open for use between the hours of 8am -8pm unless otherwise instructed by a member of our security staff.
30. A dictionary is provided in each housing unit. It should be returned upon completion of use.
31. Any cream or powders while worn on the face shall be in your assigned wing, shower or toilet areas only.
33. Inmates are only allowed one mattress and one pillow on their bunk at all times.