



Escambia County Corrections

Inmate Rules and Regulations Handbook

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 PAMPHLET THAT YOU DO NOT UNDERSTAND.

This information is a general guide for inmates of the Escambia County Jail 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.

One of our main objectives is to protect each individual's constitutional rights during confinement. This protection includes recognizing the rights of others and safeguarding the public. We expect you to take advantage of the opportunities provided to assist you. In addition, your behavior must be within acceptable limits. The rules and regulations are for your benefit and welfare. You have certain rights and access to certain programs that are listed in this pamphlet. At the same time, there are responsibilities that you must meet. This pamphlet lists prohibited acts in the facility and types of disciplinary action that may be taken if you violate any of these acts. Read them carefully to fully understand what is expected of you and what you can expect in return. If you violate any of these rules, administrative and/or legal action can be taken against you.

Assignment to a specific housing unit will depend on your current charge(s), previous arrest, age, sex, behavior, medical problems, and other factors. During your stay, you have the responsibility to recognize and respect the rights of others and treat both employees and inmates in a respectful manner at all times. Willful insubordination or disobedience may result in removal of any and all privileges, disciplinary confinement, or possible criminal charges.

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.

ARREST

The jail serves several basic purposes. The main purpose is to detain persons awaiting trial. To a lesser degree, to hold persons convicted of a crime while they await sentencing or serving a sentence. Entrance into the criminal justice system begins at the time of the arrest. Arrests fall into two categories: 1) service of a *capias* or warrant or 2) police action. In a *capias*/warrant arrest, a judge reviews affidavits and other information and determines that there is a reason to believe that the defendant has committed a particular crime. A *capias* is usually issued by the Clerk of the Court based on an information filed by the Office of the State Attorney. Police action usually results in an arrest when an officer responds to a crime scene or views a crime taking place. These arrests are based on probable cause that a crime has been committed and the defendant committed a crime. You must remember that under the U.S. judicial system, the defendant is presumed innocent unless and until he is proven guilty beyond a reasonable doubt by trial in a court of law.

BOOKING

The booking process usually follows an arrest. Booking involves an Admission, Classification and Release (ACR) officer making an official record of certain information. The inmate himself provides much of this information. Other information is derived from the arrest paperwork and from the computerized criminal

history. The booking process includes: medical screening, photograph, fingerprints, classification assessment, telephone calls, and temporary housing prior to First Appearance Court. The arrest will be permanently recorded and bail will be set depending on the charges. Personal possessions, valuables, and money will be collected, inventoried, and bagged for storage at this point. You will receive a receipt for all stored personal property. Property that is determined to belong to another person may be released to that person, with a signature with reasonable proof of ownership and not used during the commission of a crime.

After a photograph is taken, you will be issued an identification badge with your picture and name on it. You are expected to wear this identification any time you are out of your cell even in the dayroom. This will be required for identification whenever recreation is provided, meals are served, medication is given, or commissary is delivered. The arrestee is allowed to make telephone calls during the admission process. Each time you are booked into this facility you will incur a booking fee of twenty (\$20.00) dollars. In some cases, bond may be posted immediately after booking. In a warrant arrest, the bond amount has often been predetermined by the judge who issued the warrant. Your copy of your arrest report will indicate the date of your scheduled court appearance.

Any inmate when booked and released on a charge sexual in nature as determined by Sections 775.21, 943.0435, 944.607, 985.481, Florida Statutes, will complete a FDLE Sexual Predator/Sexual Offender Registration Form.

All persons arrested in Escambia County are brought to the Main Jail to be processed and appear before a judge at First Appearance Court, except for persons arrested for parole violations and federal prisoners. Anyone who does not bond out or telephones is not released at First Appearance Court will be housed in either the Main Jail, Work Release, Road Camp, Santa Rosa County Jail, or the Walton County Jail. The actual cell assignment will depend upon the arrested person's classification assessment.

FIRST APPEARANCE

If the arrestee remains in custody, they will be taken before a judge within 24 hours. This is primarily over video. 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; however, this action is not required prior to 72 hours.

BONDS/BAIL/RELEASE

Personnel are not authorized to intervene in bonding matters. You will be given the opportunity to contact family or friends from outside the jail to consult a professional bondsman on your behalf. Cash may be deposited into your inmate money account for bond purposes. Money for bonds may be used only for that purpose. There are numerous methods by which you might become eligible for release.

Bail bonds are one of the most misunderstood aspects of the criminal justice system. Bonds exist primarily to assure that you meet your scheduled court appearances. The judge may consider any number of factors in setting a bond. The most important considerations involve the seriousness of the alleged offense and the perceived threat you may pose to the public. The judge has wide discretion in determining the amount and type of bond and may impose virtually any reasonable conditions. The judge is required to set a bond on each charge and a bond is required for each charge. Often a condition of bond involves some degree of pretrial supervision with enrollment in Batterers' Intervention Class, Anger Management, etc.

RELEASE ON RECOGNIZANCE BOND (ROR) is your promise to appear in court. There is no money collected or collateral involved. ROR is seldom available to defendants charged with crimes of violence or the more serious felonies. It is almost never used with transients or people with a history of failing to appear in court.

SIGNATURE BOND is similar to an ROR bond; however, another person co-signs with the defendant and becomes responsible to see that the court appearances are met.

CASH BOND is when a deposit of cash is used to guarantee court appearance. Cash deposited as bond is normally returned to depositor when the case is concluded minus any fines or court costs.

PROFESSIONAL BONDS are posted by persons licensed by the State of Florida and registered with the Clerk of Circuit Court. Bondsmen by law charge 10% of the bond amount to affect the release of the inmate. This 10% charge is a fee and is not returnable. As a bondsman often requires collateral or a co-signer, it is usually easier to have a family member or a friend meet the bondsman rather than the inmate. The bondsman is a businessman and will make every reasonable effort to do business.

Your attorney may file a request for a bond reduction with the court. Bonds set at first appearance are seldom lowered unless your charges are reduced or other significant changes occur in your legal status. NOTE: Persons charged with D.U.I. must remain in custody until they are no longer under the influence of alcoholic beverages or chemical substances set forth in Section 316.193(9), Florida Statutes, or any substance controlled by Chapter 893, Florida Statutes, and affected to the extent that their normal faculties are impaired, their blood alcohol or breath alcohol level is below .05%, or until 8 hours has elapsed since the time the person was arrested. Persons arrested for Domestic Violence must remain in custody until after they have attended their first appearance hearing.

CLASSIFICATION

You will be housed in new commitment general population for approximately three to five days when you are first booked into the jail. Your attitude, conduct and adjustment will be monitored and documented on a continuous basis during this time until you are classified. This is done to assure proper security and protection. There are established criteria to classify all inmates into a specific security classification and to identify special category inmates. Arrest charges, bond, escape history, etc. are the main consideration for classification. Example: A person charged with a capital felony is usually a maximum-security inmate whereas someone unable to post bond on a misdemeanor would probably be assigned minimum-security housing. Inmates identified as having mental or medical problems would be considered for special housing category. With borderline cases, an inmate with a positive attitude, good adjustment and respect for authority may be assigned a lower security classification. As a general rule, minimum-security inmates receive more freedom and privileges than maximum or medium security inmates.

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.

INMATESUPERVISION

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.

PERSONALPROPERTY

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;

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 and you will incur a fee to have it mailed to your family.

AUTHORIZED IN-CELL ITEMS

Items which you are allowed to have in your cell include: Any item sold on the jail commissary (with limits on some items as noted), maximum of two personal paperback books, magazines, or periodicals received directly from a publisher or book store (receipt must stay with book showing ownership), two newspapers if used as instructional tool from GED (If not used, only one newspaper is authorized), 10 pieces of personal mail (of inmate's choice, not exceeding 100 sheets of standard bond) including photographs printed on regular 8½ x 11 standard paper which are tasteful in nature (photographs received during mail delivery that are self-developing, considered indecent, obscene, or risqué in any manner will be returned to the sender, or if discovered later, they will be confiscated as contraband and disposed of), four (4) pages of homework assignments from GED instructors, 100 sheets of legal material, 100 sheets of study material, hygiene items (1 comb, 1 soap, 1 toothbrush, 1 comb, 1 toothpaste, and sanitary napkins for females), combination of six (6) white T-shirts and thermal shirts (long johns) with no writing and no pockets or those purchased from commissary, six pairs of socks (any color), three bras (any color), two pairs of gym shorts (sold on commissary, no pockets), combination of six (6) white pocketless underwear (any color briefs, boxers, or panties) and thermal pants (long johns) or those purchased from commissary, four (4) radio batteries, medical devices approved by medical staff (shoes, canes, etc.), and two mattress sheets. One of each: Bible, Quran, or Tanakh, address book, plain wedding band, radio, headphones, pair of prescription glasses/contact lenses, hearing aid, and false teeth, storage bag, blanket (more when medically approved), towel, washcloth, mattress, pillow, pillow case, jumpsuit, pair of shower slides, sneakers from commissary, pair of issued work shoes (inmate workers), issued commissary storage bag, and laundry bag (inmate workers only, not including housemen).

Religious items (only one per inmate and must be issued by a jail chaplain. The only exception is if issued in State Prison and approved by a facility OIC):

- a. One cross on a string.
- b. One rosary beads (suspended on a string).
- c. One prayer beads (suspended on a string).

Personal property that is not allowed in-cell will be taken and receipted. A Property Release Form will be completed, attached to the property, and taken to Inmate Property for release to family/friend or considered contraband and destroyed.

CARE OF LIVING QUARTERS

While you are incarcerated, your cell and housing unit is expected to be kept clean and orderly. Each morning, cleaning supplies will be issued and each inmate will be required to clean their cell and common area. Cleaning will consist of the following:

1. Elimination of any clutter, paper, and debris.
2. Floors in cells and halls are to be kept swept and mopped.
3. All walls, windows, doors, air vents, and ceilings are to be kept free of paper, pictures, and drawings.
4. Walls and beds cleaned and kept free from any object, pictures, graffiti, etc.
5. Garbage and trash receptacles emptied and cleaned.
6. Urinals, showers and lavatories cleaned.
7. Bars cleaned and kept free from clutter, towels, books, uniforms etc.
8. Inmate's property will remain orderly with excess property placed in storage.
9. Perishable food or other items that may cause unsanitary conditions will not be stored in the housing areas.
10. Obstructions that impair an officer's ability to view housing area are not permitted. Towels and uniforms may not be hung from the bars, bunks, or the vents

Clotheslines, tents, and hammocks are not permitted in the cells. Sheets will not be used to block the view of a cell, shower area, or any other area in the housing unit. Laundry will not be hung over bunks, window screens and railings. Items hung over window screens and railings will be treated as contraband and properly disposed of. Housing areas must maintain an acceptable standard of cleanliness or television and telephone privileges may be restricted. Charges are assessed for the cost of repairing or replacing any damaged or destroyed county property.

CONTRABAND/SEARCHES

Inmates and inmate housing areas are subject to search at any time for security and sanitation reasons. Any item or article which is not issued by the facility, purchased from the Commissary, purchased through approved channels, approved for issue by the Facility OIC or his/her designee, or is not on the authorized in-cell list will be considered contraband and confiscated. 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 PEAR, photographs in pocket when out of cell). Weapons, drugs and other serious contraband found in the possession of an inmate will subject the inmate to criminal prosecution and/or disciplinary proceedings. Confiscated monies will revert immediately to the inmate welfare fund, unless it is needed as evidence in a trial or disciplinary hearing.

FIRE DRILLS / EMERGENCY PROCEDURES

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.

FACILITY RULES

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 from the officer assigned in your housing area as well as on the kiosk. This facility follows guidelines as set forth in the Florida Model Jail Standards, all state and federal laws regulating jails, and any court order in existence regulating the Escambia County Jail. All privileges, benefits, and restrictions provided by those laws and orders are afforded to all inmates. Also, a list of prohibited conduct and acts is provided in this handbook for you to read and become familiar with.

DISCIPLINE

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 hours 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.
- 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:

- A. Recommend disciplinary confinement or verbal warning for not more than 30 days per violation based upon D.R. guidelines.
- B. Recommend monetary restitution for material or services.
- C. Recommend that a given sentence be suspended, pending the completion of a period of probation.
- D. Recommend a loss of privileges for a specified length of time.
- E. 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 discretion, agree with or reduce (not increase) the recommended penalty and impose the appropriate sanctions.

INMATE RIGHTS

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. A prompt hearing (normally within seven working days excluding holidays and weekends).
- B. At least 24 hours to prepare a defense.
- C. A copy of the charges.
- D. To remain silent (the DHO may consider silence in a manner adverse to the inmate).
- E. To be present except when compelling reasons exist for the inmate's removal. These reasons must be documented.
- F. Call witnesses (Whom are already part of the incident record) and present evidence.
- G. A fair and impartial hearing.

- H. A copy of the written decision.
- I. 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.

PROHIBITED CONDUCT

The following is a list of prohibited acts or conduct for inmates in custody of the Escambia County Jail, by category of seriousness:

Offenses: Category I MINOR VIOLATIONS

- 1st Verbal Reprimand or (3) three days Disciplinary Confinement
- 2nd (3) three to (5) five days Disciplinary Confinement
- 3rd (5) five to (10) ten days Disciplinary Confinement

Offenses: Category II MEDIUM VIOLATIONS

- 1st (3) three to (5) five days Disciplinary Confinement
- 2nd (5) five to (10) ten days Disciplinary Confinement
- 3rd (10) ten to (30) thirty days Disciplinary Confinement

Offenses: Category III MAJOR VIOLATIONS

- 1ST (6) six to (15) fifteen days Disciplinary Confinement
- 2nd (15) fifteen to (30) thirty days Disciplinary Confinement
- 3rd (30) thirty days Disciplinary Confinement

Offenses: Category IV ESCAPE RISK VIOLATIONS

- 1ST (30) thirty days Disciplinary Confinement
- 2nd (30) thirty days Disciplinary Confinement and loss of all items in cell except clothing and bedding
- 3rd (30) thirty days Disciplinary Confinement plus loss of all items for a period to be determined by the Commander or designee.

NOTE: After any three (3) violations, all subsequent violations will be dealt with at the first level of the next category above that of the new violation. After any six (6) violations, all subsequent violations will be dealt with at the first level of the second higher category above that of the violation.

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

Charge Codes	Charge Description	Category
101	AMMUNITION: POSSESSION OF AND INTRODUCTION	4
111	AREA: BEING IN ANY UNAUTHORIZED	3
121	ASSAULTS: ASSAULTS AGAINST ANY INMATE	2
122	ASSAULTS: ASSAULTS AGAINST ANY STAFF	4
131	BARS: ANY ITEM ON OR BETWEEN	1
132	BARS: DEFACING OF	2
141	BATTERY: ON ANY INMATE	3
142	BATTERY: ON ANY STAFF MEMBER	4
151	BATHING/SHOWERS: FAILURE TO WHEN ORDERED	2
161	BEDDING & LINEN: REMOVING FROM BUNK WHEN UNAUTHORIZED	1
162	BEDDING & LINEN: UNAUTHORIZED USE OF	1
163	BEDDING & LINEN: POSSESSION OF ANY UNAUTHORIZED	2
164	BEDDING & LINEN: PRIVACY CURTAIN ERECTED	2
171	BLACKMAIL: AGAINST ANY PERSON	3
181	BOOKS, MAGAZINES, AND PERIODIC: POSSESSION OF EXCESS	1
182	BOOKS,MAGAZINES,AND PERIODIC:POSSESSION OF ILLEGAL OR OBSCEN	1
191	BRIBERY: TO ANY PERSON	3
201	CAMERAS: TAMPERING WITH IN ANY WAY	4
202	CAMERAS: OBSTRUCTING VIEW	4
211	CELLS&COMMON AREAS: FAILURE TO CLEAN OR MAINTAIN CLEANLINES	2
212	CELLS&COMMON AREAS: BLOCKAGE OR ABUSE OF AIR HANDLING EQUIPM	2
213	CELLS&COMMON AREAS: FAILURE TO BE IN AT LOCKDOWN	3
214	CELLS AND COMMON AREAS: FAILURE TO EXIT/ENTER WHEN ORDERED	3
221	CLOTHES: FAILURE TO OBEY DRESS CODE	2
222	CLOTHES: ALTERING OR MUTILATING	2
223	CLOTHES: UNAUTHORIZED POSSESSION OR WEARING OF	2
224	CLOTHES: POSSESSION OF STAFF MEMBER'S	4
231	COMMUNICATING: BY ANY INSULTING OR THREATENING MANNER	1
232	COMMUNICATING:WITH ANY OTHER INMATE OR PERSON NOT AUTHORIZED	2
241	CONTRABAND: PASSING, POSSESSION, OR RECEIVING OF	3
242	CONTRABAND: INTRODUCTION OF	4
251	COUNTS: INTERFERING WITH OR FAILURE TO BE IN BUNK/CELL	3
261	COUNTERFEIT/FORGE/REPRODUCE: DOCUMENT, ARTICLE, ID OR MONEY	3
271	DISGUISES: POSSESSION OF OR WEARING	4
281	DISRUPTING: CONDUCT/ACT INTERFERING W/ SECURITY/ORDERLINESS	3
291	DOORS & LOCKS: BLOCKING OR ATTEMPTING TO BLOCK	4

292	DOORS & LOCKS: TAMPERING WITH	4
301	EQUIPMENT: FAILURE TO FOLLOW SAFETY RULES	1
302	EQUIPMENT: UNAUTHORIZED USE OF	2
311	ESCAPES: PLANNING, ATTEMPTING, OR PARTICIPATING IN	4
321	EXPLOSIVES: POSSESSION OF, INTRODUCTION OF	4
331	EXTORTIONS: FROM ANY PERSON	3
341	FEIGNING: INJURY OR SICKNESS	3
351	FIGHTING: WITH ANY PERSON	3
352	FIGHTING: WITH ANY STAFF MEMBER	4
361	FIREARMS: POSSESSION OF OR INTRODUCTION OF	4
371	FIRES: SETTING OF	4
381	FOOD & DRINK: THROWING	3
382	FOOD & DRINK: ADULTERATION OF	2
383	FOOD & DRINK: TAKING MORE THAN AUTHORIZED	2
391	GAMBLING: OF ANY KIND	2
392	GAMBLING: POSSESSION OF PARAPHERNALIA	2
401	GIFTS: ACCEPTING OR GIVING GIFTS FROM OR TO INMATES/STAFF	2
411	HAIR: WEARING ANY ITEM IN OR ON THE HAIR OUTSIDE THE CELL	1
412	HAIR: FAILURE TO WEAR PROPER COVERAGE WHEN WORKING WITH FOOD	1
421	ID CARD: NOT WEARING/DISPLAYING AS REQUIRED	4
422	ID CARD: DESTRUCTION, MODIFICATION, OR TAMPERING WITH	4
423	ID CARD: UNAUTHORIZED POSSESSION OF	4
431	INSOLENCE: TOWARDS ANY STAFF MEMBER	3
441	INTOXICANTS: MAKING OR POSSESSION OF	3
442	INTOXICANTS: INTOXICATED OR CONSUMING OF	3
451	KEYS: POSSESSION OF ANY UNAUTHORIZED	4
461	LANGUAGE: ALL OBSCENE OR ABUSIVE	3
471	LOANS: WITH ANY OTHER INMATES OR STAFF MEMBERS	3
481	LYING: TO ANY STAFF MEMBER	2
491	MAIL: UNAUTHORIZED USE, POSSESSION, OR PASSING OF	2
492	MAIL: SMUGGLING OR INTRODUCTION OF CONTRABAND	3
493	MAIL: USING TO THREATEN ANY PERSON	3
494	MAIL: WRITING OF IN CODE	4
495	MAIL: POSSESSION OF EXCESSIVE PERSONAL MAIL	2
501	MALINGERING: AVOID ANY WORK OR REQUIRED ATTENDANCE	2
511	MEALS: FAILURE TO LINE UP PROPERLY WHEN SERVING	2
512	MEALS: FAILURE TO RETURN UTENSILS, CUPS, OR CONDIMENTS	2
521	MEDICATION: MISUSE OR POSSESSION OF UNAUTHORIZED	3
531	MUTILATING: SELF OR ANY PERSON	3

541	ORDERS: FAILURE TO OBEY FROM ANY STAFF MEMBER	2
551	PHYSICAL RESISTANCE: WITHOUT VIOLENCE (PASSIVE)	2
552	PHYSICAL RESISTANCE: WITH VIOLENCE	4
561	PROPERTY: DAMAGING, DESTROYING, OR ALTERING ANY	3
562	PROPERTY: POSSESSION OF OTHERS OR ANYTHING UNAUTHORIZED	3
571	PROTECTION: FOR HIRE TO ANY	3
581	PUBLIC: UNAUTHORIZED CONTACT WITH ANY	3
591	QUIET HOURS: FAILURE TO BE QUIET	3
592	QUIET HOURS: FAILURE TO BE IN BUNK	3
601	RIOTING: PARTICIPATING IN OR ENCOURAGING OTHERS	4
611	RULES: FAILURE TO OBEY ALL WRITTEN	2
621	SANITATION: FAILURE TO FOLLOW SANITATION RULES AND BE CLEAN	2
631	SEARCHES: FAILURE TO SUBMIT TO OR INTERFERENCE WITH	3
641	SEXUAL ACTS: WITH ANY PERSON	4
642	SEXUAL ACTS: PROPOSALS TO ANY PERSON	3
643	SEXUAL ACTS: MASTURBATION (CRIMINAL CHARGES MAY BE FILED)	4
644	SEXUAL ACTS: INDECENT EXPOSURE	4
651	SMUGGLING: ANY ITEM INTO OR OUT OF JAIL	3
661	TATTOOING: ANY PERSON	3
662	TATTOOING: POSSESSION OF ANY PARAPHERNALIA	3
671	TELEPHONE: DEPRIVING OTHERS OF USE	2
672	TELEPHONE: FAILURE TO GIVE UP ON DEMAND BY STAFF	3
673	TELEPHONE: UNAUTHORIZED USE OF	3
674	TELEPHONE: UNAUTHORIZED USE OF ANOTHER INMATE'S PIN NUMBER	3
681	TELEVISION: FAILURE TO TURN OFF WHEN ORDERED	3
682	TELEVISION: TAMPERING WITH	3
691	THREATENING: ANY PERSON	3
692	THREATENING: ANY STAFF	4
701	THEFT: FROM ANY PERSON	2
711	TOOL: POSSESSION OF OR INTRODUCTION OF ANY UNAUTHORIZED	4
712	TOOL: MANUFACTURING OF ANY	4
721	TOBACCO/SMOKING PARAPHERNALIA: POSSESSION OF ANY	2
722	TOBACCO/SMOKING PARAPHERNALIA: SMOKING OF	2
731	VISITORS: COMMUNICATING WITH ANY UNAUTHORIZED	1
732	VISITORS: PASSING OF ANY ITEM TO	3
733	VISITORS: RECEIVING OF ANY ITEM FROM	3
734	VISITORS: UNAUTHORIZED CONTACTS WITH	3
741	WEAPONS: POSSESSION, MANUFACTURING, OR INTRODUCTION OF	4
751	WORK: FAILURE TO DO AS INSTRUCTED	3

752	WORK: REFUSING TO (SENTENCED INMATES ONLY)	3
753	WORK: UNEXCUSED ABSENCE FROM	3
754	WORK: ENCOURAGING OTHERS TO REFUSE TO	3

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, personal mail (except privileged mail) 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 should be directed to the Commander or designee. 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: Adverse behavior which results in a disciplinary report can accompany the inmate when transferred to prison.

In addition to the following listed sanctions, inmates who violate any of the prohibited conduct and acts may lose all or part of any earned gain time.

HEADCOUNTS

Headcounts are conducted throughout the day and night. All inmates will be in or at his/her assigned bunk with no talking. **Televisions and telephones will be turned off during counts.** 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.

IDENTIFICATIONBADGES

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. The ID card WILL be worn at all times with the only exceptions being while showering and at lockdown, while 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).

Clip the identification card to the left collar area of the jumpsuit. Outside inmate workers who do not have a collar on their jumpsuit will wear the ID card on the left side of the V-Neck. During PEAR, you can attach the card to the front collar area of your t-shirt or the front waistband area of your gym shorts. The ID card must remain visible to the correctional officers at all times. If your ID card is lost, tampered with, destroyed, or defaced, you will be charged with disciplinary infraction. If the lost card is subsequently located, the card must be turned in to an officer immediately.

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.

SMOKING

Smoking is prohibited. All tobacco products, matches, and cigarette lighters are considered contraband and will be confiscated and destroyed. Inmates found in possession of smoking materials or tobacco products are subject to disciplinary action. Introduction of contraband articles into a county detention facility is a third degree felony

INMATEREQUESTS

You may correspond with staff members of work sections within the jail system via the request manager application found on the in-pod kiosks. Requests filed through the Request Manager application 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.

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.

Inmate grievance forms are located at each post and will be made available to inmates upon request in areas the kiosk system is not easily accessible or available. In all other areas, inmates will submit a grievance through the kiosk system located in the housing units.

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:**

1. The specific nature of the complaint including the date, time, and location of the incident.
2. 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 contract interpreter.
 6. If for any reason the kiosk 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.
-

PERSONAL CLEANLINESS

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. 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 bathe twice per week. Barbering services are available within the facility.

FEMININE HYGIENE PRODUCTS (FEMALES)

Feminine hygiene products are available upon request to females during the booking process when needed. Female inmates will be provided necessary sanitary napkins upon admission, and thereafter, if indigent. Sanitary napkins will be available wherever female inmates are housed. Officers will distribute sanitary napkins as needed or inmates can order sanitary napkins or tampons from commissary on the kiosk system and have them available in their cell until needed.

LAUNDRY SERVICE

You will be provided jumpsuits and shower slides for attire while you are incarcerated. Jumpsuits are exchanged once a week and you will receive two jumpsuits, bed linen weekly, and personal laundry (underwear/socks) are picked up, washed and returned two times weekly according to your housing assignment. Schedules are posted in each inmate housing area on the kiosk. It is your responsibility to strip your bed on laundry days prior to leaving your housing area if you wish to have clean linens. Place all items in your pillow case and leave it near the vestibule. Beds not stripped will be considered clean. Advise the correctional officer if you leave your linen for exchange.

LIBRARY

Novels and other recreational reading materials are available and distributed via a book cart for inmates housed in Pre-Class, General Population, Juvenile Housing, Infirmary (except safety cells), Administrative Lockdown, Protective Custody, and Adult Status Juveniles. 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.

MEALS

You will receive three (3) meals per day. You are responsible for returning your food tray to the proper staff member for accounting and for disposing of trash in the provided trash cans. If you abuse these items, you may be subject to disciplinary action. Special diets must be approved by Health Services personnel, and religious special diets must be approved by the Chaplain's office. You must submit an Inmate Request Form to request a special or religious diet. All foods will be eaten at the time served.

The following procedures will be followed during chow time:

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

MONEY

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 booked into your property. A one-time booking fee of \$20.00 will be deducted from your account at intake for clothing and linens. 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.

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

1. The Kiosk located in the Main Jail Lobby and Video Visitation Center (The lobby kiosks will accept cash or credit cards);
2. Online through www.touchpaydirect.com (location code: 232503); or
3. 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 Corrections
C/O Inmate Accounts
P.O. Box 17800
Pensacola, FL 32522

RELEASE OF MONEY FROM YOUR ACCOUNT

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.

COMMISSARY

Commissary orders can be made anytime via the in-pod kiosks in the housing units or online through www.icaredirect.com. The orders will only be filled and delivered once a week. 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.

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 inmate housing areas. 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 kiosk.

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. 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.

TELEPHONE VOICE ENROLLMENT INSTRUCTIONS

In order to place a call you must enroll your voice

Make sure that you speak into the handset mouth piece and you are not covering the mouth piece with your hand. Speak your normal voice and do not speak until after the tone. Follow the instructions below:

1. Pick up the phone and press 1 for English and 2 for Spanish.
2. Press 2 to enroll.
3. Enter your Inmate ID plus your 4 digit pass code. (Inmate ID and your 4 digit pass code is your Pin Number).
 - a. If you have not made up a 4 digit pass code you will be prompted to enter a 4 digit pass code.
 - b. The code **CANNOT** be a series of numbers (1234, 3456, etc) or duplicate numbers (2222, 6666 etc).
4. After the tone, say your full name. **You are required to use your legal name.**
5. You recorded (will repeat your recorded name).
6. Press 1 if this correct or press 2 to reenter.
7. After the tone please say "United States of America."
8. After the tone please say "United States of America."
9. After the tone please say "United States of America."
10. When completed you will hear: "Thank you, Enrollment is complete."

TELEPHONE FEE SCHEDULE

Payment Type	Call Type	Surcharge	Initial Minute	Additional Minutes
Collect	Local	\$0.00	\$0.25	\$0.25
Collect	IntraLATA	\$0.00	\$0.25	\$0.25
Collect	InterLATA	\$0.00	\$0.25	\$0.25
Collect	Interstate	\$0.00	\$0.25	\$0.25
Collect	International	NA	NA	NA
Debit	Local	\$0.00	\$0.15	\$0.15
Debit	IntraLATA	\$0.00	\$0.21	\$0.21

Debit	InterLATA	\$0.00	\$0.21	\$0.21
Debit	Interstate	\$0.00	\$0.21	\$0.21
Debit	International	\$0.00	\$0.99	\$0.99
Prepaid	Local	\$0.00	\$0.15	\$0.15
Prepaid	IntraLATA	\$0.00	\$0.21	\$0.21
Prepaid	InterLATA	\$0.00	\$0.21	\$0.21
Prepaid	Interstate	\$0.00	\$0.21	\$0.21
Prepaid	International	\$0.00	\$0.99	\$0.99

New Fees	
Bill Statement Fee	\$2.00
Transaction Fee - IVR	\$3.00
Transaction Fee - Live Agent	\$5.95
Transaction Fee - Web	\$3.00
Transaction Fee - Mail	\$0.00
Account Refund Fee	\$0.00
PURCHASE MINIMUM	\$0.00
PURCHASE MAXIMUM	\$100.00

TEXT TELEPHONES (TTY)

For those inmates that are deaf, hard of hearing, or speech-impaired, text telephones (TTY) are available for outside communication upon request. TTY calls are limited to 45 minutes per call between the hours of 9:00 a.m. and 10:00 p.m. The TTY's are located at the Main Jail in Special Housing I and Booking or the security supervisor's office area.

TELEVISIONS

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 will be turned back on, if appropriate. If a television set is damaged or destroyed, the responsible party can be prosecuted in court and administratively charged for repair or replacement.

VIDEO VISITATION

General Information

1. Escambia County Corrections offers remote video visitation for inmates incarcerated at the Main Jail, Work Release, and Camp South (CMS) facilities at the Video Visitation Center located at 1190 W. Leonard St. Pensacola, Florida. No visitation can be done by phone or Skype. Visitor must come to the visitation center.
2. All visitations for inmates from friends and family, pastoral, and special visits can be scheduled from the Escambia County 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. Scheduled visits are subject to be cancelled by the following jail functions: court appearance, medical appointment, administrative or disciplinary action, attorney visit, and law enforcement visit. 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.
8. 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 kiosk. Visitors sign that they have read the rules before they can schedule a visit.
9. Special visits may be approved through the Video Visitation OIC or shift OIC 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.
10. 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.
11. 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.
12. If the inmate is housed at another agency such as Walton, Santa Rosa, Okaloosa, or County Road Prison, it is the visitor's responsibility to contact those agencies to schedule visitation.

Rules for Inmates

1. Inmates sentenced to disciplinary confinement are not allowed regular visitation except with their attorney at the attorney's request.
2. 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.
3. Pre-Class inmates will be provided the opportunity to receive three 40 minute visitations per week.
4. Inmates housed in the Infirmary may have visitation as permitted by their physical condition or as recommended by Health Services.
5. Inmates may refuse visitation with any visitor.
6. Inmates will remain seated in their chairs at all times during visitation.
7. Inmates will not eat or drink during visitation

8. 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 and be placed in a pink jumpsuit.
9. Inmates will have their jumpsuits on and buttoned up at all times during visitation as well as prior to walking up to the visitation station.
10. 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.
11. 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.
12. 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.
13. Inmates may have a visitor blocked by sending an inmate request through the kiosk system to Video Visitation in the Request Manager. The request will include the visitor's ID number and name, if known. 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.

Rules for Visitors

1. Visitors must provide 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, glued, altered, or expired identification will be accepted.
2. 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.
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. Once the baby is one year old they need to be registered and they count as one visitor.
4. Visitors who are late (up to 5 minutes maximum) will be allowed to check in and visit if it is not their third offense of being late that month. However, the visitation time will not be extended beyond the original scheduled termination time. Visitors who are six minutes late will not have their visit for that day. Any time a visitor is late it will be documented in the computer.
5. Visitors who are late after three times in the same month will not be allowed to visit anymore if they are late for the rest of the month.
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 detention assistant; 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. Visitors who bring in a cellphone or smart watch with them into the visitation area will be banned from future visitation.
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 brief type clothing;
 - b. Wearing see-through attire (white see-through shirts are authorized if wearing t-shirt underneath);
 - c. Wearing a low-cut or revealing blouse (cleavage);
 - d. Wearing clothing such as dresses, skirts, and short shorts which allows exposure of any part of the buttocks (clothes must come to mid-thigh);
 - e. Wearing half-shirts or halter tops;
 - f. Wearing tank top shirts (includes sleeveless shirts and blouses if bra can be seen through sleeve opening);
 - h. Not wearing a bra; and/or
 - i. Wearing top or bottom that exposes midriff (including when they sit down).
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. No other inmates are allowed to talk or be seen in the monitor during visitation.

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. Adults are responsible for the minor's actions.
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. No standing up until time to leave.
20. Visitors leaving the visiting station area during visitation will not be allowed to return for any reason. Cannot
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.

MEDICALSERVICES

For medical emergencies, you should immediately notify the officer. For regular medical or mental health care requests, do not use the kiosk 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 Escambia County Jail 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.

Sick Call:

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 Kiosk. 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. 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.

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.

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. If an inmate has documented evidence of a health assessment within ninety (90) days, it is not necessary to complete a new assessment if the screening shows no change in health status. 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. For routine dental care (i.e. extractions, fillings, etc.), your family will need to coordinate with the Health Services Administrator for payment and transportation. Your family can call the jail lobby to speak with the current Health Services Administrator.

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 kiosk for medical/mental health related symptoms. **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:

Prescribed medications are administered by qualified health care professionals. Please keep in mind that medication is not usually prescribed to control anxiety, treat chronic pain, or aid in sleep. You must take all medications immediately and in the presence of staff. After taking oral medications, you must open your mouth and move your tongue around to show that you have swallowed the medication. Any violation of this policy may result in disciplinary action and loss of privileges or medication. Medication passes occur twice per day. You can submit sick call requests at this time. The following procedures will be followed during medication pass:

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

HEALTHY PREGNANCIES FOR INCARCERATED WOMEN'S ACT

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.

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 Jail. To participate in these programs or receive the services, you must submit a request on the kiosk 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 outside any agency for personal business.

Programs include: GED, Juvenile High School, Parenting class, Computer class, (AA) Alcohol Anonymous, (CA) Cocaine Anonymous and Alcohol/drug class.

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.

BARBER/BEAUTICIAN SERVICES

Haircuts for the male inmates are available on a rotating schedule for every housing unit. Beautician Services are available to female inmates on a rotating schedule also.

Special request for a haircut can be made for an inmate who is facing a jury trial, this request need to be made 1 week before the trial date.

RECREATIONAL ITEMS

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 Pear yard.

LEISUREACTIVITIES

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.

OUTSIDERECREATION

Recreation yards are provided for inmate exercise. Inmates at both facilities are given the opportunity to participate in a minimum of three (3) hours a week, weather and behavior permitting. You should check the posted hours in your housing area for assigned recreation times.

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. The jail does 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.

1. Privileged mail is authorized to be inspected for contraband prior to being sealed.
2. Staff will not read privileged communication; only inspect the contents for contraband.
3. 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 is sent to you, it will be returned to the sender (Exception: Subscription for Outside Reading Material, or Legal Material). All incoming mail should be addressed to:

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

Mail will be delivered Monday through Friday, excluding legal holidays. All mail delivered to the jail 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.

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
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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 AVAILABE TO INMATES ON THE KIOSK

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 has contracted with Northwest Florida Legal Services to assist inmates with simple civil matters including preparing powers of attorney. **Inmates must submit a request via the kiosk to the Law Library to request assistance with Northwest Florida Legal Services.**

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 kiosk system to the Chaplain's Office.

Currently there are no worship services at Work Release or CMS. Bible study services and other religious programs are offered.

INMATE MARRIAGES

Inmate marriages are not allowed while you are incarcerated in Escambia County Corrections facilities.

FUNERALS AND DEATH BED VISITS

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

GAIN TIME FOR COUNTY INMATES

Gain time for good conduct shall be granted to county inmates by the Board of County Commissioners from the term of their sentence when no charge of misconduct has been sustained against a county inmate in accordance with Section 951.21, Florida Statutes as follows:

1. Up to five (5) days per month gain time for the first and second year of the sentence;
2. Up to ten (10) days per month gain time for the third and fourth years of the sentence;
3. Up to fifteen (15) days per month gain time for the fifth and all succeeding years of the sentence.

Where no charge of misconduct is sustained against a county inmate, the deduction shall be deemed earned and the county inmate shall be entitled to credit for a month as soon as the county inmate has served such time as, when added to the deduction allowable, will equal a month.

In addition to gain time for good conduct, the Board of County Commissioners may award county inmates an extra good time allowance for meritorious conduct or exceptional industry not to exceed five (5) days per month. Extra good time allowance may be awarded to all sentenced inmates who:

1. Participate in work or programs authorized by the Escambia County Corrections;
2. Use time constructively; or
3. Otherwise engage in positive activities.

LOSS OF GAIN TIME

All or any part of the gain time earned by a county inmate and any extra gain time allowed, if any, shall be subject to forfeiture for violation of any Florida Law, rule or regulation of the Board of County Commissioners, or inmate rules and regulations.

The Disciplinary Hearing Officer will recommend the amount of gain time the inmate will lose. Final approval will be made by the Facility Commander or designee.

REFUSAL TO WORK

Sentenced inmates determined to be eligible and physically able to work but who refuse to work on two or more occasions may be charged with a misdemeanor criminal offense in accordance with Section 951.23 (10)(y), Florida Statutes. These inmates will not be eligible for any gain time.

INMATESEXUALASSAULT/ABUSE

The Escambia County Jail has adopted a zero tolerance policy toward inmate sexual assault/abuse.

While you are incarcerated, no one, neither inmate nor staff member has the right to pressure you to engage in sexual acts. You do not have to tolerate sexual assault or pressure to engage in unwanted sexual behavior regardless of your age, size, race, or ethnicity. Whether you are straight, gay, lesbian, or bisexual, you have the right to be safe from unwanted sexual advances and acts.

Avoiding Sexual Assault/Abuse

- Carry yourself in a confident manner at all times. Do not permit your emotions (fear/anxiety) to be obvious to others.
- Do not accept gifts or favors from others. Most come with strings attached to them.
- Do not accept an offer from another inmate to be your protector.
- Find a staff member with whom you feel comfortable with to voice your fears and concerns.
- Be alert. Do not use contraband substances such as drugs. These can weaken your ability to stay alert and make good judgments.
- Be direct and firm if others ask you to do something you do not want to do. Do not give mixed messages to the inmates regarding your wishes for sexual activity.

- Choose your associates wisely. Look for people who are involved in positive activities like educational programs, self-help programs, or religious services.
- Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns.

What to Do If You Are Victimized

Report the incident immediately to staff. Staff will immediately protect you from the assailant and ensure you receive a medical evaluation. You do not have to name those involved, however, the more specific your information, the easier for staff to help you. You will receive protection whether or not you identify your attacker or agree to testify against them.

Even though you may want to clean up, it is important to see medical staff before you shower, wash, drink, eat, change clothing, or use the bathroom. Medical care will be provided as well as a check for sexually transmitted diseases. Counseling will be provided upon request.

How to Report an Incident

You can tell a correctional officer, chaplain, programs person or any other staff member you trust. If you are not comfortable speaking with staff, you may write any staff member. You may use a request slip or a hand written letter.

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

Understanding the Investigative Process

Once reported, an investigation will be conducted. The purpose of the investigation is to determine the nature and extent of the misconduct. You may be asked to give a statement. If criminal charges are brought, you may be asked to testify during the criminal proceedings.

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

As stated earlier, although it may be difficult, it is important that you do not shower after the incident. Showering may wash off hair and body fluids that are critical evidence. Bring the clothes and underwear you were wearing at the time of the incident to the infirmary. 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.