

DELAWARE COUNTY SHERIFF'S OFFICE

INMATE HANDBOOK



A. CONTRABAND

1. As contained herein, contraband is defined to include any items or articles in the possession of an inmate that have not been officially issued, have not been purchased in the commissary, or have not been approved by administration or supervisory staff. Contraband may also include items that are not used as intended or any item that has been altered or modified in any manner.
2. Contraband is never authorized and shall be confiscated on sight.

B. ARMBANDS

1. Upon being processed into the facility, inmates will have an armband placed upon their left wrist for identification purposes.
2. Failure to wear the armband will result in disciplinary action/loss of privileges. Failure to wear the armband will prevent an inmate from receiving/participating in facility services, including, but not limited to, commissary, medical, religious services, social services, etc. A monetary charge will be collected if the armband is broken or destroyed.

C. FEES

1. A \$10.00 charge will be applied one time per case (ORC § 311.17). If you were to return to this jail another time on this same case, you would not be charged \$10.00. If you have an outstanding balance from a previous incarceration, that amount will be deducted from the funds received during intake, or monies received on your behalf while you are incarcerated.
2. You will also be charged \$7.50 for the receipt of an admission pack which consists of jail issued hygiene items and footwear each time you are booked into the jail. This amount will be deducted the same way as above.

D. UNIFORMS/LINENS

1. Uniforms and linens will be provided. Any damage to these items, beyond normal wear, will be dealt with through the disciplinary process and a charge will be assessed for anything which needs replaced. Each inmate will be issued one (1) jail uniform or safety gown and one (1) pair of jail footwear. Males will be issued one (1) pair of white boxers, and females will be issued one (1) white sports bra and one (1) pair of white underwear.
2. Inmates will be issued two (2) sheets, two (2) blankets, one (1) mattress, one (1) towel, and one (1) washcloth.

3. Uniforms, towels, and washcloths shall be exchanged and washed twice weekly. Bed sheets shall be exchanged and washed once weekly. Blankets shall be exchanged and washed once per month. Inmates are required to clean and disinfect their issued mattress twice monthly and upon release from the facility.
4. Opportunities to wash personal whites, including those issued at intake, shall be made available twice weekly.
5. Inmate personal whites shall only be purchased through the commissary service or indigent service. Undergarments and towels purchased through commissary will have the inmate jacket number written in black permanent marker by security staff prior to issuance. Items without an inmate jacket number shall be considered contraband and will be discarded. Inmates may only possess personal white undergarments according to the following guidelines:
 - a. Three (3) white T-shirts
 - b. Three (3) long sleeve thermal tops
 - c. Three (3) pair of white underwear/briefs/boxers
 - d. Three (3) thermal pants
 - e. Three (3) pair of white socks
 - f. Three (3) white bras, without underwire, for female inmates

E. HYGIENE

1. All inmates are expected to keep a standard level of proper hygiene during incarceration. Inmates shall receive a one-time issued hygiene pack that contains:
 - a. One (1) toothbrush
 - b. One (1) tube of toothpaste
 - c. One (1) bar of soap
 - d. One (1) stick of deodorant
 - e. One (1) comb
 - f. One (1) bottle liquid shampoo
2. Additional hygiene items may be purchased weekly through commissary. Indigent inmates may request up to two (2) replacement indigent packs weekly using the commissary module.
3. Under normal circumstances inmates shall have operable shower facilities made available to them at least every 48 hours. Inmates are expected to shower at least twice each week.
4. Cleaning supplies shall be provided daily and inmates are expected to complete cleaning tasks. Corrections officers shall perform a sanitation inspection of all inmate living areas each day. Cleaning tasks include but are not limited to:
 - a. Sweep and mop floors
 - b. Clean tables and seats
 - c. Clean toilets, showers, and wash basins
 - d. Collect trash for removal

5. Razors are available for purchase through commissary. Razors for indigent inmates shall be made available upon request through the commissary module. Indigent inmates may only have one razor assigned to them at one time. Once a new razor is ordered and received, the oldest razor shall be disposed of. Razors may be issued for use in the morning during lockdown times. Officers will distribute and collect razors. Razors must be returned intact and in the same condition as issued or disciplinary sanctions shall be imposed. Inmates may utilize razors to shave their face or body hair as gender appropriate. Inmates shall not be permitted to shave their heads with razors.
6. Inmates shall be offered haircuts at their own expense and shall be paid for through their commissary account. Haircuts for indigent inmates may be available after an inmate has been in indigent status for at least 180 days. Inmates shall submit a request on the inmate kiosk under “Haircut Request”.

F. MAIL

1. Under ordinary circumstances, mail will not be censored, copied, or read unless there is a reasonable belief that it contains matters of a criminal nature or that it poses a threat to the security or the good order of the facility.
2. Mail from licensed and registered attorneys, the courts, public service law office, law school, legal clinic, Helpline of Delaware, or any office or official head of the federal, state, or local government, that is clearly identified as such, shall be considered legal mail.

Under ordinary circumstances, all legal mail shall be opened and inspected for contraband only in the presence of the inmate to whom the mail is addressed.

The Jail Administrator or authorized designee may authorize the opening and inspection of incoming legal mail, but will only do so in the presence of the inmate to whom the mail is addressed.

3. All incoming mail shall be opened and inspected for contraband. Mail containing any prohibited items shall be marked “Return to Sender” and the **ENTIRE** article of mail and its contents shall be returned to the address listed on the return.

Prohibited items that will be returned include but are not limited to:

- a. Packages
- b. Books
- c. Spiral-Bound Books
- d. Envelopes
- e. Gang related material
- f. Puzzle Books/pages
- g. Sheets of blank paper
- h. Inappropriate Photos (suggestive, lewd, explicit, or gang related)
- i. Stamps
- j. Glitter of any kind
- k. Cards with attachments or glue (i.e. ribbons, jewels, plastic coverings etc.)
- l. Painted items
- m. Personal Checks or Cash
- n. Notebooks/Folders

- o. Lamination/Plastic
 - p. Soiled or unsanitary correspondence
4. All incoming mail that is screened and accepted is then scanned and available for viewing on the inmate kiosks located in their housing units and inmate tablet network. Original mail articles are placed in the inmate's personal property storage locker for access upon release or transfer from the Delaware County Jail.

Accepted Items may include:

- a. Photos (10 per package or envelope/per day)
 - b. Letters
 - c. Post Cards or Greeting Cards (without attachments, glue, or glitter)
 - d. Magazine or news articles (10 pages per envelope, per day)
 - e. Money Orders (MUST have sender's signature)
 - f. Magazines, National Newspapers, Periodicals addressed to a specific inmate directly from the publisher
5. All outgoing mail must have the inmate's full name and return address on the envelope and must be sealed.
6. All incoming mail must have the name and address of the sender in the return address to be accepted.
7. There is no limitations to the number of letters an inmate can send or receive per week when they pay their own postage. Inmates may purchase stationary, pens, and embossed envelopes through commissary.
8. Indigent inmates will be supplied upon request with enough paper and envelopes to send four (4) letters per week. These supplies are part of the indigent packs available through the commissary module.
9. Mail is not sent or received on Saturdays, Sundays, or Holidays. Any packages delivered on these days are not processed until the next business day.
10. Delaware County Inmates may not utilize the mail system to communicate with other inmates incarcerated in this facility.

G. MEALS

1. All inmates shall be offered three (3) meals per day of an adequate nutritional value. All inmates shall receive the same meal unless otherwise approved through the medical department or for religious accommodations. Food allergies are reported to the kitchen by the medical department.
2. Medical diets must be approved by the Medical Director.
3. Religious accommodations must be approved through the Programs Manager. A religious meal practice that includes fasting may be subject to approval by the Medical Director on a case-by-case basis for the safety of the inmate.

4. Meal times will generally be at 5:15am breakfast, 11:00am lunch, and 4:15 pm dinner. All meals must be consumed within an hour of service or the items will be considered contraband.

H. TELEPHONE

1. Telephones are provided in living areas and are turned on daily between 8:00am and 1:45pm, then again from 4:00pm until 9:45pm. Phones may be disabled during emergency situations or as deemed necessary by jail administration.
2. “Collect” calls may be made, but the person to be charged must accept the call. Any money present on an inmate’s account may be used to make phone calls. The cost of the phone call will automatically be debited from the inmate’s commissary account once the call is completed. Friends and family may set up individual phone accounts for inmates to call directly. To do so, they need to call 1-888-506-8407 or visit www.ICsolutions.com.
3. Inmate tablets may be utilized to make telephone calls. Headphones are required when using a tablet to make telephone calls.
4. All telephone calls are subject to recording.
5. Three-way calls are prohibited.
6. Calls to the Jail Administrative offices will not be accepted.
7. The use of telephones is a privilege which may be restricted, as outlined in this handbook.

I. COMMUNICATION REQUESTS

1. All in-house communication is handled through the inmate kiosk system under The Edge Exchange Communication System. All communications are categorized and will be addressed by the authority best suited to handle the request. Communications are not continuously monitored but are reviewed daily on each shift, depending on category.

J. INMATE TABLETS

1. A limited number of tablets are assigned to each housing unit for inmate use. Tablets are available daily beginning at 6:00a.m. until 9:00p.m.

An opportunity for tablet charging shall be made after lunch meal service in high-security and segregation units. In normal circumstances, tablets should be returned for use prior to the final lockdown on first shift in these units.

2. Tablets are not available to inmates on disciplinary restrictions.
3. Tablets are accessed using the inmate’s jacket number and telephone PIN. Inmates may not utilize another inmate’s account.

4. Inmates may transfer commissary funds to make purchases on the tablets for items such as movies, music, books, telephone calls, etc.
5. All communications sent or received via an inmate tablet are recorded and subject to inspection for security reasons. Neither the sender nor the receiver shall have an expectation of privacy. Communications are not received the same date they are sent to allow for such inspections.
6. Tablets shall only be used for authorized purposes including access to the secure messaging system, viewing incoming inmate mail, telephone calls, commissary orders, law library, office documents/notices, recreation (music, movies, games, books, etc.), education/programming resources, and religious resources.
7. Tablets shall be returned to the charging station when not in use.
8. Headphones are available for purchase through commissary and required when using audio functions on the tablet, such as movies, music, or telephone calls.
9. Headphones may be provided to indigent inmates participating in approved educational/recovery programs using the tablet. Requests for headphones should be made to the Jail Program Coordinator through the inmate kiosk.
10. Misuse, damage or destruction of tablets will result in disciplinary action.
11. Friends/Family may be restricted from using the secure messaging for violations of the Service Terms and Conditions, facility rules, or Office policy.

K. COMMISSARY

1. Commissary is provided once per week and is distributed Wednesday evenings. During most major holiday weeks, commissary delivery may be adjusted. Adjustments will be announced with sufficient time to place orders.
2. Inmates must complete their commissary orders on the kiosks provided in their housing units, including requests for indigent packs and indigent razors. Orders must be placed by Mondays at 9:45pm to be delivered on Wednesday of the same week. Inmates housed in Medical or segregated in Booking shall use the mobile kiosk to place commissary orders.
3. Inmates may order up to two (2) indigent packs per week. Indigent packs include two (2) envelopes, one (1) pen, two (2) sheets of lined paper, one (1) tube of toothpaste, one (1) bar of soap, one (1) bottle of liquid shampoo, and one (1) stick of deodorant. The inmate's account will be charged a debit of \$1.20 per pack.
4. Indigent personal whites are available for request through the inmate kiosk using "30-day Indigence Filing". Requests are honored after the first 30 days of indigence and every 60 days thereafter. Indigent clothing includes one (1) T-shirt, one (1) pair of underwear/briefs/boxers, and one (1) pair of socks. A debit of \$6.50 will be applied to the inmate's account for a full set of indigent personal whites. Any female may request a pair of underwear due to her menstrual cycle, and a debit of \$2.00 will be applied to her inmate account.

5. If an inmate is released or transferred prior to receiving their ordered commissary, the inmate has three (3) days to retrieve their items from the jail. After three (3) days has elapsed, the items will be returned to the commissary inventory. No credit will be given or money refunded for unclaimed commissary items. Orders cannot be given to another inmate upon release.
6. All commissary orders are final-there will be no cash or other refunds unless extenuating circumstances are present. All missing/damaged items must be reviewed and documented when commissary is delivered.

L. ACCESS TO COURTS AND COUNSEL

1. Jail staff shall not unreasonably interfere with inmates' attempts to seek counsel and where appropriate should assist inmates with making confidential contact with attorneys and authorized representatives.
2. Access to courts and legal counsel of record may occur through court-appointed counsel, attorney or legal assistant visits, telephone conversations or written correspondence. To facilitate access, this facility will provide:
 - a. Confidential attorney visitation areas that include the means to share legal documents
 - b. Attorneys may register for confidential video visitation through IC Solutions.
 - c. Telephones that enable confidential attorney-client calls. Attorneys must establish their account as privileged through IC Solutions.
 - d. Reasonable access to legal materials
 - e. Writing materials, envelopes, and postage for indigent inmates for legal communications and correspondence
3. Municipal Court holds arraignments and bond hearings for misdemeanor arrests weekday mornings at 10:00am, excluding holidays. A representative from the Public Defender's Office is present for these court proceedings.
4. Common Pleas Court holds bond hearings for direct indictments weekday afternoons at 1:00pm excluding holidays. A direct indictment is when a defendant is arrested on a new felony charge. A representative from the Public Defender's Office will be present in the courtroom for defendants who have not retained their own counsel.
5. Every Saturday, and during Holidays, new arrests are submitted to the on-call judge for the respective courts for a preliminary bond. New arrests do not include arrest warrants, bench warrants, or probation holders.
6. Sunbury Mayor's Court is held on alternating Tuesdays. Transportation to Sunbury Mayor's Court will be arranged by Sunbury Police Department. When available, Sunbury Mayor's Court may elect to hold court virtually from the jail.
7. Notary services are available to inmates in the jail. Notary services are limited to the following circumstances:
 - a. Power of Attorney Forms
 - b. Criminal or Civil Court forms or affidavits for inmates granted Pro Se status

c. Child/Dependent Custody forms

Forms that require a notary must be provided by the inmate or their family/friends. The jail does not provide any standard forms for the above circumstances.

M. INMATE VOTING

1. Inmates have the right to vote while incarcerated, unless serving a sentence for a felony conviction. In order to exercise the right to vote, a request must be submitted to Programs via the inmate kiosk. A staff member will be able to provide forms for voter registration and to request an absentee ballot while in this facility.

N. MEDICAL/DENTAL

1. Medical care is available to all inmates regardless of indigence. Emergency care is available 24-hours per day, 7 days per week.
2. Requests to be seen at sick call shall be submitted through the inmate kiosks located in each housing unit. All requests are handled in order of severity. If there is a serious medical situation, notify an officer or staff member immediately.
3. An inmate may request to see their personal physician or dentist, however all related billing and fees shall be the responsibility of the inmate. Appointments will be coordinated through the medical department.
4. Medications must be approved by the Medical Director. Medication(s) will be passed in the housing units by medical staff at designated times. If an inmate is to receive medication, the inmate is to have a cup of water in hand when their name is called. To receive medication, the inmate must be wearing their full uniform including armband. It is the inmate's responsibility to report for medication pass when called. Refusals are documented and may result in termination of medications by the Medical Director.
5. Medical requests are handled daily and generally seen within 24 hours.
6. No inmate shall be denied medical or dental care due to the inability to pay.

O. MEDICAL FEE SCHEDULE

1. Sentenced inmates shall be responsible for a co-pay for medical or dental services.

Nurse:	\$10.00
Doctor:	\$20.00
Dentist:	\$20.00

P. MENTAL HEALTH CLINICIAN

1. The Delaware County Jail provides mental health services Monday through Friday. A request to meet with the mental health clinician shall be submitted on the inmate kiosks located in each housing unit. There is no cost for mental health appointments.

Inmates experiencing suicidal ideation, receiving bad news, or otherwise feeling depressed may use the intercom in their assigned housing unit to contact a staff member for immediate assistance.

Q. RULES FOR DORM/HOUSING AREAS

1. Inmates must be fully clothed (jail uniform and shoes) when not on their assigned bunks. Uniforms must be properly worn anytime outside the housing area, including the pant legs untucked and unrolled.
2. Inmates must keep their own area and common areas neat and clean.
3. Final lockdown and sleeping hours will begin at 10:00pm and will continue until breakfast is served the following morning. No phone calls shall be permitted after final lockdown. Additional lockdowns may occur as deemed necessary by security staff.
4. Inmates are not permitted to don headwear, hairpieces, skull caps, sweat bands, etc.

R. WORK RELEASE PROGRAMS

1. Work release is granted by a judge. If granted work release, a \$10.00 fee shall be charged per day an inmate is released for work. The fee must be paid weekly in cash or money order. Failure to pay could result in the revocation of work release privileges.

S. READING MATERIALS

1. Reading material is available to all inmates, unless restrictions have been placed on an individual for safety and security purposes. There are three categories of reading material inmates may possess at one time: leisure, religious, and recovery.
2. Leisure reading material is available in digital format on the inmate tablets. Office-approved free titles are available at no cost or inmates may utilize personal funds to purchase office-approved titles.
3. Religious reading material is available in digital format to all inmates on the inmate tablets. Any religious reading material that is not otherwise available on the inmate tablets may be requested on the inmate kiosk from Programming/Clergy.

Upon request, inmates in disciplinary isolation may possess one paper-back religious book. Such items shall be returned once the inmate is released from disciplinary isolation.

4. Recovery reading material is provided through participation in programs and/or mental health counselling. Recovery material may include workbooks, journals, work assignments, step programs, etc. Inmates may have no more than five (5) recovery items in their possession at one time.

5. All reading materials issued/delivered to an inmate shall have the inmate's name and jacket number written on the inside cover. It is the inmate's responsibility to manage how many items they have in their possession at one time. Excess amounts of reading materials shall be placed in the inmate's personal property locker at the discretion of security staff. Inmates who abuse, destroy, or misuse any library material may be subject to disciplinary action.

T. INMATE PROGRAMS

1. There are many programs within the facility. A list of available programs and eligibility requirements is available on the inmate kiosks. Requests to join programs shall be submitted on the inmate kiosks to topic, "Programming Request".
2. Male and female inmates are not permitted to attend programming together.
3. Program services are offered to Minimum and Medium security inmates that meet established program eligibility criteria.
4. Admission to programming for Maximum security inmates shall be determined on a case-by-case basis.
5. Not all eligible inmates will be admitted to programming due to restrictions and limitations of the facility. Factors that limit attendance include class size, keep apart restrictions, classification status, number of facilitators, etc.
6. Inmates on disciplinary lockdown shall not be permitted access to programs unless ordered by a Court of Law.
7. The jail will attempt to offer programs and services, as offered to general population inmates, to inmates in administrative segregation. This shall be subject to the legitimate departmental or institutional interests and concerns, including security, safety, health, discipline, rehabilitation, order, and the limitations of all allocations of resources.

U. PAY-FOR-STAY

1. Per ORC § 2929.37 a reimbursement is required for room and board of any person who has been sentenced to jail, excluding probation violations and nonsupport cases. The amount charged is based on financial status. It is your responsibility to contact the Delaware County Sheriff's Office Account Clerk at 740-833-2864 to set up payment arrangements. You will be provided a copy of your Pay-For-Stay invoice at the time of your release.

V. CLASSIFICATION

1. All inmates are classified using an objective jail classification instrument that combines a security review with a needs assessment. The needs assessment is an interview process that aids in referrals for programs and services, and to collect information for the security review. Refusal to complete the needs assessment will result in placement in maximum security housing.
2. An inmate may appeal their classification through a communication request on the inmate kiosk. Classification assessments are periodically reviewed. Routine classification reassessments occur

every 90 consecutive days of incarceration. Classification reassessments may also occur due to change in charges, holders, or as a result of a disciplinary process.

W. ADMINISTRATIVE SEGREGATION

1. Inmates placed in administrative segregation will receive written notification of the reason for segregation within 24 hours of placement. The Jail Administrator or authorized designee will review placement within 72 hours. An inmate in administrative segregation may appeal such placement to the Jail Administrator or authorized designee on the inmate kiosk under “Administrative Segregation Appeal”. The appeal will be reviewed within 72 hours.
2. Inmates placed in administrative segregation shall receive the same privileges as those in general population unless there is a threat to the safety and security of the jail, inmates, or staff, or a threat to the safety and welfare of the inmate. Access to programs may be restricted to individual sessions.

X. GRIEVANCE PROCEDURE

1. A grievance is a circumstance or action thought to be unjust or injurious and grounds for complaint. A grievance may relate to any aspect of institutional life or conditions of confinement which personally affects the inmate grievant. All grievances shall be addressed in a timely manner. Grievances are separated into 4 categories:
 - a. General Grievance: Are initially addressed by Jail Sergeants. Examples of grievances that would fall under this topic include, but are not limited to: Officer or staff misconduct, denial of rights, unfair refusal of services, inadequate conditions
 - b. Food Grievances: Are initially addressed by the Food Services Director. Examples of grievances that would fall under this topic include, but are not limited to: undercooked, underprepared, or ill-prepared food items, inadequate portions, insufficient dietary requirements
 - c. Medical Grievances: Are initially addressed by the Health Services Administrator. Examples of grievances that would fall under this topic include, but are not limited to: inadequate medical care, refusal of medical care, nurse misconduct, and inadequate medication disbursement.
 - d. Mail Grievances: Are initially addressed by the Jail Administrative Sergeant. Examples of grievances include, but are not limited to: unnecessary refusal or denial of mail.
2. Grievances shall be submitted through the kiosks located in all housing areas and will be forwarded to the appropriate authority for investigation and response as determined by the Jail Director. In extraordinary circumstances where the inmate reasonably believes the issues to be grieved are sensitive or that their safety would be in jeopardy if the contents of the grievance were to become known to other inmates, a grievance may be sent through the mail to the Jail Director. Inmates with limited access to mail privileges, who are in administrative segregation, or are indigent, may place their grievance in a sealed envelope labeled “Grievance” and deposit it in the regular mail service system. These envelopes will be delivered directly to the Jail Director and not forwarded to the United States Postal Service.

Procedures and Guidelines:

- a. Disciplinary procedures or other subjects under the jurisdiction of the courts or other government agencies are not subject to the grievance procedure and may not be grieved.
 - b. Grievances will not be accepted if they are challenging the inmate rules or facility policies themselves, state or local laws, court decisions, and probation/parole actions.
 - c. Grievances must include a date, time, officer/staff member name (if applicable), a description of the issue and a proposed remedy.
 - d. Each grievance submitted shall have only one (1) subject and one (1) grievant. Inmates may not file a grievance on another inmate's behalf. An inmate may provide assistance to another inmate with the process of filing a grievance.
 - e. A grievance must be filed within ten (10) days from the incident in question. If it is an on-going issue, this time limit starts from the first occurrence.
 - f. Prior to filing a grievance, inmates are encouraged to try to informally resolve the issue at hand with the appropriate staff.
 - g. Continued, frivolous filings of grievances may be considered a violation of rules and shall be subject to disciplinary action.
 - h. No retaliation shall be taken against an inmate for filing a legitimate grievance.
3. Once a response is rendered, inmates may appeal the finding of a grievance to Jail Administration as the final level of appeal, within fourteen (14) days of receiving the findings of the original grievance. The Jail Director or authorized designee will review the grievance and either confirm or deny it within ten (10) days.
 4. Grievances related to sexual abuse, sexual harassment, and retaliation:
 - a. Inmates may submit a grievance regarding an allegation of sexual abuse, sexual harassment, or retaliation at any time without any time limit parameters.
 - b. Inmates may file an emergency grievance alleging that they are subject to a substantial imminent risk of sexual abuse. This may be submitted on the kiosk, using paper and a sealed envelope marked "Grievance" placed in the inmate mail, or verbally to any staff member. The emergency grievance will be forwarded for immediate review, and an initial response will be provided within 48 hours. A final decision shall be provided within five (5) calendar days.
 - c. Third parties, including fellow inmates, staff members, family members, attorneys, and outside advocates, are permitted to assist inmates in filing such grievances and to file such grievances on behalf of inmates if the inmate agrees to have the grievance filed on his/her behalf.

- d. Inmates are not required to use any informal grievance process, or to otherwise attempt to resolve with staff, an alleged incident of sexual abuse. Procedures shall be put in place to ensure that an inmate who alleges sexual abuse may submit a grievance without submitting to the staff member who is the subject of the complaint and such grievance is not referred to a staff member who is the subject of the complaint.
- e. Grievances related to sexual abuse are investigated and resolved within 90 days of the initial filing. Jail Administration may grant an extension of up to 70 days if reasonable to make an appropriate decision. If an extension is granted, the inmate shall be notified and provided a date by which a decision will be made.
- f. At any level of the process, including the appeal, if the inmate does not receive a response within the allotted time, including any properly noticed extension, the inmate may consider the absence of a response to be a denial at that level.
- g. Inmates may be disciplined for filing false grievances related to alleged sexual abuse only when it is determined that the inmate filed the grievance in bad faith.
- h. Appeals related to sexual abuse allegations shall be confirmed or denied by the Jail Director within ten (10) calendar days.

Y. RULES

1. Violators of rules shall be punished. Violations of a rule, that is also a criminal offense, may lead to prosecution in addition to disciplinary action.
2. Rule violations fall into three categories:
 - a. Minor
 - b. Major
 - c. Serious
3. Minor violations shall include, but are not limited to:
 - a. Failure to comply with an order by staff
 - b. Use of profanity, derogatory remarks or gestures toward any member of facility staff, visitors, contractors, or fellow prisoners
 - c. Unnecessary noise, such as arguing, shouting, whistling, rattling, or pounding on doors or windows.
 - d. Passing, giving, loaning, or selling items to other inmates.
 - e. Communicating to person(s) on the exterior of the facility without proper authorization
 - f. Failure to perform routine duties such as cleaning housing areas and making beds during prescribed hours.
 - g. Manufacture of any item without permission.
 - h. Failure to bathe upon admission, and at least twice weekly thereafter.
 - i. Removal and/or destruction of armband.
 - j. Failure to address staff appropriately.
 - k. Any unauthorized inmate-to-inmate communication, to include abusing the mail system and 3-way calling.
4. Major violations shall include, but are not limited to:
 - a. Aggravated or repeated minor violations.
 - b. Disobeying a staff member, which shall include aggravated insubordination.

- c. Lying to a staff member.
 - d. Gross disrespect to any staff member
 - e. “Horse playing”, teasing, or verbally harassing staff, visitors, or fellow inmates.
 - f. Abusing commissary, to include signing for receipt of another inmate’s commissary.
 - g. Abusing visitation.
 - h. Abusing recreation privileges.
 - i. Abusing food services.
 - j. Disrupting religious, medical, food services, or any other facility activity or program.
 - k. Smoking or possession of tobacco products, nicotine products, and tobacco or nicotine accessories.
 - l. Not wearing appropriate clothing.
 - m. Retention or hoarding of any medication without written authorization of the facility physician or designee.
 - n. Writing on the walls.
 - o. Possession of contraband or items not authorized.
 - p. Refusal to change uniform and/or linen during scheduled times.
 - q. Refusal to carry out work or other facility assignments.
 - r. Refusal to accept a housing assignment or classification action.
 - s. Unauthorized use of the telephone.
 - t. Intentionally grabbing or touching any staff member or other person without the consent of such person in a way likely to harass, annoy, or impede the movement of such person.
 - u. Indecent exposure to staff, visitors, or other inmates.
 - v. Not immediately swallowing medications.
 - w. Not showing for headcount.
 - x. Obstructing an officer’s view into a cell, living area, or other inmate occupied area.
5. Serious violations shall include, but are not limited to:
- a. Criminal violations of state or local law.
 - b. Repeated or aggravated major violations.
 - c. Attempting to control the behavior of other prisoners through coercion, force, or threat, to include conduct that intimidates, coerces, threatens, alarms, or incites other inmates.
 - d. Possession of a weapon or chemical agent or any object which has been modified so that it may be used as a weapon.
 - e. Assault on staff.
 - f. Throwing, expelling, or otherwise causing any liquid or bodily substance to come into contact with another.
 - g. Dealing, including any transactions for which payment of any kind is made, promised, or expected.
 - h. Sexual acts.
 - i. Establishing or attempting to establish a personal relationship with an employee, without authorization from the jail administrator.
 - j. Gambling or possession of gambling objects.
 - k. Business operations whether or not for profit, including usury, without specific permission in writing from the Sheriff.
 - l. Making unfounded complaints or charges against staff members or the facility with malicious intent.
 - m. Possession of or alteration of material to produce tattoos and/or tattooing equipment.
 - n. Possession of drugs or medications not prescribed.
 - o. Putting trash into toilets, stoppage or placement of foreign material in toilets resulting in required maintenance.

- p. Flooding of cell.
 - q. Misuse of authorized medication.
 - r. Fighting, with or without weapons, including instigation of or perpetuating fighting.
 - s. Any act not otherwise set forth herein, knowingly done which obviously constitutes a threat to the security of the facility, its staff, other prisoners, visitors, or the prisoner themselves.
 - t. Destruction/manipulation of a razor.
 - u. Damage to facility property.
 - v. Tampering with any locking or fire safety device or equipment.
 - w. Any behavior that requires a planned response team or activation of CERT.
 - x. Escape or attempted escape from the facility.
 - y. Setting a fire in any form.
 - z. Possessing an intoxicant, manufacturing intoxicants, being intoxicated, or reporting to jail while intoxicated.
 - aa. Bribery, attempted bribery, extortion, or attempted extortion of any staff member, contractor or visitor.
6. If any member of the facility staff has reasonable belief that you have committed a minor, major, or serious violation or any combination of violations, said staff member may charge you with that offense(s). In this event, the following apply, unless in following these guidelines, a threat to the safety and security of the facility is perceived by the shift supervisor.
- a. You shall receive a written copy of the charge(s) with a brief description of the nature of the allegation, to include date, time, specific jail rule, location of incident, and identity of any persons involved.
 - b. You shall be provided with a witness statement form.
 - c. You shall be provided with a witness request form in which to call witnesses to your defense. This form must be submitted to the Disciplinary Hearing Officer no later than 24 hours after your receipt of the written charges.
 - d. Your disciplinary hearing shall be conducted no sooner than 24 hours from your receipt of the written charge(s), unless you choose to waive this right in writing. Depending on the severity of the alleged violation(s), you may be placed in pre-disciplinary isolation until your disciplinary hearing is conducted.
7. You shall be heard on the allegations against you by an impartial Hearing Officer, and may be brought before a board, selected by Jail Administration.

Z. DISCIPLINE AND SANCTIONING SCHEDULE

1. For your Disciplinary Hearing:
 - a. You have the right to remain silent; however, your silence may be used to draw an adverse inference against you.
 - b. You have the right to dispute the charges and offer evidence in your defense.

- c. You have the right to call witnesses, subject to the Hearing Officer's approval.
 - d. You have the right to have a full-time member of the Jail Staff who is reasonably available to represent you before the Hearing Officer.
 - e. You have the right to be present during the hearing.
 - f. You have the right to be notified in writing of the Hearing Officer's findings and judgments, as well as the specifics of the sanctions, if any, imposed upon you.
 - g. You have the right to a speedy hearing as defined by Ohio Revised Code and Minimum Standards for Jails in Ohio.
 - h. Guilt is determined upon the preponderance of the evidence against you.
 - i. You have the right to appeal the decision of the Hearing Officer, unless mutually agreed upon through plea deal or otherwise. An appeal must be filed within 72 hours from receiving notification of judgment.
 - j. Filing an appeal will not stay the disciplinary sanctions. Appeals are answered within 10 days of receipt.
2. An inmate who is found guilty of a **minor** rule violation may be punished as follows:
 - a. Restricted or suspended: visitation with family/friends, programming, and/or commissary privileges for up to four (4) weeks and up to five (5) days in disciplinary isolation.
 - b. Extra work assignments.
 - c. Reconsideration of classification and/or housing assignment.
 3. An inmate who is found guilty of a **major** rule violation may be punished as follows:
 - a. Restricted or suspended: visitation with family/friends, programming, and/or commissary privileges for up to six (6) weeks and up to fifteen (15) days in disciplinary isolation.
 - b. Reconsideration of classification and/or housing assignment.
 4. An inmate who is found guilty of a **serious** violation may be punished as follows:
 - a. Denial of any and all privileges and placement in disciplinary isolation for up to thirty (30) days.
 - b. Placement in Maximum security housing for up to thirty (30) days.
 - c. Reconsideration of classification and/or housing assignment.
 - d. Recommendation to the court that the prisoner be required to make reasonable restitution.
 5. An inmate may be disciplined for having sexual contact with a staff member, contractor, or volunteer only after an investigative finding that the staff member did not consent to such contact.

6. Jail Sanctions shall not include the following:
 - a. Corporal punishment
 - b. Discipline administered by other inmates
 - c. Withholding of food

7. Privileges that may be denied include:
 - a. Entertainment, such as television
 - b. Commissary, not including necessary hygienic items
 - c. Visitation with family and friends
 - d. Telephone calls to family and friends
 - e. Admission to programming

8. Fundamental rights are rights which may not be suspended for disciplinary or classification reasons and which are to be guaranteed to all inmates except in times of emergency or other such conditions beyond the control of the facility administrators. Such rights may include:
 - a. Visitation with attorneys or clergy
 - b. Telephone calls with attorneys or clergy
 - c. Adequate food and nutrition
 - d. Adequate lighting
 - e. Adequate ventilation
 - f. Temperature control
 - g. Sanitation
 - h. Medical care
 - i. Access to a grievance mechanism

9. During disciplinary or pre-disciplinary isolation, inmates may be allowed to possess in their cells the following items:
 - a. Jumpsuit/safety gown
 - b. One (1) white t-shirt or thermal top
 - c. One (1) pair of white underwear
 - d. One (1) pair of white socks
 - e. Issued footwear
 - f. Religious text (Bible, Tora, Quran, etc.)
 - g. Issued cup and spoon
 - h. Mattress
 - i. Two (2) blankets
 - j. Two (2) sheets

10. The following items will be provided during an inmate's hour out of their cell each day:
 - a. Towel
 - b. Washcloth
 - c. Jail issued hygiene items
 - d. Writing utensil
 - e. Paper
 - f. Envelope

- g. Legal paperwork, upon request

AA. PRISON RAPE ELIMINATION ACT (PREA)

1. The Delaware County Jail has a zero tolerance policy for sexual abuse and sexual harassment of any persons confined to this facility. It is your right to be free from sexual abuse and sexual harassment.
2. Inmates have the right to privacy while incarcerated. Safe guards have been implemented to limit cross-gender viewing while using the restroom, showering, or changing clothing.

Dormitories (I, J, K): Facility cameras are positioned to limit the viewing of the shower areas in the dormitories. To ensure privacy, the shower stall should be utilized by inmates for changing clothing.

Cell blocks (A-H): Facility cameras are positioned to limit the viewing of the shower areas in the cell blocks and single-cell units. Cameras in the cell blocks are designed to blur/block the view of toilets and showers. To ensure privacy, the shower stall should be utilized by inmates for changing clothing.

All staff members will announce their presence upon entering a housing unit of the opposite sex in order to provide inmates with the opportunity to cover themselves.

3. **Any inmates who are the victim, believe they are the victim, or have knowledge or information of either of the following are strongly encouraged to notify any staff member:**
 - a. Sexual harassment [repeated and unwelcomed requests for sexual favors, comments or gestures of an offensive or derogatory nature; also, comments by staff, contractor or volunteer about body, dress, or sexual orientation]
 - b. Inmate-on-inmate or staff-on-inmate sexual abuse [any sexual acts with or without consent, including contact between the penis and vagina or the penis and anus, or contact between the mouth and penis, vagina or anus, or penetration of the anal or genital opening of another person by hand, finger, or other object, or intentional touching direct or over clothing of genitalia, anus, groin, breast, inner thigh, or buttocks]; or
 - c. Voyeurism by staff, contractor, or volunteer [invasion of privacy while changing clothing, showering, or performing bodily function]. Voyeurism does not include incidental viewing that occurs during the normal course of duties.
4. All such allegations will be thoroughly and completely investigated. Substantiated allegations will be prosecuted, both criminally and administratively. Perpetrators will be held accountable.
5. You may report any allegations related to PREA or Retaliation verbally to any staff member, on the kiosk under topic "PREA Complaint", written and sealed in an envelope and placed in the inmate mail addressed to the PREA Coordinator.
6. Inmates are able to report anonymously, free of charge, to Westerville Division of Police dispatchers using the inmate phones. Lift the handset and follow the prompts to report sexual

abuse or sexual harassment. No inmate identification numbers are needed to report sexual abuse or sexual harassment. All reports are forwarded for investigation.

BB. INMATE WORKER PROGRAM

1. Sentenced inmates may request to work as an inmate worker/trusty within the facility. All such requests shall be submitted in writing on the kiosk under “Trusty Program”.
2. Any inmate selected for these work assignments must meet the criteria set forth in the rules and regulations of the Sheriff’s Office and shall be medically cleared to work by the Medical Department.
3. A work assignment is a privilege and not a right. An inmate may be removed from a work assignment for any reason that may be considered a threat to the safety or security of the staff, facility, another inmate or anyone else.
4. Inmates who successfully complete the work program may be granted Good Days by their sentencing judge. The number of Good Days an inmate is eligible for is based on the length of sentence and length of time in the program.

CC. RECREATION

1. Some housing units have access to workout equipment in their living areas, based on classification. Exercise mats are available in the housing units daily for use and shall be cleaned after each use. Mats are placed in the housing units from 1800 hours to 1900 hours following an announcement from the staff post.
2. Various games, puzzles, and cards are available in the housing units and will be replaced as needed.
3. Outdoor recreation will be made available on a rotating basis to all the housing areas, depending on weather.

DD. ONSITE VISITATION

1. Inmates are permitted one (1) 25-minute onsite video visit per week. Visitation weeks start on Sunday and end on Saturday. For onsite visitation, the visitor utilizes the visitation kiosk at the jail.
2. Visitation may be cancelled or restricted for the following reasons: disciplinary actions, disruptive, loud, obnoxious or inappropriate behavior, and general emergencies.
3. All family and friend visitations are monitored and recorded.
4. All visitors must show appropriate and valid photo identification and date of birth, as required by law. Juveniles may only visit when accompanied by a parent or legal guardian.
5. No visitor shall be under the influence of drugs and/or alcohol.
6. Visitors shall not be permitted to utilize a cell phone or recording device while in visitation booths.

7. Onsite Visitation Hours:

Tuesday: 1830hrs – 2030hrs
Thursday: 1830hrs – 2030hrs
Saturday: 0900hrs – 1330hrs and 1830hrs – 2130hrs
Sunday: 0900hrs – 1330hrs and 1830hrs – 2030hrs

8. Visitation is scheduled online by having family or friends register at www.ICsolutions.com. Visitors must have a valid email address to complete the registration process.

EE. OFFSITE VISITATION

1. Family or friends may schedule offsite visitation through IC Solutions. Offsite visitation requires the visitor to utilize their own computer or mobile device. The cost for each 25-minute offsite visitation is \$15.00. The visitor is responsible for payment.
2. Visitation is scheduled online by having family or friends register at www.ICsolutions.com. Visitors must have a valid email address to complete the registration process.
3. Inmates are limited to one (1) 25-minute offsite visit per day.
4. All visits are monitored and recorded.
5. Visitors are required to display a valid photo identification when the visitation begins.
6. Internet connectivity issues during offsite visits will not be refunded. Any disputes over payment shall be settled through IC Solutions. Jail staff does not have access to process refunds for offsite visitation.
7. Visits may be cancelled at any time at the discretion of the facility.
8. Offsite Visitation Hours:

Monday-Friday 1000hrs – 1330hrs and 1830hrs – 2030hrs
Saturday: 0900hrs – 1330hrs and 1830hrs – 2130hrs
Sunday: 0900hrs – 1330hrs and 1830hrs – 2030hrs