

MASON COUNTY DETENTION CENTER INMATE HANDBOOK

TO ALL INMATES

INTRODUCTION TO RULES AND REGULATIONS

OF THIS FACILITY

Revised: October 1, 2015

While you are an inmate in the Mason County Detention Center (MCDC), you will have certain rights and privileges. There are also certain rules and regulations that you will be expected to adhere to for the purpose of safety, security, control, order and discipline. The following is a summary of the above mentioned. This booklet is given to you to help you to better understand what your rights are and what the rules and regulations are. The staff here will do it best to see that none of your rights are violated and that your privileges are given to you.

You will, in turn, be expected to adhere to all rules and regulations and you should understand that disciplinary action for violation of those rules and regulations, as set out in this booklet, will be carried out.

THIS DOCUMENT IS CONSIDERED AS JAIL PROPERTY. YOU MAY BE ASKED TO PRODUCE THIS DOCUMENT DURING THE INSPECTION OF YOUR CELL AREA. IF THIS DOCUMENT IS DESTROYED, IT MAY RESULT IN LOSS OF PRIVILEGES.

This handbook is available to you for your use while incarcerated in the Mason County Detention Center. Refrain from writing, tearing or destroying this handbook in any manner, since other inmates in the cell will also be using this manual.

This handbook is provided as a general guide to policies and services of interest to persons detained or incarcerated at the MCDC. Specific practices may vary depending on housing assignment, security classification, or other special circumstances.

Any questions or comments regarding the content of this handbook or differences between policy and practice may be presented to the Jailer or his/her designee.

FROM THE JAILER

As the Jailer of MCDC, I am constitutionally charged by the Kentucky Revised Statutes with the keeping of the county jail and the safe keeping of all prisoners committed to the jail by the courts.

Every inmate of the MCDC shall obey the rules and regulations of the institution. You should be aware that a report on the manner in which you respond to the discipline of the jail may be forwarded Federal, State and local court jurisdictions, United States Marshals Services, Federal Probation and Parole, the Kentucky Department of Corrections and the Kentucky Board of Probation and Parole.

INMATES RIGHTS AND RESPONSIBILITIES

1. You have the right to expect that, as a human being, all personnel will treat you respectfully, impartially, and fairly. You have the responsibility to treat others, both employees and inmates, in the same manner.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution. You have the responsibility to know and abide by the rules and regulations of this facility.
3. You have the right to freedom of religious affiliation and voluntary religious worship. You have the responsibility to recognize and respect the rights of others in this regard.
4. You have the right of unrestricted and confidential access to the courts (on matters such as the legality of your own conviction civil matters, pending criminal cases and conditions of your imprisonment, etc.). You have the responsibility to present honestly and fairly your petitions, questions and problems to the courts.
5. You have the right to legal counsel from an attorney of your choice by interviews and correspondence. It is your responsibility to use the services of an attorney honestly and fairly. In order to insure that the Client/Attorney privilege is protected, we ask that you notify the Jailer in writing of the phone numbers of your attorney so that we can protect your rights through the inmate phone system. Your attorney may visit you at reasonable hours. Any inmate who is represented by counsel shall make a written or verbal request for legal reference material directly to his/her attorney. Inmates not represented by counsel may make written request on a plain sheet of paper to the Office of Public Advocacy or to the county attorney for legal reference material. The request shall include the inmate's name, date of request and specific description of the requested materials. Anytime you have a court appearance you are required to conduct yourself in the appropriate manner and follow directives from jail staff and courtroom rules.
6. Inmates placed in isolation for detox discipline and/or medical will be permitted to make phone calls from their cell on a day that has been designated by the Jailer.
7. Inmates placed in isolation for disciplinary reasons will not be permitted to have their mat or blanket from 0700 – 1900, and will only be allowed to order hygiene products from commissary. A bible will be given if requested, no other books allowed. Phone calls will be permitted on Thursday each week, and 0300 visits on the scheduled day designated by the jailer.
8. Written correspondence may be used to contact their attorney if an inmate has no available phone time.

ADMISSION (BOOKING AND PROCESSING)

The booking officer will be asking questions of you for our records and it is expected that you will give the information that is requested. If the booking officer is unable to get the proper information or the information is incorrect you may be charged with obstruction and this could delay your court appearance until proper information is obtained and verified. Fingerprints and photographs will be taken as needed and required during your stay. You will be required to submit to photographs and fingerprints. When you are booked into the jail, you are allowed to make one free five (5) minute phone call. After this, phones are available in accordance with the Kentucky Jail Standards. Upon admission, you will be required to submit to a drug test and take a shower.

PROPERTY INVENTORY

For safekeeping the jail has kept your property, which you had on your person at the time of booking. The searching officer inventories all property you had and lists it on the property slip, which you sign verifying that all property is accounted for. Your personal property will be taken from you and you will be furnished with a jail uniform. You will be responsible for having any other items removed by family members or friends.

Any additional property will be limited due to storage space. You have fifteen (15) days from time of booking to have excess property picked up by family or friend. If you come from another facility, you will be limited to only authorized property permitted by this facility at the time of your arrival.

NOTICE

Any personal property left unclaimed longer than fifteen (15) days after your release shall be auctioned, donated, or destroyed. Personal property includes, but is not limited to jewelry, money, clothing, etc.

LIVING CONDITIONS

The Jail Staff or the County Jail is responsible for your safeguarding, maintaining sanitary and healthful living conditions and providing fair treatment until you are released.

We will provide a clean and sanitary facility with adequate heat, ventilation, and hot water, along with clean linen, towels and uniforms. You are responsible for the items of personal hygiene, which must be purchased from Jail Commissary.

You will also have certain responsibilities. Discipline and order are absolute requirements for institutional life and all necessary measures to maintain them will be used. Your cooperation in the following will help you and us.

1. Your attention to sanitation and tidiness will help maintain a clean environment and make your stay as comfortable as possible. Remember that your conduct, attitude and cooperativeness will have a direct bearing on what privileges are made available to you. It is your responsibility to earn these privileges by obeying the rules and conducting yourself appropriately.
2. You must do your share of cleaning and general housekeeping each day.
3. You are required to make bed and place bedding items under your mattress and/or bunk by 0600 and straighten bedding, items will remain under mattress until 2100. All personal items in your cell must be stored neatly and orderly in your property bag. You will receive one (1) warning and then the mat will be removed for the day.
4. All doors, beds, shelves, tables, floors and bathrooms are expected to be cleaned daily and kept as clean as possible. Materials needed for this purpose of cleaning will be supplied.
5. No items will be placed on the doors, windows, walls or bunks. No paper of any type is allowed to be placed on windows. Any items in windows or on doors will be seized as jail property.
6. MCDC is a tobacco free facility. Smoking is prohibited and possession of **ANY** tobacco products is prohibited including, possession of matches, lighters, rolling papers or any other type of tobacco paraphernalia is prohibited and deemed as contraband.
7. Do not throw trash on the floors.
8. Writing or drawing on the walls or other surfaces is strictly forbidden.
9. You are not allowed to possess nude pictures or pictures depicting sexual acts.
10. Disruption caused by loud talking, whistling, profanity or obscenities will not be tolerated.

***Non-compliance of these rules can result in disciplinary action.**

CLEANLINESS

1. Personal Hygiene: You are required to maintain personal hygiene to ensure your body odor and breath is not offensive to others. You will be given an intake pack before going to population.
2. Bed, Bedding, Linen, and Clothing: All issued bed, bedding, linen and clothing will be maintained in a clean, sanitary condition: exchanged when required, possessed in the amount permitted; free from alteration, damage or destruction.
3. Vestibule area: These areas will be cleaned daily and free from trash.
4. Plumbing Facilities: All toilets, urinals, showers and sinks will be maintained in a clean sanitary condition and used only for their intended purpose.
5. Spitting, urinating, and defecating in an area other than toilet facilities provided is strictly prohibited.

DRESS CODE

All inmates must be in full uniform, which includes uniform shirt and pants, anytime out of the cell, this includes outdoor recreation. You are permitted to wear white t-shirt with your uniform pants while in the cell. No headbands / head coverings of any type are allowed.

INSPECTIONS FOR CLEANLINESS

Cells, bunk areas and all property in your possession will be ready for inspection daily no later than 10 a.m. and at such other times as the Jailer or his/her designee, may order with or without warning. All dayrooms and plumbing facilities will be inspected on a daily basis.

1. Non-Compliance bunk area:

- The officer will first issue a verbal warning to correct any problem. If, after the verbal warning you have not corrected the problem, the officer will inform you that you will be subject to rule violations.

2. Non-Compliance Cell:

- The officer will first issue a verbal warning to correct any problem. If after the verbal warning the cell has not corrected the problem, the officer will inform the cell that their telephone and television privileges are suspended until the problem is corrected. Further non-compliance will result in additional privileges being suspended.

SEARCHES

Searches of your person and your housing area will be made periodically to protect you and others from contraband and weapons throughout the facility. It is in your best interest to cooperate fully in these searches to avoid conflict or disciplinary action.

PHYSICAL FORCE AND RESTRAINTS

The Jail Staff will not use physical force other than to protect themselves, to protect other persons, to prevent self-harm, to prevent destruction of property, to move a person in a reasonable manner to a particular area, in the event of an attempted escape, and only force necessary to prevent the escape. When the response to resistance is necessary, a written report will be required. If items, such as pepper spray, pepper ball weapon, TASER, etc... the inmate involved will be charged a fee of \$25.00 to maintain equipment.

LOCKDOWNS/REMOVAL FROM CELLS (TEMPORARY)

At times, you will be asked to leave the cell and will be placed in other cells or rooms so that authorized staff can enter the cell. This may be done when conducting searches, inspections, maintenance, or when security or safety is involved. You will be kept in the other areas only as long as needed for staff/workers to complete whatever needs to be done. This is not done as a disciplinary measure, if for some reason a cell or cellblock can no longer be used without further repair, etc., you will be moved to another cell.

COUNTS / LOCKDOWN / LOCK OUT

A formal headcount will be conducted at least six (6) times every twenty-four (24) hours to determine that each inmate is safe and in a reasonable state of health. During the count process, you will stand in front of your assigned bunk, in complete jail uniform. There will be no movement or talking and the TV will be off until the officer has completed his headcount. The TV will be turned off anytime the Jailer, Chief Deputy, Deputies, or any Administration enter a cell.

PERMITTED ARTICLES PER INMATE

Clothing:

Jail Issued Uniform	1 top (\$9.00 Value), 1 bottom (\$12.00 Value)
Underwear (purchased through commissary)	6 white
Socks (purchased through commissary)	6 pairs white
T-Shirts (purchased through commissary)	6 white
Jail Issued Shoes	1 pair (\$8.00 Value)
Female only Bras (no underwire)	5 white

All Inmates are to be clothed in full uniform (top and bottom) when out of bed and out of your cell.

Hygiene Items:

Jail Issued Towel	1 white towel (\$10.00 Value)
Drinking Cup	1 (\$5.00 Value)
Spork	1 (\$5.00 Value)
*Jail Issued Toothbrush	1
*Jail Issued Soap	1 bar
*Jail Issued Shampoo	1 container
Conditioner (purchased through commissary)	1 container
Comb	1
*Deodorant	1 stick
Shaving Cream (purchased through commissary)	1 tube

All items will be provided in an intake pack for new arrival inmates and indigent packs issued every other week to those inmates deemed as indigent.

*Items must be purchased from commissary for inmates that are not deemed as indigent.

All inmates will shower daily.

Shaving, Hair and Nail Clippers

Razors, Hair and Nail Clippers will be issued to:

Female Cells – Monday, Wednesday and Saturday

Male Working Cells – Tuesday, Thursday, and Saturday Nights

Male Non-Working Cells – Tuesday, Thursday and Saturday Days

Religious Items:

Bible / Prayer Book / Koran 1 book

*Inmates may have these religious items or material brought into the facility with approval of administration.

Bedding Items:

Jail Issued Mattress	1	Value - \$ 65.00
Jail Issued Sheets	1	Value - \$ 10.00
Jail Issued Blankets	1	Value - \$ 15.00

Jail issued items have been issued to you during your stay at the facility. Other than normal wear and tear, if you alter or destroy any jail issued items, your account will be charged these amounts. Your commissary may also be restricted until we have received payment in replacement cost.

Other items:

Books 1 **paperback** only (**absolutely no Hardbacks**)
 Photos (no larger than 4 x 6) **Nudity, Obscene & Polaroid’s are prohibited
 *Photos are prohibited from being placed on any jail walls or fixtures and must be kept in personal property storage location.
 Playing Cards (purchased through commissary) 1 deck
 Food Items (purchased through commissary; quantities will be limited)
 Drink Items (purchased through commissary; quantities will be limited)
 Eyeglasses (prescription only/reading glasses) 1 pair

MEDICAL, MENTAL HEALTH AND DENTAL SERVICES

If there is a medical **emergency**, notify the deputy on duty immediately. Medical staff will respond and triage the medical need.

All inmates will be permitted medical attention upon request. Inmates must submit a sick call slip in order to be seen by medical. The MCDC works with an APRN/Medical Professional, contracted through the Mason County Fiscal Court, to provide medical care for all inmates. The MCDC will follow the recommendations of the medical professionals/contractor. **No inmate will be denied medical care due to his/her inability to pay.** County inmates will be financially responsible for 100% of all medical services such as off-site medical services and prescriptions. County and State inmates will be charged for in-house medical services as follows:

1. Doctor visits at the detention center - \$20.00
2. Nurse visit at the detention center - \$10.00
3. Co-payment for each prescription for state inmates - \$5.00

All state inmates will be subjected to a co-payment for medical services, including but not limited to, dental care, eye care, doctor's visits (within the jail and in the physician's office), laboratory tests, emergency medical treatment and hospital stays. However, **NO inmate will be denied medical care due to his/her inability to pay.** An inmate can request a health assessment within thirty (30) days after admission. All inmates will follow the directions by jail staff for medical treatment.

Inmates must also be in jail issued uniform to receive any type of medical treatment unless it is deemed a life-threatening emergency. All medications will be dispensed under jail protocols and rules of the APRN/Medical Professional. Inmates must be dressed in jail issued uniform, and have a drink of water when receiving medications. If an inmate fails to respond it will be considered a refusal of medication. The APRN/Medical Professional will review the refusal and decide if the medication is to be terminated.

If an inmate has a need for mental health services, policy and procedures will be followed and appropriate action will be taken to provide the necessary care for the inmate. Medical personnel will follow up with mental health services as needed.

Dental: Services must be prepaid, \$150, prior to appointment made with Mason County Detention Center approved dentist.

MEALS

Three scheduled, nutritious and varied meals, one of which shall be hot. Meals will be served daily at approximately between 6 am – 7 am, 12 pm – 1 pm, and 6 pm – 7 pm. All inmates must have complete uniform on and will answer roll call before receiving their tray. A proper and well balanced diet will be provided. All menus and meals are prepared under the authorization of Jailer by Food Service Director. Menus are inspected and approved by the Department of Corrections (DOC). Medical diets will only be authorized under the direction and authorization of medical personnel. Vegetarian meals are available upon request. Meals will be served on trays. You will get your own tray under the supervision of jail staff during feeding time. You will return your own tray to the staff at the time of collection of the trays. No messes of any type will be tolerated. A schedule for cleaning silverware and cups in direct supervision will be done weekly. Damage to trays, silverware, and other eating utensils will not be tolerated and the person turning in such items will be held financially responsible. For safety and security reasons all meal trays will be served and collected through the food flap in areas where this applies. Times are subject to change at the discretion of the Jailer. Notice will be provided of any such change in times.

COMMISSARY

Commissary will be provided to all inmates except for those in isolation for disciplinary reasons. Once the orders are placed there will be no refunds. Daily commissary is available Monday – Friday and must be placed by 7 a.m. Weekly commissary must be requested by Sunday 11:59 p.m. You must have sufficient funds available to purchase your items. A list of available items is posted in each cell, as well as the days and times for ordering.

RECREATION

Every inmate will be offered recreation, a minimum of three (3) times per week for a total of three (3) hours per week. Horseplay, hollering and misuse of items will result in immediate loss of privileges. If you are found to have violated rules of the jail you may not be allowed to use the recreation areas for a ten (10) day period.

INMATE ACCOUNTS

Money will only be accepted in money order form through mail. Cash brought to the facility at the time of arrest will be credited to your account. Money may be used for purchasing commissary items and requested medical care fees. All money remaining in your account at the time of release will be returned in the form of a debit card or check from the administration office once all fees have been paid. The form of payment (debit card or check) will be at the discretion of the office administration.

NOTARY SERVICE

A notary will be available upon request to notarize documents for inmates. A request must be made to the Chief Deputy and he/she will schedule a time. The only personnel authorized to notarize documents are office staff only.

MAIL

Effective November 1, 2015 incoming mail from family and friends will be in the form of a postcard only, privileged mail is exempt

- There will be outgoing mail daily except on weekends and holidays. We will attempt to deliver all incoming mail the same day received.
- All mail incoming and outgoing is subject to search and screen for safety and security reasons.
- Privileged mail (correspondence with attorneys, government agencies, public officials, courts) will be opened and checked in the presence of the inmate.
- All incoming mail shall be addressed in the following manner: Inmate's Name, MCDC, 702 US 68, Maysville, KY 41056. Any outgoing mail not having this information will not be mailed.
- Mail from other correctional institutions will not be allowed.
- Inmate to inmate mail within this facility is not allowed.
- Family members may obtain additional information of approved and prohibited items on the MCDC's web site.

VISITATION

Jail has a minimum of two (2) days a week with a minimum of one (1) visit day on the weekend. Visits shall not be less than fifteen (15) minutes. All children must be accompanied by an adult to be permitted to visit prisoners. Attorneys, clergy, and medical personnel shall be permitted to visit prisoners at reasonable hours, other than during regularly scheduled visiting hours. These visits shall not count as an allotted visit. Jail staff may monitor and record visitor and prisoner conversation for security reasons.

A prisoner shall not be restricted in regard to who they may have as a visitor unless the jailer excludes a visitor on the basis of one (1) or more of the following conditions:

1. The visitor represents a clear and present danger to security
2. Has past history of disruptive conduct at the jail
3. Is under the influence of alcohol or drugs
4. Refused to submit to search or show proper identification
5. Prisoner refuses the visit

If a visitor is terminated or restricted, approval for a visit can only be granted from the jailer or his/her designee.

General Population Visitation
Wednesday and Sunday

PC Visitation
Tuesday & Saturday

Male & Female MCRP
Tuesday & Saturday

Visitation sheets are to be completed on Monday and Friday evenings for general population. MCDL staff will take care of PC /Workers/ Trustees / MCRP visits.

PROGRAMS

We currently have Adult Education Programs for obtaining GED. Programs are also available pertaining to substance abuse, Alcohol Anonymous (AA) for alcohol abuse, Narcotics Anonymous (NA) for drug additions. To participate in any of these programs you must make a written request to programs coordinator.

P.R.E.A.
Prison Rape Elimination Act

The Prison Rape Elimination Act (PREA) was signed into federal law in September 2003. The main purposes of this act are to establish a **zero-tolerance standard** for rapes in prison/jails; make the prevention of prison rape a top priority; and to develop national standards for the detection, prevention, reduction and punishment of prison rape.

The term “rape” means the carnal knowledge, oral sodomy, sexual assault with an object or sexual fondling of a person, forcibly or against that person’s will; the carnal knowledge, oral sodomy, sexual assault with an object, or sexual fondling of a person not forcibly or against the persons will, where the victim is incapable of giving consent because of his/her youth or his/her temporary or permanent mental or physical incapacity; or the carnal knowledge, oral sodomy, sexual assault with an object, or sexual fondling of a person achieved through the exploitation of fear or threat of physical violence or bodily injury.

This law is directed to all sexual acts relating to: inmate-to-inmate, inmate to staff and staff to inmate.

STAFF SEXUAL MISCONDUCT

Sexual acts or sexual contacts between any staff person and an offender, **even if the offender consents, initiates or pursues**, are always prohibited and always illegal.

Sexual misconduct is:

- Any sexual advance by staff members
- Requests for sexual favors by staff members
- Threats by staff for refusing sexual advances
- Verbal or physical conduct of a sexual nature toward an offender by staff members, contract staff or volunteers of the Department of Corrections
- Invasion of privacy beyond what is reasonably necessary for safety and security

KRS 510.120 (1c)

A person is guilty of sexual abuse in the second degree when:

Being an employee, contractor, vendor, or volunteer of the Department of Corrections, or a detention facility as defined in KRS 520.010, or of an entity under contract with either the department or a detention facility for the custody, supervision, evaluation, or treatment of offenders, he/she subjects an offender who is incarcerated, supervised, evaluated, or treated by the Department of Corrections, the detention facility, or the contracting entity, to sexual contact.

Treatment Options for Assault Victims

Immediately report the assault to a staff member.

Medical attention will be given; **DO NOT** shower, clean yourself, brush your teeth or change clothes for medical and prosecution purposes.

Separation from the assaultive inmate during the investigation will occur.

How inmates can protect themselves from becoming victims

- Stay away from isolated areas such as closets and isolate/unoccupied restrooms.
- Stay within eyesight of a correctional staff member whenever possible.
- Be aware of your body language; avoid conversations involving sexual topics, family relationships, sexual experiences, and financial status.
- Don't get in debt. You may be expected to repay a debt with sex.
- Avoid purchasing large amounts of canteen items or giving the impression you have money available to you. You may be strong-armed or approached to pay for protections, etc.
- Know that victims are selected by stronger inmates seeking out those that appear weaker (either physically or mentally) and are frequently similar to domestic violence situations.

Know that, as a victim, you are NOT at fault!

If YOU are a Sexual Predator and/or Assault Someone

...Sexual assaults will be investigated and are subject to prosecution in outside courts and by the institutional adjustment process.

...Your actions **will** have an impact on family, friends and children. Visits for family and friends will be restricted.

...You will be classified as a sexual offender and be required to complete the Sex Offender Treatment Program and register as a sex offender prior to release.

...Your release date and amount of good time eligibility will be affected, thus increasing your sentence/stay.

...Such actions may warrant isolation from general population indefinitely.

EMERGENCY EVACUATION PLAN AND PROCEDURES

1. Inmates should be aware that the threat of fire is always present. For their own safety and the safety of others in their cells, inmates should see that the threat of fire is held to a minimum!
2. Inmates should in no way, play with or start fires in their cells. There is no smoking in this facility, if an inmate is caught smoking the entire cell may be disciplined and the inmate may be charged with promoting contraband.
3. Staff personnel will hold regular fire drills on a quarterly basis.
4. During a fire drill the alarm will sound. Jail personnel have been assigned to go to jail cell areas immediately to check on the situation.
5. If an alarm sounds, unless otherwise notified, inmates should treat it as a real fire possibility. You will be expected to do the following things to insure your safe evacuation from the building.
 - a. Stay calm. If you see fire before alarm sounds, notify jail personnel immediately
 - b. In the event of smoke, you should stay close to the floor and wait on jail personnel to evacuate you.
 - c. All inmates are expected to follow instructions from jail and fire personnel. Failure to do so may result in the loss of life.

- d. You will be instructed where to go to upon leaving cell areas.
- e. In the event of evacuation, inmates should not worry about retrieving personal items. Getting out of the building is the important aim of everyone.
- f. It is important that you follow instructions from jail personnel, who are aware of fire exit routes.
- g. Inmates should remain quiet and orderly at all times.

DISCIPLINE

The Jailer or his/her designee will review all forms of discipline. Discipline will be fair, impartial, and administered in accordance with the Kentucky Jail Standards. Discipline will be administered where it is necessary to maintain compliance with the rules and regulations of this facility. The next few pages will outline the categories of offenses and recommended punishment. These categories of offense and recommendation are subject to change at the discretion of the Jailer. Inmates and staff will be notified in a timely manner.

Inmates may be segregated for the following reasons: Safety, security, order, control and discipline.

Jail Staff reserve the right to remove all property from inmates that are housed in disciplinary cells. Any inmate in disciplinary units will only be allowed to purchase hygiene products from the canteen. Phone privileges will be limited to one call per week at a designated time set by Jailer. The minimum jail standards will apply to inmates housed in the disciplinary units.

GRIEVANCES

Inmates who feel they have a grievance that needs to be addressed may file a grievance as follows:

- The inmate will verbally bring their issue to the attention of a deputy. The deputy will attempt to resolve the issue at that time.
- If the inmate is not satisfied with the deputy's response, or if the deputy does not know how to answer the issue, a Sergeant will then attempt to verbally resolve the problem.
- If the inmate is not satisfied with the response they may request a grievance form. The
- The deputies will collect the grievance form from the inmate while making their daily rounds of the housing areas and forward the form to the administrator.
- Once a response is generated, the form will be returned to the inmate.
- All grievances and responses will be logged in the Grievance Log.
- Appeals will be collected in the same fashion as other grievances (during daily rounds), and forwarded to the administrator.

Inmates must submit their grievance within 48 hours of when the issue occurred. Upon submission, the administrator will issue a response within five (5) days. Inmates then have 48 hours to file an appeal to the responses received. The administrator has ten (10) days to respond to the appeal.

In the event that you do not receive a response of your grievance within ten (10) days, then your grievance has been deemed as a non-grievable offense.

Grievance Issues are as follows:

- Personal and Social Services Needs
- Kentucky Jail Standards Violations
- Jail Policy & Procedures Violations
- State and Federal Law Violations
- Personal Action by Staff or Inmates
- Staff Conflicts
- Health Care Concerns

This grievance process is the inmates' opportunity for due process.

CATEGORIES OF OFFENSE AND PENALTIES

	Min	Max
	Days Penalty	
Category I (Minor Violations)		
1. Faking illness or injury	1	4
2. Improper or unauthorized use of possession of equipment or materials	1	4
3. Littering	1	4
4. Improper or unauthorized use of a telephone	1	4
5. Illegal possession of any item or quantities not on an authorized property list	1	4
6. Failure to abide by any published institutional schedule or documented rule	1	4
7. Violation of institutional dress code	1	4
8. Abusive or vulgar language	1	4
Category II (Minor Violations)		
1. Possession of contraband	2	5
2. Disruptive behavior	2	5
Category III (Major Violations)		
1. Interfering with an employee in the performance of his duty	2	7
2. Refusing or failing to obey an order	2	7
3. Violation of mail or visiting regulations	2	7
4. Refusing or failing to carry out work assignment	2	7
5. Involvement in the writing, circulating or signing of petitions	2	7
6. Failure to clean bed area or pass bed area inspection	2	7
7. Fighting physical action or force against another inmate where no injury occurred	2	7
8. Inflicting injury to self	2	7
9. Charging another inmate for any services	2	7
10. Being in a restricted or unauthorized area	2	7
11. Unauthorized communication between inmates	2	7
12. Forgery	2	7
13. Abusive, disrespectful or vulgar language directed toward or about an employee, visitor, or non-inmate	2	7
14. Lying to an employee	2	7
15. Unauthorized communication with any member of the public or staff	2	7
16. Conviction for any Category I or II Offense twice within 90 days	2	7
17. Participating in a three-way telephone call	2	7

Category IV (Major Violations)	Min Days	Max Penalty
1. Assault or physical actions or force resulting in injury to another inmate	2	7
2. Unauthorized use of drugs or intoxicants	2	7
3. Smuggling of contraband items into, out of or within the institution	2	7
4. Engaging in extortion or blackmail	2	7
5. Refusing or failing to comply with institutional count or lockup procedures	2	7
6. Nonviolent demonstration or inciting a nonviolent demonstration that could lead to a disruption of institutional operations	2	7
7. Negligent or deliberated destruction, alteration or defacing of state, personal or community property of less than \$100 in value	2	7
8. Obtaining money, goods, privileges or services under false pretenses	2	7
9. Inappropriate sexual behavior or harassment	2	7
10. Gambling or possession of gambling paraphernalia	2	7
11. Stealing or possession of stolen personal, state or community property over \$100	2	7
12. Unauthorized transfer of money or property	2	7
13. Possession of tattoo or body-piercing paraphernalia	2	7
14. Indecent exposure	2	7
15. Misuse of authorized or issued medication	2	7
16. Making threatening statements	2	7
17. Pursuing or developing a relationship that is unrelated to correctional activities with a non-inmate	2	7
18. Possession of drug paraphernalia	2	7
19. Stalking	2	7

Category V (Major Violations)

1. Negligently or deliberately destroying, altering or defacing of county, personal community property valued at \$100 or more	4	7
2. Destroying or tampering with life safety equipment, locking or security devices	4	7
3. Eluding or resisting apprehension	4	7
4. Loan sharking, collecting or incurring debts	4	7
5. Stealing or possession of stolen personal, state or community property over \$100	4	7
6. Bribery	4	7
7. Tampering with physical evidence or hindering an investigation	4	7
8. Using mail to obtain money, goods or services by fraud	4	7
9. Displaying gang paraphernalia	4	7
10. Involvement with gang activity	4	7

Category VI (Major Violations)

1. Inciting to or rioting	6	7
2. Escape	6	7
3. Deliberately or negligently causing a fire	6	7
4. Possession or promoting of dangerous contraband	6	7
5. Taking property by force or threat of force	6	7

	Min	Max
Cont. Category IV (Major Violations)	Days Penalty	
6. Using an authorized object as a weapon or to facilitate escape	6	7
7. Creating or causing a health hazard	6	7
8. Enforcing or threatening gang activity	6	7
9. Inappropriate sexual behavior with another person	6	7
10. Tattooing or piercing self or others or allowing self to be tattooed or pierced	6	7
11. Unauthorized use of drugs or intoxicants after being convicted two (2) or more times	6	7

Category VII (Major Violations)

1. Assault or physical action against an employee or non-inmate	6	7
2. Assault or force resulting in the death or serious injury of another inmate	6	7
3. Sexual assault or sexual harassment	6	7
4. Assault or physical action resulting in the death or injury of an employee or non-inmate	6	7
5. Hostage taking	6	7

Dismissed Lawsuits

1. An inmate who has filed a civil action that results in dismissal by a court based upon a finding that the action is malicious or harassing or that it is without merit or factually frivolous shall be charged with violation, which shall be a major offense, and issued a disciplinary report.
2. All other provisions of this policy shall apply to any such charges.

Inchoate Offenses

1. A person may be found guilty of an offense listed in this policy if he/she:
 - a. attempts to commit the offense
 - b. solicits another or others to commit the offense
 - c. conspires with another or others to commit the offense
 - d. aids the action of another or others in committing the offense

Penalties

1. Reprimand and warning
2. Restriction of privileges not to exceed six (6) months, excluding exercise periods. This shall not exclude restrictions from use of recreational facilities on the institution.
3. Extra duty assignment for a specific period of time not to exceed forty (40) hours
4. Restitution
 - Any member of jail staff may order restitution in cases of:
 - a. Destruction, injury, improper use, removal of theft or property of the state, employees, visitors or other inmates
 - b. Self-infliction of injury or taking illness or injury
 - c. Infliction of injury of others

- d. Obtaining money, goods, privileges or services under false pretenses
- e. Reimbursement of laboratory fees for drug testing
5. Loss of privileged housing or meritorious living conditions
6. Assignment to disciplinary segregation for a maximum of fifteen (15) days, each offense
7. Permanently housed in segregation unit.

Disciplinary Segregation

1. The Jailer, or his/her designee reserve the right to reduce disciplinary segregation time in an emergency situation if cell space is needed.
2. The jailer or his/her designee reserve the right to increase disciplinary segregation based on the offense and/or the number thereof in efforts to maintain the safety and security of the facility and inmates.

Suspension of Sentence

- A sentence or any part of a sentence may be suspended for a period of up to six (6) months.

THE POLICIES, PROCEDURES AND RULES IN THIS FOREGOING HANDBOOK MAY BE ALTERED OR DELETED WITHOUT NOTICE, AT ANY TIME BY THE DECISION OF THE JAILER.