

MITCHELL COUNTY JAIL

P.O. BOX 338 BELOIT, KANSAS 67420



INMATE RULES AND REGULATIONS

06/27/2016

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www.mitchellcountyjail.org

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INMATE RULES AND REGULATIONS

ALL RULES ARE WRITTEN AS EXPECTATIONS OF THE NORMAL
EVERYDAY PROCEDURE. CHANGES CAN BE MADE FOR SPECIAL
CIRCUMSTANCES AT ANY GIVEN TIME WITHOUT NOTICE BY THE
SHERIFF, THE JAIL ADMINISTRATOR OR THEIR DESIGNEE.

Mitchell County Jail Agenda

MONDAY		PERSONAL LAUNDRY ORDER COMMISSARY
TUESDAY		CELL CLEANING
WEDNESDAY		PERSONAL LAUNDRY BOOK CART
THURSDAY		BEDDING LAUNDRY
FRIDAY		PERSONAL LAUNDRY
SATURDAY	HAIR CLIPPERS OUT OF COUNTY UNIFORMS	CELL CLEANING FINISH BEDDING LAUNDRY
SUNDAY	IN COUNTY UNIFORMS	BOOK CART

*Bedding Laundry includes sheets and mattress covers
only, blankets are changed / washed on the 1st
Saturday of Every Month.

Cell Cleaning - Broom, Disinfectant Sprays, Toilet
Bowl Cleaner, Mop water with Disinfectant. Sweep and
Mop floor and clean table & sink combo.

- Mail is to be intended for the person it is addressed to. Any attempt to have a third party forward mail to unauthorized persons is not allowed and will be returned to you or placed in your property.
- Postage is charged for greeting cards purchased through the regular commissary.

LITERATURE

- Inmates have access to a book cart regularly and may exchange books from the cart. Inmate's family may donate soft back books to the jail and if approved the book will be added to the book cart. Inmates may keep a personal copy of a Bible. The book cart shall be kept in an orderly manner. There is a limit of 3 books per inmate at any time - not including the Bible.
- Misuse of the books in anyway could result in the loss of this privilege.

MONEY

- Money that is on your person [*that is not confiscated for evidence*] will be applied to your account. You will be charged for items that you request during your stay. Any remaining money will be returned to you upon your release via check. If you transfer to Prison, your remaining balance will be forwarded to the Dept. of Corrections to be applied to your account with them.
- Your family can deposit money to your account, but cannot deposit money for another inmate. You are not allowed to transfer money from your account to another inmate's account. Money to inmates will only be accepted in the following forms: Cash, Money Order, Certified check or Traveler's check via mail 8am – 5pm Monday through Friday, or online deposit at www.tigercommissary.com. Personal checks are not accepted.
- All funds received will be deposited into the inmates Commissary account unless prior arrangements have been made with the Jail Administrator or designee, or in the case of a Misdemeanor arrest that will be in house 24 hours or less.

INMATE CONDUCT:

You will not engage in any act that provokes a disturbance in the jail; will not set a fire; will not riot or encourage others to riot; will not mutilate clothing or other item issued by the jail; and will not engage in any other conduct that creates an order or security problem for yourself, fellow inmate, jail staff, visitors or any other person with whom you come into contact while you are an inmate.

You will not possess any weapon, ammunition or explosive substance; will not make or possess any un-prescribed, medicine or drug paraphernalia; will not make or possess any intoxicant; will not misuse any authorized medicine; will not deface, mark on or place any substance on doors, walls, fixtures, or other part of the jail facility, and will not introduce, possess or conceal any unauthorized objects of any kind.

You will not use offensive, abusive, disrespectful or obscene language; will not make unnecessary noise; will not speak in any manner that is likely to evoke a violent or disorderly response; and will not engage in any form of intimidating or harassing communications.

You will treat others in a manner that is outwardly respectful; obey the lawful orders of the jail staff; and keep yourself and your living area clean.

You will not strike or threaten another person.

You will not engage in any sexual contact or conduct; and will not make any threat or proposal.

You will not steal; will not exercise unauthorized control over any property of another; will not request or receive anything of value for protection or favors; will not tamper with any jail fixtures or equipment without expressed authorization by jail staff and will not plan or participate in any escape.

You will not attempt to bribe any member of the jail staff; and will not participate in any unauthorized use of the phone, mail or other correspondence.

It is the responsibility of each inmate to inform jail staff of any request for care and/or of any grievance concerning any conduct, condition or need to see the Jail Administrator. These rules apply to you while you are a Mitchell County Inmate. These rules are in the interest of jail order and security. This statement is to be read and applied. Inmate conduct that violates state law may result in criminal charges. Inmate conduct that

creates a breach of the peace of the jail may result in loss of privileges or confinement in isolation from the general population for no less than 24 hours and up to 30 days.

GENERAL HOUSE RULES

- Inmates will be given necessary bedding and hygiene items when booked in. Items are to be used for their intended purpose without misuse or destruction. Covering lights, windows, vents or reducing staff's ability to observe you is prohibited. Night-lights are to remain on at all times. Lights will be turned on at 7:00 a.m. when breakfast is served. Lights will be shut off at 10:00 p.m.
- Inmates will be required to remain decently dressed and have at minimum, a jail issued shirt and shorts on from 07:00 a.m. to 10:00 p.m. Inmates will wear issued jail uniforms whenever the door to the cell is opened, the inmate is going to the shower or conducting any other request deemed necessary by the officer. Clothing is to be worn in the manner it was designed and intended. You may buy socks, underwear and t-shirts through commissary.
- Inmates who destroy or deface county property will be held accountable for the cost of repair/replacement. Writing on or marking walls or cell furniture is not permitted and you could be charged with a crime and face disciplinary confinement.
- Mattresses must remain on the designated bed area flat with no folds.
- Needs such as medication or toilet paper is to be requested when staff makes regular jail checks approximately hourly. Wants such as paper, phone cards, etc... are to be requested during the first hour of each shift only (6am – 7am or 6pm – 7pm) or 1 hour prior to breakfast, and 1 hour following the evening meal.
- Emergency Call Buttons Are To Be Used Only For Emergency Needs.
- Inmates serving 2 - 5 days for Probation Violation or sentences are not afforded visitation, phone privileges, commissary or TV.

SEARCHES

- Searches in county jail do not violate one's reasonable expectation of privacy. Random, unannounced searches of inmates' property and cell area may be conducted at any time.

PHYSICAL CONDITIONS

- Jail staff shall maintain the jail in safe and sanitary conditions. Inmates shall be responsible for keeping their own living area clean and sanitary
- Trash is to be put in the trash container and will be removed by jail staff regularly. The toilet and sink is NOT your trash container.

prohibited. Rejected mail or content will be placed in the inmate's property or returned to sender and the inmate will be notified in writing. Jail staff will return all envelopes with any writing on it other than the name and address information of the sender and receiving party.

- Jail staff will inspect mail incoming and outgoing for contraband and/or security violations.
- Inmates will be allowed to receive content neutral soft cover books, magazines or newspapers through the US mail service from recognized publishers or book stores. Books will also be provided by the facility through the inmate library. Inmates can keep up to 3 books and/or publications in their cell at a time. Inmates are permitted to receive printed material including newspaper and magazine clippings, and clippings from coloring or puzzle books if the material is included as part of a first-class letter that does not exceed one ounce in total weight – with the exception of Legal, Religious and Published Material, however, Legal work and other published materials will be kept to a minimum.
- Mail which by the nature or content poses a threat to security, good order or discipline of the facility are prohibited. This would include, but not limited to; containing sexually explicit content, nudity, gang, alcohol, drug or weapons related content. Etc.
- Legal mail (privileged mail) is considered incoming mail from an inmate's attorney of record. All legal mail must be unchanged and clearly marked to be considered privileged mail. You may be asked to open privileged mail to verify its content.
- There will be NO written correspondence between inmates of this facility with inmates of any other facilities or persons on home detention. (Unless approved by jail administrator or original housing facility.)
- **Indigent Inmates** (meaning inmates with a personal balance of \$0.00). Indigent inmates may be supplied up to two stamped envelopes for personal use along with sufficient writing materials at no expense. Unused stamped envelopes/writing materials will NOT carry over from week to the next. Stamped Envelopes for legal mail will be provided at the indigent inmate's request upon the officer verifying the address of the attorney. No restrictions shall be placed on the number of letters an inmate can send, at his/her expense, or on the length of said letters.
- Stamped Envelopes for personal letters and Stamps are to be purchased through the facility commissary.
- Photocopies of legal documents may be done at a cost of 25 cents per copy at the inmate's expense if approved. No photocopies will be done if the material is hand drawn or hand written.
- Mail addressed to an inmate who has been transferred or released will be returned to sender within 48 hours of receipt.

removed from walls or furniture such as pictures will be confiscated and may or may not be returned to you.

- You will not be allowed to accumulate excessive amounts of papers, mail, meal food, supplies etc... You may be required to throw away or send excess items out. Legal paperwork is limited no more than what can be contained in a 10 X 13 Manila envelope.
- Inmates will be allowed only ten pictures at a time. Pictures or papers are not to be fastened in any way to windows, doors, or walls. Requests for picture exchanges need to be requested between 6am – 7am or 6pm – 7pm only.
- The jail staff will not deliver or exchange items of property between inmates located in different cells.
- The jail reserves the right to dispose of any personal property left behind or not picked up by family or friends. The jail will only keep these items for a period of 30 days after your release. Once the 30-day period expires, all property is destroyed.
- You are provided a balanced diet from the dietary department. You will eat the meal when it is served, and throw any remaining food or containers away after the meal period. Retaining food, drinks or condiments in your room following the regular meal period could be a health risk and is not permitted under any circumstances.

MAIL TO AND FROM AN INMATE SHOULD BE ADDRESSED IN THE FOLLOWING MANNER.

Recipient's first and last proper name

Full and complete address

Inmate Full and Proper Name

P.O. Box 338

Beloit, KS 67420

- Envelopes will NOT be sealed when given to Jail officials to be mailed out, unless it is an approved legal letter.
- All incoming mail without a complete return name and address will be considered prohibited and will be put in the inmate's property. All outgoing mail must have the inmate's proper name from which it was sent and no graffiti or foreign markings on the outside of envelope.
- Unauthorized attachments in or on any mail, such as stamps, glue, tape, coloring, stickers, staples, stains, paint or unidentifiable marks are prohibited. Polaroid photographs or any photographs which have been laminated or coated and any printed materials from the internet are

- When you leave the Mitchell County Jail you will be expected to spray down the cell with disinfectant, to include the mattresses, table, and sink/stool combination prior to release.

MEDICAL / DENTAL

- It is our policy to not dispense any type of narcotic medication.
- Inmates are expected to provide information regarding medical cards, insurance, etc... to enable payment of medical services. The inmate will pay for Medical/Dental bills providing he/she is not indigent.
- If you require medical or dental attention, ask jail staff for the inmate's request form and fill in the needed information. Any abuse of this service will result in disciplinary action. You are required to take all medications in front of the staff. You will be charged for medical /dental services or supplies.

HYGIENE

- Inmates are expected to shower and take care of their hygiene needs. Showers will start at approximately 8:00 a.m. Inmates will be offered showers every day when time allows and if not a security issue. Inmates are required to shower at least every other day. If security or disciplinary actions prevent moving an inmate to a shower then a sponge bath can be substituted every other day.
- Razors are available to all inmates every day of the week. These will only be afforded to you between the hours of 6:00 a.m. and 08:00 a.m. no later, no exceptions.
- Hair clippers are available Saturday mornings to give inmates an opportunity to cut their hair.
- Indigent hygiene packets are available on Sunday morning. Those inmates who do not have a chance to order commissary will have these packets available. Records will be kept of such items and inmates will be expected to pay for them once they do get funds.
- Those inmates receiving hygiene packets or other hygiene items will not be allowed to accumulate those items in their cells for any reason. Attempts to do this will result in loss of privileges.

The following items are considered privileges and can be restricted at any time for violation of the Inmate rules and expectations or disciplinary reasons set forth by the Mitchell County Jail.

TV

- TVs will be turned on at 6 am and off at 10:00 pm, unless that privilege is suspended. Inmates are assigned a TV remote and are expected to take care of it. If the TV or TV remote is damaged, the inmate will no longer be allowed TV during their current stay and all incarcerations thereafter.

TELEPHONE

- Local inmates may be given an opportunity to make a phone call when booked into jail; this is the officer's discretion and will be done depending on the inmate's ability to cooperate during booking.
- The phones in the jail will be on at 6am and off at 10:00 pm, unless phone privileges are restricted for security purposes, or where calls might jeopardize an investigation.
- Inmates will not be allowed to call victims. Consequences may be given for misuse of the phone such as calling repeatedly to individuals or making harassing or threatening calls.
- Collect calls can be made by using the phone system inside the jail cells. Phones will be monitored and/or recorded with the exception of attorney calls or other privileged legal calls. It is up to the inmate to provide phone numbers of legal services that should not be recorded or monitored, these will be verified.
- Inmates may be able to come out to the interview room and talk to his/her attorneys if the attorney calls in a request. All other communication should be on the inmate phone system or by mail.
- Inmates may purchase phone cards between 6am – 7am or 6pm – 7pm only.
- Messages will not be passed from family members or friends to any inmate or from inmate to family member or friends.

VISITS

- Visiting hours are Saturdays and Sundays from 1:00 pm to 4:00 pm they are recorded and or monitored.
- **Visitations are for immediate family only.** Family members wanting to visit must fill out a visitation questionnaire. It is the responsibility for the inmate to mail the questionnaire to their family members.

- The questionnaire is available through correctional staff and is also available in the facility lobby. The approval of this questionnaire may take up to 5 days to process.
- Visitation will be approximately 15 minutes. Inmates and visitors must be dressed properly, which means that no visitor may wear clothing that is deemed revealing or provocative and the inmate must remain in the jail issued uniform, and all must remain so during the entire visit.
- Inmates serving a 2 or 5 day Probation Violation or sentences are not given visitation.
- A parent or legal guardian must accompany family minor(s) under age of 18 for visitation.
- The Sheriff or Jail Administrator will be the only person authorized to allow special visitations.
- All visits are subject to change without notice. The Mitchell County Sheriff's Department reserves the right to revoke or refuse admittance to or end a visit of any individuals.
- Clergymen and lawyers may visit Inmates anytime as long as it is a reasonable request and doesn't interfere with jail officers' duties.

COMMISSARY

- Inmates will be allowed to order from the commissary menu on Monday and items will generally be delivered within 48 hours after it is received from the vendor.
- Inmates will be restricted to ordering 20 food items each order, this includes candy, beverages and snack foods combined. Commissary will be kept in an orderly manner in the desk area or provided basket.
- Inmates must have enough money in their account to cover items ordered by Monday at 6 p.m., and allow a reserve of \$5.00 for incidental expenses.
- If inmate has an outstanding facility bill or medical/dental bill he/she will not be allowed commissary until such bill is paid.
- Commissary (or any personal items) will not be traded or passed to other inmates.

PERSONAL ITEMS

- All personal property that is not held as evidence will be stored in a secured area until you leave. You may request items be turned over to family members, and are required to sign such requests. Item exchanges will only take place during regular business hours.
- Personal items within your cell will be contained in a flat or basket provided to you in a neat and orderly manner. Any personal items