

**LINCOLN COUNTY
SHERIFF'S
OFFICE**

Sheriff John Cottle
Detention Center



Handbook

Captain Greg Tipton

Jail Administrator

**DETENTION CENTER RULES
AND GUIDELINES**

INTRODUCTION/MISSION

The Lincoln County Jail regularly houses Federal, immigration, state and local pre-trial and post-conviction detainees/prisoners. Our mission is to safely and securely house the inmates in this facility. In order to maintain and promote both your safety and security as an inmate, a specific set of facility rules are in place that you are required to follow without exception. These rules, and additional information that may pertain to you during your stay in the Lincoln County Jail, are the basis of the Lincoln County handbook you are now reading.

Every person incarcerated or housed in the Lincoln County Jail is issued an inmate handbook at the time of his/her incarceration into this facility. The inmate handbook is also provided in each dayroom. You are responsible for reviewing, knowing, and following the contents of this handbook. You are responsible for your actions while you are here, and will be held accountable should you choose not to follow the facility/inmate rules. You are responsible for this handbook and are required to return it, undamaged, to the releasing detention staff member when discharged or transferred from the Lincoln County Jail. Failure to so will result in a \$5.00 charge.

CHEMICAL TESTS

Inmates may be required to submit to chemical testing to determine the presence of drugs or alcohol in their system if there is cause to believe that he/she may have been in possession of controlled substances or alcohol. Inmates who test positive for drugs or alcohol will be charged the cost of the test kit (\$6.44).

WARNING

Be advised that anything you say or do while incarcerated in the Lincoln County Detention Center can/may be used against you in a court of law. Your rights to privacy in a detention facility are extremely limited. Your correspondence, telephone conversations, and visits are monitored. You should consult your attorney, not detention staff, for further information regarding your Constitutional Rights.

INMATE RIGHTS

The disciplinary process is outlined here for all violations as previously specified. You are entitled to the following:

1. Written notice of the violation a minimum of 24-hours prior to being called before the Disciplinary Panel.
2. Disciplinary Panel Hearing, unless waived in writing at any time prior to the hearing.
3. Limited right to call witnesses and present evidence in your own defense, as deemed relevant by the highest ranking Detention staff member on the Disciplinary Panel.
4. Written notice from the Disciplinary Panel as to the evidence relied upon and reasons for the determination of disciplinary action.

If the alleged violation is subject to a criminal investigation, you will be provided a Miranda Warning and offered a written waiver. Should you invoke your rights and not make a voluntary statement, the Disciplinary Panel will not question you and will make a determination based on all other information available to them. You are not entitled to have an attorney or other counsel present during the disciplinary hearing.

Attempting to commit any prohibited acts, ordering another person to commit any of these offenses, and/or making plans to commit any of the previous offenses may be considered the same as a commission of the offense. Repeat violations of the rules may cause you to be placed in administrative segregation for the protection of others, yourself and/or the safety and security of the facility. The Jail Administrator will review your segregation generally every seven (7) days until you are returned to general population or released from the custody of the Lincoln County Detention Center.

All rule violations will generally result in disciplinary action. Disciplinary action could mean confinement in a segregation cell separate from the general population for a period of time and may also result in the following:

1. Loss of good time credit (for inmates who qualify)
2. Loss of television privileges
3. Loss of commissary privileges (including E-Cigarette Program)
4. Loss of visitation privileges (including video visits)
5. Loss of telephone privileges

6. Loss of access to Programs for book exchange
7. Loss of access to the exercise/recreation area

All incidents of misconduct are reported and reviewed by the Detention Division Supervisory Staff.

INMATE RESPONSIBILITIES

While detained at The Lincoln County Detention Center, you will have certain responsibilities that you must meet.

Those responsibilities are as follows:

- As a detainee you are responsible to learn and abide by all Detention Center rules and regulations.
- You must recognize and respect the rights of others, even those of different races, religions, national origins, sex, sexual orientation, and beliefs.
- You are responsible to treat all people, detainees and correctional staff, with respect. This includes sworn officers as well as civilians and volunteers.
- All detainees are responsible to maintain proper personal hygiene, including regular showering, participating in a regular exchange of linens and uniforms, and keeping a clean living quarters.
- All detainees must conduct themselves appropriately during visitation. Profanity and disruptive behavior will not be tolerated. Never disturb another detainees' visit.
- Pod cleanliness is a pod responsibility. Failure to maintain a clean pod will result in loss of pod privileges.
- All detainees are expected to conform to the general pod rules and regulations.
- Obey **all** orders as given by staff members.

POD and FACILITY RULES

- 1) It is the responsibility of each detainee to maintain their own living quarters. This means that trash, dirty clothing, and other items should be stored in a neat and orderly fashion. Refuse should not be allowed to build up in the room, and dirty linens should be changed out regularly. When two or more detainees co-occupy a unit, both parties are responsible to maintain their own property and bunks.
- 2) Covering lights, light fixtures, windows, and air vents with an object is not permitted. Detainees must not place or stack items on the window ledge in the room, or obstruct the window in any way. The correctional staff must be able to see in your windows at all times for your own safety.
- 3) Detainees must not affix or post items to their cell wall, doors, lights, light fixtures, ceilings, sinks, toilets, mirrors, desk, or bunks.
- 4) Blankets, sheets, towels or any other type of linens may not be affixed to any bunk where as it obstructs the view of that bunk.
- 5) Mattresses must remain on the bunks at all times. Taking mattresses out into the dayroom area is not permitted for any reason. Detainees are also not permitted to sleep with mattress directly on the floor. Law requires that the mattress be several inches off of the floor for health and safety reasons.
- 6) Only detainees assigned to a particular cell are authorized to be in that cell. You may not enter a cell that you are not assigned to for any reason.
- 7) When a detainee exits their cell, their bunk must be made. All bunks are to be kept in a neat and orderly fashion when not occupied.
- 8) Pod cleanliness is a pod responsibility. You as a detainee are required to participate in the general house cleaning of your assigned unit.
- 9) Writing, drawing, marking, or scratching on any Detention Center property is strictly prohibited. Doing so will result in disciplinary action, and possible criminal charges.
- 10) Detainees are expected to be fully dressed in the proper jail uniform anytime that they are not either in the shower, or in their room. This includes wearing proper footwear (socks alone will not be acceptable), not having your pants legs rolled,

pants will be pulled up around the waist, and wearing a uniform top. The shower stall or secured cells are the only two areas in which a detainee may be undressed.

- 11) Only one detainee is permitted to be in a shower stall at a time.
- 12) You, your living quarters, and your belongings are subject to search at anytime.
- 13) Loitering on the upper tier will not be permitted.
- 14) Headcounts will be conducted several times a day. The interference with, or refusal to cooperate with any headcount for any reason, may result in disciplinary action.
- 15) Communicating with other housing units, either verbally or written, is not permitted.
- 16) No loud or disruptive talking, yelling, or pounding is permitted.
- 17) No detainee is permitted to physically touch and/or look out of the large windows leading to the exterior of the pod. This is included for all windows in the facility.
- 18) Blankets and sheets are not to be taken out into the dayroom area.
- 19) **THE USE OF TOBACCO OF ANY KIND IS NOT PERMITTED!**
- 20) **The pod intercoms are for emergency use only.** All other request should be made to the corrections officers during their rounds.
- 21) If an emergency situation should occur in your housing unit (a fight, medical emergency, etc.) and the detention staff responds to your pod, all detainees must **LOCKDOWN** immediately! As soon as the order to lockdown is given, either in person or by intercom, all detainees must comply immediately. Failure to lockdown immediately will result in your unit remaining confined when the incident is over.

Any violation of the pod rules can result in disciplinary action. The Lincoln County Detention Center's disciplinary policy is explained in the next section.

DISCIPLINARY ACTION

While detained at the Lincoln County Detention Center, you will be expected to conform to the rules of the facility, and will be held accountable for your actions. If you should violate any section of the department's rules and regulations, you may face disciplinary action.

In a facility where many individuals live together in a relatively small amount of space, it is extremely important that order and discipline be maintained. Discipline and order are not only for the benefit of the staff, but also for the safety and welfare of you and all other detainees. While many problems can be resolved informally through counseling, disciplinary measures may occasionally be imposed.

You will have the right to appeal the determination of the Disciplinary Panel to the Jail Administrator. Your appeal must be submitted within 48 hours after receipt of the written determination of the Disciplinary Panel. You must specifically follow and use the appellate order as stated. Your failure to exhaust each appellate level in the specified order and described manner will disqualify you from the appellate process.

If discipline is imposed, it may be anything from the loss of privileges over an extended period of time, to being housed in the disciplinary segregation unit for a pre-designated period of time or both. Any disciplinary action imposed by the designated officer may be grieved to the next higher level. As an example, if the Sergeant sentences a detainee to seven days in the disciplinary segregation unit, they will have the right to grieve that decision to the Lieutenant.

Rule violations are broken down into three separate categories lowest to highest as follows: Class 3 violations, Class 2 violations and Class 1 violations. There are different types of consequences with each class of violation.

Misconduct and any disciplinary action you receive may be reported to the court, pre-sentence investigators, probation and parole agencies, and others deemed appropriate by the Jail Administrator. Any misconduct toward staff in any manner is subject to disciplinary measures that are heavily enforced. Criminal conduct may result in new criminal charges being filed against you.

COMPLIANCE WITH JAIL STAFF DIRECTIONS

Inmates must follow the instructions/directions of jail staff at all times. Failure to follow jail staff member instructions/directions may result in disciplinary action and/or criminal charges against you.

CONTRABAND

Any item not issued by detention staff is considered contraband and may be confiscated and/or destroyed. Inmates are prohibited from having in their possession or control, any items that are not:

1. Issued by Lincoln County Jail.
2. Purchased by the inmate through the Lincoln County Jail Commissary program.
3. Authorized by the Lincoln County Jail Administrator.
4. Any item not in its original condition. Modifying or altering any item, whether issued or purchased is not permitted.
5. Using an issued or purchased item for any purpose not intended.

DAMAGE TO JAIL PROPERTY; CLASS D FELONY (RSMo. 221.353.2)

1. A person that commits the crime of damage to jail property or if such person knowingly damages any city or county jail building or other jail property.
2. A person commits the crime of damage to jail property if such person knowingly starts a fire in any city or county jail building or other jail property.
3. Damage to jail property is a class D felony.

PROHIBITED ACTS RESULTING IN DISCIPLINARY ACTIONS

CLASS 3 Violations

Class 3 Violations are those which involve violation of law or Lincoln County Jail policy and/or regulation.

Class 3 Violations may also result in criminal charges as well as administrative disciplinary action as follows:

- 3.0 Refusing to obey a proper directive/order of any staff member
- 3.1 Possession of money, chit, mark, score card, or currency unless specifically authorized
- 3.2 Unauthorized possession of another inmate's personal property
- 3.3 Destruction, alteration, or misuse of issued items
- 3.4 Non-approved correspondence/communication with another inmate
- 3.5 Giving or offering any official or staff member a bribe or anything of value
- 3.6 Gambling or possession of gambling devices
- 3.7 Possession of non-dangerous contraband
- 3.8 Indecent exposure
- 3.9 Making harassing, abusive, obscene, annoying, or threatening phone calls
- 3.10 Excessive noise
- 3.11 Failure to properly clean/maintain a cell or dayroom. Violations include writing or marking on cell and dayroom walls.
- 3.12 Unauthorized/inappropriate contact or conduct with a visitor or other members of the public
- 3.13 Giving or accepting anything of value or money to or from another person
- 3.14 Using abusive or obscene language
- 3.15 Unauthorized cell visiting or being in another cell besides your own
- 3.16 Possession of unauthorized clothing or property
- 3.17 Possession of excessive items, clothing or food (including commissary)
- 3.18 Violation of the provisions of the E-Cigarette Program

- 3.19 Non-emergency use of the intercom call button (Use other than for Serious Maintenance Issues, Immediate Health/Safety concern)
- 3.20 Failure to be fully/properly dressed in assigned inmate uniform when outside of the inmate's assigned cell or dayroom (Shower shoes limited to use in the dayroom)

PENALTY:

Class 3 Violations of Lincoln County Detention Center policy may result in:

1. Disciplinary segregation from the general jail population on each charge for up to 5 days.
2. Loss of all or part of any privilege for up to 5 days
3. Responsibility for the replacement cost of any damaged item

A Class 3 Violation may result in a change in classification status.

CLASS 2 Violations:

Class 2 Violations are those which involve violation of law or Lincoln County Detention Center policy and/or regulations.

- 2.0 Threatening a staff member with physical harm
- 2.1 Threatening another person with assault or other offense against his/her person
- 2.2 Failure to notify staff of sexual activity
- 2.3 Making sexual proposals or threats against another inmate or staff member
- 2.4 Destroying or damaging facility property or the personal property of another person
- 2.5 Stealing
- 2.6 Tampering with or blocking locks, locking mechanisms, window, door or any other security device
- 2.7 Hanging, draping, posting or affixing to any window, door, wall, light, or other fixture any item which obstructs the view of cell, dayroom, or any other area of the facility
- 2.8 Blocking, covering, obstructing any air vent or speaker
- 2.9 Crossing, reaching, or placing any item over a conspicuously marked security boundary without the prior approval or directive of a staff member
- 2.10 Adulteration of any food or drink
- 2.11 Malingering or feigning an illness
- 2.12 Use/misuse of any equipment or supplies not specifically authorized. Includes the misuse or unauthorized removal of furniture from the dayroom.
- 2.13 Engaging in any activity which disrupts or interferes with the security and/or the orderly operation of the facility
- 2.14 Counterfeiting any official document or paper
- 2.15 Making intoxicants or being intoxicated
- 2.16 Tattooing or self-mutilation
- 2.17 Lying or providing a false statement to a staff member
- 2.18 Refusing to provide a breath/urine/blood sample for testing to determine alcohol and/or drug abuse
- 2.19 Abuse/misuse of authorized or prescribed medication and/or possession of unauthorized medication (non-narcotic)
- 2.20 Possession of any burning, smoldering or fire-producing item such as wicks, lighters, matchers, etc.
- 2.21 Possession of tobacco
- 2.22 Loan sharking
- 2.23 Forgery
- 2.24 Tampering/altering/destroying an issued identification card
- 2.25 Being in possession of an identification card of another inmate

- 2.26 Failure to immediately lockdown as directed by staff
- 2.27 Spreading of feces, or urine or other biohazards
- 2.28 3rd incident of similar or same Class 3 Violation (see description of Class 3 Violations)

PENALTY:

In addition to the filing of criminal charges, a Class 2 Violation may result in:

- 1. Disciplinary segregation from the general jail population on each charge for up to 15 days
- 2. Loss of all or part of any privilege for up to 15 days
- 3. Responsibility for the replacement cost of any damaged item

A Class 2 violation may result in a change in classification status.

CLASS 1 Violations:

- 1.0 Murder
- 1.1 Assault
- 1.2 Fighting
- 1.3 Extortion
- 1.4 Engaging in sexual acts
- 1.5 Escape or escape attempt
- 1.6 Aiding or facilitating an escape or escape attempt
- 1.7 Setting a fire or tampering with fire alarms/sprinklers
- 1.8 Possession or introduction of an explosive or any ammunition
- 1.9 Possession or introduction of a gun, firearm, weapon, sharpened instrument, knife or unauthorized tool
- 1.10 Possession, introduction or use of any narcotic, narcotic paraphernalia, drugs or intoxicants not prescribed by for the inmate by the medical staff (includes possession of another inmate's prescribed scheduled substance I-IV medication)
- 1.11 Possession of any staff member's clothing or equipment
- 1.12 Wearing a disguise or mask/concealing your identity
- 1.13 Rioting or inciting a riot
- 1.14 Engaging in or encouraging a group demonstration
- 1.15 Refusing to obey an order during an emergency situation
- 1.16 Taking any person(s) hostage
- 1.17 3rd incident of similar or same Class 2 Violations (see description of Class 2 Violations)

PENALTY:

Class 1 Violations are those which usually involve criminal action and may result in the filing of criminal charges. In addition to the filing of criminal charges, a Class 1 Violation may result in:

1. Disciplinary segregation from the general jail population on each charge for up to 30 days
2. Loss of all or part of any privilege for up to 30 days
3. Responsibility for the replacement cost of any damaged item

A Class 1 Violation will also most likely result in a significant change in class classification status

- A) Being housed in the disciplinary segregation unit on disciplinary segregation for up to thirty days.
- B) The loss of all or part of any privilege for up to 30 days.
- C) Removal from any program or group activity for up to 30 days.
- D) Detainees are subject to being placed on segregation status pending the investigation of any of the Major Rule violations.
- E) Responsibility for the replacement of any damaged item.

COURT APPEARANCES/COURT Demeanor

Inmates will adhere to the following rules:

1. Inmates shall not communicate with anyone en route to court without permission of the transporting detention staff member.
2. Inmates shall not communicate with anyone in court, except their attorney or presiding judge.
3. Inmates shall be respectful of the judge and court staff.
4. Inmates shall not leave their assigned seating area.
5. Inmates shall not have physical contact with anyone.
6. Inmates are not permitted to wear personal clothing unless provided by the court.
7. Inmates will move up and down the hallways in single file.
8. Only legal paper work will be authorized to be taken to court and will be searched by escorting Officer.

INMATE REQUEST SYSTEM

The inmate request system is provided for inmates to make specific requests, reasonable inquiries and/or access facility staff/services. To ensure the most efficient processing of your request, you should submit unrelated topics individually. Requests, other than as detailed in this handbook, are not to be addressed to a specific detention staff member to handle the specific request. Your request will be routed to the proper detention staff member to handle the specific request. Detention staff will not respond to duplicate requests.

Detention staff will not conduct an active warrant check for you outside of the routine check conducted at the time of intake and immediately prior to release.

Detention staff will not be able to provide information on court addresses, court dates, and other information outside of the 45th Judicial Circuit. You will need to contact your attorney or another outside source for this type of information.

Detention Staff will not be able to provide information, including addresses and phone numbers for individuals. You will need to utilize family, friends, or contacts to locate this kind of information.

Inmates are allowed to submit a reasonable amount of inmate requests per day. Abuse of this procedure can result a suspension of this privilege, excluding Disciplinary Panel Appeals and Grievances. Requests of a non-emergency notice are generally answered within 24 to 48 hours.

Inmate requests may not be used to address cell/dayroom maintenance issues. The reporting of these issues should be done by submission of a maintenance request.

INMATE GRIEVANCE PROCEDURES

You must file a grievance with the Detention Division Supervisory Staff if you feel you have been subjected to abuse or abridgement of your rights while incarcerated. **You are not permitted to file a grievance on behalf of another inmate.**

All grievances must be submitted on a Grievance Form. You must file your grievance within forty-eight (48) hours of the alleged abuse or abridgement you are reporting (unless you are reporting sexual abuse/harassment) and include specific details supporting your grievance. The Detention Division Supervisory Staff will investigate your grievance and resolve any issues found. You will be notified of the Grievance findings in writing only.

If you feel the Jail Supervisory Staff did not adequately address your grievance, you may file a Grievance Appeal to the Jail Administrator. All Grievance Appeals must be submitted on a Grievance Appeal Form. You must file your grievance appeal within forty-eight (48) hours of receiving written notification of the Detention Division Supervisory Staff's finding/actions and include specific details explaining why you feel that the response was not appropriate. The Jail administrator will investigate your appeal and resolve any issues found. You will be notified of the Grievance Appeal findings in writing only.

If you feel the Jail Administrator did not adequately address your grievance appeal, you may file an Appeal to the Sheriff. All Sheriff Appeals must be submitted on a Sheriff Appeal Form. You must file your Sheriff Appeal within forty-eight (48) hours of receiving written notification of the Jail Administrator's findings/actions and include specific details. The Sheriff will investigate your appeal and resolve any issues found. You will be notified of the Sheriff Appeal findings in writing only.

Your failure to exhaust each appellate level in the specified order and described manner will disqualify you from the grievance process.

ISSUED ITEMS

While confined at the Lincoln County Jail, several items will be issued to you, and you will be responsible for their care, maintenance, and retention. You will be issued a blanket, towel, sheet, and care kit. Your care kit will contain soap, toothpaste, toothbrush, and a comb. All detainees are also issued a mattresses and Detention Center offender uniform(s), including footwear. All of these items with exception of the mattress are washed regularly on a laundry schedule. All hygiene items may be replenished through commissary, and for those detainees who are indigent, a care kit will be provided for you every thirty days.

When you leave here you are responsible for the issued items given to you by the Lincoln County Sherriff's Office. If you cannot account for these items that were issued to you then you will be charged from your inmate account. If they are destroyed and not reusable you will be charged accordingly. The following prices are listed:

UNIFORM SHIRT	\$10.00	MATTRESS	\$130.00
UNIFORM PANT	\$10.00	SHEET	\$10.00
T-SHIRT	\$6.00	BLANKET	\$10.00
BOXERS	\$4.00	TOWEL	\$5.00
SOCKS	\$2.00	PILLOW	\$8.50
HANDBOOK	\$5.00	WRISTBAND	\$3.00

LAUNDRY

All detainees will be provided with the opportunity to have their laundry washed twice a week. Laundry for pods A, B, and C is washed on Mondays and Thursdays. Laundry for pods D and E are washed on Tuesdays and Fridays. G pod, medical, and segregation units are washed on Wednesdays and Saturdays. No laundry will be washed on Sundays. All offender laundry is washed together. There is no separation of clothing.

PERSONAL HYGIENE/SHOWER USE

As mentioned earlier in the handbook, all detainees are required to maintain personal hygiene. Detainees have access to the pod showers anytime that they are out in the dayroom area. Detainees will be given razors at the discretion of the staff. This occurs normally Mondays, Wednesdays, and Fridays. Razors must be returned in tact when requested by an officer. If you return a razor without the blade or lose the razor you will be subject to lockdown, and a shakedown will be conducted in the pod. Toiletry items such as soap, shampoo, and deodorant are sold on commissary, and will be provided to those detainees who are indigent every thirty days. ICE and USMS detainees are offered hygiene products at no cost on Fridays. Toilet paper is exchanged in the same fashion.

You must turn the cardboard center from the toilet paper roll into the corrections officer on duty in order to receive a new roll. Only one roll per cell is authorized and must be shared between cellmates.

BUSINESS TRANSACTIONS

No person working for the Lincoln County Sheriff's Office shall transact any business with any inmate or member of any inmate's family, nor shall any person working for the Lincoln County Sheriff's Office arrange through another party any business transaction with any inmate. Also, no inmate will transact any business with another inmate. This includes gambling or exchange of any item for goods or services within this facility.

You have no expectation of privacy within your assigned cell or dayroom, or of your person. All areas of the facility are regularly searched. You are subject to search of your person at all times.

PHOTOCOPIES

Legal copies – Inmate are required to coordinate making photocopies with their assigned legal counsel. Pro se inmates may submit a request for legal copies at a cost of \$0.10 per page.

Medical copies – To acquire photocopies of their medical record, an inmate must submit an inmate request for the record. The inmate will be charged \$2.00 plus \$0.10 per page.

MAIL

Incoming and outgoing mail is subject to being opened and inspected prior to delivery. Lincoln County does not accept packages, hard cover books or magazines. Absolutely no images, pictures, drawing, or renderings containing nudity will be accepted. Mail is picked up daily, and will be distributed Monday through Friday, holidays excluded. Detainees are only authorized to have three photographs. Photographs must be on photo paper; computer print outs and Polaroid's are not authorized. Any excess photographs will be placed in their property. Privileged correspondence from a licensed Attorney, Judges or Clerks, Department of Corrections, Parole Board, The Governor or Lt. Governor, members of Congress or The Senate, The Supreme Court, Vice-President, or President will be delivered and opened in their presence. **(All outgoing mail must have the Jails return address, or it will be seized.)**

You may send outgoing mail as often as you wish, provided your letters do not violate United States Post Office regulation or safe and secure operations of the Lincoln County Jail. You are required to include your full name and return address on outgoing mail. Failure to do so will result in the mail being returned to you for correction.

Non-legal/non-governmental correspondence is accepted in the form of postcards. This practice provides a safer, contraband-free environment for both detainees and detention staff. All postcards not meeting the standards listed below will be returned to sender. Postcard requirements are as follows: ● Postcards may be no larger than 4.25 inches by 6 inches and must be properly addressed; must contain the sender's name/return address, detainee's name and the Lincoln County Jail address listed below. ● Metered post cards are preferred and will generally be delivered unaltered; stamped mail will have the stamps removed which will likely damage some portion of the postcard. ● Postcards containing stickers, adhesive labels, watermarks, stains, lipstick, and/or any other suspect alteration/adulteration will be returned to sender.

Exceptions to the postcard requirement must be made by submission of a Mail Exception request and include the sender's full name and address and specify the exception and facts for consideration. All exceptions require prior approval of the Detention Division Commander or designee. Items identified as not meeting the standards or containing unapproved items, will be placed in your property. The sender of rejected mail, either returned to sender or placed in your property, will be notified in writing. Mail received under an exception will have stamps, labels, staples, paperclips and clasps removed prior to delivery to the detainee. Outgoing mail is not similarly restricted.

Lincoln County Jail
C/O (your name and cell location)
65 Business Park Drive
Troy, Missouri 63379

POD TELEPHONES

Each of Lincoln County's housing units has two telephones and HomeWAV video visitation that the detainees may use anytime that they are out in the dayroom. **Phones usage:** Detainees must purchase a phone card(s) or make collect calls from pod phones. Phone cards can be purchased through a written request. Phone Cards are available in 5, 10 and 20 dollar increments. Five-dollar cards are limited to three per order, 10 and 20 dollar cards are unlimited per order. **HomeWAV video visitation usage:** HomeWAV instructions are listed in four easy steps on the wall next to the HomeWAV system. These are the only phones detainees have access to during their stay at the Detention Center. Detainees should be cautious not to damage the phones or HomeWAV system by slamming down on the receivers into the cradles, punching the keyboards with too much force, or pulling the receivers out of the wall. Any repairs to the phone systems have to be scheduled, and usually take quite some time to occur. The unit will be without a phone until repairs can take place. Pod telephones are a "pod privilege," and such can be taken away for a pod violation. The pod phones will be turned off at 10:30 pm, and will be turned back on at 6:30 am.

The inmate phone system permits non-citizens to contact a consulate or immigration and customs free of charge. The system also permits free phone calls to Federal Public Defenders Office and the PREA Hotline.

Telephone calls to the courthouse, Sheriff's Office or employees of the sheriff's office are prohibited.

All calls are subject to recording or monitoring.

Inmates will have NO access to booking phones unless the shift Sergeant, Lieutenant, or Administrator deems it necessary.

VISITATION

Any detainee not on disciplinary lockdown, or housed in the disciplinary unit, may participate in weekly visitation. Each housing unit is assigned a specific day on which your friends and family members may come visit. Visitation typically lasts for 30 minutes. If a housing unit should have a high volume of visitors show up, visitation **can** be extended an additional hour if necessary to ensure that all detainees have the opportunity to see their guests. Detainees may visit with up to three persons at a time, as long as the number of your visitors does not interfere with the visits the visits of others. Any person you wish to visit must be at least sixteen years of age, with a valid photo I.D. card. (Visits with minor children are to be with an adult at least eighteen years of age.) Any person currently on Probation or Parole will not be permitted to visit, nor will any person who has been confined at Lincoln County within the last ninety days. All visitors must arrive 30 minutes prior to visit for sign in. Visitors **must** be in appropriate socially accepted attire or they will be turned away. Any visitor who is not here 30 minutes prior to visitation **can** be turned away. All visitors will be run for "wants and warrants." If your visitor is discovered to be "wanted", your visit will be stopped and they will be taken into custody.

F-Pod (**Disciplinary Segregation**) will have **no** visitation privileges.

The assigned visitation days are as follows:

- | | |
|-------------------------|------------------------|
| A-Pod Saturday 8:00 am | D-Pod Saturday 7:00 pm |
| B-Pod Saturday 10:00 am | E-Pod Sunday 7:00 pm |
| C-Pod Saturday 2:00 pm | F-Pod Sunday 2:00 pm |
| G-Pod Sunday 10:00 am | |

THERE WILL BE NO CONTACT VISITS.

SPECIAL VISITATION

All detainees are authorized one special visit for one hour every month. The request must be made 72 hours in advance and will typically last for 30 minutes. All detainees must write a request to get put on the special visit list. The date and time of the visit wanted must be on the request or it will be denied. The special visit hours are as follows: Monday through Friday from 9:00 am to 3:00 pm. **There are no weekend special visits.**

Any disruptive conduct by either party will result in the termination of the visit and may have an adverse effect on future visits.

RECREATION

Detainees are allowed access to the recreation area for one hour daily. During this recreation period, detainees are not to become rowdy, wrestle, fight, or engage in horseplay. Exercise equipment (if available) is to be used only in the manner in which it was designed for. Absolutely no hanging from the basketball goal is permitted and detainees are not allowed to throw any item that was not intended or designed to be thrown. Detainees are to remain dressed at all times while in the recreation area. Again all detainees that wish to participate in recreation must have their wrist band on and scanned.

TELEVISION

The televisions in the housing units will be turned on each day at 06:30 am. The televisions are turned off at 10:30 pm. All televisions are considered to be pod privileges, and may be taken for pod violations. All disputes over programming, and, or the remotes will be settled by the corrections staff. This will usually result in loss of television for the remainder of the shift or entire day.

COMMISSARY

Any money that a detainee may have when brought into the Detention Center, will be deposited into a commissary bank account in their name. Money orders are also accepted through the US Mail system, in person during visitation, or dropped off at main control window. There is an Access Corrections Kiosk available in the main lobby that will enable your families and friends to apply money to your commissary account. Money can also be applied online at www.inmatedeposits.com or 1-866-345-1884. All funds received by these means will be deposited into the detainees account. All money orders should be made out in the name of the detainee that the funds are intended for. All commissary orders should be finished by 10:00 a.m. Tuesday morning. Anyone having problems with the kiosk should ask for a commissary order form, and submit it to the Corrections Officer on duty to be forwarded to inmate finance. You will be notified in advance if orders need to be submitted early due to holidays. If a detainee does not have money on their books at the time commissary is submitted, you will not receive commissary. If you should purchase commissary, and then be released prior to receiving it, you will have three days to claim the items before they are forfeited.

LIBRARY

The Law Library is typically available on Saturdays and Sundays from 9:00 am until 5:00 pm only. Detainees need to write a request on the date and time they wish to go to the Law Library. All books in the library must stay in the library; detainees are not to take any of the law books back to the housing units. There are no exceptions. After use of the library, if detainees have in their possession parts of or destroy any books in the library, they will be subject to having the cost of replacement taken off their books and/or lockdown in the segregation unit for no less than 30 days.

For Federal Marshal Detainees, a Lenovo computer is provided for viewing of “Discovery” only. Discovery disks are provided by your attorney and kept in your personal property. If you have discovery disks and wish to view them on the day of your law library visit please add that to your request.

For I.C.E. Detainees a computer is provided with Immigration Case law, updated periodically and available for your use.

You may request additional time for library if library usage by other detainees that day is at a low volume. **This is left up to the discretion of the shift Sergeant.** If you find that reading materials are missing or damaged, please notify jail staff immediately.

RELIGIOUS SERVICES AND COUNSELING PROGRAMS

Various counseling services are scheduled Monday thru Friday by the Jail Administrator and are usually “one on one” sessions. The time and availability of the services often varies.

Church services for men are Sunday From 08:30 A.M. to 10:30 A.M.

Church services for women are Sunday From 10:45 A.M. to 12:00 noon

All inmates are generally afforded a reasonable opportunity to pursue their religious faith as long as such practice does not interfere with security requirements or the rights of another inmate.

MEALS

Lincoln County serves three meals a day to all persons detained at this facility. At mealtime the corrections staff will bring the trays into the housing area, and then go pod to pod to distribute them. All detainees are required to be up and out of their cells at mealtime. The officers will call each detainee by name. Each detainee will come forward in order called to have their bracelet scanned and accept their food trays. Any detainee not claiming their tray will be considered a refusal. **DO NOT JUST WALK UP TO THE OFFICER OUT OF ORDER AND EXPECT TO RECEIVE A TRAY.**

RED LINES

While detained at Lincoln County, you will notice several areas in the Detention Center that have red lines either in front of or around them. This indicates an area that is off limits to detainees. The red lines are in place for security reasons, and are not to be tampered with. The red lines around the doors on the upper tier are there to let detainees know that they are not to touch, stand next to, or yell through that door for any reason. The red line on front of the entrance to the pod is for security reasons. The only time that a detainee is permitted to enter that area is when directed to do so by a member of the correctional staff. Violations of the red line policy are punishable by a minimum 23-hour lockdown.

INTERCOM SYSTEM

The intercom system at the Lincoln County Detention Center is for **emergency purposes only**. This especially applies to the intercom located inside the area marked with a red line; a detainee should only use it in case of an emergency, or at staff direction. Using this intercom for any for any other purpose will violate the red line policy, and be subject to a 23-hour lockdown. The intercoms inside the cells may be used after hours, but only for things of a serious nature. Questions about court, what time it is, and other things of a frivolous nature should not be asking using the intercom system, and will result in disciplinary action. All questions or request that a detainee may have should be made to the detention center staff during their rounds.

DETENTION CENTER MEDICAL SERVICES

ALL MEDICAL JUDGMENTS CONCERNING YOUR HEALTH CARE WHILE YOUR ARE DETAINED HERE IS THE SOUL PROVINCE OF THE PHYSICIAN WORKING FOR, OR UNDER CONTRACT TO THIS FACILITY. **No member of the Detention Staff is qualified to be a Physician or Nurse, and will not do anything in contrary to what is directed by the Medical Staff.**

Any questions, complaints, or issues with your medical treatment must be directed to the medical staff. However, it is worth re-mentioning that all forms of medical treatment given here must conform to the safety and security guidelines of this facility. Your treatment therefore may not be administered in exactly the same way it was prior to your being detained; but our medical staff is made up of trained professionals who will not allow your treatment to be deficient or substandard.

*All dental services are on an emergency basis only. We will not transport detainees for crowns, caps, or fillings.

Detainees will be provided access to medical care either through Nurse Sick Call or Physician visits. Physician visits are available for a \$10.00 fee. Detainees must submit a request form to be seen during Nurse Sick Call times. No medical issues will be discussed in the Pod. Detainees are responsible for the cost of the visit including any prescription medication the physician may prescribe.

NURSE SICK CALL SCHEDULE

A-Pod – Monday	10:00 am – 10:45 am
B-Pod – Monday	10:45 am – 11:30 am
C-Pod – Tuesday	10:00 am – 10:45 am
D-Pod – Tuesday	10:45 am – 11:30 am
E-Pod – Thursday	10:00 am – 10:45 am
F-Pod – Thursday	10:45 am – 11:30 am
G-Pod – Friday	10:00 am – 10:45 am

OTC Medications are also available for a fee at cost and will be ordered directly from Diamond Pharmacy. No OTC Medications will be accepted from home.

Tylenol	\$16.10 for a card of 40
Ibuprofen	\$16.10 for a card of 40
Naprosyn	\$5.00 for a card of 40

Medication from home: Our medical department recommends any prescription medication that you may have at home, be brought to the Detention Center by a friend, or family member. The medical department will deplete all of your own medications, prior to refilling the medications through the contracted pharmacy. Again, detainees will be responsible for the cost of any medications. Any medications brought to the facility must be in a current prescription bottle in order to be accepted, and will verified for accuracy prior to being dispensed. Medications may be brought to the Detention Center at any time, and will be forwarded to the

medical department. If you are released or transferred from this facility, you may have any medication that you purchased or brought from your residence returned to you. The medical staff, regardless of value, amount, or purpose will destroy any medication left in the facility for more than seven days.

Medication is distributed at a minimum of twice daily. The medical or correctional staff members will enter each housing unit and call out the names of all detainees who receive scheduled or prescribed medications and scan the wrist band of each detainee receiving meds. Detainees who do not respond, or do not accept their medications, will be considered refusals. If you refuse medication for three consecutive days, it will automatically be discontinued.

THE MEDICAL DEPARTMENT HAS DEEMED THE FOLLOWING ACTIONS TO BE AN “ABUSE OF HEALTH CARE SERVICES.”

Attempting to keep medications (palming or cheeking) will result in the automatic discontinuation of medication.

- A. Verbal abuse or inappropriate behavior (including sexual statements or propositions) towards the medical staff will not be tolerated, and will result in disciplinary action.
- B. False reports of medical problems or conditions are both a waste of time and money, and may prevent others who actually need treatment from receiving it in a timely manner. This type of behavior will not be tolerated, and may lead the medical staff to doubt the validity of actual need, should one arise.
- C. Detainees may be allowed to keep certain medications with them as deemed appropriate by the prescribing Physician.

Medical complaints **will not** be discussed at the door during medication pass out. The **ONLY** way to receive medical attention is to follow the proper procedures listed below:

1. Fill out a Request Form with all information including: your name, your pod, you are a County, Federal, or INS inmate. This information must be legible or your request will be discarded and no further action will be taken.
2. No general complaints will be accepted. You must include your complaints and any symptoms you are experiencing. A request form with, “I need to see the nurse or doctor” is not acceptable and will be discarded and no action will be taken.
3. The nurse will no longer authorize any extra blankets, mattresses, etc. You can and **MUST** provide documentation of a medical need from your health care provider. Those requests will be reviewed and documentation examined and only then will your requests be considered. This may include calling your health care provider for more complete details as to your needs.

Medical requests **WILL NOT** be accepted on plain paper. They **MUST** be on a medical request form.

VOLUNTARY WORK PROGRAM

- Every effort will be made to provide you an opportunity to participate in the voluntary work program dependent on the severity of your charges if you are a County detainee or classification level if you are an I.C.E. detainee. Federal Marshall Detainees are excluded.
- Detainees assigned to the food service department shall have a neat clean appearance.
- Any Detainees with hair shoulder-length or longer must wear a hair net under his hat or cap. Detainees with facial hair shall be required to wear beard guards when working in the food preparation or food serving areas. Detainees working in the garbage room, dishwasher, pan washing area, etc., shall wear rubber or plastic aprons suited to the task and, if required for sanitation or safety, rubber boots.
- Detainees working in refrigerated and freezer areas will wear appropriately insulated clothes.
- Detainees that participate in the volunteer work program are required to work according to an assigned schedule and unexcused absences from work or unsatisfactory work performance could result in removal from the voluntary work program.

LOCKDOWN/HEADCOUNTS

Headcounts are conducted during each shift. During lockdown/headcount the TV's shall be turned off and all detainees will go into their cells with the cell doors closed and locked. For detainees in the open pods, they must sit or lie down on their beds during the headcount. If you are sleeping in a boat, you must sit on your bed while headcount is conducted. **All** wristbands will be scanned. No detainees are authorized to move around the housing units during headcount. All detainees must stay in either their cell or beds until the corrections staff completes the headcount and has left the housing unit. The security of the facility and the safety of the detainees as well as the Detention Center staff, are among our highest priorities. Because of this, it is imperative that all detainees comply with our lockdown policies at all times. Lockdowns could occur at any time during the day, and will be called any time the correctional staff has to enter your housing unit to deal with a situation of serious nature. Examples of this would be a fight between detainees, a fight between a detainee and a staff member, a subject refusing to lockdown, or a medical emergency. Incidents of this nature interrupt the orderly operations of the Detention Center, and must be dealt with immediately. Anytime one of these serious incidents occur, detainees should begin to head to their cells. If you have not, the moment the correctional staff enters the housing unit and calls for lockdown, your compliance must be immediate. Failure to immediately comply with order to lockdown will result in your housing unit remaining locked down for a period of time that reflects the extent of this violation.

DISCIPLINARY SEGREGATION

Detainees who are housed in the disciplinary segregation unit will experience a loss of some pod privileges. While housed in disciplinary segregation, the following guidelines will apply to you.

1. Detainees in disciplinary segregation for any reason will only be granted one hour out of their cells per day. During this hour out you must make all of your phone calls, shower, and conduct your exercises. **Only I.C.E. Detainees** will be authorized use of recreation POD during this hour out.
2. No two cells in the segregation unit may be out at the same time. Voluntary, involuntary, disciplinary, or other. This is the very definition of segregation. To be separate.
3. Detainees in segregation will be authorized visitation only through HomeWAV.
4. No one in segregation will be authorized to receive any special pod privileges, such as television. Detainees will not be deprived of clothing, hygiene products, bedding or deviation of their normal food intake.
5. Anytime other than recreation that a detainee is removed from their unit and brought outside of the housing or segregation area, they will be placed in restraints.

The above listed guidelines will also apply to any detainee who is locked down inside of their regular housing unit (confined to their cell). When a detainee's sanction times ends, they are most generally moved back to their regular housing unit.

However, depending upon the offence, or the number of offences a detainee has, they may be moved from segregation to another housing unit or secured pod. All the above sanctions can be over ruled by the jail administrator.

VOLUNTARY PROTECTIVE CUSTODY

All detainees have the option to be moved into protective custody voluntarily. This move is usually to the segregation unit, where all guidelines listed in the above section will apply.

When a detainee requests to be moved into protective custody they must sign a form provided that they are requesting this action.

When a detainee feels they do not want to be in protective custody any longer, they must sign a waiver also provided, that they wish to move out of segregation and back into a regular housing unit. Detainees will not be moved back into their regular housing unit when voluntarily coming out of protective custody.

LETTERS OF INCARCERATION

A letter of incarceration will be offered, free of charge, at the time of release or transfer to another facility. Requests for letters of incarceration made prior to release/transfer will be provided upon receipt of an inmate request at a cost of \$2.00 per use for non-indigent inmates.

BONDS

Detainees are allowed to post their bonds twenty-four hours a day, seven days a week, and three hundred sixty-five days a year. All bonds must be made in cash, cashier's check, credit card, money order or in the case of surety bond you may use a bondsman. The jail or jail staff does not accept personal checks. If the detainee has elected to use a bail bondsman, a list of those available in Lincoln County should be posted in each housing unit.

I.C.E. or Federal Marshall Detainees must be granted and pay bonds through those perspective arresting agencies.

ICE DETAINEE CLASSIFICATION LEVELS

I.C.E. Detainees are housed according to classification level upon arrival to the Lincoln County Detention Facility. There are one of three different classification levels that you will fall under. These levels are assigned by I.C.E. at the time of your arrest and processing. These classifications are described as follows:

1. Level 1 or Low risk
2. Level 2 or Medium Low to Medium High risk
3. Level 3 or High Risk

Specific guidelines that must be adhered to when your housing is assigned to you are as follows:

1. Level 1 Low Risk Detainees may not be housed with Level 3 High Risk Detainees.
2. Level 1 low risk detainees and medium low level 2 detainees may be mixed.
3. Level 2 High risk detainees and level 3 High risk detainees may be mixed when the facility is at or above full capacity.

I.C.E. DETAINEE CLASSIFICATION APPEAL

All new arrivals classified as level 2 or level 3 may appeal their classification levels. All such appeals will be directed to, investigated, and reconsidered by the reviewing officer, who will forward a recommendation to the Chief Detention Enforcement Officer (CDEO) or contract equivalent.

The CDEO or contract equivalent has the authority to reduce a classification level on appeal.