

Monroe County Jail and Dormitory Inmate/Detainee Guidebook

Updated August 8, 2023

ADMISSIONS

Upon admission you are required to cooperate with the intake procedures by providing requested data including medical information, fingerprints, photograph, search of person and personal belongings and funds for which you shall be provided a receipt. The corrections officers will secure your personal property. Personal property that is permitted upon admission are glasses/contacts, legal paperwork, and a Bible. All other items will be secured in your property.

Note: All inmates shall be charged the established booking/training fee upon admission. After the admission process is completed, **you shall receive one free phone call** for bond purposes or to notify family members of your whereabouts. Any and all additional phone calls shall be collect only or by prepaid minutes purchased from the commissary kiosk. Inmates/detainees shall be issued an ID card that you are required to wear at **ALL** times. If an inmate/detainee loses their county issued ID, there will be a \$10 fee for a replacement. You shall be assigned to a temporary housing unit until the jail classification officer completes the primary classification.

Monroe City ordinance No. 10-001 Disturbances; Disorderly Conduct states, attempting to communicate, by shouting or other spoken words, written notes, letters or signs, or hand signals or other motions, with any inmate or prisoner/Detainee of the Monroe County Jail from any location, public or private, adjacent to or contiguous with the Monroe County Jail or Monroe County Courthouse, whether the inmate or prisoner is indoors or outdoors, or in or out of vehicles, excepting such communication permitted by written rules and policies of the Monroe County Sheriff's Office.

Smoking and tobacco products are strictly prohibited.

During your stay, it will be your responsibility to comply with the regulations of the Corrections Facility and the directives of the staff. Some regulations may seem restrictive to you. However, they are necessary to maintain a safe, secure, and humane environment. Positive and rational behavior will preserve your privileges. Negative and irrational behavior shall result in disciplinary action and/or criminal charges.

Inmates on probation and/or parole who violate the criminal code while incarcerated will have their reports forwarded to probation/parole for review of violations and criminal charges.

Advise your family and friends they can NOT call the jail and ask to have a message, phone number etc., passed to you. The jail staff does not pass any messages.

For more information, families and friends may access the Monroe County Website at www.monroesheriff.org

This guidebook is subject to change without prior notice

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CLASSIFICATION

Within 72 hours of admission or bond hearing, a member of the classification staff shall conduct a classification interview, orientation on the jail rules and regulations and identify programs available to you. During classification, you will be assigned to a security classification. The Monroe County Jail uses three primary classifications: Minimum (very low, low and minimum), Medium Security (medium assault/escape, medium and medium pre-sentenced) and Maximum Security (high and closed custody).

The Dormitory Facility utilizes the following classification levels: Medium Pre-Sentence (are those who have no other factors that warrant a medium security level other than the fact that they are awaiting conviction and sentence with local jail sanctions only. These inmates may be reclassified to minimum security upon sentencing. Minimum (very low, low and minimum). Under no circumstances will inmates classified as minimum have contact with any inmates of another level of classification unless it is Medium Pre-Sentence. All inmates/detainees housed at the Dormitory Facility shall have the same level of access to all things offered to those being housed at said facility.

This classification is determined by current/past convictions, current/past institutional behavior (in any institution), pending charges or holds from other jurisdictions (if any), sentence status (pre-trial, sentenced, remanded to prison, etc.) and any other information that may be deemed appropriate with regard to your personal security or the security of the facility. **Note:** Your classification can change when charges are altered, reduced, dismissed, after sentencing; or due to rule infractions, administrative decision and regular periodic review of your classification.

Any inmate may appeal the primary classification within 10 days of assignment to the Classification Committee. Every effort shall be made to review classification appeals within 72 hours of receipt. Inmate classifications shall be reviewed every 15 days for maximum security, 30 days for medium security, and 45 days for minimum security. Those housed in administrative/disciplinary segregation shall be reviewed every 7 days.

ICE detainees shall be classified in accordance with NDS 2019 standards.

Proof of incarceration forms may be requested. However, they will not be issued prior to your release date.

Plea by mail forms are not provided for other agencies. If you have an outstanding warrant at another agency, you will have to contact them and request they send you a plea by mail form.

Each inmate will be able to access the guidebook on the dayroom kiosk. Inmates/detainees are required to follow all inmate guidebook rules. Inmates/detainees are to follow all directives given by officers/staff. All classified inmates/detainees shall be issued linen, towels and a blanket. Detainees shall receive green undergarments and shoes; if you are on a bunk you shall receive a plastic tote for your personal property. Inmates/detainees should thoroughly inspect their cells and report any damage to the corrections officer. Inmates damaging jail property, cells or issued items shall be charged for the damaged item(s).

Upon classification, you will be provided with a plastic tumbler.

EMERGENCY

In the event of a fire, adverse weather or other emergencies, your housing area may possibly be evacuated or you may be directed to lockdown in your cell or bunk area. Follow the directions of the corrections officers and move quietly. Some types of emergencies may only require that you move from one area in the facility to another area or that you take cover in your cell or bunk. The corrections sergeant will determine the appropriate type of movement. The corrections officers will direct you to the safest most secure area. Generally, you should always stay away from windows and doorways. You may be directed to take your mattress and blanket with you to protect yourself from flying glass and debris. It is important that you follow the directions of the corrections officers exactly. Fire drills will be conducted periodically.

VISITATION NON-CONTACT

All classified inmates, except those suffering the loss of this privilege due to disciplinary action, are entitled to utilize the IC Solutions video visitation system. All visits must be scheduled by the visitor via IC Solutions website. The Monroe County Corrections Facility does not provide contact visitation, except when authorized by the Captain of Jail Operations.

Duration of Visits

Visits shall not exceed 30 minutes. The Captain of Jail Operations or designee may, under unusual circumstance, authorize changes in visitors, visitation days, and the length of visits.

Denial of Visits

Visits shall be denied if the visitor is disruptive, dangerous, under the influence of drugs/alcohol, under the age of 17 (non-family), inappropriate dress, deemed a security risk, or fails to follow facility rules, lawful orders or directives.

NOTE: Inappropriate dress is any clothing exposing breast, stomach, and/or buttocks.

Approval of Visits

Shift Sergeants have the responsibility to approve and deny visits.

Dormitory Visits

The same Policy and Procedures shall be followed regarding visitation at the Monroe County Inmate Dormitory Facility as implemented at the Monroe County Adult Detention Facility with exception to cited Dormitory exempt notations.

Free Visit Kiosks

Two kiosks are located in the visitor lobby of the Dormitory Facility for public use. The kiosks allow visitors to visit inmates for free during the inmate's visitation period.

*****All visits must be scheduled by the visitor via IC Solutions website. *****

TELEPHONES

Each dayroom is provided with an inmate/detainee collect-only telephone. **The telephone shall be turned on at 9:00 a.m. and turned off at 9:00 p.m.** Abuse of the telephone privilege shall result in the suspension of this privilege. From time to time the telephones may be turned off during the authorized hours for security reasons. Should an officer instruct an inmate/detainee to terminate a telephone conversation, the inmate/detainee shall immediately end the usage of the telephone. All inmate/detainee phones are subject to monitoring and may be recorded at any time. To place money on an inmate/detainee phone account please call ICSolutions at 1-888-506-8407.

Being all eight phones in each Dorm are activated for 12 hours a day we do not anticipate a high demand at any specific time which would delay someone the opportunity to use a phone. However, we encourage each inmate/detainee to be respectful to the other inmate/Detainee desires to use the phone system.

ICE DETAINEE FREE CALLS

You will be provided a list of pro bono legal organizations and their phone numbers. Telephone numbers of pro bono providers are posted in the Dormitory housing units. Dialing instructions are posted.

You are entitled to access of free and toll-free telephone calls to the following entities:

- Consulates
- Courts
- Immigration Courts
- Pro bono attorneys or free legal aid groups recognized by the Executive Office for Immigration Review;
- The U.S. Department of Homeland Security, Office of the Inspector General.

If you experience any problems with the ICE pro bono telephone system, please report the problem to the Dormitory correctional officer so that we can take immediate steps to ensure that the system is functioning properly.

Under special circumstances or in the case of an emergency such as, illness or death in your family, the correctional officer can assist you in making telephone calls when access to a telephone would not normally be available. Routine telephone calls to attorneys are not considered emergencies.

RECEIVING INMATE ITEMS

Clothing:

Inmates/Detainees shall not receive civilian clothing at the front information window. Underclothing, socks, and insulated underclothing are available for purchase from inmate commissary. **No outside clothing is permitted.**

Exception:

Dress clothing shall be accepted for jury trials only. We shall accept only one complete dress outfit per day. A new outfit shall be accepted only after the previous clothing has been released from the inmate's property.

RECEIVING PUBLICATIONS

Inmates/Detainees may receive newspapers, magazines, and soft-covered books by subscription only. Inmates may not have more than four magazines and two soft-covered books in their cells at any one time. **Newspapers shall be disposed of daily.**

The sergeant may withhold delivery of any newspaper, magazine, book or other type of publication for a period not to exceed 24 hours in order to inspect the publication.

Denial of Publications:

The jail administration has the authority to deny any item deemed inappropriate for the sole purpose of providing a safe and secure environment for staff and inmates. Denials shall be made for the following;

- a. Specific information regarding manufacturing of weapons, explosives, incendiary devices, poisons, dangerous drugs, alcohol or security equipment.
- b. Writings which advocate violence, insurrection, or violation of rules.
- c. Materials describing or showing acts of homosexuality, sadism, sexual practices or unlawful sexual behavior, nudity or partial nudity. (Examples: Playboy, Penthouse, Playgirl, Maxim etc.)
- d. Material advocating racial supremacy or ethnic purity.
- e. If any publication is questionable, borderline, or deemed inappropriate, the Captain of Jail Operations or designee shall make the final decision whether the inmate can receive the publication.

Any item/publication that is denied shall be placed in the inmate's/detainee's property. The inmate/detainee will be advised and a notice will be sent to the publisher as well.

ICE Detainees are permitted to keep newspaper articles for their court proceedings.

KITES

Kites are inmate/detainee correspondence with jail officials. Inmates/detainees who have grievances, requests or problems should use the kites for communication within the correctional facility. The dayroom kiosk shall be used to send all kites. Kites shall be submitted and directed to the appropriate personnel. If the person/department/agency is not listed on the kiosk then you will have to write them a letter and send it through the proper mail channels. You cannot write them a kite. Do not send duplicate kites. You will receive a response on the kiosk once your kite is answered. Misuse of the kiosk system may result in disciplinary action and loss of kiosk privileges. Any kites not completely filled out with all required/requested information shall be returned for further information. All communication from an inmate/detainee shall remain confidential. ICE detainees may submit questions or seek assistance from the ERO staff by sending a communication in the kite system. If the detainee is unable to complete the request or needs assistance, they can speak with a corrections officer.

CORRESPONDENCE/MAIL

All Inmates/Detainees shall be allowed to send un-inspected correspondence to any person or organization unless there are reasonable grounds to believe that one or more of the following conditions exist:

- a. The correspondence contravenes law or postal regulations.
- b. The inmate/detainee is a suicidal risk.
- c. There is plotting against the safety and security of the facility.
- d. The correspondence concerns plans or schemes for criminal activity or a prior substantiated instance wherein one or more of the conditions above was present.

Any inmate/detainee shall be allowed to send unopened correspondence to public officials or legal counsel representing him/her, but must be sealed in the presence of a corrections officer. This is required to ensure the good order of the facility. This includes communication from legal representatives, government attorneys, judges, court, embassies, consulates, President and Vice President of the United States, members of Congress, the Department of Justice (including INS, and the Office of Inspector General), the US Public Health Services, administration of grievance systems, and representatives of the news media.

Properly identified incoming attorney and court mail shall be opened in the presence of the inmate/detainee and its confidentiality shall be maintained. This includes communication from legal representatives, government attorneys, judges, court, embassies, consulates, President and Vice President of the United States, members of Congress, the Department of Justice (including INS, and the Office of Inspector General), the US Public Health Services, administration of grievance systems, and representatives of the news media.

All incoming mail shall be inspected for contraband. The following items shall be denied and shall be placed in the inmate/detainees property: any personal items, personal checks, envelopes, stamps, pictures larger than 4x6 (only 5 pictures allowed) and greeting cards with sound, strings, hard plastic covers, stickers and ornaments.

Outgoing mail requires inmate/detainees name and facility address to be included on the envelope. Envelopes marked with profanity, gang symbols or pornographic drawings shall be returned to the inmate and not mailed out. Packages are not to be sent and shall not be received from outside sources.

Your mailing address is:

Main Jail
Your Name & Inmate Number
Monroe County Main Jail Facility
100 E. Second Street
Monroe, MI 48161

Dormitory
Your Name & Inmate Number
Monroe County Inmate Dormitory Facility
7000 East Dunbar Rd.
Monroe, MI 48161

Kites are for internal correspondence only. Inmates/detainees may correspond with anyone provided each letter is addressed and has the required postage. Letters or notes to other

inmates/detainees must be mailed.

Paper, pens, (minimum of three envelopes & stamps per week for indigent ICE detainees), notary public service, and medical services shall be provided for indigent inmates upon request. If an inmate has funds deposited into his/her commissary account after receiving indigent items, notary public service, or medical services, the established cost shall be deducted from their account.

Only legal or personal business documents shall be notarized. Documents must be typed or written in ink. A nominal fee will be charged for the notary service.

Misuse of the mail privilege is a class I offense and may be cause for the suspension of this privilege or grounds for all incoming/outgoing mail to be inspected thoroughly.

RECEIVING OF INMATE MONEY

Money may be received via lobby Kiosk, smartdeposit.com, or by Court Money and shall be directly credited to an inmate/detainee's commissary account. The depositor shall receive a receipt of the money deposited and the inmate/detainee can view the deposit receipt on the dayroom kiosk. The minimum deposit shall be five (5) dollars for the lobby kiosk. **Note: There is a kiosk located in the lobby of the Main Jail at 100 E. Second St. and the Dormitory Facility at 7000 E. Dunbar Rd.**

Acceptable values: U.S. currency, credit cards and checks from another inmate facility (the inmate's name must be listed on the check and deposited during the booking process only).

No personal checks or money orders!

Should an inmate be indigent or the inmate has insufficient funds in his/her commissary account when money is deposited, the amount owed or a partial share of the amount owed to the county shall be deducted from the inmates commissary account.

Note: Money orders, cash or any other form of monies sent by mail to an inmate/detainee will not be accepted. Monies shall only be accepted through the kiosk or other electronic method.

Government Payment Services: 1-888-277-2535. www.govpaynow.com

Credit or Debit card

Inmate/Detainee Name, Jail ID Number and Location (Monroe County Jail, Monroe MI)

Pay Location Code 5500

Smartdeposit.com: 1-866-394-0490

Jail's state and name of facility

Inmate's first and last name

Inmate's jail ID number

To put money on an Inmates phone account:

IC Solutions: 1-888-506-8407

Attn: Customer Service Department/Prepaid Account

2200 Danbury Street

LAUNDRY

After an inmate/detainee has been classified, he/she shall be provided two sets of jail clothing, one mattress, and one bath towel. Main jail inmates shall receive two blankets. Dorm inmates/detainees receive two blanket. ICE Detainees will be provided green underclothing. **Main jail:** Jail clothing, towels, and linen shall be laundered each week and a clean set shall be given to each inmate/detainee. **Dorm:** Linen may be laundered daily. Upon receiving a change of linen, inmates/detainees should inspect all items immediately for any missing or damaged items. Any issued linen that is damaged, altered or missing shall be billed to the inmates/detainees account. Blankets shall be laundered as needed. ICE Detainees shall receive clean underclothes each day.

Inmates may purchase laundry soap from commissary to launder personal clothing (socks, underclothing, etc.). Lost, stolen, or damaged personal property will not be reimbursed or replaced.

PERSONAL CLEANLINESS & APPEARANCE

All inmates/detainees must keep themselves in a state of personal cleanliness at all times. Showers are required to be taken daily.

Complete jail uniforms are to be worn at all times in an appropriate manner, except during sleeping hours. There is to be no hand in pants and pants are to be worn at the waist with no boxer or undershorts protruding from the waist band. Pant legs shall not be rolled up or tucked into sock(s).

RECREATION

All inmates shall be offered exercise outside of their cell on their scheduled recreation day. Each recreation period shall be one (1) hour in length. There shall be a maximum of twenty (20) inmates scheduled for recreation at any one time at the Main Jail. Inmates/detainees shall be scheduled to use the indoor multipurpose room or the outdoor exercise area for recreation. The sessions shall be one (1) hour in length. Both the indoor and outdoor recreation areas shall be used for walking only. Inmates shall remain dressed at all times during the recreation period.

Dorm inmates/detainees shall not be permitted within six (6) feet of the **PERIMETER SECURITY FENCE**. Any violation of this security zone shall result in the immediate termination of recreation time for all. The outdoor recreation area shall only be used for walking. Inmates are permitted to wear their jail issued sandals, weather permitting.

Inmates/detainees at the Dorm will be allowed to exercise in the common area between the hours of 7:30 am and 8:30 am seven days a week. The inmates/detainees are permitted to use their mats while exercising. No chairs will be allowed to be used for exercising.

The inmates at the Main Jail will be allowed to exercise in the dayroom between the hours of

9:00 am and 10:00 am seven days a week. **The exercise shall only consist of push-ups, sit-ups and Yoga.**

LIBRARY

Main Jail: Reading material is offered in the library. During your recreation day, you will be permitted to use the library.

Dormitory: The dorms have library carts in each dorm for your use.

LAW LIBRARY

Main Jail: The Lexis Nexis law library on the kiosk in the dayroom.

Dormitory: A computer is in each dormitory designated with the Lexis Nexis program for legal purposes only. Inmates/Detainees can access the computers from wake up until lock down.

Computers are only to be used to complete research on the below listed sites and for preparation of legal documents only. Computers are not to be used for any other purpose. Legal material can be printed in the dormitory. ICE Detainees will be provided with pencil and paper for research purposes.

LEXIS NEXIS COMPUTERIZED RESEARCH

ICE Detainees: To request additional materials not maintained in our law library, fill out a request form (kiosk) and forward to the ICE Officer.

The facility shall grant requests for access to stored legal material as soon as possible, but not later than 24 hours after receipt of the inmate/detainee request, unless documented security concerns preclude action within this time frame.

Inmates/detainees may not be subjected to reprisals, retaliation, or penalties because of a decision to seek judicial relief on any matter including:

1. The legality of their confinement;
2. The legality of conditions or treatment while under detention;
3. An issue relating to their immigration proceedings; or
4. Any allegation that the Government is denying rights protected by law.

Available information:

- a. Volume, Prisoner's Rights
- b. Michigan Criminal Law and Procedure forms
- c. Title 16, 26, and 42 of the United States Code with annotations
- d. The Constitution for the State of Michigan and the United States of America
- e. Immigration Case Law

HAIRCUTS

When an inmate/detainee barber is being utilized to cut inmate hair there shall be no charge. The inmate must understand that this person is not a licensed barber and therefore cannot submit a written complaint on the haircut quality. Inmates/detainees shall be allowed one haircut per month. Inmates/detainees qualify for haircuts after thirty (30) days of incarceration. Hair clippers shall be utilized to give haircuts. No scissor cuts are permitted. Special cut/shape haircuts are not permitted.

An inmate's personal barber/beautician is not permitted into the jail facility. The barber will be selected by the sergeant on duty.

MEDICAL SERVICES

The Main Jail and Dormitory facilities have medical staff to address the medical needs of inmates/detainees. Medical screening forms are completed during the booking process, inmate/detainee classification process and during the fourteen (14) day health assessment. All Medical information provided by individual inmates/detainees must be provided accurately to ensure proper medical treatment is provided. If you have medical insurance advise the booking officer so that a copy of your insurance card can be given to medical staff. Should an inmate/detainee develop a medical problem while in the jail, notify the medical department by submitting a kite to any correctional officer or the medical department.

All medical requests shall be forwarded to the medical department. If an inmate/detainee has a medical emergency, the inmate/detainee should immediately notify a corrections officer or sergeant to determine the immediate needs of the inmate/detainee.

Medical shall follow the NDS 2019 standards for ICE detainees.

Special diets:

If an inmate/detainee has a food allergy the inmate must provide documentation from their physician stating that they have an allergic reaction to a particular food. Once documentation is received, the inmate/detainee shall be placed on a special diet. If the inmate/detainee has been treated at a medical clinic or hospital for a food allergic reaction, the inmate may supply the medical department with the facilities name and date(s) of treatment so the records can be obtained and can be used as the required form of documentation. Otherwise the jail policy is "Do not eat the offending item".

If an inmate requests a religious special diet, the inmate must provide a letter from their religious leader stating that the diet is a practicing requirement of their faith and that the inmate is an active member of that congregation. When documentation is received, the inmate shall be placed on a special religious diet. Otherwise the jail policy is "Do not eat the offending item". ICE detainees shall be placed on a religious special diet upon request.

MEDICAL CHARGES/BILLING

A nominal fee shall be charged to each inmate for any doctor's office visits, nurse visits, dental visits, transportation to medical appointments, and medication processing fee. On a case by case basis some inmates shall be charged for special need medications. Should an inmate be indigent or the inmate has insufficient funds in his/her commissary account, the medical staff shall document the office visit or daily medication and deduct from an inmate commissary account when funds are deposited. If an inmate has an outstanding medical bill at the time of release the inmate shall receive a bill for any unpaid medical services by means of the US Mail Service. Unpaid bills shall be turned over to the local Credit Bureau for collection.

If any inmate has medical insurance, he/she **must** notify the medical department to ensure appropriate billing for services. Insurance companies may not cover the cost of your medical care while you are incarcerated. The medical staff will not be able to inform you of the cost of outside medical care procedures. Inmates/detainees will not be denied medical services because of an inability to pay. The cost of your care will be billed to your inmate account.

Inmates/detainees may, at their own expense, have a physician of their choosing come to this facility for medical treatment as long as the medical service provided is paid in advance. The physician coming into the facility shall have a valid practicing medical license and shall contact the jail medical staff to set up an appointment time once they are cleared to enter the facility.

Medical shall follow the NDS 2019 standards for ICE medical billing.

Inmates/detainees, under the Freedom of Information Act (FOIA), may request and receive their medical records at no charge. To receive said records a kite must be written, via the kiosk, to medical requesting such.

DENTAL SERVICES

Inmates/detainees shall be provided dental services upon request from an inmate and prepayment for dental services after consultation with the jail physician or referral by the medical department. Indigent inmates shall be eligible for extractions or dental emergencies only after consultation with the jail physician or referral by the medical staff. If an inmate is indigent, or the inmate has insufficient funds in his/her commissary account, the medical office shall document the dental visit and deduct from an inmate's commissary account when funds are deposited. If an inmate has an outstanding dental bill at the time of release the inmate shall receive a bill for any unpaid dental services by means of the US Mail Service. Unpaid bills shall be turned over to the local Credit Bureau for collection.

RELEASE OF INMATE PERSONAL PROPERTY

Personal property will not be released prior to an inmate/detainee being released from the facility. **Under special circumstances only**, if an inmate requests to release his/her personal property (i.e. keys) the inmate shall submit a kite to the on shift sergeant with a list of item(s), reason for release, and the complete name of the individual who will be picking up and signing for the item(s). The Captain of Jail Operations or designee shall deny or approve the request.

If the request is approved, the receiving person must provide photo identification at time of pick-up. The shift sergeant shall assign a corrections officer to print out a property release form listing the item(s) to be released; the inmate's signature is required on the release form prior to release of the property. If an inmate/detainee under special circumstances needs to mail property out of the facility a kite must be submitted to Administration for said request. If an inmate/detainee needs to file a claim for lost property a kite must be submitted to Administration. The release of money from an inmate's commissary account is not allowed unless authorized by the Captain of Jail Operations or the Lieutenant of Jail Administrator. However, inmates may use inmate funds to pay for fines/costs and/or bail bond. MCSO will not release or accept any ICE detainee property without approval from the Detroit Field Office.

If you are being transferred to the Michigan Department of Corrections (MDOC) you will advise the officers at the time of release whom you wish to pick up your personal property. Your designated person will have (45) days to pick up your items and must have photo identification to take possession of your property. If your items are not picked up within 45 days, they will be disposed of.

DISPOSAL OF INMATE PROPERTY

Inmate/detainee personal property left at our facility for more than forty-five (45) days after an inmate/detainee release shall be disposed of. Any unclaimed ICE detainee property and will be turned over to ICE Officers.

COMMISSARY

Inmates/detainees shall have the opportunity to purchase items from the jail commissary once weekly. Commissary orders shall be completed on the dayroom kiosk by lockdown Monday. Inmates/detainees must have the funds in their account at the time the order is placed to receive commissary. Delivery shall be no later than Sunday of the same week. Quantities are limited as outlined on the kiosk. If an inmate/detainee is released prior to delivery of the commissary order, the inmate/detainee has seven (7) days to pick up the order. Inmates/detainees may not leave their commissary order to another inmate/detainee. Inmates/detainees are not allowed to purchase commissary for another inmate/detainee. If the inmate/detainee orders the wrong item or size, the inmate/detainee account shall not be credited nor will the item be exchanged.

**Pack sales (additional commissary items bundled) will be sold when available. Funds must be available in your account at the time of purchase.

Any commissary items altered, changed or modified from their original state shall be considered contraband and shall be confiscated and destroyed.

Inmates/detainees under administrative/disciplinary segregation lockdown shall only receive mandatory commissary items/personal items. Inmates/detainees that have money deposited into another inmate/detainee account in an attempt to defraud the county shall be subject to disciplinary action. Any inmate/detainee found in possession of commissary items not purchased by them will have their items confiscated and destroyed.

Inmate Stamped Envelopes:

1. Inmates/detainees may not purchase more than 10 stamps or 4 stamped envelopes per week from commissary.
2. No inmate/detainee is allowed more than 10 stamps or 8 stamped envelopes in their possession at one time.
3. Any envelopes or stamps found in an inmate's/detainee's possession over the allowed amount shall be considered contraband and turned into the commissary officer.
4. Excess envelopes and stamps shall not be placed into an inmate/detainees property for any reason.
5. If an envelope is not purchased from the commissary or obtained through an indigent kit it is classified as contraband.
6. Trading, gambling, giving away or performing any services for stamps or envelopes is a Class II offense and subject to discipline.
7. No inmate shall be released from jail with more than 8 stamped envelopes or 10 stamps.

Indigent Kits:

Indigent kits shall be available at classification and every thirty (30) days thereafter. If a kit is requested, a nominal fee shall be deducted from the inmate account.

Indigent Kit Contents:

- a. One (1) Toothbrush
- b. One (1) Tube of Toothpaste
- c. Writing paper
- d. Pen
- e. Deodorant
- f. Shampoo / Body wash
- g. One (1) Comb

Envelope Kits:

Envelope kits shall be available after classification and every thirty (30) days thereafter. If a kit is requested, a nominal fee shall be deducted from the inmate/detainee account.

Envelope Kit Contents:

- a. Eight (8) envelopes

Should an indigent inmate receive money in his/her account, the indigent items provided shall be deducted automatically from the inmate account.

CLASSIFICATION COMMISSARY ISSUE

Classified inmates/detainees shall receive, upon request at classification, the same kit as is issued to indigent inmates. A nominal fee shall be deducted from an inmate's commissary account after receiving the classification commissary kit.

ITEMS ALLOWED IN CELLS / BUNK AREA

- Linens (blanket, sheet,towel)
- Toilet paper

- Hygiene items
- Commissary items
- Bible
- Legal paperwork on active cases
- Mail
- Books, pen, paper, envelopes
- Two plastic cups
- One plastic spoon

Note: Items not authorized shall be considered contraband, confiscated, destroyed and the inmate/detainee will be subject to disciplinary action. Any item altered from its original state is classified as contraband and shall be disposed of. Mattresses are not authorized to be in the dayroom. Mattresses taken from a cell into the dayroom without permission shall be removed from the inmate for twenty-four (24) hours. In the event this becomes a reoccurring problem, progressive discipline will follow.

Dayrooms are to be cleaned daily. Cells shall be thoroughly cleaned, by its occupant, on Monday, Wednesday and Friday. Cells are inspected prior to occupancy and any damage listed. It is every inmate's responsibility to inspect each cell upon occupancy and immediately report any damage. **Cell doors shall be locked at all times unless authorized to keep doors open.** Inmates may have towels and their blanket in the dayroom. Any damage found after occupancy shall be billed to the inmate/detainees who are assigned to the cells account. Inmates/detainees are not allowed to place or adhere any items (pictures, letters, etc.) to walls, windows, mirrors, vents, ceiling or light fixtures (due to safety regulations.)

OFFICIAL COUNTS

In order to maintain proper accountability of inmates/detainees, we conduct official counts a minimum of four times each day. You are required to participate and be counted.

During all official counts, no movement or talking is permitted. Any disruptions during counts may result in disciplinary action. Please remember that it is your responsibility to be present and counted during any population count and to follow the instructions of the correctional officer conducting the count. Failure to stand for the count so that you can be counted is grounds for disciplinary action against you.

INMATE MOVEMENT

All inmate/detainee movement, while in the custody of this agency, shall be done in a safe and orderly manner. Upon leaving the dayroom for any purpose, the inmate/detainee shall be fully dressed in the clothing issued by the corrections staff. When walking in any hallway in this facility, inmates/detainees shall walk with their right shoulder to the wall at all times with their hands down at their sides. The inmate(s) shall walk approximately three feet in front of the escorting officer(s). **Inmates/detainees are required to wear their county issued inmate identification at all times. Inmates/detainees shall not stop, take a detour, make gestures to others, or make physical or verbal contact with others while in the hallway.** Passing of items to others is strictly forbidden. While waiting in the hallway at the Main Jail Facility, inmates shall stand against the wall at the patched wall area.

Inmates escorted to court or outside the facility, shall **NOT** have any verbal or physical contact with anyone other than law enforcement personnel, court staff or legal counsel. A violation of this rule will result in a Class I violation.

SHAKEDOWNS/INSPECTIONS/CELL AND BUNK CLEANING

Main Jail:

Under the direction of a sergeant, periodic shakedowns/inspections are conducted to ensure that health, safety and fire standards are met, as well as to discover and detect contraband inside the facility. All shakedowns shall be conducted in a manner conducive to the maintenance of a stable inmate/detainee-staff relationship. Any contraband items found shall be confiscated and disposed of. Inmates/detainees are required to cooperate with the staff conducting the shakedown/inspection. Inmates/detainees do not have the right to be present during the shakedown/inspection. Inmates/detainees have no right to privacy while incarcerated. Inmates/detainees may be subjected to patdown searches and/or unclothed searches upon entering or departing their assigned housing area.

Inmates are responsible to clean their individual assigned housing cell every Monday, Wednesday, and Friday. Dayroom common areas shall be cleaned each day. It is the responsibility of all inmates assigned to that housing unit to assist in cleaning. Inmates must maintain their living areas in an orderly and sanitary condition. Cleaning supplies shall be placed in the dayroom area daily by Corrections staff. Inmates are not authorized to hoard or keep any cleaning material after the cleaning detail is completed. Failure to comply or assist in cleaning shall result in a minor rule infraction charge.

Dorm:

Bunk sleeping areas shall be thoroughly cleaned, by occupants daily. Inmates/detainees are not allowed to place or adhere any items (pictures, letters, etc.) to bunks. Bunks shall be made each morning and the sleeping area brought to dormitory specifications. Bunk areas are inspected prior to occupancy and any damage listed. It is the inmate/detainee's responsibility to inspect their bunk and area upon occupancy and immediately report any damage. Any damage found after occupancy shall be charged against the inmate/detainee by way of internal discipline and/or possible criminal charges.

Biohazards:

Any bodily fluids such as urine, vomit, feces, blood, and/or any other form of bodily fluid found in the dayroom unit or located on bedding/clothing shall be reported to the corrections staff. Do **not** attempt to clean up any biohazard material. Corrections staff shall take charge of the situation.

DAMAGE TO COUNTY PROPERTY

After a complete internal investigation, if an inmate/detainee is found guilty of damaging or defacing county property in any way outside of what would be considered normal wear, the inmate/detainee shall be charged for the damage and subjected to disciplinary action. The cost of the damage shall be debited to the inmates/detainees account.

If the cell is a double bunk cell and damage to the cell is found and no inmate assigned to the cell will admit being responsible for the damage, 50% of the cost shall be debited to each

inmate/detainees account. If damage is found in the common dayroom area and no inmate will admit to being responsible for the damage all inmates/detainees assigned to that dayroom area shall be subjected to disciplinary action. **In addition, any inmates involved in the destruction of county property shall be charged criminally.**

PROPERTY LEFT IN DAYROOM AFTER LOCKDOWN TIME

Any inmate/detainee personal property left in dayroom after lockdown time shall be taken and disposed of.

ADMINISTRATIVE/DISCIPLINARY SEGREGATION LOCKDOWN

When an inmate has been placed in administrative/disciplinary segregated lockdown, administration will determine if you will be allowed to participate in the community correction programs. Inmates shall be allowed to visit with legal counsel. Inmates shall have one hour out-of-cell activity per day. Inmates listed as an escape risk or security risk shall have one hour per week out-of-cell activity. Inmates are required to shower and make personal phone calls on their scheduled out of cell time. Inmate may receive court ordered programs and one on one counseling as determined appropriate. Inmate's classification shall be reviewed every seven days, it is not required that the inmate be present during this review. Inmates are required to follow all inmate guidebook rules. Inmates shall be authorized to have the following items in their cell:

- Linen (blanket, sheet, towel)
- Toilet paper
- Hygiene items (soap, shampoo, toothpaste, toothbrush, deodorant, comb)
- Bible
- Legal paperwork on active cases only
- Mail
- Books, pen, paper, envelopes

Note: Inmates attending Relapse Prevention, Cognitive Behavioral and Employability Skills Programs are conditional upon the good behavior of the inmate. Inmates enrolled in the Cognitive Behavioral, Relapse Prevention and Employability Skills Programs are subject to jail rules. If an inmate who is court ordered to attend the class receives disciplinary lockdown while attending Relapse Prevention, Cognitive Behavioral and Employability Skills Programs the instructor shall consult with the Captain of Jail Operations and your enrollment status will be reviewed to determine removal. All inmates removed from class may reapply for the class once your disciplinary sanctions are completed.

** If an inmate's discipline time is up while in lockdown and there is no open space to reclassify them, then the above procedures will still apply. The inmate may receive visits, recreation and attend in house programs only, as long as they do not violate any rules. If the Inmate is found in violation of any rule or in possession of contraband and or any unauthorized commissary items then they shall lose all privileges and start over with their discipline. If an inmate refuses to be reclassified then they shall lose all privileges during their entire time in lockdown. Any inmate in administrative lockdown shall be subjected to all the above procedures. **

DISCIPLINE

Disciplinary violations are categorized into two classifications according to the seriousness of the offense. **CLASS II** offenses are generally not serious enough to warrant a formal hearing. **CLASS I** offenses are more serious in nature and require due process and a formal hearing. The following rules and regulations are to be observed by all inmates/detainees of the Monroe County Corrections Facilities at all times. These rules are guidelines of what is expected of each inmate/detainee and is intended to ensure safe custody, decent living conditions, and fair treatment of all inmates/detainees. Any discipline or reoccurring behavior problems that an inmate/detainee is found in violation of shall be forwarded to the sentencing judge for review at sentencing. Discipline will not be capricious or retaliatory.

The following violations are recognized as **CLASS II** offenses at the Monroe County Correctional Facilities and may be punished by restriction of privileges for a period not to exceed forty-eight (48) hours of lockdown in your cell and/or loss of individual privileges not to exceed one (1) week.

- Using vulgar or obscene language/gesture toward an employee.
- Possession of unauthorized clothing/bedding.
- Bringing unauthorized items out of your cell into dayroom.
- Coming out of cell not properly dressed/improper wearing of uniform.
- Not dressed and/or bed not made when inspection is made.
- Failure to keep cell clean or assist in clean up.
- Failure to follow safety or sanitation regulations.
- Lying or providing false information to an employee.
- Failure to proceed as directed by staff.
- Failure to return tray or kitchen utensil/cup.
- Throwing trash.
- Placing, hanging, or adhering items on any walls, windows, lights, vents, ceilings, floor, or propping water valves open, with-out causing damage to cell. (Item(s) utilized for violation shall be classified as contraband and disposed of).
- Failure to mail letters through proper channels.
- Passing notes or letters to another inmate without using U.S. Mail Service.
- Refusing to get off telephone when ordered by officer.
- Transferring property between inmates without authorization.
- Being in another inmate's cell.
- Being in unauthorized area.
- Being on catwalk without authorization.
- Loaning of property or anything of value for profit or gain.
- Gambling or possession of gambling materials.
- Possession of food not sold on commissary or provided by the last kitchen meal past meal time.
- Malingering or feigning illness.
- Failure to wear armband on arm.
- Destruction or loss of armband (inmate is responsible for replacement cost at established price).
- Possession of more than 8 stamped envelopes or 10 stamps.

- Disruptive behavior.
- Inmates having money deposited into another inmates commissary account in an attempt to defraud the county or bypass the disciplinary system.
- Wearing or tying any item to head
- Storing or hoarding cleaning solutions
- Attempting to commit any of the above infractions, and making plans to commit any of the above infractions.

Class II rule infractions shall be investigated by a corrections officer to determine whether an infraction was committed, and if so, what punishment is deemed necessary for that infraction. An incident report shall be written for all infractions and placed in an inmate/detainees permanent file.

The following are considered as **CLASS I** offenses at the Monroe County Correctional Facilities which may be punishable by isolation in a single cell until a hearing, loss of goodtime, restriction or denial of some privileges, food loaf, reclassification to lockdown with review every seven (7) days, administrative lockdown with review every seven (7) days and/or criminal prosecution. The inmate does not need to be present during review. If you commit a class I offense, you may be removed from community correction programs as well as MRT and SOR classes. **Any assault causing injury shall result in loss of all goodtime and possible criminal charges.**

- Violation of the criminal code.
- Smoking in the correctional facility.
- Cooking in cell.
- Assaulting any person.
- Fighting with any person.
- Threatening another inmate/detainee, staff member, or officer with bodily harm.
- Escape, attempting or planning an escape.
- Rioting.
- Encouraging others to riot.
- Refusing to obey an order of any staff member.
- Acting in a way that disrupts or interferes with security or orderly running of the jail.
- Refusing to work when assigned duties.
- Interfering with an officer in the line of duty.
- Interference with taking of count.
- Failure to lock up when ordered.
- Failure to secure cell door after entering or exiting cell.
- Spitting or throwing food or liquid on another inmate/detainee, staff member, or officer.
- Destroying, altering, or damaging jail property, cell or the property of another person.
- Blocking or tampering with locking devices.
- Sabotaging or damaging security equipment.
- Exiting cell when not called for.
- Being intoxicated/ making intoxicants.
- Stealing.
- Defacing or marking up facility property.
- Possession of property belonging to another person.

- Setting of fires.
- Making sexual proposals or threats to another inmate/detainee, staff member, or officer.
- Engaging in sex acts with another person.
- Indecent exposure.
- Possession, making of or introduction of a gun, firearm, weapon, sharpened instrument or any device (item) perceived as a weapon.
- Misuse of authorized medication.
- Possession, introduction, or use of any narcotics (not prescribed) or narcotic paraphernalia.
- Possession of an explosive, ammunition, caustic material, or other unauthorized chemicals.
- Plugging sinks, toilets, vents, or flooding cell blocks.
- Infliction of punishment under pretense of law on any inmate by initiating or participation in a “kangaroo court”.
- Extortion, blackmail, protection, demanding or receiving money or anything of value in return for protection against others to avoid bodily harm, or under threat of informing.
- Possession or receipt of any contraband.
- Throwing any item and/or clothing at another inmate/detainee, staff member, or officer.
- Violating any other posted rule or regulation.
- Three or more CLASS II offenses (current incarceration).
- Tattooing or self-mutilation.
- Tampering or damaging TV or kiosks.
- Failure to return razor.
- Making false accusations against staff or another inmate/detainee.
- Misuse of GED program computers
- Attempting to commit any of the above offenses, and making plans to commit any of the above offenses.

The following disciplinary sanctions are prohibited for ICE Detainees: Corporal punishment, deprivation of normal food service, deprivation of clothing and or bedding, denial of personal hygiene items, loss of correspondence privileges, and deprivation of physical exercise.

PROCEDURE FOR CLASS I VIOLATIONS

If court action is filed against an inmate/detainee, he/she shall be advised of their constitutional rights.

For specified CLASS I violations, a hearing shall be held by a jail sergeant within twenty-four (24) hours of the reported rule violation. In the event of extenuating circumstances, additional time for review may be needed. The sergeant shall hear the evidence and determine the punishment, if merited. Inmates have the right to present witnesses on his/her behalf during the hearing without jeopardizing the security of the facility. The disciplinary hearings are administrative and therefore attorneys cannot represent inmates.

- Verbal notice of the alleged violation shall be given to the inmate/detainee prior to the hearing.
- A hearing before the sergeant shall be held during the shift following when the violation occurred.

- Inmates/detainees have the right to present witnesses and present any documents in his/her defense.
- A written report of the incident, hearing decision and Inmate Disciplinary Notification Form shall be retained in the inmate/detainees permanent file. A completed copy of the Inmate Disciplinary Notification Form shall be issued to the inmate.

GRIEVANCE PROCEDURE FOR INCIDENTS, POLICY & CONDITIONS

Before writing a formal complaint or grievance, we encourage everyone to first attempt to resolve your complaint or grievance informally with a correctional officer or shift sergeant. You shall present your oral complaint or informal grievance no later than five (5) days from the date the underlying event, incident or condition became a concern. If your concerns are not resolved informally, proceed with a written grievance in the form of a kite. If assistance is needed on the completion of a grievance, then staff or an inmate/detainee can help with the process.

Inmates/detainees may submit a written grievance in the form of a kite, to a shift sergeant concerning a formal complaint, policy or condition within the jail. Shift sergeants on each shift shall answer grievances before the end of their shift. If a sergeant is not able to address a grievance due to extenuating circumstances, the sergeant shall pass the request onto the relieving sergeant for appropriate action to be taken.

Shift sergeants who receive an emergency grievance that involves an immediate threat to an inmate's safety or welfare shall respond and take immediate action by the end of shift on the day the grievance is received. If a sergeant is not able to address an emergency grievance due to extenuating circumstances, the sergeant shall pass the request onto the relieving sergeant for appropriate action to be taken.

If the sergeant's response does not rectify the situation, the inmate may appeal, in writing, the grievance to the jail administration. Administration shall respond within a reasonable period of time, by sending a written response to the inmate.

ICE detainees that are dissatisfied with administration's response to an appeal shall submit a written request to communicate directly with the ICE agent.

ICE detainees who elect to file a complaint concerning officer misconduct shall file their complaint with the Department of Homeland Security. A booklet containing the contact information for the Department of Homeland Security is located in each dorm.

No harassment, punishment, or disciplinary action shall be taken against a detainee who seeks resolution of a legitimate complaint in good faith. However, if you demonstrate a pattern of abuse of the grievance system resulting in unnecessary burdens at the expense of legitimate complaints, such grievances will be returned unprocessed. Continued abuse may result in an adverse action initiated against you.

Administration shall follow the NDS 2019 guidelines for ICE detainee grievances.

EDUCATIONAL PROGRAM

When available, the Monroe County Correctional Facilities may offer educational opportunities for inmates who do not have a traditional high school diploma. Three basic components to the education program are explained below.

The Adult Basic Education program provides skill-building opportunities in the areas of reading, writing, and math. Students who have had limited schooling or have been out of school for several years and need to brush up would benefit from this program. The building of basic skills can lead to the G.E.D. or high school diploma program.

G.E.D. program: The G.E.D. test measures knowledge in five basic subject areas: math, reading, writing, science and social studies. An overall total of 225 points must be achieved in order to receive a certificate. G.E.D. testing, when available, is scheduled from September through June and may be partially or totally completed free of charge while the student is at the Monroe County Correctional Facility. Possession of a G.E.D. certificate is of great value when seeking employment. Community colleges and trade schools accept G.E.D certification for entrance and it also provides qualification for financial aid.

Educational opportunity may be available to eligible inmates of the Monroe County Correctional Facility who are in compliance with jail policies. Participation in the educational program is on a voluntary basis, unless the inmate is court ordered to attend. Failure to comply with jail administration or school rules may result in the student's dismissal from the program. Any attempt to misuse the GED computers will result in removal from the class and disciplinary action.

CLASSROOM CONDUCT

- Students shall spend their time in class on a program of study agreed upon by both the student and the teacher.
- While in the classroom students shall follow teacher directives.
- Students shall work quietly so as not to disturb others.
- No abusive or profane language shall be tolerated.
- Misuse or waste of school property shall not be tolerated.
- No threatening or inappropriate behavior shall be tolerated.
- Misuse of the classroom computers shall not be tolerated.

TRUSTY PROGRAM

Currently we offer a trusty program here at the Monroe County Adult Correctional Facility. Inmates requesting to be on trusty status must meet certain criteria, have no disciplinary action or security requirements and be medically cleared by the jail nurse to perform trusty duties.

Trusty status is a privilege not an inmate right. Denial or removal from trusty status cannot be grieved. After a thirty (30) day time period, the sergeant responsible for the removal or denying of trusty status may approve reassignment to a trusty position.

Trusties shall not exit their dayroom area without authorization from the correctional staff.

Trusties shall not take any item out of the kitchen. Trusties shall not speak with other inmates while working, unless it is necessary in the performance of their duty.

Trusty Assignments

- Kitchen - Main and Dorm
- Maintenance - Dorm
- Laundry/Cleaning - Main and Dorm
- Commissary - Dorm

Eligibility for Trusty Status

- No prior suicide attempts (within 2 years).
- No prior escape attempts from any correctional facility.
- Must have good hygiene and be clean shaven.
- Must be in good health.
- Must be medically cleared by the jail nurse.
- Must be willing to work.
- No pending or prior assaultive felony convictions.
- No parole detainees or writ detainees.
- No pending sentence to Boot Camp
- USM detainees are **NOT** permitted to be a trusty per the United States Marshals Service
- Any outside Trusty must be sentenced on all charges and have no pending charges or holds.

Good days earned for being a trusty

- 1 to 7 days = 1 good day
- 8 to 14 days = 1 additional good day
- 15 to 21 days = 1 additional good day
- 22 to 28 days = 1 additional good day
- 29 + days = 1 additional good day for a maximum total of 5 days allowed.

**Loss of trusty status due to disciplinary reasons may result in loss of trusty days earned.

**ICE detainees shall be permitted to volunteer for the trusty program. NDS 2019 will be adhered to.

RELIGIOUS SERVICES/ATTORNEY VISITS

Religious services are available in the jail. Any inmate wishing to attend a religious service shall be required to sign their name on an attendance sheet.

Minister Visitation/Attorney Visits - Ordained ministers/Attorneys may visit inmates/detainees individually anytime between 7:00 a.m. – 9:00 p.m., except during meal times and personal visits. Ministers must receive prior approval from jail administration before being allowed for religious visitation. Ministers who have family member(s) incarcerated in one of our facilities may not visit them as a minister. However, they may visit as an inmate visitor during regular visitation hours. Attorneys must be in possession of a valid Michigan Bar card.

COMMUNITY CORRECTIONS PROGRAMS

* (You must be **SENTENCED** on all charges to participate) *

Programs are funded through a State Grant for convicted felony offenders. Each program has eligibility criteria (listed below). COMPAS eligible felons are placed according to outdate. Enrollment is not guaranteed.

* To be placed on a program's waiting list, please submit ONE request through the kite (kiosk) system.

NOTES

1. Inmates enrolled in Community Corrections Programs are subject to all jail rules and program rules. If rules are violated and/or the inmate receives administrative/disciplinary lockdown, the inmate will be terminated from the in-jail program as unsuccessful.

2. Inmates who have been discharged unsuccessfully from an in-jail program, court ordered probation residential services, treatment, or are sentenced to SAI (boot camp), they are not eligible for a sentence reduction upon completing community corrections programs. A sentence reduction form will not be sent to the inmate's judge.

Cognitive Behavioral Program - Includes lectures, videos, verbal presentations and homework. Sessions are 2 hours a day, 4 days a week, for a minimum of 6 weeks. Participants must successfully complete and present 6 worksheets in front of the class. Sessions focus on cognitive self-change, barriers, high-risk situations, life skills and support systems. Participants who successfully complete MAY receive up to 30 days off their sentence (if the judge approves). Eligibility Criteria: Felon, must score high to moderate in the risk scales or high to moderate in a minimum of 2 needs scales according to the COMPAS Assessment that is completed through Circuit Court Probation.

Female DBT Program: Hope, Healing and Recovery - This program is conducted 2 hours a day, 3 days a week, for 6 weeks. The program embraces Dialectical Behavior Therapy (DBT) and focuses on boundaries, assertiveness training, self-esteem, trauma, anger, distress tolerance skills, mindfulness, emotional regulations and interpersonal effectiveness. Participants who successfully complete MAY receive up to 30 days off their sentence (if the judge approves). Eligibility Criteria: Felon, must score high to moderate in the risk scales or high to moderate in a minimum of 2 needs scales according to the COMPAS Assessment that is completed through Circuit Court Probation.

Felony Intensive Outpatient Program - Includes group therapy and didactic education with 2 individual sessions. The didactic portion focuses on recovery related topics from the ARETE Manual including; making a change, overdose prevention, physiology of addiction, how people stop, gains and losses, medication assisted recovery, recovery support, relapse prevention, finding meaning and planning for success. The program is held 3 hours a day, 3 days a week, for 6 weeks. Participants who successfully complete MAY receive up to 30 days off their sentence (if the judge approves). Eligibility Criteria: Felon, must score high to moderate in the risk scales AND high to moderate in the substance abuse needs scale according to the COMPAS Assessment that is completed through Circuit Court Probation. Participant needs to be found appropriate for intensive outpatient treatment under the ASAM criteria.

Misdemeanor Intensive Outpatient Program- Individuals in this program will participate in weekly substance abuse treatment sessions that include topics on addictive behavior, emotions, triggers, and relapse prevention. Members will be equipped with individual coping strategies for managing opioid abuse and receive community resources to support ongoing abstinence from opiates. Participants will meet twice a week for a total of three weeks. Attendance, punctuality, progress, and participation in the program will be required to receive a completion certificate.

***In order to be eligible for this program you must meet the following qualifications:**

- Misdemeanor offenders with an opioid use disorder and could have a co-occurring substance use disorder/mental health disorder.
- Presentenced offenders who were convicted but not yet sentenced or felony offenders who do not meet the eligibility criterion for other jail substance abuse programs.

Employability Skills Program - Includes group and lectures on goal setting, resume writing, a master applications, successful interviewing, barriers to employment and referral for follow-up at MI Works. Sessions are held 5 days a week, for 2.5 hours a day, for 1 week. This program runs every other week in a rotating schedule. Participants who successfully complete MAY receive up to 5 days off their sentence (if the judge approves). Eligibility Criteria: Felon, must score high to moderate in the vocational/educational needs scale according to the COMPAS Assessment that is completed through Circuit Court Probation.

Sex Offender Treatment - Includes group and lectures on thinking errors, feeling links, grooming behaviors, values clarification, the pre-assault cycle, anger management, assertiveness training, learning about victims, consent, reframing distortions, normal sexual behaviors, social skills and interpersonal skills. Sessions are held 1 day a week for approximately 90 minutes, for 12 weeks. This program does not offer a sentence reduction. Eligibility Criteria: Felon, must score high to moderate in the risk scales or high to moderate in a minimum of 2 needs scales, according to the COMPAS Assessment that is completed through Circuit Court Probation or be charged with CSC.

AA/NA COUNSELING

Alcoholics Anonymous and Narcotics Anonymous meetings are welcomed at each of our facilities. Both of these services rely upon volunteers to commit themselves to hold regular meetings on scheduled days. When the AA/NA counselor arrives, a corrections officer shall ask inmates in each dayroom if they wish to attend the meeting. Inmates that would like to attend AA/NA are required to sign their name on the AA/NA sign-up sheet.

MORAL RECONATION THERAPY (MRT)

MRT is a unique cognitive behavioral treatment approach designed for the criminal offender populations. MRT is designed to alter how offenders think and how they make decisions about right and wrong. There are 16 steps in the program. Participants must successfully complete each step in order to complete the program. MRT participants meet in an open group format for 24-30 group sessions. The MRT intervention will comprehensively treat both the mental and substance use disorders, and decrease recidivism.

The MRT approach has been continuously documented to be effective in achieving positive outcome results.

- Reduction in recidivism
- Reduction in criminal justice involvement
- Reduced substance abuse
- Reduced risk taking behavior
- Reduced violence in prison & jail
- Reduced violations of probation & parole
- Increased housing & job retention
- Integrated treatment
- Increased medication adherence
- Improved psychiatric symptoms and functioning

**Participation in the MRT program is voluntary unless ordered by the courts.

MAT PROGRAM

The Monroe County Sheriff's Office has a medicated assisted therapy (MAT) program in response to the opioid crisis. The purpose of the MAT Program is to ensure inmates detained in the Monroe County Jail have access to MAT medications and addiction counseling. The program is designed to support continuity of care and/or start treatment for those who wish to enroll in a program while incarcerated. The program will support a comprehensive response to the opioid epidemic. The program will focus on community based recovery and support services. The program goals are:

- Reduce opioid relapse
- Improve mental health
- Reduce recidivism
- Strengthen community networks

The team is comprised of jail medical staff, Community Mental Health (CMH), and our MAT provider. Those selected to participate will be volunteer based and selected by the MAT team. Upon release from jail, the MAT team will work with participants for a discharge plan to re-entry into the community. The MAT team can provide assistance with transportation, housing, employment, and substance abuse treatment. We encourage those who are struggling with an addiction to kite the mental health category on the kiosk for access to services.

NOTARY PUBLIC

Inmates/detainees requiring notary public service shall submit a kite to the shift sergeant. The sergeant shall notarize or forward the document to a notary public. A nominal fee shall be charged for each legal document needing to be notarized. Indigent inmates shall not be denied notary public service. If an inmate has funds deposited into his/her commissary account, the established cost for the notary service shall be deducted from their account. Only legal or personal business documents shall be notarized. Documents must be typed or written in ink.

MARRIAGE REQUESTS

ICE detainees requesting to marry shall submit a kite or written request to the Department of Homeland Security. A booklet containing the contact information for the Department of Homeland Security is located in each dorm. All marriage requests will be approved or denied by facility management and/or Department of Homeland Security. County inmates may submit a kite for a marriage request to administration.

RAZORS

Main Jail razors shall be issued to each inmate who requests one at 9 p.m. every Sunday, Tuesday, and Thursday and collected prior to 9:45 p.m. **Dormitory** razors shall be issued Monday, Wednesday and Friday at 7 a.m. and collected prior to 9 a.m. Inmates/detainees attending court will be afforded the opportunity to shave first. Inmates/detainees are issued their own razor daily and shall not share razors with other inmates/detainees. **Razors are not authorized to be used for shaving the head.** Inmates/detainees requesting a razor must print and sign their name and list their perm number on the razor sign out sheet prior to being issued a razor.

MAIN JAIL DAYROOM SCHEDULE

5:45 a.m.	Wake up – lights turned on
6:00 a.m.	Inmates to dayroom/ Doors secured
6:00 a.m.	Medication pass
6:00 a.m. – 6:30 a.m.	Breakfast meal
9:00 a.m.	Phones on
11:00 a.m. – 12:30 p.m.	Lunch Meal
4:00 p.m. – 6:00 p.m.	Dinner meal
6:00 p.m.	Medication pass
9:00 p.m.	Phones off
9:45 p.m.	Inmates to cells
10:00 p.m.	Cell Doors secured
11:30 p.m.	Lights out

DORMITORY DAILY SCHEDULE

5:45 a.m.	Wake-up call- lights/Phones on
5:45 a.m.-6:15 a.m.	Breakfast Served/PREA Video
6:45 a.m. -- 7:00 a.m.	Midnight and Dayshift Headcounts
7:00 a.m. -- 9:00 a.m.	Showers/Common Area/Med Pass
11:30 a.m. -- 12:30 p.m.	Lunch meal served
3:30 p.m. -- 4:30 p.m.	Personal time in Commons
4:30 p.m. -- 5:30 p.m.	Dinner meal served
5:30 p.m. -- 6:30 p.m.	Commons area
6:30 p.m. -- 7:15p.m.	Dayshift and Midnight Headcounts
7:15 p.m. – 10:00 p.m.	Commons area
7:15 p.m.	Medication pass
7:30 p.m. – 10:00 p.m.	Showers
9:00 p.m.	Clean-up time
10:00 p.m.	Lights out/Phones Off

INMATE REIMBURSEMENT/BILLING PROCEDURE

The Prisoner Reimbursement to the County Act of 1994 (M.C.L.A. 801.81 – 801.93) requires that all sentenced prisoners reimburse the county for any expense they incur as a result of their incarceration. The laws allow for up to \$60.00 per day. The current fee at the Monroe County Jail for housing is \$60.00 per day. **The following terms apply to billings received from this facility:**

1. The billing is calculated at the end of the sentence, including all days served on the charge. Individuals who bond out on a charge shall not be billed until after sentence has been served on that charge.
2. The account is calculated at \$60.00 per day for each day served. Any unpaid debt, such as booking fees, medical costs, etc. shall be included in a statement pulled by the Credit Bureau of Monroe 10 business days after your release.
3. If you are unable to pay your balance in full upon release, you will receive a notice from CBC Credit Services. If you are unable to pay your balance in full, they will establish a payment plan for you, which will avoid the account being placed on your credit file.

MEALS

All meals are nutritionally balanced, MDOC and dietician approved, properly prepared and attractively served in your housing location. Meals are plated in the kitchen and are brought to the housing locations in a locked serving cart. The use of food, withholding of, or variation from the standard menu as a disciplinary measure or reward is prohibited. Special diets that are required for medical reasons or adherences to religious dietary law are provided by the Food Service Department upon receipt of notification from the proper authority. You will be issued an appropriate eating utensil. The utensil will be accounted for at meals end. Meal times are posted in the Inmate/Detainee Guidebook. Each dayroom and the inmates/detainees assigned to that dayroom are responsible for returning **ALL** trays, cups and utensils to the corrections officers in a timely manner. Failure to do so will result in disciplinary action for the entire dayroom and/or those hindering in the collection of the kitchen utensils.

PRISON RAPE ELIMINATION ACT (PREA)

Each facility has a zero tolerance policy for sexual abuse or assault. No inmate or detainee will be subject to repercussions for making a valid sexual assault complaint against another inmate/detainee or staff member.

If you feel you are a victim of sexual abuse or assault, immediately report the incident to a correctional officer or shift supervisor. If you don't feel comfortable with an in person notification, you can send a kite using the kiosk under the PREA heading to a supervisor.

All PREA complaints will be investigated and prosecuted if sufficient evidence of a criminal act is discovered during the investigation.

The Captain of Jail Operations is the PREA Coordinator for both facilities.

Captain 734-240-7432
Rape Crisis Line: 734-243-6410
Monroe Community Mental Health Authority: (734) 240-7428 or (734) 240-7425

CONTACT INFORMATION

Michigan Department of Corrections Parole/Circuit Court Probation
Stoner-Kemmerling Building
29 Washington Street
Monroe, MI 48161

Monroe County Court House (District Court Probation, Prosecutor's Office, Judiciary Offices)
125 East Second Street
Monroe, MI 48161

Catholic Charities of Southeast Michigan
25 S. Monroe Street, Suite 205
Monroe, MI 48161

Cooper Street Correctional Facility*
3100 Cooper St.
Jackson, MI 49201

*The corrections staff will not provide you with MDOC prisoner's information

Salvation Army Harbor Light
3250 North Monroe St.
Monroe MI 48162

Immigration and Custom Enforcement (ICE)
333 Mt. Elliott
Detroit, MI 48207

ICE DETAINEE RIGHTS AND RESPONSIBILITIES

1. You have the right to be informed of the rules, procedures and schedules concerning the operation of the facility. You have the responsibility to know and abide by them.
2. 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.
3. You have the right to health care which includes nutritious meals, proper bedding and clothing, a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical treatment. It is your responsibility not to waste food, to follow the laundry and shower schedule, to maintain neat and clean living quarters, and to seek medical care as needed.
4. You have the right to have family members and friends visit with you in keeping with the facility rules and schedules. It is your responsibility to conduct yourself properly during visits, and to not accept or pass contraband.

5. You have the right to unrestricted and confidential access to the courts by correspondence. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.
6. You have the right to legal counsel from an attorney of your choice by means of interviews and correspondence at no cost to the United States Government. It is your responsibility to obtain the services of an attorney honestly and fairly.
7. You have the right to have access to reading material for your own enjoyment. These materials may include approved magazines. It is your responsibility to seek and utilize such material for your personal benefit, without depriving others of the same benefit.
8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program. It is your responsibility to use those resources in keeping with the procedures and schedule prescribed and to respect the rights of other detainees to the use of the material.
9. You have the right to a wide range of reading material for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the publishers. It is your responsibility to seek and utilize such material for personal benefit, without depriving others of their equal rights to the use of this material.
10. You have the right to participate in a work program, as far as resources are available, and in keeping with your interests, needs and abilities. You have the responsibility to take advantage of activities which may help you live a successful and abiding life within the Facility and in the community. You will be expected to abide by the regulations governing the use of such activities.
11. You have the right to an administrative hearing before an Immigration Judge to determine your status in the United States. It is your responsibility to seek and provide evidence for your defense.
12. If you are not an exclusion case and eligible, you have the right to be released on bond until your scheduled administrative hearing. It is your responsibility to seek methods of payment for your bond.
13. You have the right to apply for political asylum if you believe that you will be persecuted because of your race, religion, nationality, membership in a social group or political opinion. It is your responsibility to prepare and submit the proper forms accurately.
14. You have the right to request voluntary departure, if statutorily eligible, prior to a hearing but if you request voluntary departure you waive that right to a hearing. It is your responsibility to inform an INS Officer that you request voluntary departure.
15. You have the right to be provided a copy of your ID. To receive a copy of your ID you must submit a kite to the Shift Supervisor requesting such.
16. You have the right to request religious practicing accommodations. These accommodations must be requested in kite form to and approved by the Shift Supervisor.
17. If you have a disability which requires assistance, you have the right to request aid from staff or medical personnel via the kite system.
18. You have the right to be tested at any time, by qualified medical personnel, for HIV and or Hepatitis. You may submit your request via the kite system to medical.

SEXUAL ASSAULT AWARENESS

SEXUAL ASSAULT AWARENESS: This document is required to be posted in each Housing Unit Bulletin Board at all Service Processing Centers and Contract Detention Facilities and by Inter-Operational Service Agreement Providers that house ICE detainees.

If you are detained by the Department of Homeland Security, Immigration and Customs Enforcement, Office of Enforcement and Removal, you have a right to be safe and free from sexual harassment and sexual assault. Report all attempted assaults and assaults to your housing unit officer, a supervisor, the Officer in Charge, or directly to the Office of the Inspector General at 1 (800) 323-8603.

Definitions:

Detainee-On-Detainee Sexual Abuse/Assault: One or more detainees engaging in or attempting to engage in a sexual act with another detainee or the use of threats, intimidation, inappropriate touching or other actions and/or communications by one or more detainees aimed at coercing and/or pressuring another detainee to engage in a sexual act.

Staff-on-Detainee Sexual Abuse/Assault: Staff member engaging in, or attempting to engage in a sexual act with any detainee or the intentional touching of a detainee's genitalia, anus, groin, crotch, inner thigh, or buttocks with the intent to abuse, humiliate, harass, degrade, arouse, or gratify the sexual desires of any person. *Sexual abuse/assault of detainees by staff of other detainees is an inappropriate use of power and is prohibited by CE policy and the /aiv Staff Sexual Misconduct is: Sexual behavior between a staff member and detainee which can include, but is not limited to indecent, profane or abusive language or gestures and inappropriate visual surveillance of detainees.*

Prohibited Acts

A detainee who engages in inappropriate sexual behavior with or directs it at others, can be charged with the following Prohibited Acts under the Detainee Disciplinary Policy.

Code 101: Sexual Assault

Code 207: Making a Sexual Proposal

Code 401: Using Abusive or Obscene

Code 206: Engaging in a Sex Act

Code 300: Indecent Exposure or Language

Detention as a Safe Environment

While you are detained, no one has the right to pressure you to engage in sexual acts or engage in unwanted sexual behavior regardless of your age, size, race, or ethnicity. Regardless of your sexual orientation, you have the right to be safe from unwanted sexual advances and acts.

Confidentiality:

Information concerning the identity of a detainee victim reporting a sexual assault, and the facts of the report, shall be limited to those who have the need to know in order to make decisions concerning the detainee-victim's welfare and for law enforcement/investigative purposes.

Avoiding Sexual Assault

Here are some things you can do to protect yourself against sexual assault:

Carry yourself in a confident manner. Many offenders choose victims who look like they would not fight back or who they think are emotionally weak.

Do not accept gifts or favors from others. Most gifts or favors come with strings attached to them.

Do not accept an offer from another detainee to be your protector.

Find a staff member with whom you feel comfortable discussing your fears and concerns. Report concerns!

Do not use drugs or alcohol; these can weaken your ability to stay alert and make good judgments.

Avoid talking about sex. Other detainees may believe you have an interest in a sexual relationship.

Be clear, direct and firm. Do not be afraid to say NO or STOP IT NOW.

Stay in well-lit areas of the Facility.

Choose your associates wisely. Look for people who are involved in positive activities like educational programs, work opportunities, or counseling groups. Get involved in these activities yourself.

Trust your instincts. Be aware of situations that make you feel uncomfortable. If it does not feel right or safe, leave the situation. **If you fear for your safety, report your concerns to staff.**

REPORT all Assaults:

If you become a victim of a sexual assault, you should report it immediately to staff person you trust, to include housing officers, deportation officers, chaplains, medical staff or supervisors. Staff members keep the reported information confidential and only discuss it with the appropriate officials on a need to know basis. If you are not comfortable reporting the assault to staff, you have other options:

- Write a letter reporting the sexual misconduct to the Officer in Charge, Assistant Field Office Director, or Field Office Director to ensure confidentiality, use special mail procedures.

File an Emergency Detainee Grievance: If you decide your complaint is too sensitive to file with the Officer in Charge, you can file your Grievance directly with the Field Director. You can get the forms from your housing unit officer, deportation staff or a facility supervisor.

Write to the Office of Inspector General (OIG), which investigates allegations of staff misconduct.

- The address is: Office of Inspector General, P.O. Box 27606, Washington, D.C. 20530

Call at no expense to you the Office of Inspector General (OIG). The phone number is posted in your housing unit.

Individuals who sexually abuse or assault detainees can only be disciplined or prosecuted if the abuse is reported.

Next Steps after Reporting a Sexual Assault.

You will be offered immediate protection from the assailant and you may be referred for medical examination and clinical assessment. You do not have to name the detainee(s) or staff member who assaulted you to receive assistance, but specific information may make it easier for staff to help you. You will continue to receive protection from the assailant, either or not you have identified your attacker or agree to testify against them. **It is important that you do not shower, wash, drink, change clothing or use the bathroom until evidence can be collected.**

The Medical Exam

Medical staff will examine you for injuries, which may or may not be readily apparent to you and may gather physical evidence of assault. Bring the clothes and underwear that you had on at the time of the assault to the medical exam with you. You will be checked for the presence of physical evidence, which supports your allegation. If you consent, a medical professional will perform a pelvic and/or rectal examination to obtain samples of or document the existence of physical evidence such as hair, body fluids, tears or abrasions which remain after the assault. This physical evidence is critical in corroborating the sexual assault occurred and in identifying the assailant. Trained personnel will conduct the exam privately and professionally.

Understanding the Investigative Process

Once the misconduct is reported, the appropriate law enforcement agency will conduct an investigation. The purpose of the investigation is to determine the nature and extent of the misconduct. You may be asked to give a statement during the investigation. If criminal charges are filed, you may be asked to testify during the criminal proceedings. Any detainee who alleges that he or she has been sexually assaulted shall be offered immediate protection and will be referred for a medical examination.

The Emotional Consequences of Sexual Assaults

It is common for victims of sexual assault to have feelings of embarrassment, anger, guilt, panic, depression, and fear even several months or years after the attack. Other common reactions include loss of appetite, nausea or stomachaches, headaches, loss of memory and/or trouble concentrating and changes in sleep patterns. Emotional support is available from the facility's mental health and medical staff, and from the chaplains. Also, many detainees who are at high risk to sexually assault others have often been sexually abused themselves. Mental health services are available to them also so that they can control their actions and heal from their own abuse. Sexual assaults can happen to anyone: any gender, age, race, ethnic group, socioeconomic status, sexual orientation, or disability. Sexual assault is not about sex; it is about POWER and CONTROL. All reports are taken seriously. Your safety and the safety of others is the most important concern. For everyone's safety, incidents, threats, or assaults must be reported.