

# **PALM BEACH COUNTY SHERIFF'S OFFICE DEPARTMENT OF CORRECTIONS**

## **INMATE RULES & REGULATIONS**



This handbook has been issued to you. It is your responsibility to maintain this handbook and turn it in upon your release. You will keep this handbook with you should you be transferred to another PBSO detention facility. You will be held accountable for violations of these rules.

PBSO #0307

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PALM BEACH COUNTY SHERIFF'S OFFICE  
DEPARTMENT OF CORRECTIONS  
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## **A. ORGANIZATION**

### **A-1. MISSION STATEMENT**

The mission of the Palm Beach County Sheriff's Office Department of Corrections is to provide a safe, secure environment for our staff and inmates by ensuring the maintenance of order within our facilities at all times. The functions of the department directly support our community and the citizens of Palm Beach County through providing safe, effective and efficient correctional services in support of the goal of successful, productive offender reentry into society.

### **A-2. DETENTION FACILITIES**

The Palm Beach County Sheriff's Office operates (2) detention facilities within the county; they are:

#### **MAIN DETENTION CENTER**

3228 Gun Club Road  
West Palm Beach, Florida

#### **WEST DETENTION CENTER**

38811 James Wheeler Way  
Belle Glade, Florida

**NOTE: These are actual locations not mailing addresses.**

## **B. SANITATION AND HYGIENE**

### **B-1. LIVING QUARTERS**

The cell or dormitory area you are assigned to is your living quarters. You will be provided cleaning equipment for the purpose of maintaining your living quarters. Cell and dormitory areas will be inspected on each shift or at least daily by the deputy assigned to that area. Living quarters found to be unsanitary may result in disciplinary action.

- It is your responsibility to keep your assigned bunk made during non-sleeping times.
- Lighting and windows shall remain unobstructed. Placing materials over lights or windows will not be permitted.
- The floors in your housing unit will be kept clean, dry and free of hazardous substances.
- Garbage and trash receptacles shall be emptied and cleaned at least daily.
- No items of any type shall be placed in or between the cell bars.
- Walls will be kept bare. The defacing of walls is prohibited.
- Toilets, urinals, showers and sinks shall be cleaned at least daily.
- Windows, sills and screens will be kept clean and in good repair.
- Food items from your meal trays will not be stored for later consumption. Only items purchased from the canteen will be allowed to be stored in your living quarters.

- Report any maintenance problems, such as inoperable plumbing or lighting fixtures, to the deputy assigned to your unit so repairs can be made.

**B-2. PERSONAL HYGIENE**

It is the responsibility of each inmate to maintain his or her personal hygiene. Showers and lavatories are located in your respective housing units for this purpose. Inmates in general population will be given the opportunity to shower daily.

Upon admission to a housing unit from Intake, inmates will be issued a toothbrush, toothpaste, soap and shower slides. You may request an indigent kit from our canteen provider by completing the indigent section of a canteen request form fourteen (14) days after Intake and every week thereafter. Your indigent kit will be delivered on the scheduled canteen day for your unit. This kit contains:

- 1<sup>st</sup> Week – toothbrush, toothpaste, shampoo, deodorant, pencil
- 2<sup>nd</sup> Week – toothpaste, pencil
- 3<sup>rd</sup> Week – toothpaste, deodorant, shampoo, pencil
- 4<sup>th</sup> Week – toothpaste, pencil

Indigent inmates will be provided writing materials and postage to correspond with their attorneys, the courts and public officials upon request, and to their families and friends once a week.

The four (4) week cycle, as described above, is a continuous rotation.

You may purchase similar items through canteen, if funds are available in your account.

You will be provided with soap in your housing unit or purchase your own from canteen. Writing paper is available from the deputy assigned to your housing unit. If you are indigent for fourteen (14) days from Intake, you may request indigent clothing at that time and again every six (6) months thereafter, if you qualify, with a limit of two (2) per year with no incarceration limit. These kits consist of:

Males

- 2 undershirts
- 2 briefs
- 2 pair of socks
- \*1 sweatshirt

Females

- 2 bras
- 2 panties
- 2 pair of socks
- \*1 sweatshirt

\*Males and females receive one (1) sweatshirt every two (2) years, if they qualify, with no incarceration limit.

Dental floss loops will be available upon request to indigent inmates.

At time of intake, if you are without underwear, a pair will be provided to you from the Property section. Once you are placed into a housing unit and remain indigent, the above underwear packet will be furnished upon completion of an Indigent Underwear Request Form.

You will be provided with sheets, pillowcase and towel that will be laundered or exchanged for clean linens at least once per week.

You will be provided a blanket that will be laundered or exchanged for a clean blanket at least once per quarter.

You will be provided with a uniform to be laundered or exchanged for clean clothing at least twice per week.

Personal laundry (i.e.; socks, undergarments, sweatshirts and t-shirts) will be laundered at least once per week. Laundry net bags will be provided by the housing deputy, upon request, to deposit your personal clothing items for cleaning. No loose personal laundry articles will be accepted outside of the laundry net bags. Do not place agency issued towels, sheets and uniforms into the net bags. They will be removed and not returned to you. Do not place soap bars inside the net bags as it can disrupt the wash/rinse cycles and will delay the return of your personal laundry.

You will be held accountable for all linen and uniforms issued to you. Damaged and/or altered linen and/or uniforms will result in disciplinary actions.

Female inmates shall be provided with necessary hygiene items.

You are allowed freedom in personal grooming, except when a valid interest justifies otherwise. Such justifications, as determined by a division commander or designee, may include requirements for safety, security, identification and hygiene.

To reduce your chance of infections:

- Wash your hands thoroughly with soap and water throughout the day, particularly every time you use the toilet and before every meal.
- Never touch another person's wounds, infected skin or dirty bandages.
- Maintain excellent personal hygiene through regular showers and by keeping your living space clean, including the regular laundering of your bed linens.
- Do not share personal hygiene items with others, including toiletries and towels.
- Clean recreational equipment before direct contact with your body or use a clean barrier, such as a towel or shirt between your bare skin and exercise equipment.
- Shower after participating in close contact recreational activities whenever possible.
- Do not get a tattoo while in jail, use injection drugs, or have sexual contact with other inmates.
- Keep any open wounds or sores covered and request medical attention.

### B-3. PERSONAL GROOMING

Hair and nail clippers will be available from the deputy assigned to your unit. When you have finished with the equipment, it must be properly cleaned and returned to the deputy

assigned to your unit. All inmates cutting hair will spray the clippers with the disinfectant solution after each use. NO EXCEPTIONS!

### C. INMATE PROPERTY AND MAIL

#### C-1. PERSONAL PROPERTY

When you were booked into the facility, your personal property was listed on a RECEIPT FOR PRISONER'S PERSONAL PROPERTY form. You were given a copy of this – KEEP THIS RECEIPT.

Property taken from you at the time of your arrest may have been placed into evidence. You should have received an evidence receipt from the arresting officer. We cannot obtain this property for you.

Each personal item, including clothing, which is authorized for retention, shall be recorded on the facility property receipt and will be allowed for you to retain.

#### C-2. PERSONAL ITEMS ALLOWED IN YOUR POSSESSION

Only the items provided or approved by the jails administration or any item approved or purchased through canteen, up to the amounts listed below, will be allowed in your housing unit unless otherwise specified by a division commander.

- (2) Pairs of issued footwear (clogs and inmate worker boots)
- (1) Pair of personal footwear (purchased through canteen)
- (1) Pair of shower slides
- (4) Pairs of socks
- (4) T-shirts
- (4) Pairs of any type underwear not to include thermal underwear
- (1) Pair of gym shorts
- (2) Wireless bras (females only)
- (2) Sweatshirts
- (1) PBSO issued uniform
- (1) Comb (small/plastic, without a handle)
- (1) Brush (small/plastic, without a handle)
- (2) Each of hygiene articles (one being used and one new): Deodorant, shampoo, toothpaste, toothbrush, etc.
- (1) Pair of glasses/contacts (may have an additional pair of reading glasses available from medical or purchased from canteen only. May have full prescription of contacts, approved by medical only.
- (3) Games (chess, checkers or playing cards)
- (4) Books (including religious books)
- (2) Magazines
- (3) Family photos (no Polaroid photos)
- (1) Address book (no metal binding)
- (3) Pens
- (24) Colored pencils
- (1) Prayer rug or extra towel as approved by the Chaplain
- (2) Packages or containers of each canteen over-the-counter medications

- \*\*\* Medication as approved by medical
- \*\*\* Medical alert badge or bracelet
- \*\*\* Brace, bandage, cane, crutches, etc., as approved by medical

Any items in excess of the permitted amounts or any altered or misused items will be confiscated as contraband and disposed of.

**NOTE: All T-shirts, sweatshirts and gym shorts must be solid white or gray with NO writing pockets, logos, hoods or zippers.**

To identify your property, you should mark your items with your name and pouch number inside the collar or waistband.

**NOTE: All other items will be stored in inmate property storage. You may submit one request for items you want in your housing unit. The Property section will review the request and thoroughly search authorized items. Only one request will be accepted for property from inmate storage.**

### C-3. MONEY

All monies that you bring into the facility or which are sent to you shall be kept in your inmate account.

An account will be generated for you in the Property/Finance Office. All deposits and withdrawals (fees for subsistence, certain medical fees, canteen purchases and transfers to outside parties) are processed in the computer for purpose of permanent record.

Any money taken from you at the time of arrest, that was deemed evidence, will be held by the arresting agency. We cannot obtain this money for you.

The transfer of money and valuables between inmates is prohibited and considered contraband. Contraband items will not be returned to you.

Money will not be accepted for you at any time, unless it arrives through an approved method of processing.

Approved methods include: Mail services, Cobra Cashier Kiosk and Access Corrections.

**MAIL SERVICES:** Money received through mail services must be in the form of a money order or a government issued check. We do not accept personal or business checks. We do not exchange currency, money orders and drafts from foreign countries. All funds of this type will be refused and returned to sender. We cash ONLY U.S. money orders or checks issued by local, state and federal government. Your family and friends should not send cash through the mail. We will not be responsible for the loss of mailed cash.



COBRA CASHIER KIOSK: Kiosks are located in all the visitation lobbies. The Video Visitation Center is accessible only during visitation (11:00 am through 9:00 pm Thursday through Sunday). The Main Detention Center and West Detention Center are accessible twenty-four hours, seven days a week. The machines will accept cash, credit cards and debit cards. This system deposits money into the inmate’s account making the money readily available for commissary purchases.

ACCESS CORRECTIONS: This service enables someone to send you a money deposit from anywhere in the country to the jail within minutes to use for commissary purchases. This service is available at [www.accesscorrections.com](http://www.accesscorrections.com) or via telephone at 866-394-0490. The service accepts credit cards and debit cards with the MasterCard or Visa logo.

- Family and friends must know the inmate’s JACKET NUMBER and FULL BOOKED NAME
- Location (FL – WPB – Palm Beach County Sheriff’s Office)
- Deposits may be made twenty-four (24) hours a day, seven (7) days a week

GOVPAYNOW: This service enables someone to pay a REMOTE BOND payment from anywhere in the country. This service is available at [www.GovPayNow.com](http://www.GovPayNow.com) or via telephone at 877-392-2455.

- Main Detention Center Pay location code 7020
- West Detention Center Pay Location code 7021
- Family and friends must know the inmate’s JACKET NUMBER, FULL BOOKED NAME, BOOKING NUMBER, and EXACT AMOUNT OF BOND PAYMENT

To pay onsite bond payments using GovPayNow:

- Main Detention Center Pay location code A001b1
- West Detention Center Pay location code A001b2
- Family and friends must know the inmate’s jacket number, full booked name, booking number, and exact amount of bond payment

Contraband money will be handled in the same manner as any other contraband found on an inmate. An evidence receipt will be completed and turned over to the jail investigator for possible criminal charges and disposition.

Any monies deposited will be subject to the normal collections for debts owed to the detention facilities by the inmate (INCLUDING BOND MONEY).

#### C-4. MAIL

You are permitted to write as many letters as you wish. We encourage you to correspond with friends and family. There shall be no approved list of correspondents, or limit on the volume of mail an inmate may receive although inmate-to-inmate correspondence within a PBSO facility is prohibited. Writing paper is available from the deputy assigned to your unit. Indigent inmates that barter with their writing materials, envelopes or postage and/or otherwise abuse the privilege of receiving such items at the facility’s expense will be subject to disciplinary action. Mail addressed outside of the United States must be forwarded to the inmate mailroom for processing. IF YOUR NAME,

CELL NUMBER AND JACKET NUMBER ARE NOT ON THE ENVELOPE, THE LETTER WILL BE BROUGHT TO YOU FOR CORRECTION.

Outgoing mail will be submitted for processing unsealed.

Prior to outgoing mail being delivered to the post office, all letters will be stamped with the following disclaimer:

ATTENTION: THIS LETTER ORIGINATES FROM A PALM BEACH COUNTY JAIL FACILITY. INMATE MAIL IS UNCENSORED. THE SHERIFF CANNOT ASSUME RESPONSIBILITY FOR ITS CONTENTS.

To avoid delays in mail delivery, ensure that your correspondents address mail properly to the facility in which you are housed. Addresses listed below:

Main Detention Center  
INMATE NAME \_\_\_\_\_  
CELL # \_\_\_\_\_ JACKET # \_\_\_\_\_  
P.O. Box 24716  
West Palm Beach, Florida 33416

West Detention Center  
INMATE NAME \_\_\_\_\_  
CELL # \_\_\_\_\_ JACKET # \_\_\_\_\_  
P.O. Box 1450  
Belle Glade, Florida 33430

IF YOUR NAME, CELL NUMBER AND JACKET NUMBER ARE NOT ON THE POSTCARD, IT WILL BE RETURNED TO SENDER. Mail will also be returned if you are released or transferred from the facility. All incoming mail, except legal mail and other specifically approved items, must be in a postcard form. The postcard will be photocopied and the copy will be delivered to you in your housing unit. The original postcard will be placed in your property and will be provided to you upon your release from the facility.

- A. Acceptable postcard forms:
  - 1. Postcards minimum size requirements are 3.5 inches by 5 inches
  - 2. Postcards maximum allowable size is 4.25 inches by 6 inches
  - 3. Must be written or typed in black or blue ink only
- B. Unacceptable postcard forms:
  - 1. Defaced
  - 2. Plastic or wrappings on postcards
  - 3. Postcards marked with paint, crayons or markers
  - 4. Postcards with labels or stickers
  - 5. Postcards with watermarks or stains
  - 6. Postcards with any biohazards, including perfumes or lipstick

7. Postcards depicting nudity, weapons or gang references
8. Oversized postcards

Monies may be mailed to inmates in an envelope addressed to the facility and must state the inmate's name and jacket number. CASH WILL NOT BE ACCEPTED. Any correspondence included with checks, money orders, or otherwise approved mail, will not be delivered to inmates. Monies must be in one of the following forms:

- Money orders
- Checks from government agencies
- Checks from privately run jails or prisons payable in U.S. funds

VisMail – E-Mail: You may receive e-mails from registered e-mail addresses. Senders must register through the visitation system at <https://jailvisit.pbso.org>. This is a one-way e-mail service, which only accepts incoming e-mails to be delivered along with the U.S. mail. Senders must purchase virtual stamps available through the visitation system. E-Mails are subject to review.

Magazines, Newspapers and Periodicals:

- Inmates may subscribe to no more than one daily or weekly newspaper and four periodicals. Inmates subscribe to periodicals or other reading materials at their own risk and expense. Inmates will not be reimbursed by the Sheriff's Office for materials, which are rejected.
- No inmate shall be allowed to receive or keep more than one copy of any volume, issue or edition of any book, periodical or other publication.
- Inmates will not be allowed to receive any type of information depicting instructions for the manufacture of explosives, weapons, chemicals, drugs, or alcohol. Nor may they receive material, which is violent, criminal, and sexually explicit, depicts nudity or depicts racial, religious, or national hatred, or materials that are disruptive to the facility and pose a potential threat to security.
- All publications and periodicals must come directly from the publisher or a licensed commercial warehousing source.
- The mailing label must contain the inmate's booked name, jacket number, and cell assignment.

## **D. LEGAL MATTERS AND GRIEVANCES**

### **D-1. ATTORNEYS AND PUBLIC DEFENDERS**

If you need to contact the Public Defender's Office, you may write or call them:

East Coast Region:

Public Defender's Office

421 3<sup>rd</sup> Street

West Palm Beach, Florida 33401

Phone: (561) 355-7500

Belle Glade Region:  
Public Defender's Office  
2976 State Road #15  
Belle Glade, Florida 33430  
Phone: (561) 996-4880

Do not ask a staff member to recommend an attorney for you as we are prohibited from doing this. You may call or write the following agency to assist you in finding a lawyer:

Lawyer Referral Service of the Palm Beaches  
County Bar Association  
1601 Belvedere Rd.  
West Palm Beach, Florida 33406  
Phone: (561) 687-3266

Private consultation rooms are available in this facility where you may discuss your case with your attorney.

#### D-2. PRIVILEGED MAIL

Privileged mail is mail clearly identified as being sent from your attorney, the courts or public officials. Privileged mail will be opened in your presence unless you waive in writing. Original correspondence and its envelope will be photocopied and shredded in your presence. You will receive photocopies of the original correspondence and its envelope.

Outgoing privileged mail shall not be opened, but may be held for a reasonable period of time, not to exceed seventy-two (72) hours, pending verification that it is properly addressed to a person or agency referred to on the envelope.

#### D-3. NOTARY SERVICES

Notary services are available to you from the sergeant assigned to your area. Requests should be made utilizing the Inmate Request Form.

#### D-4. GRIEVANCE PROCEDURES

If you have a complaint, bring it to the attention of the deputy assigned to your unit. If the deputy cannot resolve the problem, then bring it to the attention of the sergeant or lieutenant on rounds. If these steps have been attempted but cannot resolve the problem, there is a grievance procedure in the facility to address inmate complaints. You may obtain a grievance form from the deputy assigned to your unit.

Upon receipt of the grievance form, complete the narrative with a description of your complaint. Specify the problem, the date of occurrence and staff members involved (if applicable). Also, include any staff members you may have contacted in an effort to resolve the problem. Submit your complaint within seven (7) days from the date of the incident, unless it was not feasible within that time period. You will be provided with a response to your complaint within fifteen (15) business days. The response will be based upon the facts, which pertain specifically to the complaint. Inmate grievances will not be processed if they are determined to be: 1) frivolous 2) excessive or repetitive in nature 3) previously answered or 4) improperly completed form.

If you are dissatisfied with the response, you may appeal to a division commander within five (5) days of receiving your response. The division commander will have seven (7) days in which to respond to your appeal. If you are not satisfied with the commander's decision, you may appeal to the major within five (5) days of receipt of the division commander's response. The major's decision is final. Facility officials may extend the response time for grievances requiring extensive research and documentation.

There is no imposed time limit when you may submit a grievance regarding an allegation of sexual abuse. You may submit a grievance without submitting it to a staff member who is the subject of the complaint and such grievance is not referred to a staff member who is the subject of the complaint.

PBSO shall issue a final decision on the merits of any portion of a grievance alleging sexual abuse within 90 days of the initial filing of the grievance. Computation of the 90 day time period shall not include time consumed by you in preparing any administrative appeal. PBSO may claim an extension of time to respond, up to 70 days.

At any level of the administrative process, including the final level, if you do not receive a response within the time allotted for reply, including any properly noticed extension, you may consider the absence of a response to be a denial at that level.

Third parties, including fellow inmates, staff members, family members, attorneys and outside advocates shall be permitted to assist you in filing requests for administrative remedies relating to allegations of sexual abuse and shall also be permitted to file such requests on your behalf.

A grievance alleging that you are subject to a substantial risk of imminent sexual abuse may be filed at any time of the day or night (24 hours a day - 7 days a week). PBSO shall address immediately..

PBSO may discipline you for filing a grievance related to alleged sexual abuse only where the agency demonstrates that you filed the grievance in bad faith.

#### D-5. RESTORATION OF CIVIL RIGHTS

Florida voters passed Voter Restoration, Amendment 4, on November 6, 2018. The ballot summary stated, "This amendment restores the voting rights of Floridians with felony convictions after they complete all terms of their sentence, including parole or probation. The amendment does not apply to those convicted of murder or felony sexual offenses, who continue to be permanently barred from voting unless the Governor and Cabinet vote to restore their voting rights on a case by case basis."

It is the voter's responsibility to confirm whether or not their voting rights have been automatically restored. The following Florida agencies have resources to assist applicants in verifying sentencing obligations:

Florida Commission of Offender Review, Office of Executive Clemency  
4070 Esplanade Way, Tallahassee FL 32399

Phone: (850) 488-2952 / Toll Free: (800) 435-8286  
Fax: (850) 488-0695  
Email: [ClemencyWeb@fcor.state.fl.us](mailto:ClemencyWeb@fcor.state.fl.us)  
Online: [www.fcor.state.fl.us](http://www.fcor.state.fl.us)

This information is confidential and will only be discussed with the individual directly affected.

The Florida Commission on Offender Review's Web site offers a Civil Rights Restoration Search for its database, so you can determine whether or not your rights have been restored. Be sure to search under all variations of your name, including nicknames.

Palm Beach County Clerk & Comptroller Main Office  
205 North Dixie Highway, West Palm Beach, FL 33401  
Phone: (561) 355-2996  
Email: [clerkweb@mypalmbeachclerk.com](mailto:clerkweb@mypalmbeachclerk.com)  
Online: [www.mypalmbeachclerk.com](http://www.mypalmbeachclerk.com)

Once voting rights have been restored, to register to vote in Florida, go to Online Voter Registration, and fill out an application at any Supervisor of Elections offices or a public agency such as the Tax Collector's office, Public Library, Public Assistance Agency or Post office. The applicant should receive a Voter Information Card within a few weeks of registering in the mail. If not received, contact our office to ensure we have the correct address.

## **E. SECURITY AND CONTROL**

### **E-1. CLASSIFICATION**

During the admission process, a classification officer interviewed you. This interview enabled our department to determine the best suitable housing and program needs for you at that time. At any time should your perception of vulnerability change for any reason and you no longer feel safe in your present housing location, please notify your dorm officer immediately.

### **E-2. IDENTIFICATION WRISTBAND**

An inmate identification band was placed on your person when you arrived at the facility. This identification band will have your name, photograph, sex, race and jacket number on it. Any inmate found without a wristband will not be allowed to participate in any programs and is subject to disciplinary or administrative action until their identity can be verified and wristband replaced. A reasonable fee will be charged to inmates for a replacement wristband if the previously issued wristband has been lost or there has been a disciplinary finding that it was intentionally tampered with by the inmate.

### **E-3. HEADCOUNTS**

Headcounts will be conducted when deemed necessary by the deputy in charge. All inmates will follow the direction of the deputy. You will present your wristband when

ordered to do so. During headcounts, there will be no talking unless spoken to. The lights will be turned on and the television will be turned off. Failure to cooperate will be cause for disciplinary action.

#### E-4. CONTRABAND

Contraband is any article not authorized by the facility or which has been altered from its original form. Items found in excess of the approved amount are also considered contraband. Disciplinary action and/or criminal prosecution shall be taken if you violate this provision. All contraband items will be confiscated and properly disposed of. Contraband money will be handled in the same manner as any other contraband found on an inmate. An evidence receipt will be completed and turned over to the jail investigator for proper criminal charges and disposition.

Any cellular telephone or other portable electronic communication devices are considered contraband when possessed within or introduced into any Palm Beach County Sheriff's Office detention facility.

#### E-5. SEARCHES

The control of weapons and contraband in a facility is an essential measure. Unannounced searches of inmates, their quarters and other areas of the facility are conducted as often as necessary to ensure the safety and security of the staff, inmates and facility.

Searches shall be conducted in a manner that will avoid unnecessary force, embarrassment or loss of dignity to the inmate.

#### E-6. CANINE UNIT

The Palm Beach County Sheriff's Office Department of Corrections operates a canine unit in both correctional facilities. In accordance with Florida State Statutes, any person who intentionally or knowingly maliciously harasses, teases, interferes with or attempts to interfere with a police dog, while the animal is in the performance of its duties, commits a crime punishable by law.

#### E-7. DIRECT SUPERVISION HOUSING

Direct supervision is wherein the deputy's post is maintained within the open population of the housing area. The most important factor in determining which inmate will be housed in these units will be their institutional behavior. Upon being housed in a direct supervision unit, you will be oriented on the rules of direct supervision. If you choose not to abide by these rules, you will be removed from the direct supervision unit and reassigned. Depending on the rule violation, disciplinary action may be taken against you. Remember that you are responsible for your behavior and actions. The unit deputy may institute informal discipline. This informal discipline includes the authority to require you to remain in your individual sleeping area for up to no more than two (2) hours. The informal discipline shall not include restrictions in food, clothing or visiting. Listed below are the Rules and Regulations for cleanliness, sanitation and hygiene within the direct supervision units:

- Your bed must be neatly made up in the military style (sheet and blanket edges tucked under the mattress) whenever you are not using it.

- Showers are limited to a maximum of fifteen (15) minutes. Leave the shower area clean and neat. Showers are normally allowed from 8:00 am to 10:45 pm., except during meals, cleaning times, lock downs and counts. Bathe and clean yourself daily.
- Keep your living area neat and clean at all times. Inspections may occur at any time.
- Mattresses, blankets, sheets and pillows are not allowed away from your bunk or room. Extra bedding items are not allowed unless authorized.
- Store your clothes under your mattress, pillow, or in your storage container; do not hang them off your bunk or leave them loose on the floor.
- Store your canteen in your storage container.
- Wring out your towel and either hang it from your room's clothing hooks (if applicable), or fold it in half and hang it from the foot of your bunk to dry.

#### E-8. SPECIAL MANAGEMENT HOUSING

Special management housing incorporates administrative and disciplinary confinement, protective custody and mental health isolation. While housed in a special management unit, you shall have the opportunity to access the following, unless restricted by the disciplinary process:

- Shower and shave at least three (3) times per week
- Visitation, unless there are substantial reasons for withholding such privileges
- Restraints may be required when deemed necessary
- Write or receive letters on the same basis as inmates in general population
- Legal materials
- Reading materials
- Telephone privileges
- Recreation
- Programs and services

**NOTE: There may be justifications for restricting or providing alternative access to any of these opportunities.**

#### RULES FOR DISCIPLINARY CONFINEMENT:

SHOWERS: Monday, Wednesday and Friday only and limited to fifteen (15) minute duration.

PHONE CALLS: No personal phone calls. Attorney calls will be allowed Monday – Friday only during regular business hours. The deputy will dial the number and verify the party's identity.

LIGHTS AND WINDOWS: Shall NOT be covered at any time.

NO WRITING ON DOORS, WINDOWS, FIXTURES, ETC.

LOCKERS: Are off limits to inmates. Only STAFF will access items.



ITEMS PERMITTED INSIDE CELLS:

- Personal hygiene: 1 toothbrush  
1 tube of toothpaste  
1 roll of toilet paper  
1 bar of soap  
1 Denture Adhesive  
Tampons – Regular (Females)
- Clothing 1 uniform  
1 pair of underwear  
1 pair of shower slides
- Linen: 2 sheets  
1 pillow case  
1 blanket  
1 towel
- Reading material: 1 Bible or Koran  
1 book or magazine  
Legal papers  
Personal postcards (photocopies)
- Canteen: Stamped envelopes and shower slides only  
**\*\*NO FOOD ITEMS ALLOWED\*\***
- Miscellaneous Items: 1 Styrofoam drinking cup  
1 pencil  
1 Flex security pen  
Reading glasses  
Writing paper or pad

ITEMS ALLOWED IN LOCKERS: All other hygiene items not listed above (hair grease, deodorant, comb) 1 pair of facility footwear, 1 pair of underwear and 1 pair of socks.

ITEMS NOT ALLOWED IN LOCKERS:

- **\*\*NO T-SHIRTS\*\***
- **\*\*NO SWEATSHIRTS\*\***
- **\*\*NO CANTEEN FOOD ITEMS\*\***

If an inmate is on administrative confinement, all locker items will be in the cell with the inmate. If an inmate goes from administrative confinement to disciplinary confinement, the cell will be cleared of all items except those listed above for inmate possession.

E-9. DRESS CODE

Your issued uniform must be properly worn at all times. If you have in your possession articles of clothing purchased from the canteen (shorts, sweatshirts, etc.), you may be allowed to wear these items during recreation, sleeping or personal hygiene activities etc.

Inmates must properly wear uniforms or appropriate clothing when not in their beds.

Inmates must be in full uniform during the following:

- Feeding of all inmate meals
- While medications are dispensed
- When legal mail and canteen are being delivered
- During the exchange of laundered items
- Any time they leave their housing unit
- During any dayroom activities
- While meeting with attorneys, counselors, investigators, therapists, doctors, religious service personnel, etc.

The Chaplain oversees the issuance of religious head covering. Religious head covering may be worn at all times unless a specific security risk dictates otherwise.

Head covering shall not cover/obstruct the face, be oversized or loose fitting. Head coverings are subject to search at any time.

## **F. EMERGENCY PROCEDURES**

### **F-1. FIRE SAFETY**

Fire safety is one of our department's greatest concerns. Furnishings that are in your housing unit are made with materials that are fire retardant (mattress/pillow). Smoke detectors, fire alarms, fire extinguishers and fire hoses are located throughout the facility in the event an emergency situation exists. Tampering with a fire safety device could result in criminal prosecution.

### **F-2. EVACUATION DRILLS**

Periodically, fire drills will be conducted in your housing area. These drills are conducted to ensure the safety of you and staff in case of a real emergency. During the times of evacuation, listen to the instructions given to you by the deputy. Be calm and quiet so as to evacuate in a timely and safe manner.

### **F-3. NO SMOKING POLICY**

All department facilities are designated SMOKE FREE in accordance with the Florida Clean Indoor Air Act. If you have any tobacco and/or smoking paraphernalia in your possession, it is considered contraband and disciplinary action will be taken against you.

## **G. PROGRAMS AND SERVICES**

### **G-1. INMATE REQUEST FORMS**

The Inmate Request form provides you with a means of communication with the various sections of the administration. Medical request forms are on 3-ply paper with the colors of white, pink and yellow. Upon completion of a Medical Request Form, you must give your request directly to the health care provider during medical rounds.

### **G-2. INMATES WITH DISABILITIES**

Inmates with disabilities are afforded access or an alternative access, to all programs and services provided to the general inmate population. If you have a disability and find it

difficult to have access to any of these programs and services, submit an Inmate Request Form to the appropriate supervisors and advise them of the access problems you encountered. If the problems you encounter cannot be eliminated, we will find an alternative accommodation to ensure you have access to these programs and services.

### G-3. MEDICAL, DENTAL AND MENTAL HEALTH SERVICES

A contracted health care provider provides the Sheriff's Office medical services. Nurses are on duty twenty-four (24) hours a day, seven (7) days a week at each facility.

The nurses make rounds daily to dispense medication. Medication must be taken in the presence of the nurse. When the nurse calls you for medication, you must present yourself properly attired. Disciplinary action will be taken against those inmates who do not wear the proper attire when the nurse is present.

You may request medical and dental attention by submitting a Sick Call Request Form. Only the medical staff will collect these forms. Do not give them to the deputy. Emergencies should be brought to the attention of the staff member assigned to your unit.

Fees for medical services: All inmates will be required to pay for certain self-initiated, non-referred (by a healthcare professional) and non-emergency care and treatment. The following services will continue to be provided free of charge:

- Intake and intrasystem health screenings
- Medical histories and physicals
- Chronic illness
- Mental health services
- Referred illness and follow-up care
- Medical emergencies (as determined by medical staff)

The fee schedule is: (See posted charges)

- Nurse clinic
- Medical Clinic
- Dental Clinic
- Prescriptions related to above (with the exception of chronic illness)
- Transportation to your own doctor upon approval
- Reading glasses (also available through commissary)

If you are seen at the nurse's clinic and then referred to the medical or dental clinic, you will be charged as posted. No inmate will be denied medical care because of insufficient funds.

In very rare and unusual circumstances, approval may be granted to visit your own doctor. You must have the money for the transportation fee in your commissary account prior to the appointment. This money is for transportation only and does not include fees for the medical services rendered by your doctor.

You will not be charged for follow-up care related to these visits except for additional transportation and associated medical cost for your own doctor. You will have to sign a payment agreement before the medical service is rendered.

You have the right to refuse medical care and treatment. Such refusal must be made directly to the medical staff. You will be escorted to the facility's medical department where you must refuse to the medical staff. You cannot refuse medical care to a deputy and refusal to go to the medical unit will result in disciplinary action.

Mental health services are available to you. As with medical and dental services, you may request mental health services by submitting a Medical Request Form, speaking with the nurse on rounds, or if the need is urgent, by speaking to the deputy in your unit.

Suicide Prevention Warning Signs:

Sometimes there are warning signs. Unfortunately, sometimes there are no obvious signs displayed by a person with the intent of killing him or herself. However, we still need to be aware of the possibility. Here are a few warning signs to be aware of:

- Sudden changes in mood or behavior
- Tearfulness, feelings of hopelessness or helplessness
- The giving away of possessions to others
- Statements of wanting to die; or that "life is not worth living."
- A history of suicide attempts
- The loss of a close friend or family member through suicide
- Tremendous feelings of shame or guilt
- Losing interest in activities or things that one normally enjoys
- Pre-occupied with thoughts about one's own death
- Speaks unrealistically about getting out of jail soon

Keeping Watch:

Everyone should be on the lookout for their fellow inmate or detainee at all times. Please note that the holidays can be a trigger for suicidal thoughts in some persons.

**If you feel that someone is suicidal, immediately report this observation to the nearest deputy or medical/mental health staff member.**

Suicidal Thoughts:

If "YOU" are having suicidal thoughts, please remember:

- Ask for help. Counseling is available, as well as other medical interventions. TALK TO THE UNIT DEPUTY, MEDICAL OR MENTAL HEALTH PROVIDER.

**G-4. FOOD SERVICES**

Meals will be served three times a day between the hours of:

- Breakfast: 5:00 am to 7:00 am
- Lunch: 10:30 am to 12:30 pm
- Dinner: 4:30 pm to 6:30 pm

#### G-5. RELIGIOUS SERVICES AND COUNSELING

Religious services and counseling are available. In the event of a family death, religious counseling will be available on a one-on-one basis, if requested. Submit an Inmate Request Form to the chaplain's office for all religious needs.

#### G-6. INMATE MOVEMENT

Inmates must be in a single file line when escorted throughout the facility, for example, court, recreation, church services, visitation, medical, etc. Restraints may be required during such movement.

#### G-7. VISITATION

Inmates will be limited to receiving visits from those individuals whose names have been submitted and approved on an Authorized Visitation List. These lists are limited to seven (7) visitors maximum, including children under the age of 18. Following first appearance or upon assignment to a permanent housing unit, inmates may complete and submit names for their approved visitor list. Only one (1) list may be submitted within a thirty (30) day period. Approved visitation lists may only be revised once in a thirty (30) day period. The following visitor information is required on the form.

- Full name
- Complete date of birth – month, day and year
- Visitor ID number

All visitors are required to register either online at [www.jailvisit.pbsso.org](http://www.jailvisit.pbsso.org) or on a kiosk at the Central Video Visitation Center or the West Visitation Center. Once registration is complete, each visitor will be issued a visitor ID number. Your visitor must provide you with this number, and you will include this number on the Authorized Visitation Form. Incomplete forms will be returned to you.

You will not be permitted to take anything from your housing unit to visitation. Visitors will control their children or the visit will be terminated.

If a visitor does not show up for three (3) scheduled visits in a thirty (30) day period of time, they will be restricted from visiting for two weeks.

You and your visitors must follow the instructions of PBSO staff or the visit will be terminated. Any violation of the rules will result in the termination of your visit and may result in your visitor being permanently barred from visiting you.

#### G-8. RECREATION

Recreation will be available daily (weather permitting). See your floor deputy for scheduled times.

You will immediately return to your housing unit when instructed to do so by a deputy or other PBSO employee. Any violation of the rules and regulations of the facility or behavior, which disrupts the duties of staff assigned to recreation or other staff members will result in your recreation period being terminated and disciplinary actions taken.

During recreation, you must not attempt to contact or communicate with persons outside of your assigned recreation area through shouting, hand signals and/or obscene gestures. This will be cause for termination of the recreation period and possible disciplinary action against you. Inclement weather may restrict whether or not outside recreation will be offered at the scheduled time.

#### G-9. TELEPHONES

Telephones are provided in your housing unit for your use. Telephone enrollment is required to make phone calls. You will be issued a pin #, which should be kept secured. DO NOT GIVE OTHER INMATES YOUR PIN #. You may transfer funds from your commissary account to your phone account. Direct calls may be made using the available funds in your phone account. The phones may be used for collect calls and the recipient of the call will be billed for each fifteen (15) minute call. Calls to cell phones are not guaranteed. PBSO and/or its contracted provider will not be responsible for dropped calls. Follow the directions when dialing to ensure your call is completed. Applicable phone fees will be charged for each phone call. TDD (Telecommunication Device for the Deaf) phones are available at each of the detention facilities for use by any inmate with a hearing impairment. Any abuse of phone privileges will cause the phones to be removed and/or charges filed against you. Facility commanders will be responsible for setting the times that telephones will be available for inmate use. The time schedule should include the opportunity for both day and evening use.

**For the purpose of preserving security and orderly management of the facilities, and to protect the public, inmate telephone calls are subject to monitoring and recording.**

#### G-10. TELEVISIONS

The television set located in each dayroom is placed there for your education and entertainment and is a privilege. There will be no tampering with the television or the cable. Any indication of tampering shall cause the removal of the television from the housing unit and possible disciplinary charges placed against you. The deputy assigned to your area will operate remote-control television sets. A majority vote by the inmates shall determine which channel will be viewed. The volume level will be maintained at a normal level, so as not to interfere with other inmates or the operation of the facility.

During the taking of headcounts, the television will be turned off to allow the deputy the opportunity to obtain an accurate count. Any inmates not cooperating during the taking of headcount will lose their television privileges and will be subject to a disciplinary hearing.

Television Restrictions: Televisions will be shut off between the hours of 11:00 pm and 6:00 am seven (7) days a week.

#### G-11. CANTEEN

Canteen items may be purchased on the day scheduled for your housing unit. If your total order is more than your account balance, the excess items will not be processed for delivery. Your order is limited to ninety dollars (\$90.00) of canteen items and ninety

dollars (\$90.00) of clothing items (excluding phone money transfers). Only one canteen order will be processed per week.

Up to twenty (20) units of each of the following items are permitted to be ordered weekly: Chips, Noodle Soups and Ramen Soups. Anything in excess of sixty (60) units in your possession will be confiscated and placed in your property.

When the canteen representative delivers your order, they will verify your identification and obtain your signature prior to handing you the sealed bag. You must verify your order in the presence of the canteen representative. Any complaints for incomplete orders will not be considered after you have walked away from the canteen representative. The back order of any substitutions will be returned to you by the end of the week.

**Every inmate must create and enroll a personal 10-digit security code using the Phone-It-In commissary service. Commissary orders will not be processed until a successful enrollment process is complete.**

**If you are unable to enroll your personal 10-digit security code, you must immediately notify the housing unit deputy to coordinate your re-enrollment process.**

#### G-12. READING LIBRARY

A mobile book cart is available for leisure reading material. The schedule is posted in your housing unit.

#### G-13. LAW LIBRARY

PBSO Department of Corrections no longer has a physical access law library. However, you are able to research case law using the electronic law library. Inmates remain in their cells and request legal information by use of a legal request form. Submit the completed legal request form with the legal information that you want retrieved to the law library. A civilian Palm Beach County Sheriff's Office law library staff person will process the information and forward it back to you.

Each inmate shall be provided reasonable and meaningful access to legal material. All law library requests are for his/her use only. Law books are also located in all housing units/control rooms. Any inmate found using the law library to obtain legal material for anyone other than himself/herself will be disciplined in accordance with inmate conduct and discipline rules.

#### G-14. EDUCATIONAL PROGRAMS

Adult Basic Education (ABE) classes are offered. These preparatory classes will provide the basic knowledge of reading, writing and math skills for inmates to take the GED test. Inmates interested in participating should submit their request to the Programs Section.

Exceptional Services Program (ESP) is an academic program offered by the Palm Beach County School District. Eligible individuals are those who have not graduated from high

school and persons with disabilities under the age of 22 who are detained in a county detention center. If interested, submit a request to the Programs Section.

#### G-15. CHILD CARE AND PLANNING (FEMALE INMATES ONLY)

When the medical department verifies that you are pregnant, you will be scheduled for pre-natal care.

It is the policy of the Sheriff's Office that use of restraints on pregnant inmates will be in accordance with FSS 944.241.

A pregnant inmate may only be placed in segregation if it is determined segregation is necessary and there are no less restrictive means available. Staff will provide a copy of the written documentation to support segregation with 12 hours of the inmate's placement in segregation.

#### G-16. MARRIAGES

Request for marriage must be submitted to the Corrections chaplain. The marriage of an inmate, while incarcerated, may be permitted in accordance with FSS 741.04 provided there is no cost to the Palm Beach County Sheriff's Office and there is no violation of security and/or safety of staff or inmates.

#### G-17. DEATH OF A FAMILY MEMBER

In the event of a death of a verifiable immediate family member (spouse, child, mother, father, sister, brother), and you are granted permission by the Classification division commander to attend the funeral service, certain requirements must be met. You must be escorted by two (2) deputies to and from the service at a rate of pay determined by the Sheriff's Permit Office (you are responsible for this payment). All funds must be on deposit with the Sheriff's Office twenty-four (24) hours prior to leaving for the service.

#### G-18. NEXT OF KIN NOTIFICATION

Serious injury or illness can happen to anyone at any time. During the booking process, you were asked to identify a family member, friend or other person you want us to notify in the event of a serious injury, illness or death. If you want to change the person you want notified or if you did not list someone at the time of booking, send an inmate request form to the Classification Section.

#### G-19. SELF HELP GROUPS

Programs to assist with personal growth groups are available to inmates such as Alcoholics Anonymous (AA) and Narcotics Anonymous (NA). Check the inmate programs schedule for your facility and if interested, submit an Inmate Request form to the Programs Section.

#### Substance Abuse Education – Another Way Program:

This voluntary program provides substance abuse education, and awareness services to pretrial and county sentenced male and female inmates who specifically request and commit to the program. If interested, submit an Inmate Request Form to the Programs Section.



#### G-20. VOTERS PROGRAM

Programs' assistance will be given to any eligible inmate wishing to vote through absentee ballot or wishing to register to vote. You are eligible to vote or register to vote if you are: a Florida resident, not adjudicated, mentally incapacitated with respect to voting, not claiming the right to vote in another county or state or a convicted felon without rights restored. You may register to vote at any time. You will need to submit an Inmate Request to the Inmate Programs Office requesting a voter registration form and/or an absentee ballot.

#### G-21. BUS PASS PROGRAM

At the time of release, a one day pass is available. In order to receive a bus pass, you must request it at the time of your release and complete the necessary form.

#### G-22. SOCIAL SECURITY PROGRAM

This agency participates in the Social Security pre-release programs, which will assist you in determining if you are eligible for Social Security benefits and/or assisting you with obtaining benefits. To get help with your Social Security needs, send an Inmate Request to the Programs Section.

#### G-23. WORK PROGRAMS

All able-bodied county sentenced inmates are required to work and may be assigned to the work program. Job assignment is based upon medical and security clearance, as well as job availability. The Sheriff's Office offers an alternative custody program, In-house arrest. Placement into this program is at the discretion of the Sheriff's Office and the presiding judge. The "in-house arrest" program is available to both sentenced and pre-trial detainees. . Inmates must be court ordered into the program by a judge from the 15<sup>th</sup> Judicial Circuit.

#### G-24. RE-ENTRY/PRE-RELEASE COUNSELING

Release preparation counseling is available to all inmates. If you are interested, submit an inmate request form to the Programs Section. This information may include, but is not limited to community agencies, which provide for: 1) employment 2) shelter 3) mental health 4) drug and alcohol abuse counseling and 5) transportation.

#### G-25. COMMUNITY RE-ENTRY IDENTIFICATION CARDS

Prior to release, submit an Inmate Request Form to the Programs Section if interested in receiving a form of temporary identification, which **might** be useful in instances where identification is required.

#### G-26. INMATE FEES FOR SUBSISTENCE

Inmates will be charged fees in accordance with FSS 951 and mandates from the Board of County Commissioners.

In addition, all inmates will be required to pay certain medical fees, associated with their incarceration (FSS 951.032).

Upon release, all of your personal property and money will be returned to you, minus any fees as stipulated. It is your responsibility, as well as staff, to ensure that all property

and money has been returned to you. If you owe debt, the debt will remain on your account for a period of three (3) years (FSS 951.032). Every inmate who owes debt to the facility at the time of release will receive a statement of the amount owed for fees and services while incarcerated in a Palm Beach County Detention facility. Debts will be turned over to a billing and fee recovery service system for collection.

**G-27. CREDIT ON FINES AND COST**

Every county sentenced working prisoner shall be entitled to receive, together with subsistence, a credit at the rate of 30 cents per diem, on account of fines and costs adjudged against him or her. Upon release, if requested, each entitled inmate shall be provided with a letter that will serve as notice to the number of days for which the inmate is to receive the per diem credit. It will be the inmate’s responsibility to deliver the notice to the clerk of courts to have the credit applied.

**H. INMATE CONDUCT AND DISCIPLINE**

**H-1. CONDUCT**

You are required to obey all rules and regulations of our detention facilities. If you are found guilty of violating the rules and regulations under the Florida Model Jail Standards, you can be subject to disciplinary confinement, loss of gain time and/or loss of privileges. Criminal acts within our detention facilities will not be tolerated and will be prosecuted to the fullest extent of the law.

**H-2. RULES**

**A. CATEGORY 1 OFFENSES:**

- 1-1 Battery of any staff member
- 1-2 Sexual battery
- 1-3 Making threats of sexual assault/battery to another
- 1-4 Setting a fire or tampering with an electrical outlet, fixture or fire detection/suppression device
- 1-5 Fighting
- 1-6 Battery of any person (other than a staff member)
- 1-7 Rioting or encouraging others to riot
- 1-8 Indecent exposure, lewd exhibitionism or obscene conduct
- 1-9 Escape, attempting or planning escape
- 1-10 Possession, attempted possession or introduction of any explosive, ammunition or other weapon
- 1-11 Throwing, tossing or expelling bodily, hazardous or chemical fluids or material

**B. CATERGORY II OFFENSES:**

- 2-1 Engaging in sexual acts with others
- 2-2 Extortion, blackmail, protection, demanding or receiving money or anything of value in return for protection against others to avoid bodily harm or under the threat of informing
- 2-3 Being in an unauthorized area
- 2-4 Failing to stand or interfering with the taking of count
- 2-5 Tampering with or blocking any locking device

- 2-6 Possession or attempted possession of contraband (Any item possessed by an inmate or found within the facility that is illegal by law or not authorized for retention or receipt by the inmate and not issued through regular facility channels)
  - 2-7 Conduct which disrupts or interferes with the security or orderly running of the institution
  - 2-8 Giving or offering any official or staff member a bribe or anything of value
  - 2-9 Refusing to obey an order of any staff member
  - 2-10 Destroying, altering, damaging or defacing government property or the property of another person
  - 2-11 Making or consuming intoxicants or being intoxicated
  - 2-12 Making sexual proposals
  - 2-13 Wearing a disguise or non-issued facial covering
- C. CATEGORY III OFFENSES:
- 3-1 Threatening another with bodily harm or any offense against his/her person or his/her property
  - 3-2 Refusing to work, encouraging others to refuse to work or participating in work stoppage
  - 3-3 Engaging in or encouraging a group demonstration, unauthorized meeting or gathering
  - 3-4 Stealing (Theft)
  - 3-5 Insolence toward a staff member
  - 3-6 Lying or providing a false statement to a staff member
  - 3-7 Mutilating, altering, or misuse of issued clothing, bedding, linen or mattress
  - 3-8 Misuse of authorized medication
  - 3-9 Failure to identify oneself to any staff member when requested to do so
  - 3-10 Conduct that is disruptive or interferes with a regularly authorized program, service or activity to include, but not limited to: recreation, visitation, canteen, religious programs, library, law library, substance abuse awareness programs or clinic
  - 3-11 Violation of Alternative Custody program rules and regulations to include, but not limited to: tampering or destroying electronic monitoring equipment, failure to return to a facility or residence or use of intoxicants
  - 3-12 Counterfeiting, forging or unauthorized reproduction of any document, article of identification, money, security or official paper
  - 3-13 Loaning of property or anything of value for profit or increased return
  - 3-14 Unexcused absence from work or any assignment
  - 3-15 Failing to perform work as instructed by a staff member
  - 3-16 Tattooing or self-mutilation
  - 3-17 Unauthorized use of mail or telephone

- 3-18 Giving money or anything of value to, accepting money or anything of value from, another inmate, a member of his/her family or friends
- 3-19 Smoking or possession of smoking paraphernalia
- 3-20 Altering, damaging or tampering with or failure to wear wristband (identification band)

D. CATEGORY IV OFFENSES:

- 4-1 Using abusive or obscene language
- 4-2 Adulteration of any food or drink
- 4-3 Gambling, preparing or conducting a gambling pool, possession of gambling paraphernalia, trading, bartering or gambling for food trays
- 4-4 Malingering or feigning an illness
- 4-5 Failure to follow safety or sanitation regulations
- 4-6 Using any equipment or machinery contrary to instructions or posted safety standards
- 4-7 Being unsanitary or untidy, failing to keep one's person and one's quarters clean
- 4-8 Unauthorized contact with the public
- 4-9 Correspondence or contact with a visitor in violation of posted regulations
- 4-10 Use of another inmate's identification or information for any reason is prohibited

H-3. DISCIPLINARY REPORTS, HEARINGS, SANCTIONS AND PROCEDURES

Staff members witnessing or having reasonable belief that an inmate has committed a violation of the rules and regulations shall prepare an Inmate Disciplinary Report and Incident Report. A separate disciplinary report and supporting documentation will be provided for each rule infraction.

- A. Criminal Prosecution: Where an inmate allegedly commits an act covered by criminal law, the supervisor will forward a copy of all related reports to the Corrections Criminal Investigator. The Corrections Criminal Investigator shall determine whether or not the information will be filed with the State Attorney's office for prosecution.
- B. Investigations:
  - 1. When an alleged rule violation is reported, the shift supervisor will cause an appropriate investigation to determine if the circumstances support the charges. The investigation shall begin within twenty-four (24) hours from when the violation is reported and will be completed without unreasonable delay, unless there are exceptional circumstances for delaying the investigation.
  - 2. An inmate charged with a rule violation shall receive a written statement of the charges (a copy of the Disciplinary Report), including a description of the incident and specific rule violated by the investigating officer. The inmate is given

the statement at the same time that the disciplinary report is filed with the disciplinary committee but no less than twenty-four (24) hours prior to the disciplinary hearing. The hearing may be held within twenty-four (24) hours with the inmate's written approval. The investigator will record in the appropriate box of the Disciplinary Report the time, date and his/her signature of the delivery of charges.

3. At the time the charges are delivered to the inmate, the investigator will inform the inmate that a hearing will be held no later than five (5) days (excluding weekends and holidays) after the incident. The inmate will have no less than twenty-four (24) hours prior to the hearing to prepare his/her defense, unless the inmate has elected to waive the twenty-four (24) hour requirement. If the inmate chooses to waive this requirement, the waiver must be in writing and signed by the inmate. The officer shall also have the inmate note in the appropriate box of the Disciplinary Report the time and date of the signing of the waiver.
4. Upon completion of the investigation, the investigating officer shall complete the appropriate portion of the Disciplinary Report and forward the report to the facility's Inmate Discipline Coordinator or designee.

C. Disciplinary Hearing, Findings and Action:

1. An impartial disciplinary committee or hearing review officer, as determined by the division commander, shall conduct a hearing for rule violations. Any member of the disciplinary committee or any person appointed as a disciplinary committee member shall be disqualified if he/she has any involvement in the case against the inmate or investigated the violation.
2. The disciplinary committee's or hearing officer's findings shall enumerate the specific facts derived from the disciplinary report, investigation or the witness statements and what specific evidence was used in the disciplinary team's or hearing officer's conclusion.
3. The disciplinary committee or hearing review officer may decide to postpone or continue the hearing beyond the established time constraints for a reasonable period and for good cause. Reasons for granting a postponement or continuance may include, but are not limited to:
  - a. Preparation of a defense within a reasonable time frame agreed upon by the committee
  - b. Illness
  - c. Unavailability of the inmate
  - d. Further investigation of factual matter relevant to the hearing

4. When holding a disciplinary hearing, the hearing officer, chairperson or a majority of the members shall have the authority:
  - a. To require the production of documents or call witnesses.
  - b. To review the inmate request for assistance, for witnesses requested by the inmate or for any evidence which they wish to call or present. The request for witnesses will be denied if doing so would create a risk of reprisal, undermine authority or otherwise present a threat to the security of the institution. No witnesses shall be called if it is clear that such testimony would be irrelevant, immaterial or repetitive. Notifications shall be made in the report with reasons for declining to call requested witnesses or for restricting any information.
  - c. To offer a staff member to assist the inmate during the hearing when the inmate is apparently illiterate, has a language barrier or the complexity of the issues makes it unlikely that the inmate would be able to properly represent him or herself. The disciplinary hearing officer or committee will require the proper decorum throughout the disciplinary hearing.
5. The inmate charged with a rule violation shall have the following rights at a disciplinary hearing:
  - a. An inmate charged with rule violations shall be present at the hearing unless he/she waives in writing their right to attend the hearing, refuses to attend the hearing, or his/her behavior during the hearing justified removal there from: the absence of an inmate from a hearing and the reason therefore shall be documented.
  - b. To have the opportunity to make a statement and present documentary evidence at the hearing.
  - c. To request witnesses on their behalf, which may be limited in number by the disciplinary hearing committee or hearing officer when the evidence to be presented is unduly cumulative information. Justification for denying witnesses will be in writing.
  - d. The inmate shall receive a copy of the written decision.
  - e. The time spent in disciplinary confinement shall be proportionate to the offense committed but in no event shall be greater than 30 days per violation.

- f. The inmate shall have the right to appeal the decision of the hearing officer or committee to the major. The decision of the major is final.
  - g. All steps in the disciplinary process shall be maintained as a written record. However, if the inmate is found not guilty, the disciplinary report shall be so noted and shall be removed from the inmate's file.
  - h. The decision shall be based solely upon the evidence presented at the hearing and shall contain a statement of the reasons for the decision and the evidence relied upon.
6. The hearing officer or disciplinary hearing committee chair shall be responsible for completing the "Hearing" portion of the Disciplinary Report, including the names of witnesses called and all restrictions recommended against the inmate during the hearing as well as the justification for the restrictions.
7. The majority of the disciplinary hearing committee or the hearing officer's findings and recommendations shall meet the following guidelines:
- a. Upon the conclusion of the hearing, the hearing officer or committee members, in closed deliberations, shall determine the validity of the charges and determine what sanctions should be imposed upon the inmate if found guilty. The decision shall be based solely on information obtained during the hearing process, including staff reports, the statements of the inmate charged and evidence derived from witnesses and documents.
  - b. Recommendations for discipline shall not be arbitrary nor capricious nor in the nature of retaliation or revenge. Corporal punishment of any kind is prohibited.
  - c. The hearing officer or chairperson will announce the findings and recommended sanctions to the inmate and record them, along with the reasons for the decision and evidence relied upon, in the "hearing" portion of the Disciplinary Report.
  - d. If the inmate is found guilty, the hearing officer or chairperson will advise the inmate of their right to appeal.
8. The hearing officer or disciplinary committee shall make one of the following findings:
- a. Dismiss the charge. If the charge is dismissed, the disciplinary report shall not be posted or placed in the inmate file. The dismissal of a disciplinary

report may occur due to procedural errors, technical errors or duplication of charges. A dismissal is without prejudice and may be rewritten and reprocessed under the same time constraints as new charges.

- b. Not guilty. If the inmate is found not guilty, the disciplinary report shall not be posted or placed in the inmate file. The inmate shall be found not guilty when the facts do not support the charge.
  - c. A written statement that shows what evidence the hearing officer/committee relied on for a guilty finding.
9. Any disciplinary action (except loss of gain time) being imposed with any other disciplinary action should be clearly stated in the disciplinary report as to the concurrent or consecutive requirements. If the disciplinary team or hearing officer does not specifically state concurrent or consecutive requirements, the disciplinary action shall be considered consecutive. Loss of gain time shall not be concurrent with any other loss of gain time and shall be cumulative.
10. If the inmate is found guilty, the disciplinary committee or hearing officer shall impose any one or a combination of the following actions:
- a. Restriction from and/or alternative access to, recreation, visiting, religious services, non-attorney related telephones privileges and/or law library for a period not to exceed sixty (60) days. These sanctions may be imposed only when there is substantial reason to do so or when the violation occurred during that particular activity.
  - b. Suspend any other privileges for a period of time not to exceed:
    - 1) 30 days for a Category I Offense
    - 2) 20 days for a Category II Offense
    - 3) 10 days for a Category III Offense
    - 4) 5 days for a Category IV Offense
  - c. Confiscate property (related to the offense)
  - d. Determine the disposition of contraband items.
  - e. Require inmates to pay for damaged, destroyed or misappropriated property or goods, whether PBSO or personal.
    - 1) If two or more inmates are each found to be responsible for the loss or destruction of an item, they each shall be liable for the full amount. However, the total amount collected shall not exceed the amount of the loss.



- 2) Payment for damaged, destroyed or misappropriated property shall be at the replacement value and inmate or staff labor costs shall not be included. However, outside labor costs may be charged when the damage is the result of a deliberate destructive act. In such cases, documentation shall be placed in the inmate's file detailing the cost involved. The total invoice cost shall be provided to the inmate and copies attached to the disciplinary report.
  - 3) If an inmate does not have sufficient funds to cover the repair or replacement costs, a notation shall be made on the inmate's bank account for possible future payment. Should the inmate ever receive money during the current commitment or during service of continuing consecutive commitments, the Sheriff's Office will be paid prior to issuing funds to the inmate.
  - 4) Costs for medical services resulting from injury may not be imposed.
- f. Recommend loss of accrued gain time up to the maximum penalty:
- 1) 15 days for Category I Offense
  - 2) 10 days for a Category II Offense
  - 3) 5 days for a Category III Offense
  - 4) 1 day for a Category IV Offense
  - 5) Generally, "exceptional industry gain time" will be forfeited unless "good conduct gain time" is specified. A specific number of days recommended for forfeiture shall be indicated. Whenever loss of gain time is recommended, a determination must be made that the inmate has accrued sufficient gain time in order for the forfeiture to be processed.
  - 6) For each sustained charge of escape or attempted escape, mutinous conduct or other category #1 offense, all the commutation which shall have accrued in favor of a county prisoner up to that day shall be forfeited, except that in case of escape if the prisoner voluntarily returns without expense to the state or county then such forfeiture may be set aside, if in

judgment the prisoner's subsequent conduct entitles him or her thereto.

- 7) All or any part of the gain time earned by a county prisoner and any extra gain time allowed him or her, if any, shall be subject to forfeiture for violation of any law of the state or any rule or regulation of the institution.
- g. Removal from or reassignment of work duties (coordinated with Classification.)
- h. Housing reassignment (coordinated with Classification)
- i. Remove inmates on supervised community release (House Arrest) from the program and assign them to a designated facility (coordinated with Alternative Custody and Classification.)
- j. Place the inmate in disciplinary confinement.
  - 1) This period of time may not exceed the maximum penalty for the violation as listed below.
    - a) 30 days for a Category I Offense
    - b) 20 days for a Category II Offense
    - c) 10 days for a Category III Offense
  - 2) Disciplinary confinement should be utilized only as a last resort. The time spent by an inmate in disciplinary confinement shall be proportionate to the offense committed.
  - 3) For the purpose of disciplinary confinement sanctions, a day is a twenty-four (24) hour period beginning at the time the inmate is placed in disciplinary confinement.
  - 4) The maximum confinement sanction for rule violations is no more than thirty (30) days for all violations arising out of one incident. Continuous disciplinary confinement for more than thirty (30) days requires the review and approval of the division commander or designee.
  - 5) Inmates placed into disciplinary confinement have been found guilty of rule violations that directly impact the safety and security of a facility. Sanctions of any Disciplinary Confinement time include the loss of newspaper, canteen

(except for necessary hygiene items), library services (reading books are provided in the segregation unit) and personal phone calls. Recreation and visitation can be restricted if the inmate poses a substantial threat to staff or committed a violation in relation to recreation or visitation. Telephone privileges consist only of calls related specifically to accessing the judicial process and family emergencies, as determined by the division commander or Chaplain.

11. The following are prohibited sanctions and may not be imposed as discipline:
    - a. Any form of dietary or nutritional restriction or use of food or meals as punishment.
    - b. Any form of corporal or unusual punishment.
    - c. Any form of discipline imposed by another inmate.
    - d. Deprivation of clothing, bedding or necessary personal hygiene items. (This does not apply to those inmates who destroy such items or use them to harm themselves or others. In such cases, the division commander or designee will be notified and the decision to deprive the items will be reviewed at intervals not to exceed 24 hours).
    - e. The use of restraints as punishment.
    - f. Any form of interference with daily functions of living or hygienic needs, such as sleeping or use of toilet facilities.
  12. If an inmate has been placed in administrative confinement pending a disciplinary hearing and the committee subsequently recommends a term of disciplinary confinement, the disciplinary committee shall consider the time served in administrative confinement in determining the total number of days of recommended disciplinary confinement.
  13. Inmates held in disciplinary confinement for more than 60 days are allowed access to, but not limited to: Educational services, Commissary services, Library services, Social services, Counseling services, Religious services, Telephone privileges and Recreational programs.
- D. Division Commander's Review: The division commander or designee shall review the report of the disciplinary hearing for the purpose of:
1. Ensuring the hearing officer or disciplinary hearing committee, as well as the hearing itself, conforms to policies and procedures.

2. Agreement or reduction of the disciplinary sanctions, if any. The division Commander or designee may not increase the sanctions recommended by the committee.
- E. Written Notification: The Inmate Discipline Coordinator or designee shall provide the inmate with a completed copy of the Disciplinary Report.
- F. Hearing Record: The Disciplinary Report, Disciplinary Hearing and supporting documents are a record of the disciplinary process. A copy of this record shall be kept in the inmate's classification file only if found guilty. This record shall be retained for at least five (5) years.
- G. Appeals: All decisions of the hearing officer or disciplinary hearing committee may be appealed by the inmate to the major or designee. Guidelines for appeals are as follows:
1. Appeals must be made within five (5) days, excluding weekends and holidays, from the date of the division commander's approval or modification of the sanctions. The inmate submitting an Inmate Grievance form will make the appeal.
  2. The major or designee shall consider the appeal's merits based on the following criteria:
    - a. Was there substantial evidence to support the charge(s)?
    - b. Was there compliance with these policies and procedures?
    - c. Were the sanctions imposed proportionate to the offense committed?
  3. The major or designee shall either affirm or reverse the decision and respond to the inmate in writing within five (5) days (excluding weekends and holidays) of the Inmate Grievance (appeal) being received by the Grievance Coordinator and recorded.
  4. The major or designee's decision is final.
- H. Review Process: Upon written request, notification of justification supporting continued segregation and/or any program or privilege restriction will be provided.

## **I. SEXUAL ASSAULT AWARENESS**

### **I-1. SEXUAL ASSAULT**

Under the 2003 Prison Rape Elimination Act (PREA), the Palm Beach County Sheriff's Office Department of Corrections is committed to emphasizing a zero tolerance of the sexual abuse/harassment of inmates, either by staff or other prisoners. All reports of sexual abuse/harassment are investigated promptly and offenders will be prosecuted. The commander of Standards and Staff Development is designated as the PREA Coordinator.

Sexual abuse is a nonconsensual coerced act implied by threat or violence. It is contact between the mouth and the penis, vulva or anus, penetration of the anal or genital opening of another person, however slight, by a hand, finger or object or other instrument. It is also intentional touching, either directly or through clothing, of the genitals, anus, groin, inner thigh or buttocks of another person, excluding incidental to a physical altercation. This does not include a bona fide act for medical purposes.

Sexual assault/harassment affects everyone, either directly or through the experiences of those we care about. It is not only a women’s issue, as it can affect persons of any gender, age, race ethnic group, socioeconomic status, sexual orientation or disability.

PBSO will use information you gave at the time of your booking to assist us in assigning safe housing. Our goal is to keep separate those inmates at risk of being sexually victimized from those who are high risk for being sexually abusive. Placement and programming assignments for each lesbian, gay, bi-sexual, transgender, intersex (LGBTI) or gender non-conforming inmate will be considered on a case-by-case basis. All LGBTI inmates’ own views with respect to his or her own safety shall be given serious consideration.

#### I-2. SEXUAL ASSAULT AVOIDANCE

The only way a sexual assault can be prevented is when a potential rapist chooses NOT to rape. However, you may avoid an attack by keeping the following guidelines in mind:

- Be aware of situations that make you feel uncomfortable. Trust your instincts. If it feels wrong, **LEAVE**.
- Don’t let your manners get in the way of keeping yourself safe. Don’t be afraid to say, **“NO”** or **“STOP IT NOW”**.
- Walk and stand with confidence. Many aggressors choose victims who look like they won’t fight back or are emotionally weak.
- Avoid talking about sex and casual nudity. These things may be considered a come-on or make another inmate believe that you have an interest in a sexual relationship.
- Do not accept commissary items or other gifts from other inmates. Placing yourself in debt to another inmate can lead to the expectation of repaying the debt with sexual favors.
- Avoid secluded areas. Position yourself in plain view of staff members. If you are being pressured for sex, report it to any staff member immediately.

#### I-3. WHAT TO DO IF YOU ARE SEXUALLY ASSAULTED

- Get to a safe place. **IMMEDIATELY REPORT THE ATTACK TO ANY STAFF MEMBER.**
- The agency prohibits disciplinary action for a report of sexual abuse made in good faith based upon a reasonable belief that the alleged conduct occurred, even if an investigation does not establish evidence sufficient to substantiate the allegation.
- The longer you wait to report the attack the more difficult it is to obtain the evidence necessary for a criminal and/or administrative investigation.

- You may have serious injuries that you are not aware of and any sexual contact can expose you to sexually transmitted diseases. You will receive prompt medical attention.
- Do not eat, drink, change clothes, wash, bathe, shower, rinse your mouth, brush your teeth, urinate or defecate until examined by a forensic specialist. Any of these may destroy important evidence.
- If you are a victim or witnessed an attack, but you yourself are unwilling to report it to a staff member you may give the information to:
  1. A Clergyman
  2. Your attorney or public defender
  3. Any medical or mental health staff
 Or you may submit:
  1. An inmate request slip or written correspondence
  2. A grievance
 You may also call the 24 hour Rape Crisis Hotline at no charge on the inmate phone system by first selecting the correct language, then pressing the ‘collect’ prompt and last by dialing 7777, which will directly connect to them.
- You will receive a forensic exam and be assigned a victim rights counselor.
- You will receive follow-up medical and mental health care while in custody. You may also request to see a mental health provider at any time you feel necessary.
- There is no fee associated with care provided for this alleged assault.

#### I-4. FACTS FOR THE INMATE THAT SEXUALLY ASSAULTS OTHER INMATES

- You will be criminally charged under Florida Law. You will be issued a disciplinary report. If found guilty, sanctions will be harsh.
- Your supervision level will be reviewed and likely increased, which could mean a transfer to a higher security level or unit with significantly less freedom of movement and limited privileges.
- Your facility history and housing adjustments will remain on record and will influence any future housing assignments at a PBSO facility.
- If you have family, how will this affect them and/or how will it affect their ability to visit you?

#### I-5. IF YOU HAVE TROUBLE CONTROLLING YOUR ACTIONS

- Seek help from mental health staff.
- Consider participating in programs designed to control anger or reduce stress.

#### I-6. TO REDUCE IMMEDIATE FEELING OR ANGER OR AGGRESSION

- Seek help from the Mental Health or Religious Staff.
- Try talking to or writing a friend.
- Meditate or do breathing exercises to relax.
- Work on a hobby or engage in some type of exercise.

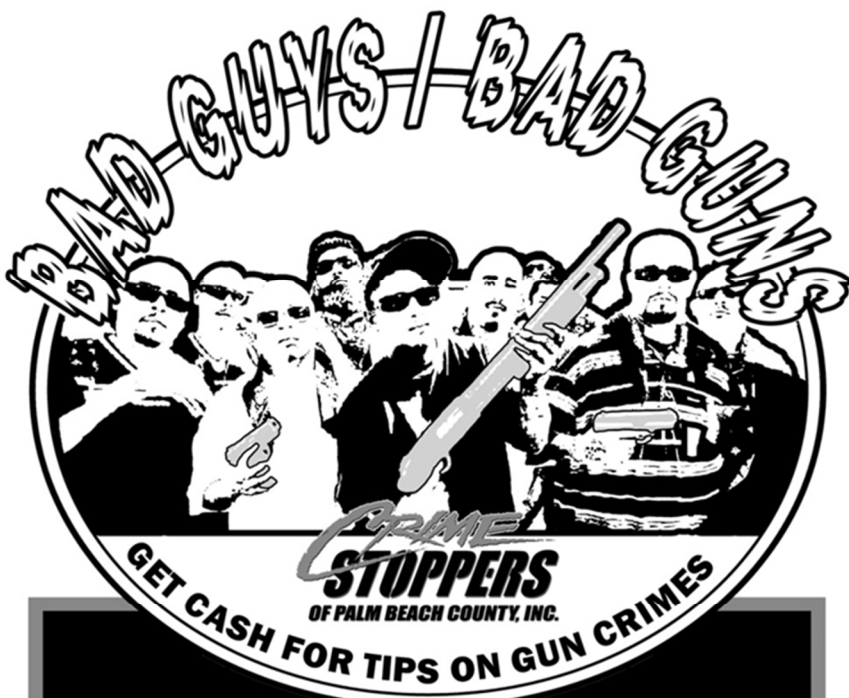
## I-7. DID YOU KNOW

- Rape and sexual assault happens to females and males of all ages, from infancy to the senior years.
- Ninety-eight percent (98%) of males who have raped boys reported they are heterosexual. Most males who assault men or women are married or report having girlfriends.
- Sexual assault has nothing to do with the victim's present or future sexual orientation. Victims may be either heterosexual or homosexual.
- A survivor is not at fault for the rape, even if she/he was in a secluded area or had previous consensual sex with the attacker.
- The fact a male victim of sexual assault ejaculated or became sexually aroused does not mean they were not raped or that they gave consent. These are normal, involuntary physiological reactions.
- It is common for survivors 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.

## J. LIMITED ENGLISH PROFICIENCY

### J-1. LIMITED ENGLISH PROFICIENT (LEP) POLICY

The Palm Beach County Sheriff's Office Department of Corrections (PBSO DOC) provides limited English proficient (LEP) inmates (including detainees) and members of the public (including LEP parents of minors being held by the DOC) with meaningful access to important information, rights and services. LEP persons are individuals who do not speak English as their primary language and have a limited ability to read, write, speak or understand English. LEP inmates will be able to both participate effectively and also receive effective communication in their language in important services, programs and proceedings; notices of rights and responsibilities; disciplinary actions and proceedings; medical and mental health requests and services; religious, disability and other accommodations and the inmate request system. The DOC does not retaliate against any inmate or member of the public for requesting language assistance and encourages and trains staff to ensure that they are communicating effectively with LEP persons.



\* Callers will remain anonymous. Up to \$1000 REWARD for information leading to the seizure of a firearm and an arrest.

**1-800-458-TIPS**