

GLENN COUNTY SHERIFF'S OFFICE
CORRECTIONS DIVISION

JAIL INFORMATION HANDBOOK



Lt. Bouldin
JAIL COMMANDER

REVISED June 2014

*****YOU WILL BE REQUIRED TO RETURN THIS HANDBOOK***
TO CORRECTIONAL STAFF UPON YOUR RELEASE
FROM THIS DETENTION FACILITY**

**GLENN COUNTY SHERIFF'S OFFICE
INMATE ORIENTATION MANUAL**

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NOTICE TO INMATES

Inmates confined in the Glenn County Jail do not have an expectation of privacy during social telephone calls or visits. Telephones and visits may be monitored and recorded to maintain the security of the correctional facility.

Attorney/legal communications shall not be monitored or recorded.

I. INTRODUCTION

This booklet was developed to assist you in understanding the rules and procedures of this facility. It will also give you information about some of the programs and services available to you and what you have to do to obtain or benefit from these services.

II. GENERAL INFORMATION

The Glenn County Jail is a Type II facility. It is used for the detention of persons pending arraignment, after arraignment, during trial, and upon sentencing for commitment.

A. NO HOSTAGE POLICY

1. The Glenn County Jail has a **NO HOSTAGE** policy. Under no circumstances will an inmate be released from custody in exchange for the safety or release of hostages, including jail staff.

B. NO SMOKING POLICY

1. The Glenn County Jail is a non-smoking facility and does not permit smoking within any area of the jail.

C. ADDRESSING OFFICERS

1. All Sheriff's personnel are to be addressed courteously. Examples: Officer, Deputy, Corporal, Sergeant, Lieutenant, and Sheriff. Inmates are not to address Sheriff's personnel by nicknames, first names or solely by their last name.

D. INMATE CLASSIFICATION

1. You will be classified as either minimum, medium or maximum security based upon your current charges, current behavior, past criminal history, past disciplinary actions imposed in any facility, gang affiliation or other significant factors. A classification officer prior to placing you in a housing unit will consider the above criteria.
2. An inmate who has been sentenced to more than 60 days may request a review of his/her classification plan no less than 30 days from the last review. An

inmate may request a review of his/her classification by submitting an inmate request form to a corporal.

3. You have the right to appeal a denial of your reclassification request within five (5) days utilizing the inmate grievance/appeal form.

E. IDENTIFICATION WRISTBANDS

1. Inmates will be given an inmate identification wristband at the time of booking which must be worn at all times. Intentional destruction, alteration or loss of your issued identification wristband is prohibited and will result in disciplinary action. If the wristband becomes illegible or comes off, notify on-duty staff at once.

F. ADMISSION KITS (FISH KITS) / WELFARE PACKS

1. You will receive an admission kit (fish kit) containing a toothbrush, toothpaste, comb, soap and shampoo. This is a one time issued item given at the time of booking. Welfare packs consist of toothpaste, shampoo, deodorant, soap, 2 envelopes, 1 flex pen and 4 pieces of paper. A welfare pack may be requested by indigent inmates, (an inmate having less than \$2.00 in a trust account) on a weekly basis (Wednesday to Tuesday) by filling out a welfare commissary order form on Sundays. Any more than two (2) welfare commissary items will be considered contraband and will be destroyed.

G. PERSONAL PROPERTY

1. All personal clothing and property taken at the time of booking will be stored until you are released.
2. Cash in possession of an inmate will be deposited in your inmate trust account. The amount deposited into your inmate trust account must be greater than \$2.00; otherwise it will be stored with your property. You may use this account to purchase commissary items. Upon your release the remaining balance of your inmate account will be returned to you in the form of a prepaid debit card or under special circumstances, a check will issued.

H. ACCEPTANCE OF MONEY

1. Family or friends may make deposits of cash and credit cards at the front lobby utilizing the Cobra cashier machine between the business hours of 8:00 a.m. and 5:00 p.m. excluding weekends, or send U. S. Postal Service money orders or cashiers checks through the mail.
2. Money orders and cashier checks must contain your name and the name of the depositer.
3. No personal checks will be accepted!
4. Transfer of funds from the account of one inmate to another is prohibited.

I. RELEASE OF PROPERTY AND MONEY

1. The property and clothing you had when you came to jail will be stored and released to you upon your release from custody, unless you have been sentenced to state prison.
2. Inmate property release forms are available upon request.
3. You may only release money within 24 hours of the time you were booked in. Keys may be released at any time while you are in custody. This request will be made utilizing the inmate property release form.
4. You may not release your clothing unless you have been sentenced to state prison. If you have been sentenced to state prison, you must complete a property release form and have someone come to pick it up. You will be allotted one week (7 days) from the day you have been transported to state prison to have your personal property picked up, or it will be disposed of.

Exception: Inmates sentenced to prison for a 90-day diagnostic evaluation, will not be allowed to release property.

5. Most state prison institutions will not accept or store any of your property. You may only take legal mail and shower shoes when being transported to a California State Prison.

J. INMATE WEDDINGS

1. The Glenn County Jail does not allow wedding ceremonies for in-custody inmates.

K. INMATE REQUEST FORMS

1. Inmate request forms are used to request information from correctional staff and are available upon request. To submit a request slip, legibly fill in on all necessary information and turn in to a correctional officer.
 - a. There will be only one inmate name per request slip allowed. Request slips with more than one inmate's name will be rejected.

L. INMATE SICK CALL FORMS

1. Inmate sick call forms are used to request mental, dental and health services and are available upon request from correctional staff. To submit a sick call form, legibly fill in on all necessary information and turn in to a correctional officer who will then forward it to the medical department.

M. INMATE GRIEVANCES

1. If an inmate has a complaint relating to their condition of confinement, medical treatment, jail policies and procedures, or other custody related matters, the inmate should attempt to resolve the complaint informally with a floor officer.

2. The grievance must be filed within five (5) days of the incident. Grievances regarding facility policy may be filed at any time.
3. Grievance forms are available upon request.
4. Grievance forms with more than one inmate's name will be rejected.
5. This procedure is set out here and designed to settle problems fairly. Inmates will not be subjected to disciplinary action for submitting a grievance.
 - a. Inmates shall not file repeated grievances for the same issue that has been previously addressed.
6. Time limits
 - a. When counting the various hours or time limits in the grievance proceedings, weekends and holidays are excluded.
 - b. Level 1—5 days
 Level 2—3 days (if started at level 2)
 Level 2-- 3 days (if started at level 1)
 Level 3-- 5 days
 Level 4-- 7 days
 Level 5--10 days
7. Grievances regarding medical treatment will be referred to the contracted medical care provider.
8. If an inmate is dissatisfied with the resolution, an appeal may be made to the next highest level by circling the next level and submitting the original to that level.

N. FIRE PREVENTION AND SAFETY MEASURES

1. Accumulation of excess newspapers, magazines, and other combustibles is prohibited. Inmates are limited to possessing only the property that can fit in their drawer and only the amounts authorized (Refer to Section VI of this handbook). Clotheslines are prohibited. Tampering with any electrical device or outlet is a major violation and puts the inmate at risk of serious injury from electrical shock.

O. PRISON RAPE ELIMINATION ACT (PREA)

1. The Glenn County Jail is committed to a “zero tolerance” policy of sexual assault including inmate-on-inmate and staff-on-inmate sexual assault. You have the right to be free from the threat of sexual assault. You should immediately report any sexual assault to correctional staff. You may do so by telling a staff member, completing an inmate request slip, or sending confidential correspondence to the Lieutenant or Sergeant. Any information you provide will be handled in a confidential and timely manner. Medical and Mental Health staff are available to assist victims of assault.

Claims of sexual assault will be investigated and perpetrators will be referred for prosecution.

III. HOUSING AREA ACTIVITIES

A. HEADCOUNT

1. Headcount is conducted at the beginning of each shift. Officers may also perform unscheduled headcount. Headcount is announced by the floor officer and/or over the intercom.
2. When headcount is announced, you are to:
 - a. Return to your assigned bunk or cell.
 - b. Answer if your name is called and show your inmate wristband.
 - c. Stand in front of, sit, or lay on your bunk, at the discretion of the officer.
 - d. Remain quiet during headcount.
 - e. Remain in your cell until the correctional officer announces that the headcount is clear.
 - f. Failure to promptly comply with headcount may result in discipline.

B. LOCKDOWNS

1. If at any time you are required to “lockdown”, you will do so immediately, without delay, in a calm and safe manner. This order will be announced over the intercom or will be a verbal command from an officer. Do not ignore this order. Go to your cell and ensure that others assigned to your cell are present and close the door. You will remain on lockdown until otherwise notified by officers. Any lockdowns imposed after conducting the formal disciplinary process will result in the temporary suspension of privileges, including programs and personal visits/phone calls. Professional visits will not be affected.
2. You will also be required to “lockdown” in your cell for the following reasons:
 - a. Meals
 - b. Dayroom time for inmates also on lockdown
 - c. Maintenance or repairs to pod or cell
 - d. Lights out
 - e. Medical emergencies in pod or cell
 - f. Fights or riots

C. MOVEMENT

1. Inmates are required to be fully clothed at all times.
2. Upon leaving your cell to go into the dayroom, exercise yard, visiting room, medical room, booking room, or any other area of the facility for any purpose, you will wear the jail issued clothing of proper size.

- a. Uniform shirt and pants are required to be worn at all times when exiting your housing area, except when going to the exercise yard.
 - b. Pant legs will not be rolled up or pegged up. T-shirt sleeves will not be rolled up.
 - c. Shoes will be worn at all times when not on bed or showering.
 - d. Head gear of any type is not permitted inside the facility.
3. When exiting your housing area and/or walking in the hallway, you **will** walk with your hands behind your back and facing straight ahead.
 - a. Talking to or communicating by any means with other inmates is prohibited.
 4. No food or drinks is allowed outside of the housing unit.
 5. While waiting in the hallway, you will face the wall, quietly, and with your hands behind your back.
 6. Groups of inmates will walk in a single file while in any hallway.

D. SANITATION

1. The jail will be kept in a safe and sanitary condition. All housing units and cells will be cleaned daily. Cleaning, including bars, walls and floors will be done by all inmates living in the housing unit. Cleaning supplies will be provided daily. Each inmate is responsible for the area surrounding the bunk area.
2. Failure to participate in the care and cleaning of your housing unit will result in disciplinary action.
3. Beds must be neatly made at all times when not occupied.
4. No clothing, towels, photographs, newspapers, or artwork may be hung or attached in any way to walls, bars, beds or lights.
5. All unoccupied bunks are to be kept clean and free of stored items. All items found on unoccupied bunks will be considered contraband and may be removed and/or destroyed.
6. All personal items must be neatly stored in your assigned bunk area and assigned drawer.
7. Excess paper, books, non-commissary food items, must be disposed of to maintain sanitary conditions. Food from meals must be consumed or disposed of and may not be stored for later consumption.
8. Toilets are for human waste only. Garbage and food are not to be put in toilets.

E. CLOTHING ISSUE

1. Inmates will be issued a specific amount of clothing/linen prior to housing. Extra clothing/linen is prohibited and will be considered contraband.
2. List of jail issued clothing and linen:
 - a. 2 - boxers (2 pairs of panties for female inmates)
 - b. 2- bras (female inmates)
 - c. 1- nightgown (female inmates)
 - d. 1- uniform (pants and shirts)
 - e. 1- T-Shirt
 - f. 1- pairs of socks
 - g. 1- pair of shoes
 - h. 1- towel
 - i. 1- laundry bag
 - j. 2- sheets
 - k. 1- pair of shorts (during spring/summer)
 - l. 1 or 2 blankets (depending on average temperatures)
 - m. 1- sweatshirt (depending on average temperatures)

F. CLOTHING EXCHANGE

1. Laundry exchange will be conducted as follows:
 - a. Sundays- All Pods- Uniforms will be exchanged. Laundry bags with sheets, towel, undergarments and socks will be collected for washing.
 - b. Thursdays- All Pods- Laundry bags with sheets, towel, undergarments and socks will be collected for washing.
2. Blankets will be exchanged once every 90 days.

G. GROOMING AND PERSONAL HYGIENE

1. Each inmate shall maintain personal cleanliness and acceptable standards of hygiene, including the trimming of fingernails and toenails, which shall not protrude beyond the end of the finger or toe.
2. Inmates shall not shower between the hours of 10:00 p.m. and 5:00 a.m. Showering during meal times is not allowed.
3. Any type of body piercing is prohibited.
4. No inmate shall place any item through any previously pierced area of the body.
5. Oversized clothing, such as baggy pants or shorts, is prohibited.
6. T-Shirts will be tucked in at all times.
7. Hair care services and nail clippers are available and must be requested utilizing the inmate request form.
8. Razors will be issued and collected on a daily basis.

H. MEALS

1. Meals are planned to meet standards and to balance good nutrition and variety.
2. Inmates must be up and standing in line at meal times. Meals times are as follows:
 - a. Breakfast 6:30 a.m.
 - b. Lunch 12:00 p.m.
 - c. Dinner 6:30 p.m.
3. Each inmate shall return all bowls/trays and bowls upon completion of each meal. Inmates may not have more than 1 spoon in their possession.
4. Excluding food purchased from commissary, no food, juice or milk is to be stored in your cell or saved to be consumed at a later time.

I. DAY ROOMS

1. Day rooms will be available from 5:00 a.m. to 10:00 p.m.
2. Only those persons assigned housing on the upper tier are allowed there.
3. Loud talking, showering, or unnecessary noise after lights out is prohibited.
4. Telephones are located in each day room.
 - a. Telephones are available between the hours of 8:00 a.m. and 9:00 p.m.
 - b. All calls will be made collect or prepaid.
 - c. While confined, you have no expectation of privacy. Officers may periodically monitor and/or record telephone and/or visitation conversations.
 - d. Abuse of equipment may result in your telephone privileges being revoked.
 - e. It is prohibited to use another inmate's PIN code to make a phone call. No inmate will defraud, sell, transfer, convey, or use the Personal Information Number (PIN code) of another for any unlawful purpose to obtain any services. A criminal investigation will be conducted and violators will be charged and may be sentenced up to a year in a county jail, or by both a fine and imprisonment, or by imprisonment in the State Prison under Section 530.5 of the Penal Code.
5. Televisions are provided for your viewing and are considered a privilege.
 - a. Normal viewing hours are between 10:00 a.m. and 10:00 p.m., provided the housing area and cells have been cleaned.

- b. Television channels have been preset by correctional staff.
 - c. Tampering with or misuse of the television will result in the removal of the television as a disciplinary action and this action may be taken by staff prior to a disciplinary hearing.
6. Lights out of the facility is 10:00 p.m. All lights in the housing units will be turned off with the exception of the overhead safety lights. In the dormitory style housing units, lights will be turned off in all cells.
 7. Standing, sitting or lying on tables is not permitted. Sitting or lying on the stairway is not permitted.
 8. There are boundary lines painted in red throughout the facility. Inmates are prohibited from crossing this area without approval from correctional staff.
 9. The intercom button is to be used for emergency situations only.
 10. All inmates are to remain properly dressed throughout the day. Minimum dress shall consist of pants/shorts and t-shirt and shoes. Dressing and undressing shall be done within the confines of the cell or shower area.
 11. The pods are **not** exercise areas. There will be **no** exercising allowed in the pods. Exercising is restricted to the exercise yard.

J. EXERCISE AREA

1. Each housing area will be provided with at least 3 hours a week in the exercise yard. Outdoor recreation will be conducted during daylight hours only. Times are subject to change due to weather conditions.

K. COMMISSARY

1. Stationary, toilet articles, snack foods, and other items may be purchased from the commissary system once a week.
2. There is a \$100.00 limit per order and the maximum limit for each item ordered is ten (10).
3. Commissary must be ordered by 9:00 pm on Tuesdays and will be distributed on Thursdays. The kiosks are shut down for servicing all day Wednesday.
4. Upon receipt of your order, it is your responsibility to check for accuracy before signing the receipt. Discrepancies must be reported to the officer doing the delivery, so it is documented. Once you sign the packing slip, adjustments will not be made.
5. If you are released from custody or transported to another facility after you have placed your commissary order, you will have seven (7) days from your release to have your order picked up or it will be disposed of. You must fill out an inmate property release form prior to your transfer.

L. VISITATION

1. Inmates must be fully clothed and wearing an unaltered wristband in order to be given the opportunity to have visitors.
2. Inmates are allowed 2- 30 minute visits per week. If the 1st visit goes past 30-minutes, it will count as the 2nd visit, even if there is time remaining.
3. All visitors must present valid picture ID and must be at least 18 years old to visit. Visitors under the age of 18 must be accompanied by their parent or legal guardian unless they are the children of the inmate. Valid ID will consist of any State, Federal or Military Driver License or Identification card.
4. Only two visitors per inmate are allowed in the visitation room.
5. All visitors who have been incarcerated in the Glenn County Jail have a 60-day waiting period from the time of their release to visit inmates in this facility.
6. Any persons on active parole in the State of California, Federal Parole, on formal probation or mandatory supervision in the County of Glenn will not be allowed to visit.
7. Schedules and rules are listed below and are in public view. Any change in your housing location, may affect your visiting date and time. It is your responsibility to notify visitors of these changes.

a. Male Inmates:

Tuesday: 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m.
Inmates associated with the Norteño street gang.

Wednesday: 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m.
Inmates associated with the Sureño street gang.

Thursday: 1:00 p.m. to 5:00 p.m.
Inmates housed in C-Pod

b. Female Inmates

Monday: 1:00 p.m. to 5:00 p.m.

**If an inmate is locked down, a visiting time will be designated by staff.

8. Inmates will be allowed confidential visits with their attorneys, investigators or when not interfering with the routine of the jail.
9. Religious visits are permitted during times that will not interfere with social or legal visits or with prior approval from a supervisor.

IV. CONTRABAND

1. Contraband is defined as any item or article which is not issued by the facility, purchased in commissary, medically prescribed, or issued by an appropriate staff member. Issued items will be considered contraband when found altered from its original state or are in excessive quantities. Each inmate and their possessions are subject to search at all times. Unauthorized items and contraband will be confiscated and the inmate will be subject to disciplinary action or prosecution. Empty containers in which your commissary items came in are considered contraband.

V. COURT INFORMATION

A. COURTS

1. Superior Court of California- Willows Branch
526 W. Sycamore Street, Willows, CA 95988
2. Superior Court of California- Orland Branch
821 E. South Street, Orland, CA 95963

B. COURT APPEARANCES

1. Inmates will be awake and ready for court when instructed to do so by staff
2. Only legal paperwork, related to your case may be taken to the courthouse.
3. You will not contact or have any communication with anyone to/from or in the courtroom.
4. Unauthorized communication with the public is a misdemeanor and may result in additional charges against you and/or them or cause them to be arrested per California Penal Code 4570.

VI. CORRESPONDENCE

A. LEGAL MAIL

1. Legal mail is defined as all mail that is addressed to or from state and federal courts, any member of the State Bar or holder of public office, and Board of State and Community Corrections.
 - a. Legal mail you receive will be opened in your presence and only to search for contraband.
 - b. Inmates may correspond confidentially, with the facility manager or the facility administrator.
 - c. Legal mail you send must be brought to an officer, who will watch you seal it, and the officer will initial it and take it for

mailing. "Legal mail" may be written on the face of the envelope.

- d. Inmates without funds may mail out unlimited legal correspondence free of charge. If you have money in your trust account, you must purchase stamped envelopes from commissary.
2. There is no limitation on the volume of mail that an inmate may send or receive.

B. PERSONAL MAIL

1. Incoming Mail

- a. Your mailing address is:
Your name (As it appears on your ID wristband)
141 S. Lassen Street, Willows, CA 95988
- b. All incoming mail requires a name and return address, otherwise it will be returned to the sender if possible or placed in your property.
- c. There is no restriction on the number of letters you may receive.
- d. Mail may be read for security reasons and is subject to inspection for contraband or U.S. Postal service money orders.
- e. You may not receive mail from other locked institutions (jails or prisons).
- f. Only paperback books, soft cover Bibles, magazines, and newspapers may be mailed to the jail and must be directly from the publisher. Correctional staff will not cancel subscriptions after your release.
 1. Inmates may not have more than two (2) magazines, more than two (2) newspapers or more than twenty (20) photographs at one time in their cell.
 2. When the inmate has finished, the books/magazines will be placed in their property or will be donated.
 3. All magazines, books and newspapers will be inspected on an individual basis by the Jail Commander or his/her designee for appropriateness. Items not approved will be placed in the inmate's property box. Once magazines and books have been approved they will require a signature from a supervisor before you are allowed to have it.
- g. Any material that appears to be obscene or that promotes violent crime, gang, racism, or otherwise compromise the security of this facility will not be accepted. .

- h. The following is a list of acceptable items, everything else will be returned to the sender:
 - 1. Envelopes must not be larger than a business size envelope and greeting cards must be 5”x 8” or smaller.
 - 2. Photographs 4”x 6” or smaller.
 - 3. Postal Money orders and cashier/certified checks.

- i. Contraband includes:
 - 1. Stationary or postage stamps, stickers or glue type matter, such as, but not limited to glitter.
 - 2. Gang Indicia.
 - 3. Tobacco, perfume, an illegal substance, body fluids or hair
 - 4. Polaroid Photos or Photographs larger than 4”x 6” or depicts offensive material.
 - 5. Computer printouts/printed matter, copies of news clippings or books

2. Outgoing Mail

- a. Outgoing mail must include the name of the person you are sending mail to along with a complete address.
- b. Mail is subject to search and reasonable delay for security reasons.
- c. Inmates are not permitted to send mail to inmates at any correctional facility.
- d. Correctional staff will collect unsealed outgoing mail.
- e. Drawings or writing on the face of the envelope of outgoing mail except the “to” and “return” addresses is not permitted.
- f. If you do not have money on your account, you may send out two (2) standard postage rate envelopes per week.
 - 1. If your mail is returned to you advising you have already sent out two (2) no funds mail in a particular week, do not send any more mail that week.
- g. If you have money in your trust account, you must purchase stamped envelopes from commissary.

- h. There is no restriction on the volume of mail that an inmate may send.

VII. SERVICES

A. HEALTH SERVICES

1. Pursuant to Penal Code section 4011.2, you will be charged a \$3.00 co-pay for each inmate-initiated dental, doctor, and/or nurse visit within the jail. Any monies you have on your account will be deducted for these services, up to the total charge.
2. Medical emergencies should be reported immediately to correctional or medical staff.
3. Limited dental care will be provided to inmates to treat dental emergencies or dental conditions that pose a serious health risk. Other dental conditions may be covered as described per the dental contract.
4. If you need medical care, other than emergency, or if you have questions about your health or medical condition, you must submit a sick call form to a floor officer, who will in turn forward it to medical staff.
5. Inmates may not be administered any over-the-counter prescription medications without the expressed consent of the jail medical staff.
6. Medications are delivered at the following times or may vary to meet individual needs as deemed appropriate by medical staff:
 - a. 5:00 a.m. and 5:00 p.m.
 - b. Medication to be taken orally will be consumed in the presence of an officer for medical staff using a clear liquid.
7. Inmates may seek medical services from medical professionals of their choice. The medical administrator and the jail commander may authorize a prisoner to receive off site medical care at the inmate's expense to include transport and escort costs pursuant to Penal Code 4023.6.

B. FEMALE INMATE HEALTH SERVICES

1. Certain family planning services are available to female inmates such as birth control and prenatal care. If you wish to know more about these services, discuss your needs with medical staff during sick call. Section 4028 of the Penal Code states that a female inmate desiring abortion shall be permitted to determine her eligibility for an abortion pursuant to law, and if found eligible, shall be permitted to obtain an abortion.

C. MENTAL HEALTH SERVICES

1. Inmates requiring emergency mental health care need to notify staff. Non-emergency mental health requests will be referred to medical staff upon receiving your request utilizing the inmate sick call form.

D. RELIGIOUS SERVICES

1. Various religious services, Bible study, and programs are held throughout the week. Community volunteers provide religious services at the jail on a rotating schedule.
2. Inmates may seek a religious advisor of their choice. These religious visits will be allowed when not interfering with other daily jail duties, such as, but not limited to, inmate visiting, meals and attorney visits.

E. LIBRARY SERVICES

1. Law Library
 - a. The Glenn County Jail provides a legal computer program available to inmates. Inmates wanting to access the law library for legal research must submit a request on an inmate request slip.
 - b. Law library materials may not be removed from the law library.
 - c. Correctional staff is not authorized to give legal advice and will not assist in legal research. Copies of legal material will not be made.
 - d. Title 15- Minimum Standards for local Detention Facilities is available upon request for your review while in the library.
2. Inmate Library
 - a. Recreational reading material is available to inmates. Inmates wanting to access the inmate library must submit a request on an inmate request slip.
 - b. Inmates may remove reading material from the library at the discretion of correctional staff. Inmates may not have more than 4 books in their possession at one time.
 - c. Inmates will not deface jail property while in the library such as, but not limited to writing in books, tearing out the pages of books or marking on tables or walls.

F. EDUCATIONAL SERVICES

1. A variety of programs are available to inmates while incarcerated at this facility. Inmates will be advised of these programs, as they are made available.
 - a. Inmates requesting these services must submit a request on an inmate request slip. If requesting literacy and/or G.E.D. services, utilize the Literacy request form.

2. The programs offered are:
 - a. Alcoholics Anonymous-A.A.
 - b. Narcotics Anonymous- N.A.
 - c. General Education Diploma- G.E.D. / High School Diploma
 - d. Literacy tutoring
 - e. Starting Over Strong- S.O.S.

VIII. WORK FURLOUGH

1. The work furlough program allows sentenced inmates to continue working in their jobs outside the jail in public or private employment.
2. The work furlough application is available upon request to correctional staff. This application contains detailed information regarding the program.

IX. VOTING

1. If you wish to vote during local, state, or federal elections, you must be a qualified registered voter.
2. Voting is done by a vote by mail ballot. If you want to vote, submit an inmate request slip to the Sergeant prior to the election requesting a vote by mail ballot. You must include the physical address used when you registered.
3. If you are not a registered voter, you must submit a request slip to the Sergeant for a voter registration card. The registration card must be obtained and submitted to the elections office no less than 15 days prior to the election, in order to vote in that election.

X. INMATE RULES AND DISCIPLINE

You will be required to comply with all applicable laws, facility regulations and orders from staff that pertain to the safety and security of the inmates and facility. Violations may result in disciplinary sanctions, criminal prosecution or a combination of both.

A. CATEGORY I VIOLATIONS (MINOR)

1. Disruptive conduct.
2. Failure to keep self or room clean.
3. Present in an unauthorized cell or dormitory.
4. Insubordination or disrespect.
5. Littering.
6. Malinger or fake an illness.
7. Possession of excess clothing or bedding.
8. Possession of unauthorized clothing, jewelry, or eyewear.
9. Posting items to walls, lights, fixtures, bunks, or windows.
10. Failure to make bed prior to 7:00 a.m.

11. Tattooing.
12. Unauthorized use of the telephone.
13. Using obscene or abusive language or gestures.
14. Unauthorized wearing of headcovering/headbands.
15. Failure to participate in cleaning of housing area.
16. Failure to be fully dressed when out of cell.
17. Carrying unauthorized items out of housing unit.
18. Keeping non-commissary food items in cell.
19. Abuse of library privileges.
20. Sitting/standing on table.
21. Improper use of furniture.
22. Unauthorized communication with someone outside your housing area.

B. CATEGORY I DISCIPLINARY MEASURES (MINOR)

Sanctions for minor violations may be imposed by a staff member at the time of the violation and do not require a due process hearing. Sanctions may include:

1. Verbal counseling, warning or reprimand.
2. Pod room/dormitory restriction for up to twenty-three (23) hours. *
3. Extra work detail for up to ten (10) hours.
4. Loss of one or more privileges for seven (7) days. * / **
5. Re-housing for less than twenty-four (24) hours. *

* Entitled to request an appeal hearing and requires written documentation

** Requires due process hearing

C. CATEGORY II VIOLATIONS (SERIOUS)

1. Fighting.
2. Threat to another person.
3. Engagement in sexual acts with another.
4. Indecent exposure.
5. Misuse of authorized medication.
6. Possession of unauthorized money.
7. Loan of property to others for profit.
8. Possession of unauthorized county property.
9. Possession or manufacture of alcoholic beverage.
10. Possession of unauthorized negotiable (i.e. credit cards, checks)
11. Unauthorized absence from work assignment or work/school furlough location not related to an escape attempt.
12. Being in an unauthorized security area.
13. Failure to comply or interfere with facility headcount.
14. Failure to comply with disciplinary procedures.
15. Disobey written/verbal order from staff.
16. Willful destruction of county property.
17. Breaking into another inmate's room, storage bin, or locker.
18. Intoxication or consumption of intoxicants.
19. Violation of visiting policies.
20. Refusal to work: including cleaning of housing unit.
21. Presentation of false evidence.

22. Violation of mail policies.
23. Entering the housing area of opposite sex with out authorization.
24. Unauthorized opening of exerior doors of the facility.
25. Use/possession of tobacco or smoking paraphernalia.
26. Spitting on the floors or walls of the building or on sidewalks.
27. Bringing in/taking out unauthorized materials to/from work/school furlough.
28. Failure to remain in assigned area until count is clear.
29. Altering, destroying, defacing, damaging, or tampering with the property or equipment of the facility, staff, or another inmate.
30. Possession of contraband.
31. Communicate/attempt to communicate in any way with inmates of another housing unit.
32. Curse or make obscene gestures toward staff, inmate or private citizen.
33. Lie or falsely represent the truth to staff or private citizen.
34. Manipulate/attempt to manipulate staff to cause disruption of the facility.
35. Attempt to commit/assist others in committing a violation.
36. Commit three (3) minor rule violation offenses within thirty (30) days.
37. Non-emergency use of the intercom.
38. Unauthorized crossing of the red line.
39. Failure to stand at bunk/door during headcount.
40. Violation of a condition of alternative sentencing or work/school furlough.
41. Solicit items either inside the facility or outside on work detail.
42. Absence/tampering of identification wristband.

D. CATERGORY II DISCIPLINARY MEASURES

1. Removal from inmate worker status. * / **
2. Loss of good/work time credits. * / **
 - a. Earned work time credits cannot be taken.
3. Loss of up to seven (7) days good time credit. * / **
4. Extra work detail up to twenty (20) hours.
5. Loss of one (1) or more privileges for fifteen (15) days.* / **
6. Disciplinary lockdown for up to five (5) days. * / **

* Entitled to request an appeal hearing

** Requires due process hearing

C. CATEGORY III VIOLATIONS (MAJOR)

1. Murder/attempted murder.
2. Assault (staff or inmate).
3. Extortion/Blackmail for protection.
4. Rape and/or sodomy.
5. Escape, attempt and/or plan escape.
6. Arson.
7. Possession of explosives or ammunition.
8. Possession of, use of, construction of, or introduce into the jail, any firearm, knife, unauthorized sharpened instrument or any type of weapon.
9. Possession of, use of, construction of, or introduce into the jail, any drug, drug paraphernalia, narcotic, or intoxicant not prescribed by a physician.

10. Assault with intent to commit sex act.
11. Participate in riots/work strikes.
12. Incite a riot.
13. Possession of escape paraphernalia.
14. Traffic or sales of drugs or narcotics.
15. Possession of stolen property.
16. Bribery/attempted bribery of any staff member.
17. Theft of property.
18. Wearing a disguise or mask.
19. Tampering with locking devices, security system, camera(s), ventilation, plumbing, electrical, recreational, communication, or fire suppression/prevention system.
20. Felony violation of a condition of work release, or work/school furlough.
21. Counterfeiting of documents, money, or official papers.
22. Failure to follow safety or sanitation regulations.
23. Commit, conspire, aid, abet, assist, or counsel another inmate to violate a rule of the facility, a California state law, or federal crime statute.
24. Manipulate or attempt to manipulate an employee with the intent to cause harm to another inmate or employee.

D. CATEGORY III DISCIPLINARY MEASURES

1. Removal from inmate worker status. *
2. Extra work detail for up to forty (40) hours.*
3. Loss of good/work time. *
 - a. Earned work time credits cannot be taken.
4. Loss of one or more privileges for up to thirty (30) days.*
5. Disciplinary lockdown for up to ten (10) days.*
 - a. If you are placed on disciplinary lockdown you will lose your visitation (except legal visits) privileges during that period.
6. Disciplinary diet. *
 - a. If you are placed on the disciplinary diet your commissary privilege will be suspended during the disciplinary period. You will be allowed to order stationary and hygiene products.

* Entitled to request an appeal hearing