

**GLENN COUNTY SHERIFF'S OFFICE  
CORRECTIONS DIVISION**

**INFORMATION AND RULES  
FOR INMATES**



**RICHARD L. WARREN JR.**  
Sheriff- Coroner

TABLE OF CONTENTS- Effective 11/25/18

<u>SECTION</u>	<u>PAGE</u>
Introduction .....	3
Rules and Information .....	3
Emergency Evacuation .....	3
General Information .....	3
1. No Hostage Policy .....	3
2. No Smoking Policy .....	3
3. Inmate Weddings .....	3
4. Booking Procedure .....	4
5. Personal Property .....	4
6. Wristbands .....	4
7. Classification .....	4
8. Welfare Packs .....	4
9. Acceptance of Money .....	4
10. Release of Property/Money .....	4
11. Announcements .....	5
12. Fire Prevention Measures .....	5
13. Prison Rape Elimination Act (PREA) .....	5
14. Contraband .....	5
15. Headcount .....	5
16. Lockdown .....	5
17. Pod Searches/Shake downs .....	6
18. Mattress .....	6
19. Movement .....	6
20. Housing Unit/Cell Sanitation .....	6
21. Meals .....	7
22. Commissary .....	7
23. Exercise and Recreation .....	7
24. Visiting .....	8
25. Clothing Issue and Exchange .....	9
26. Grooming and Personal Hygiene .....	9
27. Day Rooms .....	10
28. Forms .....	10
29. Court Information .....	12
30. Correspondence- Personal Mail .....	12
31. Correspondence- Legal Mail .....	13
32. Medical/Dental/Mental Health Care Services .....	14
33. Medication Delivery .....	14
34. Family Planning Services .....	14
35. Religious Services .....	17
36. Library Services- Recreational Reading Materials .....	17
37. Library Services- Law Library .....	17
38. Notary Public Services .....	18
39. Educational Programs .....	18
40. Inmate Services Programs .....	18
41. Work Furlough Program .....	18
42. Voting .....	19
43. Disciplinary Procedures .....	19

## INTRODUCTION

For clarity and ease of writing, male pronouns were used throughout this handbook. Whenever a male pronoun is used, the reader is to assume it applies equally to both male and females.

- All inmates will conduct themselves in a civil manner at all times.
- All facility rules, regulations, procedures and orders, whether written or verbal, will be followed immediately.
- Inmates will keep themselves neat, clean and well-groomed at all times.
- Inmates will keep their living areas, including bunks, housing units, day rooms, as well as other areas occupied (i.e., exercise yard, hallways, library, visiting room) neat, clean and orderly.
- Inmates will treat employees in a courteous manner, addressing them by rank (Officer, Deputy, Sergeant, Mr., Mrs., etc.) and last name.
- Although issued to you, this inmate orientation manual is not your property; it belongs to the Sheriff of Glenn County. Destruction of, defacing, or writing in this manual may result in discipline. This manual must be returned prior to your release.

## RULES AND INFORMATION

The following rules and information are intended to aid and inform you of what is expected of you and what is available to you while in custody at the Glenn County Jail. 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.

You are reminded that all local, state, and federal laws relative to criminal behavior are fully in effect while you are at this facility. Violations may result in criminal prosecutions. These rules have been made in accordance with California Code of Regulations (CCR) Title 15, Minimum Standards for Local Detention Facilities.

## EMERGENCY EVACUATION PROCEDURE

Inmates will observe the following procedures during an emergency evacuation:

1. Under no circumstances attempt to recover personal effects; delays in evacuation can cause serious injury.
2. Inmates are to line up in a single file and move away from the hazardous areas as directed by staff. Should any area of the facility need to be evacuated, inmates will be moved away from the affected area and directed to a safe location.

## GENERAL INFORMATION

1. **No Hostage Policy-** The Glenn County Jail maintains a NO HOSTAGE policy and will not consider bargaining with hostage takers for any reason, including for the safe exchange or release of hostages.
2. **No Smoking Policy-** The Glenn County Jail is a non-smoking facility and does not permit smoking within any area of the jail. Smoking, or possession or use of any tobacco product or alternative smoking devices are prohibited. No smoking or chewing paraphernalia, matches or smoking paper are allowed.
3. **Inmate Weddings-** The Glenn County Jail does not allow wedding ceremonies for in-custody inmates.

**4. Booking Procedure-** All inmates entering the Glenn County Jail will be asked questions regarding their identity, health, special dietary needs and criminal history. You will also be photographed and fingerprinted. These procedures do not violate your rights. Failure to cooperate may result in discipline and/or delay in your release or housing. If an inmate falsely identifies himself as another person, he may be charged with a crime.

**5. Personal Property-** All inmates entering the Glenn County Jail are subject to a custodial search, and will have all personal property removed. Your personal property will be stored and released to you upon your release. Cash, over the amount of \$2.00, in your possession at the time of booking will be deposited into a commissary account.

**6. Wristbands-** Your wristband will be worn at all times for the purpose of identification. Your wristband must be shown to receive commissary, have visitors, receive medication, or to receive mail. If your wristband becomes worn out, torn or faded, notify an officer immediately so it may be replaced. Destruction, alteration or loss of your wristband will result in discipline.

**7. Classification-** Classification is the process that determines where an inmate will be housed while in custody. Classification is based on current behavior and attitude, charges, gang affiliation, past criminal history, and behavior at this or other facilities in the past. Privileges may vary depending on the inmate's classification assignment. An inmate who has been sentenced to more than 60 days may request a review of his/her classification by submitting an inmate request form to a corporal. Housing assignments may be appealed to the classification supervisor by using the grievance/appeal form.

**A. Classification is a continuous on-going process consisting of some or all of the following:**

1. Classification questionnaire completed at the time of booking
2. Review of any disciplinary action taken against the inmate or incidents involving the inmate
3. Review of CDCR custodial records
4. Conferences with probation/parole officers
5. Correctional staff observations of inmate attitude and behavior while in custody

**8. Welfare Packs for Indigent Inmates-** You will receive an admission kit (fish kit) containing a toothbrush, toothpaste, comb, soap and shampoo prior to being housed. Welfare packs contain hygiene products, two envelopes, two pieces of paper, and one flex pen and are given to indigent inmates (an inmate having less than \$2.00 in their commissary account) only. The envelopes will be dated on the date they are delivered and will only be valid for that week. The outgoing envelopes must be submitted by Wednesday at 7:00 a.m. in order to be processed in the same week. Envelopes turned in after 7:00 a.m. will not be processed. Blank, undated or altered envelopes will not be collected by correctional staff. Indigent inmates may request a welfare pack by filling out the welfare commissary order form. This form is issued on Sunday and must be turned in prior to lights out on Tuesday night to receive a welfare pack. Any more than two welfare commissary items will be considered contraband and will be destroyed.

**9. Acceptance of Money-** Deposits of cash or credit cards may be made in the front lobby by utilizing the Cobra cashier machine between the business hours of 8:00 a.m. and 5:00 p.m., excluding weekends. Deposits of U.S. Postal Money orders or Cashier's checks may also be made in the front lobby or sent through the mail. Money orders and cashier's checks must contain your full name and the full name of the depositor. Personal checks will be not be accepted. Transfer of funds from the account of one inmate to another inmate's account will not be done.

**10. Release of Property and Money-** The property and clothing you had when you came into the jail will be stored and released to you upon your release, unless you have been sentenced to state prison.

Within the first 24 hours of being booked, you can fill out a property release form and release money and keys. After the initial 24 hours, the only type of property release that will be done is for keys.

The only time clothing and personal property will be released is when the inmate has been sentenced to state prison. In this case, you need to complete a property release form and have someone pick up your personal property. You will be given 7 days from the date you are transported to prison to have your property picked up, or it will be disposed of.

Cash, over the amount of \$2.00, in your possession at the time of booking will be deposited into a commissary account. Upon your release, the remaining balance will be returned to you in the form of a prepaid debit card or under special circumstances, a check will be issued.

**11. Announcements**- Inmates will be attentive to all announcements made, whether in person or over the intercom system. Inmates will follow any instruction given.

**12. Fire Prevention Measures**- Accumulation of excess newspapers, magazines, and other combustibles is prohibited. Inmates are limited to possessing only the property that can fit in their assigned drawer. 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.

**13. Prison Rape Elimination Act (PREA)**- 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 and you should report any sexual assault to correctional staff. You may do so by telling a staff member, either verbally or in writing, or by sending confidential correspondence to the Lieutenant or the 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.

**14. Contraband**- Contraband is defined as any item or article which was not issued by the facility, purchased in commissary, medically prescribed, or issued by an appropriate staff member. Purchased and issued items will be considered contraband when found altered from its original state, items which are in excessive quantity, or any item used in a way for which it was not originally intended (i.e. playing cards made into boxes or photo frames, empty containers or containers containing items other than the original contents, etc.) Contraband will be confiscated and may be subject to disciplinary action and/or prosecution.

**15. Headcount**- Headcount is performed at the beginning of each shift and may also be performed at an unscheduled time. Failure to comply with headcount may result in discipline. When headcount is announced, you are to:

- A. Return to your assigned cell and remain quiet
- B. Answer if your name is called and show your wristband
- C. Remain in your cell until correctional staff states it's clear

**16. Lockdown**- Lockdown is the securing of inmates in their cell units. If the pod has no cell doors, then the inmates are required to be on their bunks. Lockdown will occur based on classification, jail security, and standard operating procedure.

If an inmate is required to lock down, they will be ordered to “lock down, “go to your bunks” or an order similar to this. The meaning of the order will be clear and the inmates must immediately comply.

**A. Other lockdown times-** In addition to the scheduled and meal time lockdown times, inmates can expect to be locked down for:

1. Medical emergencies and medical services in the housing unit
2. Medication delivery
3. Maintenance and repairs to the housing unit
4. Lights out
5. Emergencies

**NOTE:** If inmates get into a fight and you do not lock down or go to your cell if you're in a dormitory style pod, it will be assumed you want to be a part of the fight and you will be subjected to the same control measures and discipline as the initial combatants.

**B. Disciplinary/Administrative Segregation lockdown-** Certain inmates are not allowed to be off of lock down with other inmates. If this is the case, the general population inmates will be required to lock down while these inmates are out of their cells. Disciplinary/Ad-Seg lock down inmates will be allowed out of their cell for approximately one hour per day.

Regardless of the reason for the lock down, the procedure is the same. Those inmates with cells located in their pods will go **immediately** to their assigned cell and lock the door behind them. If the tower officer controls the movement of the door, the inmate will wait inside the cell until the door is secured. Inmates in pods without cell doors will go **immediately** to their bunks, get on them, and remain quiet. The only time the inmates in the dorm-style pods may leave their bunks during lock down, is when they have to use the restroom. This is the **only** exception.

**17. Pod Searches/Shake downs-** Pod searches/shake downs will be conducted on a regular and on an-as-needed basis. Inmate's property may be somewhat displaced during the pod search. Officers will not read inmate's legal documents during this search.

**18. Mattress-** Each bunk will have no more than one mattress unless authorized by medical staff or shift supervisor. Under no circumstances are mattresses to be placed on the floor, rolled up or removed from the cell unless approved by an officer.

**19. Movement-** Inmates are required to be fully clothed at all times with clothing of proper size. A uniform shirt and pants are required when exiting your housing area, except when going to the exercise yard, in which case, shorts may be worn. Shoes will be worn at all times when outside of your cell. Pant legs will not be rolled up, pegged up or tucked into your socks. T-shirt sleeves will not be rolled up. Head gear of any type is not permitted. No food or drink items are to be taken out of the housing units. When exiting your housing unit and/or walking in the hallway, you will quietly walk with your hands behind your back and facing straight ahead. If you are sent to booking, you will face the wall as soon as you arrive. You will remain facing the wall until directed otherwise by an officer. While waiting in the hallway, you will face the wall, quietly, and with your hands behind your back. If more than 1 inmate exit the housing unit, the inmates will walk in a single file line until they reach their destination.

**20. Housing Unit/Cell Sanitation-** The jail will be kept in a safe and sanitary condition.

**A.** All housing units and cells will be cleaned daily. Cleaning, including rails, walls, tables and floors will be done daily by all inmates living in the housing unit. Cleaning supplies will be provided daily. All cleaning supplies must be returned; you are not permitted to keep cleaning supplies in your cell or in the housing unit. Failure to participate in the care and cleaning of the housing unit and your cell may result in disciplinary action.

**B.** No items, such as clothing, towels, photographs, newspapers or artwork may be hung or attached in any way to the walls, rails, cell doors, beds or lights. Items which are placed in a manner obstructing the officer's direct view into a cell or bunk area are not permitted.

C. All personal items must be neatly stored in your assigned bunk area and assigned drawer and not on the floor. Excess paper, books, non-commissary food items, must be disposed of to maintain sanitary conditions.

D. Toilets are for human waste only. Garbage and food are not to be placed in the toilet.

**21. Meals**- Meals are planned to meet dietary standards and to balance good nutrition and variety. All inmates must be properly dressed and in a single line formation in order to start serving meals. Only one meal per inmate is allowed unless directed otherwise by correctional staff.

**A. Meal Times-**

1. Breakfast      6:30 a.m.
2. Lunch            12:00 p.m.
3. Dinner          6:30 p.m.

The only exceptions to the above-listed times shall be upon occurrence of an emergency, inmates returning late from court, and special circumstances under the approval of the shift supervisor.

**B.** Inmates may not have more than one spoon in their possession. In order to receive a new spoon, you must turn in your old one first.

**C.** When an inmate is finished eating, he will empty any uneaten food or refuse into the trash barrel. Do not keep any uneaten food from the meal. Doing so will be grounds for disciplinary action.

**D.** Inmates will stack their trays/bowls in the designated area upon completion of each meal.

**E.** If you require a "religious diet," submit an inmate request form requesting an Inmate Religious Diet Request Form. A religious diet will not be processed or approved without completing and returning the form to the Jail Commander.

**F.** Medical diets can only be authorized by medical staff.

**22. Commissary**- Commissary orders must be placed with our vendor by 9:00 p.m. on Mondays by using the kiosk located in your housing unit. Commissary purchases normally will be distributed once a week on Thursdays; however, commissary may be rescheduled due to holidays. Should this be the case, inmates will be notified. Once an order has been placed, it may not be canceled.

**A.** A maximum of \$100.00 may be ordered by each inmate on a weekly basis.

**B.** Since commissary orders items come from an outside vendor, orders incorrectly filled by the vendor usually cannot be adjusted until the following week. In this case, your account will be credited in the amount of the items you were shorted. Upon receipt of your commissary order, it is your responsibility to check for accuracy before signing the receipt. Any discrepancies in a commissary order must be brought to the attention of the officer making the delivery prior to the inmate leaving the immediate presence of the officer. Discrepancies must be verified by an officer.

**C.** If an inmate leaves custody prior to receiving his commissary, he can do either of the following:

1. Fill out a property release form with the name of the person whom he has designated to pick up his commissary order. The commissary must be picked up within 7 days of the delivery or it will be disposed of.

**D.** Donating commissary to a specific person or housing unit is not allowed.

**E.** Inmates on disciplinary lockdown will not be allowed to order or possess commissary, with the exception of hygiene items. Commissary items stored in your property resulting in a loss of privileges due to disciplinary proceedings, will be issued on the following commissary delivery day, considering it will not exceed the \$100.00 weekly limit.

**23. Exercise and Recreation**

**A.** Inmates shall be allowed a minimum of 3 hours in the exercise yard per week. Outdoor recreation will be conducted during daylight hours and adjustments may be made due to inclement weather. Inmates shall be responsible for care and proper use of all recreation equipment available. Inmates will keep the yard clean.

- B.** No food or drink, stationary or reading items are to be taken to the exercise yard. Shower shoes will not be worn in the exercise yard.
- C.** Team drills or organized group physical activity of any kind, will not be allowed.
- D.** Working out in the dayroom, bathroom or bunk area is prohibited.
- E.** Inmates must be fully dressed at all times while in the exercise yard. Inmates may not remove their shirts, pants, shorts or shoes, nor may they roll up their pant legs or shirt sleeves.
- F.** At no time shall play fighting, “sparring,” or horseplay be allowed in the exercise yard or anywhere in the facility. Inmates will not climb the yard walls or on any fixed equipment in the yard. Doing so in any fashion will be considered an attempted escape and the inmate will be severely disciplined and/or criminally prosecuted.
- G.** Using the recreation equipment in a manner such that it hits around the ceiling, cameras or window areas will result in the inmate’s recreation privilege being revoked. This type of behavior can cause damage to the areas affected. The door handles will not be used for exercise purposes or to hang items.
- H.** Inmates shall not linger in the yard hallway by the fire doors. Only one inmate will be allowed to enter the yard hallway to retrieve recreation equipment. Inmates shall not block the view into the yard hallway at any time.

#### **24. Visiting**

- A.** The Glenn County Jail employs the use of both in-person and video visitation. Video visitations are able to be scheduled on the GTL website, <https://glenncountyca.gtlvisitme.com> or by calling the jail and speaking with the office technician.
- B.** Each inmate will be allowed two 30-minute visits per week. If the first visit goes past the 30 minutes, it will count as the second visit, even if there is time remaining. Video visits may count towards your weekly visiting time.
- Note:** Inmates will not be allowed non-professional visits while on lock down for disciplinary reasons.
- C.** Visitors must be a minimum of 18 years of age, with valid picture identification. Visitors under the age of 18 must be accompanied by their parent or legal guardian and must provide legal documentation for verification. The following government identification is acceptable:
  1. State Driver’s License
  2. State Identification Card
  3. Military Identification Card
  4. Passport or Border Crossing Card issued by the U.S. Department of Justice
  5. U.S. Immigration Identification Cards, including visas
- E.** If required by Sheriff’s personnel, visitors might be subject to a search of their persons and immediate property at any time while on the premises of the facility. Refusal to submit will prohibit or terminate visiting privileges.
- F.** Only 2 visitors per inmate are allowed in the visiting room at one time.
- G.** Inmates must be fully clothed (pants and over shirt) and wearing their identification wristband.
- H.** 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. Any persons on active parole in the State of California, Federal Parole, on formal probation or mandatory supervision in Glenn County will not be permitted to visit.
- I.** Inmates will be allowed confidential visits with their attorney and investigators at reasonable hours.
- J.** Visits by clergy are permitted during times that will not interfere with social or legal visits or with prior approval from the watch commander.
- K.** The visiting schedule is listed below and may also be found on the Glenn County Jail’s website. Any change in your housing location may affect your visiting date and time. It is your responsibility to notify your family and friends of these changes.

##### **1. Male Inmates:**

Tuesday: 9:00 a.m. – 12:00 p.m. and 1:00 p.m. – 4:00 p.m. Inmates associated with the Norteño street gang

Wednesday: 9:00 a.m. – 12:00 p.m. and 1:00 p.m. – 4:00 p.m. Inmates associated with the Sureño street gang

Thursday: 1:00 p.m. – 4:00 p.m. Inmates housed in C-Pod

**2. Female Inmates:**

Monday: 1:00 p.m. – 4:00 p.m.

\*\*\*\*\*If an inmate is on Administrative Segregation, a visiting time will be designated by staff.

**25. Clothing Issue and Exchange**

**A.** Inmates will be issued a specific amount of clothing/linen prior to housing. Extra clothing and linen is prohibited and will be considered contraband. Clothing shall not be worn other than for the purpose intended. Clothing and bedding will be issued as follows:

**Males:**

1. Boxers 2
2. Pants 1
3. Under-shirt 1
4. Over-shirt 1
5. Footwear 1 pair
6. Socks 2 pair
7. Bedroll 1 (consisting of 2 sheets, 1 towel and 1 blanket)
8. Shorts 1 (depending on inclement weather)
9. Sweater 1 (depending on inclement weather)

**Females:**

1. Panties 2
2. Pants 1
3. Bras 2
4. Under-shirt 1
5. Over-shirt 1
6. Footwear 1 pair
7. Socks 2 pair
8. Nightgown 1
9. Bedroll 1 (consisting of 2 sheets, 1 towel and 1 blanket)
10. Shorts 1 (depending on inclement weather)
11. Sweater 1 (depending on inclement weather)

**B.** Inmates will be given the opportunity to have their clothing laundered twice a week on Sunday and Thursday. Inmates will be issued a laundry bag at the time of housing and the laundry bag will be submitted to correctional staff with the clothing to be laundered. Clothing and linen are laundered and exchanged in accordance with Title 15 regulations. Laundry exchange is conducted as follows:

1. Sundays- All pods- Pants and over-shirt will be exchanged. Laundry bags with sheets, towel, undergarments, nightgown, sweater/shorts, and socks will be collected for washing.

2. Thursdays- All pods- Laundry bags with towel, undergarments and socks will be collected.

**C.** Blankets are exchanged once every 90 days in accordance with Title 15 regulations. Inmates with a need for special clothing for medical reasons should send a request to medical staff. Inmate requests with a need for more frequent laundry exchanges due to special work assignments or for sanitary reasons should be addressed to correctional staff.

## **26. Grooming and Personal Hygiene**

- A.** 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. No long fingernails or “fake” nails will be allowed.
- B.** Showers are provided for your use. Keep them clean and notify correctional staff immediately if repairs are needed. Inmates shall not shower between the hours of 9:00 p.m. — 7:00 a.m. and during meal times. You are required to be fully dressed when going to and from the shower.
- C.** Any type of body piercing is prohibited. Inmates shall not place any items through any previously pierced area of the body.
- D.** Oversized clothing, such as baggy pants, shirts or shorts, is prohibited. Socks will not be worn over your pants.
- E.** Haircuts are offered a minimum of once a month. No gang related haircuts and styles (such as Mongolian-style haircuts) will be allowed. Nail clippers are available the day you are offered hair care services or by submitting a request slip to correctional staff.
- F.** Razors will be issued daily during morning headcount and will be collected no later than 2 hours later.
- G.** Each female inmate shall be issued sanitary napkins and/or tampons, as needed, at no cost to the inmate. The sanitary napkins are not to be used for toilet seat covers, shoe insoles, or other inappropriate uses. Misuse of sanitary napkins and tampons will result in discipline.

## **27. Day Rooms**

- A.** Day rooms will be available from 4:30 a.m. – 10:00 p.m. Loud talking, showering, or unnecessary noise after lights out is prohibited. Lights out of the facility is 10:00 p.m. and 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.
- B.** If housed on the lower tier, you shall not go to the upper tier, unless permission is granted by staff.
- C.** Telephones are located in each day room. Telephones are available between the hours of 8:00 a.m. – 9:00 p.m. All calls will be made collect or prepaid.
- D.** While confined, you have no expectation of privacy. Officers may periodically monitor and/or record telephone and/or visitation conversations.
- E.** Abuse of equipment may result in your telephone privileges being revoked and may be subject to discipline.
- F.** It is prohibited to use another inmate’s PIN code to make a phone call. Inmates found to be in violation of this order may be subject to discipline and/or may face criminal charges per Section 530.5 of the California Penal Code.
- G.** Televisions are provided for your viewing and are considered a privilege. The television channels have been preset by correctional staff. Normal viewing hours are between 9:00 a.m. and 10:00 p.m., provided the housing area and cells have been cleaned. These viewing times include the showing of an educational video.
- H.** Tampering with or misuse of the television will result in removal of the television as a disciplinary measure and this action may be taken by staff prior to a disciplinary hearing.
- I.** Standing, sitting or lying on tables is prohibited. Sitting or lying on the stairway or upper tier walkway is prohibited.
- J.** There are red boundary lines throughout the facility. Inmates are prohibited from crossing this without prior approval from correctional staff.
- K.** The intercom shall be used for emergency situations only. All other matters must be addressed with correctional staff while doing their rounds.
- L.** All inmates are to remain properly dressed throughout the day, including going to and from the shower/bathroom. 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. Nightgowns shall not be worn in the day room.
- M.** The pods are not exercise areas. Working out in the dayroom, bathroom or bunk area is prohibited.

## **28. Forms**

**A. Inmate Request Form-** Request forms are used to request information from correctional staff and are available upon request to correctional staff. To submit a request slip, legibly fill in all necessary information and turn in to correctional staff. There will be only one inmate name per request slip and request slips with more than one name will be rejected. Correctional staff will not research any phone numbers and/or addresses for you, unless it is for your court appointed attorney.

**B. Inmate Sick Call Form-** Inmate sick call forms are used to request mental, dental and health care services are available upon request to correctional staff. To submit a sick slip, legibly fill in all necessary information and turn in to correctional staff who will then forward it to the medical department.

**C. 1381 Form-** When an inmate qualifies to request a 1381 form (must be sentenced to more than 90 days and sentenced on all local charges), the inmate may request a 1381 form by submitting an inmate request form. The inmate is to complete as much information as possible and return it to correctional staff whereas then the office technician will process, mail to appropriate county and return a copy to the inmate. If an inmate is sentenced to State Prison and has outstanding cases with other counties, the inmate will have to wait to file a 1381 from State Prison using their forms.

**D. Habeas Corpus Form-** Forms for petition for Writ of Habeas Corpus can be obtained from correctional staff by submitting an inmate request form.

**E. Inmate Grievance/Appeal Form-** All inmates have the right to appeal and have resolved grievances related to any condition of their confinement. All grievances must be filed on an individual basis by the respective inmate identifying the specific nature of the grievance. "Group" or "Class Action" grievances will not be accepted. The following are not grievable issues:

1. Legal decisions made by the court
2. Inmate disciplinary actions (A specific hearing procedure is provided for disciplinary actions).

When an inmate has a grievance, he should attempt to resolve it at the lowest level possible, including discussion with correctional staff. However, when an inmate requests a grievance form, correctional staff will provide the form in a reasonable time frame. All grievances must be filed within five calendar days from the date the incident occurred, with the exception of:

1. Grievances regarding allegations of sexual abuse
2. Health issues necessary to an inmate's well being

Inmates may only file one issue on each grievance form. Problems that arise from the same incident, or involve a reasonable number of closely related issues, may be submitted on one form. Any grievance that is submitted with multiple unrelated issues will be rejected and the inmate will be advised to use a separate form for each unrelated issue. Grievances against arresting agencies, judges, or courts will not be accepted.

Other reasons a grievance might be rejected and returned without an investigation include, but are not limited to the following: if it is not filled out legible, completely, or within the established time parameters, if it is grieving an action not yet taken, or one that has already been grieved and resolved; if it does not concern or affects the inmate personally, or concerns a matter that is not within the jurisdiction of the Jail Division. A grievance may also be denied for any of the following reasons: contains profanity, insults, and racial slurs (unless included as an alleged direct quote of another party), contains threats, is considered to be frivolous, malicious, or harassing.

A pattern of abuse may be established if the inmate files cumulative and/or repetitious grievances; those containing knowingly false statements, are factually incredible, or clearly devoid of merit. Inmates who file repetitive, cumulative and/or frivolous grievances may have their right to file future grievances restricted.

**F. Inmate Grievance Appeal Process-**There are five levels at which an inmate grievance may be resolved. Every attempt will be made to resolve the grievance at that lowest possible level. If the inmate is dissatisfied with the resolution, he has the right to appeal to the next level. An appeal may be made to the next level by submitting the original and circling/dating the next level. An appeal may be rejected and returned if not legible, complete, or for any reasons cited above. The scope of the original grievance cannot be expanded. No additional information may be submitted unless the information was unavailable

at the time the original grievance was filed and the information is directly related to the issue being grieved. A response, and a resolution, if possible, for the grievance will be provided within the time frame as follows:

1. Level 1- 5 days
2. Level 2- 2 days
3. Level 3- 4 days
4. Levels 4 and 5- 10 days

The decision of the Jail Commander will be final and constitutes exhaustion of all remedies within the agency.

### **29. Court Information**

Addresses for the Glenn County Superior Courts are as follows:

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

Court Appearances- Inmates will be awake and ready for court when instructed by staff. Only legal paperwork, related to your case, may be taken to the courthouse. You will not contact or have any communication with anyone to and/or from court or with anyone in the courtroom. 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 Section 171 of the California Penal Code.

### **30. Correspondence- Personal mail**

**A.** The jail mailing address is: Your name as it appears on your ID wristband  
141 S. Lassen Street, Willows, CA 95988

**B.** Inmates housed in the Glenn County Jail may not send or receive mail from inmates housed in any correctional facility, including but not limited to, inmates housed in other county jails, or inmates housed in any state or federal correctional facility.

**C.** Mail, both incoming and outgoing, shall be inspected for contraband, cash, checks or money orders. All adhesive stamps will be removed by staff before distribution to the inmates.

**D.** The following items will not be authorized for incoming mail:

1. No cash or checks.
2. No pens, pencils, crayons, markers, writing paper, postage stamps, or envelopes.
3. No negatives or Polaroid photographs. No more than 5 photographs are permitted per letter. No photos depicting drugs, paraphernalia. No drawings, photos, magazine cut outs or digital prints of nudity of either gender or female breasts. Children must be wearing clothes in all pictures.
4. Nothing depicting nudity, displaying or describing sexual penetration or sexual acts.
5. No gang affiliated material, hand gestures, or signs. This includes writings that appear to be in code or disguised.
6. No foreign substances on the envelope or within the letter, such as but not limited to glue, glitter, glitter/gel pen, glued items, tape, labels, stickers, stickies, perfume, cologne, lipstick, confetti, paper or magazine cut outs, computer print outs/printed matter, tattoo patterns, liquids, powders, body fluids, solid substances, correction fluid/tape, crayon, paint or markers.
7. No identification cards, bank cards, credit cards, or phone cards.
8. No unauthorized communication between inmates.
9. No items which may be deemed as a threat to the safety and security of the facilities or deemed to circumvent the policies and procedures.
10. All incoming mail must have a full written return address and first and last name of the sender.

**E.** Inmates shall not attempt to mail correspondence out of the facility with the intent to have some or all of the correspondence mailed back to an inmate at any correctional facility. Inmates shall not attempt to have correspondence mailed or delivered by an inmate being released from custody.

**F.** Envelopes must not be larger than a standard business size envelope and greeting cards must be 5" x 8" or smaller. Photographs must be 4" x 6" or smaller and must be on photo paper. Only U.S. Postal money orders and cashier checks are accepted. Photos must have the inmate's name written on the back of each photograph. Photos found to be in the possession of another inmate will be confiscated.

**G.** If stamps, paper, or envelopes are mailed to an inmate, the entire letter will be returned to the sender. Any stickers attached to the envelopes or letter sent to an inmate will cause the entire letter to be returned to the sender.

**H.** There is no limit to the volume of mail an inmate may send or receive. Pre-stamped envelopes and writing paper may be purchased through commissary. Inmates will be limited to three (3) pounds of combustible materials (mail, books, magazines, newspapers, etc.) in their in their assigned drawer. Inmates may not have more than two (2) magazines/periodicals, more than (2) newspapers, more than four (4) books or more than twenty-five (25) photographs at one time in their cell and/or assigned drawer. 9" x 12" envelopes may be purchased through commissary to be used only for storage of paperwork, not for mailing. No other type of envelopes or folders may be used or possessed by inmates without prior written approval of the Jail Commander or his designee.

**I.** Outgoing mail will be unsealed when collected by correctional staff. Outgoing mail will be limited to four (4) sheets of paper per envelope. Drawing or writing on the face of the envelope of outgoing mail except the "to" and "return" information is not permitted. Outgoing mail must be unsealed, include the complete address and the first and last name of the person you are sending the letter to when collected by correctional staff.

**J.** If you are indigent, you may send out two (2) standard postage rate envelopes per week which are provided to you in the welfare commissary kit. If you have money in your trust account, you must purchase stamped envelopes from commissary.

**K.** Inmates are permitted to receive books, newspapers, or periodicals accepted for distribution by the U.S. Postal service. The exception for those items is determined by the Jail Commander, or his designee, potentially posing a threat to the safety and security of the facility. Books, magazines and newspapers must be sent directly from the publisher or the distributor. Used items, hardback books and items mailed via a third party distributor, will not be accepted and will be returned to the sender. Correctional staff will not cancel subscriptions after your release.

**L.** All books, magazines, newspapers and other accepted periodicals will be marked with the inmate's full name once approved by Jail Commander or his designee. When the inmate has finished reading these mentioned items, they may be placed in the inmate's property or may be donated. If books, magazines, or newspapers with another inmate's name on them are found in the possession of another inmate, they will be confiscated by correctional staff. Any of these mentioned items not clearly marked or an attempt to hide the name of the owner has been made, they will be confiscated by correctional staff.

**M.** Publications or letters which describe or depict unlawful activities will not be allowed. The following publications or letters containing the described information will not be permitted are: those violating postal regulations, those depicting harmful or lawful sexual conduct or are obscene in nature, those promoting gang activity, those promoting violent crime, those describing the manufacture or use of weapons, narcotics or explosives, those describing or encouraging activities that tend to incite violence or disruption, including racist materials; and publications threatening the safety and security of any person or the facility.

**N.** The only funds accepted through the mail are:

1. Cashier's checks
2. U.S. Postal money orders

### **31. Correspondence- Legal mail**

**A.** Legal mail is defined as- Correspondence to or from the state and federal courts, any member of the State Bar or holder of public office, and the Board of State and Community Corrections.

Legal mail is not mail to or from family members or friends, even if it contains copies of your legal papers, nor does it include mail to or from doctors, psychiatrists, Child Protective Services, Social Security, Parole, Probation, etc.

**B.** Incoming legal mail will be opened and inspected for contraband in the inmate's presence.

**C.** Outgoing legal mail must be sealed in the presence of correctional staff. Correctional staff will then initial it and take it for processing. "Legal mail" may be written on the face of the envelope.

**D.** There is no limitation on the volume of mail an inmate may send or receive. Inmates who are indigent shall be permitted to correspondence without limitation on the number of postage paid envelopes to his or her attorney and to the courts.

**E.** Inmates may correspond, confidentially, with the facility manager or administrator.

**32. Medical/Dental/Mental Health Care Services-** If you are in need of medical care or dental care you must submit a sick call form to correctional or medical staff. A sick call form may be obtained from correctional staff. **If you have a medical emergency or feel suicidal, notify the correctional staff or medical staff immediately.**

**A.** All inmates will be charged \$3.00 for routine inmate initiated medical and dental services, pursuant to Section 4011.2 of the California Penal Code. This charge will be deducted from the inmate's commissary/trust account. Indigent inmates will have the charge placed against their account until it's paid in full. Commissary reserves the right to deduct the cost of medical treatment from future funds and deposits made into an inmate's account. No inmate will be refused medical treatment due to a lack of funds on their account.

**B.** Inmates will be screened and evaluated by medical staff. Within 14 days of incarceration, all inmates will be required to have a physical and TB test at no charge.

**C.** If you need medical care, other than an emergency, or if you have questions about your health or medical condition, you must submit a sick call form to correctional or medical staff. Sick call is announced in each pod over the intercom, as directed by medical staff. It is the inmate's responsibility be ready to go to the medical office. If an inmate refuses to attend sick call, another sick call form must be submitted in order for the inmate to be rescheduled for the next sick call. If an inmate refuses to go to medical to be seen for any reason, they're still required to sign a refusal form. Otherwise they may be written up.

**D.** Limited dental care will be provided to inmates to treat dental emergencies or dental conditions that pose a serious health risk.

**E.** Inmates requiring emergency mental health care need to notify staff immediately. Non-Emergency mental health care requests need to be submitted on a sick call form which will be forwarded to medical staff.

### **33. Medication delivery**

**A.** Medications are delivered twice a day between 4:30 a.m. – 6:00 a.m. and 4:30 p.m. – 6:00 p.m. or may vary to meet individual needs as directed by medical staff.

**B.** Inmates may not be administered any over the counter medication or prescribed medication without a written order from the jail medical staff. Over the counter medications are available for order on commissary.

**C.** When medication delivery is announced, inmates expecting medication will get a cup of water and take a seat at the closest tables to the pill cart, or form a line at the discretion of correctional staff delivering the medication. Inmates will be called forward one at a time to receive their medication. You must always identify yourself by showing your wristband. **Inmates are not to walk away from correctional staff or the nurse without first taking their medications, showing that all medications have been swallowed and that their cup is empty. Water is the only acceptable liquid for consumption during medication delivery.**

### **34. Family Planning Services**

#### **A. Pursuant to Section 4023.6 of the California Penal Code-**

Any female prisoner in any local detention facility shall have the right to summon and receive the services of any physician and surgeon of her choice to determine whether she is pregnant. The superintendent of such facility may adopt reasonable rules and regulations with regard to the conduct of examinations to effectuate such determination.

If the prisoner is found to be pregnant, she is entitled to a determination of the extent of the medical services needed by her and to the recipient of such services from the physician and surgeon of her choice. Any expenses occasioned by the services of a physician and surgeon whose services are not provided by the facility shall be borne by the prisoner.

For the purposes of this section, "local detention facility" means any city, county, or regional facility used for the confinement of any female prisoner for more than 24 hours.

Any physician providing services pursuant to this section shall possess a current, valid, and unrevoked certificate to engage in the practice of medicine issued pursuant to Chapter 5 (commencing with Section 2000) of Division 2 of the Business and Professions Code.

The rights provided for prisoners by this section shall be posted in at least one conspicuous place to which all female prisoners have access.

Note: Any female prisoner exercising their right pursuant to this section shall notify the jail's medical unit via sick slip and request such medical services.

#### **B. Pursuant to Section 4028 of the California Penal Code-**

No condition or restriction upon the obtaining of an abortion by a female detained in any local detention facility, pursuant to the Therapeutic Act Article 2 (commencing with Section 123400) of Chapter 2 of Part 2 of Division 106 of the Health and Safety Code, other than those contained in this act shall be imposed. Females found to be pregnant and desiring abortions shall be permitted their eligibility for an abortion pursuant to law, and if determined eligible, shall be permitted to obtain an abortion.

For the purposes of this section, "local detention facility" means any city, county, or regional facility used for the confinement of any female prisoner for more than 24 hours. The rights provided for prisoners by this section shall be posted in at least one conspicuous place to which all female prisoners have access.

Note: Any female prisoner exercising their right pursuant to this section shall notify the jail's medical unit via sick slip and request such medical services.

The rights provided for prisoners by this section shall be posted in at least one conspicuous place to which all female prisoners have access.

Note: Any female prisoner exercising their right pursuant to this section shall notify the jail's medical unit via sick slip and request such medical services.

#### **C. Pursuant to Section 3440 of the California Penal Code-**

1. Sterilization of Inmates- Sterilization for the purpose of birth control, including but not limited to, during labor and delivery, of an individual under the control of the department or a county and imprisoned in the state prison or a reentry facility, community correctional facility, county jail, or any other institution in which an individual is involuntarily confined or detained under a civil case or criminal statute, is prohibited.

2. For additional rights, see "Notification of Rights Regarding Sterilization Surgeries on the following page:

## Notification of Rights Regarding Sterilizing Surgeries

This is a summary of your rights outlined in Senate Bill 1135, approved by the governor and put into law September 25, 2014 and codified in Penal Code Section 3440

A **Sterilizing Surgery** is a surgical procedure that permanently ends your ability to have children of which some or all of your reproductive parts are removed or altered.

### If you are offered a tubal ligation...

- **You have the right to refuse.** This is illegal in all circumstances. Sterilizations cannot be used in county jail, juvenile facility, or state prison for the purpose of birth control. This means: a sterilizing procedure cannot be used to solely end future chance of pregnancy. Sterilization can only be used in county jail to address a health condition (for example, cervical cancer). Tubal ligations are used only for the purpose of birth control, so if you are offered a tubal ligation, it cannot be for a pre-existing health condition. You have the right to refuse a tubal ligation, and the institution cannot withhold future health care treatment you may need, as a form of retaliation. This also means no hospital or clinic providing care during pregnancy and birth cannot offer you a tubal ligation while you are in custody.

### If you are diagnosed with a health condition and offered a sterilizing procedure as treatment...

Examples of a sterilizing procedure include: a hysterectomy (removal of your uterus), an oophorectomy (removal of your ovaries), and a salpingectomy (removal of the fallopian tube).

**This is not a comprehensive list so be sure to ask your doctor if the procedure they are recommending is a sterilizing procedure.**

- **Ask to see a second doctor who does not work for the county department overseeing your confinement.** You have the right to see a second doctor who does not work for the county jail before deciding that you would or would not want a sterilizing procedure.
- **Ask for less invasive, less permanent remedies.** You do not have to try less invasive, less permanent remedies, but less invasive, less permanent remedies than sterilization must be offered to you before you receive a sterilizing procedure. (For example, fibroids can be shrunk or removed during surgery *without* taking out the uterus.)
- **Ask for full information about the sterilizing procedure.** You must be told the full effects of the sterilizing procedure, including its permanence, side effects, and the impacts it may have on your future health care needs.

*At this point, if you have refused the less invasive, less permanent remedy, OR if a second doctor that does not work for the county department recommends a sterilizing procedure to take place, AND if you have been given full information about the sterilizing procedure, a doctor may lawfully provide a sterilizing procedure on you.*

**Note:** If the sterilizing procedure is needed for the **immediate preservation of your life**, a doctor may lawfully provide a sterilizing procedure to you without satisfying your rights listed above.

### If you have a sterilizing procedure while in county jail, a juvenile facility, or state prison...

- **Ask for psychological and/or medical follow-up care.** Sterilizing procedures can impact one's psychological, physical, and emotional wellbeing. **You have the right to follow up health care to address your psychological, physical, and emotional wellbeing.** You may also need hormone therapy to address surgical menopause, and other care to help you recover from the surgery.

### **35. Religious Services**

**A.** The religious program provides services and spiritual guidance. Various religious services are held throughout the week in the library. Community volunteers provide these services weekly on a rotating schedule. When attending these services, you will not be disruptive and you will respect everyone present. There will no physical contact with the volunteers. An inmate may request to be placed on the list for religious services by filling out an inmate request form.

**B.** You may request arrangements for specific denominational practice or personal spiritual guidance. These religious visits are permitted during times that will not interfere with social or legal visits or with prior approval from the watch commander.

### **36. Library Services- Recreational Reading Materials**

**A.** Reading material is available to inmates. Inmates wanting to access the library must submit an inmate request slip. Inmates may borrow books and take them to their cells, providing they return the books once they have been read.

**B.** Inmates shall not deface jail property while in the library such as, but not limited to, defacing books, marking on tables, walls, etc. Inmates shall not sit on the tables or stacks of chairs. While in the library, inmates shall have their back towards the door and window. Inmates shall not exit the library until cleared by correctional staff.

**C.** Inmates shall not have more than four (4) paperback books, from any source, in their possession at one time. Inmates with more than four (4) paperback books in their possession, shall have the books confiscated and may be subject to discipline.

**D.** An inmate may request to put any personal paperback books in their property if the amount exceeds the limit allowed.

**E.** Religious reading material is available from the library. Inmates shall not have more than one (1) religious paperback book in their possession.

### **37. Library Services- Law Library**

**A.** The Glenn County Jail provides a legal computer program, Lexis Nexis, for the inmates. Inmates wanting to access the law library must submit an inmate request form; however pro per inmates acting as their own attorney on a criminal matter will have priority.

**B.** If an inmate is granted pro per status on a criminal matter pursuant to court order, the inmate must produce written documentation of such. Pro per status will be recognized for those inmates that are representing themselves on the Glenn County criminal case(s) they are in custody for. Inmates who choose to proceed as their own attorney in civil matters, such as dissolution of marriage, child custody issues, contracts and torts will not be entitled to receive legal supplies.

**C.** Pro per inmates in a criminal proceeding, may petition the court for a licensed public investigator, who may act on their behalf to make copies, gather information, file documents, etc. Investigators will be authorized confidential visits to confer with you. Investigators are subject to screening and must adhere to all jail rules and regulations like all professional visitors are required to follow.

**D.** Correctional staff is prohibited from providing any legal advice, advocacy or assistance. Copies of legal material will not be made. Inmates shall purchase supplies available from commissary.

**E.** Indigent pro per inmates may request writing paper, a flex pen and legal mailing envelopes stamped "Legal Mail". The jail will only mail those letters addressed to bona-fide legal entities such as; attorneys, judges and courts.

**F.** Inmates who are represented by counsel must contact their attorney and/or public defender for their request for information regarding their criminal case.

**G.** Title 15 Minimum Standards for Local Detention Facilities is available on the kiosk located in the pod.

### **38. Notary Public Services**

**A.** The jail does not provide notary public services. You are advised to contact your private attorney or have a friend or family contact a notary public service if you need to have a document notarized. Inmates

represented by a public defender are advised to have a friend or family contact a notary public service to make arrangements with the jail.

### **39. Educational Programs**

**A.** The educational programs are available to inmates who have not yet earned their high school diplomas. The classes are taught by educators from the Glenn County Office of Education through the Success One charter school. Inmates interested in obtaining their high school diploma, general education diploma (GED) or literacy services should submit a Student Referral Form. The Student Referral Form may be obtained by filling out an inmate request slip to correctional staff. Availability and resources are limited and not all classifications may participate. Jail staff reserves the right enroll inmates based on their ability to meaningfully participate and attend enough coursework to allow for measurable learning to occur. It is recommended that inmates have a minimum sentence or expected stay of 60 days or more to enroll in classes.

### **40. Inmate Services Programs**

**A.** Inmate programs are available on a regular basis in various parts of the correctional facility depending on the State and County budget and the availability of community volunteers.

**B.** These programs may include the following:

1. Alcoholics Anonymous (AA)
2. Narcotics Anonymous (NA)
3. Inmate worker programs
4. AB109 re-entry services
5. Individual counseling
6. Religious services
7. Courage To Change
8. Transitional Planning
9. Educational programs- High School Diploma or GED and literacy
10. Alternative Custody Supervision (ACS)

Inmate eligibility for these programs will be based on the following:

1. Criminal history
2. Inmate classification- housing location/safety concerns
3. Disciplinary history while incarcerated
4. The inmate's ability to understand and comply with program rules

**C.** Failure to follow rules/guidelines may result in expulsion from the programs. It is the inmate's responsibility to maintain all course materials/books/handouts in a clean serviceable condition. Program material is to be staple/metal binding/plastic binding free. If unsure, ask correctional staff. The inmate is responsible for these items if found in their possession.

**D.** Community volunteers provide these services weekly on a rotating schedule. When attending these services, you will not be disruptive and you will respect everyone present. There will be no physical contact with the volunteers.

### **41. Work Furlough Program**

**A.** The work furlough program allows you to continue to work at a regular job while you are serving your sentence. Work furlough can be arranged after sentencing by completing the work furlough application. The work furlough application may be obtained by filling out an inmate request slip to correctional staff.

**B.** Inmates should ensure their court paperwork is in order and grants them the ability to participate in the work furlough program.

**C.** The work furlough program is administered by the Glenn County Jail and a fee is charged for participation. The rules for work furlough participants will be discussed with you prior to your acceptance into the program.

## **42. Voting**

**A.** In order to register to vote, you must be a citizen of the United States and a resident of California. You can register and vote if you are awaiting trial or are currently on trial, but have not been convicted; or if you are convicted of a misdemeanor. You cannot register and vote while you are serving time on a felony conviction (regardless if you're serving time in county jail, on parole, under post-release community supervision, or on probation); or have been declared mentally incompetent by a court of law.

**B.** If you would like to register to vote, submit an inmate request form to correctional staff and request a California Voter Register Form. 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. You must be registered to vote before applying for a Vote-by-Mail ballot. You cannot use the address of the jail as a residence address; you must use the last-known address in your county of residence.

**C.** All voting shall be done by Vote-by-Mail ballot. The inmate shall complete the form from the Registrar of Voters, provided by correctional staff, in the county in which he is registered to request an absentee ballot/vote by mail ballot no later than seven (7) days prior to the election. Once the Registrar of Voters receives the form, the absentee ballot will be delivered to correctional staff and hand carried to the inmate.

**D.** The Vote-by-Mail ballot must be received by the Elections Office no later than the close of polls on Election Day. The Vote-by-Mail ballot is considered a confidential document and shall be treated as such. You must sign the official return envelope and give it to correctional staff unsealed, where it will be checked for contraband and sealed in your presence. The sealed ballot will be given to correctional staff (correctional staff will ensure that the ballot is delivered to the Registrar of Voters).

**E.** If you send in an application for Vote-by-Mail ballot, but are released before you receive your ballot, you can still vote. Just go the polling place for your home address and vote provisionally. If you don't know the location of your polling place, contact the Glenn County Registrar of Voters.

**F.** It is your responsibility to adhere to all deadlines and to notify the Registrar of Voters of your new residence address once you are released from custody.

## **43. Disciplinary Procedures**

**A.** General Rules of Inmate Conduct- All rules of conduct, as well as any order given to an inmate by jail staff must be obeyed. These rules of conduct and orders are for inmate safety and protection, as well as the security, control and management of the facility. Failure to follow any rule or order given by jail staff may result in disciplinary action and/or criminal prosecution. **No inmate shall be allowed to exercise the right of punishment over any other inmate or group of inmates. Repetitive violations of facility rules will be subject to progressive discipline.** When determining whether a rule violation is your first, second, third offense, all prior minor offenses will be reviewed for the last 6 months, or the length of your current stay, whichever is greater.

**1.** Only the inmates assigned to a specific cell or pod are allowed to enter that cell or pod. Inmates shall not enter any cell other than their own assigned cell. Visiting inmates in their cells is prohibited.

**2.** Clothing is to be worn completely covering the upper and lower torso whenever you are out of your cell or off your bunk if housed in dorm housing. Female inmates will wear a T-shirt and pants/shorts or nightgowns, while in bunks or for sleeping. Female inmates will wear bras outside their cell (except in the shower). Blankets are not to be removed from the bunk unless directed by correctional staff. No clothing/bedding items will be used to obstruct the view of correctional staff of any bunk or cell area.

**3.** Shower shoes, flip flops shall only be worn in the shower and in your cell. Appropriate footwear (jail issued sandals, deck shoes, etc.) shall be worn at all times in the day room and when you leave your pod.

**4.** Inmates are prohibited from demanding any favors, financial contributions, or commissary items from other inmates for "protection" or any other reason. This type of activity should be reported to an officer.

**5.** Loud talking, shouting or other noises are prohibited, except to attract an officer in an emergency.

**6.** Do not interfere with the opening or closing of any door. Cell doors shall not be jammed or propped open. Your cell door shall remain open all the way, if unlocked by correctional staff.

7. Go directly to and from various areas of the facility, as directed by correctional staff, without stopping and/or talking to others.

8. The only items that are allowed to be in an inmate's possession are the items specifically issued to an inmate, bought from commissary or authorized by correctional staff (e.g., reading and writing materials, items of personal hygiene and food ordered from the jail commissary). All other items, as well as any jail-issued or commissary-bought items constructed, modified or altered for use with the intention of using the item in a manner that was not originally intended shall be considered contraband and possession of the them is prohibited. Any item(s) used inappropriately, modified from its original state or used for anything other than its original purpose will be considered contraband and will be confiscated and subject to disciplinary action.

9. The only item allowed to be in an inmate's possession while out of their pod is their legal paperwork (in a reasonable amount), when going to and from the law library, attorney/legal assistant interviews or court. Bibles may only be in an inmate's possession while out of their pod when going to and from bible study. Books, newspapers, pens, combs, cups, etc. are not to be taken with you when leaving the pod.

10. In addition, the following activities and/or actions are prohibited:

- a. Arguing or fighting with other inmates.
- b. Assaults on inmates, jail staff, or other persons. All assaults will be submitted for prosecution.
- c. Possession of contraband (all inmates in the cell are held equally responsible and accountable).
- d. Possession of or attempting to make "pruno" or any other jail-made alcohol beverage.
- e. Rattling or pounding on cell doors or walls.
- f. Gambling of any nature, including card games.
- g. Posing for photographs taken by visitors. Cell phones and other wireless communication devices are strictly prohibited. If your visitor is found to have a cell phone in their possession, it may result in criminal prosecution per Section 4575 of the California Penal Code and they will be banned from visiting for 60 days. Any future violations, may result in permanent expulsion from the jail.
- h. A refusal or failure to obey any other rule or procedure listed in this handbook or any order issued by correctional staff or department employee.
- i. Running in the pods, dayroom, or up and down the stairs
- J. Communicate/attempt to communicate with inmate workers
- k. Writing or having possession of any gang symbols, slogans, numbers, signs
- l. Do not block or cover vents or the intercoms

## **B. Minor Violations-**

1. Disruptive conduct
2. Failure to keep self or room clean
3. Present in an unauthorized cell
4. Insubordination or disrespect
5. Littering
6. Malingering 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, doors
10. Failure to make bed prior to 7:00 a.m.
11. Tattooing
12. Unauthorized use of telephone
13. Using obscene or abusive language or gestures
14. Unauthorized wearing of head covering/headbands
15. Failure to participate in cleaning of housing area
16. Failure to be fully dressed when out of cell
17. Carrying unauthorized items outside 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

**Disciplinary Measures- Minor Violations**

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

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

\*- Requires written documentation

\*\* - Requires due process hearing, unless declined by inmate or inmate refuses to sign notice

\*\*\* - Entitled to request appeal hearing

**C. Serious Violations-**

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, etc.)
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 drawer
18. Intoxication or consumption of intoxicants
19. Violation of visiting policies
20. Refusal to work, including cleaning of housing unit and/or cell
21. Presentation of false evidence
22. Violation of mail policies
23. Entering the housing area of opposite sex without authorization
24. Unauthorized opening of exterior doors of the facility
25. Use/possession of tobacco 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 cell or 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 towards 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 minor rule violation offenses within thirty days
37. Non-emergency use of the intercom
38. Unauthorized crossing of the red line
39. Failure to stand at bunk/inside of cell 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

#### **Disciplinary Measures- Serious Violations**

Sanctions for each rule violation may include:

1. Removal from inmate worker status
2. Loss of good/work time credits pursuant to Section 4019 of the CA Penal Code
  - Earned work time credits cannot be taken
3. Extra work detail up to twenty hours
4. Loss of one or more privileges for fifteen days
5. Disciplinary lockdown for up to 10 days

#### **D. Major Violations-**

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 the intent to commit sex act or for personal gratification
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 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

### **Disciplinary Measures- Major Violations**

Sanctions for each rule violation may include:

1. Removal from inmate worker status
2. Loss of good/work time credits pursuant to Section 4019 of the CA Penal Code
  - Earned work time credits cannot be taken
3. Loss of one or more privileges for thirty days
4. Disciplinary separation (lockdown) for up to 20 days
  - While on disciplinary lockdown you will lose all privileges (except legal visits). You will only be allowed to order stationary and hygiene products
5. Cycle(s) of disciplinary separation diet
  - While on the disciplinary diet you will lose all privileges (except legal visits). You will only be allowed to order stationary and hygiene products

### **E. Disciplinary Appeal Process**

Grievance/Appeal forms can be obtained from correctional staff by submitting an inmate request form. You may appeal a disciplinary issue within three days from the time the rule violation hearing process is completed and the inmate is notified of the outcome. The appeal will be forwarded to the Jail Sergeant and if unsatisfied may be forwarded to the Jail Commander within 24 hours for final review.