



COLE COUNTY SHERIFF'S DEPARTMENT – JAIL DIVISION

INMATE HANDBOOK AND RULES

SECTION: Introduction and 1. Emergency Procedures

EFFECTIVE DATE: 8-21-2015

INTRODUCTION

You are being provided this handbook in order to help make your stay here at the Cole County Jail as comfortable as possible. The Cole County Jail's primary mission is to house people for the court that cannot post bond, or who are sentenced to incarceration in the jail. It is our responsibility to maintain the safety and security of the jail, and maintain your welfare while in the custody of the jail. Missouri State Statute authorizes the jail to establish rules that you must follow while in custody. It is your responsibility to follow those rules. This handbook provides information concerning how your welfare is maintained while here, and lets you know what is expected of you while here.

It is being documented that you have been provided with this handbook just like your jail issued clothes and bedding. You are responsible to care for this handbook just like the other property you are being issued while in the custody of the jail. You are not to damage the book or give the book to another inmate. The Cole County Sheriff's Department constantly strives to improve the services we provide and adapt to changes in statutory law, case law, and best practices. You may be given updates to the book from time to time as we make changes to improve our procedures. It is your responsibility to read and place those updates in the book to replace the previous pages. If the book is lost or damaged, and you must be issued a replacement you will be charged \$5.00.

Section 1: Emergency Procedures

Your responsibility as an inmate is to immediately cooperate with the instructions given by Jail personnel. The safest place in the jail facility is the cell where you are assigned. Your cell and housing area is intentionally designed to contain very little material that will burn in a fire and the jail rules limit the amount of combustible material allowed in the cells to limit the possibility of smoke and toxic fumes. You are not to cover any vents in your cell because it will interfere with the operation of the smoke evacuation system. If a fire or smoke is detected, the fire alarm system will sound and the emergency smoke evacuation system will activate keeping your cell and housing area clear of any smoke that could be harmful to you. In the case of severe weather, your cell is designed to meet Federal Tornado Shelter Standards.

At the first notice of an emergency, unless otherwise directed by jail personnel, return immediately to your assigned cell and secure your door closed. If the door is closed stand with your back to your cell door (so you can be identified by camera) until it is opened for you.

In the event an emergency situation requires a section of the jail or the jail facility itself to be evacuated, the jail has plans and procedures in place to safely and securely evacuate all inmates to a safe place. Your cooperation during an evacuation is critical to ensure the health and life of all inmates and staff of the jail. You will be placed in restraints during an emergency evacuation and may also be restrained to another inmate. Any inmate who fails to immediately follow the instructions of jail staff or resists the emergency evacuation procedures creates a danger to other inmates and staff and will be locked down. If evacuation of the jail is necessary, inmates who are locked down will be the last to be evacuated. You are responsible for your own actions and your cooperation will help ensure you and everyone else is safely evacuated.



COLE COUNTY SHERIFF'S DEPARTMENT – JAIL DIVISION

INMATE HANDBOOK AND RULES

SECTION: 2 Inmate Classification

EFFECTIVE DATE: 8-21-2015

Section 2: Inmate Classification

Inmate classification is the process used to determine the security and safety risk associated with each individual inmate in the custody of the Cole County Jail. An inmate's classification is based on the inmate's individual characteristics, charges, criminal history, past behavior while in custody, and current behavior. Inmates are classified when originally processed into the jail and at any time new information is discovered while in custody.

An inmate's classification will determine where and how an inmate will be housed and handled while in the custody of the Jail. Inmates will be classified as a Low Security Risk, Medium Security Risk, or High Security Risk. An inmate classified as a low security risk will have fewer restrictions placed on their rights and privileges. An inmate classified as a high security risk may have their rights and privileges limited as necessary to ensure the safety and security of the inmates, jail staff, and the jail facility. An inmate may ultimately impact his own classification through their decisions, actions, and demeanor while in custody. Inmates who demonstrate a positive demeanor while in custody and who follow the jail rules may have their classification reduced allowing them to exercise more of their rights and privileges.

Inmates who demonstrate a propensity for violation of jail rules or violence will have their classification heightened as necessary. The highest form of classification is Administrative Segregation for inmates who are actively violent and assaultive to themselves or others; and Protective Custody for inmates who are actively in danger from other inmates. Inmates in Administrative Segregation or Protective Custody will be evaluated at least every 30 days to determine if their status has changed.

Inmates may also have special classifications based on their medical condition. Inmates requiring close observation for medical issues may be housed in the booking or the medical section until cleared by medical personnel to be assigned to general housing. Inmates with highly contagious diseases may be housed in the medical section until cleared by medical staff to be assigned to general housing.

Specific rules related to each level of classification may be posted in each general housing area (Pod). Rules that may be included for a specific housing area (pod) include, but are not limited to:

- The times inmates are provided access to the day room each day.
- The days and times inmates are provided access to the exercise yard.
- Visitation days and times for the area.
- Commissary restrictions for the area.
- Personal property restrictions for the area.
- Hair cut rules for the area.
- Cell and shower privacy rules for the area.
- TV channels authorized for the area.



COLE COUNTY SHERIFF'S DEPARTMENT – JAIL DIVISION

INMATE HANDBOOK AND RULES

SECTION: 3 Disciplinary Procedures and Rules

EFFECTIVE DATE: 8-21-2015

Section 3: General Disciplinary Rules

All the rules detailed in this book have been designed for your safety and security. Failure to follow the rules could result in an unhealthy environment or lead to injuries to you, your fellow inmates, or jail staff. For this reason the jail rules will be strictly enforced.

You must immediately follow the directions given by all jail personnel without delay and follow all rules within this book. Failure to do so may result in you being immediately locked down, initiation of jail disciplinary procedures, and/or initiation of criminal prosecution.

You must be truthful with jail staff at all times. Providing false information to jail staff, making a false report of a violation of jail rules, or filing a false grievance that impact the decisions of jail staff, or result in disciplinary action taken against another person will not be tolerated.

Jail Disciplinary Procedures

Minor Rule Violations: A minor rule violation is a violation that does not pose an immediate danger of disrupting the safety and security of the facility or injury to a person. However, violation of a minor rule does create a situation where the potential for a health hazard, danger to an inmate or staff, or danger to the security of the facility, is greater than any possible rights or privileges the inmate may have. Minor rule violations are not referred to the Missouri Department of Corrections and therefore would not result in the loss of good time credit to the inmate if sentenced.

Jail staff may offer inmates who do not have a history of repeated violations of jail rules the opportunity to receive immediate disciplinary action. The action may include the loss of day room privileges, confiscation of normally authorized inmate property, loss of visitation, or loss of recreation, for the rest of the day. If the inmate agrees to accept the disciplinary action the inmate must sign the Disciplinary Review Waiver. If the inmate does not wish to sign or accept the disciplinary action a Disciplinary Report will be submitted to the Disciplinary Officer who will determine if any action is to be taken.

Inmates may be immediately locked down pending disciplinary review if they fail to immediately stop their actions, commit other violations of jail rules, become disruptive, or demonstrate a threatening demeanor toward staff or inmates. The pre-disciplinary review lock down period for a minor violation will be for no more than forty-eight (48) hours without being reviewed by a Disciplinary Officer. Inmates who commit minor rule violations that are not directly witnessed by jail staff at the time the violation occurs, but are later verified by jail staff through investigation; may also be referred for disciplinary action.

A Disciplinary Officer will review the jail disciplinary report and determine if the inmate is responsible or not responsible for the violation. If the inmate is found responsible the disciplinary officer may determine the appropriate disciplinary action. The inmate will be notified in writing of the disciplinary action being taken and what the decision was based on. If it is determined the inmate is not responsible for the violation the inmate will be notified that no disciplinary action is being taken, and be returned to a normal schedule based on their classification.

If during the enforcement of a minor jail rule, the inmate refuses to lock down, resists being locked down, or becomes assaultive, the incident will be handled as a Major or Aggravated Major Rule Violation.

Major Rule Violations: A major rule violation is any rule violation or action taken by an inmate that poses an immediate threat of disrupting the safety and security of the facility or injury to a person. Inmates who commit a major rule violation may be immediately locked down for a period of no more than seven (7) days pending review by a disciplinary review board. Major Rule Violations may result in the loss of good time credit to an inmate who is convicted and sentenced to the Department of Corrections.

Aggravated Major Rule Violations: An aggravated major rule Violation is any rule violation or action taken by an inmate that actively causes a danger to the safety and security of the facility, assault or injury to a person, or attempted escape. Inmates who commit an aggravated major rule violation may be immediately locked down for a period of no more than seven (7) days, unless specific authorization for a longer period of time is approved by the Assistant Jail Superintendent or Jail Superintendent.

DISCIPLINARY REVIEW BOARD:

When inmates are referred for disciplinary action for a Major or Aggravated Major violation of jail rules, the Disciplinary Officer will convene a Disciplinary Review Board within seven (7) days.

The inmate will be given written notice of referral to the Disciplinary Review Board at least twenty-four (24) hours prior to the date and time the review board is to be conducted. Inmates may submit a written statement and a list of any witnesses they believe should be interviewed. The Disciplinary Review Board may refuse to interview anyone that could not have actually witnessed the events detailed in the disciplinary report or for other appropriate justification. The members of the Disciplinary Review Board may review any reports, video, and evidence prior to conducting the actual review board.

The inmate may be given the opportunity to make a verbal statement to the review board. If the rule violation could result in criminal prosecution, the inmate will be advised of their right in accordance with the Miranda Decision. Inmates do not have a right to an attorney during a Disciplinary Review Board. If an inmate does not want to make a statement, or if the inmate request to speak to an attorney, no questions will be asked of the inmate.

The Disciplinary Review Board will determine if the inmate is responsible for the violation or not responsible for the violation. If responsible, the disciplinary review board may determine the appropriate disciplinary action to be taken. The inmate will be notified in writing of the disciplinary action and what the decision was based on. If not responsible, the inmate will be notified that no disciplinary action is being taken, and the inmate will be returned to a normal schedule based on their classification.

At any time between receiving notice that they are being referred to a Disciplinary Review Board, and the conduct of the review board, an inmate may waive their right to a Disciplinary Review Board. If an inmate waives their right to a Disciplinary Review Board, the Disciplinary Report will be referred to a Disciplinary Officer. The Disciplinary Officer will evaluate the report and evidence and will determine if the inmate is responsible, or not responsible for violating the jail rule.

Inmates who disagree with the findings of a Disciplinary Review Board may contest those findings through the Inmate Grievance Process.

The Sheriff or Jail Administrator may suspend the above disciplinary review procedures for cause during any incident that causes a significant danger to the safety and security of the jail facility such as incidents requiring the lock down of a significant part of the jail facility, serious crimes committed by an inmate, significant inmate disturbances, and manmade or natural disasters.



COLE COUNTY SHERIFF'S DEPARTMENT – JAIL DIVISION

INMATE HANDBOOK AND RULES

SECTION: 4 Contraband and 5 Primary Housing Cell Rules

EFFECTIVE DATE: 8-21-2015

Section 4: Contraband

The possession of contraband is prohibited. Contraband is any item not issued to or authorized to be in the possession of an inmate by the Cole County Jail; authorized items in possession of the inmate such as commissary, books, photos, or papers in a quantity greater than allowed or being used for a purpose it was not intended to be used; or items created or manufactured by an inmate from other items that would otherwise not be considered contraband. Contraband includes but is not limited to:

- Weapons of any kind or anything that could be used for a weapon.
- Illegal controlled substances or drug paraphernalia of any kind.
- Medications not approved by medical staff to be in the inmate's possession.
- Tobacco, tobacco products, lighters, matches, and other smoking related paraphernalia.
- Alcoholic beverages.
- Cellular telephones and other similar electronic devices not approved by the Jail Superintendent.
- Tools of any kind not specifically approved.
- Personal cloths and other items of any kind not specifically approved.
- Any item used or modified for use to violate a jail rule.

Section 5: Primary Housing Cell Rules

1. You will keep your bunk and cell clean and sanitary.
2. No photographs, artwork, and other items of any kind may be hung or attached to walls, bunks, ceilings, or other surfaces of the cell.
3. Except as necessary to get onto top bunks, you will not stand on fixtures.
4. You will not damage any property that does not belong to you.
5. You will not cover or block any windows, vents, lights, or drains.
6. You will not hang anything that prevents full visibility into the cell; except as approved for shower purposes based on specific pod classification rules posted in the day room.
7. You will wear clothing at all times while in the cell; unless you are showering or using the toilet.
8. You will not engage in any sexual activities.
9. You will not expose breasts, buttocks, or genitals; except as necessary to shower or use the toilet.
10. You will not possess any commissary items that what will not fit in one brown paper bag.
11. You will not possess any papers, books, or other items that will not fit in one brown paper bag and your bunk shelf.
12. Cell doors will be secured in accordance with the pod classification rules posted in the day room.
13. You will not pass any items through a secure door from one area to another.
14. You will not hang anything from or tamper with the fire sprinklers system.
15. You will not enter any cell you are not assigned to, and you will not allow anyone into your assigned cell that is not also assigned to the same cell.



COLE COUNTY SHERIFF'S DEPARTMENT – JAIL DIVISION

INMATE HANDBOOK AND RULES

SECTION: 6 Pod Day Room Rules and 7 Exercise Area Rules

EFFECTIVE DATE: 8-21-2015

Section 6: Housing Area (Pod) Dayroom Rules

1. Inmates in the pod area not on disciplinary segregation will be allowed out of their cell to use the day room based on the specific pods classification rules posted in the day room.
 - a. If an inmate fails to exit their cell then they will remain in their cell until the next day room period.
 - b. You will be allowed to reenter your cell, but once in your cell you will remain there until the next day room period.
 - c. Handicapped inmates will be allowed to use their cell toilet as necessary based on their disability.
2. You may only remove your outer shirt while in the dayroom; otherwise inmates will be fully dressed.
3. You will not stand or loiter on the top tier or stairway.
4. No horseplay, running, sitting or standing on tables, sliding down banisters, or hanging from stairs or the top tier will be allowed.
5. You will not cross any yellow line or go under the stairway.
6. You will not leave any item in the day room when locked down in your cell.
7. No use of profanity, loud talking or yelling that disturbs the peace of others.
8. No threatening language or demeanor towards other inmates or staff will be tolerated.
9. No sexual harassment, sexual acts, or gestures will be tolerated.
10. You will not harass, interfere, loiter behind, or attempt to communicate with anyone using a kiosk, or using the telephone.
11. Once the day room period is over you will immediately return to your assigned cell.
12. If a disturbance occurs, all inmates will immediately return to their cell. If the cell is locked, then you will stand with your back to your cell door so you can be identified by camera until it is opened for you to enter and re-secure the door.

Section 7: Housing Exercise Area Rules

1. You may be allowed access to the exercise area based on the pod classification rules for the housing area (pod) you are assigned.
2. While in the exercise area you will be allowed to take off your outer shirt. You will not take off pants, boxers, t-shirt, socks, or shoes.
3. You are allowed to jog, exercise, and lay around on the ground.
4. You may read books or write letters.
5. You will not cross any of the yellow out of bounds lines.
6. You may only possess water in the exercise area. No other food or drinks are allowed.
7. While in the exercise area you will not stand near the door to the pod you are not assigned to; attempt to communicate with inmates in another housing pod; or pass anything to another housing pod.
8. If a disturbance occurs, all inmates will immediately return to your day room or wall adjacent to your dayroom and sit with your back against the wall.
9. At the end of the exercise period you will not leave anything in the exercise area and you will immediately return to your day room or cell.



COLE COUNTY SHERIFF'S DEPARTMENT – JAIL DIVISION

INMATE HANDBOOK AND RULES

SECTION: 8 Inmate Count Procedures; 9 Inmate Hygiene; And 10 Inmate Clothing and Bedding

EFFECTIVE DATE: 3-16-2016

Section 8: Inmate Count Procedures

Inmate counts may be conducted at any time. All inmates will be visible during counts. Some counts will require you to move during the count and some counts will require inmates to show their identification wrist band. You will keep your wrist band on at all times and display it to jail employees upon request. Disciplinary action will be taken against anyone who interrupts a count, or fails to display their wrist band. Replacement wrist bands are \$5 if they are lost, stolen, or damaged.

Section 9: Inmate Hygiene

You will maintain a clean body while housed in the Cole County Jail. The jail provides you with soap, toothpaste, and tooth brushes to maintain your personal hygiene. Inmates with access to commissary may purchase additional hygiene items. Failure to maintain personal hygiene will result in disciplinary action or the appropriate amount of force used to ensure you maintain hygiene.

Inmates may be passed razors for shaving as scheduled by jail staff. An effort will be made to allow you to shave about every other day. Inmates may request a razor prior to court on any day they are scheduled for a court appearance. Inmates issued a razor for shaving will be locked down until the razor is returned to jail staff. Inmates shall not remove or attempt to remove the razor blade from a razor. Inmates in administrative segregation will only be allowed to shave just prior to court, or if approved by a jail supervisor.

Female inmates will be provided with feminine napkins to maintain their feminine hygiene. Other forms of feminine hygiene needs must be approved by medical staff. Feminine hygiene products will not be used for any other purpose.

Special personal hygiene needs must be approved by medical staff.

Section 10: Inmate Clothing and Bedding

Male inmates will be issued two pair of socks, boxer underwear, undershirt, outer shirt, pants, and one pair of shoes. Females will be issued two pair of socks, underwear, bra, undershirt, outer shirt, pants, and one pair of shoes. No personal clothing is allowed unless approved for purchase off commissary or when appearing in court in front of a jury. Inmates housed in the pod area will be provided with one blanket, one sheet, one towel, and one face towel. All clothing shall remain in your cell unless actively being worn. Blankets, sheets, and towels are not allowed out of your cell unless specifically instructed to remove them by jail staff.

You will not wear the inmate linen or clothing as a headdress at any time. Inmates who intentionally damage inmate clothing or linen will be required to reimburse the Jail for the cost of the damaged item and they may be charged with an additional crime of property damage.

Inmate clothing and linen will be washed, or exchanged for clean items, at pre-scheduled intervals. Each inmate will be provided a laundry bag for their dirty clothing on designated laundry days just prior to evening lockdown. The clothing in the bag will be washed and returned to the inmate prior to 6:00 AM. During linen exchange, inmates will only be given an item to replace an issued item handed to the officer.



COLE COUNTY SHERIFF'S DEPARTMENT – JAIL DIVISION

INMATE HANDBOOK AND RULES

SECTION: 11 Inmate Food Service

EFFECTIVE DATE: 8-21-2015

Section 11: Inmate Food Service

Inmate meal times are as follows:

06:00 AM - Breakfast

12:00 PM – Lunch

5:00 PM – Dinner

All inmates except for the inmates in administrative segregation, and handicapped inmates must eat in the day room. Handicapped inmates have the option to eat in the day room if space permits or they can eat in their cell. Each pod may have a water dispenser so you can serve your own drink. Water is available in the fountain at the day room and your assigned cell. You will be issued a cup and are required to keep the cup for drink services.

Each meal comes with a drink mix packet that contains nutrient supplements. It is not just Kool-Aid®. It is important that you drink the drink mix to help maintain your health. Mix the drink mix with water. Using drink mix for any other purpose is not authorized and will result in inmate disciplinary action.

Each inmate is allowed to have one meal at each scheduled meal period; refused meals cannot be passed to another inmate. Inmates who refuse to eat will be documented and you may be requested to sign a refusal form. Inmates who refuse to eat on a regular basis will be referred for medical evaluation, and may be placed in close observation housing. Inmates that refuse to clean up after themselves may have disciplinary action taken against them.

Inmates who require a special meal for religious purposes, food allergies, or medical conditions should have identified their required special diet during booking. If you failed to mention the need of a special diet during the booking process then you can submit a Medical Request Form to request an allergy related diet, or an Inmate Request Form to request a religious diet. Religious diets must be approved by supervisors and only for inmates who can verify they have a sincerely held belief in the specific religion. Only peanut, sea food, and onion allergies will be recognized prior to medical approval. All other special diets due to allergies and medical conditions must be verified by medical staff. Inmates housed in Administrative Segregation may be limited to finger foods as necessary. The Cole County Jail does not serve any menus with peanuts, sea food, onion, or pork products in the food.

All inmates except for those assigned to eat within their cell will stack the trays in the designated area after eating. Inmates required to eat in their cell will be required to hand over their tray upon request.

Any inmate who does not leave their cell when the meal period is called will be documented as refusing the meal, and no meal will be served to that inmate until the next meal period.

Inmates who are taken to court or miss the scheduled meal service because they are out of the jail facility will be provided a sack lunch. A sack lunch will either be taken with them when leaving the jail or provided to them after returning to the jail.



COLE COUNTY SHERIFF'S DEPARTMENT – JAIL DIVISION

INMATE HANDBOOK AND RULES

SECTION: 12 Inmate Medical Services

EFFECTIVE DATE: 8-21-2015

Section 12: Inmate Medical Services

Inmates needing emergency medical assistance may use the intercom to call for immediate assistance. Inmates who see another inmate in immediate need of medical care shall immediately notify jail staff with the intercom.

Inmates requesting non-emergency medical attention will be required to fill out a Medical Request Form (Yellow Sheet). You are also required to provide accurate information during the medical questionnaire in the booking process. Medical requests made on an Inmate Request Form will be returned to the inmate and must be resubmitted on a Medical Request Form.

All medication must be approved by medical staff. Medication will be administered by staff within an hour prior to, or within an hour immediately following the prescription time. You must show your wrist band ID prior to receiving medications and must adhere to the directions given by staff. Any attempt to take another person's medication, attempting to conceal administered medication, or possession of any medication except as being administered, shall result in serious disciplinary action and possible criminal prosecution. Inmates, who attempt to "cheek" or hold medication in their mouth without swallowing it, may be required to have their medication crushed prior to it being administered.

Missouri State Statute clearly states that inmates are financially responsible for their medical care while in custody. Inmates shall be charged a medical co-pay for in house medical care covered by our medical service contract as follows:

1. Medical Protocols or Nursing Evaluations \$10.00 each.
2. Doctor Visit \$20.00 each.
3. Covered Medication: \$10.00 per medication, per month.
4. Transports to a medical clinic or hospital and guard services: \$50.00 per day.

Certain medications for specific illnesses are not covered by our medical service contract and will be charged to the inmate at the actual cost for the medication provided. All medical care, medications, and tests provided to inmates that are provided by facilities outside the Cole County Jail shall be charged to the inmate at the actual cost for the service provided.

Inmates with medical insurance should provide their insurance information and a copy of their insurance card to jail staff as soon as possible. The jail will attempt to charge medical cost to an inmate's insurance provider. However, if the insurance provider fails to pay the medical costs, it is the inmate's responsibility to pay for their medical care and request reimbursement or resolve the problem with their insurance provider.

Inmate medical expenses shall be deducted from the inmate's account. Inmates who are released and still owe medical or other expenses may have those expenses added to their court costs, have payment of expenses established as a condition for any probation given; and may be invoiced for expenses owed. Failure to pay for the expenses may result in the suspension of state issued licenses, violation of probation, submission to collections, payroll garnishment, and other civil penalties.



COLE COUNTY SHERIFF'S DEPARTMENT – JAIL DIVISION

INMATE HANDBOOK AND RULES

SECTION: 13 Intercom System and 14 Inmate Property

EFFECTIVE DATE: 3-17-2016

Section 13: Intercom System

Intercoms are to only be used for unusual or emergency situations. Contact the officer conducting a walk through for all non emergency issues or submit an Inmate Request form. You will not tamper with or damage intercoms in any way. You will be required to pay for any necessary intercom repair costs and/or criminally prosecuted for property damage.

Section 14: Inmate Property

You are authorized to possess up to two (2) general reading books and magazines at a time in your cell. The books must be paperback. You may not possess full newspapers. News paper clippings of articles may be possessed as long as the number of clippings and other property does not exceed one brown paper bag. You may possess up to two (2) additional religious books and/or educational books. Inmates can have up to two books or magazines with a published value of less than \$20.00 delivered to the jail clerk's office Monday through Friday between normal business hours. General reading books and magazines delivered to the jail will be delivered to the inmate intended for. However, all general reading books and magazines delivered to the jail shall become the property of the Cole County Jail upon delivery. The Cole County Sheriff's Department will not keep track of general reading books and magazines as personal property for inmates. Books checked out of a public library will not be accepted. Inmates who possess more than two books may release the books to a family member or the books will be confiscated and placed in the general reading material library. Any books that are missing pages, are water damaged, or show other signs of excessive wear may be confiscated and disposed of. Inmates may also possess photographs no larger than 4x6 inches. Polaroid film photographs are prohibited. Books and photos cannot contain any nudity or exposing of breast, genital area, or buttocks either directly or through tight/thin materials; content of a sexual nature; gang activity; promote any illegal activity; or in any way threaten the security of the jail facility, inmates, or staff.

You can only possess items that can fit in your assigned bunk storage area below the bottom bunk and one paper bag. Any items that exceed this space will be secured in your property or disposed of in accordance with jail rules. Inmate personal property in a cell is a privilege and can be revoked as a disciplinary measure or limited based on classification. You will have your property released to you when released or transferred from custody. If you would like to have someone pick up your property; you need to complete a property release form. All property to be released must be done so before the inmate leaves custody. Inmates with excessive personal property in storage or who are being sentenced to DOC may have their property shipped out to their family. To request your property to be shipped out, please submit an Inmate Request Form. Your property will be boxed and weighed to determine the shipping cost. You must have funds on account to ship your property. Your Inmate Request Form will be placed on record as authorization to pay for the shipping from your inmate account.

Any inmate property that is determined to be a health or safety hazard will be disposed of. This includes items that are contaminated with bodily fluids that create a bio-hazard; combustible material such as disposable lighters or items soaked in flammable liquids; and other dangerous items that pose a security threat to the jail facility, its employees, or inmates. If any property is disposed of, the inmate will receive a notice explaining why the property was disposed of and a record will be maintained in the inmate file. Any property not released prior to their release, or released with the inmate, will be considered abandoned property and disposed of after seven (7) days.



COLE COUNTY SHERIFF'S DEPARTMENT – JAIL DIVISION

INMATE HANDBOOK AND RULES

SECTION: 15 Inmate Mail

EFFECTIVE DATE: 8-21-2015

Section 15: Inmate Mail

All mail is subject to search. All mail with the exception of legal mail will be read. You must submit all outgoing mail in an open envelope with the correct postage and must have the full legal name and address of the person who is receiving the mail. The return address must contain your full legal name and have the Cole County Jail return address as follows:

Cole County Jail
PO Box 426
Jefferson city, Missouri 65102

All incoming mail must be clearly addressed to the inmate by name and submitted to the Cole County Jail as addressed above. It is the inmate's responsibility to ensure that persons sending them mail clearly address the mail. Any mail that is not clearly or properly addressed will be rejected and returned to sender.

Incoming mail will not contain anything sexual in nature, gang/criminal related, or anything else that could create a threat to the security of the jail facility. Outgoing mail will not contain anything that could create a threat to the security of the jail facility, or anything that would violate an order of protection, or is victim/witness tampering.

You can purchase writing material, and pre-stamped envelopes through commissary. Stamps are not allowed in the jail facility. You can request an indigent package only after thirty (30) or more days of having no inmate funds. The indigent package can only be requested every thirty (30) days. An indigent package contains paper, a pen, and two (2) pre-stamped envelopes that will allow you to send out two (2) standard postage weight letters.

Legal mail must be clearly marked as "Legal Mail." Legal mail will be opened for inspection in front of the inmate unless there is reason to believe the item marked legal mail contains dangerous contraband. Any attempt to falsely mark mail as legal mail shall result in the mail being considered contraband and may lead to the criminal prosecution of the sender.

With the exception of legal mail, the Cole County Jail will only accept mail in envelopes no larger than 6x9 inches. No other mail is authorized to be sent to an inmate of the Cole County Jail without prior approval. To request approval to receive other mail in excess of a standard 6x9 inch envelope, submit an Inmate Request Form detailing what you would like to send, who will be sending it, and why you need the items in the package. The Assistant Jail Administrator will approve or disapprove your request. If approved a copy of your request will be returned to you authorizing you to contact the sender to post the package. Failure to follow these rules will result in the package being refused and returned to sender.

All incoming mail determined to be in violation of jail rules, or with an incomplete return addresses, shall be returned to the sender. The sender will be notified of why the mail was rejected and may appeal the decision to the Jail Administrator. Outgoing mail that has been found to be in violation of jail rules may be returned to the inmate, placed in the inmate's property, or secured as evidence of a crime. Inmates will be notified when incoming or outgoing mail is rejected and may contest the decision through the inmate grievance procedure.



COLE COUNTY SHERIFF'S DEPARTMENT – JAIL DIVISION

INMATE HANDBOOK AND RULES

SECTION: 16 Inmate Telephone Service

EFFECTIVE DATE: 8-21-2015

Section 16: Inmate Telephone Service

You will have access to the inmate telephone system during regular day room periods. Inmates will be assigned a PIN number consisting of their 6 digit inmate number and a 4 digit personal security number that you choose yourself. The PIN number must be used when making inmate telephone calls. Inmates are responsible for the security of your PIN number. Inmates shall not use another inmate's PIN number at any time. Inmates shall not authorize another inmate to use their PIN number at any time. Inmates who believe their PIN number has been compromised may submit an Inmate Request form asking for their phone account to be checked and PIN number to be changed. Inmates will not be reimbursed for the loss of funds due to a failure to keep your PIN number secure. Inmates who use another inmates PIN number may be prosecuted for stealing.

Inmate phone calls may be paid for as follows:

1. Collect calls to persons who are willing to accept the call.
2. Inmate account debit calls paid by funds available in the inmate's jail account.
3. Family debit calls paid for by accounts set up with the phone service provider.

Inmates may advise their friends and family to call the inmate phone service provider at 1-888-506-8407 to set up or put money on an inmate's phone account. The following rules apply to inmate phone calls:

1. Inmate should initiate calls at least fifteen (15) minutes prior to the start of a scheduled lock down period. When a lock down is called, inmates shall immediately hang up the phone and go directly to their cell for lock down. Any inmate who fails to immediately hang up, will have the phone call disconnected by jail staff, and may be disciplined for failure to follow jail rules.
2. No inmate shall interfere with another inmate's phone call or ability to make a phone call.
3. Inmate phone calls are limited by the phone system to fifteen (15) minutes. When an inmate completes a phone call, they must step away from the phone to allow other inmates to use the phone before trying to make another phone call.
4. Inmates are not authorized to use the jail administrative phones except in unusual circumstances approved by the shift supervisor.
5. Inmates will not be given messages from people who call the jail. All correspondence will go through mail, inmate phones, or visitation.
6. Three way calls are not allowed when making calls from the inmate phone system. Inmates that are found to have made a three way call through the inmate phone system may have the phone call cut off, and may be disciplined.
7. Inmates shall not use the inmate phones to attempt to contact the victim of a crime they are in custody for, violation of an order of protection, commit victim or witness tampering, or any other violation of the law.
8. Inmates shall treat the inmate phones with due care, and shall not damage the inmate phones at any time. Inmates who damage inmate phones will be held financially responsible for cost of the phone repair, and may be criminally prosecuted for property damage.
9. Telephones may be turned off as necessary for safety and security reasons.



COLE COUNTY SHERIFF'S DEPARTMENT – JAIL DIVISION

INMATE HANDBOOK AND RULES

SECTION: 17 Visitation

EFFECTIVE DATE: 3-16-2016

Section 17: Inmate Visitation

Inmate visitation is a privilege, with the exception of attorney and clergy visits, and may be denied to inmates who fail to follow rules. Any violation of the rules will result in the termination of the visit and possibly future visits. All non-attorney and non-clergy visits will be over the video visitation monitoring system. All visits are recorded and may be monitored at any time. Visits may be terminated for fighting, creating a disturbance, displaying nudity, sexual acts or gestures, or the use of profanity. All visits requested to be scheduled must be initiated by the visitor. Inmates who want someone to visit them should contact the individual by use of the inmate phone system or writing them a letter. Video visitation may be accomplished in two ways as follows:

1. In House Visit from the Jail Public Visitation Center:
 - Visitation Hours are from 9:00 AM – 11:00 AM and 1:00 PM – 4:00 PM Monday, Tuesday, Thursday, and Friday.
 - There will be no visits from the Public Visitation Center on county approved holidays unless approved by the Jail Superintendent.
2. Remote Visits over the Internet:
 - Visitors may also visit remotely over the internet. Remote visits may be conducted during the times listed above for in house visits. In addition to the above days and times, remote visits may be conducted on weekends and holidays between the above times. Remote visits may also be conducted during the evening between 6:00 PM and 9:00 PM.

All adult visitors are required to register as a visitor and be approved. Register on line by going to www.ICSVideoVisit.com. Visitors who do not have access to a computer may do so in the Cole County Sheriff's Department Jail Lobby on the video visitation kiosk. Visitors with special needs may contact the jail clerk's office in person or by calling 573-635-7070 for assistance. Visitor registration approval requires one business day. Visitors will be notified by email if they have been approved or denied registration as a visitor.

Once a visitor is approved the visitor can go on line and schedule a visit with an inmate. Visits must be scheduled at least two business days in advance, and no more than two weeks ahead of time. Visitation rules for visitors must be agreed to by the visitor when scheduling on line, and are posted at the entrance to the public visitation room. Any violation of visitation rules by a visitor or an inmate will result in immediate termination of the visit and could result in the denial of visitations in the future.

Inmates are limited to two in house visits, and two remote visits per week. There is no charge for in house visits. Remote visitors are required to set up an ICS Inmate Phone Account, and will be charged \$15.00 per remote visit. All visits in house and by remote are for a maximum of 30 minutes and begin at the top of the hour and half hour. Visits will not be extended beyond the scheduled visitation time.

Persons on probation or parole are not authorized to visit an inmate.

It is the inmate's responsibility to notify their visitors of their scheduled court dates and programs activities that could interfere with a scheduled visit. Inmates may log onto the housing unit kiosk to check for any scheduled visitation.



COLE COUNTY SHERIFF'S DEPARTMENT – JAIL DIVISION

INMATE HANDBOOK AND RULES

SECTION: 18 Commissary

EFFECTIVE DATE: 3-16-2016

Section 18: Inmate Commissary

Purchases and possession of commissary is a privilege and may be limited or taken away for medical reasons, based on classification, or disciplinary purposes. Purchases may be done if the inmate has available funds on their account. The approved ways to deposit money on inmate account are:

1. Money on an inmate's person when booked into the jail will be deposited on the inmate account.
2. Money orders sent to the jail by mail, must be made payable to the Inmate Account with the inmate's name in the notes section of the money order.
3. Inmates may have funds deposited into their account by utilizing the jail lobby kiosk.
4. By the internet at www.inmatedeposits.com or phone at 688-353-1884

Commissary order cannot exceed \$50, may be limited based on classification, will be delivered once per week, and the inmate cannot possess more commissary than what will fit in one brown paper bag. The inmate will verify and sign the order receipt and upon the inmates signature they will be authorized to possess the commissary. If an inmate does not sign the receipt then the order will be secured in the inmate's property. Inmates, whose commissary privilege is revoked, will have the commissary that they possess secured in their property and pending orders denied. If you are transferred or released prior to a commissary order being received, then you will have five (5) days from the date the order is received to pick it up, or complete a property release form for someone else to pick up the order. After five (5) days the order will be disposed of.

Inmates on administrative segregation may only possess hygiene and writing material from commissary. Any inmate who signs for commissary not intended for them will be locked down and prosecuted for stealing.

Inmates may order commissary by logging on to the visitation / programs kiosk in their assigned pod day room. It is the inmate's responsibility to remember their log in ID and password. It is also the inmate's responsibility to keep their log in information confidential. It is a violation of jail rules to give any inmate your log information or to use the log in information from another inmate. Violation of commissary rules will result in loss of commissary privileges. Instructions for use of the visitation / programs kiosk will be posted on the wall at the kiosk. Any inmate needing special assistance may do so by submitting an Inmate Request Form.

Upcoming inmate visitation will be displayed on the kiosk screen. Inmate visitation takes priority over use of the kiosk for any other reason. Inmate's using the kiosk for other than visitation will have their log on session terminated just prior to a scheduled visitation. Any inmate who refuses to vacate the visitation kiosk station in order to interfere or prevent the scheduled visitation is in violation of jail rules.

Inmate time at a visitation / program kiosk may be limited. If the visitation / program kiosk terminates an inmate log in session; the inmate must step away from the kiosk and allow another inmate to use the kiosk before logging in again. Failure to back away from a kiosk in this situation or attempting to prevent another inmate from using a kiosk is a violation of jail rules.



COLE COUNTY SHERIFF'S DEPARTMENT – JAIL DIVISION

INMATE HANDBOOK AND RULES

SECTION: 19 Pod Day Room TV and 20 Inmate Request Forms

EFFECTIVE DATE: 8-21-2015

Section 19: Pod Day Room TV

Television is a privilege and can be revoked as a disciplinary measure, or limited based on classification. The TV may only be on between 6:00 AM and 10:00 PM. The inmate majority will choose the TV station, if a clear majority can't be determined then the TV will go off or the jail employee will choose. The TV station can be changed once per hour when the rover is in the pod. Do not use the intercom to request the television to be changed. Specific television channels may be restricted based on classification. Televisions may be turned off at any time as determined by staff to conduct business within a pod.

Day room televisions may also be used to transmit information to inmates when necessary such as updates to inmate rules, inmate education programs, and other jail services related information. When determined necessary, information transmissions will take priority over any television programming.

Section 20: Inmate Request Form

Inmates Request Forms (Green Sheet) are for internal jail communications between inmates and staff only. Inmates may submit an Inmate Request Form as detailed in various sections of the inmate handbook, request information about the status of their confinement, or ask questions of jail staff concerning jail issues. Inmate Request Forms may only be submitted by an individual inmate.

All header sections of the Inmate Request Form must be completed to ensure that jail staff may appropriately respond and return the Inmate Request Form to the inmate. The "Inmate Request" box must be marked. Any Inmate Request Form that is marked as a "Grievance" that does not meet the requirements of a grievance will be returned to the inmate marked "No Action Taken." Inmate Request Forms submitted by multiple inmates will not be responded to by jail staff.

All Inmate Request Forms will be handled by the Shift Supervisor receiving the form, and will not be distributed to anyone outside of the jail facility. Shift Supervisors have seventy-two (72) hours to respond to an Inmate Request form. Any duplicate Inmate Request Forms submitted within the seventy-two (72) hour period will not be responded to or returned to the inmate. Inmate Request Forms may not be used for anything other than making an inmate request or submitting a grievance. Inmates may be charged for any Inmate Request Forms they use for any other reason at ten (10) cents per copy.

Inmates requesting information or wishing to correspond with anyone outside the jail facility must do so by telephone, the mail, or visitation.



COLE COUNTY SHERIFF'S DEPARTMENT – JAIL DIVISION

INMATE HANDBOOK AND RULES

SECTION: 21 Access to Courts and 22 Copy Services / Notary Services

EFFECTIVE DATE: 8-21-2015

Section 21: Access to Courts

You may schedule visits with your legal representative by telephoning or send mail to contact them. If you cannot afford to hire your own attorney you may fill out a Public Defenders Application form to request their services. You may also contact the Cole County Public Defender's Office during day room hours at 573-644-7202. The call to the Public Defender's office is a free telephone call through our inmate phone system.

After you contact your legal representative, they can schedule a visit with you by calling 573-635-7070. No visits will be allowed between the hours of 11:00 AM to 1:00 PM, 4:00 PM to 6:00 PM, or 9:00 PM to 8:00 AM except in felony cases the day prior or the day of a hearing or trial. In those exceptions, the visit must be approved by the Assistant Jail Administrator or higher authority.

Most attorney visits may be contact visits as long as the Jail's Contact Visitation Rules are followed. The jail has the authority to bar anyone from entering the jail for violations of the Contact Visitation Rules or as necessary to maintain the safety and security of the facility. If a contact visit cannot be conducted, your legal representative may visit you through the Video Visitation System or in special situations by telephone call when approved by the Assistant Jail Administrator or higher authority.

Inmates may contact the Public Defender's office, a private attorney, other legal service agencies or persons by telephone, mail, or visitation to obtain legal advice or conduct legal research. Inmates may have legal research material delivered to the Jail Clerk's office during normal business hours for inspection and delivery to the inmate. Legal research material within an inmate's cell shall not exceed the property quantity rules detailed earlier in the handbook. Inmates may submit an Inmate Request Form to inspect their legal research material located in the inmate property room. Inmates may inspect their legal research material to exchange the material being used in their cell one time per day. All other legal research material shall be placed in the inmate's property in the property room or released to someone outside the jail.

Inmates may file legal documents with the court through the mail. Inmates may request to have documents notarized by submitting an Inmate Request Form. Inmates may request the address and telephone number to a specific court by submitting an Inmate Request form. Jail Staff shall not provide legal advice or assistance to inmates at any time.

Section 22: Inmate Copy Services

Inmates may request photocopies of documents by submitting an Inmate Request Form detailing how many copies are needed of each document. Inmates must have funds on their inmate account and the inmate will be charged ten (10) cents per page.

Inmates may request notary services by submitting an Inmate Request Form. For legal documents or other documents approved by the Jail Administrator, Notary services are free of charge, and may only be conducted during business hours on Monday to Friday. The Inmate is responsible for providing any documents to be notarized. All documents to be notarized must be signed in the presence of the notary and the inmate must sign the notary's ledger book.



COLE COUNTY SHERIFF'S DEPARTMENT – JAIL DIVISION

INMATE HANDBOOK AND RULES

SECTION: 23 Inmate Grievance Procedures

EFFECTIVE DATE: 8-21-2015

Section 23: Inmate Grievance Procedures.

1. Grievance: An individual inmate may file a grievance concerning a violation of their civil rights, a criminal act, an unjust denial or restriction of inmate privileges, or a prohibited act by facility staff; and request corrective action by completing and submitting an Inmate Request Form (Green Sheet) within two days of the date and time of the incident. When using an Inmate Request Form to file a Grievance the inmate shall mark the "Grievance" box on the form. The date and approximate time of the incident or violation detailed in the grievance must be included on the form. The location where the incident or violation occurred must be on the form. The form must contain sufficient details to ensure the incident or violation is clearly identified, who was involved in the incident, who witnessed the incident, and any other information the inmate wishes to be taken into consideration. The inmate shall sign and date the Grievance Form. Grievances may not be filed by multiple inmates on the same form and cannot be filed for actions involving another inmate. Failure to properly submit a Grievance Form will result in the Grievance form being returned with no action taken due to failing to follow the filing procedures.

Inmates shall not file duplicate grievances concerning the same incident once a first grievance has been submitted and accepted. Duplicate grievances will be returned to the inmate marked "No Action Taken Duplicate Grievance."

Inmate grievances shall be turned into jail staff directly. Inmate Grievances not submitted directly to jail staff shall not be accepted. Jail staff will accept any grievance submitted directly by an inmate and will place their initials, badge number, date, and time received in the top left corner of the form. Jail staff will deliver the Grievance Form to the shift supervisor without any unnecessary delay.

The shift supervisor will review the Grievance Form and determine if the proper procedures were followed when filing the grievance. If the proper procedures were not followed, the shift supervisor shall return the grievance to the inmate marked "No Action Taken for Failure to Follow Grievance Procedures". If the grievance procedures are followed, the shift supervisor will review and investigate the complaint in a reasonable amount of time based on the type and nature of the complaint. The shift supervisor may interview the inmate who filed the grievance, interview jail staff, interview witnesses, review video, and collect evidence as necessary to investigate the grievance. The shift supervisor may also refer the grievance to another shift supervisor or Assistant Jail Administrator for review if appropriate based on the nature of the grievance or if the grievance involves a complaint against the shift supervisor them self. After the review is completed the Grievance Form will be returned to the inmate marked as "substantiated" or "unsubstantiated" and may include what action is being taken to correct the issue detailed in the grievance or why the grievance was determined to be "unsubstantiated."

2. Appeal of a Grievance: Inmates who receive a grievance response and do not agree with the response may submit an appeal within seven (7) days. To submit an appeal to the grievance the inmate must submit a new Inmate Request Form with the "Grievance First Appeal" box marked. The Grievance Appeal must refer to the original grievance made to include the approximate date and time the original grievance was made and nature of the complaint. A detailed statement as to why they are appealing should be written on the form. Simply disagreeing with the conclusion of the original grievance made is not sufficient grounds to appeal a

grievance. The inmate shall sign and date the grievance appeal. The appeal will be turned into Jail Staff directly. Jail staff will place their initials, badge number, and date and time received to the left corner of the form.

The jail staff will deliver the appeal to the Assistant Jail Administrator. The Assistant Jail Administrator will review the grievance appeal to ensure it was made appropriately. If the grievance appeal was not made appropriately it will be returned to the inmate marked "No Action Taken Grievance Procedures Not Followed." If it was made appropriately the Assistant Jail Administrator will review the original Grievance filed, the investigation conducted by the shift supervisor, and any new evidence deemed necessary in a reasonable amount of time based on the type and nature of the complaint. The Assistant Jail Administrator will return the appeal to the inmate marked "substantiated" or "unsubstantiated" and may include what action is being taken to correct the issue detailed in the appeal or why the appeal was determined to be "unsubstantiated."

3. Appeal Review: Inmates who receive a grievance appeal and do not agree with the response may submit a request within seven (7) days to have the appeal reviewed. To submit a request to have the appeal reviewed the inmate must submit a new Inmate Request form completely filled out with the "Grievance Second Appeal" box marked. The second appeal should reference the original grievance made and the first appeal made to include the date they were made. A detailed statement as to why they are requesting the appeal review should be included. The inmate must sign and date the second appeal. The request for appeal review shall be turned into jail staff directly. Jail staff will place their initials, badge number, date, and time received to at the top left corner of the form. The jail staff will deliver the request for appeal review to the Jail Administrator without delay.

The Jail Administrator will review the original grievance filed, the investigation conducted by the shift supervisor, the appeal conducted, and any new evidence deemed necessary in a reasonable amount of time based on the type and nature of the complaint. The Jail Administrator will determine if the original incident detailed in the grievance involves a serious violation of an inmate's civil rights or criminal act. If the original incident involves a serious incident, the Jail Administrator will forward the grievance second appeal to the Sheriff, who will determine who will conduct the appeal review. Upon completion of the appeal review, the Jail Administrator will return the appeal review to the inmate marked "substantiated" or "unsubstantiated" and may include what action is being taken to correct the issue detailed in the appeal review or why the appeal review was determined to be "unsubstantiated."