

Walton County Department Of Corrections



INMATE HANDBOOK

Stan Sunday
Corrections Director

**Duly adopted and updated by the Walton County
Board of Commissioners on February 14, 2012.**



**This booklet is the property of the Walton
County Department of Corrections and must
be returned upon release. Destroying,
altering, writing or damaging this booklet is a
violation of Florida Model Jail Standards and
agency policy. Violators are subject to
criminal, administrative or financial penalties.**

WCDOC INMATE HANDBOOK
INTRODUCTION

You are now in the care of the Walton County Department of Corrections (WCDOC), 796 Triple G Road, DeFuniak Springs, FL 32433. While it is evident that your stay with us is the result of circumstances or events beyond the Department's control, we pledge that during your stay you will receive quality care from our professional staff.

This handbook is provided to help answer questions that you may have during your confinement in the Walton County jail system.

One of our objectives is to protect your rights. It is also very important that you respect the rights of your fellow inmates, WCDOC personnel, contractual personnel, volunteers and visitors. It is therefore important that you make yourself familiar with this handbook.

It contains valuable information about many of the rules and regulations that govern the facilities and individuals incarcerated. Also, it contains information on the programs and services available to you during your incarceration. If you have questions not covered in this handbook, facility personnel are available to assist with answers.

During your incarceration, it is expected that staff will receive your full cooperation. Also, you will abide by all the rules and regulations as mentioned in this handbook and/or posted throughout the facilities. Anyone who violates rules of the WCDOC or whose conduct poses a serious threat to the safety and welfare of others or the security of our institutions will be subject to administrative review, which may result in disciplinary sanctions, administrative/disciplinary confinement and/or additional criminal charges.

We urge you to follow WCDOC rules and take advantage of opportunities and services provided

which may allow you to change the circumstances that led to your incarceration.

This handbook is, and remains, the property of the Walton County Department of Corrections. You will be required to return this copy prior to your release from this facility. If this handbook is lost or destroyed, you will be charged the current replacement cost before being released.

We are committed to providing safe, secure and humane detention during your time here.

Stan Sunday

**Major Stan Sunday, Director
Walton County Department of Corrections**

GENERAL INFORMATION

This handbook was developed to answer any questions you may have. It spells out your responsibilities, rights, privileges you may earn, disciplinary actions that may be taken, services you may be eligible for, and what programs may be available to you.

Inmate Request and Grievance forms will be handed out by post officers upon verbal request from the inmate. Inmate request forms, grievance forms and outgoing mail will be placed in the mailbox located in each pod or given to a staff member if you are in segregation. Filled out forms and mail will be picked up once per work day.

POLICY STATEMENT

It is the policy of the Walton County Department of Corrections that all inmates will be treated the same. Any privileges given or disciplinary action taken will be done in a fair and professional manner, and shall be fair, reasonable, consistent and administered in such a way as to insure that the inmate's constitutional rights shall be observed. All discipline shall be accomplished with dignity, reason and humanity.

The Walton County Department of Corrections complies with the regulations in the Florida Model Jail Standards (F.M.J.S.), which is available for review upon request.

WCDOC INMATE HANDBOOK

ALL PREMISES OF THE WALTON COUNTY DEPARTMENT OF CORRECTIONS ARE SUBJECT TO VIDEO AND AUDIO MONITORING AND RECORDING, EXCEPT LAWYER/INMATE VISITATION AREAS.

All tobacco, smokeless tobacco products, matches and lighters will be taken by the booking officer during intake and will be placed into the inmate's personal property.

THIS IS A TOBACCO FREE FACILITY. Any inmate found in possession of tobacco or any tobacco product on the grounds, in a vehicle of, or anywhere inside the Walton County Department of Corrections facility is subject to disciplinary action and/or felony criminal charges.

DEFINITIONS

- A. *Administrative Confinement*-The segregation of an inmate for investigation, protection or some causes other than disciplinary action.
- B. *Contraband*- Any item(s) possessed by inmates or found within the confinement facility which are not sold in the commissary, approved items which have been altered or in quantities greater than approved, or items brought back from court appearances or furloughs which have not been pre-approved.
- C. *Disciplinary confinement*- The segregation of an inmate for disciplinary reasons.
- D. *Gain Time*- Days awarded to shorten a sentenced inmate's time of incarceration according to Florida Statutes Chapter 951.
- E. *General correspondence*- Correspondence between an inmate and a party other than those designated as privileged agents.
- F. *Grievance forms*- forms available that inmates shall use to grieve problems concerning the facility or personnel after trying to resolve them through the request procedure.
- G. *Indigent inmates*- Inmates maintaining a balance of \$.50 or less for a minimum of seven (7) days.
- H. *Inmate request form*- Forms available that inmates should use to communicate requests, suggestions or concerns with facility personnel.
- I. *Privileged correspondence*- Correspondence between an inmate and attorneys, legal service agencies, judges, clerks of federal, state or local courts, public officials, probation and parole authorities and grievable systems.
- J. *Protective custody confinement*- Confinement inmates are placed in when, in the opinion of the Corrections Director, or his designee, the continued

presence of an inmate in general population would pose a serious threat to the inmate or the security or the orderly operation of the facility. Inmates may request protective custody confinement when they believe a serious threat exists to them.

- K. *Working days*- Monday through Friday, excluding holidays.

BOOKING

Inmates are required to provide the booking officer with all necessary booking information, to include an Emergency Contact Person and Number. Bondsmen contact information is available at booking and on Inmate Channel 2 on your Pod Televisions. All personal property will be taken from the inmate except the underwear they are wearing and placed in the inmate's stored property.

Inmates are provided two (2) jail uniforms at booking, along with bedding, linens and initial toiletry items. Additional clothing and toiletry items may be purchased from the commissary. No outside food or clothing items are permitted to be brought inside the facility.

CLASSIFICATION

Classification is a process by which a security level is established for each individual inmate. Each inmate is classified using information resources such as criminal, medical and social histories.

Classification is done by a Classification Officer/Specialist. They review each inmate's bed assignment. All bed assignment changes must have prior written approval. Inmates may request a bed assignment change by submitting an Inmate Request Form to the Shift Supervisor, Classification Officer or Support Lieutenant.

GAIN TIME

Inmates receive gain time in accordance with F.S. 951.21 and the Walton County Department of Corrections rules and policies. Gain time is a privilege and is only earned by inmates who are sentenced.

Gain time is awarded in the following manner:

1. Five (5) days per month statutory gain time will be granted to all sentenced inmates not on any trustee status for proper good conduct, good housekeeping, good personal hygiene and good attitude.
2. Five (5) days per month will be granted for working as a trustee.
3. Inmates who violate any of the rules, regulations or policies and procedures of the Walton County Department of Corrections may lose all or part of accumulated gain time. See F.S. 951.21 (4).

WCDOC INMATE HANDBOOK

4. Inmates sentenced to thirty (30) days or less, or inmates incarcerated for non-payment of child support are not entitled to county gain time.
5. Up to ten (10) days of gain time may be awarded to an inmate upon Successful completion of the GED test administered through the Department.

- J. Any time an inmate commits a violation of county, state or federal laws, he will be dealt with through law enforcement agencies and the court system. This does not exclude him from the disciplinary report process.

DISCIPLINARY PROCEDURES

All inmates housed in this facility will be held responsible for their actions. The following policies and procedures outline how an inmate accused of disobeying the rules and regulations will be dealt with.

In accordance with the F.M.J.S. an inmate can be deprived of bedding, clothing, towels and other items if the inmate's actions deem it necessary. Inmates may also be placed on special management meals for certain behavioral problems.

- A. Should a staff member believe an offense cannot be handled by a verbal warning; a written disciplinary report will be filed.
- B. An inmate will be placed in Administrative Confinement if he/she constitutes a threat to themselves, others, or the security of the facility.
- C. An inmate can be placed in Administrative Confinement while a Disciplinary Report is being prepared, pending its outcome.
- D. An inmate may be placed in Administrative Confinement when he requests protective custody and then only as a last resort.
- E. An inmate will be notified, in writing, at least twenty-four (24) hours prior to the Disciplinary Hearing of any disciplinary charges against him. An inmate can waive the 24-hour notification in writing.
- F. A Disciplinary Hearing will be held as soon as possible after the twenty-four (24) hour notifications; but in no event will it be later than seven (7) working days after the incident.
- G. The inmate may request a staff member to help him at the Disciplinary Hearing.
- H. The inmate shall have the opportunity to request witnesses or present documentary evidence on his behalf, unless doing so would be irrelevant, redundant or would endanger the safety of the inmate.
- I. The inmate will be present during the hearing unless he waives the right in writing or is excluded for reasons of facility security.

CONDUCT VIOLATIONS

Rules and Regulations are established for the safety of inmates and staff, and to ensure an efficiently operated facility.

MAJOR INFRACTIONS/OFFENSES/ MINOR INFRACTIONS AND PENALTY IMPOSED:

1. Arson-setting a fire; **30DC-ALL GT**
2. Assault/Battery-an attack upon the body of another person. This includes Sexual Battery; **30DC-ALL GT**
3. Extortion/Blackmail/Protection-demanding or receiving anything of value in return for protection against others to avoid bodily harm, or under threat of informing; **30DC-30GT**
4. Attempt/Conspiracy- this offense- covers those who do not actually commit the offense, but participate in the following ways:
Attempts to commit the offense.
 - a. Solicits another or others to commit the offense.
 - b. Conspires with another or others to commit the offense.
 - c. Facilitates the action of another or others in committing the offense.
5. Counterfeiting, forging or - unauthorized reproduction of any document, article, identification, money or official paper. **30DC-30GT**
6. Causing the death of any person. **30DC-ALL GT**
7. Destroying, changing, damaging or defacing any property of the Walton County Department of Corrections or any other person. **15DC-30GT**
8. Detaining a person against his will by keeping a person in or removing them from an area without the agreement of the person who is being kept or removed. Example: the taking of hostages. **30DC-30GT**

WCDOC INMATE HANDBOOK

- | | |
|---|---|
| <p>9. Escape or attempted escape- leaving the grounds of an institution, or from the custody of an officer outside the facility without permission, failure to return from a furlough, leaving a place of assignment outside the facility or planning of any of the previously mentioned acts. 30DC-30GT</p> <p>10. Failure to follow verbal or posted rules and/or orders- not following any written rules or regulations or any verbal order given an inmate by any staff member. 20DC-30GT</p> <p>11. Fighting-engaging in physical conflict with another person. 30DC-30GT</p> <p>12. Gambling- operating or participating in any game of chance involving betting or wagering goods or other valuables; or in possession of gambling paraphernalia. 10DC-15GT</p> <p>13. Hindering an employee in the performance of his duties, acting in such a way to interrupt an employee during his work time, such as causing delays, giving false information. 20DC-30GT</p> <p>14. Insurrection- participation or encouraging others to participate in unauthorized activity, such as rioting or a work stoppage. 30DC-ALL GT</p> <p>15. Possession of Contraband- having in one's control anything not authorized for the retention or receipt by an inmate and not issued to him through regular institutional channels. 30DC-15GT</p> <p>16. Misuse of authorized medication. 20DC-15GT</p> <p>17. Engaging in or encouraging a group demonstration. 30DC-ALL GT</p> <p>18. Malingering-faking/feigning an illness. 10DC-15GT</p> <p>19. Alteration of any food or drink-making of alcoholic beverage or food. 20DC-30GT</p> <p>20. Tampering with or blocking any locking device. 30DC-30GT</p> <p>21. Wearing a disguise or mask. 30DC-30GT</p> <p>22. Possession of stolen property. 20DC-30GT</p> <p>23. Refusal to submit to a drug or intoxicant test. 30DC-30GT</p> <p>24. Inmate refusal to submit to a search of his body, belongings or living area. 30DC-30GT</p> | <p>25. Refusal to work. 20DC-30GT</p> <p>26. Repeated violations of minor rules-obtaining three (3) minor rule violations within a thirty (30) day span. 30DC-30GT</p> <p>27. Sexual Misconduct-Examples: engaging in sexual acts with others, exposing oneself in a deliberate and/or obscene manner, masturbation, kissing, hugging or making sexual proposals or threats. 30DC-30GT</p> <p>28. Theft. 20DC-30GT</p> <p>29. Threatening another, through any actions or words, that harm will come to them. 30DC-30GT</p> <p>30. Unauthorized receipt of any item of value. 20DC-30GT</p> <p>31. Unauthorized sale or transfer of any property. 15DC-15GT</p> <p>32. Unauthorized use or making of any drug or intoxicant. 30DC-30GT</p> <p>33. Not following visitation rules and regulations; correspondence or conduct with a visitor in violation of posted rules and regulations; making sexual or obscene gestures or movements while engaging in visitation. 20DC-15GT</p> <p>34. Unauthorized use of mail or telephones. 20DC-15GT</p> <p>35. Unauthorized contact with the public, such as at a work site, any outside appointments or unauthorized contact with family and friends. 30DC-30GT</p> <p>36. Disorderly conduct-behavior such as loud talking, yelling, pushing, beating, or kicking which creates a disturbance and/or disrupts the orderly operation of the facility. 30DC-30GT</p> <p>37. Failure to maintain personal hygiene- not taking a minimum of two (2) showers per week, not exchanging uniforms and linens as scheduled. 10DC-15GT</p> <p>38. Being present in any area designated though verbal, written or posted orders as being unauthorized. 15DC-15GT</p> <p>39. Self-mutilating or tattooing. 20DC-30GT</p> <p>40. Possession of tobacco Products, or any items pertaining, to smoking inside/outside. Facility. WCDOC is a smoke free facility. 30DC-15GT</p> <p>41. Unexcused absence from work or any assignment. 30DC-30GT</p> |
|---|---|

WCDOC INMATE HANDBOOK

- 42. Not keeping a sanitary, neat and clean living area. **15DC-15GT**
- 43. Use of vulgar, abusive or obscene language towards a staff member, visitor or another inmate. **30DC-30GT**
- 44. Possession or introduction of any explosive, ammunition, firearm or weapon. **30DC-ALL GT**
- 45. Loaning of property or anything of value for profit or increased return. **15DC-15GT**
- 46. Rioting or encouraging others to riot. **30DC-ALL GT**
- 47. Lying or providing a false statement to a staff member. **30DC-ALL GT**
- 48. Misuse of any equipment or machinery contrary to instructions or posted safety standards. **20DC-30GT**
- 49. Giving or offering a bribe. **30DC-30GT**
- 50. Failing to stand count or interfering with count-failure to be on assigned bunk in plain view of the officer and/or interfering by causing a disturbance, talking or any activity that would disrupt the counting process. **15DC-30GT**
- 51. Removal or tampering with a identification card. **15DC-30GT**
- 52. Disrespect or insolence towards staff- such as insulting or vulgar verbal or written statements and/or distasteful or insulting gestures meant toward staff. **30DC-30GT**
- 53. Tampering with any part of the fence on the recreation yard. **30DC-ALL GT**
- 54. Being present in any cell the inmate is not assigned to. **15DC-15GT**
- 55. Tampering with anything that is not that inmate's property. **20DC-15GT**
- 56. Any attempt to circumvent any facility procedure. **30DC-30GT**
- 57. Wearing a head rag. **10DC-15GT**
- 58. Changing bunk assignment without authorization. **10DC-15GT**
- 59. Engaging in any type of communication with inmates of the opposite sex, unless authorized. **20DC-30GT**
- 60. Hanging items (linen, clothes, towels, etc.) on bunks, tables, stairs, railings or in any window (items must be stored in bins, on shelves or on towel hooks). **10DC-15GT**
- 61. Placing any item over any

- security light or camera. **15DC-15GT**
- 62. Making or having in one's possession any item made with county property, such as garbage bag necklaces, head rags, etc. **15DC-15GT**
- 63. Use of gang signs and/or language. **15DC-15GT**
- 64. Using another inmate's booking number, ID card, telephone account or commissary account; and/or permitting another inmate to use an account not belonging to them. **15DC-15GT**
- 65. Mailing letters out to be mailed back into another inmate or using another inmate to mail unauthorized correspondence. **20DC-30GT**
- 66. Wearing uniform pants below the waist. **10DC-15GT**
- 67. Failing to perform work as instructed by a supervisor. **10DC-15GT**
- 68. Participating in an unauthorized meeting or gathering. **20DC-30GT**
- 69. Failure to follow safety and sanitation rules and regulations. **15DC-15GT**
- 70. Mutilating or altering issued clothing, bedding, mattresses, pillows, etc. **20DC-10GT**

PENALTIES FOR VIOLATING RULES AND REGULATIONS

This facility utilizes a Disciplinary Hearing Officer (DHO). The DHO may impose one or more of the following penalties if any inmate is found guilty of violating any of the rules and regulations of the facility:

1. Loss of privileges (visitation, telephone, commissary, trustee, etc.) for a maximum of thirty (30) days,
2. Restitution,
3. Loss of accumulated gain time,
4. One (1) to thirty (30) days of Disciplinary Confinement, per offense committed.

DISCIPLINARY SANCTIONS:

The DHO shall decide what sanctions shall be applied to the inmate if found guilty of the violation(s). The DHO has the right to impose the maximum penalty; however he/she can evaluate the case and impose a lesser penalty if he/she feels it appropriate. The DHO shall submit this written decision to the Corrections Director for final approval. After approval by the Corrections Director, the inmate shall receive a copy of the Disciplinary Notification form with the sanctions taken and the expected release date from confinement.

WCDOC INMATE HANDBOOK

DISCIPLINARY ACTION APPEALS:

An inmate can appeal the decision of the DHO to the Corrections Director. To appeal a DHO decision an inmate must have followed the grievance procedures. An inmate has five (5) working days to appeal a decision.

GRIEVANCE PROCEDURES

Prior to a grievance being filed, a request form must first be written to try and resolve the situation. When appealing a disciplinary sanction the request form is not required.

An inmate may file a written grievance through the appropriate channels. Grievance forms are available upon request from the post officer.

A. The following matters can be grieved by inmates:

1. Application of policies, rules and regulations,
2. Individual staff and inmate actions,
3. Reprisals against inmates for filing an inmate grievance.

B. The following matters cannot be grieved by inmates:

1. State and Federal court decisions,
2. State and Federal regulations,
3. The Corrections Director's final decision on grievances.

C. An inmate may not submit a grievance on behalf of another inmate.

D. Time Guidelines:

1. An inmate must file a grievance within five (5) days of his first knowledge of the incident,
2. The inmate must submit an appeal to the Corrections Director within five (5) days of his receipt of the DHO's decision,
4. An inmate may request that a grievance be considered an emergency, if he feels a risk of personal injury. In such case, a grievance will be handled with the utmost urgency.

INMATE WORK PROGRAMS

Only inmates sentenced to county time may be required to participate in work programs, however, those held in pre-trial status may volunteer for work programs.

The classification officer/Specialist will decide who is made a trustee and which non-sentenced inmates, if any, can volunteer for trustee work. Trustee status is a privilege, not a right. All Trustee assignments are at the discretion of the department.

All trustees are subject to random alcohol and drug testing. Gain time will be awarded to trustees according to Chapter 951, Florida Statutes.

Court Officers will be responsible for maintaining records of gain time earned.

Any inmate who refuses or neglects to do his assigned duties will be subject to disciplinary action.

An inmate can lose accumulated gain time if a DHO finds him/her guilty of charges and determines that loss of gain time is the appropriate punishment.

CARE OF LIVING AREA

Whether an inmate lives in an area with others, or in a single cell, he/she is responsible for keeping his/her living area clean and neat, including mopping their living area at least once per day. This applies to trustees as well.

Cleaning shall be done immediately following breakfast each day before TV's or telephones are turned on or any visitation begins.

Inmates shall not mark on the walls, paste pictures or paper on the walls, bunks or shelves, or use sheets, blankets or mattresses for anything other than sleeping purposes.

Inmates are not allowed in cells they are not assigned to.

Inmates shall not hang anything on stairs, bunks, including empty bunks, windows or railings. Clothing may only be hung from the hooks provided.

No items are to be left in the dayroom area after lights out. Any items left will be considered contraband.

PERSONAL HYGIENE

The Walton County Department of Corrections provides inmates with the initial issue of the following personal hygiene items. These items shall be turned into the post officer upon release:

1. Comb (1)
2. Toothbrush & toothpaste (1 each)
3. Bar of soap (1)
4. Deodorant
5. Shampoo

Inmates must purchase these items from commissary after initial issue. Indigent inmates can still receive hygiene and postal kits during commissary order. Indigent inmate's will still be debited for these items, but will not be refused these items because they have no money.

Laundry will be done as scheduled by security staff. You are responsible for ensuring that you get any necessary items when they are issued. You must be present when it is retrieved or returned.

The following items will be issued to each inmate upon admission, and shall be returned upon release:

1. Towels (2)
2. Sheets (2)
3. Mattress (1)
4. Blanket (1) or two (2) in winter

WCDOC INMATE HANDBOOK

5. Uniforms (2)
6. Slides (1 pair each)
7. Orange shoes (1 Pair)
8. Inmate Handbook (1)

Barber services and razors for shaving will be scheduled by security staff.

Fingernails are not to be grown beyond the tips of the fingers.

It is the policy of the WCDOC that whenever an inmate receives a new or clean item, they must turn in an empty container or dirty item. Any property that is lost, altered, or destroyed will result in the inmate being charged the current replacement cost and/or disciplinary action.

No manufactured or handmade head gear will be allowed to be worn in the cells. Outside work crews may be allowed to wear department issued caps when working outside.

No inmates are allowed out of their bunk area without the full uniform being worn. Uniforms will be worn with the pants around the waist and the shirt on the shoulders.

It is the policy of this facility that each inmate wears a jail identification card while incarcerated. This ID card is issued to each inmate during the booking process. This ID card serves multiple purposes for facility personnel and the inmate. If an inmate experiences a problem with the ID card and it needs replacing, he/she should notify the post officer or shift supervisor in writing by submitting an inmate request form. Inmates who do not immediately report the problem will be subject to disciplinary action. Such action includes, but is not limited to, loss of commissary, visitation, telephones and loss of other programs.

Any inmate who does not wear their ID card will be subject to disciplinary action. Any inmate who purposely tampers with will be subject to disciplinary action, part of which will be to charge the inmate with the replacement cost for the ID card

You must have your ID card in your possession to depart the cell for any reason, or anytime you approach an Officer or staff member.

RECREATION

All inmates will be offered at least three (3) hours of recreation each week, weather permitting. Recreation may be conducted in the inside recreation areas attached to each Pod or the exercise yard between buildings. The shift supervisor will determine which facility is appropriate.

Lockdown cells are allowed recreation (Inside or exercise yard) 3 hours per week, 1 hour a day on Tuesdays, Thursdays and Saturdays. It is the inmate's responsibility to utilize the recreation areas when they are open.

RELIGIOUS SERVICES

Religious services are available to inmates based on their classification. Services times will be announced by security staff.

LEGAL SERVICES

If inmates need copies of legal documents for court purposes, they must submit a request to the Programs Manager. Legal research services are only available to court recognized pro se inmates. There is a minimal charge for this service; however, indigent inmates will not be denied copies because of lack of funds. Copies will be charged at the statutory rate for public records.

INMATE COUNTS

At least four (4) times a day, staff will conduct a formal count. During all counts inmates will be required to sit quietly on their bunks in full view of officers until the count is cleared. Any inmate who fails to cooperate with officers, or obstructs the count in any manner will be subject to disciplinary procedures. No movement or talking during count. You will be notified by the housing officer when count has cleared. Showers are closed during any count and (30) minutes prior to lights out. (9:30PM Sun-Thurs, 11:30PM Fri and Sat)

TELEPHONES

A. ALL TELEPHONE CALLS (EXCEPT PRIVILEGED) ARE SUBJECT TO MONITORING AND RECORDING!

After being booked into the facility, each inmate will be given a chance to use the pay telephone in the booking area. All local calls made on this telephone are free; all other calls shall be collect. This is the only time inmates are allowed to use these telephones, (unless approved by the shift supervisor or higher), and then extenuating circumstances only.

If an inmate is unruly, hostile or violent, this telephone call will be postponed until the inmate is in a calm state.

Inmates placed in general population will have access to telephones located in the day room of their assigned Pod. These telephones are computerized and are equipped with volume control. Inmates will not be allowed to call numbers which have been blocked. All calls are collect. Three-way calls, 800 and 900 numbers are not permitted.

Any inmate who is hearing impaired will be afforded the use of a text telephone (TTY) upon his/her request.

There are no facility time limits on telephone use; however, each individual telephone call is restricted to 15 minutes by the telephone service provider. Telephones will be made available to inmates each morning after the pod has been cleaned. Telephone usage will not be allowed during count time and telephone calls are not allowed after lock down hours.

WCDOC INMATE HANDBOOK

MAIL

It is the policy of the WCDOC to promote inmate correspondence with a minimum amount of interference.

There is no limitation on the amount of mail an inmate can receive or send, as long as the inmate has money in his commissary account to purchase stamps and envelopes. It may become necessary at times to have an inmate place some of mail in stored property in order to prevent excessive amounts of property in the pods.

Indigent inmates will receive stationary and envelopes with postage for eight (8) general correspondence letters per month. Indigent inmates will receive stationary and envelopes for privileged correspondence with their attorney, after submitting a written request to the Inmate Welfare Clerk.

Inmates are not allowed to correspond with other inmates in this facility unless written approval is obtained from the Support Commander. Any attempt to do so will result in disciplinary action.

All books (soft cover only) must come directly from the publisher after approval from the Programs Manager. There is a limit of three (2) books allowed to be kept by the inmate at any one time on his/her bunk area. One religious book (soft cover) does not count toward this total. If not ordered and received directly from a publisher, all religious books have to be provided by the Inmate Program's section. Any exceptions have to be approved by the support Lieutenant. All books received (minus non-issued religious books) become the property of the WCDOC inmate library. Inmates who receive books directly from a publisher can be the first to read the book. The WCDOC reserves the right to refuse to accept any book deemed to be a threat to the security of the facility. One newspaper per pod will be provided as published by the newspaper. Newspapers must remain in the dayroom section of the pod.

All mail will be handled in accordance with guidelines outlined in the Florida Model Jail Standards.

OUTGOING MAIL

Outgoing general correspondence should not be sealed. It shall be sent with the facility address, required stamps, and contain the inmate's full name (first and last) or the letter on the return address. FACILITY ENVELOPES ONLY! All others will be rejected.

Outgoing privileged correspondence shall be treated as privileged, only if the name and official status appears on the envelope. The inmate should seal these letters before placing them in the mailbox. Outgoing privileged mail will not be opened, inspected or censored in any manner, unless there is reasonable suspicion that it contains contraband.

No mail will be sent out with any type of drawing or messages on the outside of the envelope. Only the send-to address, return address, postage and identifiers for privileged or legal mail will be permitted on the outside of the envelope.

If there is reasonable suspicion to believe outgoing correspondence is not privileged, the Corrections Director may hold it, prior to mailing, for a reasonable period, not to exceed seventy-two (72) hours, to allow verification of the privileged status of the addressee.

All outgoing mail, request forms, commissary sheets and grievances will be placed in the mailboxes mounted on the walls inside each pod. They will be collected once daily, during weekdays, at a scheduled time. If material is not in the box at this time, it will not be collected until the next scheduled time.

INCOMING MAIL

All incoming general correspondence will be opened and examined for money orders or contraband.

When and if contraband is found, it shall be removed, documented and disposed of according to procedure. If the contraband could result in criminal charges, it will be turned in as evidence according to procedure.

Incoming privileged correspondence shall be treated as privileged only if the name and official status of the sender appears on the outside of the envelope. All incoming privileged correspondence may be opened and examined for money orders or contraband, with the inmate to whom the mail is addressed present.

All packages must have approved by the Programs Manager prior to being delivered to the facility or they will not be accepted. Inmates shall wait until they receive a copy of the approved request form back before notifying family or friends to bring or send packages to the facility.

No instant Polaroid type pictures are allowed. Approved pictures must be loose and unframed. There is a limit of ten (10) pictures an inmate can have in his/her possession in their bunk area at any time.

Incoming mail must have a return address to be accepted. Mail with no return address will be considered contraband and will be destroyed.

READING AND/OR REJECTION OF MAIL:

Incoming and outgoing correspondence may be read and/or copied. They may also be rejected if that the correspondence contains one or more of the following:

1. Plans for sending contraband in or out of the facility,
2. Plans for criminal activity or activities in violation of facility rules,

WCDOC INMATE HANDBOOK

3. Instructions for the manufacture of weapons, drugs, drug paraphernalia or alcoholic beverages,
4. Threats of blackmail or extortion,
5. Plans for escape or unauthorized entry,
6. A code which is not understood by facility staff,
7. Information, which, if communicated, would create a serious danger of violence and/or physical harm to a human being,
8. Other material, which would, if communicated, creates a serious threat to the security of the facility.

If a letter contains any of the items listed above, it may be retained and not forwarded to the inmate or mailed to the intended receiver.

Mail to inmates no longer in the custody of this facility will be returned to the sender.

Photos must be 4"x6" or smaller and in good taste. Pictures showing nudity, obscenity or depictions of illegal activities will not be permitted.

VISITATION

Inmates are allowed one visit per day per visitor. Each inmate is allowed up to three hours of visitation per week. Hours of visitations are:

- a. All visitations through the video visitation monitors will be from 8 a.m. to 11 a.m. and noon to 4 p.m. everyday but holidays.
- b. Inmates with the last name beginning with **A-M** will have visitation on Mondays, Wednesdays, and Fridays.
- c. Inmates with the last name beginning with **N-Z** will have visitation on Tuesdays, Thursdays, and Saturdays.
- d. Inside day-shift Trustees working up front will only visit on their scheduled days off.
- e. All other Inside Trustees will visit on the last name letter day.
- f. Outside Trustees can receive visits Friday through Monday on their scheduled days off.
- g. Eligible inmates in Ac or DC confinement visit on Monday, Wednesday, and Friday..

Contact visits are NOT permitted at this facility unless there exists extremely extenuating circumstances, and then, only with the prior approval of the Corrections Director, or his designee.

All requests for special visits should be made on a request form. The request form should be written to the attention of the Shift Supervisor.

Any visit may be terminated if the inmate or visitor becomes disruptive, poses a threat or danger to the security of this facility or violates any rules or regulations of this facility.

All visitation areas and equipment, except Lawyer visitation, is subject to video and audio monitoring and recording. Lewd, obscene or profane speech, motions or actions are strictly prohibited. Violation of this rule may result in the revocation of visitation privileges for the inmate and/or the visitor.

VISITATION RULES:

Each visitor must show valid picture identification. An adult must accompany anyone under the age of eighteen (18). The adult must remain with the minor the entire time they are in visitation.

All visitors entering the facility are subject to a search of their person and possessions. Any visitor refusing a search will not be allowed to enter. Visitors are not allowed to take anything in the visitation room without the shift Supervisor's approval. Keys may be left with the front desk; all other items should be left in the vehicle.

The following rules of visitation must be adhered to:

1. Only two (2) visitors per inmate, per visit.
2. Visitors may only visit one (1) inmate per visit.
3. Prior approval must be obtained from the Corrections Director, or his designee, before a former employee can visit any inmate.
4. Former inmates will not be allowed to visit for sixty (60) days after their release.
5. Visitors and inmates must follow all visitation rules.
6. Visitors who bring more children to the Jail than are allowed in visitation will not be allowed to visit unless they have an adult to care for the children while they visit. Children who walk count as a visitor. Babies who are carried do not count as a visitor.
7. Inmates should, when communicating with their visitors, inform them that any rule violation will result in denial of visitation.

MONEY

All money an inmate possesses when booked into the facility will be taken and a receipt will be given to the inmate for that amount. The money will be put in an account under the inmate's name. When an inmate is released from custody, a check will be given for the balance of money in the account. Inmates will receive their checks while the release is being processed.

Checks on the inmate's person at booking will be placed in the inmate's stored property.

Inmate funds will not be transferred from one inmate's account to another inmate's account.

Inmates can receive money while incarcerated, but only in the form of a money order or cashier check. All money orders or

WCDOC INMATE HANDBOOK

cashier checks must be received through the mail or at the front desk during regular business hours. They must have the receiving inmate's name on the face.

Any money found on any inmate during incarcerated will be confiscated as contraband and deposited in the facility's Inmate Welfare Account.

COMMISSARY

The WCDOC provides inmates with commissary services. Inmates with money in their account, and who are eligible, may draw on their account for commissary purchases.

Commissary orders are taken and goods issued on a set schedule, barring holiday, posted in the pods on inmate channel (2).

Money orders must be received the working day prior to the scheduled commissary order day in order for the inmate to have access to the funds that week.

All eligible inmates will be given a commissary order form the morning prior to the order day.

The inmate should indicate the items and quantities desired on the sheet.

The inmate **MUST** sign the form or the order will not be filled.

Failure to follow the instructions for filling out the commissary form will void the order.

COMMISSARY ISSUING PROCEDURES:

The following procedures will be followed when commissary orders are distributed to the inmates:

1. The Inmate Welfare Clerk will notify the pod that commissary will be distributed.
2. Inmates will be in full uniform to receive their orders.
3. Inmates will remain on their assigned bunk until their name is called.
4. The Pod Officer will call inmates by name to come forward and receive their orders.
5. The orders will be verified in front of an officer or the Inmate Welfare Clerk.
6. The officer or Inmate Welfare Clerk will note any shortages on the form.
NOTE: Inmates who do not verify their order in front of the officer or Inmate Welfare Clerk will not receive any credit or replacement for missing items.
7. The inmate and the officer/clerk shall sign the form upon verification of the order.
8. The inmate shall receive a copy of the signed order form.
9. Shortages noted by the officer will be handled in one of the two following ways:

- a. If the item is readily available at the facility, the Inmate Welfare Clerk will replace the item by the end of the following workday; or,
 - b. A credit will be issued to the inmate's account.
10. Inmates who are not available to receive their commissary order at the time of distribution due to an authorized absence (e.g. court, doctor, etc.) will receive it from the Inmate Welfare Clerk by the end of the following workday.
 11. Trustees who are not available due to work assignments will receive their commissary order when they return from work.

LIST OF APPROVED ITEMS:

Inmates will be responsible for all items in their cell and/or around their living area. Personal items will be stored in the inmate's assigned container.

Inmates may have the following items:

1. Twenty (20) letters (plus legal materials)
2. Ten (10) pictures- 4x6 or smaller. Pictures must be loose, no frames or albums are allowed. Polaroid's are not allowed.
3. Two (2) soft covered books
4. One (1) Bible or other religious book
5. One (1) commissary draw
6. General population inmates one set slides and once set of canvas shoes.
7. Some inside Trustees can also have one pair of approved shoes
8. Three (3) pairs of white underpants/panties
9. Three (3) white t-shirts.
10. Three (3) pairs white socks.
11. Three (3) white bras (female inmates)
12. One (1) gray sweatpants
13. Permitted hygiene items

Any items not listed above, in quantities larger than those permitted, or altered from their normal condition will be considered contraband. Contraband will be confiscated and destroyed. Such items **WILL NOT** be returned to the inmate. Possession of contraband may result in disciplinary action and/or criminal prosecution.

If an inmate wishes to release any of his/her property to someone outside the facility, he/she must release **ALL** property. The WCDOC policy is to release all property or none.

Once inmates are released from this facility, they will have thirty (30) days to pickup or have picked up any personal property left at this facility. Property remaining in the WCDOC custody after thirty (30) days will be disposed of or destroyed.

WCDOC INMATE HANDBOOK

MEDICAL PROCEDURES

The WCDOC has medical staff on duty to provide inmates with medical, dental, mental health and emergency health care. To obtain emergency health care, notify the nearest staff member immediately.

All necessary medical care and approved medications are provided to all inmates, regardless of ability to pay for services.

A physical examination and blood work (if necessary) shall be performed on each inmate within fourteen (14) days of being booked into the facility. Refusal to cooperate with the required physical examination and blood work may result in the loss of certain privileges and isolation from the general population until these requirements have been fulfilled.

Medication will be administered throughout the facility as prescribed by the ordering physician.

Inmates MUST take their medications in the presence of the nurse issuing it. You may not accumulate medication in your cell, bunk or on your person. This does not include medicines that are ordered by Medical to be kept on your person. Unauthorized medications found on you, or in your property, will be confiscated and may result in disciplinary action.

If inmates should have a complaint concerning their medical, dental or mental health treatment while incarcerated here must follow the grievance procedures outlined in the rules and regulations.

Inmates entering the Walton County Jail will complete a "Medical Screening" intake sheet, authorizing the facility to give routine medical care while incarcerated. All inmates must also give permission for release of medical records to consulting agencies. All inmates shall understand, and agree, that the cost of medical treatment may be charged to their insurance carrier or withdrawn from their inmate accounts. Refer to Florida Statutes Chapter 951.032- financial Responsibility for Medical Expenses.

Some prescription medicine may be brought by family if pre-approved by the Medical Department. Over the counter medications must be obtained from the Medical Department or purchased from the Commissary.

Inmates may request special diets based on their medical needs from the jail physician. The Jail physician will approve special diets only if medically indicated.

SICK CALL PROCEDURES

Sick Call provides inmates who have non-emergency health care requests an opportunity to have their situation evaluated and treated by a health care professional in a clinical setting within a reasonable time.

1. Sick Call is held once each day after morning medication pass is completed for the facility.

2. All inmates in the facility are afforded the opportunity to attend sick call once each day. However, if you have an emergency, notify the nearest staff member immediately.
3. All inmates will be afforded necessary medical treatment, regardless of ability to pay.

Daily Sick Call is conducted in the following manner:

- a. Any inmate who needs to attend Sick Call must submit a written Sick Call request. The request forms can be obtained from the night shift nurse during medicine call.
- b. The completed request form must be given to the day-shift nurse during medicine call.
- c. Once these requests are collected, no others will be accepted until the next day, unless determined otherwise by medical staff.
- d. Inmates who turn in sick call requests will not be allowed to attend recreation or other programs until seen by medical staff.
- e. Once an inmate reports to sick call three (3) times within a month for the same complaint or problem, he will be referred to the facility Physician before the nurse continues treatment.
- f. Inmates referred to the Physician will normally be seen by him within a week of the referral.
- g. Sick Call requests may also be used to request necessary mental health services.
- h. All mental health requests will be forwarded to the mental health care provider. The facility physician has to approve all mental health requests.
- i. All other requests for medical services besides sick call and mental health must be submitted on an Inmate Request form.
- j. Inmates will receive emergency dental care as needed and approved by the facility physician.

FOOD SERVICE

All special diets must be ordered or approved through the facility physician or the Support Lieutenant upon written request from the inmate, unless otherwise indicated.

EMERGENCY DRILLS

The Walton County Department of Corrections conducts monthly emergency drills that involve the participation of staff and inmates. Inmates will participate accordingly. Staff members shall notify all persons involved of the proper procedures to follow in the event of a drill or actual emergency.

WCDOC INMATE HANDBOOK
INMATE FEES

The Walton County Department of Corrections charges the following fees for services provided:

<u>ITEM</u>	<u>Fee</u>
Initial subsistence Fee	\$20.00
Daily subsistence Fee (begins day 1)	\$2.00
Sick Call	\$5.00
Nurse visit	\$5.00
Staff doctor visit	\$10.00
Prescriptions (each)	\$5.00
Dentist (if available)	\$10.00
Lab Fees	\$10.00
X-Ray/Scans (no charge positive PPD)	\$50.00
Outside Doctor	\$75.00
Emergency Room visit	\$125.00
Hospital Inpatient	\$250.00
Outpatient care/surgery	\$175.00
Replace ID bracelet	\$10.00
Haircuts	\$3.00
Copies	\$0.15 per page

The fees are charged against an inmate's account in the same manner as commissary charges are deducted. Medical charges will be charged for services rendered, whether the inmate initiated the visit or not. A subsistence fee is charged to inmate accounts upon booking. This is assessed to help cover medical charges and miscellaneous costs of incarceration. No fee is charged for Trustees, federal inmates with no local charges, juveniles held under six-hours, and overnight holds or weekenders.

Most prescriptions are charged by schedule; however, single dose medicine prices may vary. There is no charge for the required 14- day physical.

We also assess the inmates' accounts for items destroyed based on the replacement cost of the item pursuant to disciplinary process based on the following schedule:

<u>ITEM</u>	<u>COST</u>
Jumpsuit	\$35.00
Slides	\$10.00
Mattress	\$120.00
Blanket	\$25.00
Sheet	\$12.00
Towel	\$ 5.00
Trustee Shoes	\$15.00
Trustee Boots	\$ 25.00
Trustee sunglasses/caps	\$5.00

Destruction or defacing of painted surfaces by writing, scratching or peeling paint will result in the inmate being charged the cost of materials for repair to include sandpaper, primer, paint etc. and the cost of labor at market prices (example \$17.50 per hour)

No inmate is denied meals, medical services or haircuts if they are indigent. We also provide indigent packages from commissary – stationary to include 8 envelopes, stamps, paper and pencil – once per month. Indigent female inmates also receive feminine hygiene pads.

ALL INMATES WILL BE PROVIDED NECESSARY MEDICAL CARE, REGARDLESS OF ABILITY TO PAY.

Exceptions to the fee schedule will be determined on a case by case basis as defined by policy and must be approved by the Corrections Director or his designee.

Inmates who believe they have been charged fees inappropriately may contest the charges by submitting an Inmate Grievance Form within five (5) working days (not including holidays and weekends) of receiving notice of the charge(s).

Policy is defined by Florida Statutes 951.032, 951.033, Florida Model Jail Standards 2.14 and approved by the Walton County Board of County Commissioners.

GENERAL RULES AND RESPONSIBILITIES

1. All inmates, regardless of commitment circumstances, are subject to the laws of the State of Florida, Florida Model Jail Standards and the rules and regulations of the Walton County Department of Corrections.
2. These rules and regulations are general guidelines of conduct to be followed by all inmates. They are not intended to be totally inclusive.

WCDOC INMATE HANDBOOK

3. All Corrections Officers and staff members shall be addressed Mr., Ms., Officer or by their rank (Sergeants and above) as appropriate followed by their last name. Under no circumstances will any other terms be allowed. Use of staff's first names by inmates is strictly prohibited.
4. All orders, directives or requests to an inmate from staff will be complied with immediately.
5. Any form of disrespect, insolence or use of profanity or obscene language towards staff will be grounds for Disciplinary action and will not be tolerated. Sarcastic or insulting remarks to/or concerning others are also prohibited.
6. All inmates are required to be on their assigned bunk upon request of a Correctional Officer and at count time and lights out. Lights out times are: 10:00 P.M. Sunday through Thursday and at Midnight on Fridays and Saturdays as directed by a Correctional Officer.
7. During your incarceration you are prohibited from transferring or selling any of your property to other inmates or to any member of the Corrections staff.
8. No food items, except those purchased through the Commissary, are allowed in any cell or pod.
9. No sitting on stairs, tabletops or floors.
10. No horse playing or wrestling.
11. Do not obstruct any stairway, walkway, window, light fixture or camera in any way.
12. All inmates must remain in their own room after lights out. Talking is permitted in a low tone to other inmates assigned in your bunk area.
13. Inmates will not pass the yellow line at the door unless instructed to do so by staff.
14. All inmates must line up when ordered to do so. During feeding inmates will line up in a single file line with your uniform on and ID card displayed.
15. Yelling or screaming or otherwise creating a disturbance will be grounds for disciplinary action and will not be tolerated.
16. Passing notes or other communications with any inmate not assigned to your Pod is prohibited.

ESCAPE

Florida Statute 944.40, Escape; penalty- any prisoner confined in any prison, jail, road camp or other penal institution, state, county or municipal, or working upon the public roads, or being transported to or from a place of confinement shall be punished by imprisonment of not more than fifteen (15) years. The punishment imposed under this section shall be consecutive to any former sentence. Escape, in all cases, is considered a felony.

ASSAULT AND/OR BATTERY

Any inmate, sentenced or non-sentenced, who commits an assault or battery upon a member of the staff, or another inmate with a deadly weapon or any other means of force, shall be charged with a felony of the second degree, punishable by imprisonment for a term of up to fifteen (15) years. If the

inmate committing the assault/battery has been convicted of another felony within the previous five (5) years, the sentence may be upgraded to a term of up to thirty (30) years.

PRISON RAPE PREVENTION

The WCDOC does not condone in any way the sexual assault or abuse of arrestees or inmates by anyone. If you believe you are the victim of an assault or abuse, you should immediately contact a staff member. Staff shall then:

- a. notify medical staff,
- b. Notify the appropriate investigating agency.

Please Note: Inmates must be allowed unimpeded access to report any allegation of abuse or neglect.

Inmates who are the victim of a sexual assault shall be provided prompt and appropriate medical and mental health treatment.

Inmates should be advised that filing a false abuse report is a third degree felony under Chapter 39.205(6), Florida Statutes.