

ROSS COUNTY SHERIFF'S OFFICE



ROSS COUNTY JAIL RULES AND REGULATIONS

George W. Lavender Jr., Ross County Sheriff

Serving Ross County's Citizens Since 1798

Revised
2/1/2011

The following rules and regulations are based upon **Ohio Revised Code (O.R.C) § 5120.10 Minimum Standards for Jails in the state of Ohio**. These rules define what is required of you as an inmate and the responsibility of the jail staff. You are required to read and understand these rules. These rules are to ensure the safe, efficient custody, health and fair treatment of inmates of the Ross County Jail.

Ross County Sheriff's Office

Correction's Division Chillicothe, Ohio 45601

Jail Rules and Regulations

George W. Lavender Jr., Ross County Sheriff

The Ross County Common Pleas Court Does Hereby Prescribe the Following Rules for the Regulation and Governance of The Ross County Jail, which is located in Ross County, State Of Ohio.

Introduction:

The following rules and regulations are based upon the current Minimum Standards for Jails in the state of Ohio. These rules define what is required of you as an inmate and the responsibility of the jail staff. You are required to read and understand these rules. These rules are to ensure safe, efficient custody, health and fair treatment. If you do not understand these rules, ask a Corrections Officer on duty for assistance.

In accordance with Ohio Revised Code 311.17 (B) (1) (a), the Ross County Sheriff's Office charges a \$5.00 "PROCESSING IN" and a \$5.00 "PROCESSING OUT" fee on all inmates admitted and released from the Ross County Jail. These charges are assessed against funds deposited into the inmates commissary account. For inmates' additional reference these jail rules are available in electronic format located on the inmate commissary kiosks, which are located throughout the Ross County Jail, including but not limited to, the inmate housing areas. Your signature, on the booking documents, acknowledges that you are aware of the rules and regulations, their location, and have/will read and follow them.

Management:

The Ross County Jail is managed and operated by the Ross County Sheriff, his designated Jail Administrator, and Correctional Staff. The Sheriff and his Corrections Staff are required by state and federal law to maintain the security, humane living conditions and fair treatment of all inmates.

(1) All rules, for the governance the Ross County Jail, will be approved by the Administrative Judge for the Court of Common Pleas of Ross County.

(2) Exceptions to the rules and regulations may be granted only by the Sheriff or Jail Administrator.

(3) Violation of a Rule and/or Regulation may be punishable as "**Minor**", "**Major**", or "**Serious**" as noted in these Jail Rules and Regulations.

ARTICLE 1

Ross County Jail Inmate Operations (Daily Schedule)

Daily jail operations will include, but are not limited to the following schedule:

0545- Place cleaning materials in each housing unit. Inmates will clean individual cells and the entire housing unit daily.

0600- Inmate wake-up. All occupied cell doors are to be opened flat against the wall at all times (between 0600 and 2300 hours). Razors will be distributed as requested.

0630- Breakfast served, inmates will eat meals at the housing unit tables.

0700- Inmate Lockdown, Deputies will conduct an official headcount, inspect cells and Pod, and collect razors.

0800- Deputies will conduct headcount and prepare inmates for delivery to court(s).

0830 - Sick call / medicine distribution

0830- 1000 General visiting on Tuesday. Visitors must be signed in no later than 0915 hours.

0900- Telephones and televisions turned on, after Cells and Housing units pass inspection. Inmate programming begins.

1030- Official headcount, lunch served, inmates will eat meals at the housing units tables and not in their cell.

1400 sick call / medicine distribution

1500- Inmate Lockdown, Official headcount. After official count is verified release from lockdown.

1630 – Official headcount, serve dinner, Inmates will eat meals at the housing unit tables and not in their cell.

1900 - 2000 Inmate Worker visitations on Sunday and Thursday. All visitors must be signed in no later than 1930 hours.

1800 – 2130 General inmate visitation on Monday and Saturday. All visitors must be signed in no later than 2000 hours.

2200 - Sick call / medicine distribution

2250- Announce over P.A. system, "Ten minutes until lights out and lock-down."

2300- Turn off all televisions and telephones. "All inmates go to your cell and close cell door for night lock-down" Conduct an "Official Count."

Article 2

PERSONAL CLOTHING

While confined, inmates are NOT permitted to have articles of value in their possession. All personal property will be inventoried. You will sign the Booking Sheet to indicate that you witnessed the inventory of your property. Your clothing will be placed in storage during your confinement. Upon release your personal property and clothing will be returned to you, for which your signature will again be required. Your signature will acknowledge that the Jail Staff returned all personal property/clothing to you. During booking, all jewelry, (e.g., rings, necklaces, bracelets, etc.) that cannot be removed by the inmate will be removed by cutting the jewelry, if necessary.

Section (1) Property can only be released by the inmate to a person of their choosing who has proper identification, and prior to the completion of the booking process; or by court order. This will be done in writing on the property form in the booking process. After being sentenced to prison, you will notify a family member or friend to pick up your property being held at the Ross County Jail. Prior to being transported to prison the name of the person who is picking up your property will be submitted to the jail staff in writing. If for any reason your property is not picked up by a family member or friend prior to your transport to prison, Property will be held for no more than 48 hours. After the 48 hours all personal property belongings to you that have not been picked up will be destroyed.

Section (2) while confined: ONLY the following items of underclothing will be permitted in your possession:

MEN: Seven (7) pair of white socks, seven (7) white undershirts, seven (7) white shorts (briefs or boxer). This number (7) includes long-john underwear and shirts.

WOMEN: Seven (7) white panties, seven (7) white brassieres (no underwire or stays in the brassieres) seven (7) pair white socks, and seven (7) white undershirts. This number (7) includes long-john underwear and shirts.

Section (3) Street clothing required for a court appearance (Jury Trials) must be delivered to the **24 Hour Entrance** on the morning of the scheduled court appearance. The clothing will be inspected and distributed just prior to the scheduled court appearance. A family member must pick up this clothing immediately following the court trial conclusion.

Article 3

JAIL PROPERTY

Each inmate will be issued a property bag, mattress, blanket, sheet, towel, wash cloth and Jail uniform. All items will be in a "Good" condition, without tears, rips, or holes. You will ensure that each item is not damaged. If the article is damaged, you must immediately advise a Corrections Officer on duty. If any of the above items are returned to the Jail Staff in an unsatisfactory condition, you will be charged for its replacement. (Major Violation) **Replacement cost for each item is: Mattress \$87.00, Blanket \$8.50, Sheet \$3.00, Uniform (top) \$6.00, (bottom) \$8.00, Towel \$2.00, Wash Cloth \$1.00, shoes \$5.00, property bag \$17.00.** Inmates are not permitted to transfer any clothing or jail property to another inmate (Minor Violation)

Section(1) No money, personal checks, money orders, travelers checks or valuables, such as rings, necklaces, earrings, etc. will be permitted inside housing units of the Jail (*Major Violation*).

Section (2) Items Permitted In Cells

(A.) Issued Bedding and Linens (Per Inmate):

- 1 - Polyester blanket
- 1 - Towel
- 1 - Washcloth
- 1 - Uniform shirt
- 1 - Pair uniform pants
- 1 - Pair clog shoes

(B.) Clothing (Per Inmate):

- 7 - Pair socks (all white) (this includes long-john underwear and shirts)
- 7 - Pair underwear (all white) (this includes long-john underwear and shirts)
- 7 - T-shirts (all white) (this includes long-john underwear and shirts)
- 7 - Bras (no underwire) (all white) * *female inmates* *

(C.) Commissary / Hygiene Items (Per Inmate):

- 2- Bowls w/lids
- 1- Tumbler w/lid
- 1 - Coffee cup
- 2 - Toothbrushes
- 2 - Tubes toothpaste
- 2 - Bars soap

all other items currently available for purchase through the jail commissary that have not been altered in any manner or used for any purpose other than the intended purpose of that item

Article 3

JAIL PROPERTY (continued)

(D.) Papers, Books, etc. (Per Inmate):

- 2 - Books from book cart
- 1 - Bible
 - legal paperwork
 - up to 10 photographs no larger than 3 x 5
 - personal letters (maximum of 24)

(E.) Medical / Health Care Items:

(1.) Any medical and/or health care items issued or approved by the Jail Physician or Medical Staff.

(F.) Issued Property Bag:

- (1.) All items permitted to be in the inmates possession will be required to be kept in the issued property bag (excluding towel and washcloth), unless in a desk or on a shelf.
- (2.) The property bag will be numbered and tampering with this number will be considered destruction of county property (**serious violation**)
- (3.) Any items stored in any other fashion will be considered contraband and may be removed and / or destroyed.

Article 4

INMATE HYGEINE:

Section (1) you will take a shower prior to your being assigned to your housing unit at the Ross County Jail, and thereafter, at least three (3) times each week while confined (*Minor Violation*).

Section (2) Personal hygiene items (i.e. soap, toothpaste and toothbrush) will be issued upon completion of the booking process. If you are indigent, you may order an "indigent hygiene kit" on Sundays, through the jail commissary. Indigent kits are distributed on Tuesdays.

Section (3) Safety razors will be issued at 0600 hours and collected at 0630 hours each day prior to meal distribution. Failure to return a razor will be a (*Major Violation*) and will result in criminal charges.

Section (4) all inmates are required to wear the complete jail uniform between the hours of 0600 and 2300 hours. This does not permit you to tie the uniform at your waist, while the upper portion of your body is bare or while wearing a Tee-shirt or roll up the trouser legs (*Minor Violation*).

Section (5) Jail uniforms will be changed, by the Jail Staff, twice weekly: Sunday 0800 – 1600 (C, D, E, Pods); Sunday and Wednesday 1600 – 2400 (K, F, J, Pods); Tuesday and Friday 1600 – 2400 (G, H, I, Pods); Thursday 1600 – 2400 (C, D, E, Pods)

Section (6) Prisoners' personal underwear, towels and linen will be laundered twice weekly: Sunday 0800 – 1600 (C,D,E,I,J,K); Saturday 0800 – 1600 (F,G,H,FWR,MWR); Wednesday, Prisoners' personal underwear, towels and linen will be collected between the hours of 1600 – 2400 and distributed at 0630 hours the following morning (F,G,H,FWR,MWR); Thursday, Prisoners' personal underwear, towels and linen will be collected between the hours of 1600 – 2400 and distributed at 0630 hours the following morning (C,D,E,I,J,K)

Section (7) Haircuts: When approved by the day shift Sergeant, inmates may cut each other's hair. If the inmate wants a licensed Barber to cut hair, it will be arranged providing the inmate has money in their Commissary Fund account to pay the Barber's fee.

Article 5

CARE OF HOUSING UNITS

Section (1) all inmates both sentenced and not sentenced, shall keep their cell/housing units clean at all times. This includes cleaning walls, glass, floor, furniture, toilet, and bunk. It includes making the bed, cleaning the toilet and wash basin. All stainless steel must shine or at least indicate some effort was made to thoroughly clean and/or wipe down all surfaces. (*Minor Violation* for failure to complete any of the above duties)

Section (2) each housing unit shall be cleaned by the inmates daily. Cleaning materials and equipment will be placed in the housing unit at 0545 hours and removed at 0700 hours each day. Each housing unit will be cleaned, all concrete surfaces mopped, all showers scrubbed and washed down. All glass windows will be cleaned as necessary. All flat surfaces will be dusted with a damp cloth. (*Minor Violation* for failure to complete any of the above duties)

Section (3) Cell and housing unit inspections will be conducted daily prior to television privileges and on a random schedule. During inspection all inmates in the housing unit will stand by their respective bunks. Talking will not be permitted. (*Minor Violation*)

Section (4) All personal property must be stored in the assigned property bag or desk drawer when not being used. This includes commissary items, clothing, etc. (*Minor Violation*)

Section (5) all excess personal property will be declared as contraband and removed from the cell. (*Minor Violation*)

Section (6) nothing is to be placed on cell/housing unit windows, walls, lights, doors, etc.; if so the items will be declared contraband, removed and destroyed. (*Minor Violation*)

Section (7) Excessive amounts of snacks will be removed from the cell. (*Minor Violation*)

Section (8) nothing will be placed or hidden under the mattress. (*Minor Violation*)

Section (9) when not occupied, all bunks will be made-up neatly between the hours of **0600** and **2300** hours each day. (*Minor Violation*)

Section (10) All cell doors will be in the open position, flat against the wall, between the hours of 0600 and 2300 hours (except when the inmate uses the toilet) When you are absent from the housing unit, your cell door must be closed and locked with all personal belongings inside the cell. Once you return to the housing unit (or you have finished your toilet needs), the cell door must be opened flat against the Pod wall. (*Minor Violation*)

Article 5

CARE OF HOUSING UNITS (continued)

Section (11) do not cover the light fixtures with paper, towels, or other light restricting materials. Lights are used for cell checks and a check on your safety and well-being (*Major Violation*).

Section (12) Televisions and telephones will not be available for inmates recreational use unless the housing unit and all occupied cells have been cleaned and inspected and all cell doors are open flat against the wall. (*Minor Violation*)

Article 6

FOOD

While confined, you will be served three meals a day. Canteen Correctional Food Services and their registered dieticians have approved the menu for nutritional balance and content. Meals will be served at or near the following times **Breakfast** 0630 to 0730, **Lunch** 1030 to 1130 and **Dinner** 1630 to 1730.

Article 7

COMMISSARY

Commissary is available for purchases of candy, coffee, instant drinks, crackers, etc. and many hygiene items. Commissary can be ordered daily on inmate kiosk and distributed on **Tuesday** and **Friday**. For security reasons and to prevent hoarding, a purchase limit may be placed on commissary orders. After an Indigent inmate has received the initial hygiene kit, replacement items may be ordered by the inmate, as necessary, through completion of an "Indigent" commissary form. Indigent inmates will also receive two (2) stamped envelopes, four (4) sheets of stationary each week (**Sunday**), and one (1) pencil Each Month. Indigent kits are distributed on Tuesdays. Excessive ordering of indigent items (hoarding) will not be permitted (*Major Violation*). Any Monies in your commissary account will be mailed to your residence for the balance due to you at the time of your release.

Article 8

MONEY

Section (1) as of 5-5-09, Inmates of the Ross County Jail can now receive money from family or friends 24 hours a day), 365 days a year in the following ways:

(A) There is an automatic kiosk in the lobby at the Law Complex. The kiosk works just like an ATM. People can use cash, credit or debit cards. The kiosk will accept denominations of 5, 10, 20, 50 and 100 dollar bills. (Fees do apply)

(B) Inmates can receive money via the internet by logging on to www.inmatedeposits.com

(C) Inmates can receive money via telephone by calling 1-866-345-1884.

Section (2) No money, personal checks, money orders, travelers checks or valuables, such as rings, necklaces, earrings, etc. or similar jewelry will be permitted inside housing units areas of the Jail (Major Violation).

Article 9

ACCESS TO INMATES

Judges of the Court of Common Pleas, Probate Judges, Municipal Judges, Prosecuting Attorney, Jail Staff and people ordered by the Courts shall have free access to the Jail during the inmate day (0600 hours to 2300 hours).

(1) Inmates may visit with their Attorney at any reasonable time, which does not adversely affect Jail operations or security

(2) Clergy are permitted to visit upon the written request of the inmate, and will be scheduled during the inmate day (0600 hours to 2300 hours), by the Shift Supervisor. Clergy must submit verification of their clerical status. No clergy person who is related to the inmate by blood or marriage is permitted to visit in a clerical capacity; however they may visit during normal visiting hours provided they have been put on the visitors list by the inmate.

Article 10

GENERAL INMATE VISITATION

Section (1) During general public visitation, each inmate will be permitted two (2) fifteen (15) minute visit periods each week, unless circumstances dictate a temporary suspension of visitation. Inmates will not be permitted additional visits for the week after they use their full thirty (30) minute visitation privilege. Due to limited space in the visitation area, no more than two (2) adult and two (2) child visitors are permitted at a time. Inmates are debited with fifteen (15) minutes of visiting even if the visit is less than the fifteen (15) minutes duration.

Section (2) General inmate public visiting times are as follows:

(A) Monday, 1800-2130 hrs. All visitors must be signed in no later than 2030 hours.

(B) Tuesday, 0830-1000 hrs. All visitors must be signed in no later than 0930 hours.

(C) Saturday 1800-2130 hrs. All visitors must be signed in no later than 2030 hours.

Section (3) Special visits (confirmed death in the family, serious injury or similar incident) must be approved by the Sheriff, Jail Administrator, or Assistant Jail Administrator twenty-four (24) hours prior to the intended visit.

Section (4) The Sheriff and/or Jail Administrator have the right to revoke and/or restrict the visitation privileges of any inmate and/or visitor.

Criteria for this action will be based on:

(A.) Visitor(s) under the influence of alcohol or drugs will not be permitted to visit.

(B.) Visitor(s) refuse or fail to produce photographic identification upon request.

(C.) A visitor is not listed on the inmate's visitor list in the computer records.

(D.) A visitor under the age of 18 will not be permitted to visit unless accompanied to the visiting booth by a legal parent or guardian. (A spouse of a prisoner under 18 years of age may visit if the spouse shows legal proof of the marriage.) Children must have copy of birth certificate and notarized copy of custody papers granting the adult custody

(E.) Visiting children will be kept under positive control during visiting hours. Children will not be permitted to run or play in the visitation area or distract or disturb other visitors.

Article 10

GENERAL INMATE VISITATION (continued)

(F.) Failure to control children will be sufficient cause to cancel the visitation privileges of that person with the children.

(G.) Visitor refuses to submit to a search upon entering or leaving visitation.

(H.) Visitor is a Security Risk. (Intoxicated or a clear and present danger to the security of the Jail).

(I.) Visitor has a past history of disruptive conduct in the Law Enforcement Complex.

(J.) Visitor was caught transporting contraband.

(K.) Inmate refuses to see the visitor.

(L.) Acts of public indecency

(M.) Attempting to enter visitation area with electronic devices, (i.e. cell phones, I-phones, pads, digital cameras, etc.).

Section (5) while incarcerated, the inmate is responsible for making requests that visitor's names be added/deleted from their visitation lists via an inmate "Request Form" which can be obtained by asking any officer. All persons must be listed on the inmate's visitation list. The inmate's visitation list is limited to ten (10) persons.

Article 11

RELIGIOUS SERVICES AND COUNSELING

Section (1) Church services will be provided in a non-sectarian manner that teaches religious principles not a doctrine or body of doctrines concerning faith or morals formally stated and authoritatively proclaimed by any church.

Section (2) Religious counselors will be contacted after you have submitted a written request asking for a particular counselor or clergyman.

Section (3) No clergy person who is related to the inmate by blood or affinity is permitted to visit in a clerical capacity; however they may visit during normal visiting hours provided they have been put on the visitors list by the inmate.

Article 12

CORRESPONDENCE AND TELEPHONE CALLS

Section (1) MAIL There shall be no limitation on the amount of incoming or outgoing first class mail for inmates. Withholding mail will not be used as a form of punishment. All outgoing mail will be mailed at the inmates' expense.

Section (2) INCOMING MAIL All incoming mail, for inmates will be opened and inspected. Mail will not be delivered to the inmate if it contains contraband (e.g., narcotics, drugs, tools of escape, weapons, or anything that may be considered contraband), but will be confiscated. (Confiscated items will be considered a serious violation and the prisoner may be subject to prosecution and/or an administrative rules infraction). No money or other property will be received at the Jail. Any such property will be returned to the sender. Mail from Courts, Attorneys of record or Public Officials shall be opened and inspected in the presence of the inmate.

Section (3) OUTGOING MAIL Outgoing mail will be opened and checked only if the Sheriff or Jail Administrator has substantial evidence to believe there will be an escape or other impending criminal activities.

(Section 4) TELEPHONE CALLS Each Pod has a telephone, which may be used, for unlimited collect calling. Time restrictions will not be initiated unless problems are caused by inmates "Hogging" the telephone or refusing other inmates access to the system (*Major Violation*).

Article 13

CORRESPONDENCE AND TELEPHONE CALLS (continued)

Section (5) REQUEST SLIPS will be available to each inmate for requesting any routine assistance, personal inquiries, or grievances.

Section (6) BOOKS will be distributed to the Pods twice each week. Hardbacks books will not be permitted in the jail. The Jail Staff will distribute soft back Bibles when requested.

Article 14

HEALTH CARE SERVICES

Section (1.) All inmates have access to medical, mental health and dental services.

(A.) Notify a Deputy immediately if you have a health care emergency.

(B.) You can request non-emergency care by filling out a **MEDICAL/DENTAL/MENTAL HEALTH** request form. The forms are available in each housing unit. Hand your completed request form to any Deputy any time of day or directly to a nurse during medication rounds.

(C.) A nurse will review and handle your request as soon as possible based upon the number of requests received each day and the type of injuries or illnesses being reported. Turning in more than one request form for the same problem will not result in your being seen by nursing staff any sooner.

Section (2.) The following fees will be charged for non-emergency health care services:

- | | |
|---|---|
| (A.) Nurse assessment/treatment: | \$3.00 |
| (B.) Physician assessment/treatment: | \$10.00 |
| (C.) Prescription medication: | \$3.00 per prescription each month
(Processing charge) |
| (D.) Dental care: | actual cost |
| (E.) Inmate requested diagnostic tests: | \$5.00 |
| (F.) Eyeglasses: | actual cost |
| (G.) Other fees as deemed appropriate | |
| (H.) Fees may be added/changed upon approval of the Jail Administrator. | |

Article 14

HEALTH CARE SERVICES (continued)

Section (3.) Prescription medications are to be taken at the time they are administered and in the presence of a nurse or Deputy. Failure to follow this procedure will be a (*Major Violation*).

Section (4.) Hoarding of medications is a (*Major Violation*) and may result in criminal charges.

Section (5.) Knowingly taking medication that is not yours is a (*Major Violation*), and may result in criminal charges.

Section (6.) Being disrespectful to a nurse or physician will be reported and may result in disciplinary action (*Major Violation*).

Section (7.) All medications (including non-prescription) will be administered in accordance with approved medical practice/protocols and jail physician orders.

(A.) Medication rounds will be conducted as needed on a daily basis around the hours of 8:00 am, 4:00 pm and 9:00 pm.

(B.) It is your responsibility to report to the medication cart when medication rounds are announced in your housing unit. Failure to report to the nurse for your medication will be considered a refusal to take the medication and may result in the medication being discontinued by the jail physician.

Section (8.) All inmates who remain in the jail for 10 days will be scheduled for a basic physical.

(A.) There will be no charge for this physical

(B.) No blood or urine samples will be taken during the physical unless medically indicated

Section (9.) You have a right to be seen by a medical professional other than the jail physician if you so choose and the following conditions are met:

(A.) You provide the name and address of the medical professional so that the nursing staff can verify their medical license

(B.) You arrange for payment of all costs of the care before it is scheduled

(C.) All scheduling is done by the nursing staff

(D.) You understand that the jail physician has the final say on what health care (including medications) will be provided in the jail.

Article 15

RECREATION

Section (1.) Recreation will be offered in accordance with the recreation schedule, which is maintained in Booking and Second Floor Control.

Section (2.) Both inside and outside recreation is offered, depending on weather conditions. Inmates are offered one hour of exercise, five days a week. Passive recreation (television, cards and board games) is offered in housing area day rooms along with any additional activities that may be offered.

Article 16

PROGRAMS

The Ross County Jail provides inmate programming for inmates by court order or on a voluntary basis as space permits.

Section (1) Substance Abuse treatment groups offered and may meet weekly if the inmate meets all criteria needed to attend the classes.

Section (2) GED programs are offered and may meet weekly if the inmate meets all criteria needed to attend the classes.

Section (3) Thinking For A Change programs are offered and may meet weekly if the inmate meets all criteria needed to attend the classes.

Section (4) Strategies For Success programs are offered and may meet weekly if the inmate meets all criteria needed to attend the classes.

Section (5) to obtain attendance to one or more of these programs a “Request Form” must be submitted to the case manager.

Section (6) the programs offered are subject to change as the needs of the inmate changes. To be placed on the approved attendance list, an Inmate Request Form must be sent to the Inmate Programs Coordinator or Jail Administrator.

Article 16

PROGRAMS

Section (7.) A request for “Reduction of Jail Sentence” may be sent to the sentencing court for consideration if the inmate successfully completes the program and has no jail rules violations in the following manner:

- (A) Substance Abuse [2 days credit upon successful completion and no jail rules violations]
- (B) G.E.D. Classes [1 day credit upon successful completion and no jail rules violations, and up to 25% of current sentence if G.E.D. Certificate is obtained]
- (C) Thinking for a Change [4 days credit upon successful completion and no jail rules violations]
- (D) Strategies for Success [2 days credit upon successful completion and no jail rules violations]
- (E) Other Programs as added [credit may vary]

Article 17

Inmate Conduct

Section (1.) Inmates must obey and follow all instructions or orders issued by Corrections Staff. (*Major Violation*)

Section (2.) Inmates must conduct themselves in an orderly/obedient manner with respect for the rights of the Jail Staff and other inmates. (*Minor Violation*)

Section (3.) No inmate shall attempt to control the action or behavior of any other inmate or jail staff by threat, promise, fear, force or coercion. (*Major Violation*)

Section (4.) all forms of gambling are prohibited. (*Major Violation*)

Section (5.) loud noises, rowdiness, profane and indecent language (verbal/portrayed) will not be permitted. (*Minor Violation*)

Section (6.) Inmates will not look through the housing unit windows toward the control center, make hand signals, yell or show written messages at the windows to anyone outside the housing unit or the cell. (*Minor Violation*)

Section (7.) No inmate will enter the cell of another inmate at any time, for any reason.

(Major Violation)

Article 17

Inmate Conduct (continued)

Section (8.) all inmates will be "locked-down" in their assigned cells each night between the hours of 2300 and 0600 hrs. While in your cell, you MUST keep quiet. You must not sing, shout or create any similar noises. YOU MUST KEEP QUIET! (*Major Violation*)
Correction Staff will conduct a head count, of each cell, after "lock-down".

Section (9.) Inmates must render strict obedience to the Correction Staff for all calls, signals or similar methods of communication by which the daily operations of the Jail is conducted. (*Major Violation*)

Section (10.) Inmates will not talk back, curse or threaten any Law Enforcement Officer or others working inside the jail. (*Major Violation*)

Section (11.) each time an inmate enters or leaves the security perimeter of the Jail, the cell or the housing unit, the inmate is subject to a strip search.

Section (12.) during your confinement, all Staff will be addressed by title or by their rank. Inmates will never address any staff member by their first name. (*Minor Violation*)

Section (13.) Inmates must wear the complete Jail Uniform between the hours of 0600 and 2300 hrs. This does not mean off the shoulders, tied about the waist or trouser legs rolled up. You must wear the uniform as it was designed to be worn. The only exception to this rule will be during physical exercise in the gymnasium area. (*Major Violation*)
(The only exception - The Correction Officer, supervising any exercise activity, may modify the uniform during the exercise/ cool down period.)

Section (14.) Inmates are not permitted to cut their hair in unusual styles, wear headbands, head coverings, braids or similar symbols of identification. (*Major Violation*)

Section (15.) All beds will be made up between the hours of 0600 and 2300 hours; except when the prisoner is lying down on the bed. (*Minor Violation*)

Section (16.) Inmates will not be permitted to place personal items on the window frames or ledges. Inmates WILL NOT write or attach items to their cell or housing unit walls. (*Major Violation*)

Article 17

Inmate Conduct (continued)

Section (17) Inmates and Inmate Workers are not permitted to talk to each other. (*Major Violation*)

Section (18) If you leave the housing unit for any reason, (interview, visitation, court, etc.) you will shut and lock your cell door. Ask the Officer on Duty to lock the door. (*Major Violation*)

Section (19) should a disturbance (e.g., fight, argument or similar melee) start in your housing unit; you **MUST** go to your cell immediately, close your cell door and remain in your cell. This action places you out of the problem area and lets the Correction Officer see that you are not participating in the problem. (*Major Violation*)

Section (20) Inmates shall not remove the mattress from the bed or cell. (*Major Violation*)

Section (21) Inmates shall not hoard snacks, medication or foods. Excessive items, including mail, papers, pictures, etc. may be confiscated, removed from the cell or housing unit and placed in your personal property. (*Minor Violation*)

Section (22) Excessive use and/or refusing to let other inmates use the television are forbidden. (*Major Violation*)

Article 18

Inmate Workers

Inmate Workers will be selected and approved by the Assistant Jail Administrator. To be an inmate worker, the inmate must submit a completed Request Slip asking for the assignment. Each inmate selected will sign a form that outlines some duties and what is expected of an inmate worker.

Section (1.) In accordance with ORC 2947.151 entitled "Reduction of jail sentence" the Sheriff, in charge of a County Jail, may, upon consideration of the quality and amount of work done in the kitchen, in the Jail offices, on the Jail premises or elsewhere, allow reductions of inmates' sentences as follows:

(A.) On sentences of ninety days or less, up to three days for each thirty days of sentence;

(B.) On sentences longer than ninety days but not longer than six months, up to four days for each thirty days of sentence;

(C.) On sentences longer than six months, up to five days for each thirty days of sentence;

(D.) The reduction of the inmate's sentence shall become effective only upon the written concurrence of the presiding or Sentencing Judge or Magistrate of the court where the sentence was imposed.

Section (2.) Inmate Workers will be assigned to either the night or day shift and/or used as needed.

Section (3.) Inmate Workers, except for those assigned to the kitchen, will not enter the kitchen unless directed by the Cook or a Corrections Officer, (Minor Violation)

Section (4.) Inmate workers are not permitted outside the security perimeter of the jail; for any reason, unless accompanied by an officer escort. (Major Violation)

Section (5.) Inmate Workers caught with contraband or caught passing contraband to an inmate will be subject administrative and / or criminal charges. (Major Violation)

Section (6.) Inmate Workers visiting days and hours are Sunday and Thursdays from 1900-2100 hrs. All visitors must be signed in no later than 2000 hours.

Article 19

Work Release

A program run by the Sheriff's Office and governed by the Courts. The program enables an inmate to retain his/her employment, while at the same time serving a jail sentence. The inmate must apply for this program by completing an application and pay an application fee of \$50.00. Once the completed application and application fee is turned in, the Courts are contacted for approval/disapproval. If the applicant is approved to be placed on the program, he/she will be charged a daily fee of \$25.00 for each day he/she leaves the facility, with one (1) week's pay up front.

Article 20

Escape and Contraband

An inmate who escapes, attempts to escape, assists another inmate in an escape or attempt to escape, participates in conveying into the Jail any contraband (weapon, tool, narcotics, drugs, alcohol, hallucinogenic substance or any item not approved by the Correction Staff), will be subject to criminal and administrative prosecution. (***Major Violation***)

Article 21

Prisoner Classification

Inmates will be segregated and classified in the following manner and consistent with the Jail design:

Section (1.) Males and Females will be separated.

Section (2.) Adults and Juveniles will be separated.

Section (3.) Violent and Non- Violent inmates will be separated, when possible.

Section (4.) Inmates awaiting trial shall be segregated, when possible, from those inmates already convicted and awaiting commitment.

Section (5.) Administrative segregation shall be used to segregate an inmate from the general population, for the following reason:

(A.) Sanctions that result from a rules violation hearing.

(B.) Those inmates who pose a major threat to themselves, to the security of the Jail or to others

(C.) Those inmates who present a valid need for protection as determined by the Sheriff, Jail Administrator or his Assistant.

(D.) Inmates with a special need (mental, physical, communicable diseases or other medical problems).

Article 22

Violations, Penalties and Disciplinary Procedures

Section (1.) Minor Violations

- a. Willfully failing to address an officer properly.
- b. Possession of linen or clothing in excess of number issued.
- c. Making loud unnecessary noise, such as arguing, shouting and rattling or pounding on doors or windows at any time.
- d. Failure to perform routine or assigned duties.
- e. Wasting or abusing supplies.
- f. Improper use of bedding, clothing or other Jail property.
- g. Failure to shower at least three (3) times per week or more often, if necessary, due to an individual's body chemistry.
- h. Improper wearing of uniform.
- i. Hanging any objects on walls, mirrors, door, air vent or light.
- j. Abuse of furniture (i.e. feet on furniture, standing on furniture etc.).
- k. Accumulating unnecessary paper items or trash.
- l. Hoarding of any food or drink items.
- m. Horse playing, teasing or verbally harassing Staff, other inmates or visitors.
- n. Communicating with persons on the outside of the jail by any means other than facility approved communications.
- o. Using any mattress or blanket, etc.in any area other than assigned.

Section (2.) Major Violations

- a. Repeated minor rule violations where a determination is made that the remedy of the minor violation has had no effect.
- b. Using profanity or obscene gestures toward the Staff, visitors or other inmates, including racial, sexual or ethnic remarks.
- c. Arguing with, or disobeying an order from a Staff member.
- d. Possession of contraband (i.e. any item not listed on the facility "Permitted Items" list.
- e. Abusing privileges such as commissary, telephone, library, recreation, etc.
- f. Disrupting any program or service.
- g. Use or possession of cigarettes or any tobacco related products.

- h. Refusal to carry out work details or other assignments.
- i. Making false complaints against Staff members or the facility.

Article 22

Violations, Penalties and Disciplinary Procedures (continued)

Section (2.) Major Violations

- j. Entering another inmate's cell or allowing another inmate in your cell.
- k. Climbing or jumping off railings.
- l. Repeated or unnecessary calls from the intercom system.
- m. Covering cell/dorm lights.
- n. Passing any object to another inmate or communicating with an inmate not in your housing unit without permission.
- o. Any misuse, alteration or damage to facility property or equipment to include the tearing of books, magazines, etc.
- p. No inmate will switch cells or bunks on his own initiative.
- q. Aiding and abetting, conspiracy to commit or attempting to commit any Major or Serious rule violation or criminal act as defined by the Ohio revised Code or United States Code.
- r. Unauthorized use of telephone.

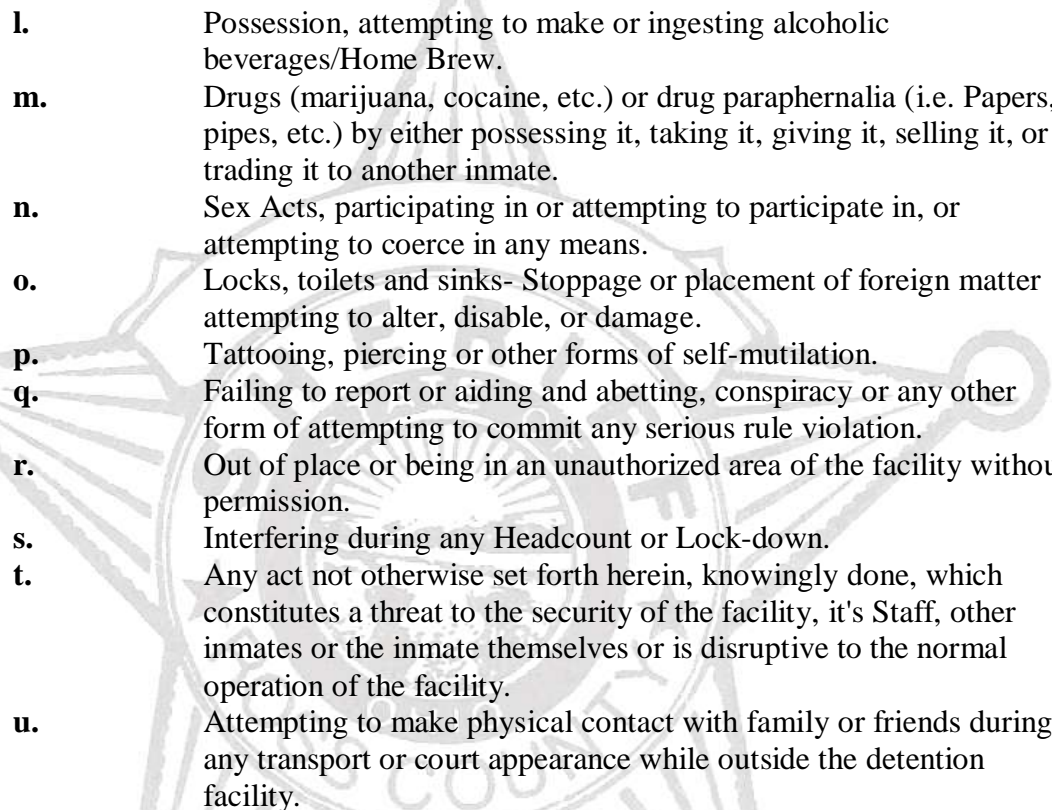
Section (3) Serious Violations

- a. Repeated Major Rule Violations.
- b. Criminal violations of local, State, or Federal Law.
- c. Possession of a weapon, chemical agent or any object which has been altered or modified so that it may be used as a weapon.
- d. Gambling or possession of gambling articles.
- e. Attempting to control the behavior of other inmates (coercion, force, threat or assigning work to other inmates).
- f. Possession and/or use of money or money substitutes.
- g. Hoarding medication or possessing, taking or distributing your or another inmate's medication.
- h. Assault on Staff member, visitor, or another inmate, (includes the threat of harm).
- i. Escape or attempting escape or aiding and abetting another to escape or attempt escape.
- j. Riot creating, conspiring to create, inciting or participating in a disturbance.
- k. Theft or vandalism in any form.

Article 22

Violations, Penalties and Disciplinary Procedures (continued)

Section (2.) Serious Violations:

- 
- l.** Possession, attempting to make or ingesting alcoholic beverages/Home Brew.
 - m.** Drugs (marijuana, cocaine, etc.) or drug paraphernalia (i.e. Papers, pipes, etc.) by either possessing it, taking it, giving it, selling it, or trading it to another inmate.
 - n.** Sex Acts, participating in or attempting to participate in, or attempting to coerce in any means.
 - o.** Locks, toilets and sinks- Stoppage or placement of foreign matter attempting to alter, disable, or damage.
 - p.** Tattooing, piercing or other forms of self-mutilation.
 - q.** Failing to report or aiding and abetting, conspiracy or any other form of attempting to commit any serious rule violation.
 - r.** Out of place or being in an unauthorized area of the facility without permission.
 - s.** Interfering during any Headcount or Lock-down.
 - t.** Any act not otherwise set forth herein, knowingly done, which constitutes a threat to the security of the facility, it's Staff, other inmates or the inmate themselves or is disruptive to the normal operation of the facility.
 - u.** Attempting to make physical contact with family or friends during any transport or court appearance while outside the detention facility.

Article 22

Violations, Penalties and Disciplinary Procedures (continued)

Section (4.) Administrative Hearing

A hearing must be held for a Serious Rule Violation. The inmate may request a hearing if the inmate has been locked down, or may be locked down, for a Major Rule Violation. If a hearing is to be held, the Shift Supervisor will forward all paperwork to the Investigative Unit Supervisor.

Section (5.) Penalties

(A.) Minor Violation

An inmate may be reprimanded. If the Jail Administrator thinks a reprimand will not correct the inmate's behavior, the Jail Administrator or designee may deny the prisoner any of his/her privileges. Privileges shall not be denied to an inmate for more than 120 hours (five (5) days) for any Minor Violation.

(B.) Major Violation

An inmate may be denied any or all privileges for a period of time, not to exceed 360 hours (fifteen (15) days) for any Major Violation.

(C.) Serious Violation

For any serious violation, the inmate may be denied any or all privileges for a period of time not to exceed thirty (30) days and the prisoner may be placed in isolation for a period of time not to exceed thirty (30) days. If necessary, the Sheriff and/or the Jail Administrator may extend isolation beyond the time limitation of 720 hours (thirty (30) days), but in no case will disciplinary isolation be extended beyond sixty (60) days.

Article 22

Violations, Penalties and Disciplinary Procedures (continued)

Section (4) Privileges which may be denied are:

- a. Entertainment (e.g. television, games, reading material- except a Bible).
- b. Commissary (except personal hygiene items).
- c. Telephone privileges.
- d. Visitation privileges.
- e. Deserts and/or snacks.
- f. Recreation in excess of two hours per week

Section (5) Qualified rights which may be denied are:

- a. Visits by family (review weekly).
- b. Exercise (review weekly).
- c. Use of Shower (review weekly).
- d. Clothing, bed, bedding, unlimited access to shower (review daily).
- e. Restricted from attending programming (review weekly).

Section (6) Fundamental rights which MAY NOT be denied:

- a. Visits by attorneys.
- b. Visits by clergy.
- c. Phone calls to attorneys or clergy.
- d. Adequate food (nutritional diet).
- e. Adequate light, ventilation, temperature control, and sanitation
- f. Medical care.

Section (7) Additional Penalties: The following penalties may be imposed by the Sheriff or Jail Administrator after reviewing the charges and all documentation.

- a. Reclassification and transfer of the inmate to the next higher level of security.
- b. Transfer the inmate to another housing unit or to Administrative Segregation.

Section (8) Corporal Punishment: Under no circumstances shall corporal punishment be permitted.

Article 23

Due Process

Section 1 The Correction Officer charging an inmate with a specific violation shall notify the Shift Supervisor (SS) for approval before action is taken and then inform the inmate of the charges. The inmate may be placed in Segregation at the time of the offense, if necessary.

- (A.) This confinement must be taken into consideration at the hearing. The Officer filing charges will complete all initial paperwork as required by the Ross County Jail Rules Infraction Policy. The Officer will submit the paperwork to the SS who will then submit all paperwork to the Jail Administrators office.
- (B.) The inmate may request a hearing or waive (in writing) the right to a hearing. The SS, within twenty-four (24) hours will initiate an investigation. The SS will make sure the defendant was given a written summary of the charges within twenty-four (24) hours after the investigation and a Waiver of Rights Form, if needed.
- (C.) The SS will forward the original investigative report to the Jail Administrators office. A Hearing Officer will be assigned who is of command staff. The Hearing Officer will set a time and date for the hearing and make the final disposition of the case within forty-eight (48) hours excluding holidays, weekends and emergencies).
- (D.) A request for a review of the records may be made to the Sheriff on an Inmate Request Form. Inmates have the right to appeal the decision of the Hearing Officer to the Jail Administrator by filling out the Disciplinary Action Appeal Form.

Section (2) Detailed records will be kept on the misconduct of inmates while they are confined. A report of all infractions will be delivered to the Judges of the Federal, Common Pleas or Municipal Courts upon their request.

Article 24

Grievances

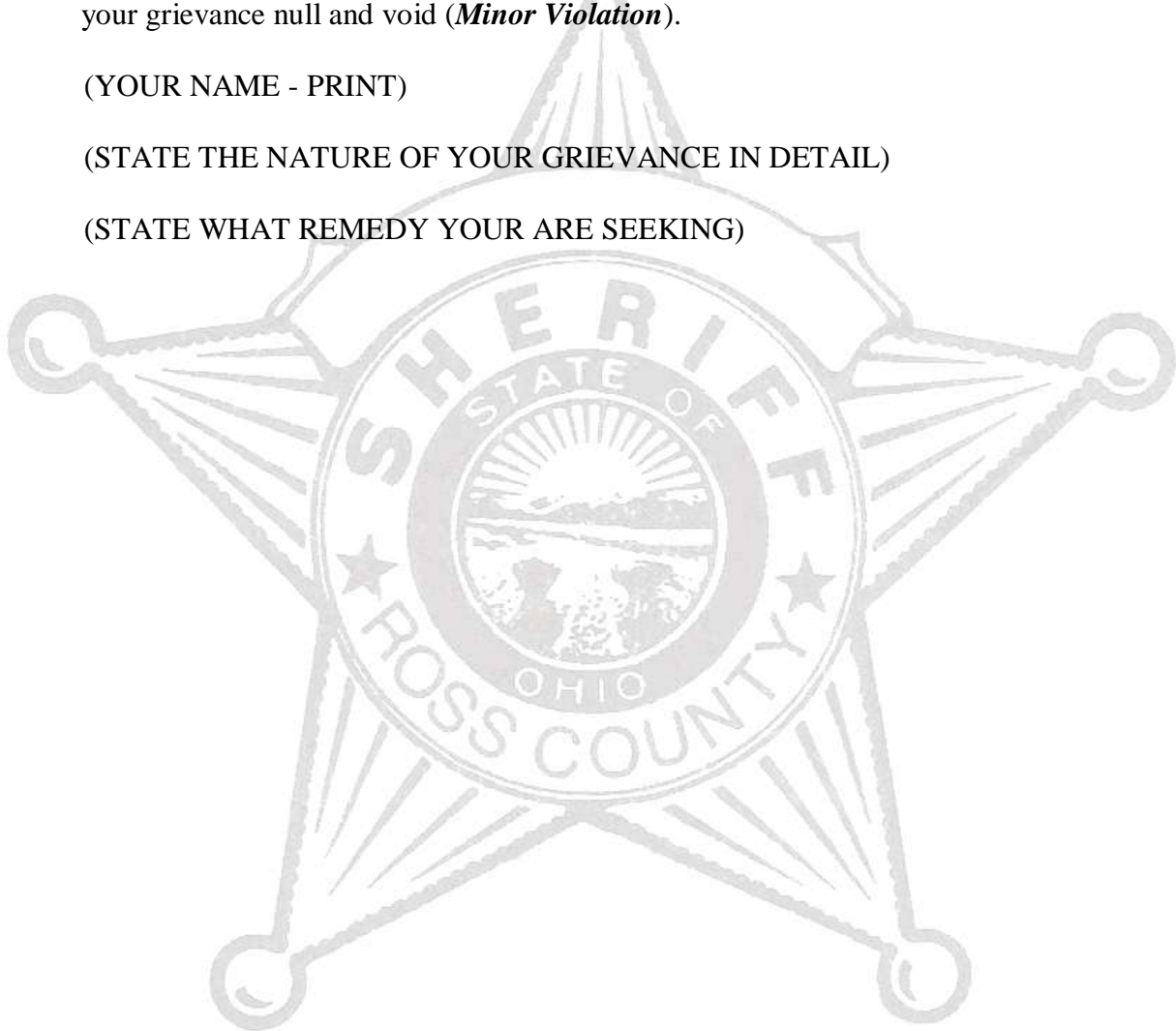
Inmates may submit a grievance (**Request Form**), to the case manager. Additionally, the inmate, in writing on a Request Form, may make an appeal to the Jail Administrator.

This grievance (**Request Form**) must contain the following information. Additionally the two copies of the grievance (**Request Form**) (white and yellow pages) must remain intact so that you may receive an answer. Any attempts to alter this process will render your grievance null and void (*Minor Violation*).

(YOUR NAME - PRINT)

(STATE THE NATURE OF YOUR GRIEVANCE IN DETAIL)

(STATE WHAT REMEDY YOU ARE SEEKING)



Article 25

Definitions

Administrative segregation: The act of confining an inmate to an individual housing cell or designated housing unit, physically separate from the general population for specified reasons other than as a penalty, thereby, prohibiting physical contact between this inmate and the general population.

Inmate Worker: An inmate considered trustworthy and allowed special privileges.

Censoring of Mail: Withholding or deletion of postal material or any part of its contents. Other forms of mail censorship, including reading written material, may only be done as set forth in the Minimum Standards.

Classification: A system or process for determining the needs and requirements of those persons being confined and for assigning them housing units and programs.

Contraband: Anything possessed by inmates or within the confinement facility which is declared illegal by the law or which is expressly prohibited by those legally charged with the responsibility for the administration and government of the Jail.

Due Process: A flexible term, for the compliance with the fundamental rules, which guarantee that a person has notice and an opportunity to present evidence in a dispute and that no law, rule or procedure is arbitrary or unfair.

Disciplinary Isolation: The act of confining an inmate to an individual housing cell physically separated from the general inmate population as a penalty, thereby, prohibiting physical contact between the inmate and other inmates.

Excessive: Exceeding the usual, proper or normal. Implies an amount or degree too great to be reasonable or acceptable.

Family: That group of people who are directly related by ancestry or marriage. (Common-law associates are not family).

Frisk Search: A search of an inmate's clothes, head cavities and a thorough "pat down" as described in the "National Sheriff's Association" booklet on Jail security.

Fundamental Rights: Rights which may not be suspended for disciplinary or classification reasons and which are to be guaranteed to all inmates except in time of emergency such as riot, fire, severe weather or other conditions beyond the control of the facility administrators.

Article 25

Definitions (continued)

Good Time: A system established by law, whereby, a convicted offender is credited a set amount of time off the sentence for time served in an acceptable manner.

Hoarding: A hidden supply stored up. (An excessive amount of an item or substance that could not be used within a reasonable time period).

Hogging: Selfish, or gluttonous. The act of taking more of a substance, item, or privilege than you would ordinarily be entitled to enjoy.

Home Brew: A gathering and storing of a liquid, that if properly prepared and tended, will naturally ferment into a beverage with a sufficient alcoholic content to make a person intoxicated or unstable.

Indigent Prisoner: A prisoner confirmed to have insufficient resources necessary to provide for his basic needs.

Indigent Kit: A hygiene kit issued to qualified inmates, upon admission, that contains a bar of soap, a toothbrush, toothpaste and a feminine hygiene kit for females, when necessary.

Leisure-Time Activities: Such activities as television viewing, cards, checkers, dominoes and other sedentary entertainment. **Manacling:** To confine hands, feet and body with manacles (e.g. handcuffs, leg irons, straightjacket, chains) to make fast or secure.

Neutral Officer: An Officer who was not involved in the incident in question and who was not a witness thereto.

Non-Sectarian: Not having a sectarian character (i.e. of or relating to a sect, an organized ecclesiastical body, religious denomination). **Official Count:** An actual counting and recording of prisoners confined in a facility by verifying the presence of each at a given time.

Physical Force: Any violence, compulsion or constraint physically exerted upon or against a person's body by any means.

Qualified Rights: Rights which inmates, in the general population, enjoy but which may be suspended for disciplinary or classification reasons as well as in time of an emergency.

Reprimand: To reprove sharply or censure formally from a position of authority.

Article 25

Definitions (continued)

Retaining Device: Any mechanical contrivance, appliance or object designed or fashioned to physically control or incapacitate a person. These shall include wrist manacles, "straightjackets", restraining straps, chains, restraint chair and other such devices.

Rules Infraction Board: (R.I.B) This is the process by which governs the due process for inmates charged with Violations of the Ross County Jail Rules.

Strip Search: An inspection of the genitalia, buttocks, breasts or undergarments of a person that is preceded by the removal or re-arrangement of some or all of the person's clothing that directly covers the person's genitalia, buttocks, breasts or undergarments that is conducted visually, manually, by means of any instrument, apparatus, or object or any other manner while the person is detained.

Security Perimeter: A secure boundary, which encloses the entire portion of the facility in which prisoners are confined, including any area to which prisoners may have access. Passage through this boundary must be strictly controlled.

Violation: An act of disregarding or breaking law or established rules.

Work Release: A formal arrangement, sanctioned by law, whereby, a prisoner is permitted to leave confinement for approval of employment in a job and/or participation in specific programs.

**Ross County Sheriff's Office, Ross County Jail Rules and
Regulations are approved by**

HONORABLE SCOTT W. NUSBAUM (Administrative Judge)

HONORABLE MICHAEL M. ATER

ROSS COUNTY COMMON PLEAS COURT JUDGES

HONORABLE THOMAS BUNCH

HONORABLE JOHN B. STREET Jr.

MUNICIPAL COURT JUDGES CHILlicothe, OHIO

George W. Lavender Jr., SHERIFF ROSS COUNTY

T.J. Hollis, Colonel

Ross County Jail Administrator

Revised February 2011

Table of Contents

<u>Subject</u>	<u>Page Number(s)</u>
Introduction / Management.....	1.
Article 1...Ross County Jail Inmate Operation.....	2.
Article 2...Personal Clothing.....	3.
Article 3...Jail Property.....	4 & 5.
Article 4...Inmate Hygiene.....	6.
Article 5...Care of Housing Units.....	7 & 8.
Article 6...Food.....	8.
Article 7...Commissary.....	8.
Article 8... Money.....	9.
Article 9... Access to Inmate	9.
Article 10... General Inmate Visitation	10 & 11.
Article 11...Religious Services and Counseling.....	12.
Article 12...Correspondence and Telephone Calls.....	12 & 13.
Article 13...Health Care Services.....	13 & 14.
Article 14...Recreation.....	15.
Article 15...Programs.....	15 & 16.
Article 16...Inmate Conduct.....	16,17,18.
Article 17...Inmate Workers.....	19.

Article 18...Work Release.....20.

Table of Contents

<u>Subject</u>	<u>Page Number(s)</u>
Article 19...Escape and Contraband.....	20.
Article 20...Prisoner Classification.....	21.
Article 21...Violations, Penalties and Disciplinary Procedures.....	22,23,24,25,26.
Article 22...Due Process.....	27.
Article 23 ...Grievances.....	28.
Article 24...Definitions.....	29,30,31.
End Page	32.