SANTA ROSA COUNTY

SHERIFF'S OFFICE
DEPARTMENT OF DETENTION

INMATE HANDBOOK

Revised 08/20/2017

SANTA ROSA COUNTY SHERIFF'S OFFICE
DEPARTMENT OF DETENTION
INMATE RULES AND REGULATIONS

INTRODUCTION:

In any community it is necessary to respect the rights and privileges of others and to accept responsibility for your own actions. This is needed to an even greater degree in an institution of this type. While you are in the county jail, we expect you to take advantage of the opportunities provided to assist you. You will also be expected to follow the rules and regulations of this facility.

This bulletin contains information about what you can expect during your stay here at the county jail. It explains how you can be bonded out, when you will see the judge, and rules that must be followed while you are here. The bulletin briefly summarizes the arrest, booking, and classification process. You will also find information on inmate privileges, the request/grievance system, and other topics. Be sure to pay particular attention to the rules and regulations and disciplinary procedures. If you violate any of these rules, administrative and/or legal action can be taken against you.

Major R. R. Tiff

Detention Major R. Tiff

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ARREST:

The jail serves several basic purposes. The main purpose is to detain accused persons awaiting trial, or to hold persons convicted of a crime while they serve a sentence. Entrance into the criminal justice system, however begins at the time of arrest. Arrests fall into two categories: (1) Service of a capias or warrant; (2) police action. In a capias or warrant arrest a judge reviews affidavits and other information to determine that there is a reason to believe that the defendant has committed a particular crime or action. A capias is usually issued by the Clerk of the Court based on information filed by the Office of the State Attorney. Police action usually results in an arrest when an officer responds to a crime scene or views a crime taking place. These arrests are based on "Probable Cause" that a crime has been committed and that the defendant committed the crime. Under the U. S. Judicial System, the defendant is presumed innocent until proven guilty beyond a reasonable doubt in a court of law.

RULES AND RESPONSIBILITIES OF THE INMATES:

The Santa Rosa County Sheriff's Office Department of Detention is operated by the Sheriff and his trained staff of personnel. All inmates, regardless of commitment circumstances are subject to the laws of the State of Florida. All privileges are dependent on your conduct while housed in the facility. Violation(s) may result in your being restricted from all programs, and/or placed in cell confinement.

RIGHTS/PRIVILEGES

1. You will be treated fairly and equitably while an inmate in this facility.
2. You will be informed of the rules, regulations, and procedures of the Santa Rosa County Sheriff's Office Department of Detention.
3. You have the right to freedom of religious affiliation and voluntary religious worship.
4. You will have health care, which includes nutritious meals, proper bedding and cleanliness of same, an opportunity to shower regularly, proper air quality, regular exercise periods, toilet articles, necessary medical care and emergency dental & medical treatment.
5. You will have visitation and the opportunities to correspond with family members and friends.
6. You will have unrestricted access to courts by written correspondence.
7. You have the right to legal counsel from an attorney of your choice (at your own expense) or a court – appointed attorney, by interviews and correspondence.
8. You have the opportunity to participate in using the law library if you are not represented by counsel and have been approved by court order to act in a prose capacity.
9. You have access to a wide range of reading materials for your own enjoyment.
10. You have the opportunity to participate in educational, recreational, and self-help programs as far as resources are available and in keeping with your interest, needs and abilities.
11. You have the right not to be victimized by sexual assault, abuse or harassment during your incarceration.

RESPONSIBILITIES

1. You have the responsibility to treat others, both staff and inmates in a fair and equitable manner.
2. You have a responsibility to know and abide by these rules.
3. You have the responsibility to recognize and respect the rights of others.
4. It is your responsibility not to waste food, to follow a laundry and shower schedule, to keep neat and clean living quarters, and to seek medical care.
5. It is your responsibility to conduct yourself properly during visits and not to accept or pass contraband (any article not sold through the commissary or issued by the staff or which is not specifically authorized by this institution or that constitutes an excessive amount).
6. It is your responsibility to request access to the courts through correspondence while adhering to policies and schedules of this facility.
7. It is your responsibility to conduct yourself properly during attorney/client interviews and correspondence.
8. It is your responsibility to request on the kiosk or in writing to the appropriate staff and to outline your needs.
9. You have the responsibility to abide by the regulations governing the participation in such activities.

The Prison Rape Elimination Act of 2003 (PREA)

The Prison Rape Elimination Act of 2003 (PREA, P.L. 108-79) was enacted by Congress to address the problem of sexual abuse of persons in the custody of U.S. correctional agencies. The Act applies to all public and private institutions that house adult or juvenile offenders and is also relevant to community-based agencies. It addresses both inmate-on-inmate sexual abuse and staff sexual misconduct.

SEXUAL ABUSE

In compliance with PREA, the **Santa Rosa County Sheriff's Office** is committed to emphasizing a ZERO tolerance of the sexual abuse of inmates, either by staff or other prisoners. Sexual abuse affects everyone, either directly or through the experiences of those we **care about. It is not only a women's issue, as it can affect persons of any gender, age, race ethnic group, socioeconomic status,** sexual orientation, or disability. Sexual battery as defined by FSS 794.011 means oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object: however, sexual battery does not include an act done for a bona fide medical purpose.

1. All inmates, during intake, will receive orientation explaining the facility zero-tolerance policy regarding sexual abuse and sexual harassment and how to report incidents or suspicions of sexual abuse or sexual harassment.
2. **A sexual assault awareness pamphlet is provided to each inmate in the inmate's p**roperty bag during dress out with information on self-protection and prevention techniques, treatment and counseling, and reporting methods.
3. Posters containing sexual assault awareness and reporting information are posted in the intake vestibule, the fingerprint room, ACR, classrooms, Video Court room and agency hallways.
4. An informational video, containing PREA information plays twice a day on the housing unit televisions. (10:00 & 22:00)
5. Inmate PREA education is available in accessible formats for all inmates including those who are:
    a. Limited English proficient.
    b. Deaf.
    c. Visually impaired.
    d. Otherwise disabled.
    e. Limited in their reading skills.
6. The agency ensures that key information about PREA and ways to prevent and report sexual assault is continuously and readily available or visible through posters, Inmate Handbook, or other written formats available on the inmate kiosk.

SEXUAL ABUSE REPORTING

SRSO Detention Division Jail inmates can privately report sexual abuse, sexual harassment, retaliation by other inmates or staff and staff neglect by using the following:

a. Verbal reporting
b. Request forms
c. Grievance forms
d. Third-party reporting
e. Lakeview Rape Crisis Hotline 850-433-7273 (toll free, non-recorded) or write to the rape crisis center at:
Victim Services, Bldg. H.
1221 W. Lakeview Ave.
Pensacola, FL. 32501

National Sexual Assault/Abuse Hotline -1-800-656-HOPE (4673) toll free, non-recorded

Any information regarding criminal activity, including sexual offenses, revealed to the National Sexual Assault/Abuse or Lakeview Rape Crisis Hotline staff will be held completely confidential, unless the agency is required to reveal this information under State or Federal Law.

f. For Foreign nationals- If you have been the victim of a sexual assault, and are a non-U.S. citizen who is arrested or detained, you may request to notify your country's consular officer here in the United States of your situation. A consular officer may be able to help you obtain legal representation, contact your family and visit you in detention, among other things. If you are requesting to notify your consular officer in reference to a sexual assault, you can submit a request on the inmate kiosk or submit a hand written request to the Shift Supervisor. Be sure to include the country, of the Consulate, you are requesting to notify.

g. For detainees with Immigration holds-The Community and Detainee Helpline is a toll-free service that can be reached by dialing 1-888-351-4024. This is a toll free number and has been made a non-recorded number by the facility, for the purpose of reporting sexual assault/abuse. Live trained operators are available Monday through Friday (excluding holidays) from 8:00 a.m. to 8:00 p.m. (Eastern Time) Language assistance, including Spanish operators, is also available. Individuals with a hold for Immigrations can speak to an operator to report an incident of sexual assault or sexual abuse.

A video which contains comprehensive educational PREA information, on sexual abuse awareness and prevention, is provided to inmates daily in all housing areas.

SEXUAL ABUSE AWARENESS

HOW TO PREVENT POTENTIAL SEXUAL ABUSE

a. Be aware of situations that make you feel uncomfortable. Trust your instincts. If it feels wrong, LEAVE.
b. Don't let your manners get in the way of keeping yourself safe. Don't be afraid to say "NO" OR "STOP IT NOW"
c. Walk and stand with confidence. Many abusers choose victims who look like they won't fight back or are emotionally weak.
d. Avoid talking about sex, and casual nudity. These things may be considered a come-on, or make another inmate believe that you have an interest in a sexual relationship.
e. Do not accept commissary items or other gifts from other inmates. Placing yourself in debt to another inmate can lead to the expectation of repaying the debt with sexual favors.
f. Avoid secluded areas. Position yourself in plain view of staff members. If you are being pressured for sex, report it to a staff member immediately.

WHAT TO DO IF YOU ARE SEXUALLY ABUSED

a. Get to a safe place. REPORT THE ATTACK TO A STAFF MEMBER IMMEDIATELY. The longer you wait to report the attack the more difficult it is to obtain the evidence necessary for a criminal and/or administrative investigation.
b. Do not shower, brush your teeth, use the restroom, or change your clothes. You may destroy important evidence.
c. If you are a victim or witnessed an attack, but you yourself are unwilling to report it to a staff member you can fill out an inmate request to any staff member, shift OIC, the Facility Inspector, Chaplain, Mental Health or Medical personnel. Seek the support of a trusted friend, family member or staff member, such as the Chaplain. The days ahead can be traumatic and it helps to have people who care about you to support you.
d. Seek professional help. Mental health staff is available for crisis care to listen and offer support.

ACTIONS TAKEN WHEN AN ALLEGATION OF SEXUAL ABUSE IS REPORTED:

a. Alleged victim and abuser will be separated
b. If the abuse occurred within a time period that still allows for the collection of physical evidence, the alleged victim will be instructed not to take any action that could destroy physical evidence; including washing, brushing teeth, changing clothes, urinating, defecating, drinking or eating
c. If the abuse occurred within a time period that still allows for the collection of physical evidence, the alleged aggressor will be instructed not to take any action that could destroy physical evidence; including washing, brushing teeth, changing clothes, urinating, defecating. Drinking or eating
d. Alleged victim will be seen and evaluated by Medical
e. Alleged aggressor will be seen and evaluated by Medical

f. Alleged victim and abuser will be housed separately and alone until assessed by Medical and Mental Health
g. The incident will be fully documented
h. All documentation will be forwarded for Criminal or Administrative Investigation
i. Alleged victim and abuser will be evaluated for re-housing by Classification and the PREA Coordinator

FACTS FOR THE INMATE THAT SEXUALLY ABUSES OTHER INMATES

a. You will be criminally charged under Florida Law. You will be issued a disciplinary report. If found guilty, sanctions will be harsh.
b. Your supervision level will be reviewed and likely increased, which could mean a transfer to a higher security classification with significantly less freedom of movement and limited privileges.
c. If you have family, how will this affect them and/or how will it affect their ability to visit you?

TO REDUCE IMMEDIATE FEELINGS OF ANGER OR AGGRESSION

a. Try talking to or writing a friend.
b. Meditate or do breathing exercises to relax.
c. Engage in some type of exercise.
d. Request to see Mental Health
e. Consider participating in programs offered by the facility designed to control anger and reduce stress

DID YOU KNOW

a. Sexual abuse has nothing to do with the victim's present or future sexual orientation. Victims may be either heterosexual or homosexual.
b. A survivor is not at fault for the rape, even if she/he was in a secluded area, or had previous consensual sex with the attacker.
c. It is common for survivors of sexual assault to have feelings of embarrassment, anger, guilt, panic, depression and fear even several months or years after the attack. Other common reactions include loss of appetite, nausea or stomachaches, headaches, loss of memory and/or trouble concentrating and changes in sleep patterns.
d. Additional Sexual Abuse prevention, reporting and educational information is located on the inmate kiosk.

UNAUTHORIZED PHYSICAL CONTACT: ALL physical contact initiated by an inmate with Deputies/staff is UNAUTHORIZED. Any such physical contact could be perceived as battery on a law enforcement officer and may result in a sentence of FIVE (5) years in state prison (Florida Statute 784.07). For your own protection and security, DO NOT engage in this type of behavior.

PENALTIES FOR FILING A FALSE REPORT:

Filing a false police report is prohibited in Florida by statute. According to Florida Statute 817.49, anyone who knowingly misleads the authorities or who causes someone else to mislead the police about the commission of a crime is guilty of a misdemeanor of the first degree. The statute covers those who not only lie to the police, but those who report crimes that were not actually committed as well as misinformation about crimes that were.

According to Florida Statute 775.082(d), under Florida law, the maximum penalty for a person convicted of providing a false report to law enforcement about any crime, a first degree misdemeanor, is a one-year prison term and a fine of $1,000. However, for a person convicted of providing a false report about a capital felony, the maximum penalty is a five-year prison term and a fine of $5,000. The severity of the prison term and fine given, however, is up to the discretion of the sentencing judge and varies depending on the facts of the case, and the prior criminal record of the defendant.

Florida Statute 775.082 (2) further orders the defendant to pay court costs.

ADMISSIONS: Upon entry you will be seen by a medical staff member at/during the booking process. Following an arrest is the booking process. This involves an Admission, Classification and Release (ACR) Officer recording basic information, most of this is received from the defendant. Fingerprints and a photograph are required at this time. During the initial booking process and pursuant to F.S.S. 943.325 (3) (b), qualifying offenders will be required to submit an oral swab (DNA sample) to FDLE for inclusion into the DNA database. An opportunity is provided at the time of booking for the defendant to make at least one completed free local call or one completed collect long distance call after being processed into the facility; afterwards inmates can use the collect phones in all housing areas. In most cases, especially misdemeanor offenses, bonds may be posted immediately after booking. In a warrant arrest, the bond amount has been predetermined by the judge who issued the warrant; or the arresting officer may set a bond from a pay schedule furnished by the court. The bond will indicate the date you are to appear in court, for your "Plea Day".

VAM MESSAGING- During intake, and for a fee of $ 3.00, inmate's will be given the opportunity to provide up to 3 phone numbers for which a pre-recorded message can be sent to family/friends informing them that they have been incarcerated and will include the jails contact information.
Inmates must have money to choose this option and this option will not be offered to inmate's that are combative or uncooperative.

PRELIMINARY HEARING/1ST APPEARANCE: If the defendant remains in custody, he/she will be interviewed by personnel from the Probation Office the following morning for a possible Pre-Trial Release, or will be taken before a judge within 24 hours. This hearing/appearance may not apply to arrests for violation of probation, parole, conditional release or orders to take into custody.

Florida Rules of Criminal Procedure 3.130 state that except when previously released in a lawful manner, every arrested person shall be taken before a judicial officer, either in person or by electronic audiovisual device in the discretion of the court. You may not waive your right to first appearance. Prior to your first appearance you must have a first appearance review; therefore, you must be interviewed by the pre-trial release officer. The exceptions are persons being housed for ICE, FBOP, USM, Military contract, Private Transport companies, and inmates returning from a state prison facility regarding a case that he/she has previously been sentenced for or has already had a First Appearance.

At your first appearance, a judge will review the arrest information, advise you of your rights and appoint legal counsel (attorney) if you desire and qualify. The judge may also set a bond regardless of previous bond determinations. After review of the arrest information, or police action arrest, the judge checks for sufficient probable cause on the case brought against the accused person. If the bond requires GPS monitoring, House Arrest, Drug Patch, or Scram it is your responsibility to set that up. After the bond is satisfied ACR, Bondsman, a family member, or inmate may contact the provider. There will be a $25.00 hook up fee and a $12.00 daily fee. The information is available on the inmate kiosk under the documents tab. .

PLEA DAY: Inmates charged with a felony, which are represented by the Public Defender's Office; does not need to appear in court for plea day, your attorney will file a written plea of not guilty on your behalf. Defendants who have been released on a bond will appear in court on plea day. On plea day, the defendant may plead guilty or not guilty. The court may order a pre-sentence investigation (PSI), or set a trial date. The judge usually does not consider bond reductions or other matters at this time.

Court dates are provided to Classification by the court. You can check with the pod control room to see when your next court day is, if that information is not in the computer, you will need to contact your attorney or the clerk of court. This agency does not transport you to court dates in other counties. If you have a court date in another county, it is still your responsibility to appear. You can write to that county clerk's office and advise them that you are incarcerated and inquire about an "Order to Transport." That is a document signed by a judge, allowing another agency to legally pick you up and take you to court in another jurisdiction.

CLASSIFICATION: After the booking process, you will be housed according to your classification. The purpose of classification is to place you in one of several categories of housing, to help assure proper security and protection for the inmate. There is an established criterion to classify all inmates into the correct security classification and to identify inmates that have special needs. Classification will reassess the status of all inmates within 90 days of being incarcerated or any time there is a change in the criteria on which the original classification was based; an inmate's status may change requiring re-evaluation of custody and housing. Classification reviews will be conducted at intervals not to exceed 90 days.

All inmates can be moved to other areas of the jail, as needed for classification purposes. Guidelines for moving close management (CM) inmates are as follows: close management inmates must be escorted by two officers and wear leg shackles and hand-cuffs applied behind their back when they are moved outside of their housing area, or outside of the facility, to accommodate an inmate's request or court appearance. The handcuffs will be removed and re applied in the front and shackles and handcuffs will remain on CM's during programs.

Pregnant inmates: shackles will not be placed on pregnant females. Wrist restraints must be applied in such a way that the pregnant inmate is able to protect herself in the event of a forward fall. The use of restraints on a pregnant inmate is limited during the third trimester, labor, delivery and post-partum recovery. If restraints are required (for the safety of the inmate or others) they are to be applied in the least restrictive manner necessary and documented in an incident report.

Inmates who have jewelry that cannot be removed will be placed in Administrative Lockdown for their safety and the safety of others, until such time that the jewelry can be removed. Classification may move these individuals to General Population after a review is made based on the type and location of piercing, continued need for segregated housing and threat to others.

Based on their housing classification, inmates housed in segregated housing, will not be permitted to attend scheduled classes such as, AA, substance abuse or church with general population inmates.

Based on the lack of available volunteers, one-on-one sessions are not offered.

Inmates housed in segregated housing, can submit a request to the facility Chaplain for a one-on-one meeting.

Segregated housing includes:

a. Protective custody

b. PREA Protective custody

c. Disciplinary confinement - commissary items may be restricted

d. Administrative confinement

BONDS: Bail Bonds are one of the most misunderstood aspects of the criminal justice system. Bonds exist to guarantee that the defendant arrives for court appearances. The judge considers a number of factors in setting a bond, mainly the seriousness of the offense and the threat a defendant poses to the public. The judge has a wide range of discretion in setting bonds, what types of bonds are acceptable to the court, or any reasonable conditions the defendant must meet. While in ACR, each defendant will have the opportunity to make a free call to facilitate arrangements for posting a bail. Once moved to a housing area, all calls are collect. Bail Bond agents must set up an account with the inmate phone service provider to receive calls. If you receive a bond modification and need to use a free phone, you may submit a request to the Shift Supervisor and he/she will review your request. Submitting the request does not guarantee you a free call, but the Shift OIC can evaluate your need and based on that information he/she may approve or deny the request.

a. Inmates who are eligible to make bond, and have the required monetary amount in their inmate money account can submit a request to the shift supervisor to use that money to make their bond. Inmates must pay all booking and subsistence fees before making bond.

b. Inmates who are eligible to make bond and have credit cards in their property, which they are requesting to use to make bond, can submit a request to the shift supervisor requesting to make their bond. The inmate will be escorted to the inmate property room and allowed to use the credit card to put the appropriate monetary amount on their inmate money account. The property clerk will then cut a check made payable to the: Clerk of Courts: and the check will be provided to ACR personnel to complete the bonding process.

RELEASE ON RECOGNIZANCE BONDS (ROR): This is your promise to appear in court, with no money or collateral needed, to secure your attendance. ROR is seldom available to defendants charged with crimes of violence, or the more serious felony charges, and is approved by the judge. It is almost never used with transients, or people with a history of failure to appear for court.

PRE-TRIAL RELEASE (PTR): This type of release is set up by the County Judge or the Probation Office. Terms and conditions will apply.

SIGNATURE BONDS: These are similar to an ROR bond; however, in this case another person cosigns with the defendant and they become responsible for seeing that the court appearance is met.

PROPERTY BONDS: These bonds involve persons with real estate property in Santa Rosa County and wish to use it as security and meet conditions as follows:

a. Property cannot be under homestead exemption.
b. Property has no liens, mortgages, or judgments against it.
c. Use of the property for bonding purposes is approved by all members who are listed as owners of said property.
d. Property value is the bonding amount or greater.
e. Property in other counties in Florida may be used for bond, if the Sheriff of that county will verify sufficiency and ownership of the property to be used.
f. The defendant or his/her designee must retain a law firm to handle the property's title search.

CASH BONDS: Cash bonds are used when a deposit of cash money or an approved certified check is used to guarantee court appearance(s). Cash deposited as a bond is returned to the depositor when the case is finished minus any fines, or a cost owed in the case the bond was made or any other outstanding cases where fines and costs are outstanding. The defendant may be the depositor and all fines and restitution will be deducted prior to any refunds.

Professional Bonds are posted by licensed bondsmen by the State of Florida. These bondsmen are registered with the Clerk of the Circuit Court and the Sheriff in Santa Rosa County. A bondsman's fee is **10%** of your bond amount with a minimum of $100. This fee is not refundable. A bondsman often requires collateral or a cosigner. It is usually easier to have a family member or friend meet with the bondsman rather than the defendant.

Request for bond reduction(s) are filed by your attorney to the assigned trial judge.
No member of the Santa Rosa County Sheriff's Office can recommend a specific Bail Bonds company.

INMATES SENTENCED TO COUNTY JAIL: A sentenced prisoner is required to work unless declared disabled by the jail physician. Failure to work will result in a disciplinary action and forfeiture of all or part of state gain time provided for inmate workers **per FSS 951.21.** Work release inmates will receive state gain time only. Weekenders must do the total amount of their sentenced time. Able bodied inmate workers will clean the cells of physically bedridden and mentally impaired inmates who are unable to work due to their disabilities.

Once sentenced, Classification will compute the sentence with all applicable credit for time served, state gain time, medical gain time, and/or inmate worker credit and update the Jail Book module. Credit for time served on felony and misdemeanor cases is calculated by the Classification Department. If you feel that the amount of credit calculated is incorrect, submit a request to Classification, via the kiosk, and describe in as much detail as possible. Provide any dates of previous incarcerations on the case, names of any other agencies in which you were arrested on the case in question. Providing this information will allow Classification to review your request in a more expeditious manner. Release dates can be obtained from the pod control tower once they have been entered into Jail Book.

Classification does not check for warrants from outside agencies during your incarceration. That is done by ACR staff at the time of release. "Hold" information can be obtained from the pod tower operator.

INMATE WORKER ELIGIBILITY AND SELECTION: Non-sentenced inmates are not required to work beyond the duties necessary to maintain the cleanliness and good order of their own area and common areas of their housing unit, but can be assigned as volunteer inmate workers. After being classified and cleared by Medical and if qualified, non-sentenced inmates (minimum or medium classification) are placed on a list of prospective inmate workers. Workers are made from that list as needed. **THIS IS AUTOMATIC, YOU DO NOT NEED TO PUT IN A REQUEST.**

Inmates only qualify for inmate worker status twice during each incarceration, once before being sentenced and once after being sentenced or twice after being sentenced.

Sentenced inmates, once cleared by Medical, will be added to the inmate worker list. **It is not necessary to submit an inmate request for consideration. Provided that you meet the pre-selected criteria, Classification staff will add your name to the list of prospective inmate workers.**

Inmates classified as medium assaultive are made inmate workers; when they are sentenced or based on their booking date and are made as needed to maintain the cleanliness of the housing area. **THIS IS AUTOMATIC, YOU DO NOT NEED TO PUT IN A REQUEST.**

Both sentenced and un-sentenced inmates may be removed from Inmate Worker status if a Disciplinary Report is written for rule violations. The Shift Supervisor may allow an inmate to remain on Inmate Worker status pending the DR hearing process based on the nature of the rule violation and the risk posed.

NO INMATE, SENTENCED OR NON-SENTENCED, WILL QUALIFY FOR INMATE WORKER STATUS IF HE/SHE IS FOUND GUILTY OF 3 DISCIPINARY REPORTS.

If you are removed from inmate worker status, your release date is subject to change.

CLOTHING-LINEN-LAUNDRY: Upon admission, inmates will be issued the following items:

1-Uniform	2-issued sheets	1-pair shower shoes	1-comb
1-issued towel	1-issued blanket	1-issued pillow & case	1-toothpaste
1-issued mattress	1-laundry bag	1-wash cloth	1-toothbrush
1-green mesh bag	1-soap	1-Sexual assault pamphlet	1-kiosk instruction sheet

These items will be turned in before release.

Linen items will be laundered once a week on designated days according to the activity schedule. Personal items will be laundered as scheduled. A laundry schedule is posted on the inmate kiosk in your housing area listing your day(s) and times available.

INMATES WILL SIGN FOR RECEIPT OF AND BE HELD ACCOUNTABLE FOR ALL JAIL ISSUED ITEMS
The cost of any missing or damaged items will be deducted from the inmate's account based on fair market value. Inmates who are released with a negative balance may be subject to pay previous balance if incarcerated again.

FEES FOR JAIL SERVICES:

ID Devices: $10.00 will be deducted from your account if you are found to be in violation of **rule #29** and the identification device (card or bracelet) has to be replaced.

CRIMINAL MISCHIEF/VANDALISM: (Rule #127) If you are found in violation you will be required to reimburse the cost of repairs and labor. You may also be criminally charged.

INMATE SUBSISTENCE FEE: A subsistence fee of $2.00 will be deducted daily from each inmate's personal commissary account for meal allowance pursuant to FSS 951.033 to help cover expenses. If you do not have money in your account, you will receive the same meal as those provided to inmates, during meal times, which have money.

INITIAL PERDIEM FEE: A one-time perdiem fee of $20.00 will be deducted at the time of booking from each inmate's personal commissary account pursuant to FSS 951.033.

Indigent Inmates: Inmates without funds ($1.00 or less for 7 consecutive days) are required to submit a request form on the kiosk system to Programs, informing them of their indigent status. Once the request has been submitted the inmate will be placed on the indigent list, no need to submit another request. The requests will be cut off on the Thursday by the end of business at 4 p.m. before the next scheduled delivery. The status of each inmate, that reports being indigent will be checked by staff. If an inmate does not submit their request for indigent status by the cut off time they will not receive an indigent packet. Indigent packages consist of 4 postcards, 2 envelopes, and 4 sheets of paper, one pencil, and one bar of soap, one toothbrush, and one tube of toothpaste. A record shall be kept of indigent packages provided to inmates.
Indigent inmates will not receive ICare, or Fresh Favorites purchased from an outside source. An inmate may request to be taken off of the indigent list by submitting a request form on the kiosk system to Programs requesting to be removed from the list.

NOTE:

a. All inmates shall receive the same daily meals, uniforms, and linens regardless of their ability to pay. If the inmate has sufficient funds to cover the subsistence fee, it shall be deducted from their individual commissary account. If the inmate does not have the funds to cover their fee, the Santa Rosa County Sheriff's Office reserves the right to pursue restitution by filing a civil lien through the Santa Rosa County courts for the balance owed.
b. Inmates whose housing is being paid for by United States Marshal Service, Federal Bureau of Prisons, Immigration and Customs Enforcement, other county/state entities or by Military contract will not be charged the subsistence fee or initial perdiem fee.
c. Inmates who are classified as Inmate Workers will not be charged the subsistence fee.
d. Inmates receiving medical gain time will pay the subsistence and perdiem fee.
e. Inmates owing money at the time of release will receive a balance of how much they owe and they'll have fourteen (14) days to pay to the jail before it is turned over to Pay My Jailer. (Advent)

Pay My Jailer

All fees incurred are payable within fourteen (14) days of release via cash, money order, or certified check, for the exact amount. If you are unable to pay upon release your account will be furnished for billing and payment processing (additional fees apply) . Santa Rosa County Jail has contracted with Advent Financial Systems (Pay My Jailer) to provide the billing service and provide several convenient options to pay the outstanding fees.

MEDICAL CO-PAYS: In accordance with FSS Chapter 951.032, Medical co-pays will be charged against the inmate's personal account.

Effective April 30, 2014, the co-pay charges are as follows:

Doctor/ARNP/Dentist (In house) - $10.00
Prescriptions & Refills - $5.00
Walk-In/Urgent Care - $10.00
Sick Call assessment - $5.00 each

a. **Federal inmates** will be charged medical co-pay starting **30 days after initial intake** as provided pursuant to the Federal Prisoner Healthcare Copay Act of 2000.

b. Exceptions: (Federal Inmates) if you were previously incarcerated in this facility, then the days of your previous incarceration will count toward your **30-day notice.**

c. If arrangements are made for an inmate to see a specialist for treatment and the inmate refuses to go, they are subject to be charged any cancellation fees.

HOUSEKEEPING: While you are incarcerated, your cell is expected to be kept clean and orderly. Each morning, immediately after breakfast, cleaning supplies will be issued as necessary and each inmate will be required to clean their cell and common area consisting of the following:

a. Elimination of any clutter
b. Floors in cells and halls are to be swept and mopped (nothing on the floor except inmate shoes)
c. Walls and bunks cleaned and kept free from any objects, pictures etc. (items will be confiscated and put into inmates property and/or disposed of)
d. Garbage and trash receptacles emptied and cleaned
e. Urinals, showers, and lavatories cleaned
f. Bars and windows cleaned and kept free from any clutter, books etc.
g. Inmate's property will be stored in the green mesh bag issued at intake. The green bag will be hung at the head of the bunk, closest to the wall. Excess property will be placed in the inmate's property box by request.
h. Perishable foods or other items that may cause unsanitary conditions cannot be stored in the cell/housing area. (Food items purchased as fresh favorites must be eaten upon receiving them and are not to be stored beyond four (4) hours of receipt or lockdown, whichever comes first.)
i. Obstructions will not be permitted to impair officer's capability to view housing or bunk area(no items hanging from bunks, bars, windows, half walls or lights) Any items hanging in/on these areas will be confiscated. Towels and wash cloths can be hung at the head of the bunk nearest the wall provided that they do not obstruct the Officers view.
j. No personal items will be left on the dayroom tables after lockdown (food, blankets, sheets, books, etc.)

CLEANLINESS: It is your daily responsibility to maintain cleanliness and order within your individual cell and the cellblock areas. Your individual cell will be clean throughout the entire day. Cleanup of individual cells will be accomplished in the following manner:

When cleaning gear is issued, it shall immediately be used to:

Cell floors will be swept and mopped, including under bunks and storage areas.
Sink and toilet fixtures cleaned.

a. Windows, lights/fixtures and cell walls will be clean and free of markings.
b. Desk and storage areas clean and neat.
c. Trash removed and placed in receptacles daily.

You are also individually responsible for the general cleanliness and order of your assigned cellblock, dayroom, balcony and shower areas, specifically as follows:

a. Shower and curtain cleaned.
b. Dayroom area and cell floors clean and free of trash clutter, etc. at all times.
c. Dayroom tables and stools clean.

At no time may you use your issued blanket, bed linens, mattress, pillow, laundry bag, etc. to place on any floor to be used for comfort, sleeping, sitting on, as a shower curtain, etc. Blankets and sheets will have no knots tied in them for any reason. No items will be placed in the windows.

CLOTHING: You are required to dress in jail issued clothing while you are in the Santa Rosa County Detention Center. All inmates shall be dressed in complete jail issued uniform with inmate ID attached to the left side of their uniform when leaving their living quarters, going into the dayroom or any other area of the Detention Center. Long underwear can be worn under the jail issued uniform. The sleeves of thermal underwear will be permitted to extend below the shirt sleeves and cover the arms. You must be properly attired to receive medications, mail, canteen and meals. You must be fully clothed any time you leave the cellblock. 2 piece uniform – inmates must wear their pants so that they cover the top portion of their buttocks without any portion of their undergarments

showing. Pants will be worn at the waist level. 1 piece jumpsuit – inmates will wear jumpsuits all the way up and snapped up to the top 2 snaps. Only religious head coverings will be permitted. Inmates will not lounge on their bunks dressed only in their undergarments or shorts. NO clothing will be worn inside out or altered by the inmates under any circumstance. ***The only exception will be for medical reasons and upon order of the facility Health Care Provider***

DAYROOM: Each inmate is responsible for the overall tidiness of the dayroom. They are also responsible for disposing of personal litter, cleaning of spills of liquids or other substances on the floor or furniture and cleaning of any other unsightly condition occurring in the dayroom. An area in the dayroom at the entrance doorway, and emergency exit doors under the stairway has been outlined in red as a secure area. All inmates are to remain on the dayroom side of the lined area unless instructed by a Deputy to enter the restricted area. This restricted area is to remain clear at all times regardless of whether the entrance door is open or closed. Dorms with solid or barred doors on the cells (C, D, E, G, H, I, L, M, Q and R) will remain in the locked open mode during non-lockdown times while inmates have dayroom privileges. Inmates may lock their doors shut while out of the dorm for exercise yard, court, visitation, etc. but the doors will be returned to the open position upon their return to the dorm. The only exception is for those dorms designated as lockdown.

Televisions are located in most dayroom areas. TV's may be turned on at 0900 after the morning dorm cleaning and will be turned off at 2300 hours. All inmate televisions have Closed Caption functionality that can be turned on from the television remote that remains in the inmate housing unit. Deaf, hard of hearing or speech impaired inmates, or inmates with other disabilities may also submit a request, via the inmate kiosk, to Programs and have staff assist him/her in turning on the closed caption function. Staff from the Programs Unit will advise their Supervisor who will ensure that the closed captioning function is enabled.

PERSONAL HYGIENE: You are responsible for your own personal hygiene. Personal care items such as soap, toothpaste, toothbrush, etc. are provided for indigent inmates. Personal care items are available for purchase for all inmates through their commissary account. Feminine hygiene articles are available from staff members. Inmates are encouraged to shower daily; however, you are required to bathe twice a week. All inmates will be permitted to shave once a week in accordance with the activity schedule..

Razors are to be used for male inmates to shave their face, female inmates to shave their legs and under arms only. Inmates that use razors for any other purpose or who turn in broken razors will receive a disciplinary report and could lose the use of a razor for the remainder of their incarceration. Inmates will only be issued one (1) razor to shave. All inmates will be given one (1) hour to shave. (NO EXCEPTIONS)

HAIRCUTS: Haircuts are available monthly. See haircut schedule posted on the inmate kiosk in your housing area. There will be **"NO SPECIAL CUTS."** Haircuts for indigent inmates are paid for by the Inmate Welfare Fund. However, Indigent Inmates that receive money at a later date will have the price of the service deducted from their account. If you have money in your account the price of the haircut is $7.00 and will be deducted from your inmate money account.

OUTGOING MAIL: Outgoing "non-legal" mail may be in form of a postcard or an enveloped letter unsealed and must list the inmate's name, as he/she was booked, and the jail address. No unnecessary marking is permitted on the postcard/envelope front; this includes promotional post cards provided by Aramark. All outgoing "non-legal" mail will be collected throughout the day and night in the Pod Area and stamped with the appropriate stamp for that area. At the end of night shift the mail will be rubber banded together for that area and brought to the Muster Room and put in the mailbox. No mail of any kind will be picked up by the mail clerks or notaries. All outgoing mail will be scanned by the Programs unit prior to delivery to ensure a security risk is not present. Indigent mail will be sent out on Wednesday only.

Outgoing non-legal mail will be sealed by the Programs Unit personnel prior to delivery to the post office. Outgoing mail found in violation will be returned to the sending inmate. Disciplinary action may result. Outgoing mail will be returned to sender for more postage if individual weight exceeds one (1) ounce.

Outgoing legal mail (attorney, courts, public official, and media) may be sent out in the form of paper/envelopes, may be sealed by inmate in the presence of the housing officer; the officer will scan the mail to verify it is privileged mail and initial the envelope by the privileged stamp. Any privileged mail not initialed by an officer will be returned. The mail will be verified as to validity, prior to delivery to the post office. Indigent inmate's privileged mail will be mailed out Monday – Friday.

INCOMING MAIL: ALL INCOMING MAIL, OTHER THAN LEGAL MAIL WILL BE OPENED AND INSPECTED FOR CONTRABAND in accordance with Florida's Statute FS 951.22. **Incoming legal mail** will be opened and inspected for contraband in the presence of the inmate. This process can be waived by the inmate in writing. However, legal mail shall not be withheld from an inmate. This includes letters from: the courts, counsel, officials of the confining authority, government officials, and administrators of grievance systems and members of the parole authority. Items of excess or items considered contraband will be inspected and returned to sender. A stamp will be placed on the mail explaining the reason for the denial and return to sender. The

inmate the mail was intended for will be sent a notification form of the denial during mail distribution. Drugs sent through the mail will result in an investigation and may be prosecuted in the courts as well as institutional disciplinary action being taken.

Correspondence Materials / Postage Allowance:
*The indigent status of an inmate will be based upon the status of the inmate's account for the seven (7) day period prior to the issuance of indigent packages. Inmates, who are indigent, are required to submit a kiosk request to Programs, informing them of their indigent status. . The requests will be cut off on Thursday at the end of business at 4 p.m. before the next scheduled delivery. The status of each inmate, that reports being indigent will be checked by staff. If an inmate does not submit their request for indigent status by the cut off time they will not receive an indigent packet. No exceptions. Indigent regular mail will be mailed out on Wednesdays only. Indigent mail is limited to 1 piece of envelope correspondence and two (2) postcards per week. Each piece of mail will be checked to determine if the inmate is indigent. Non indigent mail or extra mail will be returned to the individual inmate.

* If you are indigent, you may receive, upon request, a "legal" indigent packet consisting of two (4) envelopes stamped "privileged" in order to ensure that they are used for that purpose, and (8) sheets of paper. These packets will be delivered at the next scheduled date for indigent packets, not to exceed two weeks absent an act of nature or a declared state of emergency. If you specially request writing materials to send urgent privileged envelope correspondence before the next regular indigent package distribution, you will receive a response to the special request within (3) days.

* If you are indigent and deemed by the courts as "Pro Se" (acting as your own attorney), you will be provided paper, postage and envelopes as needed for legal communications. An inmate pencil will be provided upon request, not to exceed two (2) per month. Due to time sensitive court pleading, motions, etc., requested items shall be delivered within 48 hours excluding weekends and holidays.

* All inmates, regardless of indigent status will, upon determination that they will remain incarcerated after first appearance or who remain incarcerated for a period of time in excess of 24 hours, shall receive an initial "mail packet" consisting of (2) envelopes, (4) sheets of paper, and (1) pencil. Appropriate postage will be attached when mail items are presented by inmates to be "mailed out".* You may receive, from an outside source, an unlimited amount of plain or "metered" postcards (as long as they are received in accordance with rules concerning no "packages"), however; a limit of (2) plain or metered envelopes (First Class postage printed and permanently affixed by a postal meter or the U.S. Postal Service) and (4) sheets of paper will be allowed per incoming correspondence. Items of excess or items considered contraband will be inspected and returned to sender. A stamp will be placed on the mail explaining the reason for the denial and return to sender. The inmate the mail was intended for will be sent a notification form of the denial during mail distribution. All inmates will be allowed a maximum of (10) plain or metered envelopes in their possession at any one time. All envelopes in excess of (10) will be considered contraband and will be confiscated and placed in your personal property. Postcards must be of light-colored card stock of dimensions consistent with the postcards sold by the United States Postal Service. **Items put into your personal property, due to being in excess or unauthorized, will not be removed without prior approval from the Support Supervisor.**

* If you are not considered indigent, you will be allowed to purchase an unlimited amount of postcards from the facility commissary. Envelopes and paper purchases will be limited to (8) envelopes and (1) pad of paper per week. You may also purchase from the facility commissary, an unlimited amount of envelopes stamped "privileged" to be used for the purpose of privileged or legal correspondence.

* All postcards will be of light-colored card stock of dimensions consistent with the postcards sold by the United States Postal Service. Envelopes will be No. 10 sized and of any color. Paper/pads will be light-colored, measuring at least 7.25" wide by at least 10.5" tall.

Mail received must be addressed using your full name, P.O. Box 7129, Milton, FL 32572. Mail containing cash will not be accepted, all contents will be returned to sender. You may receive money in the form of a cashier's check, money order, checks from another correctional facility, or government checks. All money orders must be made payable to: Aramark Correctional Service, c/o "Inmates name" (as booked) P.O. Box 7129, Milton, FL 32572. Send money orders to Aramark Correctional service. All money orders must list the purchaser's name and address as well. All money must be kept separate from personal letters. Account information will **NEVER** be given out over the phone or to any person other than the inmate.

MAIL: Inmates are encouraged to correspond with their family and attorney through the mail. **There will be NO CORRESPONDENCE between inmates incarcerated in the Santa Rosa County Jail**, regardless of relationship. Except for holidays, mail is forwarded to and received from the post office, Monday through Friday. All inmate mail must be properly addressed (see below)

Letters: Santa Rosa County Jail
C/O Inmate's name as booked
P.O. Box 7129

Milton, Fl. 32572

E-MESSAGING- Is an electronic messaging system which offers an **alternative** method of communicating with family and friends. E-Messaging connects family and friends with inmates using a fast, low cost and easy email style electronic messaging system. Inmates' family and friends can submit electronic letters (24) twenty four hours a day, (7) seven days a week, for less than the price of a stamp. All messages are subject to review by Programs personnel.

MAGAZINE & NEWSPAPER SUBSCRIPTIONS – ONLY: Inmates may have their family or friends purchase a subscription for them but the subscription must come directly from the publishing company. **NO BOOKS WILL BE ACCEPTED.** If books arrive they will be returned to the sender and stamped explaining the reason for the denial. The inmate will receive notification of the returned mail, during mail call, the next business day. It is the responsibility of the inmate to notify the postal service or publishers of his/her change of address, should he/she be transferred or released. Any publications or other subscription items received at this facility after an inmate has been released or transferred will become property of this facility to be disposed of as the Administrator deems appropriate. Staff will review and approve incoming publications for disbursal.

Publications may be rejected if:

a. It depicts or describes procedures for construction or use of weapons, ammunition, bombs, or incendiary devices.
b. It depicts, encourages or describes methods of escape from correctional facilities, or contains blue prints, drawings, or similar descriptions of the Santa Rosa County Sheriff's Office, other state or local jails, or correctional institutions.
c. It depicts or describes procedures for the brewing of alcoholic beverages, or the manufacturing of drugs, improvised weapons, etc.
d. It is written in code
e. It is pornographic in text or photos.
f. It contains frontal nudity

Newspapers may be kept for (7) days from the date of publication, provided that the amount of newspapers does not create a fire hazard. After 7 days, any subscribed newspapers will be removed from the housing area and placed in the inmate's property. Magazines may be kept for (30) days from publication, provided that the amount of magazines does not create a fire hazard. After 30 days, any subscribed magazines will be removed from the housing area and be placed in the inmate's property.

When publications are found unacceptable, the Programs staff shall promptly advise the inmate, in writing, why the material is unacceptable by the facility's rules or regulations. Inmates are advised that no pictures or articles may be removed from a publication and placed on the walls or other fixtures of this facility.

Unauthorized items received through the mail, or otherwise, will be handled as follows: Items which are not authorized will be returned to sender, in its entirety, and stamped explaining the reason for the denial. The inmate will receive notification of the returned mail, during mail call, the next business day.

Items considered contraband are:

Loose stamps
Cash
Pornographic/obscene material
Laminated objects/pictures
Stickers
Polaroid photos
Items with glitter, paint, etc.
Books
Self Addressed Envelopes
Mail with any foreign substance
Excess of 20 photographs
Stamped envelopes
Packages
Excess of 4 sheets of paper
Any additional items to be a security risk to the facility/staff/inmate

Inmate mail will be tested for illegal narcotics prior to distribution. Any mail testing positive for illegal substances will be confiscated and notice provided to the inmate. Inmates may be subject to criminal prosecution if found to be in possession of mail containing illegal narcotics.

GENERAL CONDUCT: It is the policy of the Santa Rosa County Criminal Justice Facility to maintain records pertaining to each inmate's behavior and conduct while incarcerated at this facility. This information is frequently made available to the courts for its consideration at the time of sentencing, as well as mitigation of sentence or other motions

ORDER & DISCIPLINE: When an infraction of the rules is alleged to have occurred, a disciplinary report shall be processed as required by the Officer-In-Charge or designee. The employee who witnessed the alleged violation shall prepare a written statement, and a disciplinary report shall be written. Inmates accused of infractions, which face disciplinary action will be notified in writing of the charges against them and given at least 24 hours written notice prior to the hearing of such charges to prepare their defense. The inmate may waive in writing the right to 24 hour advance notice of the hearing. A hearing shall be held as soon as possible after the alleged occurrence of the rule infraction or violation as circumstances permit, after allowing notification of the charges to the inmate and the required 24 hours for his/her assimilation of the charges against him/her, but within seven (7) working days of the incident. If this occurs the circumstances regarding the continuance must be fully documented and approved by the Officer-In-Charge. Under no circumstance may the hearing be postponed beyond ten (10) working days after the incident. Commissary, ICare, Fresh Favorites, video visitation, and inmate phones are privileges and can be restricted or suspended based on the inmates behavior, disciplinary action or safety of the inmate and facility.

An inmate shall have the following rights at a disciplinary hearing:

a. An inmate shall be present at the disciplinary hearing unless he/she waives in writing their right to attend the hearing, refuses to attend the hearing, or he/she behavior during the hearing justifies removal from the hearing. The absence of an inmate from a hearing and the reason therefore shall be documented.
b. The inmate shall receive a copy of the written decision.
c. The time spent by an inmate in disciplinary segregation shall be proportionate to the offense committed but in no event shall be greater than 30 days per violation.
d. An inmate shall have the right to appeal the decision of the hearing officer within twenty-four (24) hours through the inmate kiosk to the Support Division Supervisor or Designee.
e. All steps in the disciplinary process shall be maintained as a written record.
f. The decision shall be based solely upon the evidence presented at the hearing and shall contain a statement of the reasons for the decision and the evidence relied upon.

In accordance with The Americans with Disabilities Act of 1990, deaf, hard-of-hearing, or speech impaired inmates have a right to be provided with sign language interpreter service to enable him or her to participate in any disciplinary proceedings. If an interpreter is needed, the inmate may submit a request to Programs Unit who will then arrange for the appropriate interpreter to be present for any disciplinary proceedings. Programs Unit Personnel will immediately notify the Support Services Supervisor who will coordinate with the appropriate Shift Supervisor to ensure that the interpreter will be present for said hearing.

THE FOLLOWING IS A LIST OF PROHIBITED ACTS IN THE SANTA ROSA COUNTY CRIMINAL JUSTICE FACILITY:

1. Unexcused absence from work
2. Abusive or obscene language to any person
3. Adulteration of any drink or any food
4. Altering of clothes
5. **Possession of and introducing ammunition****
6. Being in any unauthorized/red line area
7. **Assaulting/threatening any person****
8. Having books, clothing, linen, magazines, or newspapers on or between bars or defacing of bars
9. **Battery to any person****
10. Failing to shower when ordered
11. Failing to exit shower when ordered
12. Removing bedding from cell when not authorized
13. Unauthorized use of bedding
14. Possession of any bedding not authorized
15. Breaking and Entering
16. **Blackmail against any person****
17. Unauthorized use of blankets
18. Possession of illegal or obscene books
19. Possession of excess books, magazines, or periodicals
20. **Bribery to any person****

21. Burglary to any property of another
22. Failure to keep ceiling clean of all objects or material
23. Defacing of cells/dorms
24. Entering any cell not assigned
25. Failure to clean cell/dorm
26. Failure to exit or enter cell/bunk when ordered
27. Failure to be in a cell/bunk at lockdown
28. Passing of contraband to any cell/dorm
29. Failure to have ID Device on at any time
30. Cheating any person
31. Failure to obey dress code or wear clothes properly
32. **Possession of any clothes of an officer or staff member****
33. Possession of any clothes not authorized
34. Failure to keep common area clean
35. Communicating by an insulting or threatening manner
36. Communicating with any other prisoner or persons not authorized
37. Communicating with any person outside facility through window
38. Disorderly conduct
39. Contact/communicating with visitors and public not authorized
40. **Passing, possession, or receiving of contraband****
41. Using any other persons MNI number
42. **Counterfeiting any document or thing of value****
43. Soliciting of credit
44. **Engaging in or encouraging any type of demonstration****
45. Engaging in hunger strikes
46. **Smoking in any area****
47. **Possession of or wearing of disguises/masks****
48. Blocking or attempting to block doors
49. **Tampering with doors****
50. **Sale of any contraband****
51. **Possession of any drugs/medications not prescribed by medical staff****
52. **Giving medication to another****
53. **Hoarding medication for future use****
54. **Planning of, attempting to, or participating in escape****
55. **Possession of or introduction of explosives****
56. **Extortion from any person****
57. **False statements/lying to any staff member or against any staff member****
58. Faking of any sickness or illness
59. **Fighting with any person****
60. **Possession of or introduction of firearms****
61. **Setting of fires****
62. Concealing of or any unauthorized food/drink
63. **Forgery of any document or instrument****
64. General Conduct Rule
65. Accepting any gifts except from authorized sources
66. Failure to dispose of newspapers as required
67. Wearing of headbands outside of cell/pod
68. **Hiring out to do protection service****
69. Interference with orderliness of the jail
70. **Indecent exposure to any person****
71. Insolence, rudeness or disruption to any staff member
72. Making of/possession of any intoxicants
73. Wearing of any jewelry not authorized
74. Passing notes to other prisoners
75. Possession of any other persons' letters /mail
76. Erection of privacy curtains with linens
77. Removing linens from cell/pod when not authorized
78. Using linens as floor mats
79. Possession of excessive amount of linens
80. **Destroying or damaging linens****

81. **Tampering with locks****
82. Communicating with unauthorized persons over the Kiosk system
83. Failure to follow safety rules
84. **Introducing of contraband by mail****
85. **Unauthorized use of mail****
86. Smuggling of mail
87. **Use of mail to threaten any person****
88. Concealing of mail
89. Writing mail in code
90. Misuse of free stamp postage
91. Possession of any magazine not authorized
92. Misuse or altering of magazines
93. Malingering to avoid any work or required attendance
94. Accepting any money from unauthorized source
95. Possession of any money
96. **Mutilating self or any person****
97. **Possession of any drugs or drug paraphernalia****
98. Failure to give up phone on command
99. Improper use of phone
100. **Destroying or damaging of phone****
101. Taking pillow out of cell/pod without authorization
102. Being under the influence of alcohol or drugs
103. **Damaging or tampering with plumbing****
104. **Gambling****
105. Abusing of any privilege
106. **Destroying or damaging of any property****
107. **Possession of any other person's property****
108. Reproduction of anything not authorized
109. **Rioting at any time or encouraging others to****
110. Failure to obey any staff member/or all written and posted rules
111. Failure to follow sanitation rules and to be sanitary
112. Failure to submit to search
113. Interfering with search
114. **Sexual acts with any person****
115. **Sexual proposals to any person****
116. **Possession of or introduction of any sharpened instrument not authorized****
117. **Smuggling any item into or out of cell/pod****
118. **Smuggling to any other prisoner****
119. **Stealing from any other person****
120. **Tattooing any person or self****
121. **Damaging television****
122. **Possession of or introduction of any tool not authorized****
123. Throwing or concealing of any trays or cups
124. Trashing windows, cell area or pod area
125. Being in an unsanitary state at any time
126. Being unruly at any time
127. **Vandalism to any property****
128. **Passing any item to visitor****
129. **Receiving any contraband from visitor****
130. **Unauthorized contact with visitor****
131. **Defacing of walls****
132. Posting any items not authorized on walls
133. **Possession of or introduction of weapons****
134. Encouraging others not to work
135. Refusing to work
136. Damaging or destroying ID device
137. Writing anywhere on buildings, walls, ceilings, fixtures, or tables
138. Obstructing vents
139. Other/general
140. **Alteration of a razor****

141. Possession of another person's razor
142. Flooding of any area
143. **Tampering with or vandalizing fire suppression system****
144. Failure to wear shoes/slides in exercise yard
145. **Harassing phone calls****

****Indicates institutional rule violations that could also result in additional criminal charges**

GENERAL CONDUCT: It is the policy of the Santa Rosa County Criminal Justice Facility to maintain records pertaining to each inmate's behavior and conduct while incarcerated at this facility. This information is frequently made available to the courts for its consideration at the time of sentencing, as well as mitigation of sentence or other motions.

There is no set of rules that can possibly cover every given situation, therefore, you may be charged with a general conduct violation.

PENALTIES FOR FILING A FALSE REPORT:

Filing a false police report is prohibited in Florida by statute. According to Florida Statute 817.49, anyone who knowingly misleads the authorities or who causes someone else to mislead the police about the commission of a crime is guilty of a misdemeanor of the first degree. The statute covers those who not only lie to the police, but those who report crimes that were not actually committed as well as misinformation about crimes that were. According to Florida Statute 775.082(d), under Florida law, the maximum penalty for a person convicted of providing a false report to law enforcement about any crime, a first degree misdemeanor, is a one-year prison term and a fine of $1,000. However, for a person convicted of providing a false report about a capital felony, the maximum penalty is a five-year prison term and a fine of $5,000. The severity of the prison term and fine given, however, is up to the discretion of the sentencing judge and varies depending on the facts of the case, and the prior criminal record of the defendant.

Florida Statute 775.082 (2) further orders the defendant to pay court costs.

VISITATION:

Overview:
Visitation is offered, via HomeWav, Monday through Sunday from 8:00 A.M to 11:00 P.M (*excluding lockdown from 6:00 P.M to 7:30 P.M*). The Santa Rosa County Sheriff's office allows the public to participate in visitation by visiting from the Front Lobby of the jail or away from the jail utilizing a home computer, laptop, tablet, or cell phone. Detention personnel have up to 24 hours to approve or deny each registrant. All visits are recorded and monitored by Detention Personnel with the exception of a professional visit (Attorneys, Clergy, etc.). It is the responsibility of the visitor and the inmate to arrange a visitation session. Any visitor or Inmate that violates the rules will have his or her visit terminated and will have his or her visitation rights suspended or revoked. Any reinstatement of visitation rights must be approved by the Detention Major or designee.

VISITATION HOURS:

Front Lobby (Free to the Public):

DAYS	TIMES
Monday- Friday	8:00 a.m. -5:00 p.m.

Front Lobby (Paid Visitation):

DAYS	TIMES
Monday - Friday	5:01 p.m. -6:00 p.m. & 7:30 p.m.- 11:00 p.m.
Saturday & Sunday	8:00 a.m. – 6:00 p.m. & 7:30 p.m. – 11:00 p.m.

Front Lobby Visitation:

Visitation conducted in the front lobby will be conducted on a first come first serve basis. Visitation sessions will be limited to twenty minutes with a two hour break in between each visit. Visitors will have up to two hours of free visitation a week.

Additional visitation is available, but it must be paid for at the Offsite Visitation rate of .50 cents per minute. More information regarding this feature can be obtained from WWW.Homewav.com

Offsite Visitation:

Visitation conducted away from the facility will be charged the standard rate of .50 cents a minute. Visitation sessions will be limited to thirty minutes per session. These offsite visits can be conducted on a laptop computer, desktop computer, IPad, IPhone, Android Phone, or tablet that meet the minimum connection criteria established.

INTRODUCING ANY CONTRABAND, INCLUDING TOBACCO, INTO A FACILITY IS A FELONY OFFENSE UNDER FLORIDA STATUTE 951.22. VISITORS WILL BE BARRED AND CAN BE CRIMINALLY CHARGED FOR BRINGING CONTRABAND INTO THE JAIL.

DRESS CODE FOR VISITORS:

1. Shorts or skirts must reach to the fingertips of the extended arm.
2. Sandals are permitted.
3. No halter, crop or tube tops, which would show the bare shoulders or midriff.
4. Bras must be worn
5. No miniskirts or short shorts
6. No low-cut or revealing blouse
7. No exposed midriff
8. No see through garments, unless an undershirt is worn.

RULES FOR VISITATION:

1. Permission for any person to visit may be denied if he/she has participated in any of the following activities:

    a. Introduced or attempted to introduce contraband into the facility
    b. Assisted or attempted to assist an escape from the facility.
    c. Committed serious or repeated violations of visitation regulations during previous visits.
    d. If either the inmate or prospective visitor has given false information or has attempted to conceal the identity of the prospective visitor in order to obtain visiting privileges.
    e. Performed inappropriate sexual gestures or behavior during previous visits.

2. Inmates will not be denied access to visitation with persons of their choice, except when the Detention Administrator or designee determines that such visits would jeopardize the security of the facility or the safety of the inmate.

3. Persons previously convicted and incarcerated in this facility are prohibited from visiting for a period of six (6) months, unless the inmate they are visiting is an immediate family member.

4. Inmates in Administrative confinement will be afforded visitation privileges that are, as much practical, equal to those available to the general inmate population, unless there are security reasons for withholding such privileges.

5. Members should inform the inmate of this responsibility at the time the restriction becomes effective.

6. Visitation between inmates, regardless of relationship, is prohibited.

7. It will be the responsibility of the inmate to inform potential visitors should the inmate be denied visitation privileges.

8. Inappropriate sexual gestures or behaviors from inmates or visitors will result in the termination of the visitation and may result in a suspension/revocation of visitation privileges.

9. Inmates will keep their jumpsuits buttoned at all times.

10. The use of profane or offensive language will not be allowed. Any actions by an inmate or visitor deemed disruptive, offensive, or violent will cause the visitation to be terminated and may result in their privileges being suspended or revoked.

11. Inmates caught abusing equipment will have their visitation cancelled and may have future visitation privileges suspended or revoked and may be subject to additional criminal charges.

12. Inmates and/or visitors violating any rules, regulations or procedures will have their visitation terminated and may have future visitation privileges suspended or revoked.

13. Visitation suspensions/revocations will be reviewed as outlined below.

PENALTIES FOR RULE VIOLATIONS:

Category 1 Offenses include:

1. Use of profanity, obscene, abusive language
2. Improper dress/dress code violations

1st offense-1 month suspension

2nd offense-3 month suspension
3rd offense-6 months-permanent revocation

Category 2 offenses include:

1. Use of cell phone during visit, to include recording of visitation, showing pictures, videos, etc.
2. Visiting with anyone other than the individual logged in.

1st offense-2 month suspension
2nd offense-6 month suspension
3rd offense-12 month-permanent revocation

Category 3 offenses include:

1. Encouraging others to violate listed/posted rules
2. Using another visitor/inmate's log in information
3. Using an alias to sign up for visitation

1st offense-6 month suspension
2nd offense-12 month suspension
3rd offense-permanent revocation

Category 4 offenses include:

1. Destruction of visitation equipment
2. Sexual Gestures
3. Nudity/exposing ones genitals, breasts, buttocks
4. Introduction of contraband
5. Threats toward staff, visitors and/or inmates
6. Disorderly conduct in front lobby/offsite location/inmate housing area

1st offense-12 month suspension
2nd offense-permanent revocation

There are no set of rules that can reasonably cover every situation possible. These are guidelines and may be added at any time based upon future information received and violations that may be uncovered.

Homewav Video Visitation has a "Warning" system so that persons monitoring the visitation can warn visitors/inmates of minor rule infractions.

When a rule violation is discovered, an incident report will be written by the discovering staff member. Administrative personnel will then review the information provided and determine if a rule violation exists and to what category offense it falls into. The inmate will receive notification after the administrative review. Once an inmate is eligible to receive visits again, that privilege will automatically be restored.

Professional Visits:
Attorneys or an officer of the court may visit an inmate any time daily. He/she must have valid identification/credentials. Attorneys wishing to receive phone calls from their clients must set up an account through the inmate phone service provider. The attorney will then need to contact the Support Services Liaison who can, once verified, mark the calls as unrecorded. This is the responsibility of you and your attorney. Attorneys may use HomeWav Visitation by simply registering through the HomeWav website. Once approved, the visit will automatically not be recorded. The one minute video message feature will be recorded regardless of the type of visitor.

Religious representatives must be approved through the jail chaplain. The chaplain will schedule all inmate/clergy visits. Articles of any sort will **NOT** be given to inmates by any visitor without prior approval, with the exception of legal material that may be approved by the Administration and/or the Shift Supervisor. Requests for religious diets shall be made by Inmate Request to the facility Chaplain. The Chaplain will provide the inmate a "Request for Religious Diet" form to be completed and submitted to the Support Supervisor for review. The request shall be specific and complete. The Support Supervisor will update the jail booking record, if approved, and the updated diet will be available the next day for food service to implement.

INMATE PERSONAL PROPERTY:

NO PERSONAL PROPERTY WILL BE HELD AFTER YOUR RELEASE. During the admission process, your personal property and money will be inventoried. All property will be placed in a box in the property room, and you will receive a property receipt. All money will be retained and deposited in an account in your name so you can purchase commissary items. Possession of contraband is a felony offense and a prisoner can face disciplinary action. Confiscated money will go into the Inmate Welfare Fund Account.

The following items can be taken with you to the housing unit, if they are in your possession upon intake:

1. One smooth wedding ring (no stones)
2. All white underwear (5 briefs/boxers, 5 panties, 1 thermal tops/bottoms, 5 socks, 3 bras (without underwire) 5 tee shirts, (Exception- FBOP inmates can have (2) pair brown shorts, (2) brown tee shirts)
3. One (1) soft back bible
4. Legal/personal paperwork (not to exceed 100 sheets)
5. Letters (5)
6. Prescription eyeglasses (meeting security requirements)
7. Hearing aid after being checked by security
8. Phone numbers/addresses (from paperwork or cell phone)
9. Contacts and case (meeting security requirements) NO SOLUTION. If inmate has money on their account, solution can be purchased from commissary. If indigent, the inmate can submit a request to Programs and solution will be provided to them.
10. Dentures (1pair) with case (meeting security requirements) If inmate has money on their account, denture adhesive can be purchased from commissary. If indigent, the inmate can submit a request to Programs and denture adhesive will be provided to them.
11. Dental prosthetics
12. Artificial limbs (after being checked by security)
13. Photographs (20) NO POLOROIDS
14. Authorized religious items (meeting security requirements)

No commissary or hygiene items from another facility will be permitted into the housing units.

Inmates are not allowed to possess money; however at intake, cash, cashier's checks money orders, Correctional Facility checks and some government checks, made out to you, may be deposited into your account. (See mail for further reference)

During the dress out process, inmates will be afforded the opportunity to utilize credit/debit cards to put money on their inmate accounts and retain any item(s) approved to keep in their possession from the list below, which is also posted in the change out room.

Inmates will not be given access to their property once it has been secured in the property room, except to retrieve legal material. (Exception- inmates will be permitted access to their property to use their credit card to make bond ONLY).
ITEMS APPROVED TO BE KEPT IN AN INMATE'S POSSESSION: 5 pair white/off-white socks, 5 pair white/off white underwear (boxers), 3 bras white/off-white, no underwire, 5 white/off white T-shirts, 1 pair off white/white thermal shirts and pants, 1 wedding band (smooth with no stones), religious material (in moderation), legal/personal paperwork (not to exceed 100 sheets), 5 letters, 20 photographs, 2 jail library books, 1 soft back bible, GED books/ESE class materials, prescription eyeglasses, contacts (with case), dentures (with case), artificial limbs, dental prosthetics, authorized religious items (meeting security requirements), jail-issued uniforms/linens, and commissary items. It is the inmates' responsibility to maintain these items and to report any damage of these items immediately. Unauthorized property found in your possession, including money is considered contraband and will be confiscated.

Inmates will monitor the accumulation of personal property and maintain that any items in excess of the amounts listed above are put into their property.

Inmates deemed Pro Se by the courts are authorized to have paperwork exceeding the 100 sheet limit listed above, providing it is in relation to their criminal and/or civil case and does not reach an amount which would create a fire hazard. Officer will monitor the accumulation of paperwork by Pro Se inmates during routine searches to maintain that amounts do not reach proportions that would create a fire hazard.

Inmates can request to have items deemed in excess placed in their property by submitting a request, on the inmate kiosk or by written request to the shift supervisor.

RELEASING OF PERSONAL PROPERTY: It is your responsibility to make arrangements to have someone pick up all property not to be taken with you when you are released to any other agency. Property not picked up prior to your release or transfer will be

disposed of. In order to release your property you must complete a Hold Harmless form. Once the Hold Harmless is complete, submit a request to property informing the property clerk that you have a completed form to be picked up. Your property cannot be released until/unless the form has been completed and received by the property clerk.

It is the jail policy that if a prisoner gives permission to a member of his/her family, friend or acquaintance to pick up any item of their property, the person picking up the item must take **ALL** of the prisoner's property, excluding clothing articles, and medication, prior to release. Inmates sentenced to DOC will be permitted to release their clothing but will retain any medication, driver's license, ID cards or social security cards to be transferred to DOC with them. Property will not remain in the facility after your release. Inmates will only be permitted to release their property once during each incarceration. **(Requests from inmates that have been sentenced to DOC, to release their property a second time will be forwarded to the Support Supervisor for approval.)**

MEDICAL SERVICES: Medical staff is on duty **24 hours a day, 7 days a week.** If you have an emergency medical problem, inform the officer in your pod (medical emergencies may include but are not limited to suicidal tendencies, shortness of breath, severe chest pain or pressure, excessive blood loss or injury to the body). If you are unsure if it is a medical emergency tell the officer in your pod and he/she will call the medical department for an evaluation of the situation.

Florida law authorizes Detention facilities to recover medical costs from inmates. The Medical co-payment program of the Sheriff's Office is designed to recover some of these costs. For cost of medical treatment see MEDICAL CO-PAYS. **YOU WILL NOT BE DENIED MEDICAL CARE IF YOU DO NOT HAVE ANY MONEY.** When you are processed, you are asked to sign an authorization to automatically debit your inmate account for medical services that you request. Any balance you owe when you are released or transferred will be considered a balance due. The Santa Rosa County Sheriff's Office reserves the right to pursue any money owed.

Replacement of hearing aid batteries will be provided as soon as possible. If repairs are necessary, hearing aids will be sent to a repair company as soon as possible, and patient will be informed of when they were sent. Inmates requesting replacement batteries or repairs can submit a request through the kiosk or by written request. The cost of replacement batteries or repairs will be borne by the Medical provider (Armor).

INMATE REQUEST FORMS: A "Kiosk" or touchpad is located in each housing unit for communication with various areas within the facility. An instruction sheet on how to access the kiosk system was provided to you in your property bag during the intake process. You must enter your MNI number, located on your ID card to begin. The last four digits of your social security number will act as your PIN number- You will enter this number next. You can then choose the area that you wish to send your request to. Follow all prompts and an answer to your request will be received soon. You will be able to view these responses at any time after answered. Sick call requests are not answered by Kiosk but you will be seen within 24 hours by the medical staff after submission. Any problems with using the Kiosk forward a hard copy "request" form to Aramark or notify the deputy assigned to your housing unit. Any misuse of the Kiosk system such as: communication with other inmates, using another inmate's pin number or using profanity will result in being written a disciplinary report. Subsequent violations will be addressed as per the disciplinary guidelines.

Requests for copies of inmate kiosk requests are considered a Public Records request. Pursuant to §119.07 (4) (a) all inmates will be charged for copies of kiosk requests at the rate of $ .15 per page.

Based on case law (Roesch v State), indigent inmates are not entitled to receive free copies based on their indigent status.

INMATE GRIEVANCES:

"Inmate" is defined as any person held in the Santa Rosa County jail, whether an inmate or detainee.

Inmates who have complaints, concerning their conditions of confinement, facility policies, procedures or medical treatment given will be afforded the opportunity to register a grievance. In the event you choose to submit a grievance you may do so on a "hard copy" grievance form or by using the Kiosk system. Forms may be obtained from any Pod Deputy upon request.
Inmates have 7 days to file a grievance after the incident occurs or they become aware of facts giving them the right to file a grievance.
In the event of emergencies, or if extenuating circumstance arise, the complainant inmate shall have an additional 7 days, for a total of 14 days from the date of the incident, to file a grievance.

All medical grievances will be handled by the medical staff.

There are three stages of a grievance:

Informal - handled by the pod deputy or medical nurse.

Formal - handled by the Officer in Charge (Corporal, Sergeant, and Lieutenant) or Nurse Supervisor upon appeal.

Inmates who wish to appeal an initial formal response must submit a written, or kiosk generated, appeal to the Operations Administrative Supervisor or Support Supervisor within 5 calendar days from the date of the formal response. In the event of emergencies, or if extenuating circumstance arise, the complainant inmate shall have an additional 5 days, for a total of 10, days from the date of the formal response to file an appeal.

Administrative Review – Is handled by the Operations Administrative Supervisor or Support Supervisor when a grievance cannot be resolved at the formal stage. An inmate will send a written statement to the Operations Administrative Supervisor or Support Supervisor requesting an administrative review. The inmate will receive a response **within 5-10 days** depending on the severity of the grievance. If an extended period of time is required to complete an investigation, the inmate will receive a written statement informing him/her of the status. Administrative decisions being appealed will be handled by the Detention Major or designee. The inmate will receive a response **within 90 days.** The agency may claim an extension of time to respond, of up to 70 days, if the normal time period for response is insufficient to make an appropriate decision. The agency shall notify the inmate in writing of any such extension and provide a date by which a decision will be made.

Inmates may not grieve the following matters:

a. Local, State and Federal laws and regulations
b. Court decisions
c. Probation and Parole actions
d. Other matters beyond the control of the Santa Rosa County Sheriff's Office

INMATE PRIVILEGES: COMMISSARY – Operated by Aramark Correctional Services, to allow inmates with funds to purchase approved store items each week. Inmates will turn in a commissary form or enter their order into the Kiosk System. The cost is withdrawn directly from your account. The commissary form or entry on the Kiosk system must be turned in according to the schedule posted in your housing area. Commissary is delivered once each week. Holidays Commissary will be posted. If your account has a negative balance, when monies are deposited 50% will go toward your negative balance and 50% will be available for you to order commissary/fresh favorites. Any additional charges that are incurred to your account after the deposit will be deducted as received from your account.

Inmates may be restricted from ordering certain items due to medical or disciplinary restrictions.

Items may be restricted based on medical/ACR housing status of the inmate.

If you are indigent you are required to fill out a request form on the kiosk system to Programs letting them know you are indigent. Once you have claimed being indigent and notified Programs you will not be able to get commissary, ICare or Fresh Favorites.
You may remove yourself from the indigent list by completing the request form on the kiosk system to be removed from indigent status.

ICARE- Care packages may be ordered, via the internet, by family or friends and sent to an inmate. Care packages are limited to one per week and are contingent upon any restrictions the inmate may have due to a medical or disciplinary restrictions. icaredirect.com/en-US/CorCentral/SantaRosaCommissary

PERSONAL ACCOUNT CHECKS: Inmates who request a check should submit a request to Aramark with the amount and the name of the person/business they want it made out to. There will be a $10.00 fee taken from your account for each one. These requests are for emergencies and to pay bills. If you decide you do not want the check after it has been printed and request an Aramark staff member to void the transaction without good cause, you will pay a $5.00 cancellation fee and your check requesting privileges will be revoked up to 90 days.

CANNED MESSAGING: When making deposits to inmate's accounts or making phone payments through the TOUCHPAY kiosk located in the facilities front lobby, depositors can choose to send a message to the inmate, from a list of pre-set messages, for a fee of $3.00. A copy of the message will be printed by Aramark for delivery to the inmate through the jails regular mail procedures.

RECREATION: Each inmate will be offered exercise or recreation time three times a week for an hour each day as weather permits. The exception to this rule is all inmates classified as uncontrollable and violent inmates. Inmates may remain in their cells if they desire. If an inmate in the dorm is not ready on time, the inmate will forfeit recreation for that day. A schedule of recreation will be arranged to coincide with normal operations.

Rules governing recreation time is as follows:

a. Each scheduled housing area will be given at least (5) minutes to prepare for recreation time. If an inmate in the pod is not ready on time, the inmate will forfeit recreation time for that day.
b. If an inmate is called away from recreation time, i.e. for visits, attorney, etc. the inmate will not be returned to the recreation area.
c. Inmates will conduct themselves in an orderly fashion during recreation and while en route to and from the recreation area.

LAW LIBRARY: You will be afforded reasonable access to the courts. This is accomplished by way of your attorney or Public Defender. If you have an attorney you are not eligible for the use of the law library; unless you are filing a suit in reference to a Civil Rights violation that occurred while incarcerated at this facility. You must complete the grievance procedure, exhausting all administrative remedies, and provide the Transition Coordinator with the grievance number(s) when filing a 42 USC 1983 civil rights action suit against Santa Rosa County Jail.

If you are pro se, you must produce the court order that deems you pro se and then you may request information from the Transition Coordinator to prepare your case. The resources of the Law library are available to you in reference to the charges you are currently incarcerated on, pertaining to this county. Your attorney is responsible for civil matters, divorce, child custody etc.

If you are pro se and need information from the Law Library, you must submit a request, via the kiosk, to the Transition Coordinator stating the information that you want, such as specific cases, specific statutes, or other material related to your charges. Only one (1) request for information will be accepted per inmate request. The Transition Coordinator **CANNOT** prepare legal documents, nor can they suggest areas of research. However, the Transition Coordinator will provide you a copy of requested information, such as specific statutes and specific cases, which you request. Specific materials will be provided only once.

Pursuant to Florida Administrative Code: Chapter 33-501.301 Law Libraries
Inmates who are temporarily transferred to correctional or medical facilities outside the department may secure legal assistance and access to legal research materials by submitting a written request to the library services administrator in the central office or the law library supervisor at the institution from which they were transferred. Inmates who are serving sentences imposed by the Florida courts by virtue of the interstate Corrections Compact may secure legal assistance and access to legal research materials by writing the library services administrator in the central office. Correspondence should be directed to the Florida Department of Corrections, Attention: Library Services, 501 South Calhoun Street, Tallahassee, Florida 32399-2500.

Addresses to individual institution are listed in the back of this handbook. If you need an address that is not in the handbook, you may request such by submitting a request via the inmate kiosk to the Transition Coordinator.

All requests from inmates housed as FBOP (Federal Bureau of Prisons) requesting information from the law library in reference to FBOP protocol or procedures will be forwarded to FBOP personnel for response.

Court ordered, statute, rule or other legally imposed time limits are your responsibility, not the Transition Coordinator or the Department of Detention's. You are responsible for notifying the Transition Coordinator of deadlines, in a timely manner. You must submit your inmate request to the Transition Coordinator in sufficient time, so they can provide equitable research for ALL inmates requesting information from the Law Library. The Administration reserves the right to limit the accumulation of research material(s) or other written materials, when the possession of the same in an inmate's cell creates a safety, sanitation, or security hazard.

Accumulation of information over 100 sheets of standard bond paper must be sent to your box in the property room for storage. The Sheriff's Office reserves the right to amend this provision as circumstances warrant.

LIBRARY BOOK CART: A book cart, that has a variety of books will be available for all inmates who wish to read. These books can be exchanged for more books monthly.

NOTARY SERVICES: Notary services will be available as needed. All paperwork must be filled out in its entirety. Submit requests for notary services to the Programs Department using the Kiosk system. There will be a charge of $10.00 each for the use of the notary. Notaries must be done in the presence of both parties. The notary reserves the right to refuse service. Copies of these documents will be at the rate of .15 cents per page.

No inmate will be approved to sign Power of Attorney over to another incarcerated inmate.

GED CLASSES/GED TESTING: GED classes or testing is offered on a regular basis by the Santa Rosa County Sheriff's Office and School Board. Inmates desiring to attend classes should indicate so by request to the Programs unit by using the Kiosk system. All graduates will receive an actual high school diploma. An inmate's classification will dictate if participation is possible.

ANGER MANAGEMENT CLASS: Individuals that may attend the class are inmates, who have a violence related charge, have been court ordered to attend, or may desire to attend classes. To attend, submit an inmate request to the Programs Unit by using the Kiosk system. Inmates who have repeated documentation of violence within a correctional facility may not attend the class or the facilitator may request that an inmate not attend. An inmate's classification will dictate if participation is possible.

SUBSTANCE ABUSE EDUCATION: Inmates that have a drug or alcohol related charge can attend these classes, or inmates desiring to attend classes. Substance Abuse Education is offered during Most Excellent Way. Sign up is not required and is offered through the Jail Chaplain. Inmates who have repeated documentation of violence within a correctional facility may not attend the class, or the facilitator may request that an inmate not attend. An inmate's classification will dictate if participation is possible.

RELIGIOUS SERVICES: Inmates are offered an opportunity to practice their religious beliefs; services are scheduled weekly for both male and female prisoners. See the schedule on the inmate kiosk. The Santa Rosa County Jail has a chaplain who coordinates these services as well as schedules Bible studies and individual counseling. There will be Catholic services upon request to the Chaplain by submitting your request through the Kiosk system. An inmate's classification will dictate if participation is possible for classes/services.

- Requests for religious diets shall be made by Inmate Request to the facility Chaplain. The Chaplain will provide the inmate a" Request for Religious Diet" form to be completed and submitted to the Support Supervisor for review. The request shall be specific and complete. Upon approval, food service will be provided an updated meal report with the approved diet the next day.

- Inmates in segregated housing, who have keep aways, or other restrictions, and cannot attend scheduled services, can submit a request to the Chaplain for a one-on-one session

In accordance with The Americans with Disabilities Act, deaf, hard-of-hearing, or speech impaired inmates are entitled to qualified interpreter services to attend programs and activities that are offered to non-handicapped inmates. Those inmates requesting to attend classes or Programs, and who need an interpreter, must submit a request to Programs, indicating what type of interpreter they are requesting. Programs staff will make contact with the appropriate interpreter and complete the Interpreter Request Form. Programs Unit personnel will advise the Support Services Supervisor of all requests for interpreters so that accommodations can be made with the class volunteers and/or Facility Chaplain.

INMATES REQUEST TO MARRY: Inmates requesting to marry shall do so in writing to the Detention Support Supervisor through the Detention Chaplain.

A. In order to have the request considered for authorization, the following criteria must be met:
   1. A statement of desire to marry from both parties must be on file.
   2. Both parties must be 18 years of age- FSS 741.0405.
   3. No inmate to inmate marriages will be allowed.

B. Criteria:
   1. For security issues the incarceration history of the inmate will be reviewed for violent behavior, assaults, and contraband charges.
   2. The State Attorney's Office must be contacted in order to determine if the inmate and proposed spouse are co-defendants in any pending criminal case or for any other obstructions of prosecution. The marriage request will not be granted if the proposed spouse is the inmate's victim or witness in a pending case.
   3. The proposed spouse will be checked for outstanding warrants.
   4. A change in the inmate's status prior to finalizing the marriage, may impact the request determination. SRSO will not be held liable in these cases.
   5. There will be no physical contact between the proposed spouse and the inmate. The inmate marriage ceremony will be conducted in the inmate visitation room with a separation of glass between the parties. Once the ceremony is completed the process will end. The married couple will not be allowed a special visit.
   6. For inmates housed as a USM or FBOP, prior written authorization must be obtained from the appropriate agency.
   7. Marriages will not be allowed if there is opposition indicated by the State Attorney's Office or the Federal Agency.
   8. All fees associated with the marriage will be paid for by the persons requesting to marry.

C. The proposed spouse is responsible for making the initial application for the marriage license and making arrangements for the necessary forms to be sent to the inmate for application.

D. The Detention Chaplain is responsible for the following:
   1. Arranging for the inmate to finalize the marriage application in keeping with the statutes governing marriage in the State of Florida.
   2. Forward all request and completed information to the Operations Support Supervisor for review.
   3. All documentation will be forwarded to the Operations Support Supervisor for filing
   4. The marriage will take place in the inmate visitation room with the inmate on the inmate side and the visitor's on the visitor side.
   5. The parties are responsible for acquiring the marriage license, arranging a notary or minister coordinating dates with Detention Administration to minimize interference with jail operations.
   6. Inmate will not be allowed special clothing or accessories for wedding.
   7. Guest will be limited and pre-approved by Detention Administration.

E. All denials will be documented in memorandum form and a copy provided to the inmate(s) for their signature; to document they were informed of the reasons for the denial.

TELEPHONES: There is access to a phone in each pod, except when the pod is locked down. All calls are collect and are recorded or monitored. Calls have a time-limit and will shut off after a brief silence in conversation. Attempts to place three way calls will result in an immediate disconnect. The telephones are turned on at 0800 AM in those dorms classified as "Lockdown" and 0900 AM in all other housing areas, unless the dorm area isn't clean to pass inspection by the Pod Deputy and are turned off at 2300 (lockdown). Telephones may be turned off at the discretion of the Shift OIC in the event of emergency situations.

To place a call the phones require you to enter a PIN number; this number is your MNI number, (do not include the letters) which is located on your inmate ID badge; followed by 31.

For setting up an account or to report trouble with call completion contact GTL Billing Customer Service at 1-877-650-4249 and persons on the "outside" must make this call. Your family members with blocked numbers or billing problems must call AdvancePay Automated System at 1-800-483-8314. Santa Rosa County Jail does not process reimbursement requests for the inmate phone service provider.

Access to the Video Relay System-(VRS)- also known as video interpreting service (VIS), is a video-telecommunication service that allows deaf, hard-of hearing-, and speech impaired individuals to communicate over video telephones and similar technologies with hearing people in real-time, via a sign language interpreter.

Deaf or hearing impaired inmates wishing to make a call, using the VRS system, can notify Deputy or Supervisor on duty or indicate that such a call is being requested by submitting an inmate request, through the inmate kiosk or by paper request. This service is available for inmate's use between the hours of 0800-2300 (Lockdown) daily. Long distance calls are permitted using the VRS system. These calls can be made at no charge to the inmate, the agency or the person receiving the call. Calls using the VRS system can be up to 3 times the length of those calls made by General Population inmates.

INDIGENT PACKAGES: Every other week inmates with less than $1.00 in their account for seven (7) working days) will receive an indigent package from the Programs Unit. It is the inmate's responsibility to notify programs via kiosk that they are indigent. Indigent packages consist of soap, toothbrush, toothpaste, pencil, 4 postcards, 4 pieces paper, and 2 envelopes. Indigent inmate workers will receive deodorant, monthly. **This is automatic; there is no need to submit a request.**

YOU WILL NOT BE DENIED HYGIENE ITEMS IF YOU DO NOT HAVE ANY MONEY. If disposable panties are needed, you must submit a request to Programs. They will then be distributed along with indigent packages.

To receive materials to send legal mail, submit a request on the kiosk.

TRANSITION COORDINATOR: Assists with planning for after your release from jail. The coordinator is able to supply information on employment, medical assistance, veteran's benefits, social security benefits, housing, education and more. To contact the Coordinator send a request from the Kiosk system located in your housing unit or send in a "hard copy" to the Transition Coordinator and they will come to speak with you prior to your release from jail. The Transition Coordinator also posts information on the inmate kiosk to assist with post release housing and other services offered in the community.

NUMI MONEY CARD - At the time of release inmates with money on their account, will have the option to choose a NUMI money card, for a fee of $ 1.00, which provides them with immediate access to funds once they are released. Inmates will still have the option to be issued a check at **no cost.**

MEALS: Soy products are a regular part of the daily meals served at this institution. There is a soy-free, vegan alternative. If you have a medical need to avoid soy, it is your responsibility to advise Medical personnel so that the substitution can be made. If you have a religious need to avoid soy, it is your responsibility to advise the Jail Chaplain so that the substitution can be made.

Meal times within the jail are as follows:

Breakfast	Lunch	Dinner
5:00 A.M	10:00 A.M.	4:00 P.M.

LIGHTS OUT: Lights will be turned off each evening at 11:00 P.M. Inmates will be on their assigned bunk. **THIS IS QUIET TIME, NO TALKING, PHONES WILL BE TURNED OFF.**

WAKE-UP: Wake-up will be when breakfast is served. Inmate Workers will be awakened as scheduled for their jobs.

FREQUENTLY USED ADDRESSES & PHONE NUMBERS

National Sexual Assault/Abuse Hotline
1-800-656-HOPE (4673)

Santa Rosa County Sheriff's Office
P.O. Box 7129
Milton, FL 32583
850-983-1100

Office of the Public Defender
5210 Willing St.
Milton, FL 32570
850-983-5600

County Probation-Santa Rosa
6816 Caroline St.
Milton, FL 32570
850-623-0178

State Probation-Santa Rosa
6738 Caroline St.
Milton, FL 32570
850-983-5300

Santa Rosa County Courthouse
P.O. Box 472
Milton, FL 32572
850-981-5554

State Attorney-Santa Rosa
6495 Caroline St. Suite S
Milton, FL 32570
850-981-5500

Family Law
P.O. Box 472
Milton, FL 32572
850-981-5554

Regional Conflict Counsel

Escambia County Courthouse
P.O. Box 333
Pensacola, FL 32591
850-595-4310

Escambia County Public Defender
P.O. Box 12666
Pensacola, FL 32591
850-595-4100

County Probation - Escambia
2251 N. Palafox St.
Pensacola, FL 32501
850-595-3100

State Probation-Escambia
2251 N. Palafox St.
Pensacola, FL 32501
850-535-3100

Okaloosa County Sheriff's Office
1250 Eglin Parkway
Shalimar, FL 32579
850-651-7400

Okaloosa County Dept. Of Corrections
1200 James Lee Blvd.
Crestview, FL 32536
850-689-5690

County Probation-Okaloosa
45 Beal Parkway
Ft Walton Beach, FL 32548
850-398-4600

State Probation-Okaloosa

P.O. Box 369
Milton FL 32572
850-983-0302

Department of Children-Families
6557 Caroline St.
Milton, FL 32570
850-626-3100

Escambia County Jail
P.O. Box 17789
Pensacola, FL 32522
850-439-9863

United States Marshal Service
1 N. Palafox St.
Pensacola, FL, 32501

Tax Collector/Driver's License
6495 Caroline St. Suite E
Milton, FL 32570

US District Court
Arnow Federal Building
100 N. Palafox St
Pensacola, FL 32502

United States Probation Office/Pretrial Services
100 N. Palafox St. Suite 305
Pensacola, FL 32502
850-470-3065

Office of Attorney General
State of Florida
The Capitol PL-01
Tallahassee, FL 32399-1050

74 3rd St.
Shalimar, FL 32579
850-833-9132

Florida Bar Association
651 E. Jefferson St.
Tallahassee, FL 32399-2300
850-561-5600

FPC Pensacola
P.O. Box 3933
Pensacola, FL 32416

Federal Public Defender
3 W. Garden St. Suite 200
Pensacola, FL 32502
850-432-1418

Milton Police Department
PO Box 909
5451 Alabama St
Milton, FL 32570
850-983-5423

Santa Rosa County Supervisor of Elections
6495 Caroline St. Suite F
Milton, FL 32570
850-983-1900

United States District Probation Office
17 S. De Villiers St.
Pensacola, FL 32502
850-435-8430

Florida Department of Corrections Regional Offices and Major Institutions

Region 1

Region 1 Office
Angela Gordon, Regional Director
Rodney Tomlinson, Assistant Regional Director
Quincy Annex
Administration Building Room 115
2225 Pat Thomas Parkway
Quincy, Florida 32351

Apalachee Correctional Institution East (Male)
35 Apalachee Drive
Sneads, Florida 32460-4166

Apalachee Correctional Institution West (Male)
52 West Unit Drive

Sneads Florida 32460-4165

Bay Correctional Facility (Male)
(Contract facility)
5400 Bayline Drive
Panama City, Florida 32404-5492

Blackwater River Correctional Facility (Male)
(Contract facility)
5914 Jeff Ates Road
Milton, Florida 32583-0000

* **Calhoun Correctional Institution (Male)**
19562 SE Institution Drive
Blountstown, Florida 32424-5156

* **Century Correctional Institution (Male)**
400 Tedder Road
Century, Florida 32535-3659

***Franklin Correctional Institution (Male)**
1760 Highway 67 North
Carrabelle, Florida 32322

Gadsden Correctional Facility (Female)
(Contract facility)
6044 Greensboro Highway
Quincy, Florida 32351-9100

Graceville Correctional Facility (Male)
(Contract facility)
5168 Ezell Rd.
Graceville, FL 32440

Gulf Correctional Institution (Male)
500 Ike Steele Road
Wewahitchka, Florida 32465-0010
(850) 639-1000 SC 790-1000
Fax: (850) 639-1182
Annex: 699 Ike Steel Road

* **Holmes Correctional Institution (Male)**
3142 Thomas Drive
Bonifay, Florida 32425-0190

* **Jackson Correctional Institution (Male)**
5563 10th Street
Malone, Florida 32445-3144

Jefferson Correctional Institution (Male)
1050 Big Joe Road
Monticello, Florida 32344-0430

* **Liberty Correctional Institution (Male)**
11064 N.W. Dempsey Barron Road
Bristol, Florida 32321-9711

Northwest Florida Reception Center (Male)
4455 Sam Mitchell Drive
Chipley, Florida 32428-3501

* **Okaloosa Correctional Institution (Male)**
3189 Colonel Greg Malloy Road
Crestview, Florida 32539-6708

Quincy Annex (Male)
2225 Pat Thomas Parkway
Quincy, Florida 32351-8645

Santa Rosa CI (Male)
5850 East Milton Rd.
Milton, Florida 32583-7914

* **Wakulla Correctional Institution (Male)**
110 Melaleuca Drive
Crawfordville, Florida 32327-4963

* **Walton Correctional Institution (Male)**
691 Institution Road
DeFuniak Springs, Florida 32433-1831

Region 2

Region 2 Office
kErich Hummel, Regional Director
John Palmer - Assistant Regional Director

7763 South County Road 231
Lake Butler, Florida
32054-0628

* **Baker Correctional Institution (Male)**
20706 US Highway 90 West
Sanderson, Florida 32087-2359

* **Columbia Correctional Institution (Male)**
216 S.E. Corrections Way
Lake City, Florida 32025-2013

*** Cross City Correctional Institution (Male)**
568 NE 255th Street
Cross City, Florida 32628

*** Florida State Prison (Male)**
23916 NW 83rd Ave.
Raiford, Florida 32083

*** Hamilton Correctional Institution (Male)**
10650 SW 46th Street
Jasper, Florida 32052-1360

Lake City Correctional Facility (Male Youth)
(Contract Facility)
7906 East Highway 90
Lake City, Florida 32055-6290

*** Lancaster Correctional Institution (Male Youth)**
3449 S.W. State Road 26
Trenton, Florida 32693-5641

Lawtey Correctional Institution (Male)
22298 NE County Road 200B
Lawtey FL 32058
Mailing Address:
7819 N.W. 228th Street
Raiford, Florida 32026-2000

*** Madison Correctional Institution (Male)**
382 Southwest MCI Way
Madison, Florida 32340-4430

*** Mayo Correctional Institution (Male)**
8784 US Highway 27 West
Mayo, Florida 32066-3458

Putnam Correctional Institution (Male)
128 Yelvington Road
East Palatka, Florida 32131-2112

Reception and Medical Center (Male)
P.O. Box 628
Hwy 231
Lake Butler, Florida 32054-0628

Suwannee Correctional Institution (Male)
5964 U.S. Highway 90
Live Oak, Florida 32060

***Taylor Correctional Institution (Male)**
8501 Hampton Springs Road
Perry, Florida 32348-8747

*** Tomoka Correctional Institution (Male)**
3950 Tiger Bay Road
Daytona Beach, Florida 32124-1098

Union Correctional Institution (Male)
25636 NE SR-16
Raiford, Florida 32083

Region 3

Region 3 Office
Brian Riedl, Regional Director
Jeffrey Trovillion, Assistant Regional Director
19225 U.S. Highway 27
Clermont, Florida 34715-9025

*** Avon Park Correctional Institution (Male)**
8100 Highway 64 East
Avon Park, Florida 33825

Central Florida Reception Center (Male)
7000 H C Kelley Rd
Orlando, FL 32831-2518

*** DeSoto Annex (Male)**
13617 S.E. Highway 70
Arcadia, Florida 34266-7800

*** Florida Women's Reception Center**
3700 NW 111th Place
Ocala, Florida 34482-1479

*** Hardee Correctional Institution (Male)**
6901 State Road 62
Bowling Green, Florida 33834-9505

Hernando Correctional Institution (Female, Youth)
16415 Spring Hill Drive
Brooksville, Florida 34604-8167

Lake Correctional Institution (Male)
19225 U.S. Highway 27
Clermont, Florida 34715-9025

*** Marion Correctional Institution (Male)**
3269 NW 105th Street
Ocala, Florida 34475
Mailing Address:
P.O. Box 158
Lowell, Florida 32663-0158

Sumter Correctional Institution (Male)
9544 County Road 476B
Bushnell, Florida 33513-0667

Lowell Correctional Institution (Female, Youth)
11120 NW Gainesville Rd
Ocala, Florida 34482-1479

*** Polk Correctional Institution (Male)**
10800 Evans Road
Polk City, Florida 33868-6925

Zephyrhills Correctional Institution (Male)
2739 Gall Boulevard
Zephyrhills, Florida 33541-9701

Region 4

Region 4 Office
Thomas Reid, Regional Director
Larry Mayo, Assistant Regional Director
1599 S.W. 187th Avenue
Miami, Florida 33194

Charlotte Correctional Institution (Male)
33123 Oil Well Road
Punta Gorda, Florida 33955-9701

Everglades Correctional Institution (Male)
1599 S.W. 187th Ave.
Miami, Florida 33194

*** Martin Correctional Institution (Male)**
1150 S.W. Allapattah Road
Indiantown, Florida 34956-4397

Okeechobee Correctional Institution (Male)
3420 N.E. 168th St.
Okeechobee, Florida 34972-4824

South Florida Reception Center (Male)
14000 NW 41st Street
Doral, Florida 33178-3003

South Unit:
13910 NW 41st Street
Doral, Florida 33178-3014

Dade Correctional Institution (Male)
19000 S. W. 377th Street
Florida City, Florida 33034-6409

Homestead Correctional Institution (Female)
19000 S. W. 377th Street
Florida City, Florida 33034-6409

Moore Haven Correctional Facility (Male)
(Contract Facility)
Post Office Box 69
Moore Haven, Florida 33471

South Bay Correctional Facility (Male)
(Contract facility)
600 U.S. Highway 27, South
South Bay, Florida 33493-2233