



Butler County Detention Facility Inmate Handbook

Table of Contents

Introduction	5
Inmate Money/Accounts	5
Property	5
Acceptable Personal Property	6
Release of Personal Property.....	6
Admissions to KDOC - Approved Property.....	6
Personal Hygiene	6
Barbering	7
Laundry	7
Housing Units/Classification	7
Pre-Classification Unit.....	7
Special Management Unit.....	7
Housing Assignment Guidelines.....	8
Housing Rules	8
Walls/Doors/Ceiling/Bunk/Fixtures/Food Pass.....	8
Housing Unit	8
Appropriate Dress.....	9
Lockdowns	9
Incidents within Housing Units	9
Inmate Movement	9
Inmate Counts	10
Cell/Inmate Searches	10
Emergency Procedures	10
Dayroom and Outdoor Recreation	10
AM/FM Radios	10
Disciplinary Hearing	11
Prohibited Acts	11
Disciplinary Violations and Sanctions.....	11
Sexual Offenses.....	12
Serving Disciplinary Report Sanctions.....	12
Pod Lockdown Sanctions	12
Grievances	13
Inmate Request Forms/ Commissary Kiosk Inquiries	14
Paper Forms.....	14
Commissary Kiosk Inquiries	14
Meal Services	14
Library Services	15
Legal and Personal Services	15
Health Services	15
Medication Guidelines	16
Programs	16
Commissary Services/Kiosks	16
Email	17
Correspondence/Mail	17
Telephone Usage	18
Visitation	18
Onsite Visits	19
Remote Visits	19
Prison Rape Elimination Act (PREA)	19

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**Butler County Detention Facility
Inmate Handbook**

Table of Contents Continued

PATIENT MEDICAL EDUCATION22
COMMON COLD.....22
GAS, BELCHING & HEARTBURN.....22
INDIGESTION.....22
NAUSEA AND VOMITING22
URINARY DISCOMFORT.....23
TOOTH DECAY & GUM DISEASE23
HEADACHE23
SORE THROAT23
SPRAIN23
SKIN RASH24
ACNE24
DANDRUFF24
ATHLETES FOOT24
INSOMNIA.....24
Definitions and Terminology as used in this Handbook25

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Butler County Detention Facility Inmate Handbook

**Butler County Sheriff's Office
Detention Division
701 S Stone Rd
El Dorado, KS 67042**

Introduction

This handbook was prepared to provide the inmates of the Butler County Detention Facility with guidelines for conducting themselves while in custody. During your stay in this facility we hope you will examine the reason(s) you are here and redirect your future activities in a positive manner.

Rules are intended to assist you in learning to RESPECT THE RIGHTS AND PROPERTY OF OTHERS. These rules were created for your benefit and safety. Read them carefully and completely to ensure your awareness of the type of conduct expected of you and the services available to you in this facility.

The rules contained in this handbook were adopted by the Butler County Detention Facility and are designed to maintain safety and security within the facility. We want to ensure that a standard of cleanliness and discipline is maintained. Whether serving a sentence imposed by the court or being held in pre-trial detention, compliance with the rules is expected. Refusal to comply with facility rules will result in disciplinary action being brought against you.

If you have any questions concerning the rules of the facility, speak to the deputy in your housing unit.

Inmate Money/Accounts

Upon being booked into the facility, any cash in your possession will be placed in your inmate account. If you have a check from another correctional facility, you will be requested to endorse the check, which will be added to your inmate account. Payroll or personal checks in your possession at the time of your booking will be placed in your personal property bag and returned to you upon release. If any fees are owed (debt) from any previous or current confinement for past/current services rendered, up to half the money deposited can be used for the fees owed.

Future deposits to your inmate account can only be completed by someone utilizing the deposit ATM kiosk located in the facility lobby or via the internet. These funds will be posted to your account upon successful processing by the current vendor. Deposit fees may apply. These deposit fees may show on your account. Deposit fees are fees charged by the vendor to the person making the deposit. Currently the fee will display on your account as a "Lockdown" fee. This **IS NOT** a fee that you are charged should you receive a facility lockdown sanction. The Butler County Detention Facility does not charge "fees" and/or "fines" associated with behavioral management or discipline.

The facility **DOES NOT** accept any funds via mail. Any funds mailed to the facility will not be accepted and will be returned to sender.

Inmates cannot transfer money to each other. The facility does not recognize "debts" owed between inmates. If a court order requires the facility to release inmate money for garnishment, fines, or other legal reasons the inmate will be served the court papers authorizing such release.

Allowable deductions from your inmate account, such as costs of medication, sick call visits, postage, etc. will reduce the amount of funds available for weekly commissary purchases. You can access your account history to verify balances, deposits and withdrawals utilizing the Kiosks located in your assigned housing unit. Procedures for use are located in the dayroom next to the Kiosks. No inmate shall enter into a contract, or incur any financial obligation, including orders by mail, without the Detention Administration approval.

Upon your release from the facility, any monies remaining in your inmate account will be returned to you in the form of a debit card. Questions or concerns regarding your account may be made by submitting a Finance inquiry using the Commissary kiosk or paper form. (See Inmate Request Forms/Commissary Kiosk Inquiries)

Property

Inmates are required to turn in all personal clothing and property upon admission to the facility. This property will be returned to you when you are released, unless it is being held as evidence.

Inmates may wear only clothing authorized by the facility, or purchased through commissary, unless the Detention Administration grants an exception.

Inmates will not be allowed to keep underwear regardless of color. White boxers will be provided to all male inmates. Female inmates will be provided with underwear by the Facility.

During processing, each inmate will be issued the following clothing items: Detention uniform, underwear, socks and facility issued shoes. You will also receive a towel, washcloth, one blanket, fitted sheet, flat sheet, drinking cup, spork, personal hygiene kit, and storage bin. You may receive other items solely authorized through the discretion of the Detention facility. Female inmates will be issued a bra in addition to the above items if needed.

Inmates will be responsible for all property issued by Butler County. Inmates will be held accountable for all issued Butler County property and may be monetarily charged the replacement cost for all destroyed, missing or defaced Butler County property.

**Butler County Detention Facility
Inmate Handbook**

Acceptable Personal Property

Soft bound religious textbook/ Personal letters/ Legal materials/ No more than 15 three by five photographs/ No more than 3 Detention library books/ Prescription eyeglasses or contacts/ Authorized commissary items.

All acceptable personal property must be contained in the Butler County Detention provided storage bin. Any/all property that fails to be contained in the provided storage bin will be confiscated and placed in your property bag located in booking, to be returned upon release.

Release of Personal Property

Personal property transactions between inmates are prohibited. This includes selling, loaning, trading or giving property to another inmate or staff member. You are permitted to release money or property (with the exception of clothing to be worn upon release) to someone outside the facility by completing the appropriate “Property Release Form,” which can be obtained from your pod deputy. Property scheduled for release must be picked up within 30 days of the signed release. The person designated to pick up the property must show proper photo identification.

If you are to be transferred from our facility to the Kansas Department of Corrections, you are limited in the types and quantities of property items you may transfer there. Consult the list of allowable items, and then make arrangements for any remaining items to be released. If previous arrangements have not been made, any remaining property will be destroyed if not picked up within 30 days.

Admissions to KDOC - Approved Property

ITEM	SPECIFICATIONS	QUANTITY	VALUE
Bible/Primary Religious Text	Approved by reception facility Chaplain	1	\$50
Contact Lenses		1	
Dentures	As received with inmate or prescribed by health authority	1 set	
Glasses/ Eye Prescription	As received	1	
Personal Letters		10	
Photographs	8” x 10” or smaller	50	
Prosthetic Device	As received with inmate and approved by health authority	As received	
Wedding Band	Plain, No stone	1	\$50
Wristwatch	No Stones	1	\$25

Personal Hygiene

Inmate personal hygiene and cleanliness is mandatory in our facility. Once your complimentary hygiene kit supplies run out, similar items can be purchased through commissary. Indigent hygiene products are given to inmates who meet our financial criteria.

You are required to shower at least 3 times weekly, or at the direction of detention staff, and may shower daily unless you are in segregation in “B” Pod. While in segregation you will be allowed to shower on Mondays, Wednesdays, and Fridays. You are required to shower on the same floor as where your cell is located (one person per stall). You must brush your teeth at least once daily. Showers must be taken during morning and afternoon dayroom, the pod deputy may allow for an inmate(s) to shower earlier if the inmate has an early morning court appearance or has worked in the facility on a work detail.

While on pod lock down you will be allowed to shower on Mondays, Wednesdays, and Fridays on second shift for a time limit of 15 minutes.

Razors can be checked out from your pod deputy only during the first hour of the first open dayroom daily. Razors must be returned to the pod deputy immediately after their use. Any misuse or alteration of a razor or failure to return it to your pod deputy in a timely fashion is a security violation and will result in disciplinary action.

Haircuts are normally available on the weekends. (Refer to the **Barbering** section for haircut request instructions).

Fingernail and toenail clippers are available to be checked out from your pod officers. You are expected to keep your nails trimmed to a reasonable length. Butler County Detention Facility defines reasonable length as *the nail may not extend out further than the tip of finger*. Nail clippers must be returned to the pod deputy immediately after their use. Any misuse or alteration of a nail clipper or failure to return it to your pod deputy in a timely fashion is a security violation and will result in disciplinary action.

Butler County Detention Facility Inmate Handbook

Barbering

Inmates will be allowed personal freedom in their appearance as long as it does not conflict with the facility's procedures for safety, security, identification, and sanitary efforts. The Barbershop is the only authorized area for inmates to complete and receive haircuts. Absolutely no haircutting will be permitted inside of cells. No inmate may request a specific Inmate Barber; if you do not wish to utilize the current Inmate Barber you may decline and re-submit a request at a later time. Inmates requesting to complete their own haircuts may do so in accordance with the Barbershop policy and sanitation practices. Inmates wanting to complete their own haircuts will be the only inmate within the Barbershop; they will not be allowed to utilize another inmate for assistance.

Requests for haircuts are made by using the Commissary Kiosks by selecting the Barbershop Inquiry and submitting a request. If you are housed in an area that does not have access to a Kiosk, you may contact a staff member, request a paper Form 9 and submit your request. Requests for haircuts will be added to the signup log in the order they are received. The signup log will be a running list because if the demand is too great to accommodate everyone on the list, then it will be continued the following scheduled day for that housing unit. Inmates are only allowed to sign up once per month to receive a haircut. It is your responsibility to submit a request in ample enough time to receive a haircut if you wish to do so before your court date. You will not be "bumped" up on the list due to your failure not to sign up in sufficient time.

All hairstyles must be able to be searched by Detention Staff. Any grooming activity changing your appearance must immediately be reported to your pod deputy for possible re-issuance of a new identification photo. No Fad haircuts will be allowed.

Inmates on lock down status, those pending disciplinary action, those currently serving disciplinary status and inmates on special management status may request to receive a haircut, unless otherwise directed in their conditions; however they will receive services in the barbershop wearing full restraints.

No inmates will be able to receive haircuts known or suspected of having any communicable disease, or any infestation transferable to other inmates.

Laundry

Inmates are provided with facility issued clothing and linen at the time of intake. A laundry schedule is posted in your pod. Issued clothing will be exchanged and laundered according to the schedule as posted. Sending out personal laundry items are at your own risk and Butler County is not responsible for items lost during the laundry procedure.

Bedding linen is only to be used for that purpose. Towels and washcloths will be used only for personal hygiene purposes only. It would not be acceptable, for example, to use a towel as a headband. Altering or destroying county property will result in disciplinary action and a monetary charge.

Housing Units/Classification

Butler County Detention operates utilizing Direct Supervision orientated housing units to encourage interaction between staff and inmates and inmate-orientated programs to include religious services and drug/alcohol programs. A list of available programs and available dates are posted in each housing unit. However, determining factors such as classification level and inmate behavior may not be consistent with the direct supervision approach.

Inmate/Detainees placed in the Special Management unit due to classification level or inmate behavior may have restricted access to facility programs and limited daily recreation time. There are five housing units at the Butler County Detention facility to include (4) four general population housing units and (1) one Pre- Classification/Special Management unit. A housing unit is an inmate living area that may include a Dorm living environment, a celled living environment or both. Inmates are assigned to a specific housing unit. Each housing unit is staffed by a Housing Deputy directly responsible for those inmates living in that housing unit. The Housing Deputy desk is located in the dayroom of each housing unit to provide accessibility to the inmates. Generally, the resolution of issues or matters of interest while at the facility are most appropriately initiated with the assigned Housing Deputy.

Pre-Classification Unit

All male inmates are initially assigned to the Pre-Classification unit pending classification. Once the classification process is complete, inmates are assigned to the appropriate housing unit in accordance to their classification level.

Special Management Unit

Designed for the placement of inmate/detainees that do not consistently demonstrate the ability to conform to the rules and regulations of the facility or do not meet classification standards to be housed in a general population unit.

Your housing assignment custody level is determined by your classification. When you are booked in to the facility, giving us accurate information will help us to make a proper classification. Intentionally providing false information will affect your classification and could result in disciplinary action against you.

All inmates will be moved from the pre-classification unit to a housing unit once they have been classified. Continual disciplinary violations could result in permanent residence in the pre-classification unit.

Butler County Detention Facility Inmate Handbook

Housing Assignment Guidelines

Minimum Level: Current charges-misdemeanor, traffic and no violent or special management conditions in prior incarceration(s). Current behavior is compliant with direct supervision. Inmate/detainee is an overall low escape risk or threat to facility security. Low risk factors to inmate/detainee's welfare from other inmate/detainees.

Medium Level: Current charges misdemeanor, traffic, and non-violent felonies. No violent, special management conditions, assaults on detention staff in prior incarceration(s) or previous repeated violent felonies. Current behavior compliant with direct supervision. Inmate/detainee is an overall low to medium threat to facility security. Low to medium risk factors to inmate/detainee's welfare from other inmate/detainees.

Maximum Level: Current charge(s) primarily felony, but not restricted to felonies. Exhibited violence and/or was under special management conditions/sanctions in prior incarceration(s) or current behavior is non-compliant with direct supervision. Inmate/detainee is an overall medium to high escape risk and/or threat to facility security. Medium to high risk factors to inmate/detainee's welfare from other inmate/detainees.

Inmate/detainees may be reclassified if their circumstances change as a result of court decisions, behavior problems and/or medical/mental changes.

Classification appeals may be submitted on an inmate/detainee request form or via kiosk inquiry to Shift Supervisor. Administration will determine classification appeals within 5 business days from the time the appeal was submitted excluding weekends and holidays. The outcome will be documented in writing and a copy will be delivered to the inmate/detainee.

Housing Rules

You are responsible for keeping your living and sleeping areas clean and orderly at all times.

Trash from your cell will be brought out during dayroom times and deposited in the pod trash container.

Cleaning agents are available from the pod deputy, but must be returned immediately after their use.

You are required to make your bed properly before leaving your cell or sleeping area. Beds shall be made at all times when not in use.

No inmate shall remove any item from any bulletin board. Bulletin boards shall be used by, and be under the exclusive control of the pod officer.

No inmate shall hoard food in his/her living unit. All food must be consumed during the allotted mealtime. Failure to comply with this rule will result in a pod lock down sanction.

ALL SEXUAL CONTACT IS PROHIBITED AT THE BUTLER COUNTY DETENTION FACILITY.

Adherence to the rules is **expected**. Violations may result in Sanctions, Discipline and/or Loss of Privileges.

Walls/Doors/Ceiling/Bunk/Fixtures/Food Pass

- Nothing is to be hung, fixed, glued, pasted, or in any way placed on, or affixed to.
- Covering any lights, vents, windows, or the food pass slot of your cell is prohibited.
 - All vents and light fixtures in the housing pods will remain uncovered to ensure proper airflow and lighting.
- You will not scratch, mark, paint, deface, damage or pound on any surface in your cell, in the pod, or facility.
 - Causing damage to Facility/County property is subject to facility discipline and criminal charges.
- Items will not be placed so as to block any locking device, obstruct a view, or affect the fire control system.
- It is not permissible to prop open your cell door.
 - Your cell door is to remain shut and secured at all times other than while entering or exiting your cell.
 - Once an hour, unless lockdown is in effect or when leaving or returning to the housing pods, inmates have an opportunity to come and go from their cells. This normally occurs from 5 minutes until the hour to 5 minutes after the hour.
- Tampering with the sprinkler system or other plumbing is prohibited.
- You are asked to refrain from standing on your toilet, sink, bed, or other such structures in your cell and housing unit.

Housing Unit

- You are expected to behave in an appropriate manner when visitors are present in your pod or dorm.
 - When this occurs during dayroom time, you may be asked by the deputy to quietly return to your cells/beds while visitors are in the unit.
- An inmate/detainee may not conduct, manage and or transact a business while in confinement.
- Smoking is prohibited at the Butler County Detention Facility and is defined as carrying or inhaling a lighted cigar, cigarette, pipe, or other lighted tobacco products.
 - All areas of the facility are **NO SMOKING AREAS** and all tobacco products and lighting devices are considered **contraband**.

Butler County Detention Facility Inmate Handbook

- You will not enter the cell of another inmate or pass anything into another cell unless authorized by the pod deputy.
- You will refrain from sitting or lying on another inmate's bed.
- Inmates will not approach, speak, or otherwise communicate with inmates housed in other pods or with inmates on pod lockdown or other special status within their own housing units.
- Inmates are not allowed to congregate on the second level of any housing pod.
- You are not allowed in any housing unit other than your own.
- Inmates are not allowed to cross the taped boundary surrounding the pod control station unless authorized by detention staff.
- Waiting lines to use the inmate telephones are not allowed.
- You may not sit or lie down on any floor surface.
- Inmates are not permitted to gather in groups of more than 4 inside the housing pods, unless given permission to do so by the pod deputy.
- Bartering, trading, and sharing of food or other items is prohibited.
- Gambling is prohibited.

Appropriate Dress

- Inmates will be dressed in their issued jumpsuits and shoes at all times with the exception of:
 - On the way to and from showers, when gym shorts, tee shirts, and shoes are allowed;
 - While in the outside recreation area;
 - Inmates while in this area may wear the full uniform or limit their attire to gym shorts, tee shirts, and shoes.
 - Dew rags may be worn ONLY in your cell.
 - Wearing of dew rags in the dayroom and/or outside of your cell is prohibited.
 - Inmates are not permitted to sleep in the nude.
 - At minimum, t-shirt and shorts must be worn.
 - If you must go to the toilet area at night, at minimum, t-shirt and shorts must be worn.
 - Wristbands will be worn at all times.
 - You will not alter, intentionally damage and/or destroy your wristband.
 - Lost, Damaged or Missing wristbands must be reported to detention staff immediately.
 - Inmates not wearing a wristband will not be permitted into the dayroom, to attend any activity, or leave their housing unit.
 - Inmates are not allowed to receive and/or wear personal clothing from outside sources.
 - Inmates may wear civilian clothing to court appearances if approved.
- Open dorm areas.
 - Inmates are required to utilize shower stalls and/or toilet stalls to change clothing. This is to ensure their privacy.

Lockdowns (confinement to your cell or in dormitory settings, your bed)

- Lockdowns are conducted as directed by facility staff.
- When directed to LOCKDOWN, all inmates **must** return immediately to their assigned cell or sleeping section.
- Lockdowns automatically occur prior to any official counts of inmates in the facility.
- Lockdowns may occur during/following an incident.
- Official count lockdowns and incident related lockdowns are not punitive and may be cancelled at facility staff discretion.
 - If the majority of inmates located in the pod fail to return to their cell or bunk area, the entire housing unit may remain locked down for a period of time.

Incidents within Housing Units

When an incident occurs that disrupts the normal routine in the housing unit, (e.g. fight, altercation, medical emergency) *go to your cell immediately*. Failure to do so may cause you to be considered a part of the incident, and you could face disciplinary action as a result. Do not aid or defend another inmate when detention personnel are attempting to bring a situation under control. A housing unit lockdown is not punitive and may be cancelled as soon as the situation is under control. The entire housing unit may remain locked down if the majority of inmates fail to return to their cell or bunk area.

Inmate Movement

You may be searched when entering and leaving your housing unit. While in the corridors of the detention facility you will walk to the right side. There will be no talking to other inmates while moving through the facility. There will be no loitering in the hallways.

Butler County Detention Facility Inmate Handbook

You are to go directly to and from your destination. You will obey all instructions from staff. No inmate shall be present in any area of the facility without authorization. You may be selected for random searches during movement.

Inmate Counts

Scheduled and unscheduled inmate counts will be conducted. When ordered to “lockdown”, you will go directly to your cell or bed. Disruptive or distracting behavior, or failure to comply with the lockdown order, will result in serious disciplinary action. Every inmate shall be present at the proper place and time for counts and will cooperate with any/all staff conducting counts.

Cell/Inmate Searches

Staff members will conduct searches of your living area and assigned cell to maintain the safety and security of the facility. Any unauthorized items will be confiscated as contraband. You will cooperate with the staff conducting the search. The search will be conducted whether you are present or not. If you are present, you will be searched.

You may be searched at any time. You may be strip-searched if there is reason to believe you are concealing contraband. A deputy of the same sex will conduct such searches in a private area. Strip searches will be conducted following all contact visits, and after returning from any trips outside of the facility, or working outside of your housing unit.

Cells will be inspected daily. Anytime you are out of your cell, the bed will be made, the cell will be clean and orderly, and the door will remain closed and secured. Keeping the door closed is to ensure your safety and to safeguard your possessions. This is your responsibility.

Emergency Procedures

In the event of any type of emergency, be calm and quiet and follow the instructions of the detention staff. During lockdown times, inmates may only utilize the intercom button within their cells for emergency purposes. Dayroom times will be utilized to request any items other than that of an emergency nature; i.e. toilet paper, forms, or to sharpen pencils.

Dayroom and Outdoor Recreation

All housing units are equipped with a dayroom area designed to provide a common area for recreation. All unrestricted inmates will have access to their assigned dayroom area as well as access to an outside recreation area daily during designated times. Facility schedules are posted in all housing units to include scheduled dayroom/recreation times. The availability of outdoor exercise activities will be based upon weather conditions to include temperature and precipitation.

During scheduled dayroom/recreation time, you may exercise, use the telephone, watch television, play cards or board games, etc. Please observe the following guidelines:

- Wristbands WILL be worn at all times.
- Jumpsuits, shoes, and wristbands WILL be worn while in the dayroom.
- Outside recreation will not be permitted after sunset.
- Food and drink are not allowed in the outdoor exercise area.
- Inmates are not allowed to lean against or hang personal items on the fences.
- Recreation may be restricted or cancelled for disciplinary and medical reasons.
- Recreation is supervised and may be restricted or cancelled by the housing deputy.
- Competitive basketball is not permitted.
- Inmates may wear their jumpsuits or limit their attire to gym shorts, tee shirts, and shoes during outside recreation time.

Pod televisions represent a privilege afforded to inmates. Abuse of the television privileges and/or damage to the equipment will result in disciplinary action, monetary charges and/or loss of privilege. The pod deputy is to handle the remote and has the responsibility to select the particular channel that will be watched at a given time.

AM/FM Radios

Possession of an AM/FM radio and batteries will be limited to 1 radio and 2 batteries for each individual inmate at any one time. All radios will be marked with your appropriate inmate identification number. You are responsible for all purchased items placed in your possession.

The utilization of radios is restricted to within the housing unit or outside recreation area. You will ensure the volume is maintained at a level that does not disturb others or interfere with facility operations or directives.

Purchase of batteries will be restricted only to inmates in possession of a radio. All batteries will be purchased and distributed on a 1 for 1 exchange basis only. Failure to account for any purchased battery placed in your possession will result in the suspension of radio privileges and/or disciplinary action.

Verification will be made at the time of delivery that all items are in working condition. All future discrepancies will be addressed with the item(s) manufacturer. You agree any/all items will be disposed of at any time the item(s) are altered or damaged.

**Butler County Detention Facility
Inmate Handbook**

Any changes/alterations and/or damage not reported to your pod officer immediately could result in disciplinary action and confiscation of the item.

Disciplinary Hearing

Whenever an inmate is cited for a violation resulting in disciplinary detention, they shall have the right to a limited due process hearing. You will be given an opportunity to present your defense, including the written statements of witnesses submitted before the hearing. Disciplinary violations will be handled on a formal basis, and you will be given a copy of the disciplinary decision. Administration staff and/or designee of the division, who have not directly investigated or witnessed the alleged disciplinary violation, may conduct the due process hearing. Inmates pending disciplinary action will be locked down in a cell until the day of the hearing. Disciplinary hearings will be conducted within 3 days (72 hrs.) of the infraction excluding weekends and holidays.

Hearings not conducted within the allotted time will be dismissed for cause. Inmates will not be subjected to any adverse action for exercising their right to a due process hearing. However;

A FAILURE BY THE INMATE TO COMPLETE AND SIGN THE SECTION OF THE DISCIPLINARY NOTICE WHEREBY THE INMATE ACCEPTS OR DISPUTES THE ALLEGATIONS WILL BE DEEMED TO BE ACCEPTANCE OF THE PRESCRIBED DISCIPLINE AND IS ALSO CONSIDERED A WAIVER OF APPEAL.

The following guidelines will be used in the disciplinary hearing and appeal process:

The hearing officer will have the authority to evaluate any incident and amend disciplinary violations, sanctions and/or management conditions that he/she determines appropriate to promote the security and safety of the facility.

Inmates may appeal the decision of the disciplinary hearing to the Administration.

Write your reason for appeal on an inmate request form and turn it in to your pod deputy within 24 hours of receiving your disciplinary hearing decision.

The pod deputy will submit your appeal immediately to Administration through channels within 72 hours (except weekends and holidays).

Prohibited Acts

Any violation of jail policies, rules or regulations, which might also constitute a criminal act, will be reported to the county prosecutor’s office with a request for prosecution. Prohibited acts are divided into two categories: disciplinary violations and pod lockdown violations. Nothing in this handbook shall prohibit the detention facility staff from authorizing disciplinary sanctions for offenses not covered in this handbook, but are determined to be necessary to maintain the order and security of the facility.

Disciplinary Violations and Sanctions

Federal Law		Other	
Felony	15 days	Butler County Detention Resolutions	5 days
Misdemeanor	10 days	Destruction of Facility/County Property	5 days
Unclassified	5 days	Conduct that intimidates, coerces, threatens, alarms or incites other inmates or staff	10 days
Criminal Code of the State of Kansas		Conduct that attempts to affect the security or operation of the facility	15 days
Level 1 through 9 Felony	35 days	Possession of contraband as defined in the inmate handbook	10 days
Class A Misdemeanor	20 days	Tampering with any locking or fire safety device	15 days
Class B Misdemeanor	15 days	Tattooing	5 days
Class C Misdemeanor	10 days	Fighting or other activity, which constitutes violence or is likely to lead to violence	15 days
Unclassified Misdemeanor	5 days	Habitual violations resulting in 3 or more pod lockdowns for the same offense	10 days
		Conceal or attempt to conceal identity by wearing a disguise/mask or using the photo ID wristband, name, or personal history information of another inmate	10 days
		Giving information or statement to any facility staff knowing such information is false and intending that the staff shall act in reliance upon such information	10 days
		Acts or Violations not specifically covered NON INJURY	5 days
		Acts or Violations not specifically covered WITH INJURY and/or PROPERTY DAMAGE	10 days

**Butler County Detention Facility
Inmate Handbook**

Sexual Offenses

Rape	Knowingly engaging in sexual intercourse with a victim who does not consent to the sexual intercourse when using force or fear; when victim is unconscious or physically powerless; or victim is incapable of giving consent because of mental deficiency, disease, or due to the effect of alcohol/narcotic/drug or other substance	35 days
Sodomy	Oral contact or oral penetration of the female genitalia or oral contact of the male genitalia; anal penetration of a male or female by any body part or object	15 days
Aggravated Criminal Sodomy	Sodomy with a victim who does not consent to the sodomy or causing a victim, without the victim's consent, to engage in sodomy with any person when using force or fear; when victim is unconscious or physically powerless; or victim is incapable of giving consent because of mental deficiency, disease, or due to the effect of alcohol/narcotic/drug or other substance	35 days
Sexual Battery	Touching of a victim who does not consent with the intent to arouse or satisfy the sexual desires of the offender or another	20 days
Aggravated Sexual Battery	Touching of a victim who does not consent with the intent to arouse or satisfy the sexual desires of the offender or another when using force or fear; when victim is unconscious or physically powerless; or victim is incapable of giving consent because of mental deficiency, disease, or due to the effect of alcohol/narcotic/drug or other substance	35 days
Lewd and Lascivious Behavior	Publicly exposing a sex organ or exposing a sex organ in the presence of a person who has not consented with intent to arouse or gratify the sexual desires of the offender or another	15 days
Any Sexual Contact	All Sexual Contact of any form and any Solicitation for, is prohibited. The Butler County Detention Facility does not recognize "consensual" sexual contact between inmates.	15 days

Attempts to commit any of the above acts or assisting others to commit any of the above acts shall carry the same penalties as if the act(s) were accomplished.

When one or more acts or violations occur arising out of a single incident, the sanction will be set for the act or violation requiring the longest disciplinary term but consecutive assignments to disciplinary detention for a single incident will not be imposed.

Any disciplinary violation time imposed for an act or violation committed while an inmate is already serving disciplinary detention will be **added** to the time already being served.

All unlawful sexual acts (any rape, criminal sodomy, aggravated criminal sodomy, lewd and lascivious behavior, sexual battery or aggravated sexual battery) will be subject to a criminal request for prosecution and reclassification of inmate security status.

The Administration shall have the authority to evaluate any incident and set sanctions and/or management conditions that he/she determines appropriate to promote the security and safety of the facility.

Serving Disciplinary Report Sanctions

Inmates shall begin serving their sanctions immediately, unless the hearing officer determines that space in disciplinary segregation is not available or is not feasible. If either determination is made, serving of the sentence will begin when space is available or placement in segregation is feasible. Attempts to commit any of the above acts or assist others to commit the above acts shall carry the same penalty as if the act was accomplished.

Pod Lockdown Sanctions

Pod lockdowns are a management tool for handling minor violations of inmate conduct, and are not considered disciplinary action. Inmates subject to a Pod Lockdown Sanction will be advised verbally. Written documentation and any form of hearing are **not** afforded to the inmate subject to the sanction. Inmates on pod lockdown receive the same privileges extended to the general inmate population **EXCEPT FOR** access to the dayroom (which includes access to the inmate telephones and Kiosks) and exercise areas for the duration of the lockdown.

Inmates on pod lockdown will also not be allowed to attend programs such as Bible Study, AA, etc. for the duration of their lockdown time. Meals will be consumed in your cell. Pod Lockdown Sanctions are to be approved by the Shift Supervisor or above and may **not** be formally appealed and/or grieved. Failure to abide by pod lockdown restrictions and/or committing additional pod violations will result in an additional 24 hr. pod lockdown. Two or more pod violations while on pod lockdown status will result in a disciplinary report for habitual violations. Pod lockdown violations and the corresponding hours of restriction are as follows:

While on pod lock down you will be allowed to shower on Mondays, Wednesdays, and Fridays on second shift. This time will be fifteen (15) minutes.

**Butler County Detention Facility
Inmate Handbook**

The following violations are subject to lockdown sanctions:

Violation of rules and guidelines set forth in the inmate handbook	24 hours
Failure to return immediately to your assigned cell or living section when directed by facility staff	72 hours
Failure to return immediately to your assigned cell or living section resulting in the response of additional staff	5 days
Hoarding/Hiding/Concealing of Medication	48 hours
Hoarding/Hiding/Concealing of Medication 2 nd Offense	72 hours
Possession of unauthorized clothing, linen or items	48 hours
Misuse of County or Issued property	48 hours
Use of obscene language and/or disrespect to personnel	72 hours
Refusal to comply with orders or directions of facility staff	72 hours
Presence in unauthorized areas not related to escape	72 hours
Gambling	48 hours
Possession of property of another without authorization	48 hours
Utilization of cell intercom for issues or situations not of an emergency nature during facility lockdown times	24 hours

Attempts to commit any of the above acts or assisting others to commit any of the above acts shall carry the same penalties as if the act(s) were accomplished.

Committing or attempting to commit any of the acts described will be dealt with accordingly with the prescribed disciplinary sanctions.

Grievances

An inmate, in order to address or seek a solution to a problem or a concern may file a Grievance. Inmates must first attempt to resolve their problem/situation verbally by speaking to their pod deputy and secondly through the Housing Corporal or Shift Sergeant, in writing through a kiosk Shift Supervisor inquiry or on a paper Form 9. Your concern must be submitted on a standard inmate request form or kiosk inquiry and you must have received an answer from the Corporal or Sergeant before you will be permitted to submit a Formal Grievance. You may not submit a grievance on behalf of another inmate/detainee. You may, however, seek assistance from another inmate/detainee or staff member in preparing your grievance. Inmates will not be subject to any adverse action as a result of filing a grievance. Repetitive grievances or filings that adversely affect facility operations or are frivolous or a nuisance will be dealt with appropriately.

The following are additional guidelines for grievance submission:

- You may submit only 1 grievance per kiosk inquiry or paper form.
- Only 1 inmate name is allowed on each grievance.
- A Grievance will not be valid if proper channels/procedures are not followed.
- If requested, and the initial submission was made using a paper Form 9, the inmate must produce the pink and yellow copies showing the inmate the proper attempts were made at addressing a problem or concern by submission of that form 9 to Corporal or Sergeant.
- You will not be subject to retaliation, reprisals, or harassment as a result of filing a grievance, but are subject to disciplinary action if you abuse the procedure.
 - For example, making false statements or making false accusations against any officer or employee of the facility, or another inmate, could result in action being taken against you.
- If you are not satisfied with the initial answer to a concern you have filed, you may direct a second concern to the next higher command level.
 - If a paper Form 9 was used, attach the first written form to this second request.
 - Additional appeals may be made on up the chain to the Detention Administration, who will make the final decision.
- If you have been subjected to staff misconduct you may write directly to the following:

Butler County Detention Captain
701 S Stone Rd
El Dorado KS 67042

DHD OIG HOTLINE
245 Murray Drive, SE Building 410
Washington, DC 20538

Butler County Detention Facility Inmate Handbook

Inmate Request Forms/ Commissary Kiosk Inquiries

Requests and concerns are able to be communicated to staff electronically by using the Commissary Kiosk or through the use of paper forms. The paper form available for inmates to communicate in writing with staff is called a Form 9. Other paper forms for requesting services such as sick call, copy/notary/law library and commissary ordering are available to inmates housed in areas where a Commissary Kiosk is not available.

Paper Forms

Paper forms may be used for making requests, applying for programs, reporting problems, questions or concerns, or making appeals. Completed forms should be given to your pod deputy or facility staff member. Written replies will be returned as soon as possible.

All forms must be filled out completely and properly. Request forms containing profanity will not be accepted. Only 1 item may be addressed on each form. Petitions will not be accepted. Frivolous requests may result in disciplinary action. Prior to filing a written request, you are required to speak with your pod deputy about the matter. Your pod deputy may be able to give you an answer without you having to fill out a form. Problems or questions about your confinement in the facility should be directed to the pod deputy.

All requests pertaining to commissary should be addressed to the shift supervisor. Any request regarding medical concerns should be addressed to the medical staff through a sick call request form. Requests of an emergency nature should be made verbally to your pod deputy. No Form 9 can be directed or written to a specific person or staff member. Form 9's are only to be used for in-house contact, they will not be accepted to contact any outside sources, i.e. attorneys.

Commissary Kiosk Inquiries

Similar in use to paper forms, housing unit Commissary Kiosks provide the ability to make electronic submissions through various areas on the kiosk touchscreen. These areas are indicated by icons displayed on the screen. It is strongly suggested you take the time to familiarize yourself with the inquiries available on the kiosk. (Refer to additional explanation below)

- Medical Visit
 - Used for submitting a request to be seen by the Medical Clinic (Sick Call Request)
- PREA
 - Used for submitting a complaint and/or information regarding PREA. (See the PREA section of this handbook)
 - *If you feel that your or someone else's wellbeing is in danger, you should contact facility staff immediately.*
- Grievances
 - Used if you have received a reply regarding a previously submitted issue or concern OR have a complaint.
 - Please take the steps to attempt to resolve your issue/question/concern by using the other appropriate inquiries and means available before choosing this option.
- Inquiries
 - There are several categories of inquiries you may choose from depending upon your specific need or concern. A few examples:
 - Barbershop
 - Use this inquiry to request a haircut
 - Medical Question
 - Use this inquiry to submit medical related questions. DO NOT use for requesting a Medical Visit (Sick Call).
 - Copy/Notary/Law Library
 - Use anyone of these inquiries to request one of the services.

Meal Services

The facility serves three meals per day. Meals will be delivered to your housing unit. To assure orderly distribution of meals, the housing deputy instructions **must** be followed. You must bring your cup, spork and be wearing your inmate ID wristband. Meals will be eaten in the dayroom unless an inmate or the entire section is on lockdown. During meal times, authorized inmates will be allowed out of cells to eat their meals in the dayroom. Inmates eating in the dayroom will remain seated at the provided dayroom tables unless retrieving their meal tray, or returning their tray after eating.

- All inmates/detainees will follow the meal procedures as follows:
 - The housing unit will be notified when meal cart is in route.
 - All inmates/detainees, without dayroom restrictions, will exit their cell/bunk area upon the direction of the housing deputy and sit at dayroom tables.

Butler County Detention Facility Inmate Handbook

- Inmates/detainees will go through the meal line at the direction of the housing deputy.
- You will be required to return to your cell immediately upon completion of meal.
- All segregation inmates/detainees will be fed in their assigned cells.

No inmates will be allowed to trade, barter or sell food items. Abuse of special diets (trading food, taking another tray besides authorized diet tray, or giving food away) will result in disciplinary actions.

Serving times for each meal are as follows and all times are *approximate* as to when meal carts are received.

Breakfast	6:30 am – 7:10 am
Lunch	11:30 am – 12:10 pm
Dinner	4:15 pm – 5:30 pm

All requests for special diets (religious and/or medical) will be submitted using the Common Fare inquiry on the Commissary Kiosk or on an inmate request form. All requests will be reviewed and verified for authorization. Special diets will be immediately implemented upon authorization.

Library Services

Library services are available to all inmates. Materials are the property of the Butler County Detention Facility, and you are expected to handle the items responsibly. Damage to library property may result in disciplinary action, monetary charge for damages, and criminal charges. Library books are located in every housing unit and are available to all inmate/detainees during scheduled dayroom hours. Inmates are allowed a maximum of **3** library books in their possession at a given time.

The facility law library is located outside of the housing units and can be accessed by all inmate/detainees by submitting a Law Library request inquiry at the kiosk or paper request form. The law library is available on Saturday and Sundays during scheduled dayroom hours. Reasonable exceptions to available days may be allowed, upon request, if the inmate has a bona fide court deadline.

Legal and Personal Services

The Butler County Detention Facility has an online legal library resource. Requests to use must be made by submitting a Law Library request inquiry at the kiosk or paper request form. If you require an appointed attorney for representation, this will be discussed at your initial court appearance.

Inmates will be charged a fee for certain services provided by detention staff. Some of these services and the accompanying charges are:

- Notary service \$3.00 per document.
 - Notary services will only be performed for inmates/ detainees as necessary for court and legal documents directly connected to their case or incarceration.
- Photocopying \$.25 per page.
 - Copies will only be completed for pleadings and/or papers prepared for filing with the court.

Fees for services not specifically listed will be assessed at a rate appropriate to the service being performed. Fees will be applied to an inmate's account regardless of account balance and indigent status. The fee may be applied as debt, to be paid using a portion of any future deposits (See Inmate Money/Accounts).

Inmates may take a notepad and legal materials to professional visitation or the law library. Only legal materials may be taken to court.

These services are generally completed during weekends, so it is your responsibility to submit requests in a timely manner.

Health Services

Our medical staff will work to provide you with adequate medical care. You may obtain **non-emergency** services by submitting a Medical Visit request inquiry at the kiosk or paper request form. If your request is approved, you will be scheduled for a visit to the clinic.

Inmates will be charged certain fees, including, but may not be limited to the following:

- \$5.00 Administrative Initial Visit fee.
 - Follow up visits for the SAME illness and/or condition will not be charged.
- \$5.00 Administrative Emergency Visit fee.
 - Follow up visits for the SAME illness and/or condition will not be charged.
- Prescription Medications.
 - Cost will vary per prescription.

Butler County Detention Facility Inmate Handbook

No inmate will be denied medical/dental care or medication because of an inability to pay. Necessary medical services and medication will be provided for all inmates. Medical co-payments, prescription medication costs, and over the counter medication costs may be deducted from your inmate money account, thus reducing monies available to you for weekly commissary purchases. Limited health care products as well as limited over the counter medications may be obtained through commissary.

All inmates housed within the facility will receive a medical evaluation/physical within the first 14 days of their incarceration at no cost to the inmate.

Limited dental services may be available upon request. Dentures, bridges, caps, and other such extensive dental work are not provided. Although prescription eyeglasses are not available through medical, inmates may have them brought to the facility. Reading glasses may be purchased through Commissary.

Mental health services are available upon approval of your request through our medical staff.

Included within this handbook is some medical education that may assist you in identifying and treating common ailments. However it is strongly recommended a patient seek medical attention if a problem persists or you experience additional symptoms.

Medication Guidelines

Only medication prescribed or approved by the medical director will be provided to inmates. Distribution of medication will occur as close to the time indicated on the prescription as possible. Inmates are required to take prescribed medication at the time it is dispensed, and in the presence of medical and detention staff. Inmates must submit to visual inspection by a staff member to assure oral medication has been ingested. Hoarding of medication is prohibited. Any attempts to hide medication without taking as directed will result in disciplinary action.

Programs

Programs are available to all inmates. Participation may be restricted for disciplinary, medical, classification, or security reasons. The following guidelines will apply:

- Program schedules will be posted in the living units.
- Inmates interested in participating in any facility offered program should submit the appropriate kiosk inquiry request or paper form to their pod deputy.
- Programs may be open or closed.
 - Open programs are available to all inmates.
 - Closed programs are restricted by class size or inmate needs.
 - All programs are subject to change or cancellation.
- Bibles and other religious reading material are available upon request.
 - Inmates may take religious reading material and/or a Bible to religious services.
- No proselytizing of religious faiths or beliefs shall be allowed in the facility.
 - "Proselytizing" shall be defined as an active effort to persuade one to convert to a religious belief without the person's prior consent.
 - Nothing in this regulation shall prohibit one-to-one conversation about religious matters.
- Work assignments are available in a number of areas in the facility.
 - Sign-up sheets for work assignments are available in the pod on the weekends.
 - Work assignments, outside of the inmates housing unit, is on a completely voluntary basis and **no monetary compensation will be extended.**
 - Approval for work assignments is at the discretion of detention staff.
 - Each inmate having such an assignment will perform the job according to the directives of the supervisor or other authorized official.
 - Intentional failure to report to or depart from work at the assigned time and without unnecessary delay in route is prohibited and may result in termination of that assignment and/or disciplinary action.

Inmates in the custody of the United States Marshals Service or Immigration are **prohibited from working anywhere outside of their assigned housing units.**

Commissary Services/Kiosks

Commissary service is a PRIVILEGE and is subject to being suspended.

Commissary orders are placed at your own risk. Commissary orders are completed utilizing the Kiosks located in each housing unit. You may access the Commissary kiosk by following the on screen prompts and providing your inmate ID number and PIN number. Your PIN number is provided to you during the booking process. Procedures for use are located in the dayroom next to the Kiosks.

Commissary orders will be submitted weekly and are scheduled for delivery on Thursday of each week. Commissary orders can be completed anytime during open dayroom and must be submitted by lockdown on Monday night. Work release inmates are

Butler County Detention Facility Inmate Handbook

responsible for ensuring commissary orders are completed/submitted during the available allotted time. If you are released from our facility before the commissary order arrives and if authorized, you may sign a property release to have your items picked up at a later time. Items not picked up within 30 days of your release will be disposed of.

The weekly Commissary order amount limit is set by Administration and is subject to change. If you submit a commissary order exceeding your account balance, the order will be filled up to the available funds in your account.

Should you be housed in an area of the facility where a Commissary Kiosk is not located, upon request, a paper order form will be provided to you each week. You are responsible for providing your completed order form to facility staff within a reasonable amount of time to allow for your order to be entered into the commissary system prior to the weekly cutoff day and time.

Commissary deliveries will be disbursed upon their arrival to the facility, time and staffing permitting. The items provided to you from your order will be at the discretion facility staff. Upon receiving your order, a staff member will review your items and order sheet with you. The staff member will note any discrepancies and/or shortages. You will be asked to sign the order sheet. Your signature indicates your verification and acknowledgement regarding the receipt of any items and any noted discrepancies and/or shortages. Your signature is final and any later discovered issues on your behalf may not be grieved.

Commissary refunds will be processed as soon as possible and may take up to 5 business days to appear on your account.

The following rules will apply regarding use of the Commissary Kiosks and Commissary Purchases:

- You will not provide your PIN number to another inmate.
- You may not access the Commissary Kiosk using the credentials of another inmate.
- You may not purchase items for another inmate. Other inmates may not purchase items for you.
- You may not loiter near the kiosk while it is use by another inmate.
- Purchased items may not be bartered, traded, gambled, given away, or sold to any other inmate.

Email

The Email feature on the Commissary Kiosk is a PRIVILEGE and is subject to being suspended. Email accounts of Friends/Family may be suspended and/or blocked at the discretion of facility Administration. Email is recorded (saved) and is subject to monitoring and review by facility staff.

To access the Email feature, upon signing in to the kiosk, select the Email icon on the main screen. Use the available fields to address, compose and send the Email. The Email system does not allow for attachments. Should you be interrupted while composing an Email, the Email can be saved to a draft area where you may return to complete it at a later time.

Friends/Family must have an active, personal email account. Friends/Family may reply and/or send Emails to you only after they have set up a gateway account with the facility commissary vendor. Should you send an Email to Friends/Family before they have established a gateway account, they will receive a notification advising them of your sent Email. Should they decide to accept your Email, they will be prompted to set up a gateway account with the facility vendor before receiving/replying/sending any Email to you.

Email fees are applicable. The current fee per email sent or replied to is .50¢. This fee applies to inmates and Friends/Family. Your inmate account statement will reflect Email related charges specific to you. Friends/Family may set up an account with the facility vendor to fund their Emails and also have the option of paying for an Email sent by you. This is similar to accepting a collect call.

The Butler County Detention Facility is not responsible for system issues regarding Emails. Friends/Family should be directed to the facility vendor regarding any such issues.

Several of your previous Emails will remain on the kiosk until such time when newer Emails begin to replace older Emails in the list.

Correspondence/Mail

Non-privileged outgoing and incoming inmate mail may be read and reproduced if the Facility Administration or their representative has reason to believe there are safety or security considerations involved.

Inmates are not allowed to correspond with other inmates. This includes inmates in the custody of other jurisdictions, the Kansas Department of Corrections or any other correctional institution.

Envelopes can be purchased through commissary or will be provided by the facility should the inmate meet the indigent criteria.

Mail will be picked up and delivered on a daily basis, excluding weekends and holidays; outgoing mail must be submitted properly to the pod deputy no later than 0800 hours. All mail will have the inmate's name and return address listed on the envelope.

Newspapers, magazines and/or other mail orders/subscriptions are only authorized when received directly from publisher. Newspapers or magazines depicting nudity, pornographic or sexually suggestive material will not be authorized and returned to sender. Photographs cannot depict alcohol, weapons, gang activity, drug activity, and nudity, be pornographic or be sexually suggestive. Photographs will be no larger than 3" X 5".

Inmates qualifying for indigent supplies will receive **upon request** two envelopes once weekly during the issuance of indigent supplies.

Non-privileged incoming inmate mail will be opened and inspected for contraband before it is distributed.

Privileged incoming mail is opened in the presence of the inmate and inspected for contraband before it is distributed.

Butler County Detention Facility Inmate Handbook

The following list is the authorized persons who are deemed to send or receive “privileged correspondence”:

- Licensed attorneys
- Judges and clerks of any federal, state or local court
- The director of the state department of corrections and his staff
- The president, vice-president, and attorney general of the United States Any member of the United States Congress
- The governor, lieutenant governor, and attorney general of any state Any member of the state legislature
- Any parole board member

Telephone Usage

Telephone usage is a PRIVILEGE and is subject to being suspended.

Upon intake into the facility following the booking process, all inmate/detainees are offered and have access to receive one free local phone call utilizing the designated inmate/detainee telephone located in the booking area. Additional free phone call(s) due to imperative circumstances, i.e. death in the family; crisis, emergency etc. may be authorized at any time by a shift sergeant or above.

Telephones are available in the dayroom for your use during appropriate times as designated by the pod officer. Eligible inmates may use inmate phones anytime during dayroom hours. All phones are located along the outside perimeter walls of the dayroom.

All calls can be accessed by utilizing phone time purchased through the facility’s current phone vendor using the phone, placing a collect call, calling a Friend/Family Member that has purchased phone time to their phone, or completing a free call to a consulate or a reporting hotline. Instructions for purchasing phone time are posted in the housing units and on the commissary kiosk message screen. Each time you make a phone call you will be asked to follow the voice prompts and to enter your PIN number.

Your PIN number is provided to you during the booking process and you will need it to make commissary/phone time purchases and phone calls. Should you forget your PIN number, contact a facility staff member or your housing deputy. Do not allow other inmates to utilize your pin number. You can be held responsible for any unlawful or inappropriate behavior committed during the call. Should your PIN number become compromised and need changed, submit a Shift Supervisor request via a kiosk inquiry or contact a facility staff member.

All phone calls are monitored and recorded. Adhere to the following guidelines while using the phone:

- Avoid speaking loudly, use of obscene language, making threats, or 3-way lines.
 - These violations will result in your call being terminated, possible disciplinary action, and could put your future phone privileges at risk.
- Only 1 person will be at the phone at a time.
 - You will not be allowed to stand in line waiting for the phone.
 - Consecutive calls are prohibited when telephone usage is in high demand and/or when inmate/detainees are waiting for the telephone to become available to place a call.
- Chairs provided to be used while on the phone will be restricted to such use.
 - Keep your feet off the walls.
- You may not pass the phone to another inmate.
- Inmates are not allowed to receive incoming telephone calls or messages.
- Inmates shall not call any witness or victim associated with their case or that of another inmate.
 - Inmates will be subject to criminal prosecution for making such calls.
- Inmates will not call any party who has refused to accept the collect calls or who have notified the facility they do not wish to be called by the inmate.
- While in Disciplinary Segregation inmates will be allowed a 15 min. phone call prior to receiving their dayroom time.
 - All phone calls will be completed through the food pass at the beginning of the inmate’s dayroom time.
- While on Special Management, inmates will receive phone calls through the food pass per his/her special management conditions.
- Inmates on pod locked down for more than 5 days will be allowed a 15-minute phone call during their approved dayroom time.
- Eligible inmates may use inmate phones anytime during dayroom hours.

Visitation

Visitation, except for Legal/Professional visits, is a PRIVILEGE and is subject to being suspended.

Both visitor and inmate are expected to conduct themselves in an appropriate fashion at all times during a video visit. Provocative clothing, nudity and/or any other behavior deemed inappropriate is prohibited.

The Butler County Detention Facility reserves the right to deny, cancel or terminate a video visit prior to or during a video session based upon visitor or inmate misconduct. At such time, The Butler County Detention Facility also reserves the right to restrict visitors and/or inmates from participating in any and/or future use of the video visitation system.

All family member/friend video visits are recorded and subject to monitoring.

Butler County Detention Facility Inmate Handbook

Video visitation kiosks are available in your assigned housing unit for your use during scheduled video visitations. All visits must be scheduled by the visitor and all family/friend visits must be scheduled 24 hrs. in advance for approval. There are two types of video visits: Onsite and Remote visits.

Onsite Visits

Onsite visits occur when the visitor utilizes a facility kiosk located in the lobby for a scheduled visit. Onsite visits are free of charge and are limited to 20 minutes in duration. You are authorized to have a maximum of one (1) onsite visit per day not to exceed a total of three (3) onsite visits per week (Monday-Friday). Onsite visits may occur Monday through Friday during the hours of 8 am - 10:45 am and 1 pm - 4 pm. Visitors may schedule an onsite visit by utilizing any available lobby kiosk during normal lobby hours, Monday-Friday 8am. - 5 pm. or anytime from a home computer by accessing the website: www.securustech.net.

Remote Visits

Remote visits occur when the visitor uses a home computer with an internet connection to conduct a visit for a nominal fee. Remote visits are scheduled in 20 or 40 minute increments. There is no limit for the number of remote visits you may receive during the hours of 8 am. - 10:45 am. , 1 pm. - 4 pm. and 6:30 pm. - 8 pm. daily. Remote visits must be scheduled by a visitor accessing the website: www.securustech.net . All visitors must be authorized to conduct remote visitations and will be required to request authorization by creating an online account and providing the required information/documentation. Any issues or concerns arising from the remote visit will need to be addressed with the video visitation provider.

Visits from your legal representative can be conducted anytime during visitation hours or for a specified time pre-approved by a detention staff member with the rank of Sergeant or above.

All video visits are monitored and recorded. Adhere to the following guidelines while using the visitation kiosk:

- Avoid speaking loudly, use of obscene language, or making threats.
 - These violations will result in your visit being terminated, possible disciplinary action, and could put your future visitation privileges at risk.
- Only 1 person will be at the visitation kiosk at a time.
 - You will not be allowed to stand by or congregate around the kiosk while in use by another inmate.
- Chairs provided to be used while on the visitation kiosk will be restricted to such use.
 - Keep your feet off any area of the kiosk.
- You may not pass the kiosk handset to another inmate.
- While in Disciplinary Segregation visitation privileges may be suspended and currently scheduled visits cancelled for the duration of the Disciplinary Segregation.
- While on Special Management, inmates may receive visitation privileges per his/her special management conditions.
- Inmates on pod lockdown may have their visitation privileges suspended and currently scheduled visits cancelled for the duration of the lockdown.
- Eligible inmates may use visitation kiosks anytime during dayroom hours.

Prison Rape Elimination Act (PREA)

The Prison Rape Elimination Act (PREA) is a federal law that was passed in 2003 to put an end to sexual abuse against inmates in federal and state prisons, jails, lockups, community corrections facilities, and juvenile detention centers. The Butler County Detention Facility is committed to complying with all of the requirements of PREA in order to protect inmates/detainees from sexual abuse; and to ensure they get the help they need if they are victimized.

The Butler County Detention Facility has a **ZERO TOLERANCE** policy regarding sexual abuse and sexual harassment in this facility. This includes sexual abuse and harassment by an inmate, contractor, volunteer, or employee. All complaints of sexual abuse and harassment will be thoroughly investigated.

"Zero tolerance" means that sexual abuse, sexual harassment, and sexual misconduct will not be tolerated in the Butler County Detention Facility.

Sexual abuse includes—

1. Sexual abuse of an inmate by another inmate; and
2. Sexual abuse of an inmate by a staff member, contractor, or volunteer.

The Butler County Detention Facility is committed to the prevention of sexual victimization (abuse & harassment), and the promotion of safety and security for all inmates/detainees and staff.

PRISON RAPE ELIMINATION ACT (PREA)

The goal of the Prison Rape Elimination Act of 2003 (PREA), Public Law No: 108-79, is the prevention, detection, reduction, and punishment of sexual victimization in confinement facilities.

Butler County Detention Facility Inmate Handbook

- PREA applies to ALL individuals under the Facility's supervision
- PREA applies to anyone working with, or for, the Facility
- PREA mandates apply to all institutional settings such as jails, prisons, and juvenile facilities.
- PREA applies to all community placements such as community corrections offices, residential placements, rehab, etc.
- Butler County has a zero-tolerance policy for sexual victimization;
- This zero-tolerance policy is reinforced at all levels within the Butler County Sheriff's Office
- All incidents of a sexual nature are investigated! Even if they are reported as, or appear to be, mutual.
- It is against the law for staff to ask for or participate in sexual or romantic acts with inmates

Incidents of a sexual nature that fall under PREA include:

Sexualized Behavior: requested, suggested or carried out sexual contact committed by an inmate including, but not limited to, kissing or touching another person, (excluding all examples listed under abusive sexual contacts) which causes or is intended to cause stimulation or gratification where force is not used. Some examples: massages, indecent exposure, showering under the same shower head with another inmate and touching yourself in front of others.

Sexual Victimization: using debt, threats of physical harm, peer pressure, lying, favors, or authority to force or influence sexual favors from someone, including abusive sexual contacts, nonconsensual sexual acts and/or sexual harassment.

Inmate-on-Inmate Sexual Victimization:

1. **Sexual Harassment:** repeated and unwelcome sexual advances, asking for sexual favors, comments about sexual orientation, or gestures or actions of a derogatory or offensive sexual nature by one inmate towards another.
2. **Abusive Sexual Contact:** intentional touching, directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of another person, not including accidental touching during a fight
3. **Nonconsensual Sexual Act:** penetration of the vulva, anus, and mouth; however slight, by a penis, hand, finger or other object or instrument.

Staff Sexual Misconduct:

1. **Sexual Harassment:** repeated and unwelcome sexual advances, asking for sexual favors, comments about sexual orientation, or gestures or actions of a derogatory or offensive sexual nature by a staff member towards an inmate/offender.
2. **Voyeurism:** an invasion of an inmate's privacy by staff for reasons unrelated to official duties such as peering at an inmate who is using a toilet in their cell to perform bodily functions; requiring an inmate to expose their buttocks, genitals, or breasts; taking images of all or part of an inmate's naked body or of an inmate performing bodily functions.
3. **Indecent Exposure:** the display by a staff member of his or her uncovered genitalia, buttocks or breast in the presence of an inmate.
4. **Abusive Sexual Contact:** intentional touching, directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh or buttocks of another person, which is unrelated to the official duties.
5. **Nonconsensual Sexual Act:** penetration of the vulva, anus, and mouth; however slight, by a penis, hand, finger or other object or instrument.

Offenders are never able to legally consent to sexual activity with staff.

Safety tips include:

- Stay in populated or open areas and within eyesight of Detention staff when possible
- Be aware of your body language – walk with your head up and eyes straight ahead
- Use your own possessions – do not accept food, clothing or other items from other inmates
- Avoid gambling and do not go into debt in any manner as individuals may be expected to repay debts with sexual favors and/or sexual acts
- Beware of inmates that say they will protect you – protection frequently has a cost
- Buy small amounts of commissary to avoid the impression of having money available to you
- Talk about subjects other than sex and avoid casual nudity

Butler County Detention Facility Inmate Handbook

Being in custody is not easy and being a victim of sexual victimization only makes it more difficult. Deciding whether or not to formally report sexual victimization can be difficult. It is important that you have support. Inmates are encouraged to report incidents of a sexual nature to someone they trust or by following the department reporting protocols – examples:

- Report verbally or in writing to any staff member including contract and volunteer staff; medical or mental health staff.
- Write a letter to the Facility Captains, Sheriff or Undersheriff, or PREA Coordinator/Compliance Manager. Butler County Detention Facility address;
 - 701 S. Stone Road El Dorado, KS. 67042
- Use the Detention Facility Grievance Process through the Inmate Kiosks
- Tell a friend or family member and ask them to report on your behalf
- Utilize PREA function on Inmate Kiosks
- Submit a sick call request
- Call Family Life Center –Safe house from Inmate Telephones at 1(800)870-6967. Telephone number can be dialed from Inmate Telephones at no charge to you; you will not need to enter your Inmate ID number to connect this call. To call this number, choose your language preference, and the Press ‘1’ for collect, enter ‘800-870-6967’. This resource is located outside of the Butler County Detention Facility/Butler County Sheriff’s Office, and you can remain anonymous upon request. However NOTE: All calls from housing unit phones are recorded and may be monitored.
- All reporting parties of sexual harassment and sexual abuse have a right to be free from retaliation for reporting such incidents. You also have the right not to report directly to your abuser. If you are experiencing such retaliation due to reporting please ensure you contact a staff member immediately through the several reporting options available to you.
- If you need assistance understanding your rights under PREA due to disabilities such as deaf or hard of hearing, due to blindness or low vision, or intellectual, psychiatric, or speech disabilities or limited English proficiency, please notify a staff member so that appropriate steps can be taken to ensure you have an equal opportunity to participate from all aspects of this agency’s efforts to prevent, detect, and respond to sexual abuse and sexual harassment.
- If you report an incident, an investigator will talk to you (you do not have to identify the perpetrator(s))
- If you report an incident, an investigator will talk to you (you do not have to identify the perpetrator(s))
- You may be referred to mental health for evaluation and/or support
- You may be referred to medical for evaluation and/or medications that can help if you have come in contact with sexually transmitted infections (STI’s)
- If the assault happened recently – within the past 72 hours – you may choose to have a sexual assault examination at the hospital.
- If you choose to speak with a victim advocate, one will be available to you

You have access to medical, mental health, and victim advocate services whether or not you report the incident or cooperate with the investigation. These services are available with or without naming the perpetrators(s).

Anyone intentionally providing a false statement of sexual victimization will be held accountable through Butler County Detention Disciplinary process and may be charged criminally.

Butler County Detention Facility Inmate Handbook

PATIENT MEDICAL EDUCATION

This information is designed to assist patients in identifying and treating common ailments. It is strongly recommended that a patient seek medical attention if a problem persists or you experience additional symptoms.

COMMON COLD

The common cold is caused by many different types of viruses and is not serious. The usual symptoms include sneezing, stuffy nose, watery nasal discharge, scratchy throat and cough. You may feel achy, tired and have a headache. Colds are not cured by taking antibiotics like penicillin. A cold must run its course. Symptoms are usually worse the 2nd & 3rd days and should stop within 4-7 days. A cough may last longer than this, especially if you smoke.

Adults average 2-4 colds per year. Colds usually occur more in the fall and winter. The viruses causing colds are spread mostly by drainage from the nose, coughing and sneezing. You should cough and blow your nose into paper (Kleenex or toilet paper) and throw it into the trash can right away. Try not to get close to anyone coughing or sneezing who does not cover his/her mouth. **ALWAYS** wash your hands after you blow your nose or sneeze.

Do the following if you have a common cold:

1. Drink lots of fluids especially clear fluids such as water.
2. Stop smoking. Smoking can make your cold worse. Smoking can cause respiratory problems and cancer.
3. May take 2 Regular Strength Tylenol tablets for fever, headache, and aches and pains associated with a cold. Antibiotics are not indicated for treatment.
4. Rest as much as possible.

You may need some medications to relieve some of the symptoms. If your symptoms get worse, put in a sick-call request to see the medical department.

GAS, BELCHING & HEARTBURN

Eating gas-forming foods and swallowing air while you eat can cause gas. Do the following if you have gas:

1. Take 1-2 antacid tablets for heartburn, or gas, up to 4 times a day if needed.
2. Avoid gas-producing foods. Chew foods slowly.

INDIGESTION

Eating gas-forming foods or swallowing air can cause indigestion; it usually is not a serious condition. Cabbage, coffee, tea, carbonated beverages may cause gas. Do the following if you have gas:

1. Avoid eating foods that cause problems.
2. Avoid overeating.
3. Remain in an upright position 1-2 hours after eating.
4. Chew your food well and avoid eating fast.
5. Avoid chewing gum which creates air in your stomach.
6. Avoid eating 1-2 hours before bedtime.
7. Stop smoking. Smoking increases acid production.
8. Take antacids: 2 tablets between meals and at bedtime.

NAUSEA AND VOMITING

Nausea and vomiting can have many causes. The stomach flu is a common cause and does not last for more than 24-36 hours. Diarrhea may also develop. If you are sick to your stomach or throwing up, you should do the following:

1. Drink only clear liquids for the next 24 hours.
2. Drink small amounts or sips if you cannot keep anything down.
3. Don't take aspirin, laxatives or antacids while you are sick to your stomach.
4. Rest for 24 hours.
5. When you are feeling better, start eating food gradually.
6. Do not eat a lot of spicy, greasy foods at first. See the nurse if:
 - a. You don't feel better in 24 hours.
 - b. You can't keep any liquids down.
 - c. You start vomiting up blood.
 - d. You get a fever and increased stomach pain.

Butler County Detention Facility Inmate Handbook

URINARY DISCOMFORT

Urinary discomfort is common in females. It is caused by bacteria entering the urinary system through the tube that leads to the bladder where the urine is kept. Way to prevent urinary discomfort:

1. Drink 8 glasses of fluid per day.
2. Limit drinking caffeine drinks while having symptoms.
3. Urinate when you feel the urge.
4. Don't hold urine for long periods of time.
5. Avoid activities (masturbation) that cause friction to the urine outlet.
6. Take all medications until gone.

The symptoms of an infection should begin to get better in 24-36 hours after starting an antibiotic.

TOOTH DECAY & GUM DISEASE

Tooth decay and gum disease begin with plaque. Plaque is a sticky, invisible film that contains bacteria. It is the major cause of tooth decay and gum disease. It is constantly forming over the teeth.

How does plaque cause cavities?

1. When you eat sweet foods, the bacteria in plaque combines with sugar to form decay acids that attach to the enamel on teeth.
2. The cavity grows larger as it enters the dentin.
3. Decay weakens the enamel further and reaches the sensitive layer of the tooth.
4. If decay is not checked, an abscess may occur or the bone may become infected.

How does plaque cause gum disease?

1. Plaque collects beneath the gum line and irritates the gum tissues. This may cause your gums to bleed when you brush.
2. If plaque isn't removed, it becomes hardened and forms tartar increasing the irritation to your gums.
3. Plaque will begin to destroy the tissue holding the gums to the teeth.

Brush to remove plaque.

1. Prevent tooth decay and plaque by brushing.
2. Hold your toothbrush at a 45-degree angle to the gum line.
3. Brush back & forth with short strokes, covering 1-2 teeth at a time.
4. Brush the back of your teeth – inside & outside.

HEADACHE

Most people have headaches. Most headaches are not serious. Many things can cause headaches – tension, sinus congestion, caffeine, smoking, medications and high blood pressure. Do the following if you have a headache:

1. Avoid whatever causes your headache.
2. Take 2 Tylenol tablets 2 times a day.
3. Use moist, cool cloths if this helps relieve the headache.
4. Rest. Don't watch TV. Avoid noisy interaction.

SORE THROAT

Viruses cause most sore throats – antibiotics cannot kill a virus. It takes 4-7 days for a sore throat to get better. Do the following if you have a sore throat:

1. Gargle with warm, salty water several times a day. Do not swallow the salty water.
2. Drink plenty of fluids.
3. Take 2 Tylenol tablets for fever and pain 2 times a day.
4. Stop smoking.

Return to the nurse if conditions get worse or you have no relief.

SPRAIN

Stressing or twisting a joint or body usually causes a sprain. Swelling usually occurs and can cause pain. Do the following if you have a sprain:

1. Keep the injured area elevated for 48 hours. This decreases the swelling and throbbing.
2. Use cold-water cloths on the area for 24 hours and avoid using.
3. Take Tylenol 2 times a day for pain.
4. Notify the medical unit if numbness, tingling, cold or blueness appears to the area below the injury.

Butler County Detention Facility Inmate Handbook

SKIN RASH

Many things can cause rashes: plants, chemicals, medications, infections. Often it is impossible to identify the cause of a rash. The treatment for a rash is to remove what is causing the rash and to relieve symptoms.

Do the following if you have a rash:

1. Wash or bathe in cool water only.
2. If you know what it is, avoid the cause of the rash.
3. Notify medical unit if symptoms of infection occur:

Increased redness or swelling, pus formation, heat, red streaks, increased pain or the rash is spreading.

ACNE

Acne is a buildup of oil at hair roots and oil glands. Acne may be blackheads, whiteheads or pimples. There are some factors that cause acne to be worse: some foods, hormones, stress and contact with irritating or oily substances may cause breaking out to get worse. Do the following if you have acne:

1. Wash your face and any other area that breaks out at least 2-3 times a day. Use mild soap and don't rub hard.
2. DO NOT squeeze or pick the pimples, this may cause them to get worse or infected.
3. Wash your hair at least 3 times a week and don't use oils on your hair.
4. Eat a balanced diet.
5. Don't use oily make-up or creams on your face.

DANDRUFF

Dandruff can be normal scaling off of the top layer of your scalp. It can also be caused by seborrhea, which causes an increase in the amount of oil made by the oil glands around the hair roots. Dandruff can usually be treated by using a dandruff shampoo. Do the following things:

1. Shampoo hair 2-3 times weekly in cool or barely warm water.
2. Use dandruff shampoo. Make sure you rinse out all the shampoo.
3. The oil glands around your hair may make more oil if you massage or rub your scalp a lot.

If the shampoo does not improve your dandruff problem after one month, return to sick call.

ATHLETES FOOT

Athletes' foot is caused by a fungus. Fungi like to grow in warm, moist places. Do the following if you have athletes' foot.

1. Keep your socks & shoes off whenever possible. Don't sleep with your socks on.
2. Wash your feet with warm, soapy water every day, pat dry between your toes. Dry your feet last to keep from spreading fungus.
3. If you have shower shoes be sure and wear them when you shower.
4. If you have canvas shoes, wear them during the day.
5. Wear socks (white cotton if you have them). Put clean socks on every day. Put socks on before your underwear to keep fungus from spreading.
6. Apply antifungal cream to the athletes' foot area 2 times daily after you wash your feet; rub the cream in well – it doesn't take much. Wash your hands before and after you apply the cream. Use the cream as directed by the medical staff.
7. Notify the medical staff if any of the following occur: increased redness, increased swelling, heat pus formation, red streaks, or increased pain.

INSOMNIA

Some of the things that you can do for yourself if you are having trouble sleeping are:

1. Reduce and/or stop drinking caffeine drinks. These include coffee, brown tea, colas and some other soft drinks.
2. DO NOT take naps during the day, at count or during the evening.
3. Exercise during the day to help tire you out. This will also help reduce stress.
4. Go to bed at the same time each night. When you are drowsy and can't sleep, get up and read a book or write a letter/postcard until you get drowsy; then go back to bed. You may need to repeat this procedure several times.
5. Get out of bed at the same time each day.
6. Discuss your problems with the staff chaplain, or other mental health professionals if available.

Over time, the ideas listed above should help you get your sleep problems under control. Your body has a natural "clock" built into it; sometimes it needs to be corrected. If you have had sleep problems for a long time, or were using drugs and/or alcohol prior to incarceration, it will take time for you to adjust. If you are new to the jail or are getting out soon, you will probably have some sleeping problems. Medications won't cure the problem. Time and effort from you probably will. **For medical problems or symptoms not described in this pamphlet, please complete a Sick Call Request to see the physician or nurse.**

Butler County Detention Facility Inmate Handbook

Definitions and Terminology as used in this Handbook

Detention Administration/ Facility Administration

Individual Butler County Detention Facility staff members who are wholly or in part, responsible for overseeing facility staff, inmate/detainee population, and operation of the Detention Facility; commonly the facility Captains and Lieutenants.

Shift Supervisors

Individual Butler County Detention Facility staff members who are wholly or in part, responsible for supervising the shift staff, inmate/detainee population, and daily operations of the facility; commonly the facility Sergeants and Corporals.

Deputies

Individual Butler County Detention Facility staff members who are wholly or in part, responsible for carrying out the duties of assigned posts, supervising the inmate/detainee population, and/or engaging in other activities in furtherance of the daily operations of the facility.

Form 9

The most common paper form of correspondence utilized by inmates/detainees to communicate with various detention staff and/or their responsible housing agency.

Inquiry or Kiosk Inquiry

The electronic means by which an inmate/detainee can use the Commissary Kiosk to communicate with detention staff and/or submit requests for services and programs.

Indigent Status

An inmate/detainee who is authorized to be provided certain items from the facility at no cost. Certain criteria must be met for indigent status. Currently this criteria is such that any inmate/detainee who has a \$1.00 (one-dollar) or less account balance for the previous 6 consecutive days prior to the indigent report being run on Sunday.

Contraband/Contraband Possession

Contraband is defined as, *but not exclusive to*, any item or ingredient or instruction on creating such materials which are capable of causing damage to persons or property; or any item authorized but misused to cause serious damage to persons or property; or any item, which has not been specifically issued to the inmate; or anything that has been altered from its original state and/or is being utilized for something other than its intended purpose. No inmate shall possess, hold, sell, transfer, receive, control, distribute or solicit contraband.

Unauthorized Dealing and Trading

Trading, borrowing, loaning, giving, receiving, selling, and buying any goods or services without permission of the Detention Administration or designee is prohibited.

Gambling and Bookmaking

Bet, operate or bank any gambling pool or game, keep book, or engage in any form of gambling. An inmate shall not possess, transfer, sell, distribute, or obtain dice or other gambling paraphernalia. Gambling and/or Bookmaking, and possession of items related to such, is prohibited.

Tattoos, Body Piercing, and Body Markings

To mark, puncture, pierce, or alter the appearance of one's person or part of the body by oneself or another, permanently or temporarily; or altering existing tattoos, markings or piercings; or placing any item into existing piercings. Tattooing, Body Piercing, Body Marking and possession of items related to such, is prohibited.

Fighting

Arguing, quarreling, angry confrontation, physical engagement, physical posturing, and other activity which constitutes violence or which is likely to lead to violence. Fighting and all manners of such, is prohibited.

Noise

Inappropriate, disturbing, loud, and unnecessary sound. Creating or causing to be made any noise, by any means, is prohibited.

Butler County Detention Facility Inmate Handbook

Disobeying Orders/Instructions

Intentionally failing to comply with verbal and/or written instructions, directions, orders, and requests provided by detention facility staff; or by an employee of any other agency acting on behalf of detention facility staff; or by an employee of any other agency in charge of the inmate/detainee.

Threats and Intimidation

Engaging in activity through verbal, written, physical, or other forms of communication, directly or indirectly, with the intent to cause fear or alarm in another or others; or to coerce, force, or manipulate another or others. Threatening and intimidating any person or organization is prohibited.

Obscenity

Possessing and/or displaying any writing, drawing, pictures, items or devices; or engaging in conduct, behavior, or acts that if the average person applying contemporary community standards would find the material, conduct or behavior, taken as a whole, to be offensive. Engaging in any form of obscenity is prohibited.

Rude/Offensive Behavior

Communicating in any form, gesturing, behaving or displaying any material or item in such a manner that it is likely to cause anger, resentment, displeasure or disrespect. Rude/Offensive behavior is prohibited.

Destruction of Property

Altering, destroying, defacing, or damaging the property of another, the property of the Detention Facility, the property of the County, or any facility issued item or clothing. Any destruction of property is prohibited.

Theft

The taking, possessing, or receiving of the property of another without authorization with the intent to permanently or temporarily deprive another of the property or use of such property. Any theft of property is prohibited.