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## **MISSION STATEMENT**

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The Mission of the Detention Services Division is to remain responsive to community needs, maintain a safe and secure facility and provide varied services and programs for stability and enrichment.

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## **INTRODUCTION**

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This Handbook is provided to assist each inmate in adjusting to confinement in the Jefferson County Detention Facility. You will be held accountable for the information contained in this Handbook. If you have any questions concerning any of the contents, ask any member of the staff to assist you.

The information and procedures described in this Handbook apply to all inmates and detainees, regardless of their length of stay, or the reason for their incarceration.

It is the responsibility of the Jefferson County Detention Facility to ensure the safety and security of each inmate, the facility staff and the community.

## **ADA ASSISTANCE**

Inmates who may have disabilities are entitled to the same rights and privileges as any other inmate. The detentions facility will make reasonable and necessary accommodations to assist the disabled, to include:

- The placement of TTY or equivalent telephone service to deaf or hard of hearing inmates in an area where they are housed.
- The use of an interpreter for the deaf or hard of hearing during interviews involving a criminal or disciplinary matter.
- The placement of posters within the facility to assist the deaf and hard of hearing with communication.
- The privilege to attend recreation, programs, GED education and religious services, and visits with friends and family.
- Provision of appropriate auxiliary aid and/or services for use during programs.
- The availability of Audio books for the blind or hard of seeing.
- Disabled inmates who are in need of additional services can contact any deputy, counselor or medical personnel for further assistance.

The Sheriff's office will provide auxiliary aids and services in order to ensure effective communication with the deaf and hard of hearing. Such auxiliary aids include, but are not limited to:

- Use of gestures or visual aids to supplement oral communication
- Use of a pen or pencil to exchange written notes
- Use of phone or other electronic communication devices available
- Use of an assistive listening system or device to amplify sounds
- Use of a qualified oral or sign interpreter
- Use of computer or typewriter
- Use of Teletypewriters (TTY) or Videophones (VRS).

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## DEFINITIONS

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**Dayroom:** Common areas located directly outside your cell or sleeping area.

**Detention Operations:** Include but are not limited to module “walk-throughs,” razor distribution, medication rounds, barber, commissary distribution, service of meals, hygiene/ paper cart service, laundry, or distribution of mail.

**Detention Programs:** Include but are not limited to activities such as education, religious and counseling services, recreation, visiting, movies and law library.

**Disciplinary Segregation:** A designated housing area where inmates deemed guilty of specific rules and regulations violations are housed and their activities and privileges are restricted.

**Gestures:** Include but are not limited to indecent exposure, hand or body motions or movements.

**Lockdown:** "Lockdown" means you must immediately go inside your assigned cell and shut the door or to your assigned sleeping area and sit on your bunk. You are to lockdown quickly and in an orderly manner at any time you are so instructed. This includes during regular population counts, laundry exchange, maintenance work, emergency situations, at nightly lockdown, during staff watch changes, and per the dayroom access procedures.

**Properly Worn Uniform:** Inside the module, the uniform must consist of an appropriately sized shirt, pants, underwear, shoes and wristband. When outside of the module, the uniform must consist of an appropriately sized shirt, pants, underwear, socks, shoes, and wristband; Women must also wear an issued t-shirt and bra. Pants will not be rolled up past ankles, “sagging”, have underwear showing, or be worn in a manner for which they were not designed for.

**Service Animal:** Is any animal utilized by the Jefferson County Sheriff’s Office.

**Sexual Harassment:** Includes but is not limited to the following: unwanted sexual advances, requests for sexual favors and other verbal or physical contact of a sexual nature, indecent exposure, placing or showing sexually explicit pictures, cartoons or drawings where they may be visible to any person.

**Staff Member:** Is any person employed by the Jefferson County Sheriff’s Office, volunteer, contract employee, or service animal.

**Strip Search:** A procedure requiring the removal of all of an inmate’s clothing so as to permit a visual inspection of the genitals, buttocks, anus, or female breasts of such person.

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## INMATE RIGHTS AND PRIVILEGES

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A *right* is something to which you are entitled. Rights are generally determined by law.

**Rights include:**

- Safe, clean and sanitary living conditions
- Balanced, nutritional diet
- Access to Courts, Attorneys and Legal Materials
- Right to Religion
- Contact with family and friends **via mail**
- Disciplinary due process

- Time outside cell
- Medical care

A *privilege* is a benefit granted by the Detention Facility that can be lost due to poor discipline, security risks or emergency situations. Privileges will vary between security levels.

**Privileges Include:**

- Attendance in programs
- Access to and use of the inmate telephone system
- Access to recreational and educational reading materials
- Visits with family and friends
- Purchase of commissary items
- Television
- Friday and Saturday night movies
- Freedom in personal grooming

**INMATE RESPONSIBILITIES**

Do not stand or walk behind any staff member while incarcerated in this facility.

You are expected to:

1. Follow staff orders or requests.
2. Respect Detention Facility property and the property of others.
3. Maintain your cell or assigned sleeping area and dayroom in a clean, orderly and sanitary manner.
4. Maintain daily personal hygiene.
5. Conduct yourself in a responsible manner.
6. Treat all staff and other inmates with respect.
7. Comply with rules and regulations of the Detention Facility.
8. Sexual Harassment is strictly prohibited.

**I/D (Inmate/Detainee) RULES, REGULATIONS AND SANCTIONS**

**MAJOR RULE VIOLATIONS**

- MV 1-1** Assault/Threaten to Assault any Staff Member: Committed if you cause or threaten to cause injury to any staff member, or apply, or attempt to apply, an offensive substance against any staff member, or apply any amount of physical force or physical resistance or interference towards a staff member regardless of whether or not injury occurs. Intentional touching of any staff member is forbidden.
- MV 1-2** Assault/Threaten to Assault any Inmate: Committed if you cause or threaten to cause injury to another inmate/detainee. (See above)
- MV 1-3** Sexual Misconduct: Committed if you engage in any type of sexual contact to include: intercourse, penetration or fondling of another person's intimate parts, kissing, or any conduct perceived as sexual harassment to include sexual innuendoes, taunting, or gestures.
- MV 1-4** Physically fighting with another inmate, failing to disengage.
- MV 1-5** Extortion, blackmail, bribery or attempting to control the behavior of others by any means (bulldogging).

- MV 1-6** Resisting or interfering with any Staff member at any time. This includes but is not limited to: during any lockdown procedure, search, shakedown, count, disturbance, failing to return to your assigned cell in a timely fashion when ordered to, engaging in group demonstrations, disobeying staff orders or while on Immediate Disciplinary Detention (IDD).
- MV 2-1** Escape: Committed if you plan, attempt, aid or have any knowledge of the same.
- MV 2-2** Arson: Committed if you set any fire or burn any item by any means.
- MV 2-3** Theft/Robbery: Possession of stolen property or theft of property, either that of the Jefferson County Sheriff's Office or another person with or without threat or force.
- MV 2-4** Fraud: Any act or attempt to defraud, forge, make false statement(s), or deceit that results or may result in personal gain of any kind, to include: misrepresentation of mail, use of a PIN other than your own, or depositing funds in another inmate's account to avoid paying your debt.
- MV 2-5** Violation of any Federal, State, Local law or having become the subject of a criminal investigation.
- MV 2-6** Destruction, defacing, altering, or misuse of property. Committed if you destroy, alter, render useless or misuse any property, to include Law Library, belonging to the Detention Facility or any other person.
- MV 2-7** Tampering with, interfering with, or touching any detention facility property without permission to include but not limited to, flooding, blocking any sink, toilet, drain, any lock, locking device, security monitoring device, elevator buttons, electrical outlet, other Detention Facility property, and crossing the yellow line without permission (DSU).
- MV 3-1** Introduction or possession of contraband or dangerous/illegal contraband to include stockpiling medications.
- MV 3-2** Smoking any substance or use of any tobacco product. Tobacco or tobacco-like pieces, ashtrays, ashes, cigars, cigarettes, cigarette butts, rolling paper, nicotine patches, lighter, matches, or strikers will be considered evidence that a violation occurred.
- MV 3-3** Possession of any type, or portion, of tattooing materials; to include ink or similar coloring substances, and/or delivery devices.
- MV 3-4** Unauthorized use of any telephone.
- MV 3-5** Violation of the Inmate Worker Agreement or Work Release Inmate Acknowledgement.
- MV 3-6** Violation of Court Order - Failure to participate in the Work Release Program as authorized by the courts.
- MV 3-7** Pattern of disregard for Rules and Regulations. Committed if you have received at least 2 IDD's in a 30 day period.
- MV 3-8** Accessory to a Crime/Rule Violation. Committed if you hinder, conceal, render assistance, promote, or facilitate the commission of a Criminal Offense or Major Rule Violation.
- MV 3-9** Being out of your cell or off your bunk during ANY lockdown or count.

#### **SANCTIONS FOR MAJOR VIOLATIONS**

- Confinement to Disciplinary Segregation for up to 20 continuous days per violation not to exceed a total of 60 days per incident.
- Loss of good time.
- Loss of privileges.
- Referral to the District Attorney's office for possible prosecution.
- Restitution for damage to property.
- Suspension or Termination from the Inmate Worker Program.

## MINOR RULE VIOLATIONS

- MR 1-1** Abusive or offensive language, racial, ethnic or sexual slurs, or gestures toward a Staff member or any person. Gestures include but are not limited to indecent exposure, hand or body motions or movements.
- MR 1-2** Horseplay. Committed if you engage in wrestling, boxing, or other consensual physical activity similar to fighting. Using recreational equipment for other than its intended purpose and failing to return all recreational materials at lockdown (DSU) or using other items for recreational purposes.
- MR 1-3** Excessive or disruptive noise or activity, including but not limited to: whistling, yelling, stomping of feet, pounding, sitting on tables, sliding down rails, or hanging on stairs.
- MR 1-4** Teasing or harassing another inmate.
- MR 1-5** Throwing any item, food, or liquid. Defecating or urinating anywhere other than a toilet.
- MR 1-6** Disrupting or abusing programs or operations of the Detention Facility in a negative manner. Committed if you engage in negative behavior, which results in a disruption or the abuse of programs or operations.
- MR 2-1** Abuse of authorized medication or medication procedure, including but not limited to, cheeking, palming, or concealing medications.
- MR 2-2** Disobeying any order or failure to cooperate with or arguing with any staff member.
- MR 2-3** Pattern of disregard for Rules and Regulations. Committed if a significant pattern of violations has been established. A pattern will be established through prior formal and informal disciplinary sanctions, verbal warnings or staff observations which are documented in the inmate management narrative.
- MR 2-4** Operating any business within the jail, selling or trading any item or service to another inmate, or possessing any personal identifying information of another inmate
- MR 2-5** Gambling, preparing or conducting a gambling pool, or possession of gambling paraphernalia.
- MR 2-6** Failure to return meal tray/taking an extra meal tray.
- MR 2-7** Refusing to work or encouraging others not to work.
- MR 2-8** Unauthorized passing or receiving of notes, letters, photographs or any other communication item.
- MR 2-9** Giving false information to staff.
- MR 2-10** Making or attempting to make contact, physical or verbal, with any inmate of the opposite sex or attempt to communicate with other inmates through doors or cell walls.
- MR 2-11** Failure to store property within the boundaries of issued tub or assigned locker.
- MR 2-12** Possession of nuisance contraband. Includes commissary not purchased by you.
- MR 3-1** Removing, tampering, or improper displaying of your identification wristband or failure to wear your uniform properly; to include but not limited to, pants rolled up past ankles, pants “sagging”, underwear showing, wearing unauthorized items on your head, in your hair, around your neck, or in existing piercings.
- MR 3-2** Hanging any item over upper bunk or any structure in a manner to obscure full view of the entire cell. Attaching or placing any item to or on any structure, fixture or furnishing, including cell lights, windows, window ledge, doors, vents, and walls.
- MR 3-3** Failure to keep your person or cell clean, to include but not limited to, making your bed when not occupied, not exchanging laundry, and violation of the prohibition against food items other than commissary items stored in sleeping area, cell, or locker.
- MR 3-4** Keeping cleaning supplies or equipment in your cell.
- MR 3-5** Writing or marking on any facility property, to include but not limited to, walls, ceilings, doors, furniture, floors, windows, issued tubs, uniforms, bedding or linen items (Graffiti).
- MR 3-6** Being in an unauthorized area, to include but not limited to, another inmate's cell, allowing a non-assigned inmate into your cell, standing at the doorway of another inmate's cell or sleeping area, or staff offices.

**MR 3-7** Accessory to Rule Violation. Committed if you hinder, conceal, render assistance, promote, or facilitate the commission of a Minor Rule Violation.

### **SANCTIONS FOR MINOR VIOLATIONS**

- Verbal warning.
- Cleaning duties.
- Loss of privileges.
- Confinement to Immediate Disciplinary Detention (IDD) for up to 3 continuous days per violation, not to exceed a total of 6 days per incident. At the discretion of the reviewing Sergeant, you may receive modifications to sanctions.
- Confinement to Disciplinary Segregation for up to 10 continuous days per violation, not to exceed a total of 60 days per incident.
- Suspended or Terminated from the Inmate Worker Program.

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### **DISCIPLINARY PROCEDURES**

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You will be subject to disciplinary procedures and the imposition of sanctions for the violation of a Detention Facility rule(s) or regulation(s), or for any violation of the provisions of this handbook.

**CORRECTIVE ACTION** is disciplinary action taken by a Staff member upon a violation of one or more minor rules. This results in a verbal reprimand and/or extra duties assigned by the Staff member.

**IMMEDIATE DISCIPLINARY DETENTION (IDD)** is a disciplinary action taken by a Staff member upon a violation of a minor rule(s). Immediate Disciplinary Detention will consist of a 23 hour lockdown period in your cell for up to 3 days per rule violation, not to exceed 6 days per incident. NO recreation or group activities will be permitted. You will retain and may receive any authorized commissary items. This process will be reviewed by a Sergeant who may approve or modify these sanctions.

**DISCIPLINARY HEARING** is the formal hearing held by the Disciplinary Hearing Deputy. If you are deaf or hard of hearing appropriate auxiliary aids and/or services (to include an interpreter) will be made available during the hearing.

You will be informed, in writing, of the violations(s) within reasonable amount of time after the incident. After receiving the Notice of Disciplinary Hearing, you will have a minimum of 24 hours to prepare for the hearing unless you specifically waive this right.

The disciplinary hearing will be held as soon as possible after the Notice has been received.

You may be present for the hearing unless you waive your right to be present or there is a documented reason to exclude you from the hearing. If you refuse to attend the hearing when you are called, the hearing will be held in your absence and any decision will be made on the information available.

If your behavior at or during the hearing causes safety concerns, the hearing will be held in your absence.

You may request the assistance from a counseling staff member to help you understand the disciplinary process.

You may request witnesses whose testimony you wish to have included as a part of the hearing record. You do not have the right to cross-examine or question witnesses. Inmates who wish their identity to remain confidential will not give testimony in your presence. You do not have the right to legal counsel during the disciplinary process.

The Disciplinary Hearing Deputy, at the conclusion of the hearing, will advise you of the hearing outcome. At the discretion of the Administrative Sergeant, the sanctions imposed by the Hearing Deputy may be modified.

You have the right to appeal the results of a disciplinary hearing in writing to a Detentions Lieutenant within 24 hours of receiving the written outcome of the hearing. The appeal must be based on a violation of your civil rights during the disciplinary process; that the charge did not reflect the events that took place, or the sanctions are not in accordance with the violation. The decision of the Lieutenant is considered final.

**If sentenced to the Department of Corrections, full reports of all disciplinary action taken against you in this Facility will be forwarded to the appropriate DOC office upon your transfer. These records may also be forwarded to other county or out-of-state agencies and/or facilities.**

**DISCIPLINARY SEGREGATION:** If you are found guilty and your sanction includes disciplinary segregation, you may be moved to a segregation housing area. You will have limited privileges while on disciplinary segregation status. You may write and receive mail. You will receive medical and dental care as needed. You will be able to order items through the disciplinary commissary sheet only. Any non-disciplinary commissary items in your possession, upon being placed into disciplinary segregation status, will be confiscated. These items will be secured until the completion of your sanction. Visits may be restricted as a result of the disciplinary hearing. You will be allowed access to the dayroom area; no television, telephone (if authorized), reading material (limited to one paperback book), and dayroom exercise. You will not be allowed to attend group classes or programs, while on disciplinary segregation. You may have limited access to the law library while on Disciplinary Segregation.

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#### **IDENTIFICATION WRISTBANDS**

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Your wristband shall be worn at all times. If your wristband comes off or is broken, or unreadable, contact a staff member immediately for replacement. Altering, failing to wear or properly display your wristband may result in disciplinary action, and/or the inability to receive medications. Any program or service may be denied if your wristband is not worn in the proper manner. There will be a replacement fee of \$7.00 for breakage not related to work as an inmate worker or normal wear.

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#### **PREVENTION OF SEXUAL ABUSE AND ASSAULT**

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Sexual interaction in the Detention Facility, regardless of consent, is strictly prohibited. The Jefferson County Detention Facility staff is concerned with the prevention of and intervention into situations concerning sexual abuse and assault. If you have a concern about sexual abuse and assault you need to make staff aware of your concerns immediately.

If you are being sexually abused or assaulted you have the right to reasonably protect yourself by informing any uniformed or civilian staff member immediately. Treatment and counseling reference sexual abuse and assault is available from your assigned counselor, and mental health professionals.

There is a no cost phone number, which can be accessed from any of the collect call phones in any housing module, to report incidents of sexual assault or abuse. That number is 303-555-9876.

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#### **CLASSIFICATION**

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During Initial Classification you will be screened by Medical and Counseling Staff. Refusal to cooperate with either Counseling or Medical will result in your remaining in classification status until proper screening

can be completed. You will be classified for assignment to a housing unit as a minimum, medium or maximum security inmate. All inmates will be given access to a free phone call during the Initial Classification process only.

Your classification can be changed at any time based on several factors, including but not limited to; your attitude and behavior, current charge(s), previous criminal history and behavior during your incarceration. If, for any reason, you feel your classification is unfair, you may appeal in writing to the Detention Services Manager. You must list the reasons for your appeal. Movement from one classification to another is not a right and is not part of due process. You must remain in your current classification assignment for no less than thirty days and with no report of negative behavior before you will be considered for assignment to a lower security housing area.

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## **HOUSING**

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After you are classified, and absent exigent circumstances, you will be moved to a general population module. Following is information and important rules you need to be aware of and abide by:

All staff members will be addressed by title and last name ("Mr. Smith," "Deputy Jones," "Specialist Smith," etc.). No first names are allowed.

**Cell doors shall always remain closed when not in use.** Do not whistle or yell to have your cell door opened.

All housing units with the exception of Disciplinary Segregation Unit, Special Housing Unit, Minimum Security and inmate worker housing will be managed with an in/out system. Inmates on the lower tier and upper tier will have access to the dayroom on an alternating 1½ - 2 hour schedule during the day and evening. Meal service for medium security inmates will also follow the alternating schedule. The schedule is not in effect during routine lockdowns for shift changes, laundry exchange, counts, maintenance work, nightly lockdown and during emergency situations. During these times all inmates will be locked down.

Programs and activities such as commissary, education, medical rounds, recreation, visits, movies and law library, will be scheduled so that all eligible inmates will have access to these activities. Inmates may be denied based on attendance limits or Keep Separate issues. Note: Programs are a privilege, not a right, and may be canceled at the discretion of a supervisor. Programs are not available to inmates while in the Classification Unit.

Do not leave your personal property unattended in the dayroom. Any property left unattended in the dayroom will be considered abandoned and disposed of.

All housekeeping tasks and personal hygiene responsibilities must be satisfactorily completed prior to the exercise of any privileges or programs to include television, telephone, library, recreation and movies. Movies will be shown on scheduled evenings and specific holidays in dayrooms that have passed inspection for cleanliness.

All areas are subject to inspection, at any time, for cleanliness and contraband.

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## **COMMUNICATION**

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Communication with facility staff, including counselors, during your incarceration is not confidential, however, any release of information is limited to parties with legitimate correctional or law enforcement concerns.

It is your responsibility to communicate with family, friends, attorneys, courts and other agencies through:

- Phones available in module dayrooms
- Regular or Legal mail
- Family, friend or professional visits

**KITES:** A "kite" is the term used in the jail to identify the Inmate Request form. If you have a problem, complaint or need information, complete a "kite" and give it to a staff member. If the receiving staff member cannot answer your questions or request, your kite will be forwarded to the proper person. "Kites" requiring routing or research will be answered as soon as possible. "Kites" which contain obscene language or sexual connotations will not be accepted. You must be as thorough as possible when making your request. Limit your requests to one (1) per "kite". This will speed up the response process. See Detention Facility Provided Items on how to obtain these forms.

**AUTOMATED (INMATE) INFORMATION SYSTEM (AIS):** From the dayroom phones inmates are able to access the Automated Information System (AIS), with options in English and Spanish. To access the system inmates enter their PIN (Personal Identification Number), dial \*111, dial their nine digit JCID number, then follow instruction prompts. From this point make selections from the list of automated options. Inmates can retrieve charge information, next court date, bond and/or fine information, projected release date, cash and debit balances and visits remaining for the current week.

The inmate phone system is equipped with a no cost "TIPS" number. Information about criminal activity can be reported using this number. You do not have to give your name when leaving a message at this number. The number is: 303-555-1234.

**TELEPHONE CALLS:** All other calls to contact family, friends, employers, attorneys, etc., will be made on the dayroom collect call telephones. All calls, with the exception of attorney/client privileged conversations, may be monitored and/or recorded for the safety of staff, inmates, the community and the security of the facility. It is the Attorneys responsibility to register their telephone information, with the inmate telephone system provider.

The Counselor will provide ONE free phone call during the initial classification intake process. Counselors will NOT provide any additional calls, except in case of an emergency. It is your responsibility to contact family, friends, attorneys, probations, courts or any other outside agency using the dayroom phones or the mail.

Telephone rules:

1. There is a fifteen (15) minute time limit on all calls.
2. **To complete a telephone call, you must enter your 12 digit PIN (Personal Identification Number). Your PIN consists of your 8 digit JCID number (example: P01023456) without the alphabet character, followed by the day and year of your birth date in a 4 digit (DDYY) combination. The PIN used would be 01023456DDYY (example: 010234560872).**
3. You are not allowed to talk loud, make threats or abuse the phones. **Abuse of the collect call, coin or visitation phones may result in criminal charges, including associated monetary responsibility for repairs or replacement.**

You may be instructed to end a call for any abuse of the telephones. If you do not end a call when instructed, the phone may be shut off.

4. **Phone numbers may be blocked if there is any indication of attempted 3-way calling, potential fraud, possible non-payment or harassment.** There are value limits per day, per week and per month for each

specific number called. If you exceed these limits, the phone provider will automatically block the number.

5. Current guidelines regarding the number of call attempts per seven (7) day period, accepted calls, denied calls and talk time limits for both local and long distance calls is posted in your assigned housing area. Exceeding any of the limits listed will cause an automatic block.

Telephone calls to the Public Defender and other inmate assistance programs are, in general, open and may not be subject to a charge.

Questions, concerns, and/or complaints regarding inmate telephone services should be submitted on an Administrative "Kite" to the Phone System Administrator. Inmates are not permitted to call the Correctional Billing Services 800 number to set up an account. This number is available, to provide to family and friends so they can set up an account.

Note: Access to VRS or TTY phones for deaf inmates shall be made available to deaf or hard of hearing inmates during dayroom hours upon request to a module deputy, which shall be accomplished without needing to make a formal written or kite advanced request.

Once the deaf inmate makes a request to use a VRS or TTY phone, access to such a phone will be provided as soon as is practicable.

**PERSONAL OUTGOING MAIL:** All personal outgoing mail is subject to inspection for contraband. You may write as many personal letters as you wish as long as you have pre-franked envelopes which may be purchased through commissary. (Postage stamps are not allowed.) Personal outgoing mail must be placed in an envelope and NOT SEALED. Artwork on any part of the envelope is not allowed; it intrudes with the processing and delivery of the mail.

All outgoing mail must have your full name and return address, as shown below, on the front, upper left hand corner of the envelope:

Your Full Name  
P.O. Box 16700  
Golden, Colorado 80402

If you are indigent, you will be allowed to order TWO envelopes PER WEEK for personal correspondence and a reasonable number of additional envelopes for legal correspondence upon request.

Any written correspondence, including mail, is prohibited between incarcerated Jefferson County inmates. Incarcerated Jefferson County inmates are also prohibited from attempting to mail correspondence outside of the facility to then be addressed and returned to other Jefferson County inmates through third-party mail.

You may be charged for additional postage for the purpose of mailing overweight legal or foreign mail. The necessary amount of postage, in First Class increments, will be determined by current postage rates. The pre-franked envelope may be taken to Detention Inmate Services Unit for weighing, if necessary, and returned to you for preparation of a Property Intake/Release Form for the necessary postage amount. The previously inspected mail (if applicable) and a sealed pre-franked envelope will be sent to Detention Inmate Services Unit with the completed Property Intake/Release Form for the necessary amount of cash to be released from your cash account.

**PERSONAL INCOMING MAIL:** All incoming mail is opened and inspected for contraband and incoming funds. There are no restrictions on the number of letters you may receive; only letter and legal size envelopes are accepted.

Outgoing or incoming mail may be rejected and returned to sender if there is reason to believe that it may contain inappropriate materials, including but not limited to:

- Plans for the introduction of contraband.
- Plans for criminal activity.
- Threats of extortion.
- Instruction for the manufacture of weapons, drugs, drug paraphernalia, explosives or alcohol beverages.
- Plans for escape or unauthorized entry.
- Codes not understood by the scanner, to include gang graffiti or "tagging".
- Plans for activities in violation of facility rules.
- Information, which if communicated, would create serious danger of violence and/or harm to any person.
- Mail which contains potentially infectious and/or offensive materials (body fluids, etc.).
- Sexually explicit photographs or drawings.
- Material which promotes racial conflict or discrimination.
- Materials which may disrupt the operation and/or safety and security of the facility.
- Illegal gang materials.
- Items not authorized for retention, i.e., stickers, stamps, envelopes, blank paper, laminated plastic, newspaper/magazine clippings, musical cards, cards larger than 8" x 11", photographs larger than 4" x 6", Polaroid pictures, any other item larger than 8 ½" x 14".
- Funds sent, other than the allowable U.S. Postal or International Postal money orders, checks from other Law Enforcement Agencies, cashier's checks or certified funds.

When incoming mail is rejected, you will receive a written notice stating the reasons.

You will be responsible for return postage fees on unauthorized items received through the mail that would require it to be returned to sender. Or you may choose to have items not accepted be destroyed or donated at the discretion of the Detention staff processing the mail. The remaining authorized items will be delivered to the intended recipient. If you do not have money in your personal money account to cover the return postage fees, the items will be held no longer than 10 business days, at which time it will be properly disposed of. Due to changes in Federal guidelines, the U.S. Postal Service will no longer permit return packages from the Detention Facility that have been opened for inspection purposes to be resealed and returned.

The Detention Facility is not responsible for delays or errors on the part of the U.S. Postal Service in the daily delivery of mail.

Only the following described property is allowed to be received through the mail:

- Photographs may be received in personal correspondence, only 3 photos per envelope; each picture is not to exceed 4" X 6". NO Polaroid photos allowed.
- Incoming funds that are mailed to the facility for you must be in the form of U. S. Postal and International Postal money orders, cashier's checks or certified funds made payable to the Jefferson County Sheriff's Office (J.C.S.O.). No personal checks or credit cards will be accepted.

Limitations of these items are listed in the Personal Property Section of this Handbook.

Once you have been released or transferred from the Jefferson County Detention Facility, all incoming mail addressed to you will be returned to sender. No mail will be forwarded.

**LEGAL MAIL:** Incoming legal mail must be clearly marked on the envelope "Legal Mail" and the address of the sender must be typed or printed to indicate the source or origin. Incoming legal mail will be inspected in the presence of the inmate to whom it is addressed.

Upon request, indigent inmates will be given a reasonable number of envelopes for legal correspondence.

Outgoing and clearly marked "Legal Mail" will be inspected for contraband while in your presence. You may not seal the envelope until your legal mail has been inspected by module staff. Once inspected, the envelope may then be sealed by you and turned over to the module deputy for mailing.

Legal Mail must be addressed to the following:

|  |                       |
|--|-----------------------|
| Elected Sheriffs   | Parole Boards         |
| Chiefs of Police   | U.S. Marshals         |
| State Attorney General   | U.S. Attorney General |
| American Civil Liberties Union   | Attorneys             |
| State & Federal District Attorneys                                     | Legal Aid Societies   |
| Prosecuting Attorneys  |                       |
| Director of Bureau of Prisons  |                       |
| Judges: Federal, State, County and Municipal                           |                       |
| Non Law Enforcement Public Officials acting in their Official Capacity |                       |

Inter-Office envelopes will be provided to send legal mail to Jefferson County government offices. All legal mail must go through the U.S. Postal System, except for legal mail addressed to the following Jefferson County agencies: Courts, District Attorney's Office, Sheriff's Office, Probation, Public Defender's Office, and Human Services/Social Services.

Those legal letters may be handled through the Jefferson County Interdepartmental mail system.

**VISITS:** You are allowed one (1) 30 minute non-contact visit per week while you are in medium or maximum security housing. The visiting week begins on Sunday and ends on Saturday.

Those with minimum-security classification may have two (2) 30 minute non-contact visits per week.

Inmate workers may only receive visits during regular visiting times, during the inmate worker's non-working hours.

Visits are allowed daily between 9:00 - 10:30 a.m., 1:00 - 4:00 p.m., and 7:00 - 8:30 p.m.

You are allowed no more than three (3) visitors, to include infants and children, at a time in the visiting area.

All adult visitors, 18 years of age or older, must provide proof of identification, bearing his or her photograph, issued by a government agency. Children may visit only if an adult accompanies them.

No previous inmate of the Jefferson County Detention Facility will be permitted to visit within 60 days of release.

If you or your visitor abuse visiting privileges, display any misconduct or become a threat to safety and security, your visit will be immediately terminated.

Visiting guidelines and schedules are subject to change by the Jefferson County Detention Facility Administration. Any changes will be posted in your module.

**PROFESSIONAL VISITS:** Professional visits include Attorneys, Probation Officers, Parole Officers, Law Enforcement officials. These people are allowed contact visits with you during any reasonable hour after presenting proper credentials and identification.

Facility approved Clergy, Bondsmen, and Human Services Representatives are also considered professional visits but will be allowed only non-contact visits with you after presenting proper credentials and identification.

Inmates will not be served a meal in a contact-visiting booth during extended professional visits.

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## **INMATE PERSONAL MONEY ACCOUNT**

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When you were processed into the Detention Facility, all currency and coin was taken from you and placed in your personal account for your use during incarceration.

**INCOMING FUNDS:** The following forms of funds will be accepted: checks from other Law Enforcement Agencies, U. S. currency, postal money orders, cashier bank checks or, certified funds, made payable to the Jefferson County Sheriff's Office (J.C.S.O.). No personal checks will be accepted. Western Union Quick Collect will be accepted. Cash and credit cards are accepted at the kiosk in the Jail Lobby. Credit cards are also accepted via Access Secure Deposits at [www.inmatedeposits.com](http://www.inmatedeposits.com) or 1-866-345-1884. See bonds for cash bonding purposes.

**OUTGOING FUNDS:** Upon your release from custody your cash balance will be disbursed as follows: up to \$100 in cash and the balance in the form of a check. If you are transferred to another facility, your funds will be returned to you in the form of a check.

**INDIGENCE:** To qualify as indigent, for any service provided by the Detention Facility, you must have never established funds in your inmate account OR have less than \$1.00 for a period of no less than twenty-one (21) days. All future funds added to your account will first be applied to any debt you might owe to the facility and the twenty-one (21) day indigence clock will be restarted with each deposit. It is highly encouraged that you attempt to resolve any debt you may have as it will remain your responsibility upon release.

**GARNISHMENT:** The Detention Inmate Services Unit will garnish your funds based on a Writ of Garnishment request from the courts.

**COLLECTIONS:** Debts owed, from current or prior incarcerations, will be deducted from your account.

**BOOKING FEE:** Pursuant to §30-1-104, C.R.S. you may be assessed a fee up to \$30.00. The fee may be deducted from your personal account or collected at the time of bonding. Unpaid debt for Booking Fees will be carried forward to future Bookings. Partial amounts will be deducted from your account if the total amount due is not available.

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## **COMMISSARY PRIVILEGE**

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Commissary privileges are available on Friday. You may purchase the current posted limit of commissary goods per order. The current limit is posted in your housing unit. Various food, hygiene and personal items are available through commissary. The following procedures will be followed:

- Commissary order forms will be passed out between 5:00 and 6:00 p.m. each Thursday and picked up at lockdown that same evening.
- Money must be credited to your account prior to 6:00 a.m. on Friday.
- You must sign for your commissary order when you receive it. There will be no exchange of items you ordered.
- Commissary is a privilege that may be restricted for disciplinary, medical or dietary reasons.
- **You are not allowed to purchase commissary items for other inmates.**
- If you purchase an AM/FM radio, it will be opened and checked at the warehouse. Upon acceptance you will have 10 days to send the warranty card in. Only defects are covered for 90 days. In case of a defect, you are responsible for sending the headset directly to the manufacturer. Neither the commissary contractor nor the Detention Facility accepts any responsibility for defects. You may purchase one radio,

gray t-shirts and/or gray thermal tops or deck shoes over and above the \$65.00 limit. After you inspect the headset, return it to the module deputy and it will be engraved with your JCID number.

- If you have purchased an AM/FM radio, you may purchase and are allowed to have only one battery at a time. Batteries will be exchanged, 1 for 1, after showing the Deputy a radio purchased by you or authorized by Staff. Any batteries not claimed during commissary delivery will be disposed of. Batteries will not be kept or held for you.
- All commissary items, including indigent commissary, in excess of the following quantities will be considered contraband and will be disposed of: Consumable and non-edible items - 1 each (white cup, shower shoes, shampoo, soap, lotion, etc.); 2 games, 2 pencils, 2 erasers and 1 set of colored pencils are allowed. Additionally, you may purchase and possess t-shirts and thermal tops, not to exceed a combined total of three.
- DOC **sentenced** inmates: may possess DOC allowable items that are unopened.
- You are not allowed to keep containers in your cell after the original contents are emptied. (For example: Shampoo bottles, cheese or peanut butter jars, soap or cracker boxes etc).
- Your order will be held for you, by the module deputy, if you are out of the module during the time that commissary is distributed. You must sign for your commissary order upon receipt from the module deputy.
- Filled commissary orders will be delivered on Saturday.

Commissary is not available to inmates while in the Classification Unit or in the Special Housing Unit.

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## **MEALS AND FOOD SERVICE**

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The regular menu is planned by a registered dietitian and prepared by the Food Service Manager, to provide a balanced and nutritional diet. Due to the large variety of foods and number of inmates, providing modified diets to accommodate personal preferences is not feasible. Generally, sensitivities to food products require no therapeutic modification of the person's diet; one simply avoids the food known to cause distress.

Medical or allergy diets must be prescribed and canceled only by the medical staff.

Requests for non-religious/non-medical vegetarian diets will be honored if requested within seven (7) days of arrival to the facility.

Religious diets must be ordered and canceled by the chaplain. Requests for religious diets shall be submitted by "kite" to the chaplain within seven (7) days of arrival to the facility. The Chaplain will order a religious diet after confirming that an inmate is participating in religious dietary traditions or practices, and not for personal food preferences. An inmate is permitted to go on or off a religious diet once during incarceration, except for religious fast or seasons observances, as authorized by the Chaplain. Any further requests for a diet change may be evaluated by the Chaplain on an individual basis and will be approved/denied after consultation with the Detention Services Manager.

The facility serves three meals each day at approximately the following times:

|                       |  |
|-----------------------|--|
| Breakfast             | 04:45 AM to 05: 45 AM                              |
| Lunch                 | 10:45 AM to 12:45 PM                               |
| Dinner                | 04:45 PM to 05: 45 PM                              |
| Dinner - Work Release | 07:00 PM to 07:45 PM (Monday – Friday)             |
| Dinner - Work Release | 04:45 PM to 05:45 PM (Saturday, Sunday & Holidays) |

**NO white commissary cups are allowed for meal service, jail issued cups only.**

Complaints regarding food services should be submitted on a "kite" to the Food Service Manager.

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## MEDICAL SERVICES

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The Medical Unit provides medical services 24 hours a day 7 days a week.

**Medication Rounds:** Medication administration rounds are scheduled twice a day to begin at approximately 8:30 AM and 8:00 PM. Medications as prescribed are administered by the nursing staff.

When medication rounds are announced, if you have prescribed medications, you must line up at the pass window/medication cart. If you fail to respond, it is assumed you are refusing your medications.

If you take medications, you must bring your cup of water to the pass window/medication cart and you must take the medication with the water.

If you are caught "cheeking" or not swallowing your medications, then an order will be obtained to crush the medications, your medication may be discontinued by the provider.

You must show your wristband to the nurse to receive medications. Without a wristband you will **not be given** medication(s).

All oral pill, tablet or capsule medications must be taken directly from the paper cup. You are not allowed to handle any of these medications. These medications must be taken immediately and completely ingested in the presence of the nurse/deputy as soon as received. You will be required to open your mouth for inspection to ensure that you have swallowed the medication(s). Other forms of prescribed medications to include; antacids, Metamucil or suppositories, may be taken back to your cell but must be used within 24 hours.

Insulin Dependent diabetics are scheduled to receive glucose testing and medications one to four times a day, before breakfast and lunch, the evening meal and post evening snack. These medications will be dispensed in the medical unit or in the housing module.

**Sick Call:** To receive routine medical treatment you must request a "Medical Request Form" (Medical Kite) from the nurse during med rounds. The completed form is to be returned to a nurse.

All inmates requesting medical or dental attention will be screened and evaluated by a nurse. The nurse may initiate treatment protocols written by the medical or dental provider based on the nurse's assessment. If indicated, an appointment with a medical or dental provider will be scheduled according to medical priority. The dentists provide urgent care only.

**Co-pay for Medical Services:** You will be charged for medical, dental and pharmacy services. Chronic care visits, inmate worker injury evaluations and mental health visits will not incur a fee. Current cost for each of the following will be posted in the housing unit and are listed on the Medical Services

Summary Information Sheet that you were given at Booking:

|   |  |
|---|--|
| <b>ALL</b> nurse evaluations and Medical Requests (medical kites) - (This includes unscheduled urgent visits: including request by inmates' through the deputy staff after sick call hours) | See current posted cost per visit/per kite       |
| Medication(s) -   | See current posted cost per month/per medication |

|                                    |  |
|------------------------------------|--|
| Nursing Protocol medication(s) -   | See current posted cost per protocol/per visit |
| Nursing referral to a practitioner | no charge                                      |
| Follow-up visits for chronic care  | no charge                                      |

Questions concerning co-pay charges should be asked at the time of your visit. **No refunds will be given.** It is your responsibility to keep your copies.

Under normal circumstances medical requests will be collected during med rounds and a nurse evaluation will be completed within 24-32 hours.

**Duplicate medical requests submitted within this 24-32 hour window will result in duplicate charges to you.**

All medical care regardless if it is an emergency or routine care will incur a co-pay at the time of service. See current cost on posting in module. Medications will be charged per prescription per month. If you require medical treatment (as determined by the Medical Provider) outside the facility and have medical or dental insurance, it will be applied to the total cost of the care. Emergency Medical Care is defined as care for an acute illness or unexpected health care need that cannot be deferred until the next scheduled sick call or clinic. (Cardiac/Respiratory arrest)

**There will be no charge for the following services, but you will be charged for your medications:** Intake and mental health screenings completed during the booking process, any mental health treatment, pregnancy and pre/postnatal care, chronic disease clinics scheduled by the medical unit, 14-day and/or worker physicals and job related injuries. Any on the job injury must be reported immediately to your supervisor. If there is a delay in reporting the injury, you will be charged the normal co-pay amount for the medical visit.

**14-Day History and Annual Physical Exams/TB Testing:** All inmates are to receive a history and physical exam within 14 days of arrival and annually thereafter. This examination includes TB skin testing and dental examination. All inmate workers must have completed this examination and test prior to work assignment. **No inmate may refuse TB skin testing.**

Inmates desiring testing for HIV or Hepatitis C need to submit a Medical Request Form and will be subject to the normal co-pay for medical services. The medical staff will evaluate risk factors and other circumstances to determine the need for testing.

**Note:** Results are confidential and will not be disclosed to detention staff without written permission from the inmate, or if there is a risk of exposure to detention staff that has been identified.

**NO INMATE WILL BE REFUSED MEDICAL CARE BECAUSE OF AN INABILITY TO PAY FOR THE SERVICE. (However, if you receive money on your account at any time including future incarcerations, medical fees that you owe will be deducted from your account.)**

Questions concerning charges should be directed to the Medical Unit in the form of an Administrative Kite. The Inmate Services Unit does not send out account statements.

**Over The Counter Medications (OTC):** OTC medication is available through the commissary. Three packets (2 tabs in a packet) of each OTC medication may be kept in your cell. Excessive amounts will be confiscated and destroyed.

**Essential Medications Upon Release:** An Administrative Kite has to be written, in order to receive a written prescription for at least 3 days worth of essential medications only, upon your release. This kite must be written 5 days prior to your release. You may be identified as qualifying for receiving medication through a

Jefferson County Mental Health Center program through visits with Mental Health. If qualified, you will be issued prescriptions which can be filled through Jefferson County Mental Health designated pharmacies. No prescription will be given for narcotics.

**Refusal of Medical Care:** You have the right to refuse medical, dental, or psychiatric care and/or the medications associated with this care (Unless this care or medication(s) are court ordered). To do so, you must come to the medical unit and sign a Refusal of Medical Care form. You have a right to refuse medications at any time but you must sign a refusal at that time. You may rescind a refusal at any time. A medical provider will explain the medical, dental, and/or psychiatric risks that may occur if you refuse care and/or medication(s). **(Upon your refusal the care providers may discontinue any treatment, procedure and/or medications associated with your refusal.)**

**Medical Diets:** Diets are prescribed and canceled by a medical provider only. Diabetic diets are ordered based on caloric need and include an evening snack for insulin dependant diabetics only. Snack content is determined by the total amount of calories of the prescribed diet. Medical diets are not prescribed based upon personal food preferences. **(Food allergies are recognized when accompanied by written verification from your health care providers as to an actual allergy.)** A health care provider may be your own doctor, a clinic or a hospital in which you may have received treatment for your allergic reaction.

Complaints regarding medical services should be submitted on an Administrative "Kite" (not the Medical Request Form/medical kite) to the Health Services Administrator.

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## **HYGIENE AND SANITATION**

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**SHOWERS:** You are expected to maintain personal body cleanliness and are required to shower at least once a week. **You must be fully dressed when going to and from the shower.**

**PERSONAL HYGIENE:** You are issued soap, toothpaste and a toothbrush when you enter the facility, additional personal hygiene products are available through commissary.

**HAIRCUTS:** A licensed barber is provided on a scheduled basis. If you wish to receive a haircut, make your request to the module deputy.

The cost of a haircut or beard trim will be deducted from your personal money account. The current cost for haircuts and beard trims is posted in your assigned housing area. A **reasonable** tip is allowed but not required.

The County will pay for haircuts for inmates who qualify as indigent. Only one indigent haircut in any 30-day period will be authorized. No indigent beard or mustache trims will be given.

You must have clean hair prior to the cut. The barber has the authority to refuse to cut your hair at any time based upon reasons of behavior or hygiene.

**RAZORS:** Razors and/or clippers will be issued for use and returned. Razors and/or clippers will not be issued at the same time.

Upon receiving a razor or clipper, items shall not be dismantled as this becomes an unauthorized item and will be deemed dangerous contraband.

If razors are not issued the night before you have court and you want to shave, you must make a written request to the module deputy the night before your court appearance.

**LAUNDRY EXCHANGE:** Laundry will be exchanged, 1 for 1, on a regular schedule.

**USE OF WASHERS AND DRYERS:** If your housing area is equipped with a washer and dryer, you may wash your own undergarments, uniforms and towels. These items are to be washed and dried by placing them loosely in the machines. Other garments such bedding are to be laundered by using the Facility Laundry service (See Laundry Exchange). Only approved laundry soap is to be used in the machines.

**CLOTHING:** You will be held responsible for clothing and other issued items while incarcerated in the Facility. A replacement cost will be deducted from your account or debited to a future account for missing or damaged items upon release. All inmates are responsible for making sure that their issued uniforms fit properly and that they maintain their issued clothing and linens in the same condition as it was received. Any observed damage to clothing and/or linens shall be immediately brought to the Deputy's attention. Missing or damaged uniforms, beyond normal wear and tear, could result in disciplinary action. This is to include damage to uniforms because of improper fit.

**HOUSEKEEPING:** For the safety, health and welfare of inmates housed in the Detention Facility, and because of the close living conditions, you are required to keep your living area neat and sanitary. **You are responsible for the cleanliness of your cell once you are assigned to it.** To ensure compliance, staff members will conduct unannounced, daily inspections during each watch.

- Your bed will be *properly* made anytime you are not in your cell or on your bunk during dayroom time.
- Floors will be swept and mopped.
- Walls will be washed.
- Your toilet will be clean and flushed at all times.
- Your mirror will be wiped clean and dry.
- Cell windows will be cleaned.
- Trash will be removed from your cell each day.
- Trash such as plastics, wrappers, cloth and clothing items as well as paper products other than toilet and tissue papers shall not be flushed down toilets.
- Clothing, books, paper, magazines, commissary and other personal items, with the exception of shoes, should be stored only in your issued tub and not on desks, window ledges, or bunks.
- Bedding and linens will be used for sleeping purposes only and are not allowed in the dayroom
- Items from meal trays and sack lunches may NOT be retained in your cell or housing area. To include; paper bags, plastic wrap, stickers or tape.

**The Properly Made Bed:** The mattress must be on your bunk. The mattress cover must be over the mattress; the sheets placed on top of the mattress cover; the blankets must cover the top of the bed. The blankets and sheets must be tucked under the end and both sides of the mattress to make a firm, smooth surface. The pillow must be centered at the head of the bed.

**CLEANING SUPPLIES AND EQUIPMENT:** Cleaning supplies are available during your "OUT" time. All cleaning supplies and equipment must be returned to the proper storage cart after you are completed with your tasks.

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## **PROPERTY**

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When you were booked into this facility, you were assigned a property number. Your clothing and personal items were inventoried and placed in your property storage. Property that does not fit within the property bag will not be stored. You will be required to either have someone pick up your excess property, have it mailed out at your expense or have it disposed of in accordance with J.C.S.O. Policy and Procedure. Property will be released through the Detention Facility Visitor Lobby between 1:30 PM – 9:00 PM.

You will not be allowed access to your property once it has been sealed and booked into the facility except for real emergency situations. A Booking Supervisor will verify the emergency after a kite has been submitted.

**PERSONAL PROPERTY:** You are allowed only the following personal property items in your cell. Facility Staff shall confiscate excess property.

- Personal correspondence.
- Legal papers concerning your current case only. Due to cell and facility sanitation regulations and space limitations, your legal papers must fit inside one box measuring one cubic foot. This is consistent with Colorado correctional facilities.
- Not to exceed 5 books, magazines or pamphlets in any combination (includes 1 Bible or Koran, religious pamphlets, non-GED study volumes, and AA/NA pamphlets).
- GED Study Guides; limited to 5
- Commissary items (See the Commissary Privilege section for details).
- Detention facility provided items

If an item is not in use, it should be stored within the boundaries of your issued tub/locker. You should be able to carry your issued tub from one location to another without any stored items falling out.

Any item that is not in current use found outside of an inmate's tub is subject to removal and disposal as nuisance contraband.

Eyeglasses, contacts and UNOPENED medication or prosthesis may be accepted through the Lobby.

Only the following property is allowed to be received through the mail:

- Photographs, only 3 photos per envelope, each picture is not to exceed 4" X 6". All other property is available only through commissary.

Borrowing, lending, selling, purchasing, giving away or receiving personal property of another is prohibited. The only exception may be upon your release, with deputy approval and documentation; a radio headset may be donated to another inmate provided that the receiving inmate has the ability to purchase their own batteries at the time of the transfer.

If you leave this facility on an out-of-county writ, you can request that your personal property be removed from your cell, bagged and placed in storage. Any property to include commissary or clothing items purchased while outside of our facility on a WRIT to another jurisdiction will not be allowed back into our facility and may be subject to disposal prior to your return.

**SENTENCED TO DEPARTMENT OF CORRECTIONS:** If you are sentenced to the Department of Corrections; no additional property will be accepted for you prior to transfer. Property not accepted by the Department of Corrections or other agencies must be released or authorized for mailing prior to your transfer or it will be destroyed. Property may be released during regular Lobby hours.

**The United States Marshal and Immigration Officers** will not transport any property except trust fund money, medications and legal materials.

**DETENTION FACILITY PROVIDED ITEMS:** Certain items are provided to you by the Detention Facility. You must maintain these items during your stay in the Facility. The replacement cost will be deducted from your account or debited to your account for missing or damaged items upon your release.

**1 Hygiene Kit****To Include:**

- 1 roll toilet paper, exchange for empty tube
- 1 comb
- 1 toothbrush, exchange for used
- 1 bar of soap
- 1 tube of toothpaste, exchange for empty
- 2 white washcloths
- 2 white bath towels

**1 Bedding Set-Up****To Include:**

- 1 blanket (Summer) 2 blankets (Winter)
- 2 sheets
- 1 mattress cover
- 1 mattress
- 1 pillow (if available)
- 1 pillow case

**Other Items:**

- 1 cup and 1 spoon
- 2 golf pencils
- 1 storage tub

**1 Clothing Set-Up****To Include:**

- 2 uniform shirts
- 2 uniform pants
- 1 pair shoes
- 3 white underwear
- 3 pair white socks

**In addition –****Females receive:**

- 3 white bras and may be issued
- 3 white t-shirts but may not exceed a combined total of 3 garments.
- (See Commissary Excess Quantities rule)

**Male inmate workers:**

- may be issued 3 white t-shirts but may not exceed a combined total of three garments (See Commissary Excess Quantities Rule)

If you purchase hygiene items from Commissary to include soap, toothpaste, and toothbrush you may not retain Facility provided items. **Anything in excess of the listed items is considered contraband**, possession of which may result in disciplinary action.

All Detention Facility issued hygiene items, forms, indigent paper, envelopes and pencils are passed out on Sunday, Tuesday and Thursday of each week.

**STREET CLOTHING:** You are allowed only one set of street clothing in your property storage at any time. If new clothing is to be accepted for a court appearance, the clothing currently being stored must be released in exchange for the new items. You are allowed to wear street clothing to court for any **TRIAL OR SENTENCING**.

Street clothing will not be exchanged or accepted into the Facility for any reason other than court appearances or where your clothes have been seized as evidence.

## **PROGRAMS AND SERVICES**

**PROVISION OF AUXILIARY AIDS AND SERVICES:** In the Inmate Resource Book there is a list of all programs available. Inmates can request the resource book from the module deputies.

Note: Deaf or hard of hearing inmates who wish to attend programs and who require the use of interpretation services or who have other special needs, will submit a 'Program Attendance Request' form to the deputy at least 48 hours in advance of the scheduled program.

The deputy receiving the request form will immediately notify the counseling unit by phone and forward the request form to the Counseling Unit. The Counseling Unit will be responsible for scheduling an interpreter or making other arrangements.

Failure of the deaf inmate to participate in the program or service for which an auxiliary aid or service has been timely requested and provided on three (3) occasions will result in a disciplinary hearing, which may result in a suspension of the deaf inmate's ability to make further requests for auxiliary aids and services for programs or services for two weeks for the first violation and four weeks for the second violation.

**COUNSELING SERVICES:** Counseling services are available through the Detention Counseling Unit. This Unit provides individual and group counseling. They also make appropriate referrals and make initial classification recommendations. As a rule, the screening Counselor will be your assigned Counselor during your stay in the Detention Facility. You must complete a "kite" to speak with your Counselor. The Counseling Unit coordinates various educational groups and self help classes such as, Alcoholics Anonymous, Narcotics Anonymous, Anger Management, Parenting, Self-Esteem Building, Life Skills Applications, and Domestic Violence classes, and as staff is available, provide notary service upon request.

If you are a citizen of a foreign country, the Counseling Unit will provide the telephone number for your diplomatic representative.

**NOTE: You will not be called out of any program for a personal visit.**

**RELIGIOUS SERVICES:** Scheduled interfaith religious services, Catholic Mass, and Bible studies are provided on a regularly scheduled basis. The Detention Chaplain will assign a volunteer for one-on-one spiritual counseling as requested or for inmates not allowed to attend group religious activities. You are allowed to bring 1 Bible, pencil and paper to the chapel service or Bible study.

Requests for specific Religious books should be directed via "kite" to the Chaplain. Specifically requested Religious books, not available through the Chaplain's Office may be brought to the Chaplain through the Lobby for inspection and approval by the administration. Approved books will be released to the inmate against a signed "Responsibility for Personal Property Waiver" form. This provision is an exception that will be permitted no more than two times for any inmate.

No weddings are permitted or officiated in the jail facility. The Chaplain's Office will, however, provide blank copies of the "Affidavit for Common Law Marriage."

**LIBRARY:** Selection of books and magazines are on carts in each module. The carts will be made available on a regular schedule.

**EDUCATION SERVICES:** Remedial Education (RE), General Education Development (GED), studies are available. To request participation, send a "kite" to the Education Specialist. You are allowed to bring your educational supplies with you to class. Pencils will be provided by staff to be used during class.

**LAW LIBRARY:** If you wish to utilize the law library, you must make a request to the module deputy to be put on the Law Library (LLAW) list. If you decline the law library when it is offered, you will be removed from the list. In DSU, law library computers are available in the module, you **MUST** check in with the module deputy before using. Priority will be given to Pro Se inmates.

Note: If you are Pro Se, you must submit a kite to the Administrative Sergeant for verification to be placed on the Pro Se list.

All inmates, except Pro-se, are allowed to attend the Law Library for one hour session each day (midnight to midnight). Pro-se inmates are allowed to attend the Law Library for one 2-hour session each day (midnight to midnight). Any inmate may be authorized additional access if no other inmate has signed up.

All research will be conducted via the Legal website. Instructional material is provided. Only one inmate will be allowed in the Law Library room at any given time. Filing forms for criminal cases and civil rights claims will be provided upon request from the module deputy. Inmates needing legitimate copies of legal material must first submit a request, along with the item(s) to be copied, to the module deputy. The request must clearly state what needs to be copied. The module deputy will contact a Watch Supervisor to address the request. A Watch Supervisor will be responsible for responding to the request(s) to approve or deny the requests that have been forwarded. "Denials" will be returned to the inmate. Module deputies will make copies for "Approvals" and return them to the inmate.

Abuse of the law library room or its equipment and materials may result in denial of access to the law library and possible criminal and/or disciplinary action. (MV 2-4, MV 2-6, MV 2-7) If you are not conducting legal research you will be returned to your housing area. You may bring a pencil and paper to the law library.

**RECREATION:** Indoor and/or outdoor recreation facilities are available to inmates for use year round. The recreation schedule is determined by classification and housing assignment.

**TELEVISION USAGE:** Television usage is a privilege that may be terminated at staff discretion. Television sets may be removed any time they are tampered with, including the wiring or electrical outlets. Video taped movies are shown to inmates during scheduled dayroom access on Friday and Saturday nights. Closed captioning is available on all televisions in the facility and will be turned on by the module deputy upon request by the inmate.

**INMATE WORKER PROGRAM: Colorado Revised Statute (17-26-113) requires sentenced and confined persons to work.** Sentenced inmate workers may receive extra "Good Time" in exchange for work performed during their incarceration. Every eligible sentenced inmate receives statutory "Good Time" of two (2) days for every thirty (30) days served. Extra "Good Time" is in addition to statutory "Good Time". The number of days is dependent upon your sentence, job or training assignment. A variety of jobs are available based on jail needs. Statutory "Good Time" is deducted from your sentence prior to Extra "Good Time".

All sentenced minimum-security inmates are eligible for the Inmate Worker Program. It is not necessary to send a kite requesting worker status. All sentenced minimum-security inmates are reviewed regularly. Once selected, you will be briefed on rules, work assignments, and safety issues by an Inmate Worker Supervisor.

The Medical Unit must clear you before you can be assigned to a job in the Inmate Worker Program. This physical examination will be given at no cost to you. The medical staff may remove you from a job assignment based upon your physical limitations.

#### WORK RELEASE PROGRAM

If you have been sentenced and the Judge has authorized you to participate in the Work Release Program, you will be screened, and if qualified placed on a list to be transferred. You do not need to notify staff. Once in Work Release you will be asked to provide references, employment etc. **You should take the time to write down this information prior to being moved as it will help ease your transition.**

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#### DETENTION FACILITY SECURITY

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This is a jail environment where custody and care are major concerns. The use of telephone recording/monitoring, audio and/or video monitoring equipment is used throughout the Detention Facility for the safety and security of staff members and inmates. You are prohibited from tampering or interfering with any security device.

**SEARCHES:** All inmates in custody in any area of the facility or its annexes are subject to a search. You are required to cooperate with all searches.

Unless reasonable suspicion exists that an inmate is in possession of dangerous or illegal contraband, inmates held for offenses, for which strip searches are not permitted, will be thoroughly pat-searched.

**ADMINISTRATIVE SEARCHES:** For the security and safety of inmates and Staff, regular searches of your housing area and property will be conducted. You do not have the right to be present during any inspection or search.

**SERVICE ANIMAL SEARCHES:** For the security and safety of inmates and Staff, searches requiring the assistance of Service Animals, namely canines, will be conducted. **You SHALL NOT** tease, mistreat, or deliberately agitate any canine, make any sudden or aggressive moves toward a canine or handler, attempt to entice a canine to disobey its handler, or attempt to touch, pet or feed a canine as the canines are trained to attack and bite in defense without command. Any violations may result in informal or formal disciplinary proceedings and/or criminal charges.

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## **CONTRABAND**

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**DANGEROUS/ILLEGAL CONTRABAND:** Under the provisions of Colorado State Statutes, the following items are deemed Dangerous Contraband:

1. Dangerous Instruments (18-8-203 and 204)  
Dangerous Instrument as used in this section and in section 18-8-204.1 means a firearm, explosive device or substance (including ammunition), knife or sharpened instrument, poison, acid, bludgeon, or projective device or any other device, instrument or material or substance which is readily capable of causing or inducing fear of death or bodily injury, the use of which is not specifically authorized.  
(Example: firearms, explosive devices or substances, knives or sharpened instruments)
  2. Narcotic Drugs (12-22-303)
  3. Dangerous Drugs or Controlled Substances (12-22-303)
  4. Any Intoxicating Beverage or Fermenting Ingredient.  
(12-46-103 and 12-47-104)
- Introduction of dangerous contraband is a class 4 felony.  
(18-8-203(2))
  - Possession of dangerous contraband is a class 4 felony.  
(18-8-204.1(3))

**CONTRABAND:** Contraband is anything in your possession or under your control that is prohibited by the rules and regulations of the Jefferson County Detention Facility or the laws of the State of Colorado. (18-8-204)

- If you are found with contraband items (either by description or quantity) in your possession, the contraband will be confiscated and disposed of, and you will be subject to criminal and/or disciplinary action. Contraband includes any key, key pattern or replica, lock pick, tool or instrument which could be used to cut, dig, pry, or file; money or coin, un-canceled postage stamps, combustible material, any drug other than a controlled substance, drug paraphernalia, chain, rope, ladder, or ink pen. (18-8-204(2))
- Introduction of contraband into this Facility is a class 6 felony.
- Possession of contraband in this Facility is a class 1 misdemeanor.
- Introduction or possession of cigarettes or tobacco products (18-8-204(1)(m)) is a class 4 felony.

**NUISANCE CONTRABAND:** Nuisance contraband is anything which has not been provided, or approved by the Detention Facility, or any approved item which has been altered, changed or misused, or any authorized items in excess of the allowed quantities.

1. You are prohibited from having in your possession, or under your control, any item that has not been issued to you or authorized for you to possess by Facility Staff.
2. You are prohibited from having in your possession, or under your control, any commissary item not purchased by you through our commissary. Exception: Page 26 - headsets.
3. You are prohibited from having in your possession, or under your control, any item not in its original condition. Modifying or altering **any item**, whether issued or purchased, is not permitted.
4. You are prohibited from having in your possession, or under your control, any item in the excess of those allowed quantities, whether issued or purchased.
4. You are prohibited from having in your possession, or under your control, any cardboard boxes, plastic bags, or any containers after the original contents are emptied.

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## **SAFETY**

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Whenever you believe that your personal safety or that of another is in jeopardy, you should notify a Deputy or other staff member immediately. Action will be taken to protect you or anyone else from violence or intimidation.

Facility staff, at their discretion, may transfer inmates from one location to another; may place inmates into different classifications pending administrative review, and may suspend privileges without notice whenever such action is necessary to preserve order or to protect persons or property from harm.

Emergency drills will be held periodically. These drills are for the safety of staff and inmates. You are expected to cooperate during all drills.

**ADMINISTRATIVE SEGREGATION:** If it is determined that you present a serious threat to life, property or to the security and orderly operation of the Facility or that your well being may be in jeopardy, you may be placed in Administrative Segregation. This action will be reviewed within 72 hours and the Classification Counselor will review your status every seven (7) days. This may be in person or a paper review.

When you are moved into Administrative Segregation you will be given an **Inmate Information and Commissary** sheet which provides information for this housing area and commissary allowable items.

**"COOL OFF" PERIOD:** The "cool off" period is an informal process in which sanctions are imposed immediately for rule violations or when an inmate's poor behavior/attitude could potentially affect the safety and security of the facility. The purpose is to allow the inmate time to calm down. The lockdown is implemented in 1 hour increments and can last up to 4 hours, depending on the inmate's behavior. If there is no change in behavior after the 4 hour period has concluded a supervisor will determine the next course of action.

### **LOCKDOWN:**

#### **ROUTINE LOCKDOWN TIMES:**

|                               |                       |
|-------------------------------|-----------------------|
| Watch Change/Population Count | 6: 00 AM and 6: 00 PM |
| Nightly Lockdown - Maximum    | 10: 00 PM             |
| Nightly Lockdown - Medium     | 10: 00 PM             |
| Nightly Lockdown - Minimum    | 11: 00 PM             |

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## **GRIEVANCE PROCEDURE**

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A grievance must concern abuse, harassment, abridgement of civil rights or denial of specified privileges. Group grievances or grievances submitted on the behalf of other inmates will not be accepted.

Prior to submitting a formal grievance, you must send a kite to the on-duty sergeant within 5 days of the incident or situation explaining the incident in question. The sergeant will attempt to resolve the matter informally. If the Sergeant is unable to resolve the matter and the complaint meets the grievance requirements; a grievance will be issued. If issued, you must submit the grievance for investigation within 24 hours of receiving it.

The grievance shall fully state the date, time, and location of the incident or situation, name(s) of person(s) involved and complete details of the incident or situation. Grievances, which contain obscene language or sexual connotations, other than direct quotes, will not be accepted.

**Note:** Visually impaired inmates will be afforded the opportunity to submit a verbal grievance to a staff member which will be transcribed onto a grievance form on behalf of the inmate.

After review and subsequent investigation of the grievance, a staff member will respond to you in writing, advising of the results of the investigation. Any disciplinary action taken against staff members will not be divulged.

If you are not satisfied with the disposition of your grievance, you may appeal that disposition, in writing, within 5 days of the receipt of the response, to a Detentions Lieutenant. The Lieutenant, or designee, will review the appeal, and respond to you in writing.

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## **ADDITIONAL INFORMATION**

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**COLORADO LEGAL SERVICES (Formerly Legal Aid Society):** Provides legal representation and advice to persons based on income guidelines as set by the U.S. Poverty Guidelines, as outlined by the Federal Government. Colorado Legal Services does not assist with criminal or traffic matters, they are able to assist in most civil matters. If a client does not meet eligibility requirements, or it is a legal problem that Colorado Legal Services cannot handle, a proper referral will be attempted to another attorney or agency.

**BONDING INFORMATION:** A bond is set according to a court-approved schedule. The purpose of the bond is to assure your appearance in court. The amount of the bond is what it will take to release you from jail. Bond types are as follows:

**BONDING FEE:** The Jefferson County Sheriff's Office charges a \$10.00 filing fee for each bond, including municipal and county bonds. Other agencies may charge a bonding fee in addition to the \$10.00 filing fee.

**CASH BOND:** Requires the full amount of bond in cash, which will be returned by the court, when court appearances are completed.

**PROPERTY BOND:** The equity in real property may be used to post a Property Bond. Property Bonds must be posted at the Court Clerk's office during regular business hours.

**SURETY BOND:** Bond may be posted through the service of a state licensed bondsman of your choice. The bondsman may require a co-signer and/or collateral to secure the bond. Staff members will not recommend a bondsman.

**PERSONAL RECOGNIZANCE BOND:** The Judge may grant a personal recognizance (PR) bond. A PR bond is a signature bond that involves no money or property as long as you appear at all future court dates. You will be released on your own signature. Your signature acts as your promise to appear in court.

**PR BOND WITH CO-SIGNER:** The Judge may also grant a PR bond with a co-signer. You must find someone willing to sign your bond that meets the co-signer requirements. You and the co-signer are responsible for the amount of money for the bond.

**OTHER COURT DATES:** If you have other court cases or proceedings in other jurisdictions that we are not aware of, it is your responsibility to make necessary arrangements and take the appropriate steps to insure your appearance. A writ of habeas corpus ad prosequendum form is available from the module deputy. You may write a letter to the court or have family or friends contact the clerk of the court.

**WARRANT VERIFICATION:** A thorough check for outstanding warrants was conducted when you were processed into the Facility. Another check is completed prior to becoming qualified for some inmate worker positions or prior to being transferred to Work Release. A final check for outstanding warrants will be made prior to your release. **We will not conduct a warrant check for you at any other time.**

**RELEASE INFORMATION:** Prior to your release, you will return all of the items issued to you. You will be charged for any missing items. Release times will vary. If you have returnable funds, they will be returned to you in the form of cash up to \$100, the rest will be issued in a check. RTD bus tokens are available upon request if you have less than \$2.00 released to you.

**FURLOUGHS:** The Detention Facility will not authorize furloughs.

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## **COURT INFORMATION**

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**ADVISEMENTS:** An Advisement is the first appearance before a County Judge who advises you of your rights, charges, and sets your bond.

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## **HELPFUL TELEPHONE NUMBERS AND ADDRESSES**

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A list of helpful telephone numbers and addresses is posted in your assigned housing area.

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## **FACILITY LOCATION INFORMATION**

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The Jefferson County Detention Facility is located at 200 Jefferson County Parkway located in the SW area of Golden. If you take 6<sup>th</sup> Ave. West towards C-470, you should:

Turn right (North) on Johnson Road

Turn left - Enter roundabout at Courthouse

Take first right (exit) out of roundabout

Follow the road, the jail will be on the right

Enter into the first parking lot and enter Lobby

General Information Number: 303-271-5444

**The automated system also provides directions to the facility. Follow the prompts to the heading “Location”.**

**RTD - Regional Transportation District:** For RTD bus routes and schedules, visitors may obtain information by the following:

- If you are within the Metro area dial 303-299-6000
- If you are outside the metro area and require regional transportation dial 1-800-366-7433
- Visit the RTD website at [RTD-Denver.com](http://RTD-Denver.com)