

ALLEGAN COUNTY JAIL
INMATE RESIDENT GUIDE

The information contained in this guide will serve as rules and regulations for your conduct during your stay in the Allegan County Jail. You will be expected to comply with these rules, as they are designed to ensure safe custody, adequate living conditions and fair treatment for all inmates.

All schedules and services applicable to jail life are included in this guide. These are subject to change by the Jail Administration, as the need arises. You will be notified of any permanent changes in rules and regulations pertaining to you.

If you do not understand the rules and regulations as outlined herein, ask correctional staff to explain them to you. The chain of command you will follow is to begin by discussing the question or problem with corrections officers. If you feel the explanation or results are unsatisfactory, you may then communicate with the corrections sergeants, and lastly to the jail administrator.

Hopefully your stay here will be a learning experience for you, which will adequately prepare you for life on the outside.

ANYONE ENTERING INTO THIS FACILITY IS SUBJECT TO AUDIO & VIDEO RECORDING

NOTE: ANY ITEMS IN THIS GUIDE ARE SUBJECT TO CHANGE BY THE JAIL ADMINISTRATION AT ANY TIME

THE ALLEGAN COUNTY SHERIFF'S OFFICE & JAIL IS A NON-SMOKING FACILITY

ALLEGAN COUNTY JAIL
112 WALNUT ST.
ALLEGAN, MI 49010
INMATE INFORMATION - (269) 673-0446
JAIL ADMINISTRATION - (269) 673-0530

Revised: 09/03

ALLEGAN COUNTY JAIL RESIDENT GUIDE - TABLE OF CONTENTS

<u>SUBJECT</u>	<u>PAGE(S)</u>
A.I.D.S. - What You Need To Know.....	41
Attorney Visits.....	23
Bonding Companies.....	40
Cell and Dorm Management.....	5
Charging for Room & Board	21-22
Cleaning Your Teeth & Gums.....	42-43
Clothing.....	16-17
Commissary.....	32-33
Commissary Left After Inmate is Released.....	33
Copies.....	20
Counseling.....	39
Dental Treatment.....	35
Dining.....	32
Disciplinary Procedure for Major Rule Infractions.....	10
Disciplinary Procedure for Minor Rule Infractions.....	7
Dispensing Medications.....	35-36
Drug and Alcohol Classes.....	39
Educational Services.....	39
Emergency Procedure.....	40
Exercise/Recreation.....	33-34

ALLEGAN COUNTY JAIL RESIDENT GUIDE - TABLE OF CONTENTS

<u>SUBJECT</u>	<u>PAGE(S)</u>
Female Inmates.....	40
Good Time.....	15
Grievance Procedure.....	12-14
Hearing Board Procedure.....	10-12
Hygiene.....	16
Identification Cards.....	17
Indigent.....	33
Inmate Money.....	31
Inmate Worker Program.....	20
Interdepartmental Inmate Correspondence (Kites).....	14
Items Allowed In Detention.....	18
Laundry Schedule.....	25-26
Law Library.....	34
Legal Privileges.....	15
Legal Rights.....	15
Library/Book Cart.....	34
Mail.....	30-31
Major Rule Infractions.....	7-9
Medical Billing.....	37-38
Medical Services.....	35

ALLEGAN COUNTY JAIL RESIDENT GUIDE - TABLE OF CONTENTS

<u>SUBJECT</u>	<u>PAGE(S)</u>
Medications Left After Inmate's Release.....	36
Minor Rule Infractions.....	6-7
Notarizing.....	20
Personal Property Belonging to Inmates on Work Release.....	18-19
Personal Property.....	17-18
Posted Notices.....	15
Power On / Power Off.....	15-16
Property Belonging to Inmates Sentenced to Prison.....	19
Property Left After Inmate Is Released.....	20
Razors.....	16
Recreation/Exercise.....	33-34
Religious Services.....	39
Searches.....	23
Summoning Correctional Staff.....	39
Telephone Calls.....	24-25
Vegetarian Diets.....	37
Visitation Policy.....	26-30
Walk for Exercise.....	44-45
Weddings.....	20
Weekend Inmates.....	19
Work Release Inmates.....	19-20

CELL & DORM MANAGEMENT

Inmates are to be up and dressed at 6:00 a.m. for the breakfast meal. Inmates are to remain dressed until 7:00 p.m. Bunks are to be made from 9:00 a.m. until 7:00 p.m. Inmates may lay down on the bunks from 9:00 a.m. to 7:00 p.m., but the bunks are to be kept made. Inmates should be encouraged to stay awake during the day hours of 9:00 a.m. to 7:00 p.m.

There is to be no property hung from the living area's bars, walls, ceiling, or bunks. This includes personal pictures on walls, clotheslines, items in bars, etc. There is to be nothing hanging from the bunks such as headphones, pictures, as well as, nothing under the mattresses. Towels may be hung from the bunk bed to dry, but must be hung in a manner, which does not obstruct any officer's view. Personal clothing items may not be hung in bars or from bunk for washing and drying purposes as laundry is offered twice a week.

All inmate personal property is to be kept inside of their tote(s), which are available through the commissary. Anything not stored in the tote will be considered contraband and is to be removed from the cell. This includes any items found under the mattresses.

All newspapers in an inmate's possession are to be the most current issue. Newspapers are to be exchanged. A new newspaper will not be delivered unless the inmate has the entire previous issue to exchange. Newspapers/magazines are considered personal property and to be kept in tote(s).

All vents, cameras, and light fixtures are to be kept free of any obstructions at all times.

Mattresses are to be only one per bed in any housing until unless there is a written order from Medical posted in the Control Center. Empty bunks shall have a mattress on it at all times.

All units are to be kept clean of ink markings/signs/writing. If any are found a shakedown will be completed and all pens and colored pencils will be confiscated until the housing unit is cleaned.

Televisions/phones/recreation/school/commissary/program privileges are to be removed if any or all of the above criteria is not met, until the living area complies with policy.

MINOR RULE INFRACTIONS

The following are recognized as minor rule infractions and may be punishable by removal of privileges and/or lock down in detention:

1. Throwing or wasting food.
2. Adulteration of any food or drink.
3. Possession of money or currency.
4. Unauthorized possession of property belonging to another person.
5. Loaning of property, or anything of value, for profit or increased return.
6. Passing, or attempting to pass, property to another inmate without going through regular institutional channels.
7. Possession of anything not authorized for retention or receipt by the inmate, and not issued to him/her through regular institutional channels.
8. Possession of altered property, or property not in its original condition or container.
9. Possession of jewelry, including any type of homemade jewelry.
10. Possession of food not sold in the commissary or provided by the kitchen.
11. Possession of unauthorized clothing.
12. Mutilating or altering clothing issued by the jail.
13. Malingering, feigning an illness.
14. Using abusive language.
15. Conduct which disrupts or interferes with the security or orderly running of the institution.
16. Being in an unauthorized area.
17. Failure to follow safety or sanitation regulations.

MINOR RULE INFRACTIONS continued

18. Using any equipment or machinery, which is not specifically authorized.
19. Using any equipment or machinery contrary to instructions of posted safety equipment.
20. Having pictures or other such material on cell or dorm walls, or items hanging from the bars obstructing the view of officers to see into the housing unit.
21. Being unsanitary or untidy. Failing to keep one's person and one's living area in accordance with accepted standards.
22. Tattooing or self-mutilation.
23. Unauthorized use of mail or telephone as specified in this Guide.
24. Aiding another person to commit a minor violation.

DISCIPLINARY PROCEDURE FOR MINOR RULE INFRACTIONS

Corrections officers may write an incident report. All reports will be turned over to the jail administration, who may turn the incident over to a hearing board for disposition.

MAJOR RULE INFRACTIONS

The following are recognized as Major Rule Infractions and may be punishable by removal of privileges, placement in detention, segregation or maximum security, loss of good time, referral to the probation department and/or referral to the prosecutor's office for prosecution.

1. The possession or receipt of any contraband, including any attempt to receive, or aiding and abetting another to receive any contraband by having such brought in, or any attempt to have brought into the jail. Contraband is anything not authorized by the jail.
2. Assaulting any person.
3. Fighting with another person.
4. Planning an escape.

MAJOR RULE INFRACTIONS continued

5. Setting a fire.
6. Tampering with or blocking any locking device.
7. Possession of a gun, firearm, weapon, knife, sharpened instrument, or an unauthorized tool.
8. Possession of an explosive device, or any ammunition.
9. Rioting, engaging in a disruptive group demonstration, or encouraging others to do the same.
10. Attempting to assault any person.
11. Verbally/physically provoking a fight.
12. Provoking another person to attempt suicide, or any other destructive act.
13. Threatening another with bodily harm, or with any offense against his/her person or property.
14. Extortion, blackmail, protection. Demanding or receiving money or anything of value in return for protection against others to avoid bodily harm, or under threat of informing.
15. Refusing to obey an order of any staff member, or failing to comply with a hearing board disposition.
16. Insolence toward a staff member, verbal or written.
17. Lying or providing a false statement to a staff member.
18. Engaging in sexual acts with another person.
19. Indecent exposure or making sexual proposals, threats, or gestures to another (verbal or written).
20. Making racial threats or comments to another person, verbal or written.
21. Infliction of punishment, under pretense of law, on any inmate by initiation of or participation in a 'kangaroo court'.

MAJOR RULE INFRACTIONS continued

22. Destroying, altering or damaging jail property, the property of another, or possession of said property.
23. Removing, or attempting to remove from the facility any county property. (I.E.: ID card, clothing, etc.).
24. Stealing, attempting to steal, or possession of stolen property.
25. Interfering with the taking of count on each shift.
26. Possession of or use of any narcotic, paraphernalia, drugs, or any intoxicants nor prescribed for the individual by the medical staff.
27. Refusal to submit to urine analysis.
28. Misuse of authorized medication.
29. Counterfeiting, forging, or unauthorized reproduction of any document, article or identification, money, security, or official paper.
30. Making intoxicants, or being intoxicated.
31. Gambling.
32. Possession of any staff member's property.
33. Violation of the visitation policy.
34. Giving or offering any officer or staff member a bribe or anything of value.
35. Possession of 'stingers' or any homemade, non-approved electrical device.
36. Giving money or anything of value to, or accepting money or anything of value from another inmate, a member of his/her family or friends, unless through official channels.
37. Rattling cell or dorm bars or doors, or otherwise summoning officers under pretext of an emergency.
38. Deliberately flooding a housing unit or hallway.
39. Interfering with an investigation.

MAJOR RULE INFRACTIONS continued

40. Using body fluids to assault any person (throwing urine, spitting, etc.).
41. Violation of any inmate program rules.
42. Aiding another person to commit a major violation.

DISCIPLINARY PROCEDURE FOR MAJOR RULE INFRACTIONS

If the infraction is of a criminal nature, the incident will be turned over to the criminal division of the Sheriff's office, which in turn may be turned over to the prosecutor's office for criminal charges to be pursued.

For any violation that endangers the safety or security of the institution the inmate can be placed in appropriate housing until such time as a hearing board can be held. Written notice will be give to the inmate, stating the rule violations and the date the hearing will be held.

For violations that do not endanger the safety or security of the institution, correctional staff may start disciplinary action by moving the inmates involved to another general population housing unit.

HEARING BOARD PROCEDURE

NOTICE: The inmate will receive a notice of the hearing board, indicating the alleged infractions, a brief synopsis of the incident, and the date the hearing will be held. This notice will be served after a thorough investigation of the incident has been completed. The inmate will be entitled to a hearing board no sooner than 24 hours after notification, but no later than 21 days after receipt of the notice.

COMPOSITION OF THE HEARING BOARD PANEL: The hearing board panel may be composed of at least one non-involved sergeant. Some panels may consist of more than one non-involved employee (one being a sergeant), depending on the incident. Composition of the hearing board will be the decision of the jail administrator. A recording secretary will also be present.

THE HEARING BOARD: Providing the inmate pleads "not guilty" to the commission of the rule infraction, he/she shall have the opportunity to have a hearing within the following guidelines:

HEARING BOARD PROCEDURE continued

1. AID IN PRESENTATION OF INMATE'S CASE: Whenever the board determines that an inmate is illiterate or cannot adequately collect and present evidence in his/her own behalf, the board may choose a sufficiently competent staff member, or inmate, to provide assistance.
2. CONTROL OF THE HEARING: The board has the discretion to keep the hearing within reasonable limits, and to refuse to permit the collection and presentation of evidence, which is not necessary for an adequate understanding of the case.
3. OPPORTUNITY TO CALL WITNESSES AND PRESENT EVIDENCE: The inmate is allowed to call witnesses and present documentary evidence in his/her defense when permittance will not be hazardous to jail security. The board has the discretion to keep the hearing within reasonable limits and to refuse to call witnesses who may create a risk, or reprisal, or undermine authority.
 - a. The board calls those witnesses deemed to be reasonably available and necessary for proper understanding of the circumstances surrounding the infraction. Repetitive witnesses need not be called. Unavailable witnesses may be asked to submit written statements. Members of the board will question witnesses who are called.
4. CONFRONTATION AND CROSS-EXAMINATION: The opportunity for confrontation and cross-examination shall be provided to the inmate, in such instance where the board deems it necessary for an adequate presentation of the evidence, particularly when serious issues or credibility are involved.
5. LEVEL OF EVIDENCE REQUIRED: Disciplinary actions will not be taken unless the board determines there is sufficient evidence indicating the inmate's involvement in the infractions.
6. EXCLUDING THE INMATE FROM THE HEARING: An inmate is permitted to be present throughout the hearing, except where institutional security would be jeopardized. The reasons for excluding an inmate from the hearing must be well documented in the record.
7. THE RECORD: The recording secretary shall keep informal notes of all proceedings, consisting of the general nature of each witness's testimony, offers of proof, etc.

HEARING BOARD PROCEDURE continued

8. **DISCIPLINARY DECISION**: After the completion of the hearing, within 24 hours (excluding weekends & extenuating circumstances), the inmate will be provided with a written report of the hearing board disposition.
 - a. This will include a summary of the evidence relied upon to reach disposition, and an explanation of the discipline that will be administered as a result of the disposition.
 - b. The reasoning for any changes in the hearing board procedure will be documented in the report of disposition to the inmate.
9. **APPEAL**: The inmate may appeal the hearing board disposition within 24 hours of receipt of the hearing board disposition. This appeal must be in writing to the jail administrator and must be for one of the following reasons:
 - a. Procedural error.
 - b. Submission of new evidence.
 - c. Prejudice.
 - d. Insufficiency of evidence for a finding that it was more probable than not the inmate committed the prohibited act.
 - e. Other appropriate acts.

After review of the appeal, the jail administrator may amend, suspend, or approve the discipline.

INMATE GRIEVANCE PROCEDURE

The following grievance procedure has no connection with the hearing board and will not be accepted in lieu of a hearing board appeal.

STEP ONE

1. An inmate with a complaint concerning the application or interpretation of the jail rules and regulations shall verbally present the matter to a corrections officer within 24 hours after the occurrence of the events upon which the complaint is based, or the inmate's knowledge of the event.
2. The corrections officer will listen to the inmate's complaint and attempt to resolve the problem.

INMATE GRIEVANCE PROCEDURE continued

STEP TWO

1. If the complaint is not satisfactorily settled an inmate may advance the complaint, by writing a kite to a corrections sergeant within 3 days after step one.
 - a. The kite shall state the facts, including dates and the name of the corrections officer whom they originally spoke with, upon which the complaint is based.
 - b. The corrections sergeant shall place his/her answer on the kite and return it to the inmate within 3 days after receipt of the written complaint.
 - c. A copy of the kite, with the complaint and response, will be kept on file in the jail administration office.

STEP THREE

1. If the complaint is not satisfactorily settled an inmate may advance the complaint further, by writing a kite to the jail administrator (or designee) within 3 days after step two.
 - a. The request shall state the facts, including dates, upon which the complaint is based. Request shall also include the steps the inmate has taken to resolve the complaint prior to writing to the jail administrator.
 - b. The jail administrator (or designee) will attempt resolution of the complaint.

STEP FOUR

1. If the complaint is not satisfactorily settled an inmate may request a Grievance Hearing, by submitting an Inmate Grievance Form to the jail administrator.
 - a. The jail administrator (or designee) will determine if the complaint requires a grievance hearing. Frivolous grievances will not be accepted.
 - b. If accepted, a grievance hearing will be convened on the matter as soon as possible.

PROCEDURE OF THE INMATE GRIEVANCE HEARING

1. The grievance hearing board will normally consist of three non-involved jail staff members. A recording secretary will also be present.
2. The inmate will present his/her complaint to the grievance board.
3. The grievance board will listen to all testimony and make a decision based on testimony presented at the board.
4. Results of the grievance hearing will be made available to the jail administration and the inmate within 48 hours of the grievance hearing (excluding weekends, observed holidays and extenuating circumstances).
5. Results of the grievance hearing will be binding on the jail administration and the filing inmate.

INTRADEPARTMENTAL INMATE CORRESPONDENCE

KITE: Jail written communication.

This facility provides inmates with a 2-part, carbon charged notepaper, called a Kite, for intradepartmental correspondence. Kite envelopes are also provided. Inmates can contact employees of this department by documenting their request on a Kite. The inmate must fill out the appropriate areas of the Kite, place in the appropriate envelope and mark the appropriate space for where the Kite is to go. Inmates are to give the envelope to a corrections officer/sergeant, who will assure proper distribution. Once the appropriate employee receives the Kite, if the Kite requires a reply, it will be documented on the Kite. One part of the Kite will be kept on file in the appropriate area, the other will be sent back to the inmate.

If an inmate is 'kiting' for medical services, for confidentiality, the kite will be allowed to be delivered with only a check mark in the "medical" section on the kite envelope. The inmate must sign the actual kite. The kites will be placed in the "medical kite box" on the wall across from the Sgts. office.

Kites are not to be used for communication outside this department (family members, Judges, other court jurisdictions, etc.). The U.S. Mail is to be used for all correspondence outside this department.

****INMATES ARE NOT ALLOWED TO SEND KITES TO OTHER INMATES IN THIS FACILITY.**

GOOD TIME

Inmates housed in the Allegan County Jail receive one day of good time for every six days of sentence, as authorized by State Statute. Inmates who have violated a rule for which removal of good time is part of the penalty will have only the good time that they have already accumulated removed. If they earn any good time during the remaining part of their sentence, it shall not be removed except by violation of another jail rule.

INMATE'S LEGAL PRIVILEGES

1. Visitation.
2. Access to the law reference library.
3. Papers, writing instrument, envelopes and stamps for various correspondences, if indigent.
4. Religious services.
5. Telephone usage.

These privileges can be suspended as disciplinary measures, or denied indefinitely, if abuse of that privilege results in violation of any recognized rule infraction.

INMATE'S LEGAL RIGHTS

1. Visits with attorney. Phone calls to attorney.
2. Visits with bonding agent and/or phone calls to persons to make arrangements for bonding out (providing charges are bondable).
3. Receiving and sending mail.

These rights can not be suspended or denied under any circumstances.

POSTED NOTICES

Periodically notices will be posted in all cells and dorms. These notices may contain new rules, changes in schedules, etc. These notices are to be adhered to by all inmates, the same as the rules contained in this guide.

POWER ON / POWER OFF

Monday through Sunday (every day of the week) lights and power will be turned on to all housing units by 6:00 a.m.

Monday through Sunday (every day of the week) lights and power will be turned off to all housing units by 11:30 p.m.

POWER ON / POWER OFF continued

After lights/power off, all inmates are expected to be in their beds and quiet enough to allow others to sleep. Radios are to be worn with headphones after lights/power off.

HYGIENE

All inmates are expected to maintain good hygiene in their persons, personal property, clothing, and housing units. A hygiene admission kit will be given to every inmate at the time of being processed from booking into general housing. There will be a \$2.00 fee charged to the inmate's account whether the inmate is indigent or not.

RAZORS

Disposable, single blade razors will be available for inmate use. Razors will be distributed to, and picked up from, each housing unit by a corrections officer.

When razors are picked up and a blade is missing, the housing unit will be searched until the blade is found. If the blade is not found, the inmates will be charged with violation of Major Rule Infraction #1 and the housing unit will be placed on lock down, with a loss of privileges, until the blade is found.

Inmates housed in maximum-security units, and inmates with medical problems (determined by the medical department) will have use of an electric razor.

Suicidal inmates will have use of a battery-powered razor.

CLOTHING

All inmates will be required to wear a jail issued uniform. All inmates will be required to wear the jail issued shirt, right side out, with the V facing the front. All inmates will be required to wear the jail issued pants with the legs straight, not tucked into socks, shoes, or rolled up and bloused. The clothing items you receive when processed into general housing from booking are your responsibility. Inmates will be charged for replacement of any issued clothing that is found to be damaged, altered or destroyed. The inmate will also be subject to disciplinary action. Each inmate will turn in all jail issued clothing at the time of his/her release.

CLOTHING continued

Inmates will not be allowed to wear only socks out of their housing units. If an inmate wishes to wear socks, he/she must wear the county issued flip-flops over them.

Upon request, civilian clothing being held for an inmate by the corrections staff will be provided him/her for jury trials only.

IDENTIFICATION CARDS

All inmates will be issued an identification card (ID card). At all times, all inmates will be required to wear the jail issued ID card on the chest area of the jail issued uniform shirt, with the picture side showing. Each inmate will turn in his/her ID card at the time of his/her release.

This ID card is county property and the inmate will be subject to disciplinary action and/or loss of good time if this ID card is altered, lost, or sent out in the mail

1st Offense- Replacement fee of \$5.00, no commissary for 7 days, loss of 1 day good time

2nd Offense- Replacement fee of \$10.00, no commissary for 30 days, loss of 3 days good time

3rd Offense- Replacement fee of \$20.00, no commissary for 90 days, loss of 5 days good time.

Inmates will not be allowed to attend recreation, visiting, school, church, or any programs, order or receive commissary if they are not wearing an ID card. If an ID card is extremely worn due to water damage or normal wear, the inmate must notify a corrections officer and a replacement will be issued.

PERSONAL PROPERTY

The only personal property inmates are allowed to have are subscriptions (through the mail or through the jail commissary) of magazines and newspapers, and legal material. Only the current newspaper can be kept, and must be turned in to obtain a new one. Polaroid pictures are not allowed. Photos larger than 4"x6" are not allowed. No more than six (6) photos of this size (4"x6") or smaller are allowed. No hard cover books are allowed. Medical, counseling, educational and religious materials are allowed only with prior approval of the medical

PERSONAL PROPERTY continued

department, counselor, teacher or chaplain. No other personal property is allowed an inmate in this facility. All other items may be purchased through the jail commissary. Any items not allowed, which are brought in or sent in for the inmate from an outside source, will be returned to that source.

Inmates are allowed to purchase two property boxes through the commissary. There is a cost of \$3.00 for each box. Property boxes are to be stored under the inmate's bunk at all times. All inmate property is to be stored in the property boxes. Inmate property not stored in the property boxes will be considered contraband. Indigent inmates are allowed one property box, but will be put into a debt account. At the time the indigent inmate is no longer indigent, the \$3.00 cost for the property box will be deducted from that inmate's account.

Inmates are to take their property boxes with them at the time of their release from this facility. Property boxes can not be left for other inmates.

Weekend inmates are not allowed to purchase property boxes.

ITEMS ALLOWED IN DETENTION

Inmates who have been placed in detention as a result of disciplinary action are allowed a limited amount of property:

1. County issued flip-flops.
2. Shampoo, toothpaste, toothbrush, and comb.
3. County issued laundry and laundry bag.
4. Legal papers.
5. Writing materials (pad of paper, stamps, writing instrument, and envelopes).
6. A Bible.

Items allowed are items in the inmate's possession prior to the loss of privileges. All other items are properly marked and placed in a designated area until the inmate receives privileges again.

PERSONAL PROPERTY BELONGING TO INMATES ON WORK RELEASE

Inmates on work release are allowed three (3) sets of personal clothing. All work release inmates will be provided a locker. Each work release inmate housed in the work release housing unit will be given a key to the housing unit, and attached will be the combination to the locker and the locker number. Each work

PERSONAL PROPERTY BELONGING TO INMATES ON WORK

RELEASE continued

release inmate housed in general population will be issued the combination to the locker and the locker number.

Each work release inmate will keep all personal items, required to take to and from the jail, in the locker. Upon entering or exiting the jail, the work release inmate will change into (or out of) his/her clothing in the designated area. Once his/her clothes are changed, the work release inmate will put all other clothes, and any other related items, in the provided locker and lock it with the assigned lock. If the dorm key, the lock or the combination is lost, the work release inmate will be charged \$6.00 for a replacement.

The Allegan County Sheriff's Office and Jail is a non-smoking facility. Cigarettes, cigars, lighters, cigarette papers, or any other related smoking items are not allowed for retention by inmates in this facility. Possession of these type items is considered contraband and work release inmates are not allowed to keep contraband in their lockers. Disciplinary action will be taken against work release inmates who are found to have items of contraband in their lockers.

Personal clothing for work release inmates will not be laundered with the jail issued clothing. Work release inmates are responsible for the laundering of their personal clothing.

PROPERTY BELONGING TO INMATES SENTENCED TO PRISON

The Department of Corrections only allows incoming inmates to bring a check, court documents, religious materials (i.e., Bible, Koran, soft cover), personal photographs, addresses, wedding ring (valued under \$50), watch (valued under \$50) and medical items (must be approved by the Department of Corrections reception center administrator). No other property is allowed, including commissary items and tennis shoes. At the time of release from this facility an inmate sentenced to prison will fill out a property release form, indicating who they are allowing to come and pick up their personal property (family or friends). Any personal property belonging to an inmate sentenced to prison will be held for 30 days, to be turned over to that inmate's family or friends. If after 30 days the property has not been picked up, the property will be destroyed. Inmates can not leave property for another inmate.

PROPERTY LEFT AT THIS FACILITY AFTER THE INMATE IS RELEASED

An inmate must make arrangements to have any property left at this facility picked up within 30 days after the inmate's release, including commissary. If the property is not picked up within 30 days, the property will be disposed of.

NOTARIZING AND COPIES

Inmates who need papers notarized should send a Kite to the Jail Classification Officer requesting such. Have your papers filled out but DO NOT SIGN THE PAPERS UNTIL YOU ARE IN FRONT OF THE NOTARY (a Notary is a witness to your signature).

No copies will be made for inmates.

WEDDINGS

No inmate marriages will be conducted in the Allegan County Jail.

INMATE WORKER PROGRAM

The Inmate Programming department will make all appointments of inmate workers. If an inmate is sentenced out of 48th Circuit Court, and/or on probation, that inmate must possess a high school diploma or G.E.D. before being considered for the inmate worker program. Any inmate who has a Hold on him/her by another agency, an extensive criminal history, a history of assaultive behavior, or has violated jail rules will be disqualified from consideration for the inmate worker program.

Although inmates appointed to the inmate worker program have no extra privileges above other inmates, the placement of an inmate into the program is a privilege that can be removed at any time without notice or cause. Not only do inmate workers have to comply with all jail rules, but with all verbal and written orders from the corrections staff, and with the inmate worker program rules.

If you meet these requirements and are able to work as required by these rules and regulations, submit a Kite to the Inmate Programming Sgt.

Only one Kite is necessary to send when requesting to be considered for the inmate worker program, as all others requesting the same will be discarded. NOT ALL REQUESTS WILL BE HONORED, NOR WILL REQUESTS BE IMMEDIATELY ATTENDED TO.

INMATE WORKER PROGRAM continued

These are dependent on the number of inmate worker vacancies in the respective job classifications. However, all requests that meet the guidelines above will be kept on file until vacancies necessitate screening of requests.

INMATE WORKER PROGRAM RULES WILL BE POSTED IN DORM 5

CHARGING FOR ROOM AND BOARD

In accordance with Public Acts 118 and 119 of 1984, counties are allowed to obtain reimbursement of up to \$60.00 per day from the prisoner, for costs incurred by the county for their incarceration.

It is also required that you be provided with a Financial History Form which you will receive once you are sentenced. You will be charged for every day that you are housed in the Allegan County Jail, including pre-trial detention time and days spend before bonding out. Your per diem charged may be based on your ability to pay and cannot exceed \$60.00 per day.

Once you are sentenced, your Reimbursement Agreement will be completed and returned to you. You will have four options for payment:

- \$10.00 per day if your bill is paid before your release date.
- \$20.00 per day if payments start at the time of your release.
- \$40.00 per days for any balances over thirty (30) days past due.

Unpaid balances will be sent to collection after forty-five (45) days unless a prior payment plan or waiver due to financial hardship is approved. If claiming financial hardship, it is your responsibility to provide proof of financial obligations and your prior year federal tax return to the Sheriff's Office.

PAYMENTS FOR ROOM & BOARD - INMATE WORKER INMATES

Inmate workers that successfully complete 51% or more of their sentence in the Inmate Worker Program may not be charged for their stay. Inmate Workers who unsuccessfully participate in the Inmate Worker Program or spend less that 51% of their sentence in the program will be charged for all days spent in jail while not in the program.

PAYMENTS FOR ROOM & BOARD – WEEKEND INMATES

Inmates sentenced to serve weekends will receive a Weekender Payment Plan form. Weekend inmates are to review the form, sign and date the form, and return the form to the booking officer. The Weekender Payment Plan details the inmate's sentence length and the amount of money the inmate will owe for their room and board.

Inmates sentenced to serve weekends are required to make payments as they serve their weekends. Failure to make payments will result in your removal from the weekend program and you will serve the remainder of your sentence as straight time.

PAYMENT FOR ROOM & BOARD – WEEKEND INMATES continued

FAILURE TO MAKE PAYMENT OF ANY KIND COULD RESULT IN EITHER OF THE FOLLOWING:

- a. Your account will be turned over to a collection agency. They will take whatever course of action they deem necessary to collect. If the account is turned over to a collection agency, it will be at the rate of \$40.00 per day, instead of the discounted amount of \$20.00 per day.
- b. An attorney for the county may file a civil action against you, seeking reimbursement. If this action is deemed necessary, it will be at the rate of \$40.00 per day, instead of the discounted amount of \$20.00 per day.

PAYMENTS FOR ROOM & BOARD – WORK RELEASE INMATES

Inmates who are approved to participate in the work release program are required to pay for room and board at a flat rate of \$20.00 per day, plus a one time administrative costs of \$20.00 which is to be paid one (1) week in advance. Each inmate will be provided with the work release program rules prior to being approved for the work release program.

PERSONS SENTENCED TO SERVE WEEKENDS

Any person committed to jail for weekends that, in the officer's opinion, appears to be under the influence at intake will be requested to take a PBT (portable breath test). Inmate's who fail the PBT will be terminated from the weekend program and will serve their sentence as straight time. Any person who refuses the PBT will automatically be terminated from the weekend program and serve their sentence as straight time.

PERSONS SENTENCED TO SERVE WEEKENDS continued

Inmates who are committed to serving time on weekends will be subject to the same jail rules, and verbal and written orders, as are all other inmates.

WORK RELEASE INMATES

Any inmate who has legitimate employment will be considered for the work release program, whether full or part-time, provided the employer fills out the proper documents to enroll.

Upon the attainment of work release, each inmate is interviewed and provided with the work release program rules, which he/she must sign acknowledgement of. Inmates approved to participate in the work release program must be screened by the jail medical and counseling departments before being released for work. Work release inmates are still subject to all jail rules, and written and verbal orders from correctional staff, which apply to all inmates. All work release inmates will enter and exit through the designated area, and submit to a search upon entry.

Work release inmates can be removed from the program at any time that a violation of the program rules and/or jail rules occurs.

ATTORNEY VISITS

Attorney visits will be allowed for all inmates, provided that:

1. The attorney has been named attorney of record by the court.
2. The inmate wishes to see the attorney who is requesting visitation.
3. The attorney shows proper identification and completes the visitation record.
4. The visits are at reasonable hours.

Conversations between inmates and their attorney will not be monitored in any way.

SEARCHES

All inmates will submit to a search of their persons, clothing, work and residential areas, when requested. All inmates will be subject to periodic drug testing through urinalysis.

TELEPHONE CALLS

INCOMING CALLS: Inmates are not allowed to receive incoming telephone calls. Corrections staff will not take messages from incoming callers, but will advise the callers they can contact the inmate by mail or visitation. If the call is of an emergency nature, it will be turned over to the Jail Chaplain.

OUTGOING CALLS: Newly received inmates will be given access to a telephone upon completion of the booking process. All telephone calls will be made collect.

AUTHORIZED TELEPHONE USAGE: The only telephones inmates, including inmate workers, are allowed to use are the telephones in the inmate housing units. Absolutely no other telephones are authorized for use by inmates. Authorized phones are designed for collect calling only.

The receiving cells, where newly received inmates are housed, have use of the phones 24 hours each day. All other housing areas have use of the phone each day between the hours of 6:00 a.m. and 11:00 p.m. At 11:00 p.m. the phones are turned off to these housing areas, and turned back on at 6:00 a.m.

All outgoing inmate phone calls are subject to be recorded. An inmate's use of the phone is considered that inmate's consent to the recording of the conversation.

If an outside source lodges a complaint of being harassed or threatened by an inmate, that inmate's telephone privileges can be denied. If an inmate maliciously damages a telephone, telephone privileges can be denied. In both instances, possible prosecution may follow.

HOW TO USE THE INMATE TELEPHONES

PLACING CALLS: Lift handset off hook and follow automated operator prompts.

CALL DURATION: Calls are limited to 15 minutes per call.

<u>RATES:</u> Local Calls	\$.25 per minute**
IntraLata Calls	\$.30 per minute**
Long Distance Calls (in State)	\$.40 per minute**
Long Distance Calls (out of State)	\$.59 per minute**
All calls have a \$3.00 surcharge.	

**Prices are subject to change without prior notice.

CREDIT LIMITS: Each number called will have a \$75.00 weekly credit limit.

YOU AND THE PERSON YOU ARE CALLING COULD HEAR THE FOLLOWING MESSAGE:

“You are nearing your credit limit and your number will be blocked. Please call a billing agent toll-free at 1-888-610-7079”

THIS IS TO LET THE PERSON YOU HAVE JUST CALLED KNOW THEY ARE REACHING THEIR CREDIT LIMIT FOR COLLECT CALLS PLACED TO THEM FROM THIS FACILITY.

(INMATES WILL NOT BE ABLE TO CALL THE 1-888 NUMBER AND MAKE BILLING ARRANGEMENTS)

IF THEY DO NOT CALL THE 1-888 NUMBER TO DISCUSS THEIR ACCOUNT THIS FINAL MESSAGE WILL BE HEARD:

“You have reached your credit limit and your number will be blocked. Please call a billing agent toll-free at 1-888-610-7079”

PREPAID CALLING

Friends and family members of inmates in the Allegan County Jail have the opportunity to prepay for calls from the jail, instead of receiving collect calls from inmates. The person you are calling must first open a prepaid account with T-NETIX / Ameritech prior to being able to accept prepaid calls. Prepaid account representatives can be reached at 1-888-882-2325, between 7:00 a.m. and 8:00 p.m. Inmates can not access this telephone number through the inmate phone system. Inmates should give this number to their family and friends. Prepaid calls will be subject to the same time limit, custom calling feature disablement and monitoring as collect calls.

LAUNDRY SCHEDULE

All county issued clothing, bedding and personal white clothing (T-shirt, underwear, socks) will be washed together. No individual's clothing will be washed separately from the rest of the laundry from a particular cell or dorm. All items will be laundered or exchanged according to the following schedule:

EACH INMATE WILL GET TWO SETS OF COUNTY ISSUED CLOTHING

LAUNDRY SCHEDULE continued

MONDAY

Dorm #1, 2, 3, & Detention

TUESDAY

Cells #1-9 & Max cells

WEDNESDAY

Dorm #4, 5, 6 & Cell #1A

THURSDAY

Dorm #1, 2, 3, & Detention

FRIDAY

Cells #1-9 & Max cells

SATURDAY

Dorm #4, 5, 6 & Cell #1A

KITCHEN WHITES

Kitchen whites will be washed every day.

Exchange one set of clean whites for one set of whites to be cleaned (at end of work shift each day).

NO INMATE WILL BE ALLOWED TO REFUSE TO HAVE THEIR BEDDING AND TOWEL ITEMS LAUNDERED. Appropriate action will be taken for any items damaged or lost.

All personal white clothing must be put in the inmate's numbered laundry bag. All personal white clothing must be set out by 7:30 a.m., so that it can be washed, dried & returned the same day.

The laundry personnel and the jail administration will not be responsible for any clothing lost, stolen or damaged. However, all precautions will be taken to return the clothing in good condition.

Personal clothing of inmates, except for the whites, will not be laundered through the jail laundry.

VISITATION POLICY

PURPOSE: To allow visits to an inmate confined in the Allegan County Jail and ensure that his or her constitutional rights are upheld. To allow that inmate to continue a basic contact with the outside world and to maintain mental stability while confined.

REFERENCE: 791.654 Rules and Regulations, Michigan Department of Corrections.

VISITATION POLICY continued

DAYTIME VISITS: There will be no daytime visits. This is due to the various programs offered in this facility.

NON-CONTACT VISITING: This jail allows non-contact visiting. Visiting is conducted through phones in a visiting booth.

SPECIAL VISITS: There will be no special visits allowed. All inmates will visit according to the schedule.

Inmates are only allowed visitation 25 minutes a week, in accordance with the schedule.

VISITATION BY HOUSING LOCATION

MONDAY.....DORM #1.....BETWEEN 7:00 PM & 10:00 PM

TUESDAY.....DORMS #2 & #3.....BETWEEN 7:00 PM & 10:00 PM

WEDNESDAY...CELLS #3,5,7,9.....BETWEEN 7:00 PM & 10:00 PM
& DORM #4 males & 1-A males

THURSDAY.....CELLS #1,2,4,6,8.....BETWEEN 7:00 PM & 10:00 PM
& DETENTION/HOLDING/REC #2 males

FRIDAY.....ALL FEMALE INMATES.....BETWEEN 7:00 PM & 10:00 PM

SATURDAY.....DORM #5 & MAX #1.....BETWEEN 7:00 PM & 10:00 PM

SUNDAY.....DORM #6 & MAX #2.....BETWEEN 7:00 PM & 10:00 PM

VISITATION POLICY – VISITORS

1. Inmates are not allowed to visit with other inmates.
2. If any visitor has been convicted of a Felony within the last three (3) years (assault, use or sale of a controlled substance, escape, etc.) the visitor will not be allowed to visit.

VISITATION POLICY – VISITORS continued

3. Only two (2) visitors will be allowed to visit an inmate at one time, per visit.
 - a. Small children 3 years old and over count as one visitor.
 - b. Children under the age of 3 years old must be held by a visitor.
4. Someone 17 or older must accompany anyone under the age of 17. All visitors must maintain order and control of their children in the visiting room and waiting area.
5. Visitors must be dressed in a socially accepted manner. Clothing must not be sexually suggestive or revealing in any manner. Those dressed in a non-socially accepted manner will be denied to visit.

VISITOR PROCEDURE

1. Each visitor will be required to leave all personal items (jewelry, purses, wallets, money, valuables, etc.) in their vehicle prior to the visit. Also not allowed into the visiting room are medicines, cameras, tape recorders, cigarettes, cigars, lighters, matches, food, beverages, candy or gum, magazines, books or newspapers.
 - a. Visitors will be allowed to sign in starting at 6:30 p.m. on the actual day of the visit, and receive their visiting time and visiting booth number.
 - b. Visitors are not allowed to register in advance, nor over the telephone.
2. Each visitor 17 years old or older must register on the visitation slip provided. All information required must be completed. Picture identification must be provided with the visitation slip. Picture identification will consist of a current driver's license or State identification card (which are both available from the Secretary of State's Office).
 - a. Without a completed visitation slip and current picture identification, which matches the visitor's appearance, visitation will be denied.
 - b. IF A VISITOR PROVIDES FALSE INFORMATION ON ANY PART OF THE VISITATION RECORD, THE VISITOR WILL BE PERMANENTLY RESTRICTED FROM VISITING.

VISITOR PROCEDURE continued

3. Visitors are to line up behind the metal detector with picture identification and completed visitation slip.
 - a. Visitors will be called through the metal detector one at a time.
 - b. If the visitor cannot successfully walk through the metal detector, the visitor will be searched with a hand held metal detector.
4. The physically handicapped will be accommodated in an appropriate visiting booth.
5. Once in the visiting room, visitors are not allowed to leave and return back in the visiting room.
6. Intoxicated or obnoxious visitors will be asked to leave. No obscene language or gestures will be tolerated in the visitation room.
7. NO ITEMS ARE ALLOWED TO BE BROUGHT INTO THIS FACILITY FOR INMATES. This facility has a complete commissary, everything needed for personal hygiene, and items allowed are sold there. Clothing and bedding are provided.
 - a. One set of court clothes, for unsentenced inmates who are scheduled for a jury trial, will be allowed to be brought in for an inmate, with prior approval from the jail administration.
 - b. Money left for inmates at the Control Room window will be properly receipted and deposited into the inmate's account. THE ALLEGAN COUNTY JAIL DOES NOT ACCEPT PERSONAL CHECKS.

Cash should not be mailed, as the Allegan County Jail will not be responsible for cash sent through the U.S. Mail.

8. Any smuggling of, or attempt to smuggle, contraband or weapons into this facility will be cause for denial of the visit, termination of the visit, and permanent restriction of future visiting privileges, and/or filing of criminal charges against the offender(s). The inmate(s) involved will receive disciplinary action.
 - a. Contraband is anything not authorized by the jail.

VISITOR PROCEDURE continued

9. Approved counsel, of the inmate's own choice or appointed by the court, will be allowed visits at reasonable times.

VISITATION POLICY - INMATES

1. All inmates will wear county issued clothing for all visits. Only underwear will be worn underneath the clothing.
 - a. If the inmate does not have county issued clothing, or the clothing is damaged, the visit will be denied.
2. All inmates will wear county issued flip-flops for all visits. No tennis shoes will be worn to visits.
3. All inmates will wear the ID card on the chest area of the county issued shirt, face side showing. If the inmate is not wearing an ID card, the visit will be denied.
4. Inmates found in violation of the visitation policy, or in violation of a major or minor rule infraction while visiting, will be subject to disciplinary action up to and including loss of visitation privileges.

MAIL

INCOMING MAIL: All incoming mail and packages will be opened and inspected for contraband by correctional personnel. Properly identified incoming attorney and court mail for an inmate can be opened only in the presence of the inmate, and its confidentiality shall be maintained. Stamps, envelopes and blank paper are not allowed to be mailed to inmates. (Inmates may purchase these items through the commissary). Polaroid pictures are not allowed. Photos larger than 4"x6" are not allowed. No more than six (6) photos of this size (4"x6") or smaller are allowed. Corrections personnel will then deliver the mail as quickly as possible. Incoming packages, which contain property that is forbidden in the jail, will be stamped 'Return to Sender' and sent back to the post office. If the property is criminally forbidden, charges will be sought against the sender and the intended recipient. **POLAROID PICTURES ARE NOT ALLOWED.** No incoming mail will be received 'Postage Due' or 'C.O.D.'. **THIS FACILITY DOES NOT ALLOW INMATE TO INMATE CORRESPONDENCE OF ANY FORM. IF A LETTER IS RECEIVED FROM ONE INMATE IN THIS FACILITY TO ANOTHER INMATE IN THIS FACILITY, IT WILL BE DISPOSED OF.**

MAIL continued

1. **EXCEPTION:** If legally married and husband and wife are lodged in the jail at the same time they may, upon receiving written permission from the jail administration, write to and receive letters from one another.

ALL MAIL RECEIVED FROM ANOTHER CORRECTIONAL INSTITUTION WILL BE READ.

OUTGOING MAIL:

All outgoing mail will be sent unopened, unless there are reasonable grounds to believe that the correspondence is in violation of the Law, postal regulations, jail rules, or the inmate is suicidal or plotting against security and/or planning criminal activity. All outgoing inmate mail will be self-stamped by the sending inmate. PLACING DRAWINGS, SYMBOLS AND NOTES ON THE OUTSIDE OF OUTGOING MAIL ENVELOPES IS NOT ALLOWED. No inmate will send for, nor receive, lewd or lascivious materials that would constitute pornography.

All outgoing business mail will be stamped, advising the receiver that the correspondence originates from the Allegan County Jail. Stamps, envelopes, pens and paper are available for purchase from the jail commissary. For correspondence to corrections personnel, the inmate can use Kites. Correspondence to Judges, courts and other law enforcement jurisdictions is to be sent through the U.S. Mail.

Receiving and sending mail is a legal right for all inmates. Abuse of this right may result in increased monitoring of mail.

INMATE MONEY

No inmate will be allowed to retain money or negotiable currency while incarcerated in this jail. All money will be turned over to the booking officer upon entry into jail and an inmate account will be established for that inmate. When money is left for an inmate, or mailed to an inmate, the receiving corrections officer will issue a receipt to the person, depositing the money into the inmate's personal account. When withdrawals are made from an inmate's account, the officer in charge of the inmate money accounts will document the withdrawal, which will be given to the inmate to show the transaction made on the account. When an inmate leaves this facility, his/her remaining funds in the inmate account will be returned in the form of a check. THE ALLEGAN COUNTY JAIL DOES NOT ACCEPT PERSONAL CHECKS. Inmate money

accounts are not personal checking accounts, therefore, checks will not be written out of inmate's accounts.

DINING

Meals will be served in accordance with the following schedule, which may vary occasionally: Breakfast from 6:30 a.m. to 7:00 a.m.; Lunch from 11:30 a.m. to 12:00 p.m.; Dinner from 5:30 p.m. to 6:00 p.m. Inmates will be fed in their housing units. Meals will be delivered and picked up by inmate workers, with corrections officers present to supervise. Inmates are not allowed to converse with, or pass items to, the inmate workers delivering the meals.

Meal trays are to be stacked neatly beside the doorway when meals have been eaten for pickup by inmate workers and corrections officers.

Any violation of this dining policy will subject the inmate and/or housing unit to disciplinary action(s).

COMMISSARY

Commissary items are ordered from an order form. All basic living needs are available for purchase.

Order forms are passed out weekly. Completed order forms are to be turned in no later than Tuesday mornings at 8:00 a.m. If an inmate starts his/her jail term after slips have been turned in, that inmate will have to wait until the following week to order commissary items.

Commissary orders are entered into the computer on Tuesday mornings, unless a Holiday falls sometime within the week. When a Holiday falls in the week, the orders will be entered to accommodate commissary for that week. The total amount of the inmate's commissary purchase is deducted from the inmate's account at the time the items are entered into the computer.

***** THE COMMISSARY DOES NOT EXTEND CREDIT*****

If an inmate does not have sufficient funds in their account to cover items ordered, that inmate will only receive items up to the amount in that inmate's account. If an inmate has no funds in their account, that inmate will receive no items.

Commissary items will arrive at this facility within three (3) working days after being entered into the computer, excluding extenuating circumstances. A corrections officer will dispense commissary orders. Inmates are to check their

orders prior to opening the commissary bag. Once the commissary bag has been opened, the order is considered correct. Complaints concerning incorrect orders

COMMISSARY continued

will not be addressed if the commissary bag has been opened. Questions concerning problems with commissary orders will only be handled through Kite correspondence. Inmates should send a Kite to the commissary officer.

Items, which are purchased from the jail commissary, are the inmate's responsibility. Inmates who have committed a violation of jail rules may be denied commissary as a disciplinary measure.

COMMISSARY LEFT AT THIS FACILITY AFTER INMATE IS RELEASED

If an inmate is released after the order has been entered into the computer, the monies deducted can not be returned to that inmate's account. Inmates who are released prior to receiving ordered commissary have thirty (30) working days, after their release, to return to this facility and pick up their order. If ordered items are not picked up within thirty (30) working days, the items are discarded.

INDIGENT

All inmates housed within this facility will receive an admission pack. A fee of \$2.00 will be charged to the inmate's account, regardless if the inmate has funds when processed. Inmates having a zero balance can qualify for indigent. Inmates requesting indigent will be limited to \$9.00 of indigent funds per 30-day cycle. Inmates will be limited to the purchase of correspondence and hygiene items only. Inmates having received indigent during a 30-day period and then receiving funds will be required to reimburse the commissary for items purchased. After 30 days and the inmate still has received no funds, the inmate can again qualify for \$9.00 of indigent items.

EXERCISE/RECREATION

All inmates will be afforded freedom of movement within their cell or dorm area to exercise daily. An inmate on lock down will be unlocked from his/her barred unit to exercise within the cell for one hour daily, provided the inmate is not a threat to others. For inmates in segregation and detention, adequate space is provided therein to facilitate exercise.

Every inmate not on lockdown, will be given the opportunity to attend recreation and/or outside yard Monday thru Friday, with exceptions due to

maintenance work or facility lock-downs. Inmates will be escorted to the recreation area by corrections personnel and will be subject to pat down searches before being escorted back to their housing units at the end of their time period.

EXERCISE/RECREATION continued

No inmate will be escorted back alone, but will wait until the entire cell or dorm residents are taken back. ID cards will be properly worn at all times or recreation time will be denied.

When outside yard is offered, inmates are to remain on the inside of the yellow line around the perimeter of the fenced in area. Inmates are not to congregate in groups. Inmates are not to talk to or have contact with anyone on the outside of the fence. The yard is monitored by camera and officers. Any violation of this policy will subject the entire group to be returned to their housing units immediately and be subject to disciplinary actions.

LAW LIBRARY

Law Library services will be available for any inmate who is unsentenced, that can prove that they are they are representing themselves in a current court proceeding. If the inmate is clearly representing himself/herself in the 57th District or 48th Circuit Court, the inmate is to make a written request, siting exactly what Case Law they need and what Court Docket they are working on and the information will be looked up and printed for them. Requests will be sent to attention "Law Library".

JAIL LIBRARY/BOOK CART

The Chaplain and staff will be responsible for the jail library. They will provide a book cart that will make rounds through the jail once a week. Checking out books from the book cart is a privilege and may be removed without notice or cause.

To check a book out, you must be wearing your ID card. When you check a book out, you are responsible for that book, whether it is lost, stolen, or damaged. If the book has pages missing when it is returned, there will be a \$1.00 fee per page. Any book damaged beyond circulation condition (determined by the Chaplain) the inmate will be charged the replacement cost. If the book can no longer be purchased, a \$10.00 charge will be assessed to the inmate's account. If an inmate is assessed fines and the inmate has no money in their account, they will not be allowed to check out any more books until the debt is paid in full. Books may be checked out for 2 weeks at a time and are expected to be returned in the same condition as when they are checked out. Any book is to be returned after 2 weeks and it is the inmate's responsibility to

have the book available for pick up. If a book is not returned in 2 weeks, it will be considered lost or stolen and your account will be charged at the replacement cost.

MEDICAL SERVICES

Medical services are available for all inmates, as the need arises. The medical department will hold routine examination hours and will be available for on-call emergencies.

Newly received inmates will be required to sign an Authorization for Medical Treatment form as part of the receiving process. Without the inmate's signature, the medical department will not be able to treat the inmate, in the event of sickness or medical emergency.

If an inmate feels he/she has an emergency medical condition, they are to make contact with Corrections personnel who will make necessary arrangements to have the inmate receive medical attention.

REQUESTS FOR MEDICAL OR DENTAL TREATMENT

Sick call is held a minimum of four (4) mornings a week. Inmates desiring medical or dental treatment should fill out a Kite, with a brief explanation of their medical or dental request (visits to the dentist require prior evaluation and approval by the medical personnel). Place the Kite in the envelope provided and write 'MEDICAL' on the outside of the sealed envelope. Place the sealed envelope in the medical request box, or give to a corrections officer to place for you.

Medical personnel will check the medical request box every business day in the morning. Inmates will be called to sick call on a future date and time that the medical department has available. At the time an inmate is called for sick call, the inmate may be required to fill out and sign proper paperwork.

The medical department will decide when, and whether, to examine those requesting treatment.

Inmates will be weighed at the time of their physical examination. The medical department will determine any other weight monitoring.

DISPENSING OF MEDICATIONS

The medical department will evaluate all medications. ONLY MEDICATIONS APPROVED BY THE JAIL MEDICAL DEPARTMENT WILL BE DISPENSED. Properly labeled medications on an inmate's person at the time of incarceration

will be evaluated by the medical department and dispensed at the medical department's discretion.

DISPENSING OF MEDICATIONS continued

Medications can be brought in for an inmate under the following guidelines:

1. Medication must be filled by a pharmacist and in its original container.
2. Prescription must be current and filled within the last 30 days.
3. Medication must be taken on a regular basis, not 'as needed'.
4. Medication must not be a narcotic.

Medications can be brought in at any time but will not be dispensed until they have been reviewed and approved by the medical department.

Medications brought in for an inmate must be brought in before the current prescription runs out, or the medical department will order the medication for the inmate and the inmate will be responsible for payment of the medication.

Inmates can purchase Tylenol, Aspirin and Advil through the jail commissary. They will not be routinely dispensed from the medical department or correctional staff.

Medications will be dispensed at 6:00 AM, 12:00 PM, 6:00 PM and 11:00 PM daily. Any medications dispensed will be deducted from the inmate's money account. The cost of services rendered outside this facility are the inmate's own responsibility (i.e.; x-rays, lab work, etc.).

MEDICATIONS LEFT AFTER INMATE'S RELEASE

Upon request from the inmate, medications will be returned to an inmate within 48 hours after release from this facility, if the inmate meets the following requirements:

1. Properly labeled medications were in inmate's possession at the time of incarceration.
2. Medications were ordered for inmate during incarceration and inmate paid for these medications.

48 HOURS AFTER THE RELEASE OF AN INMATE, ANY MEDICATIONS REMAINING IN THE MEDICAL DEPARTMENT WILL BE SENT TO ALLEGAN COMMUNITY PHARMACY FOR RETRIEVAL.

VEGETARIAN DIETS

The jail menu has been reviewed and approved by a dietician. There exists no medical reason for most vegetarian diets. Vegetarian, or any other diets needed or desired for other than medical reasons, will not be the concern or responsibility of the medical department.

MEDICAL BILLING

With the passage of our legislation (House Bills 4589 and 4590), inmates are charged for all medical treatment received while incarcerated in this facility, based upon the inmate's ability to pay.

Inmates who receive medical treatment will be billed \$12.00 for a visit to the Doctor (or certified mid-level provider), and \$3.00 for a Nurse visit. Inmates are also responsible for prescription medications, any medical treatment received in or outside of this facility, and transportation to the treatment location. Physicals that are done at the request of the medical department are free.

If an inmate is indigent, that inmate will not be billed for services at that time. However, if the inmate comes off indigent status, he/she will be responsible for any medical services and/or prescriptions received. Charges will be added to statement. When money is received into an inmate's account, monies owed will be deducted from the inmate's account before commissary items are allowed to be purchased. No inmate will be refused medical treatment due to his/her inability to pay.

MEDICAL BILLING - DEDUCTIONS FROM INMATE ACCOUNT

All monies in an inmate's account can be deducted at any one time for medical expenses. An itemized statement, of what and how much each deduction is for, will be provided to each inmate who received services or medications.

If an inmate has medical insurance coverage, it is the inmate's responsibility to inform the medical department at the time services is rendered. However, inmates will still be billed for medical services. It is the inmate's responsibility to recover any monies from their insurance company. Medical clinic visits are not covered by insurance.

Inmates with questions reference any medical bills should send a Kite to the attention of the Jail Billing Clerk.

NO MEDICAL TREATMENT WILL BE WITHHELD
BECAUSE OF AN INMATE'S INABILITY TO PAY!

FREE SERVICES

1. Physicals requested by the medical department.
2. Follow-up treatments at the medical department's request.
3. TB test.
4. Testing required by the jail to be eligible for inmate worker status.
5. Any treatment required by the jail.
6. Injuries occurring during the course of inmate worker duty.
7. HIV testing (see page 35).

MEDICAL SERVICES CHARGED FOR

1. Prescribed medications.
2. Visits to the doctor, physician's assistant, or nurse.
3. Dental visits.
4. Any request for medical or dental services not normally provided at this facility.
5. All other related costs, such as transportation or staff needed to maintain security.

INMATES WHO OWE FOR MEDICAL SERVICES AT TIME OF RELEASE

If an inmate owes monies for medical services at the time of their release, that inmate will be billed. If no payments are made, or your bill is returned to the jail billing clerk**, either of the following could occur:

- a. Your account will be turned over to a collection agency. They will take whatever course of action they deem necessary to collect. If the account is turned over to a collection agency, the amount owed will be doubled.
- b. An attorney for the county may file a civil action against you, seeking reimbursement. If this action is deemed necessary, the amount owed will be doubled.

**Inmates should make sure the jail has their correct, current address when they are released from this facility.

REHABILITATION COUNSELOR

This jail employs a full time rehabilitation counselor. Inmates who wish to make an appointment with the counselor should submit a KITE to the attention of the COUNSELOR. Appointments are scheduled first with inmates who are under court mandated counseling.

DRUG AND ALCOHOL CLASSES

Drug and alcohol classes are available for those inmates who need rehabilitative counseling in these areas. Interested inmates should submit a KITE to the attention of the COUNSELOR.

RELIGIOUS SERVICES

Religious counseling and activities will be available for each inmate to participate in voluntarily. Sunday services will be held weekly. Bibles and religious literature will be distributed throughout the jail. Any inmate who desires a Bible or religious material should submit a KITE to the attention of the JAIL CHAPLAIN.

Female inmates who attend Church Services will wear the county issued pants and top, that will only expose the arms. If a female inmate does not dress in this manner, she will not be allowed to attend Church Services.

EDUCATIONAL SERVICES (Not available at this time)

Educational services will be provided to all inmates who desire it, providing school privileges have not been removed. Classes are held Monday through Friday. Interested inmates should submit a KITE to the attention of the SCHOOLTEACHER.

SUMMONING CORRECTIONAL STAFF

Cell checks and other job responsibilities will bring corrections officers into the inmate housing units frequently. Inmates may contact officers at those times. However, when officers are not in the immediate vicinity, inmates are not to

attempt to summon them by banging on their housing unit door, unless there is a true emergency.

EMERGENCY PROCEDURE

In the event of an emergency within this facility, inmates are to remain calm and await instructions from corrections personnel. They will follow the orders of corrections personnel. If evacuation becomes necessary, inmates will file out orderly and take no personal belongings, but will immediately proceed to the location directed to.

FEMALE INMATES

Female inmates will have the same rights and privileges extended to them as are extended to the male inmates. Female inmates will also be expected to abide by all jail rules and verbal or written orders from corrections staff.

APPROVED BOND LIST

An updated list of Surety Companies, their authorized agents and phone numbers, is kept in the control center and booking. Only those on this list will be accepted by the Allegan County Courts. No others will be accepted. (This list is not printed in the Jail Resident Guide because of the frequent changes made to this list).

A Circuit Court Judge must individually approve all surety bonds of \$25,000.00 or more.

HIV & AIDS

WHAT YOU NEED TO KNOW

THE TERM AIDS
STANDS FOR:

ACQUIRED IMMUNE DEFICIENCY SYNDROME

ACQUIRED:

MEANS THAT A PERSON WAS NOT BORN WITH
THE ILLNESS, BUT BECAME ILL FROM
EXPOSURE TO THE HIV VIRUS.

IMMUNE DEFICIENCY:

MEANS THAT THIS ILLNESS ATTACKS THE

BODY'S NATURAL DISEASE DEFENSE SYSTEM
LEAVING IT UNABLE TO FIGHT OFF
INFECTION.

SYNDROME:

MEANS THAT PEOPLE WHO ARE ILL WITH
AIDS MAY DISPLAY/SHOW ANY NUMBER OF A
GROUP OF SYMPTOMS; THE DISEASE IS NOT
EXACTLY THE SAME IN EACH PERSON.

HIV VIRUS IS NOT SPREAD BY CASUAL CONTACT.

THERE IS NO CURE OR VACCINE FOR THIS VIRUS. PEOPLE WHO GET
AIDS CAN DIE FROM IT.

TRANSMISSION-HOW THE VIRUS IS PASSED FROM PERSON TO PERSON:

BLOOD
SEMEN (CUM)
VAGINAL SECRETIONS
BREAST MILK

HIV IS TRANSMITTED THROUGH INTIMATE SEXUAL CONTACT WITH AN
INFECTED PERSON. THROUGH VAGINAL, ANAL/RECTAL OR ORAL SEX.
HIV IS ALSO TRANSMITTED THROUGH BLOOD TO BLOOD CONTACT WITH
AN INFECTED PERSON. THIS HAPPENS MOST FREQUENTLY THROUGH
SHARING INTRAVENOUS DRUG NEEDLES AND SYRINGES, "WORKS". IT
CAN ALSO OCCUR BY SHARING TATTOO NEEDLES OR ANY OTHER ITEM
THAT MAY PUNCTURE THE SKIN OR WOUND. HIV CAN ALSO BE
TRANSMITTED FROM AN INFECTED MOTHER TO HER UNBORN CHILD.

FREE HIV TESTING IS AVAILABLE

KITE THE NURSE. DO NOT PUT YOUR NAME ON THE OUTSIDE OF THE KITE. ON THE INSIDE OF THE KITE GIVE YOUR NAME AND THAT YOU REQUEST AN HIV TEST. ALL TESTING IS CONFIDENTIAL BY THE JAIL NURSE. ANONYMOUS TESTING IS NOT AVAILABLE.