

ALLEGAN COUNTY CORRECTIONS CENTER
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 Corrections Center. 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 correctional life are included in this guide. These are subject to change by the 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 for any questions or problems you are facing is to begin by discussing the question or problem with a corrections officer. If you feel the explanation or results are unsatisfactory, you may then communicate with the corrections Sergeants, and lastly to the Jail Administration.

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

ALL SECTIONS OF THIS GUIDE ARE SUBJECT TO CHANGE BY THE
ADMINISTRATION AT ANY TIME.

THE ALLEGAN COUNTY SHERIFF'S OFFICE & CORRECTIONS CENTER
IS A NON-SMOKING, TOBACCO FREE FACILITY.

ALLEGAN COUNTY CORRECTIONS CENTER
640 RIVER STREET
ALLEGAN, MI 49010
(269) 673-0500

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CELL/POD & DORM MANAGEMENT

All inmates are required to wear their issued uniform at all times when out of their assigned cell/sleeping area. Inmates will be required to wear their issued uniform while in the day room and during meal times and medication pass. The issued shirt is to be worn right side out, with the V facing the front. The issued pants are to be worn at the waistline, not hanging off the hips or buttocks, and the pant legs are to be worn straight, not tucked into socks or shoes or rolled up and bloused. Inmates that have been issued jump-suits instead of uniforms must wear them buttoned up at all times and female inmates must wear a t-shirt underneath. Inmates must wear the county issued flip flops on their feet when out of their housing units with the ID card in the pocket of the chest area of their uniform shirt. Inmates may not wear any type of headgear, or other unauthorized clothing, in the day room of any pod or dorm.

There is to be no property hung from the living area's walls, ceiling, or bunks. This includes pictures on walls, clotheslines, etc. There is to be nothing hanging from the bunks or anything placed under the mattresses. Towels may be hung from towel hooks to dry. Personal clothing items may not be hung from the bunks or towel hooks for washing and drying purposes, as laundry is offered twice a week.

All inmate personal and issued property is to be kept inside the issued tote. Anything not stored in the tote will be considered contraband and will be removed from the cell and disposed of. This includes any hygiene items, books (1 book allowed per inmate) and items purchased from inmate commissary. Meals are to be eaten at the time they are distributed and are not to be kept past meal time, any food not consumed at meal time must be disposed of.

All newspapers in an inmate's possession are to be the most current issue. Newspapers will not be exchanged until the entire previous addition is returned. Newspapers are considered personal property and are to be kept in a tote when not in current use.

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

Only one mattress is allowed per bed in any housing unit. Empty bunks shall have a mattress on them at all times. Any inmate found to have double mattress on their bunk will be subject to discipline. Inmates who damage or destroy their mattress will be subject to Administrative Discipline and are responsible for the cost to replace it. Criminal charges may also be requested in addition to any Administrative Action taken for damage purposely done to County owned property.

All facility walls, ceilings and floors are to be kept clean of all markings, signs and/or writing. If any are found, a shakedown will be completed and all writing utensils will be confiscated until the markings are removed.

Failure to comply with any of the above criteria will subject inmates to Administrative Discipline, to include, temporary loss of all privileges.

CATEGORY I RULE VIOLATIONS

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 in to the Corrections Center. Contraband is anything not authorized by the Corrections Center
2. Conduct which disrupts or interferes with the security or orderly running of the institution
3. Being in an unauthorized area
4. Insolence and/or disrespect towards a staff member, either written, verbal or gestured
5. Failing to comply with the Cell/Pod/Dorm Management Policy
6. Using abusive language
7. Improper use of the intercom system, rattling cell/pod/dorm doors, or otherwise summoning officers under the pretext of an emergency
8. Lying or providing a false statement
9. Malingering, feigning an illness (pretending to be ill)
10. Passing or attempting to pass property to another inmate
11. Misuse of authorized medication
12. Violation of visitation policy (misuse of Kiosk)
13. Gambling
14. Unauthorized use of mail, telephones, and kiosks as specified in this guide
15. Throwing or wasting food or adulteration/contamination of any food or drink
16. Giving/loaning money or anything of value for profit or increased return, or accepting money or anything of value from another inmate and/or a member of another inmate's family or friends
17. Using any equipment or machinery which is not specifically authorized or contrary to instructions of posted safety equipment
18. Interfering with an investigation
19. Violation of any Inmate Program rule or aiding another person to violate a Category I Violation
20. Maintain a foreign object in a piercing site(s)
21. Engaging in horseplay
22. Loss or destruction of Inmate ID card

DISCIPLINARY PROCEDURE FOR CATEGORY I RULE VIOLATION

Any Category I Rule Violation will result in a Deputy speaking to you about your actions. The Deputy may deliver a verbal warning or move you to AU (Administrative Unit) and place you on cell restriction.

A Deputy will provide you with a Statement form to complete and present you with a Violation Agreement form which informs you of your right to a Disciplinary Hearing. An incident report will be completed and forwarded to Administration for review.

❖ VIOLATION AGREEMENT - Signed

You may sign the Violation Agreement form and waive your right to a Disciplinary Hearing. You will be placed in AU (Administrative Unit) for 5 days with loss of all privileges. Access to the dayroom will be limited to 1 hour per day. You will only have access to jail issued clothing, religious materials, legal documents, writing materials, and hygiene items.

At the end of 5 days, your privileges will be restored and property items will be returned. Your incident will be reviewed by Classifications and you will be assigned an appropriate housing location. You will not have the right to file an appeal regarding cell restriction/loss of privileges or your assigned housing location.

For safety/security reasons, a supervisor may request a Disciplinary Hearing be scheduled without a Violation Agreement Form being offered to an inmate.

❖ VIOLATION AGREEMENT - Not Signed

If you request a Disciplinary Hearing, you will be placed in AU (Administrative Unit) on cell restriction with your personal and jail issued property (items may be removed for additional safety/security reasons). Access to the dayroom will be limited to 1 hour per day. During that 1 hour you may have phone privileges and visiting privileges. You will be allowed to order and receive commissary until the disposition from the Hearing Board. You will not be allowed to attend any programming.

DISCIPLINARY HEARING BOARD PROCEDURE

NOTICE: Inmates will receive a written notice of the date and time of the Disciplinary Hearing at least 24 hours in advance. The notice will include all alleged infractions and a brief synopsis of the incident. The hearing will be held within 5 business days of being placed in AU.

If found guilty of the violation(s), discipline may include any/all of the following:

- a. Cell restriction in AU for 5 days (In addition to any time spent in AU awaiting a Disciplinary Hearing)
- b. Loss of Good Time/Inmate Worker Credit
- c. Loss of Earned Time
- d. Restitution
- e. Criminal Charges
- f. Removal of all personal property from cell for duration of disciplinary time
- g. Loss of use of kiosk and/or telephone

CATEGORY II RULE VIOLATIONS

23. Making intoxicants or being intoxicated (i.e., hooch)
24. Tampering/blocking or attempting to tamper/blocking any locking device
25. Participating or provoking another person to attempt suicide or any other destructive act including Tyson Squats, excessive exercising or physically destructive act
26. Threatening another person with bodily harm or with any offense against their person or property
27. 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 (i.e., snitching)
28. Making threats or comments to another person, verbal, written or gesture, regarding race, color, creed, or sexual preference
29. Destroying, altering or damaging jail property, the property of another, or possession of said property
30. Stealing, attempt to steal, or possess the property of another person's property. Removing or attempting to remove any county property from this facility
31. Interfering with the taking of count on each shift or at any time a count is called for
32. Tattooing or self-mutilation; possession of jail tattooing tools
33. Graffiti (defacing/carving any county property)
34. Possession of any weapon (firearm, knife, sharpened instrument, handmade weapon of any type (shank, shive, razor), an unauthorized tool, an explosive or explosive component or ammunition
35. Assaulting any person (including spitting, throwing urine, etc.), attempting to assault any person, fighting with another person(s) or verbal/gesture/physically provoking a fight
36. Escape, planning an escape, or walking away from a work detail and not returning to the jail at the required time, or aiding/abetting another to escape or attempt to escape
37. Setting a fire, or attempting to set a fire (possessing fire making tools, lighter, matches, stingers, the lead of tampered with pencil, etc.)
38. Rioting, engaging in a disruptive group demonstration, or encouraging other to do the same

39. Refusing to obey an order of any staff member or failing to comply with a hearing board disposition
40. Engage in sexual acts with another person, including but not limited to; indecent exposure, making sexual proposals, threats (verbal, written or gestured) to another person
41. Possession or use of any narcotic, paraphernalia, drugs, tobacco or any intoxicants not prescribed for the individual by the medical staff (i.e. ingesting/having in your possession, another inmate's issued medication, etc.)
42. Refusal to submit to a urine analysis or PBT (Preliminary Breath Test)
43. Counterfeiting, forged or unauthorized reproduction of any document, article or identification, money, security badge or official paper
44. Giving or offering any officer, staff member, contracted service provider a bribe or anything of value
45. Deliberately flooding a housing unit, hallway, or any area of the jail
46. Failure to lock down when requested
47. Interfering with any camera or electronic devices
48. Infliction of punishment, under pretense of law, on any inmate by initiation of/or participation in a "kangaroo court"
49. Striking/pounding on any door, wall, window, ceiling, floor etc. using your person or object
50. Aiding another person to violate a Category II Violation
51. Three or more concurrent Category I violations equal a Category II violation

DISCIPLINARY PROCEDURE FOR CATEGORY II RULE VIOLATION

A Category II Rule Violation will result in a Deputy moving you to AU (Administrative Unit) and placing you on cell restriction to await a Disciplinary Hearing.

A Deputy will provide you with a Statement form to complete and present you with a Violation Agreement form which informs you of your right to a Disciplinary Hearing. An incident report will be completed and forwarded to Administration for review.

❖ **VIOLATION AGREEMENT - Signed**

You may sign the Violation Agreement form and waive your right to a Disciplinary Hearing. You will be placed in AU (Administrative Unit) for 15 days with loss of all privileges. Access to the dayroom will be limited to 1 hour per day. You will only have access to jail issued clothing, religious materials, legal documents, writing materials, and hygiene items.

At the end of 15 days, your privileges will be restored and property items will be returned. Your incident will be reviewed by Classifications and you will be assigned an appropriate housing location. You will not have the right to file an appeal regarding cell restriction/loss of privileges or your assigned housing location.

For safety/security reasons, a supervisor may request a Disciplinary Hearing be scheduled without a Violation Agreement Form being offered to an inmate.

❖ **VIOLATION AGREEMENT – Not Signed**

If you request a Disciplinary Hearing, you will be placed in AU (Administrative Unit) on cell restriction with your personal and jail issued property (items may be removed for additional safety/security reasons). Access to the dayroom will be limited to 1 hour per day. During that 1 hour you may have phone privileges and visiting privileges. You will be allowed to order and receive commissary until the disposition from the Hearing Board. You will not be allowed to attend any programming.

DISCIPLINARY HEARING BOARD PROCEDURE

NOTICE: Inmates will receive a written notice of the date and time of the Disciplinary Hearing at least 24 hours in advance. The notice will include all alleged infractions and a brief synopsis of the incident. The hearing will be held within 10 days of being placed in AU.

If found guilty of the violation(s), discipline may include any/all of the following:

- a. Cell restriction in AU for 15 days (In addition to any time spent in AU awaiting a Disciplinary Hearing)
- b. Loss of Good Time
- c. Loss of Earned Time
- d. Restitution
- e. Criminal Charges
- f. Removal of all personal property from cell for duration of disciplinary time
- g. Loss of use of kiosk and/or telephone

COMPOSITION OF THE DISCIPLINARY HEARING BOARD PANEL:

Composition of the Disciplinary Hearing Board will be the decision of the Jail Administrator. The hearing board panel will not include any staff member(s) directly involved in the incident. A recording secretary may also be present.

DISCIPLINARY HEARING GUIDELINES:

Disciplinary Hearing Boards will be conducted within the following guidelines:

1. REASONABLE ACCOMMODATION:

Appropriate assistance and/or accommodations will be provided to inmates who are illiterate or have a documented impairment that prevents them from adequately presenting evidence on their own behalf.

2. SCOPE OF 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 relevant to the hearing.

3. WITNESSES:

Inmates will be allowed to call witnesses and present evidence in their defense. The board has the discretion to refuse to call witnesses who may create a risk, or reprisal, or undermine authority.

- a) Only witnesses deemed to be reasonably available and necessary for proper understanding of the circumstances surrounding the infraction may be called. Repetitive witnesses shall not be called. Unavailable witnesses may be asked to submit written statements. Only the members of the board will question witnesses who are called.

4. CONFRONTATION AND CROSS-EXAMINATION:

The opportunity to cross-examination witnesses may be provided to the inmate when the board deems it necessary for an adequate presentation of the evidence and to establish credibility.

5. LEVEL OF EVIDENCE REQUIRED:

Disciplinary hearing boards will use the Preponderance of the Evidence standard in determining if an inmate is guilty of committing the rule violation. This means that the board simply needs to determine that there is more evidence to suggest the inmate committed the violation than there is that the inmate did not commit the violation.

6. EXCLUDING THE INMATE FROM THE DISCIPLINARY HEARING:

The inmate suspected of committing the rule violation is permitted to be present throughout the hearing, except when their presence would jeopardize institutional security. The reasons for excluding an inmate from the hearing must be well documented in the record.

7. THE RECORD:

Informal notes shall be kept of all proceedings. The notes shall consist of the general nature of each witness's testimony, offers of proof, etc.

8. DISCIPLINARY DECISION:

Within 24 hours of the completion of the hearing (excluding weekends, holidays, & extenuating circumstances), the inmate will be provided with a summary of the hearing board disposition in the form of a written report.

- a) The report will include the evidence relied upon to reach disposition, and the discipline that will be administered as a result of the disposition.
- b) The reason for any changes to the hearing board procedure will be included in the report.

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 Administration and must be for one of the following reasons that is fully explained in writing:

- a) Procedural error
- b) Submission of new evidence
- c) Prejudice (e.g., A member of the board was involvement in the incident)
- d) Insufficient evidence for a finding that the inmate committed the prohibited act
- e) Other relevant and appropriate facts

10. REVIEW OF APPEAL:

After review of the appeal, the Jail Administrator may amend, suspend, or uphold the disposition.

INMATE GRIEVANCE PROCEDURE

The Inmate Grievance Process is to be used when the inmate has a complaint regarding conditions of confinement such as housing, medical care, food service, hygiene, sanitation needs, applications of rules and regulations. Inmate Grievances may be filed in all matters except for: legal decisions as directed by the courts and inmate disciplinary procedures. Specific appeal procedures are provided for disciplinary actions. Inmates must follow each step, in order, or the grievance will be dismissed.

An inmate with a complaint regarding conditions of confinement or concerning the application or interpretation of the Corrections Center rules and regulations shall verbally present the matter to a corrections officer within 24 hours after the event upon which the complaint is based, or within 24 hours after they became aware of the event.

The corrections officer will listen to the inmate's complaint and attempt to resolve the problem, if the officer is unable to resolve the issue, the inmate may proceed to Step 1 of the grievance process.

❖ STEP ONE

1. If an inmate feels that their complaint was not satisfactorily settled by verbally addressing the issue with an officer, then a Step 1 Grievance form may be submitted. Grievance forms are available on the inmate kiosk.
 - a) Submitted Step 1 Grievance forms must include relevant facts explaining the basis for the complaint, the date that the incident occurred, and the name of the officer that attempted to resolve the issue. Failure to include relevant information needed to address the complaint may result in the processing of the Grievance being delayed or possibly dismissed.
2. All Step 1 Grievances will be addressed and a response will be sent to the inmate within 48 hours after the form is submitted on the inmate kiosk and received by an officer.
 - a) A representative of the Medical Department will respond to Step 1 Grievances if the issue is regarding medical care.

❖ STEP TWO

1. Within 72 hours of receiving a response to their Step 1 Grievance, an inmate may advance the Grievance to Step 2 if they feel the issue is not resolved. Step 2 Grievance forms must include the reason why the inmate feels the issue was not resolved. Step 2 Grievance forms are available on the inmate kiosk.
2. All Step 2 Grievances will be addressed and a response will be sent the inmate within 72 hours after the form is submitted and received by a Sergeant or Designated Supervisor.

❖ STEP THREE

1. Within 72 hours of receiving the response to their Step 2 Grievance, an inmate may advance the Grievance to Step 3 if they still feel the issue is not resolved. Step 3 Grievance Forms are located on the inmate kiosk.
2. All Step 3 Grievances will be addressed and a response will be sent to the inmate within 5 business days after the form is submitted and received by the Jail Administrator (or designee).

❖ STEP FOUR

1. Within 72 hours of receiving the response from the Jail Administration, if the inmate feels the issue is not resolved, they may advance the Grievance to Step 4 by requesting a Formal Grievance Hearing. Step 4 Grievance Forms are located on the inmate kiosk.
 - a) The Jail Administration (or designee) will determine if the complaint requires a Grievance Hearing. Frivolous grievances will not be granted a hearing.
 - b) Within 5 business days after the Step 4 Grievance Form is submitted and received by the Jail Administrator (or designee) the inmate will receive a notice that the request is approved or denied. If approved, the inmate will receive a notice at least 5 days in advance of the date and time the Formal Grievance Hearing will be held.

PROCEDURE OF THE INMATE GRIEVANCE HEARING

1. A Formal Grievance Hearing will normally consist of a panel comprised of three non-involved jail staff members and a recording secretary.
2. The inmate will have the opportunity to present relevant evidence or information and may be allowed to call witnesses.
3. The grievance board will review all information presented and listen to relevant testimony prior to making a formal decision.
4. The disposition of the hearing will be made available to both the Jail Administrator (or designee) and the inmate within 2 business days after the conclusion of the Formal Grievance Hearing.
5. The decision of the panel will be final and shall be adhered to by both the Jail Administrator (or designee) and the inmate.

INMATE REQUESTS (KITES)

Inmates are able to make requests (Kites) on the inmate kiosks located in their housing unit.

After signing on to the kiosk, select the “INMATE REQUEST” icon and select the proper form for the type of request that you would like to send. Complete the form and select the “Submit” button. Once you submit the request form, it will automatically be directed to the appropriate department to review.

Once requests are reviewed and processed, a response will be generated and sent to the inmate. Inmates will receive a notification and can view the response to their request by logging onto the inmate kiosk. Requests that are frivolous or that contain inappropriate language will not be answered and may result in discipline.

Inmates will not be charged a fee to send/receive requests and the kiosks shall be used to only send requests within the facility. Inmates are required to use the U.S. Postal service to submit all other requests.

GOOD-TIME

Sentenced inmates housed in the Allegan County Corrections Center will receive credit of one day of good time off of their sentence for every six days of served, as authorized by State Statute. Violations of the rules established in this guidebook may result in the loss of good time.

Rule violations will not result in the loss of future good-time, only good-time already earned may be lost or reduced.

INMATE’S LEGAL PRIVILEGES

1. Visitation
2. Paper, writing instrument, envelopes and stamps for non-legal correspondence (if indigent)
3. Religious services
4. Telephone usage
5. Commissary
6. Non-legal mail

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

INMATE’S LEGAL RIGHTS

1. Access to the courts
2. Receiving and sending legal mail
3. Use of phone to access bail
4. Access to attorney visits and phone calls

These rights may be temporarily suspended only if there is a compromise of the safety, security, and orderly running of the facility. All reasonable attempts will be made to facilitate access to these rights.

POSTED NOTICES

Notices of changes to rules, inmate schedules, and other information will be posted in the dayroom in each housing unit. Inmates may also receive notifications to view postings on the inmate kiosk as well. It is the responsibility of the inmate to review these notices. It is also the responsibility of the inmate to notify an officer if assistance or accommodations are needed to review them.

POWER ON / POWER OFF

Lights and power will be turned on to all housing units by 5:00a.m. and will be turned off at 11:00 p.m. or upon completion of razor recovery on nights that razors are passed.

After lights/power are off, all inmates are expected to be in their beds and noise levels kept to a minimum. Excessive noise levels that interfere with the ability of other inmates to sleep may be subject to discipline.

HYGIENE - ADMISSION/INDIGENT PACKAGES

All inmates are expected to maintain good hygiene and keep their assigned areas clean. Hygiene kits will be given to every inmate when they are moved to Pre-Class or general housing. \$5.00 will be charged to the inmates account when they are issued a kit. Inmates that do not have funds in their account at the time the kit is issued will accumulate a debt. The debt will be deducted from any funds that are deposited into the inmate's commissary account until it is paid in full.

Inmates who cannot afford to purchase hygiene products may request an indigent kit after being housed in the facility for two weeks. Indigent kits contain 30 days of hygiene products. Inmates who request and receive an indigent kit will accumulate a debt of \$7.00 for each indigent kit they receive. Inmates who remain indigent or become indigent while housed in this facility may request an additional kit every 30 days.

HAIR CUTS

Hair clippers will be offered to each housing unit on Saturdays and Sundays between 7:30 am and 2:30 pm.

NAIL CLIPPERS

Nail Clippers will be offered to each housing unit On Saturdays and Sundays between 7:30 am and 2:30 pm.

RAZORS

Single use, disposable razors will be offered to each inmate at 10:00 pm on Sunday, Tuesday, and Thursday and will be collected at 11:00 pm. Inmates will not be charged for razors. Failure to return a razor at the time they are collected will result in discipline, inmates that consistently refuse to return a razor or use it for any purpose other than shaving may have the privilege revoked.

Inmates that are on suicide watch may request to use a battery-powered razor while being observed by an officer.

Requests for razors may be denied if there is a reasonable risk of self-harm or harm to others.

CLOTHING

All inmates assigned to a housing unit will be issued a jail uniform and are required to wear it at all times they are outside of their individual cell. Uniforms will be worn properly and right side out, with the V facing the front. All inmates will be required to wear uniform pants with the legs straight, not tucked into socks, shoes, or rolled up and bloused. Inmates are responsible for all clothing items issued to them. Inmates will be charged for the cost to replace or repair any issued clothing that is found to be purposely damaged, altered or destroyed and will also be subject to discipline. Inmates are required to return all issued clothing at the time of their release.

Personal clothing will only be worn while present at a jury trial. Appropriate attire shall be issued to inmates who do not have clothing to wear or do not have the ability to have clothing brought to the jail. All clothing issued for a jury trial shall be returned each day after returning to the jail from court.

IDENTIFICATION CARDS

All inmates will be issued an identification card (ID card). Inmates are required to have their issued ID in their possession at all times while outside of their individual assigned cell. Inmates will not be allowed to attend programming, receive medications, or receive commissary without their ID. If an ID card is extremely worn due to normal use, a replacement will be provided at no cost.

Issued Jail ID Cards are the property of Allegan County and must be returned at the time of release. Jail ID cards are not intended to be used as an official form of identification outside of the facility.

Inmates will be charged a fee to replace lost, altered, or damaged ID cards. Inmates who attempt to mail their ID card outside of the facility will be charged with a rule violation may have their non-legal mail privileges revoked.

PERSONAL PROPERTY

❖ PERSONAL PROPERTY - ALLOWED IN GENERAL HOUSING

The only personal property inmates are allowed to possess are newspapers and legal materials. Only the most current newspaper can be kept, and must be exchanged at the time they receive a new one. Inmates will be allowed to have one book in their possession at a time. Medical, counseling, educational, and religious materials may be allowed with prior approval. No other personal property is allowed in this facility unless purchased through commissary. Any items not allowed which are sent to the inmate from an outside source will be either stored in the property room along with the inmate's other person property or returned to the sender.

Inmates will be issued a tote when they are housed which will be used to store all authorized property. Totes are to be stored under the inmate's bunk at all times. Inmate property not stored in the tote will be considered contraband and be disposed of. Inmates must return their tote at the time of release.

Inmates sentenced to serve weekends will not be issued a tote.

❖ **PERSONAL PROPERTY - ALLOWED IN ADMINISTRATIVE UNIT**

Inmates who have been placed in the Administrative Unit as a result of a Rule Violation and have requested a Disciplinary Hearing, will be allowed to keep all authorized property until disposition from the Disciplinary Hearing Board.

Inmates who are found guilty of a Category I or II violation will only be allowed the following items:

1. County issued uniform and sandals
2. County issued bedding and towel/washcloth/laundry bag
3. Hygiene items
4. Legal papers
5. Writing materials (pad of paper, stamps, writing instrument, and envelopes)
6. Religious items

All other property will be properly marked and placed in a designated area and returned to the inmate once privileges are restored. Inmates housed in AU for discipline may only order and receive hygiene items from commissary, items that are not for hygiene will not be given until their time in AU is complete.

Inmates in AU for protective custody will be allowed to retain all authorized property.

❖ **PERSONAL PROPERTY - INMATES ON WORK RELEASE**

All work release inmates will be provided a locker to store up to three (3) sets of work clothing along with any approved personal items needed for work. Work clothing and personal items are not allowed in housing units and must be stored in their assigned locker.

Tobacco products, lighters, knives, weapons, drugs or alcohol are not allowed in this facility. Inmates found to be in possession of any of these items when they return to the facility from work will be removed from the work release program.

Personal clothing for work release will not be laundered by the Corrections Center. Work release inmates are responsible for the laundering of their personal clothing.

❖ **PERSONAL PROPERTY - INMATES SENTENCED TO PRISON, OR RELEASED FROM THE CORRECTIONS CENTER**

The Department of Corrections only allows incoming inmates to bring a check, addresses written on a piece of paper, gold or white gold wedding ring band (no stones), legal papers, and a State issued ID or Social Security Card. No other property is allowed. At the time of release from this facility an inmate sentenced to prison will complete a Property Release Form indicating who they authorize to pick up their property. All property must be picked up within 30 days of the date the inmate is transported to the Michigan Department of Corrections. After 30 days all property items not picked up by an authorized person will be destroyed.

❖ **RELEASING PERSONAL PROPERTY OF CURRENTLY HOUSED INMATE**

An inmate who is currently housed in the Allegan County Corrections Center may not release their personal possessions. All property will remain secured in the property room until the inmate is released.

NOTARY AND COPIES

Inmates may request to have documents notarized by sending a request through the kiosk to “NOTARY”. The cost for the notary is \$2.50 per signature page. Inmates must have funds available in their account at the time the request is processed.

The Allegan County Corrections Center **will not** make copies for inmates.

CHARGES FOR ROOM AND BOARD

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

Once you are sentenced by the court, you will be charged for every day that you were or are housed in the Allegan County Corrections Center, including days spent in jail waiting to be sentenced. The rate per day may be based on your ability to pay and will not exceed \$60.00 per day.

Housing Fee Rates per day: **\$20 per day**

Inmates that are housed in the Allegan County Corrections Center for an MDOC Parole Detainer only or are participants in Diverted Felon or Swift & Sure programs will not be charged for housing.

❖ ROOM AND BOARD PAYMENT METHODS

- a. Online at www.expressaccount.com
- b. By phone 866-422-6833.
- c. Cash or credit card through the kiosk located in the Bond Lobby.
- d. Certified check or money order mailed to:
Inmate Billing
C/O Allegan County Sheriff's Office
640 River Street
Allegan, MI 49010

Unpaid balances may be sent to collections and/or civil action may be taken through the courts unless a prior payment plan or waiver due to financial hardship is approved. If you are claiming financial hardship, it is your responsibility to obtain and provide proof of financial obligations and your prior year federal tax return to the Sheriff's Office.

If you are incarcerated in the Allegan County Corrections Center at any time and you have an outstanding balance, those balances will deduct money from your Inmate Trust Account upon initial return into the facility at 100%, then for any additional deposits into your account a 50% deduction will be made on your account until your debt is paid in full. Any debt remaining at the time of release will be collected from your trust account prior to closing your account. These payments are automatic.

INMATE WORKER PROGRAM

Inmate Classifications will select and approve all inmate workers once they have been cleared by the Jail Medical Department.

Placement of an inmate into the program is a privilege that may be removed at any time without notice or cause. Inmate workers that violate any Correction Center Rules are subject to removal from the program and may not be eligible to regain inmate worker status for the remainder of their current incarceration.

Only Inmate Worker Applications that are submitted through the kiosk under the INMATE REQUESTS tab, INMATE WORKER APPLICATION will be processed.

Once an Inmate Worker application has been submitted, there is no need to send a follow up request. Applications will be processed in the order they are received and selections will be made based upon the number of inmate worker positions available. You will be notified if you are selected for a position, sending multiple requests may delay the process. Inmates who refuse a job assignment will not be considered for any other positions for the remainder of their current incarceration.

❖ INMATE WORKER - ROOM & BOARD PAYMENTS

Inmates that successfully complete over 50% of their scheduled sentence as an inmate worker may have their housing costs waived for their current stay.

Inmates who do not complete over 50% of their scheduled sentence as an inmate worker will be charged housing costs for all days they did not participate in the program.

WORK RELEASE PROGRAM

Any inmate that is granted work release by their sentencing judge and maintains verifiable employment will be considered for the work release program, provided the employer completes and returns the required enrollment forms. Enrollment and program fees must be maintained to participate in the program.

Prior to approval for work release, each applicant will be interviewed and provided with the program rules. Additional medical and or mental health screening may also be required.

Any violation of the program rules or any rules outlined in this guidebook will result in removal from the program.

❖ WORK RELEASE INMATES - ROOM AND BOARD PAYMENTS

Inmates who are approved to participate in the work release program are required to pay for room and board at a flat rate of \$15.00 per day, plus a one-time administrative cost of \$25.00 which is to be paid one (1) week in advance.

Weekly Room and Board payments will be deducted every Monday. Failure to have monies available may result in removal from the program.

WEEKENDER PROGRAM - PERSONS SENTENCED TO WEEKENDS

Inmates that have been sentenced to serve weekends must fill out the packet that was provided by the courts at the time of sentencing. The packet will include the rules and costs associated with participating in the Weekender Program. Inmates who are sentenced to weekends will be subject to the same rules as all other inmates and must report to the jail as directed by the sentencing court to serve their sentence. Any changes to the sentence schedule or report/release times must be authorized by the sentencing court.

A one-time administrative fee of \$25.00 is due the first time you report to jail to begin serving your sentence. Housing costs will be charged at the rate of \$15.00 per day and will be collected each time you report for your weekend commitment.

A PBT (preliminary breath test) shall be administered during intake each weekend. A drug test shall also be administered to any person suspected of being under the influence of a controlled substance. These tests may not be refused.

Inmates who are serving time on weekends will not be allowed to order/receive commissary.

Inmates that violate any program rules or fail to report as directed will be subject to removal from the program.

SEARCHES

All inmates are subject to a search of their person, clothing, work and housing areas at any time.

All visitors to the Corrections Center are subject to search prior to entering and or upon leaving the facility.

TELEPHONE CALLS

❖ INCOMING CALLS:

Inmates are not allowed to receive incoming telephone calls.

❖ OUTGOING CALLS:

Inmates will be provided access to a telephone upon completion of the booking process. Telephones are available in each housing unit between 6:30 a.m. and 10:00 p.m. Access to telephones may vary based on classification level and housing status.

❖ AUTHORIZED TELEPHONE USAGE:

Only telephones located in the assigned housing units are authorized for inmate use.

All inmate phone use is recorded. Attorneys must request that their number be exempt from recording by submitting their request in writing to Jail Administration.

Misuse of telephones may result in access being suspended and or denied. The cost of any repairs resulting from misuse will be billed to the inmates account and will be subject to criminal prosecution.

❖ HOW TO USE THE INMATE TELEPHONES

Inmates will be provided instructions on use of the telephones during the booking process.

❖ COLLECT CALLS:

Collect calls are allowed, additional fees and restrictions may apply based on the phone carrier being called.

❖ PRE-PAID ACCOUNTS:

a. Inmate Pre-paid Account:

Each inmate will have a prepaid phone account established during the booking process. Funds can be deposited through the kiosk located in the bond lobby and online. Inmates also have the ability to transfer money from their commissary account to their phone account through the kiosks and telephones located in each housing unit. Allegan County does not have the ability to access funds once they are deposited. You must contact the phone vendor for reimbursement.

b. Friends & Family Pre-Paid Account:

Allows friends and family to put money in your account that can only be used to call specific telephone numbers.

Please visit www.gettingout.com or call 1-866-516-0115 to receive more information on how to set up an account, deposit money, and send voicemails.

KIOSKS

You must use your assigned pin to access the kiosk located in your housing unit. Kiosks provide access to visitation, inmate requests, commissary, messaging and photo sharing, and entertainment. All kiosk usage is recorded and monitored. Unauthorized access and or misuse of the kiosk will result in disciplinary action.

LAUNDRY SCHEDULE

All sheets, and clothing will be washed together. Blankets and sheets will be exchanged monthly. Laundry services will be offered twice a week according to the schedule posted in each housing unit. Inmate workers may have their items washed daily.

All clothing must be secured in an assigned laundry bag and placed in the proper location on the day/time it is scheduled to be picked up.

Allegan County is not responsible for any clothing that is lost, stolen or damaged. All precautions will be taken to return the clothing in good condition.

VISITATION

This jail allows non-contact video visitation only. Visitation is conducted through the kiosks in your housing unit. Visitors and inmates have the ability to schedule visits either remotely or through the kiosks. Inmates will be provided with 1 free visit per week, there is no limit on number of paid visits an Inmate may schedule. All video visitations are recorded and monitored.

❖ VISITATION - INMATES

All inmates will wear county issued clothing properly during the entirety of the visit.

Using another inmate's account or allowing another inmate to use your account, will result in visitation privileges being suspended and/or revoked.

❖ VISITATION - VISITORS

Remote visitation requires an account to be created at <http://gettingout.com>. Visitors must be 18 years or older and possess a valid ID to create an account. Minors must be accompanied by an adult at all times while utilizing remote visitation.

Failure to create an account or creating an account with false information, may result in access being denied.

Any inappropriate behavior, nudity, excessive profanity and/or illegal use of drugs or alcohol, or any behavior deemed to be a threat to safety or security of the correction facility will result in termination of visitation.

❖ DEPOSITING FUNDS

Funds may be deposited into the inmate's account online or by utilizing the kiosk at the bond lobby at the Sheriff's Office. Online access and the bond lobby is available to the public 24 hours a day, 7 days a week. Instructions are located in the bond lobby and online to assist with depositing funds in the proper account.

All funds deposited into the inmate's account either online or in the kiosk will be electronically transferred to the inmate's account and a statement will be available to the inmate upon request.

Allegan County will not accept cash, money orders and checks as a form of deposit for an inmate's visitation/phone account. Money can be deposited remotely for an inmate by visiting <http://gettingout.com>.

Sheriff's Office staff are not able to accept funds directly, the money must be deposited using one of the two methods described above. The Sheriff's Office is not able to accept funds for phone or visitation and is unable to access those funds. All refunds must be requested through the vendor.

❖ VISITATION - PROFESSIONAL

Attorneys of record representing inmates will be allowed to visit at reasonable times outside of established lockdown and meal service times with advanced notice.

Requests for visitation outside of normal business hours by the attorney of record must be authorized in advance by the on-duty sergeant or DS.

All communication protected by attorney/client privilege will not be audio monitored or recorded by staff.

All visitation by officers of the court or other government agencies for the purpose of official business will be allowed with advanced notice outside of established lockdown and meal service times.

Other professional and/or religious visitors may be allowed with advanced notice and approval by the on-duty sergeant or DS.

MAIL

❖ INCOMING NON-LEGAL

All incoming non-legal mail will be delivered electronically. Inmate mail will be available to view in each housing unit.

- a. All mail must be sent to the following address:
Allegan County Corrections Center, MI
Inmate Name, Inmate Identifier
PO Box 247
Phoenix, MD 21131
- b. Mail sent directly to the Sheriff's Office will be returned to the sender.
- c. Correspondence of any form between inmates housed in the Allegan County Jail will not be allowed.
(Exception: Inmates that are legally married may send correspondence upon receiving written permission from the jail administration.)
- d. Mail containing pornographic, sexually suggestive, racist or gang related material will not be delivered to inmates.

❖ INCOMING LEGAL MAIL:

Incoming legal mail will be opened and inspected in the presence of the inmate. Legal mail must be addressed from the attorney of record and clearly labeled "Legal Mail." Upon inspection if the contents of the envelope are found to be non-legal correspondence, the contents will be confiscated.

❖ OUTGOING MAIL (Legal and Non-legal):

All outgoing mail is subject to inspection. Contents of outgoing legal mail will not be read, copied or retained.

All outgoing mail must be in a pre-stamped envelope provided by the correction facility or purchased through commissary. It must also include the inmate's name and address of the recipient.

All outgoing mail must have the inmate's name and the correct return address.

Proper return address for legal mail:

Inmate John Doe
C/O Allegan County Jail 640 River Street
Allegan, MI 49010

INMATE MONEY

Inmates are not allowed to possess physical currency. All money in possession of the inmate at the time of booking will be deposited in the inmate's account.

Money can be deposited for inmates by utilizing the kiosk in the bond lobby or online by visiting www.expressaccount.com or by calling 866-422-6833.

Upon release, all remaining funds in the inmate's account, after all applicable fees are paid, will be returned in the form of a debit card. Any funds in an inmate's visitation or phone account must be requested through the vendor.

Inmates released to another law enforcement agency will have the balance of their trust account released to the custodial agency in the form of a check.

MEALS

Meals will be served three times a day:

1. Breakfast starting at 6:30 a.m.
2. Lunch starting at 11:30 a.m.
3. Dinner starting at 6:00 p.m.

Inmates will receive all meals in their housing units. To receive a meal, inmates must be fully dressed and lined up orderly at the door for proper meal count.

After consuming meals, trays and cups are to be stacked neatly beside the doorway. The sporks must be placed in the provided receptacle.

All food must be removed from the trays before being stacked by the door. All unconsumed items must be disposed of in the trash receptacle available in the housing unit. Unconsumed food is not allowed to be stored in the housing unit for future consumption.

Any violation of sanitation policy will be subject to disciplinary action(s).

COMMISSARY

Commissary items will be available to be ordered once a week for all inmates who have been processed and housed in general population. Commissary can be ordered on the kiosk located in each housing unit. Family and friends may also order commissary through I-Care.

All orders for commissary must be submitted before 10 p.m. on Sunday night. Orders submitted after 10 p.m. will be processed the following week.

Order times for commissary may be adjusted for holidays. Inmates will be notified in advance of any change in the commissary schedule.

Commissary orders submitted before 10 p.m. on Sunday will be delivered on Wednesday after dinner pass. Inmates must be dressed in the county issued uniform and present their inmate ID to receive their commissary. Upon the inmate receiving their commissary order, it is their responsibility to verify the contents of the sealed bag. Once the bag is unsealed, no request for refunds or exchanges will be processed.

❖ I-CARE COMMISSARY

Friends and family may utilize I-Care to order commissary for inmates. I-Care orders must be purchased for the inmate identified in the purchase order. Inmates who have outstanding debts are ineligible to receive I-Care. I-Care can be purchased using a credit/debit card at www.expressaccount.com or by contacting Canteen Services at 1-888-634-0034.

❖ COMMISSARY DELIVERED AFTER RELEASE

Commissary delivered after release will be held for 30 days. If not picked up within 30 days, it will be destroyed.

EXERCISE/RECREATION

All inmates will be offered recreation Monday through Friday. Certain classification levels may be required to conduct recreation in their assigned housing unit. There may be events or special circumstances that will not allow for recreation to be offered that day. If recreation is canceled, there will not be a make-up time scheduled.

ACCESS TO THE COURTS

Inmates have the right to access the courts. They may request assistance to prepare and file meaningful legal papers for direct or collateral attacks of their convictions, or to challenge the conditions of their confinement. At no time will copies of documents be made for inmates. Notary services may be requested at the expense of the inmate.

The “right of access to the courts” does not apply to pre-trial criminal defendants. Pre-trial defendants are afforded “access to the courts” through an assigned court appointed attorney if the inmate cannot afford to retain an attorney of their choice. When a pre-trial defendant is offered appointed counsel but chooses instead to represent themselves, the trial judge may appoint standby legal counsel to supervise the case. A legal library is provided to the inmates on the kiosk located in their housing unit. Additional information not included in the legal library must be requested through their attorney or court appointed legal counsel.

At no time will Jail staff assist the inmate in drafting any legal filings, preparing arguments, or provide any legal advice to the inmate.

LIBRARY/BOOK TOTES

Books will be provided in each housing unit and rotated routinely between locations. All library material will be provided by the Allegan County Correction Center. Material sent from outside the facility may be returned to the sender or stored in the inmate’s property.

MEDICAL SERVICES

All inmates will have access to adequate medical care and treatment. Services shall be requested through the kiosk or during routine screenings and examinations. There are intercoms located in each individual housing unit to be utilized for medical emergencies.

Inmates have the right to refuse medical treatment. Inmates must sign an authorization for medical treatment form as part of the receiving process if they wish to receive non-emergency services.

In the event of a medical emergency, inmates may utilize the intercoms or contact a Deputy for assistance.

❖ REQUESTS FOR MEDICAL OR DENTAL TREATMENT

Sick call will be held routinely throughout the week. A request for routine medical or dental services must be requested by completing a request form, either on the kiosk or in writing. All requests will be reviewed by Medical and processed accordingly.

❖ DISPENSING OF MEDICATIONS

All inmate medications will be reviewed and dispensed by the Allegan County Corrections Center Medical Dept.

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. Any prescription for narcotics will be evaluated by the practitioner before it can be administered

All medications in the possession of an inmate at the time of lodging or delivered by family and friends must be inspected and verified by a member of the Medical Dept. before it will be administered.

Inmates may purchase generic over-the-counter medication through commissary. They may also be requested through Medical at the inmate's expense.

Medical and dental fees will be deducted from the inmate's account. Services will not be withheld for inability to pay. However, the amount will be added as a debt in the inmate's account.

Medications will be dispensed by Medical. An announcement will be made in each housing unit at the start of med pass. Inmates must be dressed in a jail issued uniform and have their ID and a glass of water to receive medications. Inmates must consume their medication when it is dispensed in the presence of medical staff.

Inmates who are found diverting medications will be subject to disciplinary action.

❖ MEDICATIONS LEFT AFTER INMATE'S RELEASE

All unused medications will be given to the inmate at time of release. If medication is left behind or not able to be given to the inmate, they may contact Medical to set up a time to pick it up. Medications not administered or picked up may be returned to the pharmacy. Medications not picked up will be held for 30 days. After 30 days, they will be properly disposed of.

❖ MEDICAL CONDITION OR SPECIALIZED RELIGIOUS DIETS

The Allegan County Corrections Facility meal plan is reviewed and approved by a licensed registered dietician.

1. Requests for special diets for medical reasons must be reviewed and approved by the Medical Department. It is the responsibility of the inmate to notify correctional staff of any allergies or conditions that would require a special diet.
2. Requests for special diets for religious purposes or beliefs must be requested and approved by the Jail Administration.

MEDICAL BILLING

Inmates are charged for all medical treatment received while incarcerated in this facility. Services will not be denied due to inability to pay.

Inmates will be billed \$15.00 for each doctor visit, \$7 for a chart review, and \$7.00 for a nurse visit. Inmates will be charged \$5.00 for non-prescription stock medications, and \$7.00 for a medication verification and review. Inmates are responsible for the cost of prescription medications, any medical treatment received in or outside of this facility, and transportation to the treatment location. Inmates will not be charged for examinations, screenings or physicals requested by the Medical Dept.

Indigent inmates will not have services denied due to inability to pay. However, they will incur a debt for services rendered that will remain on their account until it is paid in full. Inmates who have current debts will have a portion or may have the entire amount deducted from future deposits into their account.

❖ MEDICAL BILLING - DEDUCTIONS FROM INMATE ACCOUNT

Inmates may have monies deducted from their account for medical services any time after services are rendered. Upon request, an inmate will receive an account statement once per month.

If an inmate has current medical insurance coverage, it is their responsibility to inform the medical department during their initial screening. Inmates will be billed for medical services and may be responsible to recover reimbursement from their insurance provider if not discounted at the time of treatment or service.

Request for statements or questions about medical billing must be sent to Inmate Billing.

❖ FREE MEDICAL SERVICES

1. Physicals requested by the medical department.
2. Follow-up treatments at the medical department's request.
3. TB test. (Inmates may be charged all or a portion of the transportation fee if additional testing is required.)
4. Screening for eligibility to become an inmate worker.
5. Injuries incurred as a result of performing duties as an inmate worker.
6. HIV testing is provided by the Allegan County Health Dept. It is not provided by the Allegan County Corrections Center. Submit requests for HIV testing to the Medical Dept.

❖ 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.
6. Any requests for medical clearance to be placed on a work crew if you were previously medically denied.

❖ MEDICAL SERVICES BILLING AT TIME OF RELEASE

Inmates who have medical debts at the time of release will be provided a debt statement with information on setting up a payment arrangement. Inmate accounts may be turned over to a collection agency and a civil action may be filed against them.

It is the inmate's responsibility to provide inmate billing with any changes to their address.

COUNSELING

Counseling services are available at this facility. Inmates who wish to make an appointment with the counselor should submit a request for “Counseling Services”. Appointments will be prioritized daily based on need for services.

DRUG AND ALCOHOL CLASSES – AA/NA

Addiction recovery services are available for inmates. Inmates should submit a request for AA/NA. Inmates who are court ordered to attend AA/NA must state that in the request.

RELIGIOUS SERVICES

Religious services are available for inmates. Weekly services will be held along with bible study and other religious programming. A request for religious services should be sent to the Chaplain.

EDUCATIONAL SERVICES

GED programs are available for inmates who do not have a high school diploma or equivalent. Inmates who have a GED or high school diploma may be eligible to participate in career readiness. GED classes are held Monday through Friday. Interested inmates should submit a request under “School Request”.

SUMMONING CORRECTIONAL STAFF

Summoning a Corrections Deputy under false pretenses of an emergency will be subject to disciplinary action. This includes the misuse of intercoms.

EMERGENCY PROCEDURES

In the event of an emergency within this facility, inmates are to obey all instructions received from corrections personnel.

BONDING COMPANIES

A current list of surety companies approved to post bonds in Allegan County will be provided upon request.