

SECTION 3 Discipline: Inmates shall live together in harmony, following all Facility rules and comply with all lawful orders. Disciplinary action shall be taken for violations of the Rules and Regulations. Your most important level of discipline is SELF-DISCIPLINE. Coping successfully with difficult situations and maintaining self-control are the two best ways of avoiding problems. Should problems arise, the Facility has policies and procedures for maintaining order and security. There are three (3) categories of rule violations. The following shows the established maximum penalties for the indicated type of violation.

CATEGORY I VIOLATION -1.1 Attempted murder or murder. 1.2 Assaulting any person. 1.3 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. 1.4 Rape, assault to commit sex acts. 1.5 Escape. 1.6 Attempted or planned escape. 1.7 Setting a fire. 1.8 Possession or introduction of any explosive or any ammunition into the Facility. 1.9 Possession or introduction of a gun, firearm, weapon, sharpened instrument, knife, or other unauthorized tool. 1.10 Possession, introduction, or use of any tobacco, tobacco products, narcotics, narcotic paraphernalia, or drugs not authorized by Medical Staff. 1.11 Participation in riots, work strikes, or mutinous disturbances. 1.12 Incite to riot, work strike, or mutinous disturbance. Conveying any inflammatory or mutinous communication by voice, writing, sign, symbol, or gesture. 1.13 Possession of escape paraphernalia. 1.14 Traffic in drugs. 1.15 Bribery or attempted bribery of any Official or Staff Member. 1.16 Fighting. 1.17 Wearing a disguise or mask. 1.18 Tampering with or blocking any locking device. 1.19 Counterfeiting, forging, or unauthorized reproduction of any document, article or identification, money, security or official paper. 1.20 Flagrant failure to follow safety or sanitation regulations. 1.21 Conduct that disrupts or interferes with the security or orderly running of the Facility. 1.22 Destroying, altering or damaging government property or the property of another person. 1.23 Possession of any staff clothing. 1.24 Mutilation or removal of classification arm band. 1.25 Breaking and entering another inmate's room, storage bin or personal property. 1.26 Failure to stand count; interfering with the taking of count. 1.27 Being in an unauthorized area. 1.28 Threatening a staff member with bodily harm or any offense against his/her person or property. 1.29 Repeated or aggravated Category II violations. *Upon a finding of guilt by the Disciplinary Committee, any combination of the following Category I sanctions may be imposed. Disciplinary Confinement of up to 30 days; Recommended loss of up to 60 days gain time; Restitution; Increase in custody classification; Loss of one or more privileges for 30 days*

CATEGORY II VIOLATION - 2.1 Threatening another with bodily harm or any offense against his/her person or property. 2.2 Engaging in sexual acts not involving threat or force. 2.3 Making sexual proposals or threats to another. 2.4 Indecent exposure. 2.5 Misuse of authorized medication. 2.6 Possession of money or currency or other unauthorized negotiables such as credit cards or checks. 2.7 Loaning of property or anything of value for profit or increased return. 2.8 Theft/stealing. 2.9 Possession of stolen property or possession of property belonging to another. 2.10 Possession of anything not authorized for retention or receipt by the inmate and not issued to him through regular Facility channels. 2.11 Possession of unauthorized clothing. 2.12 Mutilating or altering clothing issued by the Facility. 2.13 Possession or manufacture of unauthorized beverages. 2.14 Intoxication or consumption of intoxicants. 2.15 Adulteration of any food or drink. 2.16 Refusing to work. 2.17 Unexcused absence from work or any other assignment. 2.18 Disobeying/refusing written or verbal order from Staff. 2.19 Insolence toward a Staff Member. 2.20 Lying or providing a false statement to a Staff Member. 2.21 Violation of visiting regulations. 2.22 Participating in an unauthorized meeting or gathering. 2.23 Using any equipment or machinery that is not specifically authorized. 2.24 Using equipment or machinery contrary to instructions or posted safety standards. 2.25 Giving or accepting money or anything of value from another inmate, a member of his family or his friend. 2.26 Violation of mail, telephone or commissary regulations. 2.27 Disrupting religious, medical or food services or any other Facility activity or program. 2.28 Failure to perform work as instructed by a Staff Member. 2.29 Tattooing or self-mutilation. 2.30 Defacing of walls, windows, or lights. 2.31 Unauthorized physical contact. 2.32 Attempt to commit any of the above acts or assist others to commit any of the above acts. 2.33 Repeated or aggravated Category III violations. 2.34 Having money added by any means to another inmates' account for the purpose of purchasing commissary items while avoiding the payment of daily subsistence fees and medical fees. *Upon a finding of guilt by the Disciplinary Committee, any combination of the following Category II sanctions may be imposed: Disciplinary Confinement of up to 20 days; recommended loss of up to 30 days gain time; Restitution; Loss of one or more privileges for up to 20 days.*

CATEGORY III VIOLATION - 3.1 Misuse or loss of County property. 3.2 Waste of food. 3.3 Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with established standards. 3.4 Using abusive or obscene language or gestures. 3.5 Malingering, feigning an illness. 3.6 Failure to follow safety or sanitation regulations. 3.7 Gambling; preparing or conducting a gambling pool. 3.8 Unauthorized contact with the public. 3.9 Disorderly conduct. 3.10 Unnecessary noise such as arguing, shouting, whistling, rattling or pounding on doors or windows. 3.11 Loud talking or unnecessary noise after lock down. 3.12 Horseplay", teasing or verbally harassing another inmate. *Sanctions that may be imposed for Category III violations include the following:*

Verbal reprimand; Loss of one or more privileges for up to 7 days; Confinement to quarters for a maximum of 3 days All violations should be documented by a Correctional staff member in the form of a Disciplinary Report, and the inmate shall be liable to a Disciplinary Hearing. All Disciplinary Reports shall be investigated as soon as possible. An inmate will be placed in Administrative Confinement prior to the Disciplinary Hearing, to maintain Facility order and security. The inmate shall be informed of the alleged violations with which he/she is being charged at least 24 hours in advance of the Disciplinary Hearing. This is to permit the inmate to prepare a defense. If the inmate waives this right in writing, the Disciplinary Hearing may be held within the 24 hours of the inmate receiving the notification of alleged rule violation(s). If there is a language or literacy barrier, or if an inmate is otherwise unable to properly present him/herself at the Disciplinary Hearing, a Detention Deputy shall be assigned to assist the inmate. The Disciplinary Hearing shall be held no later than seven (7) working days after the alleged violation, excluding weekends and holidays. **The accused inmate shall have the following rights:** The right to be present at the Disciplinary Hearing, unless he/she waives this right in writing, or is removed from the Disciplinary Hearing due to disruptive or unmanageable behavior.

The rights to make a statement of defense, present evidence, and request witness statements. The right to remain silent. The right to be informed of the decision of the Disciplinary Committee in writing. The right to appeal to the Facility Director or his/her Designee within 72 hours. This will be done using a Request for Administrative Remedy Form. If an accused inmate is found guilty of the rule violation, sanctions shall be imposed. **IF AN INMATE VIOLATES A LOCAL, STATE, OR FEDERAL LAW, THE INMATE SHALL BE FORMALLY CHARGED.** Such criminal charges shall not supersede the Facility's disciplinary action.

SECTION 4 Programs and Social Services: A social service program is in place at this Correctional Facility. All inmates have access to trained counselors who will assist you. These counselors are for your benefit. Schedules for all programs are available in each dayroom. **Alcoholics Anonymous** - See meeting schedules; **Religious Services/Nurture Cell** - Religious guidance and scripture study are provided by the Chaplaincy Program. See meeting schedules. Religious diets shall be provided upon receipt of a written request and approval of the Deputy Director. The Nurture Cell is a cell specifically designed for the study of religious scripture. Inmates may only spend ninety days in the Nurture Cell before being returned to general population; **Medical/Dental Care/Psychiatric** - Inmate classification ensures that every inmate is medically screened and a medical history taken. Nurse sick call and review of inmate medical requests occur daily. There is a qualified healthcare professional available at all times to respond to emergencies. Inmates may be charged a minimal co-payment fee for some health care services. Some health care services are not charged to the inmate. At no time will an inmate be denied medical care as a result of his or her inability to pay. If you are a recipient of a chargeable medical service and are unable to pay, a lien will be placed on your personal account. If you feel ill, ask the Pod Officer for a Sick Call Form and place the completed form in the Reference Medical Boxes. **If your needs are urgent, notify a staff member immediately.** **Law Library** - Inmates should have reasonable meaningful access to legal material. The Law Library is available for any inmate who is representing him/herself in a court proceeding, either criminal or civil. Requests for material shall be sent to the Librarian by filling out an Inmate Request form. Since the Law books are not authorized in the cells, the Librarian will only deliver copies of the requested material. The Law Library shall be open Monday thru Friday between 10:00PM and 4:00AM. **Library** - General reading materials are available. Inmates are afforded an opportunity to check out books on at least a weekly basis. Books shall be returned in the same condition. Inmates may only check out 2 library books at a given time. No more than 3 total books (library or personal) and/or magazines may be kept in the cell/area. Reading materials are furnished by the Facility. Any newspapers or magazines received through the mail must be sent directly from the publisher. No hardback books will be accepted by the Facility. The Facility reserves the right to restrict those periodicals which interfere with the secure operation of the Facility. All above items that are sent in have no monetary value and no claims for loss will be accepted. These items can be donated to the library when you have finished with them or mailed out at your expense. If items are to be picked up, it must be done within 5 days or will be donated to the jail library. **Recreation** - Each inmate shall have an opportunity for outside recreation/exercise 3 hours a week, weather permitting. If the weather is inclement, inmates shall be expected to pursue recreational/leisure time activities in the dayroom. Inmates will stay away from the yellow line surrounding the recreation fences at all times. **Mail** - All incoming and outgoing mail is inspected by staff members, as provided for by law, with the exception of privileged mail (*letters to attorneys, courts, officials of the Sheriff's Office, government officials, news media, etc.*) Only seal the envelope if it is privileged mail. When the inmate bears the costs, there is no restriction on the amount of mail that may be sent or received. "Internet generated mail", including photocopies, is prohibited. Inmates without funds in their accounts may request writing materials. Paper, pencil, and envelopes will be provided so that 2 letters per week can be sent to family/friends. Inmates who are found sending or receiving contraband in the correspondence shall be liable to any applicable Florida State Statute and the rules and regulations of the Facility; **Telephones** - All inmate phones, including visitation phones, are subject to monitoring by recording, active or passive listening and/or videotaping. There is a telephone located in each dayroom for your convenience. All calls will be made on a "Collect Call" or by "Phone Debit" purchases only. You are not permitted to charge your call to a credit card or another name. Inmates may not receive incoming calls and should notify their family/friends that calls or messages will not be accepted for them. Only emergency messages will be accepted (i.e., death in immediate family or family member admitted into the hospital). The Chaplain or Designee will handle all Emergency calls. The Chaplain will verify the emergency, then he/she will inform the inmate of the situation. **Confidential Telephone Calls** - Inmates are allowed to make confidential collect telephone calls to attorneys upon presentation to the Director of evidence that the call is necessary. Such evidence shall be a letter from the attorney requesting the return call, or a court order containing a deadline the inmate cannot meet if he/she must communicate by letter with the attorney. **Commissary** - A Commissary is operated by the Facility as a convenience for you and in accordance with Florida State Law, operation of a County Jail is a privilege and not a right. You will normally be allowed to order from the commissary two times per week. You will be allowed to spend up to the limits as posted by the Facility Director. Check the commissary order form for current spending limits. The commissary is charged to your account and you must include your booking number on all order forms. The order will be processed and you will be given a receipt showing the amount of the purchase and the total remaining in your account. Funds to be added to your account for spending must reach this facility two (2) working days prior to the day your pod orders. **Any funds to be deposited into your inmate personal money account, the remitter must be on your visitation list.** All purchase orders must be signed to be processed. If you order more commissary items than you have money for, you will receive only those items that brings you to a zero balance. When the commissary is being distributed, you will have to show your armband or your commissary order will not be delivered and it will be cancelled. If you are indigent (less than \$1.00 in your inmate account for three consecutive days), there is an ordering section on the commissary order form for you. You must select the item number on the commissary menu in order to receive your indigent packet that consists of : 2 sheets of paper, 1 pencil, 1 stamped envelope. Any money in your account up to \$1.00 will be charged towards the order. Commissary orders are a privilege and may be suspended. **General Education Diploma (GED) Classes** - G.E.D. classes are offered for students who do not have a high school diploma. Classes are conducted by Seminole State College instructors and you may start now and continue the course on campus when you leave the facility. **Computer Classes** - Micro Computer Keyboarding I, II and Introduction to Computers with Microsoft Office 2003 classes are conducted by a Seminole State College instructor as funds are available.

JOHN E. POLK CORRECTIONAL FACILITY

INMATE RULES & REGULATIONS

Revised February 2011

Mailing Address:

JOHN E. POLK CORRECTIONAL FACILITY
Attn: (put Inmate's name and booking number here)
211 Bush Blvd.
Sanford, FL. 32773

This pamphlet is provided to assist you while you are housed at the John E. Polk Correctional Facility. This pamphlet is a general guide to operations and programs, and explains Rules and Regulations concerning inmate behavior, Disciplinary Hearings, and the range of sanctions that can be imposed. The guidelines contained in this pamphlet are based on existing Florida State Statutes, Department of Corrections Policy and Procedures, and the Florida Corrections Accreditation Commission Standards. The inmate pamphlet is reviewed at least once a year, and necessary revisions are made.

Inmates incarcerated at the John E. Polk Correctional Facility will be assessed a \$3.00 subsistence fee. The fee will be automatically deducted each day from the inmate's commissary account. If the inmate is indigent (less than \$1.00 in his or her account for 3 consecutive days), a lien will be placed at the rate of \$3.00 per day against his/her account to be offset in part or in full upon deposit of future funds in the account. Federal inmates, Work Release Inmates & Inmates assigned as trustee's will be exempt from this assessment fee.

Inmates booked into the John E. Polk Correctional Facility will be charged a one-time (per booking) \$20.00 fee to cover the cost of booking procedures, jail-issued clothing, and bedding. Federal inmates are exempt from paying this one time charge.

Fees for medical services will continue to be collected based on the current policy of the John E. Polk Correctional Facility. Federal Inmates are exempt from paying medical fees during their first thirty days of confinement.

If you have any questions, contact any Detention Deputy for clarification.

FAILURE TO COMPLY WITH THE RULES AND REGULATIONS OF THE FACILITY SHALL RESULT IN DISCIPLINARY ACTION.

SECTION 1 Inmate Rights:

The Seminole County Sheriff's Office affirms its determination to protect and promote the safety and Constitutional Rights of inmates, and shall seek a balance between the expression of individual rights and the preservation of the Facility's security and order. No inmate shall be discriminated against: program access, work assignments, and administrative decisions shall be made without regard to inmate's race, religion, national origin, sex, handicap, or political views. Inmates shall not be subjected to personal abuse or injury, corporal punishment, disease, property damage, and/or harassment. Furthermore, inmates shall be expected to treat Officers and one another with mutual respect, mindful of each other's rights, without discrimination, violence, or threat of violence. In addition, inmates have the following rights: *a)* The right of access to courts *b)* The right of access to legal counsel and legal Materials *c)* The right to communicate and correspond *d)* The right of protection from unreasonable searches (*searches shall only be conducted to maintain security and order*) *e)* The right of freedom in personal grooming, with considerations for safety, security, identification, and hygiene *f)* The right of access to a grievance procedure *g)* The right to participate in religious practices which do not threaten or disrupt Facility security and order. The policies for exercising these rights are contained in this pamphlet.

Prison Rape Elimination Act (P.R.E.A.)

The Seminole County Sheriff's Office has a zero tolerance policy toward sexual battery or sexual abuse committed while incarcerated at the John E. Polk Correctional Facility. **Forced or consensual sexual activity between inmates or between inmates and staff is strictly prohibited.** Violators will be subject to criminal charges and/or administrative sanctions. No one has the right to pressure you or force you to engage in any sexual act. While incarcerated you should be aware that other inmates who are physically stronger or possess commissary or other personal items may attempt to use their strength or their possessions to gain advantage over other inmates in the form of loans or trade. The indebted inmate, if unable to repay the loan, may become victimized by threats, physical attacks and/or sexually assaulted.

Note: Rules strictly prohibit bartering, trading and gambling.

It is highly recommended that you avoid talking about sex, and casual nudity. This could be considered as a come on or a gesture that you have an interest in a sexual relationship. If you are victimized, report the incident as soon as possible to any staff member. Staff will immediately protect you from the assailant. In addition, staff will contact medical personnel to arrange for a medical examination and/or counseling.

Inmates may leave a confidential message to report Sexual Abuse/Assault by pressing # then **22** on the inmate telephone system. Reporting false reports is a criminal offense.

Access to Legal Counsel:

If you cannot afford an attorney, legal counsel will be provided to you by the court. You may write to your attorney at anytime or call your lawyer when telephones are available. Your lawyer may visit with you at any reasonable hour of the day.

Personal Property:

Note: *The Correctional Facility is not responsible for the condition of clothing & property brought into the facility by inmates during the receiving process and there cannot be held accountable for their condition upon release from the Facility. If an incoming inmate has items of Intrinsic or sentimental value in their possession upon being booked into the Facility, excluding cash, they must make arrangements to have these items picked up within 5 days or mailed out at their expense. Cash brought into the Facility by an inmate during an arrest will be held in the inmates' trust account.*

During the booking process, the only items allowed to be stored in the Facility is one piece of Identification, 1 suit of clothing brought in with the inmate, shoes and socks. The maximum cash value allotted for any piece of jewelry, watches, articles of clothing and shoes will be \$50.00 when initially inventoried and subsequently lost by the Facility. All food items and tobacco products will be disposed of immediately. Any hygiene products will be placed in your property and will not be authorized to use while at this facility. Inmates with hair weaves, braids or extensions, will remove these during the intake process. All other items will be boxed up for either release or shipping. The inmate will be issued a **Property Release Form** during orientation. He/she will either have someone come and pick up the property or provide the Facility with a proper address to which the property can be shipped at the inmate's expense. Property that is mailed out and deemed undeliverable due to improper mailing address from inmate information will be considered abandoned property and will be disposed of in accordance with Department of Corrections policy. Items being picked up must be done so within 5 days. With the exception of clothes needed for court appearance and reading glasses, no property will be accepted through the control rooms. Court clothes will only be accepted 72 hours prior to the actual court date.

The following personal items may be kept in general population cells. Items in excess will be disposed of or you must provide the facility with an address to which the property can be shipped at your expense:

1) Toilet Articles (*issued or purchased through the Commissary*) **2)** Six (6) white Tee-shirts Underclothing **3)** Six (6) under shorts, white only (males only) **4)** Six (6) pairs of White Socks **5)** Two (2) Orange gym shorts **6)** Six (6) Bra/Panties (*Females only*) White/pastel **7)** One (1) pair of tennis shoes (*purchased from the commissary*) **8)** Eyeglasses, prescription or reading and/or Hearing Aid (*at your own risk*) **9)** Letters and Legal items pertaining to cases currently in custody for Seminole County. **10)** Paper or Writing Tablet, Pens, Pencils, Envelopes, and Stamps **11)** one (1) Book of Religious Scripture (*provided by the Facility Chaplain upon request*). **12)** Approved Facility commissary items. **13)** Photographs no larger than 5 x 7, reasonable amount.

The following items will be issued to you by the Facility for your use during your stay, and will be required to be returned in good condition prior to your release:

One (1) each item: facility uniform; shower shoes; towel; mattress; mattress cover; blanket; sheet pillow; pillow case; toothpaste; toothbrush; comb; laundry bag for personal laundry; inmate plastic drinking glass; One (1) Blue Mesh Bag to store all personal items. **All personal items must fit in the Blue Mesh Bag or else it will be considered excess.** One Inmate Rules and Regulations Handout. Each inmate is responsible for jail issued items or personal items in his/her cell areas. The staff is not responsible for inmate's personal items in the cell areas. Excess inmate personal property will be confiscated in accordance with Policy and Procedures.

All Federal Inmates:

Before being transferred or released to another facility from the John E. Polk Correctional Facility, it is your responsibility to have your personal property mailed out or have someone pick up the items here at the jail. When items are mailed, you will need to provide an accurate address on the **Property Release Form** and bare the expense for mailing the items. Failure to provide an accurate address will result in your items being returned to the facility. Returned items will be treated as abandoned property if you are transferred from this facility. When abandoned, your name will be posted in the lobby for 10 days to claim the property along with instructions to pick up the property. After 10 days, if not claimed, the property will be disposed of. If you are having someone to pick up your property, they will have 5 days from the date you sign for this pick up, or it will be disposed of on the 6th day. The John E. Polk Correctional Facility (Seminole County Jail) is not responsible for items that are left behind when you depart. All items issued to you must be returned in good condition before you leave the Facility, or you will be liable for their replacement cost. In the event of destruction, possible Criminal Charges could be brought against you for destruction of County Property.

All Inmates Sentenced to Department of Corrections:

All your property will go with you to DOC, unless arrangements for pick-up or mailed out prior to you leaving John E. Polk Correctional Facility.

Inmate Welfare Fund:

Commissary prices are set to be competitive with prices set for comparable products sold in the community. All revenues received from commissary sales is credited to the Inmate Welfare Fund, an account from which certain items/services in the Correctional Facility are purchased and/or maintained for the welfare of the inmates. These include, but are not limited to: resources for Chaplain programs(s); books and publications for the Law Library, newspapers; recreational items.

All Inmates:

Inmate Finance will provide you with materials such as manila envelopes, paper and a pen for the purpose of legal correspondence with your Attorney, Public Defender, court, etc. To qualify, you must be indigent. To be considered indigent, you must have in your account, \$1.00 or less in our inmate account for 3 consecutive days. To request material, you must fill out an inmate request form to the attention of Inmate Finance. Once your mail is addressed to the proper Attorney, Public Defender or legal department, it must be forwarded back to Inmate Finance for postage, only then will another request for additional materials be filled.

SECTION 2

Rules and Regulations:

All inmates shall obey the Facility Rules and Regulations, or shall be liable to Disciplinary Action. If serious problems develop, inmates shall not attempt to deal with the problem in any manner that might disrupt Facility order. Inmates shall refer such problems to a Detention Deputy.

General Rules and Expectations for inmate behavior include: **Obeying Orders** - Inmates shall promptly obey all **lawful orders and directions** given by the staff member. **Identification Wristband** - All inmates are issued an ID bracelet during the Booking process. This bracelet shall be worn on the left wrist at all times, without exception. Failure to wear the ID wristband may result in the loss of privileges, such as medication, recreation, commissary, and visitation. Always put your inmate photo number and cell assignment on all paperwork that you send out such as request forms, letters, grievances, and commissary orders. **Inmate Count** - Any time a count is called, inmates shall proceed to their assigned cells without delay and remain quiet at the foot of their bunk until the count is completed. The Officer taking the count must see living breathing flesh. If a body is completely covered with a blanket or sheet, the Officer must check for breathing and see part of the body such as a hand or foot. At night, the Officer will conduct the headcount with a flashlight and will take reasonable care not to shine the light in the inmate's face. **Inmate Searches** - Inmates shall cooperate with searches of their persons and property at all times. **Behavior - General "horseplay", or conduct that disrupts the orderly running of the Facility shall not be tolerated.** **Issued Clothing** - Inmates shall dress in County issued clothing at all times. Alterations are not allowed. Every attempt should be made to fit the inmate with the correct size. Civilian clothing is not permitted in the cell areas. **Laundry** - All County issued clothing will be exchanged at least twice weekly. Sheets and pillowcases will be exchanged at least once weekly. Blankets will be exchanged once every eight weeks or on an as needed basis. **Visitation** - The purpose of visitation is to encourage family communication and to provide opportunities for associations beneficial to the inmate's overall adjustment. Visitation sessions are subject to phone recording and active/passive listening and videotaping. No expectation of privacy, except with an attorney should be expected. Each inmate will have the opportunity to fill out a visitation card. Only these five (5) people will be allowed to come for visitation. **Inmates may only update their visitation card the first five days of every month. To be deposit funds into your inmate personal money account, the remitter must be on your visitation list.** Regulations concerning dress and conduct for all visitors are posted. Failure to follow visitor rules and regulations may result in loss of visitation privileges for the visitor. The Officer in charge may terminate a visit at any time a rule violation warrants such action, without prior warning. Attorneys (of record) may visit at any reasonable time and do not have to be on the Inmate's Visitor Card. Clergy may visit with the approval of the Chaplain and the Director/Deputy Director. **Visitors Rules and Regulations:** All visitors must properly identify themselves with photo I.D., and register prior to the visit. Visitors shall not enter any areas of the facility except approved routes to and from the visiting areas. All visitors are subject to search prior to entry into the facility. Failure to cooperate is grounds for denial of visitation. Visitors under the influence of alcohol or drugs shall not be admitted to the facility. Proper attire is required at all times. Shoes and shirts must be worn, suggestive clothing, see-through fabric, shorts, mini-skirts, and hats may not be worn. **Visitors under the age of 18 must be accompanied by a parent or guardian. All children must have adult supervision before, during, and after a visit.** They may not be left unattended for any reason. Identification and car keys only may be taken into the visitation area. No other personal effects such as purses, satchels, diaper bags, smoking materials, chewing gum, etc., are allowed. Pay lockers are available for securing personal effects. Smoking, eating and drinking are prohibited in the visitation area. A visit is automatically terminated if the visitor or inmate leaves the visiting area. Loud talking, excessive emotionalism, or any other type of disruptive behavior will not be allowed. Violation of any of the above regulations may result in the termination of the visit and/or suspension of future visitation privileges.

Appearance for Visitation - *Facility uniform and footwear shall be worn for all visits, and any other event that requires the inmate to leave the cellblock.* **General Housekeeping** - Each cell and immediate area shall remain neat and clean at all times. All bunks will be fully made when not in use. Each inmate shall be held responsible for his/her cell and immediate area. Privileges may be suspended if cleanliness is not maintained. **Dayroom** - All inmates in a cellblock share responsibility for keeping the dayroom, shower, and lavatory areas neat and clean at all times. **Trash Receptacles** - All inmates in a cellblock share responsibility for the proper disposal of all trash, wastepaper, etc. Paper bags shall not be used as trash bags. **Games** - All games (chess, checkers, etc.) shall be stored neatly in the dayroom when not in use. **Personal Items/Hygiene** - Personal items shall be neatly arranged in the Blue Mesh Bag. Attaching anything to any surface is prohibited. This includes windows, doors, walls, and vents. Writing or drawing on any surface will not be tolerated. You will be required to bathe at least twice weekly. The Commissary carries a full line of hygiene items available for your use. The Facility also sells shower caps and skullcaps through the Commissary. These caps are only authorized to be worn inside your housing unit and will not be worn to attend any other function outside of your cell. **DO NOT SHARE PERSONAL ITEMS SUCH AS RAZORS & TOWELS. WASH HANDS WITH SOAP & WATER FREQUENTLY TO PREVENT THE SPREAD OF GERMS. Food/Chow** - Chow is provided three times a day. During chow, inmates will be required to show his/her armband to the Officer before receiving the tray. It is the inmate's responsibility to get the tray, before the Officer shouts LAST CALL. All food not consumed at meal times shall be disposed of in the trash receptacle. Only food items purchased through the Commissary shall remain in the cell. Meal hours are subject to change to meet situations at the Facility. **Inmate Personal Money Account** - No inmate shall be permitted to keep in his/her possession cash money, checks, money orders, or any legal tender. The Facility shall deposit your cash money into your inmate personal money account when booked into the facility. Commissary items may be purchased from this account. Money orders will be accepted through the mail or deposited at Control 3. Only money orders and cashiers checks are accepted for deposit into an inmates money account and the monthly limit for deposits may not exceed \$1,200.00. **Any funds to be deposited into your inmate personal money account, the remitter must be on your visitation list.** Any monies, which are found in your possession once booked into the Facility, will be confiscated. Upon your release from the Facility, you will receive any remaining funds in your account in the form of the a money order or check. If you leave prior to a deposit being made into your account, the money order will be returned to the remitter. Money will not be released to anyone except to an Attorney or Bondsmen for the purpose of bonding out or to Seminole County Sheriff's Office to Self Bond.

Fire and Ventilation Regulations - Light fixtures, doorways, ventilators, and windows shall remain clear. Sheets, blankets or towels shall not be used as rugs, drapes, hammocks, or tenting. . Whenever an inmate is not occupying his/her bunk, the bunk will be made. Failure to comply with this procedure shall result in disciplinary action. **Inspections** - Every day from 7:00 A.M. until 9:00 A.M. and from 6:00 P.M. until 8:00 P.M. a Supervisor or his/her Designee shall inspect each cell and dayroom. During this time period, inmates shall not be permitted to lie on their bunks. Prior to inspection, inmates will be fully dressed and have their bunks, cell, and dayroom in proper order. **Lockdown** - Each night, from 11:30 PM to 4:00 AM, all inmates shall be locked down and required to remain in their cells or on their bunks. Night-lights will be turned on and excessive noise will not be tolerated.

Request Procedures - The accepted method for requesting information, special visits, property, grievances, sick call, or access to a certain class (*i.e.* *computer, GED*) is by submitting an Inmate Request Form. This Facility provides a standardized request slip for your use. Inmates may receive an Inmate Request Form from the Pod Officer. A Request Form must address one specific topic, not multiple topics. Request Forms usually take three (3) to five (5) business days to be answered and returned to the inmate. Any request containing sarcasm, profanity, written by more than one person (a petition), or written in a "**WISE TYPE**" attitude, will not be considered. Abuse of this system of communication will result in a delay in answering. This Facility will not accept verbal requests or make verbal promises. Any request must be in writing. **Cell Assignments** - Inmates will be assigned a specific bunk in a cell. Under no circumstance will an inmate move from this bunk without written authorization. Violation of this policy shall result in Disciplinary Action. Inmates may request to change bunk assignments by using the Inmate Request Form. **Supply Procedures** - On certain days supplies are passed out to the inmate population on a one for one exchange. Example: 1 empty toilet roll in exchange for a full toilet roll. The Facility supplies toilet paper, toothbrush, toothpaste, soap, and razors. **Contraband** - is defined as any article or item that is: Not sold in the Commissary; Not issued by the Facility; Not received through approved mail; Altered in any way; An approved item, but the Inmate has more than the authorized amount set by the Facility. (i.e. 2 toothbrushes, 4 blankets, 2 sets of blues, etc.) Any inmate that is found to be in possession of contraband shall face Disciplinary Action. **Haircuts** - Inmates may receive a haircut once every thirty days. See the posted list when haircuts are available. It is the inmate's responsibility to place his/her name on the Haircut list. Male trustees must have their hair cut short to medium and off the neck and ears. These are standard haircuts only, as styling is not available. **High Risk** - Inmates that have an escape charge, or are continually causing problems with other inmates and/or Officers, or commits battery on a Detention Deputy will be placed on High Risk. High Risk inmates will have two (2) Officers present to place them in handcuffs, belly chains, and leg irons whenever moved from their cell. The inmate will remain on High Risk until released by a review committee that meets once a month. If an inmate on High Risk leaves the Facility and returns at a later date, he/she will automatically be placed back on High Risk status. **Inmate Movement** - Inmates housed in Pods D, E, F, G,H,J & K will be eligible to use the Inmate Pass System. Inmates will be given a yellow pass to leave the Pod to go to a certain destination (i.e. court, GED, medical, etc.) Inmates will be required to walk single file on the right side of the hall. No talking or loitering is permitted in the hallways. Inmates will then have their yellow pass signed to return to the pod. Inmates housed in Pods A, B, and C will be escorted by a Detention Deputy. **Inmate Grievances** - The Facility provides Request for Administrative Remedy forms as an acceptable procedure for the settlement of legitimate complaints concerning any incident, policy, and/or condition within the John E. Polk Correctional Facility. Inmates must fill out an Inmate Request Form indicating the reason he/she would like a grievance form. All grievances will be examined. Only place one (1) complaint per grievance. If you have more than one complaint, you will need to fill out a separate grievance form for each complaint. All health-related grievance requests will be given to health care staff **only** for forwarding to the Health Care Administrator. Inmates determined to be abusing the Inmate Grievance procedures by submitting multiple frivolous grievances will be limited to two Inmate Grievances a week. Grievance forms must be signed to receive any consideration. Forms that come with multiple signatures in the form of a petition will not be examined. You should normally receive an answer within 15 days of the grievance being filed. Inmates are encouraged to resolve their grievance informally by discussing it with staff member's involved or other appropriate facility staff. **Classification** - Each inmate will be classified after admission into the Facility. During this process a Pre-Trial Release Specialist, who will obtain all available information with reference to your social, legal, and self-reported medical history, will interview you. This will assure that you are placed in the quarters that best suit your needs. The classification process will follow you throughout your stay at the Facility and is subject to change at any time. Housing assignments may change anytime on the needs of the facility.

Programs - GED, Computer, AA, Religious Services. **Privileges** - Mail, Telephone, Visitation, Commissary, Recreation, Reading Material, Legal Material **Health Care Services** - *Health Care services are available to all inmates regardless of their ability to pay.* You will receive a medical screening during the intake process. Within fourteen(14) days you will receive a comprehensive physical by a qualified health care professional. Co-payment (\$) for some health care services, such as seeing a physician (\$5), nurse (\$5), dental (\$10), lab work (\$5 per encounter), pharmaceuticals items (\$5 per encounter), x-rays (\$5), ultrasounds (\$5), and outside provider fee (\$10). Some non-chargeable services include mental health, emergencies and treatment for chronic illnesses. **Inmate Communication** - Inmates in this Facility are not permitted to communicate using any form of communication, between the different housing areas. This includes letters, talking and gestures. Inmates with immediate family members incarcerated in this facility must receive approval from the Director for mutual correspondence.

FAILURE TO COMPLY WITH THE RULES AND REGULATIONS OF THE FACILITY SHALL RESULT IN DISCIPLINARY ACTION.