

DAVISS COUNTY DETENTION CENTER

INMATE HANDBOOK



ART MAGLINGER, JAILER

INMATE HANDBOOK

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*Policies, procedures and schedules listed in this handbook are subject to change without notice.
Daviess County Detention Center is referred to as DCDC, agency or facility in this handbook.*

1. Addresses

- a. Addresses of the public are not provided to inmates by the agency.

2. Admission Kits

- a. Admission kits shall be issued to each inmate upon being placed in a housing unit.
- b. Kits include a comb, deodorant, paper (3 pieces), pen, shampoo, soap, toothbrush and toothpaste.

3. Agency Information

- a. Daviess County Circuit Court 100 E 2nd St, Owensboro, KY 42303, 270-687-7200
- b. Daviess County Detention Center 3337 Hwy 144, Owensboro, KY 42303, 270-685-8466
- c. Daviess County Sheriff's Office 212 St Ann St, Owensboro, KY 42303, 270-685-8444
- d. Department of Corrections PO Box 2400, Frankfort, KY 40602, 502-564-2433
- e. Department of Public Advocacy 920 Frederica St., #1006, Owensboro, KY 42301, 502-892-3544
- f. Owensboro Police Department 222 E 9th St, Owensboro, KY 42303, 270-687-8888
- g. Kentucky State Police 8298 Keach Dr, Henderson, KY 42420, 270-826-3312
- h. Pretrial Services 100 E 2nd St., Owensboro, KY 42303, 270-687-7232
- i. Probation & Parole 121 E 2nd St., Owensboro, KY 42303, 270-687-7245
- j. United States Marshals Service 202-307-9100
- k. VINE Line 1-800-511-1670

4. Attorney Access

- a. Attorney visits for high-risk inmates may be limited to certain times due to safety and security reasons.
- b. See Rights – Attorney Access section in this handbook for more information.

5. Bibles / Bible Workbooks

- a. Free bibles and bible workbooks may be requested on kiosk under Religion tab.
- b. See Books section in this handbook for more information.

6. Bonds

- a. Bonds need to be paid at clerk's office Mon-Fri, 8a-4p, at Judicial Center located at 100 East Second Street.
- b. Bonds are accepted at DCDC every day from 4p-8a or any time the clerk's office is closed.
- c. If bonds and court fines are paid at DCDC, they shall be paid by cash only.
- d. Even though a bond is paid, inmates may still owe booking fees, housing fees and jail fees.
- e. Bookkeeper may be contacted to discuss fee balances by calling 270-685-8466, ext. 207, Mon-Fri from 7a-3p.

7. Books

- a. Only new books will be accepted.
- b. Books must be paperback or will be returned to sender.
- c. Books must be mailed from publisher or verifiable company.
- d. Spiral bound books are prohibited.
- e. Book box sets are prohibited.
 - 1. If box sets are received, the boxes will be discarded.

8. Bunk Assignments

- a. Criteria for low-bunk assignments include inmates with / who are:
 - 1. Diabetic medication
 - 2. Elderly, 55 and over
 - 3. Obese, 350 lbs. and over
 - 4. Pregnant, if known
 - 5. Seizure disorders
 - 6. Severe arthritis
- b. Inmates who force an inmate out of an assigned low bunk may be subject to disciplinary action.
- c. Other than the above listed reasons, no other bunk assignments are generally made in general population.

9. Cell Changes / Conflicts

- a. If inmates do not feel safe in a cell, they need to notify staff immediately so quick action may be taken, if necessary.
- b. Inmates may request cell changes on kiosk under Cell Changes / Conflicts tab.
- c. Inmates who misuse this option to manipulate the system may be subject to disciplinary action.

10. Chaplain

- a. See Counseling – Religious section in this handbook.

11. Civil Rights Complaint Form – 1983 Form

- a. Inmates should first attempt to resolve possible civil rights issues by submitting a grievance on kiosk under Grievance tab.
- b. If issues remain unsolved, inmates may request a complaint form on kiosk under Civil Rights Complaint Form – 1983 tab.

12. Classification for DCDC

- a. Inmates shall be classified and assigned housing units by using past and current charges, institutional behavior and other factors.
- b. Classification levels include minimum, medium and maximum security.
- c. Classification levels may be changed for several reasons, to include new charges, inmate behavior or rules violations.
- d. Inmates may appeal their classification decisions on kiosk under Miscellaneous tab.

13. Cleaning Cells

- a. Televisions, telephones and kiosks shall be turned off before cell cleaning begins.
- b. Cleaning carts will be available twice a day, starting around 8a and 6:00p.
- c. Trash shall be disposed of and floors swept and mopped daily.
- d. Showers, sinks, commodes, urinals and tables shall be cleaned daily.
- e. Cells and common areas shall be kept clean and organized at all times.
- f. Televisions, telephones and kiosks may be turned back on after cell area passes inspection.
- g. Failure to pass inspection may result in disciplinary action taken.

14. Commissary

- a. Commissary may be ordered on kiosk under New Order tab.
 1. Orders must be placed by midnight on Sundays and Wednesdays.
 2. After placing order, review it and the total amount due and then press Submit Order tab to complete order.
 3. Orders cannot be cancelled or changed once they are placed.
 4. There is a maximum purchase amount of \$150 per order and \$300 per week per inmate due to limited storage space in cells.
 5. Orders will be delivered on Tuesdays and Fridays, or once weekly if holiday falls on a weekday.
 6. If commissary only offered once a week, maximum purchase amount is \$300.
 7. If item ordered is out of stock, it may be substituted with an equal-valued item.
- b. Weekender Packs may be ordered by inmates on kiosk under New Order and then click on Jail Pack Sales tab.
 1. These packs will be next business day or soon after.
- c. Care Packs may be ordered by the public online only, at kellwellcommissary.com/gift-packages.
 1. Care packs will be delivered on same schedule as other commissary orders.
- d. Hot and Cold Cart items are available at least once a week.
- e. Inmate commissary balances are available on kiosk under Transaction History tab.
- f. All non-food items have 6% sales tax included.
- g. On delivery days, inmates who placed orders need to:
 1. Line up when commissary staff arrive
 2. Present wristband upon request to ensure product is delivered to right person
 3. Receive order
 4. Inspect order for accuracy before opening bag.
 5. Report issues to commissary staff before the bag is opened
- h. If issues are reported, commissary staff will:
 1. Verify if errors occurred
 2. Make necessary corrections to inmate's account on next business day
- i. If no issues are reported and inmate opens the bag, order will be considered correct and accepted as is.
- j. If inmate is not present during delivery, commissary will be held and delivered at end of day or next business day.
- k. If inmate is released before delivery, a credit will be posted to inmate's account the next business day.
- l. Inmates in isolation for rule infraction shall not be eligible to order or receive commissary except for hygiene, mail and medical supplies.
- m. Inmates with medical conditions, such as diabetes, may be restricted from receiving items that conflict with their medical diets.
- n. Commissary that does not fit properly in cell area may be deemed excessive and may need to be discarded upon notification.
- o. Commissary cannot be returned or exchanged and all sales are final.

- p. DCDC and commissary company are not responsible for lost, stolen or damaged commissary items after they are delivered to inmates.
- q. Commissary is a privilege which may be restricted, except for hygiene, mail and medical supplies.

15. Contraband

- a. Promoting contraband in the first degree is a Class D felony. KRS 520.050
 - 1. Knowingly introducing dangerous contraband into a detention center, to include knives, firearms, narcotics, lighters, matches, etc.
- b. Promoting contraband in the second degree is a Class A misdemeanor. KRS 520.060
 - 1. Knowingly introducing contraband into a detention center, to include pictures, candy, gum, pens, pencils, tobacco, etc.
- c. Contraband items include:
 - 1. Items not issued / permitted by the agency or purchased from DCDC commissary are considered contraband.
 - 2. Items altered from their original shape or purpose are considered contraband.
 - 3. Items that exceed the permitted quantity are considered contraband.
- d. Contraband items shall be seized, will be discarded or held for evidence.
- e. See Search and Seizure section in this handbook for more information.

16. Copies of Legal Documents

- a. Copies of legal documents may be requested on kiosk under Miscellaneous tab.
- b. A ten-cent fee shall be charged for each copy.

17. Counseling – Mental Health

- a. Mental health counseling may be requested on kiosk under Sick Call tab.

18. Counseling – Rape Crisis Center

- a. See Sexual Abuse/Harassment – PREA section, subsection Support Services / Counseling in this handbook.

19. Counseling – Religious

- a. Religious counseling from jail chaplain / personal clergy may be requested on kiosk under Religion tab.
- b. Counseling is available Mon-Fri, 9a-3p.
- c. Clergy must have security clearance approval on file before permitted to have contact visits with inmates.
- d. If no approval on file, clergy need to contact Chaplain Emil Herzog, DCDC, 3337 Hwy 144, Owensboro, KY 42303, 270-685-8466, ext. 236, to begin security clearance process.
- e. Clergy may visit in visitation booth until security clearance is approved.

20. Court Access

- a. After each inmate is booked, Pretrial Service staff will conduct an interview.
- b. See Rights – Court Access section in this handbook for more information.

21. Court Dates

- a. DCDC does not give out court dates, since they are subject to change without notice.
- b. For Daviess County inmates, District Court may be contacted at 270-687-7200 for these dates.
- c. For all other inmates, respective agencies may be contacted.

22. Credit Cards

- a. Credit cards may not be used for bonds.
- b. See Payment of Inmate Fees section in this handbook for more information.

23. Dental Services

- a. Dental services may be requested on kiosk under Sick Call tab.

24. Discipline

- a. Prohibited items/actions
 - 1. Altering Items
 - a. Altering door locks or other items that may affect safety and security
 - b. Altering items to be used as weapons
 - 2. Blocking View
 - a. Items hung that blocks staff's view of inmates or area
 - b. Items that block lights, cameras, vents or windows
 - c. Items that fully cover an inmate's body while sleeping or any other times

3. Conduct
 - a. Fighting, scuffling and cell bossing
 - b. Acting as lookout
4. Destruction of Property
 - a. Replacement costs will be deducted from inmate account
5. Disrespect
 - a. Disrespect toward staff, visitors or inmates
6. Entering Other Cells
 - a. Entering any cell other than the one assigned unless pre-authorized by staff
7. Food
 - a. Food not in sealed containers or sealed packaging shall be discarded
8. Harassment or Hazing
9. Kiosk Excessive Requests
10. Lighters
11. Matches
12. Stealing
13. Tattoos
 - a. Tattoos and body piercings performed in the facility
 - b. Possession of tattoo supplies
14. Walls
 - a. Items attached to walls, to include pictures
 - b. Writing or marking on walls
- b. Definition of Violations
 1. If offense committed constitutes a crime, jailer/designee may refer case to appropriate prosecuting attorney for possible criminal charges.
 2. Whether or not offense constitutes a crime, inmate may be subject to administrative charges and/or disciplinary action.
- c. Low-Class Violations
 1. Failure to comply with deputy's lawful order
 2. Abusive, vulgar, obscene, disruptive or threatening language, gestures or actions
 3. Unnecessary noise, such as arguing, shouting, loud talking, whistling, rattling or pounding
 4. Talking to public or other inmates from windows/doors
 5. Failure to perform routine duties
 6. Horse playing, teasing or verbal harassment
 7. Intentionally creating a health hazard or other acts that may be offensive to other inmates or staff that serve no legitimate purpose
 8. Disruptive behavior
 9. Failure to abide by rules and regulations
 10. Misuse of DCDC property or equipment
 11. Inappropriate behavior
 12. Throwing food or trays
 13. Interference with the safety and security of facility operations
 14. Gambling
 15. Bartering or trading
 16. Passing notes / any items
 17. Attempting to manipulate staff
 18. Any other violation deemed to be a low-class violation
- d. Medium-Class Violations
 1. Repeated low-class violations
 2. Lying to deputy
 3. Fighting
 4. Facility damage less than \$50
 5. Abusing commissary, visitation or telephone privileges
 6. Abusing food services
 7. Attempting to control the behavior of other inmates through coercion or threats
 8. Assigning work to other inmates
 9. Possession or use of tobacco products
 10. Stoppage of or placement of foreign matters into commodes or sinks
 11. Retention or misuse of medication
 12. Possession of contraband
 13. Creating serious health hazard
 14. Inflicting injury upon oneself or another

15. Faking illness or injury
16. Any other violation deemed to be a medium-class violation
- e. High-Class Violations
 1. Repeated medium-class violations
 2. Possession or use of alcohol or unauthorized drugs or contraband
 3. Facility damage over \$50
 4. Seriously interfering with the safety and security of facility operations
 5. Possession of weapon or chemical agent or object which has been modified to be used as a weapon
 6. Creating or inciting a riot
 7. Malicious obstruction, alteration or misuse of property
 8. Destruction of mattress
 9. Destructing or tampering with life safety equipment, such as fire extinguishers, emergency lighting and emergency alarms
 10. Any work release violation
 11. Any sexual offense
 12. Any other violation deemed to be a high-class violation
- f. Penalties for Violations
 1. Inmates violating the law may be subject to criminal prosecution.
 2. Damaged county property costs shall be charged to inmate's account for reimbursement.
 3. Injury costs caused by an inmate shall be charged to the inmate's account for reimbursement.
 4. Reimbursement for property damage or injury costs may be paid by cash, check or money order, by mail or in person.
 5. If reimbursement is made by mail, inmate's name and DOB of whose account payment is to be posted to needs to be noted on form of payment.
 6. If guilty party cannot be identified, privileges may be denied for entire cell.
 7. Privileges may be restored as soon as possible after violator's identity has been determined or penalty time expires.
 8. Denial of privileges and/or isolation may be assessed for violation of any rule.
 - a. Low-Class Violations Up to 3 days penalty
 - b. Medium-Class Violations Up to 10 days penalty
 - c. High-Class Violations Up to 30 days penalty
 9. Some privileges that may be denied:
 - a. Commissary – except hygiene items and mail supplies
 - b. Housing assignment
 - c. Television
 - d. Telephone – other than five-minute minimum per week
 - e. Work assignment
- g. See Rights – Disciplinary Procedure section in this handbook for more information.

25. Drug Tests

- a. Drug tests shall be given before SAP and Work Release program participation or at random times.

26. Due Process

- a. See Discipline section in this handbook.

27. Emergency Assistance

- a. Emergency calls may be made from inmate phones to Building 1 control room.
 1. Press 11*19, (*free call*)
 2. Enter PIN
 3. Give location and type of emergency
- b. Inmates who intentionally misuse emergency assistance system may be subject to disciplinary action.

28. Eyeglasses

- a. Prescription eyeglasses may be accepted from the public any time at Building 1 reception.
- b. Do not mail eyeglasses to facility.
- c. Eyeglass cases are not permitted.

29. Fees

- | | | |
|------------------------------|-------|---------------------------------|
| a. Admission kit fee | 2.50 | |
| b. Booking fee | 25.00 | Except state / contract inmates |
| c. Commissary History Report | 1.00 | Per request |
| d. Dentist co-pay | 15.00 | Per initial visit / per issue |
| e. Doctor co-pay | 15.00 | Per initial visit / per issue |

f. Housing fee	20.00	Except state / contract inmates and periodic detention / work release inmates
g. Jail fee	5.00	Inmates released on bond
h. Nurse co-pay	15.00	Per initial visit / per issue
i. Prescription co-pay	10.00	Per initial / refill prescription
j. Restitution		For repair / replacement costs
k. Periodic detention		See Periodic Detention Program section
l. Work release		See Work Release Program section
m. Wristband fee	5.00	Lost, damaged or missing wristbands

30. Feminine Supplies

- a. Feminine supplies are available upon request.

31. Games

- a. Assorted games are available for recreational purposes upon request on kiosk under Miscellaneous tab.
- b. Games are privileges which may be restricted.

32. Grievance Procedure

- a. Verbal
 1. Resolving issues should begin with verbal communication with the other party involved.
 2. If issue remains unresolved, a grievance may be filed on kiosk under Grievance – General tab or Grievance – Medical tab.
- b. Written
 1. Grievances need to be reported within 48 hours of incident.
 2. All reports are processed by command staff in a confidential manner.
 3. Nothing in this section shall restrict agency’s ability to defend against an inmate lawsuit on grounds that the applicable statute of limitations has expired.
 4. Retaliation for reporting a grievance is prohibited.
- c. Decision
 1. If issue is about a policy or procedure, return response may be “Not a grievable issue.”
 2. Command staff shall have 10 business days from date grievance is reported to investigate and respond or decision is deemed denied.
- d. Appeal
 1. If initial response is not satisfactory, an appeal may be submitted to jailer with 48 hours of time inmate receives notice of first decision.
 2. Jailer/designee shall have 10 business days from date appeal is received to investigate and respond or decision is deemed denied.
- e. Sexual Abuse/Harassment
 1. Grievance system may also be used to report sexual abuse/harassment allegations.
 2. In such cases, there is no time limit on when an allegation may be reported.
 3. Reporter is not required to attempt to resolve issue with the other party involved.
 4. Retaliation for reporting a sexual abuse/harassment allegation is prohibited.
- f. See Rights – Grievance Procedure section in this handbook for more information.

33. Haircut Schedule

- a. Haircuts are available weekly on Mon, Wed and Fri for each cell area that houses inmates who do not pose a safety or security risk to self, others or facility.
- b. Inmates may use issued sanitizing solution before each use.

34. Head Counts

- a. Head count times:
 - 06:30-07:30a
 - 02:30-03:30p
 - 10:30-11:30p
- b. Televisions, telephones and kiosks shall be turned off during all head counts.
- c. No inmates shall be in showers or restrooms during these times.
- d. Inmates shall get dressed or cover up before leaving shower area.
- e. Inmates face and hands shall not be covered.
- f. Inmates shall be quiet and follow deputy’s instructions during head counts.
- g. Inmates shall stand at the end of their assigned bunks / mats / or other designated area until deputy instructs otherwise or deputy leaves the cell.
- h. Inmates shall present wristbands upon request.

35. High-Risk Inmates

- a. High-risk classifications are based on several factors, to include current charges, institution behavior history, current behavior, etc.
- b. Restraints shall be applied through door flap and used any time high-risk inmate is outside of housing cell in the presence of staff.
- c. These inmates are permitted one hour outside of cell each day for:
 1. Recreation
 2. Five-minute telephone call
 3. Kiosk use
- d. Commissary restrictions may be imposed.
- e. Outdoor recreation is restricted due to the safety and security of facility.
- f. Group program participation shall be restricted.
- g. High-risk classifications are reviewed at least every 30 days.

36. Hot Pots

- a. Inmates who alter, damage or misuse a hot pot may be subject to disciplinary action.
- b. Use of hot pots is a privilege which may be restricted.

37. Ice

- a. Ice is scheduled to be provided on first shift for A Pod, second shift for B Pod, third shift for C Pod.
- b. Use of ice is a privilege which may be restricted.

38. Indigent Inmates / Supplies

- a. Inmates are considered indigent if they meet all three conditions:
 1. Housed in DCDC for at least seven consecutive days
 2. Not purchased any items for those days
 3. Have less than \$1 on their account
- b. Indigent kits may be ordered every seven days from day of last order on kiosk under New Order tab, then Indigent tab, with costs charged to inmate's account.
- c. Indigent kits are delivered once weekly in a four-week rotation:
 1. Week 1: Deodorant, paper, shampoo, soap, stamped envelope, toothpaste
 2. Week 2: Same as week 1, except no shampoo
 3. Week 3: Same as week 1
 4. Week 4: Same as week 1, except no shampoo, plus pen, toothbrush and extra stamped envelope
- d. Indigent clothing may be ordered every six months for each item on kiosk under Commissary / Indigent tab, with costs charged to inmate's account.
 1. *State size for each item ordered*
 - a. Bras
 - b. Briefs
 - c. Panties
 - d. Socks
- e. Unnecessary clothing is not available for indigent inmates to order to include shorts, t-shirts and thermal tops/bottoms.

39. Issued Items

- a. Blanket – 1, as needed
- b. Cup – 1
- c. Hygiene kit – 1
- d. Laundry bag – 1
- e. Mattress – 1
- f. Sandals – 1 pair
- g. Sheets – 2
- h. Spork – 1
- i. Towel – 1
- j. Uniform – 1

40. Key Releases

- a. Inmates may give permission to release keys from their property to the public any time.
- b. If inmates want to release any key, "all" keys in their property shall be released at the same time.
- c. Key release process:
 1. Picture ID from public reviewed
 2. Verbal approval from inmate
 3. Property sheet / keys removed from property room
 4. Inmate signs property sheet

5. Public signs property sheet
6. Keys released to public
7. Property sheet re-filed in property room

41. Kiosks – Inmates

- a. Kiosk tabs:
 1. Accounts for Inmates
 2. Cell Changes / Conflicts
 3. Civil Rights Complaint Form – 1983 Form
 4. Commissary / Indigent Items
 5. Court / Bonds / Booking
 6. Disciplinary
 7. Electronic Cigarettes – E-cigs
 8. Federal Inmates
 9. Grievance – General
 10. Grievance – Medical
 11. Laundry – Personal Clothing
 12. Maintenance
 13. Miscellaneous
 14. Money for Inmate Accounts
 15. Notary Service
 16. Outside Law Enforcement
 17. Programs
 18. Property
 19. Religion
 20. Religion Changes / Diets
 21. Sexual Abuse/Harassment – PREA
 22. Sick Call
 23. State Inmates / CD Coordinator
 24. Substance Abuse Program – SAP
- b. Routine requests need to be submitted on kiosk for tracking and accountability purposes.
- c. Inmates who send verbal or written requests for “routine” issues will be reminded to use kiosk system.
- d. Only enter one request per issue per seven days, except for medical issues.
- e. Duplicate requests for same issues slow down the request system.
- f. Inmates who enter duplicate requests that are deemed excessive or without merit may be subject to disciplinary action.
- g. If request is for information is already listed in this handbook, response may be “See Inmate Handbook.”

42. Kiosks – Public

- a. If a message appears during a transaction on the lobby kiosks that states “Out of Order,” it could mean there was a connection interruption.
- b. In such cases, press “OK” to restart transaction.

43. Laundry – Lost

- a. Lost laundry may be reported on kiosk under Laundry tab.
- b. Staff will investigate all reports.
- c. If staff determines laundry was lost, only items verified as inmate’s possessions at time of intake or purchased from commissary will be replaced.

44. Laundry – Personal Clothing

- a. Wet clothing may be hung from cell wall hooks.
- b. Dry laundry shall be placed in storage area.
- c. Personal clothing may be laundered twice a week according to laundry schedule.

45. Laundry Schedule

DAY	3p-11p	11p-7a
Sun		A Pod, T Cells
Mon	B2	B Pod, B3-I
Tue		C Pod, Med, B3-G, B3-H
Wed		A Pod, T Cells
Thu	B2	B Pod, B3-I
Fri		C Pod, Med, B3-G, B3-H

46. Legal Mail

- a. See Rights – Legal Mail Rights section in this handbook.

47. Legal Materials

- a. Inmates represented by an attorney need to direct their legal material requests to their attorney.
- b. Inmates may contact the public for assistance in locating legal information.
- c. Inmates not represented by an attorney may request a copy of a specific legal document on kiosk under Miscellaneous tab.
- d. A reasonable effort will be made by staff to locate specific document.
- e. See Copies of Legal Documents section in this handbook for more information.

48. Library Services

- a. Inmate library is available during indoor recreation time.

49. Lights

- a. Lights shall be turned on at breakfast and off after last head count.

50. Mail

- a. Effective 12/1/18, inmate mail will be scanned and available for inmates to read on the kiosks.
- b. After all mail is scanned, original documents will be placed in the inmates' property.
- c. Exceptions to this procedure include legal mail, books from publishers and newspapers, which will be hand delivered.
- d. Incoming mail must not be larger than 8 ½ x 11 inches, not thicker than light card stock and able to be fed through a sheet-fed scanner.
- e. Mail that does not meet these regulations cannot be scanned and available for inmate viewing; however, it will be placed in the inmate's property to be received at release time.
- f. If the scanning system is not operational or discontinued, incoming mail will be hand delivered.
- g. Digital Mail System
 1. The public
 - a. The public may send digital mail to an inmate, at no cost, by going to the website *jailfunds.com*.
 - b. When on website, select "Send Message" tab and follow the instructions.
 - c. Also, there is no cost for inmates to receive digital mail from the public.
 2. Inmates
 - a. Inmates may send digital mail to the public on the kiosk by clicking on the digital mail tab.
 - b. There is a .50 charge for each digital mail sent by an inmate, which is about the same cost of a stamp.
 - c. Inmate-to-inmate digital mail is blocked; however, inmate-to-inmate regular mail can still be sent through the US postal system.
 3. Attachments to any digital mail require staff approval, which takes longer to process and may cause a delay for the digital mail to be viewed on the kiosk.
 4. All *daviesscojail.org* email addresses are blocked from receiving digital mail from inmates.
 5. Inmates still need to use the existing methods for all inmate requests from staff.
 6. Digital mail is a privilege which may be restricted or discontinued at any time.
- h. Regular Mail
 1. Mail will be processed each day it is received.
 2. Outgoing mail may be given to staff any time.
 3. Address mail to:
Inmate's Name
DCDC
3337 Hwy 144
Owensboro, KY 42303
 4. All mail sent to inmates must have the return address on the envelope.
 5. Cash should not be sent through the mail.

6. Checks for inmate accounts should not be sent with correspondence to inmates but sent to bookkeeper.
 - a. See Money for Inmate Accounts section in this handbook for more information.
 7. No enclosures or items, except for pictures, should be sent with correspondence to inmates.
 - a. Prohibited items shall be discarded.
 8. Inmate-to-inmate mail, at this facility and to other facilities, is allowed and is a privilege which may be restricted according to jailer's discretion.
 9. Incoming and outgoing mail may be opened and inspected for contraband prior to delivery, except for legal mail.
 10. Incoming and outgoing legal mail may only be opened and inspected for contraband in the presence of the inmate.
 - a. See Rights – Legal Mail Rights section in this handbook for more information.
 11. Incoming mail shall only be given to inmate to whom it is addressed.
- i. Items Not Permitted
1. Cards that are oversized or have musical components
 2. Church bulletins
 3. Downloads from internet
 4. Envelopes
 5. Laminated items
 6. Letters or drawings with crayon, colored pencil or stickers
 7. Magazines or magazine pages
 8. Pamphlets
 9. Paper or stationery
 10. Photocopied letters/articles
 11. Pictures with alcohol, drugs, gang symbols, tobacco, weapons, etc.
 12. Polaroid pictures
 13. Pornography or suggestive items intended to arouse sexual excitement
 14. Prayer cards
 15. Stamps
 16. Stationery, blank paper, envelopes, stamps
 17. Tattoo drawings or photos
- j. Return to Sender
1. Mail for released inmates
 2. Mail in bubble or padded envelopes
 3. Mail with postage due
 4. Packages, except for books
- k. See Rights – Mail section in this handbook for more information.

51. Maintenance

- a. Requests for cell maintenance may be submitted on kiosk under Maintenance tab.
- b. Include location and brief summary of issue that needs to be addressed.

52. Marriages

- a. Inmates may request to be married while incarcerated on kiosk under Miscellaneous tab.
- b. Inmates need to make all arrangements and keep command staff informed of details.
- c. Event shall take place in a visitation booth.

53. Meals

- a. Meal times are around 5a-7a, 11a-1p and 4p-6p daily.
- b. Inmates shall line up at meal time and present wristband upon request, even if they do not wish to eat.
- c. Each inmate shall receive or refuse their own tray.
- d. Trays will be passed through door flaps.
- e. Tray lids shall be returned through door flap as soon as meal is received by inmate.
- f. Missing food items shall be reported when meal is received and in the presence of staff so verification and necessary replacements may be made.
- g. Meal trays shall be returned upon request.

54. Medical Care

- a. Medical care may be requested on kiosk under Sick Call tab.
- b. All inmates receiving treatment shall be charged co-pays according to Fees section in this handbook.
- c. Medical treatment shall never be withheld from any inmate due to the inability to pay a co-pay.
- d. Emergency medical issues will be provided by onsite medical staff, security staff or transported off site by jail vehicle or ambulance.
- e. Inmates who receive emergency medical treatment will not be charged a co-pay.

- f. DCDC staff and medical staff shall not discuss inmate medical information with family, friends or public.
- g. Medical questions or comments need to be directed to Advanced Correctional Healthcare, 3922 W. Baring Trace, Peoria, IL 61615, 1-866-719-8100 or 1-309-692-8100.
- h. There are limitations of confidentiality regarding information discussed with medical/mental health practitioners due to their duty to report all suspicions, knowledge or information regarding any incident of alleged sexual abuse/harassment that occurred in a facility, whether or not it is part of the agency, alleged retaliation against inmates or staff who reported such incident and alleged staff neglect or violation of responsibilities that may have contributed to incident or retaliation.
- i. See Rights – Medical Care section in this handbook for more information.

55. Medical Education

- a. Acne
 - 1. Acne is build-up of oil at hair roots and oil glands.
 - 2. Acne may be blackheads, whiteheads or pimples.
 - 3. Some foods, hormones, stress and contact with irritating or oily substances may cause acne to worsen.
 - 4. Do this if have acne:
 - a. Gently wash face and any other area that breaks out at least 2-3 times daily with mild soap
 - b. Do not squeeze or pick pimples
 - c. Wash hair at least 3 times weekly
 - d. Do not use oils on hair
 - e. Eat a balanced diet
 - f. Do not use oily make-up or creams on face
- b. Athlete's Foot
 - 1. Athlete's foot is caused by fungus which likes to grow in warm, moist places.
 - 2. Do this if have athlete's foot:
 - a. Keep socks and shoes off whenever possible
 - b. Do not sleep with socks on
 - c. Wash feet with warm, soapy water every day, pat dry between toes
 - d. Dry feet last to prevent spreading fungus
 - e. Wear shower shoes when showering
 - f. Wear canvas shoes, if available, during the day
 - g. Wear white cotton socks
 - 1. Put clean socks on each day
 - 2. Put socks on before underwear to prevent spreading fungus
 - h. Apply antifungal cream to affected area twice daily
 - 1. Wash and dry feet first
 - 2. Apply cream as directed by medical staff
 - 3. Rub in well
 - 4. Wash hands before and after
 - i. If any of the following occurs, may request to see nurse on kiosk under Sick Call tab:
 - 1. Increased redness
 - 2. Increased swelling
 - 3. Heat
 - 4. Pus formation
 - 5. Red streaks
 - 6. Increased pain
- c. Common Cold
 - 1. A common cold is caused by different types of viruses and is not serious.
 - 2. Usual symptoms include sneezing, stuffy nose, watery nasal discharge, scratchy throat, cough, tiredness, headache and body ache.
 - 3. Colds are not cured by taking antibiotics like penicillin.
 - 4. A cold must run its course and lasts 4-7 days, with 2nd and 3rd days as the worse.
 - 5. A cough may last longer.
 - 6. Colds occur more in fall and winter.
 - 7. Cold virus is spread mostly by drainage from nose, coughing and sneezing
 - a. Cough or blow nose into tissue or toilet paper and throw it away
 - b. Do not get close to anyone coughing or sneezing who does not cover their mouth
 - c. Always wash hands after blowing nose or sneezing
 - 8. Do this if have a cold:
 - a. Drink lots of fluids, especially clear fluids such as water
 - b. Stop smoking
 - c. May take 2 regular strength Tylenol tablets for fever, headaches, aches and pains
 - d. Rest as much as possible
 - 9. If symptoms get worse, may request to see nurse on kiosk under Sick Call tab.

- d. Dandruff
 - 1. Dandruff can be normal scaling off of top layer of scalp.
 - 2. Also, can be caused by seborrhea, which causes an increase in amount of oil made by oil glands around hair roots.
 - 3. Dandruff can usually be treated by using dandruff shampoo.
 - 4. Do this if have dandruff:
 - a. Shampoo hair 2-3 times weekly in cool or barely warm water
 - b. Use dandruff shampoo and be sure to rinse out all shampoo
 - c. Avoid over-rubbing or massaging scalp which may cause oil glands to produce more oil
 - 5. If symptoms do not improve after one month, may request to see nurse on kiosk under Sick Call tab.
- e. Gas, Belching, Heartburn and Indigestion
 - 1. Eating gas-forming foods and swallowing air while eating can cause gas.
 - 2. Do this if have gas:
 - a. Take 1-2 antacid tablets for heartburn or gas, up to 4 times a day if needed
 - b. Avoid gas-producing foods like cabbage, coffee, tea, and carbonated beverages
 - c. Avoid overeating
 - d. Chew foods slowly and completely
 - e. Remain in upright position 1-2 hours after eating
 - f. Stop smoking
 - g. Avoid eating 1-2 hours before bedtime
 - 3. If symptoms get worse, may request to see nurse on kiosk under Sick Call tab.
- f. Headache
 - 1. Most people have headaches.
 - 2. Most headaches are not serious.
 - 3. Common causes of headaches are tension, sinus congestion, caffeine, smoking, medications and high blood pressure.
 - 4. Do this if have a headache:
 - a. Avoid whatever causes headaches
 - b. Take two Tylenol tablets twice daily
 - c. Use moist, cool cloths if helps to relieve headache
 - d. Rest
 - 5. Do not watch TV
 - 6. Avoid noisy interaction
- g. Insomnia
 - 1. Try this if have difficulty sleeping:
 - a. Reduce or stop drinking caffeine drinks like coffee, brown tea and caffeine soft drinks
 - b. Do not take naps during the day, at head count or during the evening
 - c. Exercise during the day to help tire out and reduce stress
 - d. Go to bed at same time each night
 - 1. If drowsy and cannot sleep:
 - a. Get up to read book or write letter
 - b. When drowsy, go back to bed
 - c. May need to repeat several times
 - e. Get out of bed at same time each day
 - f. Discuss problem with jail chaplain or mental health professional
 - 2. Over time, ideas listed above should help get sleep problems under control.
 - a. The body has a natural "clock" built into it and sometimes needs to be corrected.
 - b. It will require time to adjust if have a history of sleep problems or if used drugs and/or alcohol prior to incarceration.
 - c. Being new to jail or getting out soon may cause sleeping problems.
 - 3. Medications will not cure the problem but time and effort may help.
- h. Nausea and Vomiting
 - 1. Stomach flu is common cause and does not last more than 24-36 hours.
 - 2. Diarrhea may also develop.
 - 3. Do this if sick to the stomach or throwing up:
 - a. Drink only clear liquids for next 24 hours
 - b. Drink small amounts or sips if cannot keep anything down
 - c. Do not take aspirin, laxatives or antacids while sick to the stomach
 - d. Rest for 24 hours
 - e. Start eating food gradually as begin to feel better
 - f. Do not eat spicy or greasy foods at first

4. May request to see nurse on kiosk under Sick Call tab if:
 - a. Do not feel better after 24 hours
 - b. Cannot keep any liquids down
 - c. Start vomiting blood
 - d. Get fever and increased stomach pain
- i. Skin Rash
 1. Rashes can be caused by chemicals, infections or medications and are almost impossible to identify the cause.
 2. Do this if have a rash:
 - a. Wash or bathe in cool water only
 - b. If cause is known, avoid it if possible
 3. May request to see nurse on kiosk under Sick Call tab if:
 - a. Increased redness or swelling, pus formation, heat, red streaks, increased pain or rash is spreading
- j. Sore Throat
 1. Viruses cause most sore throats.
 2. Sore throats usually last 4-7 days.
 3. Do this if have a sore throat:
 - a. Gargle with warm, salt water several times a day, but do not swallow salt water
 - b. Drink plenty of fluids
 - c. Take two Tylenol tablets for fever and pain twice daily
 - d. Stop smoking
 4. May request to see nurse on kiosk under Sick Call tab if conditions worsen or have no relief.
- k. Sprain
 1. Stressing or twisting a joint or body usually causes a sprain.
 - a. Swelling usually occurs and can cause pain.
 2. Do this if have a sprain:
 - a. Keep injured area elevated for 48 hours to decrease swelling and throbbing
 - b. Use cold-water cloths on area for 24 hours and avoid using area
 - c. Take two Tylenol twice daily for pain
 3. May request to see nurse on kiosk under Sick Call tab if numbness, tingling or blueness appears in area of injury.
- l. Tooth Decay & Gum Disease
 1. Plaque is leading cause of tooth decay and gum disease.
 - a. Plaque is sticky, invisible film containing bacteria
 - b. It is constantly forming over teeth
 2. Ways plaque causes cavities:
 - a. When eat sweet foods, bacteria in plaque combines with sugar to form decay acids that attach to tooth enamel
 - b. Cavity grows larger as it enters the dentin
 - c. Decay weakens enamel further and reaches sensitive layer of tooth
 - d. If decay is not checked, an abscess may occur or bone may become infected
 3. How plaque causes gum disease:
 - a. Plaque collects beneath gum line and irritates gum tissue which may cause gums to bleed
 - b. If plaque is not removed, it becomes hardened and forms tartar, increasing irritation to gums
 - c. Plaque will begin to destroy tissue holding gums to teeth
 4. Brush to remove plaque and prevent tooth decay.
 - a. Hold toothbrush at 45-degree angle to gum line
 - b. Brush back and forth with short strokes, covering 1-2 teeth at a time
 - c. Brush back of teeth, inside and outside
- m. Urinary Discomfort
 1. Urinary discomfort is common in females.
 2. Urinary discomfort is caused by bacteria entering urinary system through tube that leads to the bladder
 3. Ways to prevent urinary discomfort:
 - a. Drink eight glasses of fluid per day
 - b. Limit drinking caffeine drinks while having symptoms
 - c. Urinate when feel urge
 - d. Do not hold urine for long periods of time
 - e. Avoid activities, like masturbation, that can cause friction to urine outlet
 - f. Take all medications until gone
 4. Symptoms should begin to fade in 24-26 hours after starting an antibiotic.

56. Medications

- a. Medications are scheduled to be distributed twice daily around 8a and 4:30p.
- b. Inmates receiving medications shall report to medical cart with their own drinking cup, water and present wristband upon request.
- c. No inmate shall share a drinking cup to take medications.
- d. Medications shall be taken in the presence of distributing medical staff.
- e. Inmates shall show proof of taking medications by allowing an open-mouth inspection.
- f. Home prescription medications:
 1. May be delivered Mon-Fri, 8a-4p at Building 1
 2. Need nurse's pre-authorization for after-hours deliveries for special circumstances
 3. Must be in original container with inmate's name clearly marked
 4. Shall be verified by medical staff before distribution
- g. No over-the-counter medications will be accepted.
- h. Releasing prescription medications:
 1. Require proper identification
 2. Release only to person named on the label

57. Mental Health Care

- a. Mental health care may be requested on kiosk under Sick Call tab.

58. Money – After Release

- a. Once inmates are released, 100% of money left on accounts will be applied to any current or past fees that are owed.
- b. If no fees are owed and a refund is due, a check will be written the next business day.
- c. All released inmates need to call the bookkeeper at 270-685-8466, ext.207, after 12 noon, on the first business day after their release date to:
 1. Advise if they want to pick up refund check in person, Mon-Fri, 7a-1p, with proper identification
 2. Advise current mailing address for refund check
 3. Negotiate a payment plan if fees are owed
- d. If refund check is not picked up by first Friday after release date, and no mailing address is given, it will be mailed to the last known address.
- e. DCDC reserves the right to correct any errors found on an inmate's account.
- f. Inmates have six months to report any errors on their account to the bookkeeper.

59. Money for Inmate Accounts

- a. Ways to place money on inmate accounts:
 1. Kiosk
 - a. Building 1 lobby, 24/7 access, real-time posting to inmate account
 2. Mail
 - a. **Do not send cash by mail**
 - b. **Do not send correspondence with money for inmates**
 - c. **Make all checks payable to DCDC with the inmate's name on the memo line**
 - d. Mail to: DCDC
Attn: Bookkeeper
3337 Hwy 144
Owensboro, KY 42303
 - e. All mail sent to inmates must have the return address on the envelope.
 3. Online
 - a. Contact company at jailfunds.com
 - b. Will need:
 1. Inmate's name
 2. Inmate's jacket number from inmate's wristband
 3. Facility name
 4. Telephone
 - a. Contact company at 855-836-3364
 - b. Will need same information as listed above
- b. Money types permitted:
 1. Cash – **Do not send cash by mail – must use kiosk**
 2. Cashier's checks
 3. Certified checks
 4. Credit cards – *Not accepted at reception – must use kiosk*
 5. Money orders
 6. **Make all checks payable to DCDC with the inmate's name on the memo line**

- c. Government checks are the only two-party checks permitted for deposits on inmate accounts.
 - 1. If use government check made payable to inmate, the full check amount shall be deposited.
 - 2. If check is received by mail and inmate does not want to endorse it, check shall be placed in inmate's property.
- d. 50% of all incoming money for inmate accounts will be deducted if fees are owed for:
 - 1. Previous incarceration housing fees
 - 2. Hygiene/indigent kits
 - 3. Restitution or other fees
- e. All deposits are subject to fee deductions, including state and federal inmate deposits.
- f. No checks shall be written out of inmate's account except for self-bonds or for account balance after inmate's release.

60. Movement within Facility

- a. When inmates are moving outside of cell areas within the facility, they shall:
 - 1. Walk single file on right side of area
 - 2. Place hands behind their backs
 - 3. Not touch anything, to include door flaps, thermostats, switches, etc.
 - 4. Not talk, unless pre-authorized by transporting officer

61. Nail Clippers Schedule

- a. Nail clippers are scheduled to be issued weekly on Mon, Wed and Fri to each cell area that houses inmates who do not pose a safety or security risk to self, others or the facility.
- b. Inmates may use issued sanitizing solution before each use.

62. Newspapers

- a. Newspapers are permitted to be received by inmates.
- b. Newspaper need to be addressed to the inmate.
- c. Newspapers need to be exchanged one for one to help prevent excess property stored in cells.

63. Notary Service

- a. Notary service may be requested on kiosk under Notary tab.
- b. Staff are not permitted to notarize vehicle titles.

64. Office Hours

- a. Office hours are Mon-Fri, 7a-3p.

65. Outside Law Enforcement

- a. Requests to contact outside law enforcement may be submitted on kiosk under Outside Law Enforcement tab.

66. PREA

- a. See Sexual Abuse/Harassment – PREA section in this handbook.

67. Packages

- a. No packages, other than paperback books mailed from publisher or verifiable company, shall be accepted for inmates.
- b. Mailed packages other than books shall be returned to sender.

68. Paperwork for Inmate's Signature

- a. Paperwork needing an inmate's signature needs to be mailed to and from the inmate.

69. Payment of Inmate Fees

- a. Payment of inmate fees may be made:
 - 1. In person
 - a. Building 1 Reception, Mon-Fri, 7a-3p
 - 2. Kiosk
 - a. Building 1 lobby, 24/7 access
 - 3. Mail
 - a. **Do not send cash by mail**
 - b. **Do not send correspondence with fees**
 - c. Mail to: DCDC
Attn: Bookkeeper
3337 Hwy 144
Owensboro, KY 42303
 - 4. Online
 - a. Contact Pay My Jailer at www.payafee.net

5. Telephone
 - a. Contact Pay My Jailer at 1-866-494-8556
- b. Payment types accepted:
 1. Cash – **Do not send cash by mail**
 2. Cashier’s checks
 3. Certified checks
 4. Credit cards – **Not accepted at reception – must use kiosk**
 5. Money orders
 6. Personal checks
- c. Two-party checks are not accepted.
- d. Need to pay fees in full before 30 days from release date.
- e. Unpaid fees after 30 days will be turned over to a billing agency and a \$30 fee will be assessed.
- f. See Periodic Detention Program and Work Release Program sections in this handbook for more fee information.

70. Periodic Detention Program

- a. Fees
 1. Booking fee is a \$25 one-time fee.
 2. Daily housing fee is 25% of gross daily wages (\$12 minimum / \$40 maximum).
 3. All fees shall be paid in cash for total number of sentenced days before participation begins.
 4. If fees are not prepaid, sentence shall be served in consecutive days.
 5. Fees need to be paid at Building 1 Reception, Mon-Fri, 7a-3p.
- b. Information
 1. Candidates must ensure DCDC receives approved order before participation begins.
 2. Permitted personal clothing at intake:
 - a. Bras, wireless – 3
 - b. Socks, white – 3 pair
 - c. T-Shirts, white – 3
 - d. Underwear – 3 pair
- c. Rules
 1. While on program, participants shall:
 - a. Not report to facility under the influence of alcohol or illegal drugs
 - b. Not commit another crime
 - c. Be responsible for own prescription medication costs
 - d. Be subject to:
 1. Strip search upon each return to facility
 2. Random alcohol and/or illegal drug tests
 2. Participation may be terminated if any periodic detention rules are violated.

71. Permitted Items – Housing Unit

- a. Permitted items:
 1. Bible, softback – 1
 2. Bras, wireless – 3
 3. Commissary purchases
 4. Hygiene items
 5. Legal materials
 6. Mail – 5 pieces
 7. Photos – 5
 8. Program materials
 9. Socks, white – 3 pair
 10. T-shirts, white – 3
 11. Underwear – 3 pair
- b. Permitted items to be stored on floor beneath bunk:
 1. Commissary – 1 bag
 2. Laundry bag – 1
 3. Shoes / sandals – 1 each
- c. Property authorized for inmates in housing areas shall be limited to what will fit in approved storage areas.
- d. See Contraband section, Property – Excessive section and Search and Seizure section in this handbook for more information.

72. Permitted Items at Intake

- a. Inmates may retain these items at time of intake:
 1. Bra, wireless – 1
 2. T-shirt, if white – 1
 3. Underwear – 1 pair
 4. Bible, softback – 1
 5. Legal material
- b. See Periodic Detention Program and Work Release Program sections in this handbook for other permitted items at intake.

73. Power of Attorney

- a. Inmates needing assistance to conduct their personal business while incarcerated may designate a Power of Attorney.

74. Privileges – General Population

- a. Commissary
- b. Electronic cigarettes – E-cigs
- c. Games
- d. Hot pots
- e. Ice
- f. Mail – Inmate-to-inmate at DCDC and at other facilities
- g. Telephone – Other than five minutes per week or attorney access
- h. Television
- i. Work assignments
- j. See each privilege's section in this handbook for more information
- k. Privileges may be restricted for disciplinary reasons

75. Program Information

- a. Programs are available to all inmates depending on classification levels, except for high-risk inmates.
- b. Inmates may request to attend a program on kiosk under Programs tab.
- c. A program waiting list will be maintained on a first-come, first-serve basis.
- d. Programs are not offered during meal times or head counts and are limited on Fridays.
- e. To continue eligibility after inmate has been approved for a program, inmate shall attend program each time it is offered, unless absence is excused.
- f. Excused absences include verified illnesses, court appearances, etc.
- g. In the case of MRT program, if inmate registers but does not complete course due to unexcused absences, they will be charged \$25 for MRT workbook.
- h. Inmates need to prepare to be out of cell for the duration of the program.
- i. If inmate needs to return to cell for any reason, return to the program is not be allowed that day, due to time and disruption issues.
- j. Inmates need to line up to attend a program after name is called.
- k. If inmate fails to line up or skip attendance without excused absence, inmate's name may be removed from active roster and will have to reapply to attend the program in the future.
- l. If inmate receives isolation for disciplinary reasons, inmate shall no longer be allowed to attend group programs and will need to reapply for programs in the future.
- m. Inmates need to notify their visitors of program dates and times so that visits may be coordinate around these times.
- n. See Rights – Program Access section in this handbook for more information.

76. Programs Available

- a. Alcoholics Anonymous – AA
- b. Bible Study
- c. GED Studies / Testing
- d. Moral Recognition Therapy – MRT
- e. Narcotics Anonymous – NA (*Only offered every other week*)
- f. Religious Services

77. Program Schedule

LOCATION	DAY	TIMES	PROGRAM
B1 - Males	Sun	08:00-09:00a	Religious Service – <i>Hispanic</i>
		01:00-02:00p	Religious Service – <i>Catholic</i>
	Mon	08:00-10:00a	GED
		08:30-11:00a	MRT
		01:00-02:00p	Bible Study – <i>Protective Custody</i>
		01:30-02:30p	Bible Study – <i>General Population</i>
		06:00-08:00p	GED
		06:00-07:00p	NA – <i>Every other week</i>
	Tue	08:30-11:00a	MRT
		01:00-02:00p	Religious Service
		06:00-07:00p	AA
		01:00-02:00p	Fresh Start
	Wed	06:00-07:00p	Celebrate Recovery
		06:00-08:00p	GED
	Thu	08:00-10:00a	GED
		01:00-02:00p	Bible Study – <i>C Pod 103-109</i>
		01:00-02:00p	Religious Service – <i>B184, C110, Workers, Med</i>
		08:30-11:00a	MRT
B1 - Females	Sun	01:00-02:00p	Religious Service – <i>Catholic</i>
		06:00-07:00p	Celebrate Recovery
	Tue	08:00-10:00a	GED
		01:30-02:30p	Bible Study
		06:00-07:00p	AA
		08:00-10:00a	GED
	Wed	08:30-11:00a	MRT
		08:30-11:00a	MRT
		06:00-07:00p	Religious Service
		09:00-11:00a	Religious Service – <i>2nd and 4th week</i>
	Sat	09:00-11:00a	Religious Service – <i>When available</i>
		09:00-11:00a	Religious Service – <i>When available</i>
B2 - Males	Wed	05:00-06:00p	Religious Service – <i>Rev. Matally</i>
		05:00-06:00p	Bible Study – <i>Every other week</i>
		06:00-07:00p	Bible Study – <i>Every other week</i>
		06:00-07:00p	Bible Study – <i>Every other week</i>
B3 - Males	Sun	06:00-07:00p	NA - <i>Every other week</i>
		06:00-08:00p	GED
	Thu	06:00-07:00p	Religious Service

78. Property – Excess

- a. Property at booking that does not fit in property room hanging bags shall be considered excess property.
- b. Inmates have 30 days to coordinate the release of their excess property.
- c. Property released to public:
 1. Picture ID from public reviewed
 2. Verbal approval from inmate
 3. Property sheet / property removed from property room
 4. Inmate signs property sheet
 5. Public signs property sheet
 6. Property released to public
 7. Property sheet re-filed in property room

- d. Property mailed out:
 1. Inmates need to submit designated person's name and mailing address on kiosk under Property tab.
 2. Inmate's account will be charged the cost of shipping before property is mailed.
- e. After 30 days, if no instructions are received from inmate, or shipping funds are not available, excess property will be disposed of.

79. Property Issues – After Release

- a. Complaints regarding returned property shall be submitted in writing with specific details within 24 hours from the time of release.
- b. DCDC shall not be responsible for any property issues that are questioned after that time period.
- c. If inmate personal property is left at facility for more than two weeks after release date, it will be disposed of.

80. Property Releases – Still Incarcerated

- a. If any personal property is released, "all" personal property shall be released at same time, except one set of clothing and one pair of shoes.
- b. Property released in person:
 1. Picture ID from public reviewed
 2. Verbal approval from inmate
 3. Property sheet / property removed from property room
 4. Inmate signs property sheet
 5. Public signs property sheet
 6. Property released to public
 7. Property sheet re-filed in property room
- c. Property mailed out:
 1. Inmates need to submit designated person's name and mailing address on kiosk under Property tab.
 2. Inmate's account will be charged the cost of shipping before property is mailed.

81. Property Requests – After Booking

- a. After booking, only legal material may be requested from property room.
- b. This request may be made by on kiosk under Property tab.

82. Public Information

- a. General Public
 1. Public information on currently housed inmates is available at www.daviesscojail.org.
 2. Information that may be released to public:
 - a. Name
 - b. Charges
 - c. Bond information
 - d. Arrest date
 3. Information that may not be released to public:
 - a. Addresses
 - b. Appointments out of facility
 - b. Booking information for past incarcerations
 - c. Court dates
 - d. Date of birth
 - e. Release dates
 - f. SAP participation
 - g. Social security number
 - h. Transport information
- b. Government Agencies
 1. Outside law enforcement has restricted remote access to facility's information system.
 2. Other government agencies may be provided appropriate information that is pertinent to their specific functions.
- c. News Media
 1. With the inmate's written consent on form authorizing release of information, news media shall be permitted to interview an inmate, except if the safety and security of facility may be affected.
 2. If inmate gives written consent, media interviews may be allowed for reasonable time between 8a-4p, Mon-Fri, with pre-authorization of jailer/designee.

83. Ramadan

- a. Inmates may request to receive a Ramadan diet on kiosk under Religious Diet tab.
- b. These inmates shall be fed breakfast before sunrise, receive no lunch and receive double dinner portions after sunset.
- c. See Religious Diet section in this handbook for eligibility.

- d. During Ramadan, participants may meet:
 - 1. Nightly to worship and eat together
 - 2. Weekly for self-lead Jumu'ah services on Fridays

84. Recreation

- a. Recreation is offered five days a week on a rotating schedule.
- b. Inmates shall be offered three, one-hour, out-of-cell recreation periods per week.
- c. Two of those periods shall be outdoors, if weather permits.
- d. Inmates who pose a threat to the safety and security of facility shall be denied outdoor recreation.
- e. Leisure time and recreational activities allow inmates to participate in board games, television and other pastimes to help relieve idleness and boredom.

85. Release Dates

- a. DCDC does not give out release dates, since they are subject to change without notice.
- b. District Court may be contacted at 270-687-7200 for these dates for Daviess County inmates.
- c. For all other inmates, the respective agencies may be contacted.

86. Release Times on Court Dates

- a. Release times on court dates generally begin after 7p as a group.
- b. Court dates are Mondays, Wednesdays and Fridays.

87. Religion

- a. See Rights – Religion section in this handbook.

88. Religion Preference

- a. If religion preference is given during booking, it may be changed after 90 days from booking date.
- b. If not given during booking, inmate may designate religion preference any time by submitting request on kiosk under Religion Preference tab.
- c. Then changes may be made after 90 days from last date preference was entered on inmate record.

89. Religious Counseling

- a. See Counseling – Religious section in this handbook.

90. Religious Diet

- a. Religious diet must match the religion preference recorded on inmate record.
- b. If no religion preference is recorded during booking, see Religion Preference section, subsections (b) and (c) in this handbook.
- c. If religion preference is recorded on inmate record, but does not match religious diet requested, inmate needs to:
 - 1. Complete 90-day waiting period from day the first religion preference was recorded
 - 2. Submit new religion preference on kiosk under Religion Preference tab
 - 3. Resubmit religious diet request on kiosk under Religious Diet tab
- d. If want to discontinue religious diet, inmate needs to:
 - 1. Submit request on kiosk under Religious Diet tab

91. Religious Services

- a. Religious services are offered when a volunteer is available to monitor the service.
- b. If no volunteers are available to monitor the services, group services may be limited for that religion.

92. Rights

- a. Attorney Access Rights
 - 1. Inmates shall have confidential access to their attorneys or authorized representatives.
 - 2. Inmates shall have reasonable access to make collect calls to counsel.
 - 3. In order to prevent such calls from being recorded, either party needs to follow instructions given in automated message before each phone call.
 - 4. Attorneys shall be permitted to visit inmates at reasonable hours.
 - 5. Attorney visits shall not count as an allotted visit.
 - 6. See Attorney Access section in this handbook for more information.
- b. Court Access Rights
 - 1. Inmates shall have access to the judicial process.
- c. Disciplinary Procedure Rights
 - 1. Inmates shall have access to the Inmate Handbook that includes policies and procedures for maintaining discipline, consistent with constitutional requirements for due process.

- d. Grievance Procedure Rights
 - 1. Inmates shall receive a response to each written grievance within 10 days.
 - 2. The grievance procedure shall be accessible for each inmate.
 - 3. All allegations of retaliation for filing a grievance shall be investigated and addressed accordingly.
 - 4. Resolutions shall be sought for legitimate complaints.
- e. Legal Mail Rights
 - 1. Legal mail sent or received to / from court, attorney of record or public official may only be opened and inspected for contraband in the presence of the inmate.
 - 2. Constitutional limits of reading legal mail shall be followed.
- f. Mail Rights
 - 1. Mail policies and procedures for receiving / sending mail shall protect inmates' personal rights.
 - 2. These policies and procedures shall provide for security practices consistent with facility operations.
 - 3. Inmates shall be allowed to write to anyone if the mail does not violate state or federal law.
 - 4. Inmates' rights shall be protected in accordance with court decisions regarding mail.
 - 5. Inmate-to-inmate mail is permitted at this facility.
 - 6. The jailer/designee reserves the right to restrict this privilege if needed.
 - 7. Incoming mail may be opened and inspected for contraband prior to delivery, except for legal mail, which may only be opened and inspected in the presence of the inmate.
- g. Medical Care Rights
 - 1. Inmates shall have access to necessary and emergency medical and dental care.
- h. Mental Health Care Rights
 - 1. Inmates shall have access to necessary and emergency mental health care.
- i. Program Access Rights
 - 1. Inmates shall have equal access to programs and services, if the security and order of facility is not jeopardized.
- j. Racial Segregation Rights
 - 1. Inmates shall not be segregated or discriminated against due to race, color, creed or national origin.
- k. Religion Rights
 - 1. Inmates shall be granted the right to practice their own religion within limits necessary to maintain facility order and security.
 - 2. Inmates shall be afforded an opportunity to participate in religious services and receive religious counseling within the facility.
 - 3. Inmates shall not be required to attend or participate in religious services or discussions.
- l. Search and Seizure Rights
 - 1. Inmates have the right to be free from unreasonable searches and seizures.
 - 2. The Fourth Amendment protects places and things where there is reasonable expectation of privacy; however, inmates do not have a reasonable expectation of privacy in their cells and may be searched as a routine matter without any particular justification and without having to produce anything like a search warrant.
 - 3. Inmates shall not be searched just for harassment or for some other reason that is not justified by a facility need.
- m. Telephone Rights
 - 1. Newly admitted inmates shall be permitted a reasonable number of local or long distance collect telephone calls to attorney of inmate's choice or the public as soon as practical, generally within one hour after arrival, until one call has been completed.
 - 2. Inmates shall be permitted to complete at least one telephone call each week.
 - 3. Expense for the call shall be responsibility of the inmate or the party called.
 - 4. Each call shall be allotted a minimum of five minutes.
 - 5. All calls are monitored.
 - 6. Telephone privileges may be suspended for designated period of time if telephone rules are violated.
- n. Visitation Rights
 - 1. There are two visiting days scheduled per week, with one day during the weekend.
 - 2. One visit per week per inmate shall be allowed except if inmate received disciplinary action for violating visitation rules, or inmate's current institutional behavior presents imminent danger or threat to staff or other inmates.
 - 3. A visiting period shall be scheduled for at least 15 minutes.
 - 4. Two persons who visit at the same time shall count as a single visit.
 - 5. Children, if accompanied by an adult, shall be permitted to visit an inmate.
 - 6. Attorneys, clergy and medical staff shall be permitted to visit inmates at reasonable hours, other than during regularly scheduled visiting hours and shall not count as allotted visits.
 - 7. Each visitor shall register before visiting and shall be denied admission for:
 - a. Refusal to register
 - b. Refusal to consent to search
 - c. Violation of visitation rules and regulations

8. Inmates shall not be restricted from visiting with any person unless jailer determines to exclude visitor for any of the following conditions:
 - a. Represents a clear and present danger to security
 - b. Has history of disruptive conduct at facility
 - c. Is under the influence of alcohol or drugs
 - d. Refuses to submit to search
 - e. Refuses to show proper ID

93. Rules and Regulations

- a. See Discipline section in this handbook.

94. Search and Seizure

- a. Inmates shall be searched during admission to the facility.
- b. Cash and personal property shall be taken upon admission and listed on a property sheet.
- c. Inmates shall be subject to search any time after booking in order protect the safety and security of inmates, visitors, staff and facility.
- d. Cells shall be subject to search at any time.
- e. Inmates are not required to be present during cell searches.
- f. See Contraband section, Issued Items section and Permitted Items section in this handbook for information on items that are considered contraband.
- g. Contraband items shall be seized and discarded or held for evidence.
- h. 50% of all money received for inmates shall be seized and applied to unpaid fees, if any are owed.

95. Sexual Abuse/Harassment – PREA

- a. Prohibited Behaviors
 1. Sexual Acts of “Inmate on Inmate”
 - a. All inmate-on-inmate sexual acts are prohibited.
 - b. All such acts shall be investigated to ensure they were not coerced.
 - c. If determined that acts were consensual, parties involved will face administrative charges for rule violations.
 - d. If determined that acts were coerced, incidents shall be referred for criminal investigations.
 2. Sexual Acts of “Staff/Visitor on Inmate”
 - a. Any sexual act or sexual contact between staff/visitor and inmate is prohibited and illegal, even if inmate consents.
 - b. Inmates cannot legally consent to sexual acts with those who are in positions of authority over them.
 - c. All such acts shall be referred for criminal investigations.
 3. Disciplinary Actions – Inmates
 - a. Inmates shall be subject to disciplinary actions pursuant to a formal disciplinary process following an administrative finding that inmate engaged in inmate-on-inmate sexual abuse or following a criminal finding of guilt for inmate-on-inmate sexual abuse.
- b. Reporting
 1. There is no time limit for inmates to report alleged sexual abuse/harassment.
 2. **Official duties are not considered PREA violations:**
 - a. *Properly conducted pat searches*
 - b. *Incidental viewings of inmates by staff performing cell checks, etc.*
 3. Inmates may use multiple methods to report alleged sexual abuse/harassment, alleged retaliation by other inmates or staff for reporting alleged sexual abuse/harassment and alleged staff neglect or violation of responsibilities that may have contributed to such incidents.
 - a. Kiosk – Under PREA tab, Sick Call tab or Grievance tab
 - b. Verbal – To any staff, medical, chaplain, clergy, volunteer or others
The below listed methods can be anonymous:
 - c. Crime Stoppers – Dial 11*73, (*free call*) or 270-687-8484
 - d. Daviess Co Detention – Dial 11*19, (*free call*) or 270-685-8466
 - e. Note – To any staff or visitor
 - f. Third party – Someone reports for inmate
 - g. Mail letter or call:
 1. Daviess County Detention, Attention PREA Coordinator, 3337 Hwy 144, Owensboro KY 42303, 270-685-8466
 2. Daviess County Sheriff, 212 St. Ann, Owensboro, KY 42303, 270-685-8444
 3. KY State Police, 8298 Keach Dr, Henderson, KY 42420, 270-826-3312

- c. Response Plan
 - 1. **SSENE** – Helpful acronym for response plan
 - a. **Separate**
 - 1. Protect victim from abuser
 - b. **Scene**
 - 1. Scene needs to be preserved and protected until appropriate steps can be taken to collect evidence
 - c. **Evidence**
 - 1. Request that alleged “victim” and ensure that alleged “abuser” does not wash or rinse any body parts, brush teeth or hair, urinate, defecate, change clothes, eat, drink or smoke, in order to preserve evidence
 - d. **Notify**
 - 1. Notify supervisor immediately, in person if possible, in a confidential area
 - e. **Email**
 - 1. Email supervisor detailed report before going off duty
- d. Rights of Inmates/Staff
 - 1. Inmates have the right to be free from sexual abuse/harassment.
 - 2. Inmates and staff have the right to be free from retaliation for reporting such incidents.
- e. Support Services / Counseling
 - 1. New Beginnings Rape Crisis Center – Emotional Support Services
 - a. Dial 11*75, (*free call*) or 270-926-7273
 - b. Mailing address – 1716 Scherm Road, Owensboro, KY 42301
 - c. All calls are recorded and subject to mandatory reporting laws requiring that all abuse, neglect or exploitation be reported when victim is a child or adult who is unable to protect themselves due to a disability that limits ability to care for and/or protect self.
- f. Zero-Tolerance Policy
 - 1. DCDC has a zero-tolerance policy regarding all forms of sexual abuse/harassment.

96. Sexual Abuse/Harassment – PREA for Federal Inmates

- a. Definitions
 - 1. Inmate-on-Inmate Sexual Abuse/Assault
 - a. One or more inmates engaging in or attempting to engage in a sexual act with another inmate or use of threats, intimidation, inappropriate touching or other actions and/or communications by one or more inmates aimed at coercing and/or pressuring another detainee to engage in a sexual act.
 - 2. Staff-on-Inmate Sexual Abuse/Assault
 - a. Staff engaging in or attempting to engage in sexual act with inmate or intentional touching of inmate’s genitalia, anus, groin, breast, inner thigh or buttocks with intent to abuse, humiliate, harass, degrade, arouse or gratify sexual desires of any person.
 - b. Sexual abuse/assault of inmates by staff is inappropriate use of power and is prohibited by DOJ policy and the law.
 - 3. Staff Sexual Misconduct
 - a. Sexual behavior between staff and inmate can include but is not limited to indecent, profane or abusive language or gestures and inappropriate visual surveillance of inmates.
- b. Prohibited Acts
 - 1. An inmate who engages in inappropriate sexual behavior with or directs it at others, can be charged with Prohibited Acts under the Inmate Disciplinary Policy.
 - 2. These acts include using abusive or obscene language, sexual assault, making sexual proposal, indecent exposure and engaging in a sexual act.
- c. Report all Assaults
 - 1. If inmate becomes a victim, incident should be reported immediately to any staff member, housing staff, chaplain or medical staff.
 - 2. Staff members keep the reported information confidential and only discuss it with the appropriate officials on a need-to-know basis.
 - 3. Others ways to report:
 - a. Write a letter to person in charge of US Marshal, using legal mail procedures to ensure confidentiality
 - b. File emergency grievance
 - c. Contact the department that investigates allegations of staff misconduct at Office of Inspector General, US Department of Justice, 950 Pennsylvania Ave, Room 4706, Washington, DC 20530, 1-800-869-4499
- d. Confidentiality
 - 1. Information concerning the identity of an inmate victim reporting sexual assault and the facts of the report itself shall be limited to those who have the need to know in order to make decisions concerning the inmate victim’s welfare and for law enforcement investigative purposes.

- e. Sexual Assault Awareness
 - 1. Inmates detained by the United States Marshals Service have the right to be safe and free from sexual abuse/harassment.
- f. Detention as Safe Environment
 - 1. While inmates are incarcerated, no person has the right to pressure them to engage in sexual acts or engage in unwanted sexual behavior regardless of age, size, race or ethnicity.
 - 2. Regardless of sexual orientation, inmates have the right to be safe from unwanted sexual advances and acts.

97. Sheet Exchanges

- a. Sheets are exchanged once a week.
 - 1. A Pod – Sat
 - 2. B Pod – Sat
 - 3. C Pod – Sun
 - 4. B2/B3 – Sun

98. Showers

- a. Showers for general population are available 24 hours daily.
- b. Showers for restricted cell areas are offered daily as time allows.
- c. Inmates shall be dressed or covered up when enter / leave shower area to avoid being unclothed in common areas.

99. Sick Call

- a. See Medical Care section in this handbook.

100. Soap

- a. Soap is included in admission kit issued to each inmate upon placement in a housing unit.
- b. Soap is also available for purchase on commissary.

101. State Inmates

- a. Administrative Releases
 - 1. Administrative releases are processed as one group on the:
 - a. First day of month in which inmate's minimum expiration date (MED) is set for or
 - b. Last weekday of preceding month if first day falls on Saturday, Sunday or legal holiday
 - 2. Inmates will be released according to administrative release schedule unless:
 - a. Have outstanding good time loss
 - b. Have committed a major category write-up within last six months
 - 3. If inmate has outstanding detainer, arrangements shall be made prior to the month in which the sentence expires for release to the detaining authorities on the administrative release date.
 - 4. There may be extreme circumstances whereby releasing inmates on administrative release date is not feasible.
 - 5. In these cases, inmates shall be released on the first day possible, compatible to the needs of the Department of Corrections (DOC) and the detaining authorities.
 - 6. Any release to detainer, on date other than administrative release date, shall be approved by the commissioner/designee.
 - 7. Only inmates who have been reviewed and approved by Central Office Offender Information Services Branch shall be released on administrative release date.
- b. Department of Corrections
 - 1. Mailing address for DOC is Department of Corrections, PO Box 2400, Frankfort KY 40602.
- c. Furloughs
 - 1. Inmate must be classified as Level 1 or 2 custody for six months to qualify for furlough.
 - 2. Furlough applications may be requested on kiosk under Class D tab.
- d. Hair Guidelines
 - 1. Inmates on work details must have neat appearances.
 - 2. Beards and long hair are not permitted.
 - 3. Mustache shall not be lower than the corner of the mouth.
 - 4. Sideburns shall not be lower than the ears.
 - 5. Hair shall not touch the collar for males.
 - 6. Ponytails are not permitted for males.
- e. Home Incarceration Program – HIP
 - 1. *There is no need to submit a kiosk request to participate in the HIP program, since DOC reviews all state inmate records to determine which inmates are eligible.*
 - 2. Criteria for HIP Program:
 - a. Have been sentenced as Class C or Class D inmate who meets eligibility requirements
 - b. Have no prior convictions for violent felony or sex crime

- c. Have nine months or less to serve on sentence after receiving eligible meritorious good time credit
 - d. Have no pending felony charge, detainer, warrant or other process issued by a jurisdiction
 - e. Have no active emergency protective order, domestic violence order or permanent protective order
 - f. Have no more than 90 days restorable good time loss
 - g. Have been classified as Level 1 or Level 2 custody
 - h. Have not been determined guilty of any category VII discipline violation within the last five years
 - i. If serving escape conviction, the offense date shall be more than five years old
 - j. Have freely and voluntarily agreed in writing to HIP program and conditions
 - k. Have approved home placement within Kentucky
3. DOC will interview inmates who qualify for program.
 4. If approved, DOC will coordinate the rest of process.
 5. Issues regarding this program need to be mailed to Department of Corrections, PO Box 2400, Frankfort KY 40602.
- f. Mandatory Reentry Supervision – MRS
1. *There is no need to submit a kiosk request to participate in the MRS program, since DOC reviews all state inmate records to determine which inmates are eligible.*
 2. Parole Board will order MRS six months prior to projected completion date of inmate’s sentence for inmate who has not been granted discretionary parole.
 3. Those who are not eligible for MRS are inmates who are/have:
 - a. Not eligible for parole
 - b. Been convicted of capital offense or Class A felony
 - c. A maximum or close security classification
 - d. Been sentenced to two years or less of incarceration
 - e. Six months or less to be served after sentencing by court or recommitment to prison for violation of probation, shock probation, parole, or conditional discharge
 - f. Not served at least six months since being recommitted to prison for violation of probation, shock probation, parole or conditional discharge
 - g. Twice been released on MRS
 4. Inmates who are granted MRS may be returned by Parole Board to prison for violation of conditions of supervision and shall not again be eligible for MRS during the same period of incarceration.
 5. Inmates released to MRS shall be considered to be released on parole.
 6. If approved for MRS, inmates may accept or decline to participate in the program.
 7. Inmates who accept participation and complete the MRS program will be eligible for Parole Compliance Credits (equivalent of meritorious good time) as well as all other credits available to parolee.
 8. Parole board will order MRS and terms of supervision, which may include electronic monitoring, for inmate who has not been granted discretionary parole six months prior to inmate’s minimum expiration of sentence.
 9. If inmate is currently recommended for parole contingent upon successful completion of a SAP program, inmate must apply for and, if approved, must participate in a SAP program while on supervision.
 - a. While waiting for SAP approval, inmates must actively participate in a NA/AA program.
 - b. Failure to participate in a NA/AA program may constitute a violation of conditions of supervision and result in sanctions up to and including revocation.
 10. Inmates on MRS who successfully reach their MED will complete their sentence and will be discharged from supervision at that time.
 11. Criteria for MRS:
 - a. No sentence of death or life imprisonment
 - b. Must have reached their actual parole eligibility date
 - c. Must have reached their DUI date when applicable (DUI 4th offense with aggravator)
 - d. Must not be required to complete sex offender conditional discharge
 - e. Must have completed sex offender treatment program if convicted of sex crime after July 15, 1998 and that sex crime was committed prior to July 15, 1998
 - f. Must be six months or less from MED
 - g. Must not have previously been released on MRS during current period of incarceration
- g. Meritorious Good Time
1. Questions about meritorious good time need to be addressed to Department of Corrections, PO Box 2400, Frankfort KY 40602.
- h. Privileges
1. Extra ice
 2. Game systems
 3. Good time
 4. Job training
 5. Pizza parties
 6. State pay
 7. Storage bins

- 8. Uniforms – t-shirts, jeans and jackets as needed
- 9. Work assignments
- i. Release Dates
 - 1. **There is no need to submit a kiosk request for a release date, since DOC calculates all release dates.**
 - 2. Requests for release date information need to be addressed to Department of Corrections, PO Box 2400, Frankfort KY 40602.
 - 3. When release paperwork is received from DOC, CD coordinator will forward a copy of document to inmate.
 - 4. When state inmate is released and no ride is available, a one-way bus ticket may be provided.
- j. Sentence Reductions – Workers
 - 1. Workers may earn a one-day sentence reduction for every 40 hours worked.
 - 2. Work for time credit has a maximum of four days per month.
- k. State Pay
 - 1. It takes one to two months for DOC to process state pay.
 - 2. Distribution of state pay checks will be processed promptly upon receipt of DOC check.
- l. Timesheets
 - 1. Timesheets or Resident Record Cards will be given after classification or reclassification process is completed.
- m. Work Assignments
 - 1. **There is no need to submit a request for a work assignment, since all state inmate records are reviewed to determine which inmates are eligible.**
 - 2. **Also, there is no need to have the public to call or write letters on behalf of inmate, for same reason.**
 - 3. Work assignments are:
 - a. Privileges which may be changed or terminated for any reason at any time
 - b. Not a right / guarantee for every state inmate
 - c. Dependent on available jobs
 - 4. Criteria for work assignment eligibility:
 - a. Must be final sentenced (lengthy process)
 - b. Must be classified (may take 3 months or more)
 - c. Must have jailer's approval
 - 5. Inmates will be notified when they have been approved or determined ineligible for work assignments.

102. Substance Abuse Program – SAP

- a. Qualifications for SAP program:
 - 1. Must be Class D felon
 - 2. Must be 24 months or less from meeting parole board or serve out date
 - 3. Must have no convictions of a Category 3.11 rule or Category 4 or higher rule in 60 days prior to submitting application
- b. SAP applications may be requested on kiosk under SAP tab.
- c. Completed applications may be:
 - 1. Submitted to SAP staff to be forwarded to DOC
 - 2. Mailed to SAP Administrator, PO Box 2400, Frankfort KY 40602
- d. Applications are reviewed by DOC to determine eligibility and placement on program waiting list.
- e. Waiting time depends on several factors, to include:
 - 1. Parole upon completion of SAP program
 - 2. Date meeting parole board
 - 3. Date application submitted
 - 4. Available beds
- f. DOC determines the location of which program the inmate will attend.

103. Telephones

- a. Initial Setup
 - 1. Choose language
 - a. Press (1) – English
 - b. Press (2) – Spanish
 - 2. Enter security PIN
 - a. Enter any four digits of personal choice
 - 3. Enter PIN
 - a. PIN is 2 digits of month born, last 2 digits of year born, last 6 digits of SSN
 - 1. For example: If born 01/01/70 and SSN is 123-45-6789, PIN would be 0170456789
 - 2. This same PIN number will also be needed for phones in visitation booths
 - 4. Record name
 - a. Record name that public will hear each time a call is placed from inmate
 - b. Press (#) when finished recording

5. Recording will play back
 - a. Press (1) to save or (2) to re-record
6. Setup is complete
- b. Placing Calls
 1. Choose language
 - a. Press (1) – English
 - b. Press (2) – Spanish
 2. Choose type of call
 - a. Press (1) – Direct Pay calls
 - b. Press (2) – Calling Card calls
 - c. Press (3) – PIN Debit calls
 - d. Press (5) – Customer Service
 - e. Press (6) – Voicemail
 3. Press zero (0)
 4. Enter area code
 5. Enter telephone number
 6. Enter PIN
- c. Phone-Time Purchases
 1. There are three types of phone-time purchases:
 - a. Direct Pay – Call only number entered by purchaser
 - b. Calling Card – Call any number
 - c. PIN Debit – For inmate’s PIN
 2. Ways to Purchase:
 - a. Use kiosk in Building 1 Lobby (except for calling cards)
 - b. Call 1-877-998-5678
 - c. Online at sales@combinedpublic.com
- d. Telephone Information
 1. Telephones have 24/7 access, except during cell cleaning, head counts, cell restrictions or other exceptions.
 2. Phone calls are monitored and recorded.
 3. Calls have a 15-minute talk-time maximum.
 4. Costs for local, long-distance, in state and out of state calls are .16 per minute.
 5. Taxes and fees may apply where applicable.
 6. International call costs start at \$1 per minute and must be placed by using a calling card only.
 - a. Will need to request country code on kiosk under Telephone tab
 - b. Then dial 011 + country code + phone number
 7. Telephone numbers for the public are not provided to inmates by the agency.
 8. Inmates are responsible to keep their PIN numbers private.
 9. Inmates using another inmate’s PIN may be subject to disciplinary and/or criminal action.
 10. Inmates may contact customer service by using Option 5 on phone or by writing to Combined Public Communications, P.O. Box 76573, Highland Heights, KY 41076.
 11. The public may call Combined Public at 1-877-998-5678 to purchase phone time, discuss telephone issues, prepay accounts, calling card issues, check on balances, block / unblock telephone numbers or use website at combinedpublic.com.
 12. Administrative Segregation, High Risk, Isolation and Protective Custody inmates have access to one weekly five-minute telephone call on Mondays.
 13. Use of telephones is a privilege which may be restricted, except for one five-minute call per week.
 14. See Rights – Telephone section in this handbook for more information.
- e. Voicemail Initial Setup
 1. Each time a call is attempted, inmate will hear a six-digit mailbox number until voicemail is set up.
 2. Family / friends / public will need this number to leave voicemails for inmates.
 3. Inmates may select option (5) for customer service to retrieve forgotten mailbox numbers.
 - a. Choose language
 1. Press (1) – English
 2. Press (2) – Spanish
 - b. Choose type of call
 1. Press (6) – Voicemail
 - c. Enter PIN
 - d. Record name
 1. Press (#) when finished recording
 - e. Recording will play back
 1. Press (1) to save or (2) to re-record
 - f. Record greeting that public will hear when they leave voicemail
 1. Press (#) when finished recording

- g. Recording will play back
 - 1. Press (1) to save or (2) to re-record
- h. Voicemail setup is complete
- f. Listen to Voicemail
 - 1. Choose language
 - a. Press (1) – English
 - b. Press (2) – Spanish
 - 2. Choose type of call
 - a. Press (6) – Voicemail
 - 3. Enter PIN
 - 4. System will automatically play new messages
 - a. Press (#) – Skip message
 - b. Press (1) – Repeat message
 - c. Press (2) – Save message
 - d. Press (3) – Delete message
 - 5. Messages not listened to are kept for 16 days
 - 6. Saved messages are kept for two days
 - 7. There is no cost to inmate to listen to voicemails
- g. Family / Friends / Public Instructions for Voicemail
 - 1. Need to make deposit to Direct Pay account
 - a. See Phone-Time Purchases in Telephones section
 - 2. Need to get voicemail mailbox number from inmate
 - 3. Call 1-702-854-1577 to leave voicemail for inmate
 - 4. Cost to the public is .20 per voicemail, deducted from their Direct Pay account

104. Televisions

- a. Televisions have 24/7 access, except during cell cleaning, head counts or other exceptions.
- b. Television viewing is a privilege which may be restricted.

105. Temperature

- a. Cell temperatures may be set between 65-85 degrees.

106. Tobacco-Free Facility

- a. DCDC is a tobacco-free facility.
- b. Since e-cigarettes do not contain tobacco, they are permitted for use as a privilege.

107. Toilet Paper

- a. Toilet paper is issued to each inmate upon being placed in a housing unit.
- b. Toilet paper is scheduled to be distributed every Sunday night after 11p head count.
- c. Toilet paper is also available upon request.

108. Towel Exchanges

- a. Towels shall be exchanged twice weekly.
 - 1. A Pod – Sun and Wed
 - 2. B Pod – Thu and Sat
 - 3. C Pod – Tue and Fri
 - 4. B2 – Mon and Thu
 - 5. B3 – Sun and Wed

109. Trash

- a. Trash, paper and other debris shall be placed in proper trash containers daily.

110. Undergarments Laundry Schedule

- a. Undergarments are laundered twice a week according to laundry schedule.

111. Uniform Exchanges

- a. Uniforms shall be exchanged twice a week.
 - 1. A Pod – Sun and Wed
 - 2. B Pod – Thu and Sat
 - 3. C Pod – Tue and Fri
 - 4. B2 – Mon and Thu
- b. B3 uniforms are laundered daily.

112. Uniforms – Proper Wear

- a. Housing Unit
 1. Uniform pants or uniform shorts purchased from commissary shall be worn at all times in housing unit when inmate is not covered up in bed or in shower.
 2. The uniform shirt, t-shirt or thermal top shall be worn with the uniform pants or uniform shorts.
- b. Outside Housing Unit
 1. Uniform shirts and uniform pants shall be worn any time inmate is outside of housing unit.

113. Visitation

- a. Information
 1. Inmates:
 - a. Must be assigned to a housing unit before eligible for visits
 - b. Must serve seven consecutive days on periodic detention before eligible for visits
 - c. Will need telephone PIN to use phone in visitation booth
 - d. See Telephones section in this handbook for PIN information
 - e. If refuse a visit before leaving cell, the visit shall not be charged to allotted visit
 2. Visitors:
 - a. Two persons may visit at same time and count as one visit
 - b. Need to register to visit, which must be 30 minutes before desired visitation period
 - c. Must show valid driver's license or proper government-issued photo ID
 - d. Children 17 and under must be accompanied by an adult
 - e. Must wear clothing that is deemed appropriate
 3. See Rights – Visitation section in this handbook for more information.
- b. Not Eligible
 1. Visitors are not eligible to visit if they:
 - a. Constitute a danger to security or interfere with the orderly operation of the facility
 - b. Have past record of disruptive conduct
 - c. Are under the influence of drugs or alcohol
 - d. Refuse to show proper ID
 - e. Refuse to submit to search of person or property
- c. Not Permitted
 1. Calls to staff about how many visits inmate has remaining, since inmate shall coordinate own visits
 2. Cameras, camera phones or recording equipment
 3. Disruptive children
 4. Disruption, interference or foul language by visitor or inmate
 5. Extended visits, due to population of the facility
 6. Moving from assigned booth, unless pre-authorized by reception staff
 7. Other persons in booth, except for those registered to visit with corresponding inmate
 8. Visiting with another inmate not registered to visit
 9. Sexual actions by visitor or inmate
- d. Penalties for Rules Violations
 1. Visitor privileges may be denied
 2. Disciplinary action may be taken against inmate
- e. Restrictions / Criminal Charges
 1. Permanent restrictions may be assessed for:
 - a. Smuggling or attempting to smuggle contraband in facility
 - b. Assisting or aiding in planning of escape or attempting an escape
 2. Criminal charges may be sought for illegal actions

114. Visitation Schedule

BLDG 1	DAYS	TIMES	TIMES
Males – (1) 15-min visit per wk	Tue-Fri	08:00a-10:40a	01:00p-02:40p
	Sat	09:00a-10:40a	01:00p-02:40p
Females – (1) 15-min visit per wk	Tue-Sat		01:40p-02:40p
Segregation / High Risk – (1) 15-min visit per wk	Mon	08:00a-10:40a	01:00p-02:40p
	Sat	03:30p	03:45p
BLDG 2 – (1) 15-min visit per wk	DAYS	TIMES	TIMES
Mentors – (1) 30-min visit per wk	Fri	12:00n-02:40p	
	Sat	09:00a-11:00a	01:00p-08:30p
BUILDING 3	DAYS	TIMES	TIMES
Dorm G – (1) 30-min visit per wk	Mon	06:30p-07:30p	
	Wed	06:30p-07:30p	
	Sun	02:00p-04:00p	
Dorm H – (1) 15-min visit per wk	Fri	12:00n-02:40p	
	Sat	09:00a-11:00a	Sat 01:00p-08:30p
Dorm I – (1) 30-min visit per wk	Mon	07:30p-08:30p	
	Wed	07:30p-08:30p	
	Sun	10:00a-12:00n	
Dorm J – (1) 30-min visit per wk	Tue	07:30p-08:30p	
	Thu	07:30p-08:30p	
	Sun	12:00n-02:00p	

115. Voicemail for Inmates

- a. See Telephone section in this handbook.

116. Work Release Program

- a. Fees
 1. Booking fee is a \$25 one-time fee
 2. Setup fee is a \$50 one-time fee
 3. GPS fee is \$12 per day
 4. Daily housing fee is 25% of gross daily wages (\$12 minimum / \$40 maximum)
 5. Daily housing fee for self-employed participants is \$40
 6. All fees shall be paid in cash.
 7. One-time fees and one week of daily fees shall be paid before participation begins.
 8. Fees shall be paid weekly at Building 1, one week in advance, before 3p each Saturday.
- b. Information
 1. Candidates must:
 - a. Pass criminal records check
 - b. Pass initial alcohol and drug tests
 - c. Ensure DCDC receives approved order before participation begins
 2. State inmates may apply before 180 days after being final sentenced.
 3. Permitted personal clothing at intake:
 - a. Bras, wireless – 3
 - b. Underwear – 3 pair
 - c. Socks, white – 3 pair
 - d. T-Shirts, white – 3
 4. Employer must notify DCDC supervisor in writing by 3p of regular work day when:
 - a. Overtime is required
 - b. Changes to approved schedule are needed

c. Rules

1. While on program, participants shall:
 - a. Obtain new work release order if employment changes
 - b. Only travel to and from work
 - c. Not leave more than 30 minutes before work starts and not return later than 30 minutes after work ends
 - d. Not use alcohol or illegal drugs
 - f. Not commit another crime while on program
 - g. Be subject to:
 1. Strip search upon each return to facility
 2. Random alcohol and/or illegal drug tests
 - h. Participation may be terminated if any work release rules are violated.

117. Wristbands

- a. Wristband shall be worn on the left wrist at all times and be presented upon request.
- b. Disciplinary action may be taken for missing or damaged wristbands and a \$5 replacement fee will be charged to inmate's account.