

DAVIESS COUNTY DETENTION CENTER

# INMATE HANDBOOK

DAVID OSBORNE, JAILER

## Introduction

Treat your time in a Correctional Facility as an opportunity to correct mistakes, to learn how to return to society as a contributing member. While you are here, treat others as you would like to be treated, observe rules and regulations, and participate actively in available programs, and you will be closer to that goal.

If you are entering a jail for the first time you will be interested in what is expected of you, as well as what will be provided to you by the Daviess County Detention Center. This Inmate Handbook will answer some of your questions. It outlines the rules and regulations of the Detention Center, as well as the disciplinary and grievance procedures that will apply to you during your incarceration. You will also learn about the programs offered through this facility.

There are rules and regulations, which you will be expected to observe while you are here and as you prepare for your release. You will be treated humanely and you will be allowed to earn opportunities to change the life habits that helped put you in jail. You can also learn skills that will help you find work that will hopefully keep you from returning to jail.

What you make of your time with the Daviess County Detention Center is up to you. The staff will help you in your efforts to improve, but you must be willing to assume responsibility for yourself and be willing to demonstrate that willingness by your performance.

Daviess County Detention Center  
Jailer David Osborne

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INMATE HANDBOOK  
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El Abuso Sexual y Acoso Sexual – PREA Informacion

1. Addresses / Telephone Numbers <sup>10/28/10</sup>
  - a. Personal addresses and/or telephone numbers of individuals and/or businesses are not provided.
2. Administrative Release of Inmates – State Inmates
  - a. Administrative release date means the first day of the month during which an inmate’s minimum expiration date falls or the last weekday of the preceding month if the first day falls on Saturday, Sunday or legal holiday.
  - b. The following procedures establish the guidelines for administrative release.
    1. An inmate shall be released on his administrative release date with the following exceptions:
      - a. Presently serving segregation time
      - b. Has an outstanding good time loss
      - c. Has a pending disciplinary report or
      - d. Has disciplinary action involving segregation time or good time loss which has been stayed pending appeal.
    2. If an inmate has an outstanding detainer, arrangements shall be made prior to the month in which his sentence expires for his release to the detaining authorities on the administrative release date
    3. There may be extreme circumstances whereby releasing an inmate on his administrative release date is not feasible. In these cases, the inmate shall be released on the first day possible, compatible to the needs of the Department of Corrections and the detaining authorities. Any release to a detainer, on a date other than the administrative release date shall be approved by the Commissioner or his designee.
    4. Only inmates who have been approved by the Central Office Offender Information Services Branch shall be released on the administrative release date.
3. Agency Contact Information
  - a. Daviess County District Court – 100 East 2<sup>nd</sup> St., Owensboro, KY 42303, 270-687-7200.
  - b. Daviess County Circuit Court – 100 East 2<sup>nd</sup> St., Owensboro, KY 42303, 270-687-7200.
  - c. Department of Corrections – PO Box 2400, Frankfort, KY 40602, 502-564-2433.
  - d. Daviess County Drug Court – 100 East 2<sup>nd</sup> St., Owensboro, KY 42303, 270-687-7014. <sup>02/20/12</sup>
  - e. Department of Public Advocacy – 920 Frederica St. #1006, Owensboro, KY 42301, 502-564-4914. <sup>11/4/11</sup>
    1. Press 1 for English or 2 for Spanish. <sup>03/12/13</sup>
    2. Press 1.
    3. Press 0-502-564-4914.
    4. Enter personal PIN code.
      - a. 10 digit PIN is MM/YY/last 6 of Social Security Number.
        1. Example: Born June 1977 and SSN is 111-22-3333.
        2. PIN is 0677223333.
    5. Calls accepted between 1:30p and 3:30p <sup>11/4/11</sup>
    6. No calls can be made between 3p-4p due to headcount.
  - f. Pretrial Services – 100 East 2<sup>nd</sup> St., Owensboro, KY 42303, 270-687-7232. <sup>02/15/12</sup>
  - g. Probation & Parole – 100 East 2<sup>nd</sup> St., Owensboro, KY 42303, 270-687-7245.
  - h. United States Marshals Service – General Information, 202-307-9100.
  - i. VINE Line – 1-800-511-1670. <sup>8/18/10</sup>
  - j. Other county agency contact information is not provided. <sup>10/28/10</sup>
4. Altering Equipment
  - a. Altering any door lock is prohibited.
  - b. Altering any item to be used as a weapon is prohibited.
5. Attorney Access Rights
  - a. Inmates shall have confidential access to their attorneys.
  - b. Attorney visits shall not count as an allotted visit.
6. Attorney Visits
  - a. Inmates may have access to their attorneys Monday-Friday from 8am to 4pm. Exceptions may be made for emergencies. <sup>5/23/16</sup>
  - b. High Risk inmates’ attorney visits shall be limited to business hours of 8a – 3p, Mon-Fri, due to the safety and security of facility. <sup>7/05/11</sup>
7. Bartering or Trading
  - a. Bartering or trading, in any form, is prohibited.
  - b. Leaving money on other inmates’ accounts to avoid paying fees is a form of bartering.
  - c. If an inmate is caught bartering, disciplinary action may be taken.
  - d. Disciplinary action may include the inmate being moved and loss of commissary purchases. <sup>7/21/10</sup>

8. Bibles and Bible Studies
  - a. No personal bibles are allowed from the street, unless soft back bibles are mailed directly from the publisher, which shall be inspected.
  - b. Bibles and bible studies are available free of cost and may be obtained by writing to Religion on kiosk.
9. Blocking View
  - a. No items shall be hung to block the view of a bunk.
  - b. No items shall block any lights, cameras, vents or windows. 7/27/10
10. Bonds
  - a. Bonds are accepted at the Clerk's office Mon-Fri, 8a-4p at the Judicial Center, located at 100 East Second Street.
  - b. Bonds are accepted at the Detention Center after 4p Mon – Fri, and 24 hours a day on Sat, Sun, holidays and anytime the clerk's office is closed.
  - c. The following types of bonds are accepted during the hours the clerk's office is not open: OR bonds, Surety bonds, Unsecured bonds, Cash bonds, Partially secured bonds, Third party bonds, Eight hour release bonds and Non-payment of fines.
  - d. Bonds and court fines shall be paid by cash only.
  - e. Even though a bond is paid, the inmate may still owe booking fees, housing fees and jail fees.
  - f. The bookkeeper may be contacted by calling 270-685-8466, ext. 207, to discuss any fee balance.
11. Calling Cards/Call Time – See Telephone
12. Cashless Facility
  - a. All cash shall be taken at intake and applied to the inmate's account.
  - b. While incarcerated, all financial transactions shall be posted to the inmate's account.
  - c. Inmates may access their account on the kiosk to view current balance.
  - d. See "Credit Cards" and "Money for Inmate Accounts/Fees," for more information.
13. Cell Assignment 10/8/10
  - a. No inmate shall enter any cell, other than the one assigned to them, unless authorized by staff.
14. Checks for Inmate Money
  - a. No personal checks or paychecks shall be accepted.
  - b. Government issued checks may be endorsed, but shall require that the full amount of the check be placed on the inmate's account.
  - c. If inmate refuses to endorse a check, the check will be placed in the inmate's property until the inmate is released.
  - d. If the inmate owes any fees, 50% of the government issued check deposit shall be applied toward those fees.
  - e. No checks shall be written out of the inmate's account except for self bonds or the account balance after the inmate's release.
15. Civil Rights Complaint Form 07/19/13
  - a. Issues concerning possible violations of Civil Rights may be addressed by sending a request to "Federal 1983 Form" on kiosk in order to resolve issues.
  - b. Inmates may request a Civil Rights Complaint Form as a last resort by sending a request to "Federal 1983 Form" on kiosk. 06/28/13
16. Classification
  - a. Inmates shall be classified and assigned housing units by using past and current charges, institutional behavior and stability factors.
  - b. Classification levels include: Level 1 – Minimum Security, Level 2 – Medium Security and Level 3 – Maximum Security.
  - c. Classification levels may be changed if an inmate is involved in an incident.
17. Cleaning Carts
  - a. Cleaning carts are placed in the cells twice a day, starting around 8a and 6:00p and will be moved throughout the facility until all cells have been cleaned.
  - b. Times are subject to change without notice due to security or other reasons. 9/22/10
18. Cleanup of Cells
  - a. Televisions and telephones shall be turned off around 7a, before cell cleanup begins.
  - b. Showers, sinks, commodes, urinals and tables shall be cleaned daily.
  - c. Bunks shall be made.

- d. Areas shall be picked up and organized.
- e. Televisions and telephones may be turned back on only after the cell area passes inspection.
- f. Failure to pass inspection may result in disciplinary action.
- g. Cells and common areas shall be kept clean at all times.

## 19. Clothing

- a. Inmates may retain one set of undergarments that are on them at the time of booking.
- b. No bras shall have under wire.
- c. Street clothes for a jury trial may be pre-approved by a supervisor.
- d. Some items/clothing available on commissary for purchase:
  - 1. Boxers
  - 2. Bras
  - 3. Briefs
  - 4. Panties
  - 5. Socks
  - 6. T-shirts
  - 7. Tennis shoes
  - 8. Thermal tops
  - 9. Thermal bottoms
  - 10. Uniform shorts

## 20. Commissary

- a. Statement from Trinity Services Group: "Please be advised: All commissary transactions are final on delivery. No substitutions, credits, refunds or replacements may be made once your commissary purchase is delivered and signed for. Neither the Jail nor Trinity Services will be responsible for any damaged, lost, stolen, misplaced or missing merchandise once the merchandise has been signed for. This includes, but is not limited to, all circumstances in which an inmate presents an identification bracelet which matches the order. The inmate bears the risk of loss if the inmate loses their identification bracelet. There will be no exceptions. Trinity Services" 5/1/15
- b. Commissary is a privilege which may be denied for disciplinary action or due to medical reasons, except for hygiene and mail items. 2/9/11
  - 1. If disciplinary action is necessary, previously purchased commissary may be subject to confiscation and may be discarded. 7/20/10
- c. Inmates are responsible to keep track of their own account balances. 12/29/09
- d. A \$1 fee shall be charged to inmate's account for each account balance request.
- e. Non-food items are subject to 6% Kentucky sales tax.
- f. To place order, follow kiosk on screen instructions. 06/15/13
- g. Purchases have a \$75 spending maximum per inmate per order. 06/15/13
- h. When the order reaches the maximum purchase amount, remaining items will need to be reordered at a later date.
- i. Some menu items may have a purchase limit imposed to meet limited storage space.
- j. Orders must be completed by midnight on Sundays and Wednesdays. 06/15/13
- k. Once an order is confirmed, no cancelation is allowed. 06/15/13
- l. Commissary will be distributed on Tuesdays and Fridays. 06/15/13
  - 1. Delivery may be reduced to once a week if a holiday is observed on a weekday. 06/15/13
- m. Wristbands must be worn to receive commissary.
- n. Food purchases shall be limited to a quantity not to be deemed excessive.
- o. Excessive items may be disposed of. 06/15/13
- p. Prices subject to change without notice. 12/12/12
- q. All sales are final.
- r. Any discrepancies concerning commissary issues after inmate has been released, needs to be addressed within 10 days after release.
- s. No refunds or exchanges are allowed.
- t. No returns on flex pens.
- u. Missing items / issues shall be reported to the commissary representative upon distribution of order for verification and replacement. 06/15/13
- v. Do not send a complaint concerning a missing delivery until the day after the order was to be delivered. 07/17/13
- w. Once you walk away from the door with your order it will be considered accepted AS IS and no credits will be given for missing or damaged items. 06/15/13
- x. All approved corrections will be credited next business day. 06/15/13
- y. It is the inmate's responsibility to protect any product purchased on commissary from theft, unauthorized use, etc.
- z. If an inmate is released before a commissary order is delivered, a refund will be made to the inmate's account.
- aa. If fees are owed, 50% of all money received shall be applied toward those fees.

- bb. If the commissary account is negative, 100% of all money received shall be applied to the negative balance until the balance is positive.
- cc. Commissary purchases are limited while in Isolation to: hygiene, mail and medical products.
  - 1. All other items may be discarded with no refund. 06/15/13
- dd. Diabetic inmates – commissary food and beverage items are limited to Diabetic Diet items. 06/15/13
- ee. Inmates requesting Kosher Diet – commissary food and beverage purchases are limited to Kosher Diet items. 06/15/13
- ff. [www.MyCarePack\(dot\)com](http://www.MyCarePack(dot)com) is a website where family and friends can order care package to inmates.

## 21. Conduct

- a. Inmates shall conduct themselves in an orderly and lawful manner.
- b. Fighting, scuffling and cell bossing are prohibited.
- c. Acting as a lookout is prohibited.
- d. Destroying property, such as towels and sheets, and writing on walls is prohibited.
- e. Passing notes or items is prohibited.
- f. Loud noises are prohibited.

## 22. Contraband

- a. KRS 520.050 Promoting contraband in the first degree: Class D felony
  - 1. Knowingly introducing dangerous contraband into a detention center, to include knives, firearms, narcotics, lighters, matches, etc.
- b. KRS 520.060 Promoting contraband in the second degree: Class A misdemeanor
  - 1. Knowingly introducing contraband into a detention center, to include pictures, candy, gum, pens, pencils, tobacco, etc.

## 23. Copies

- a. Copies of documents may be requested by sending a request to “Inmate Services” on kiosk. 06/28/13
- b. Only copies that are deemed necessary by a deputy will be eligible for copies.
- c. A ten cent fee shall be charged for each copy.
- d. Inmate must have money on his/her account for copy costs to be charged, as no credit shall be given.
- e. “Commissary Account Transaction History Report,” are \$1.00 and are listed in “Fees” section.

## 24. Counseling

- a. Counseling from the jail chaplain may be requested by sending a request to “Religion” on kiosk.
- b. Mental evaluation and counseling is available by completing a sick call request.

## 25. Court Access Rights

- a. Inmates shall have access to the judicial process.

## 26. Court Dates

- a. No staff member shall give out court dates, due to security issues.
- b. Public may contact the appropriate court for court dates and times. DCDC does not set court dates.

## 27. Credit Cards

- a. Credit cards may be used to pay on contracts after inmate’s release.
- b. Credit cards may not be used for bonds.
- c. See “Money for Inmate Accounts/Fees” section for instructions to place money on an inmate’s commissary account.

## 28. Disciplinary Procedure Rights

- a. Inmates shall have access to the Inmate Handbook and the penalties for noncompliance of the rules and regulations.

## 29. Discipline

- a. Definition of Violations
 

If the offense committed constitutes a crime, the jailer/designee may refer the case to the appropriate prosecuting attorney for possible criminal charges. Whether or not the offense constitutes a crime, the inmate may be subject to administrative charges and/or disciplinary action.
- b. Low-Class Violations
  - 1. Failure to comply with a deputy’s lawful order
  - 2. Abusive, vulgar, obscene, 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 verbally harassing any person



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 schedules and rules
  10. Misuse of detention center 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
  17. Attempting to manipulate staff
  18. Any other violation that is deemed to be a low-class violation
- c. Medium-Class Violations
1. Repeated low-class violations
  2. Lying to a 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. Disrupting any facility service, program or activity
  10. Possession or use of tobacco products
  11. Stoppage of or placement of foreign matters into commodes or sinks
  12. Retention or misuse of any medication
  13. Writing on any wall or furniture
  14. Possession of contraband
  15. Creating a serious health hazard
  16. Inflicting injury upon oneself or another
  17. Faking an illness or injury
  18. Any other violation that is deemed to be a medium-class violation
- d. 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 a weapon or chemical agent or any 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
    - a. Any inmate found with a damaged/destroyed mattress will receive an automatic 30 days in isolation for the first offense and a subsequent 30 days for each repeated offense.
      1. First offense – 30 days
      2. Second offense – 60 days
      3. Third offense – 90 days
    - b. Inmate's account will be charged for the replacement costs
  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 that is deemed to be a high-class violation
- e. Penalties for Violations
1. Inmates violating the law may be subject to criminal prosecution.
  2. Damaged county property costs shall be charged to the inmate for reimbursement.
  3. Injury costs caused by an inmate shall be charged to the inmate for reimbursement.
  4. Reimbursement for property damage or injury costs may be paid by cash, a check or money order, by mail or in person.
  5. If reimbursement is made by mail, the inmate's name and DOB whose account the payment is to be posted to, shall appear on the form of payment.
  6. If guilty party(s) cannot be identified, privileges may be denied for an entire cell. 7/2/10
  7. Privileges may be restored as soon as possible after the identity of violator(s) has been determined or penalty time

expires. 7/2/10

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. Visitation period
  - f. Work assignment
10. Disciplinary Sanctions for inmates following an administrative finding that the inmate engaged in inmate-on-inmate sexual abuse or following a criminal finding of guilt for inmate-on-inmate sexual abuse: 07/19/13
  - a. Inmates shall be subject to disciplinary sanctions pursuant to a formal disciplinary process.
  - b. Sanctions shall be commensurate with the nature and circumstances of the abuse committed, the inmate's disciplinary history, and the sanctions imposed for comparable offenses by other inmates with similar histories.
  - c. The disciplinary process shall consider whether an inmate's mental disabilities or mental illness contributed to his or her behavior when determining what type of sanction, if any, should be imposed.
  - d. The Daviess County Detention Center reserves the right to consider whether to require the offending inmate to participate in therapy, counseling, or other interventions designed to address and correct underlying reasons or motivations for the abuse or to require counseling as a condition of access to programming or other benefits.
  - e. The Daviess County Detention Center may discipline an inmate for sexual contact with staff only upon a finding that the staff member did not consent to such contact.
  - f. For the purpose of disciplinary action, a report of sexual abuse made in good faith based upon a reasonable belief that the alleged incident occurred, shall not constitute falsely reporting an incident or lying, even if an investigation does not establish evidence sufficient to substantiate the allegation.
  - g. All sexual conduct, including sexual contact, is against the rules of the Daviess County Detention Center. Consensual sexual conduct and sexual contact that is not coerced may result in disciplinary action although this activity may not be deemed as sexual abuse.

### 30. Disruptive Behavior

- a. Any behavior that interferes with the jail operations, to include any program or staff duty, is prohibited.

### 31. Drug Testing

- a. Drug tests shall be given before SAP program participation, Work Release / Home Incarceration program participation, or randomly.

### 32. Electronic Cigarettes 11/08/2013

- a. E-cigs are available for purchase in Regular or Menthol flavor.
- b. Each e-cigs cost \$11 each, after tax.
- c. The e-cig is disposable.
- d. E-cigs shall be sold and delivered on Thursdays, subject to change without notice. 4/1/15
- e. Must have funds to purchase.
- f. If previously ordered E-cigs, you must exchange a used E-cig for a new E-cig.
- g. Orders must be submitted before 8a on Thursdays.
- h. To purchase:
  1. Submit a request to "E-CIGS" on kiosk.
  2. State flavor desired: Regular or Menthol
  3. State quantity requesting.
  4. Incomplete orders will not be processed.
- i. All sales are final.
- j. Orders cannot be cancelled or changed.
- k. Discrepancies must be addressed at time of delivery, before package is opened.
- l. No refunds or exchanges.
- m. No guarantees.

### 33. Emergency Assistance

- a. Inmates may call for emergency assistance from any inmate phone.
  1. Press 1 for English or 2 for Spanish.

- a. As soon as the attendant begins to speak, proceed to next step.
  2. Press 1.
  3. Press \* 1 9.
  4. Enter personal PIN code.
  5. Wait for operator to answer.
  6. State location and nature of emergency.
  7. Dial 11\*75 for New Beginnings Rape Crisis Hotline.
  8. Dial 11\*19 for internal 911 call to DCDC Building 1 Control Room.
- b. Misuse of the emergency assistance system may be subject to disciplinary action.

#### 34. Fees

- a. Admission Kit Fee – A \$2.50 fee shall be charged to all persons booked. 06/15/13
- b. Booking Fee – A \$25 booking fee shall be charged to all persons booked, except state and contract inmates.
- c. Commissary Account Transaction History Report Fee – A \$1 fee shall be charged to inmate’s account for each request.
- d. Dentist Processing Fee – A \$15 processing fee shall be charged for each initial dentist visit for each issue.
- e. Doctor Processing Fee – A \$15 processing fee shall be charged for each initial doctor visit for each issue.
- f. Home Incarceration Fee – Home Incarceration fees shall be paid in advance, in full, in cash only, Mon-Fri, 7a-4p, before the first day served.
  1. \$25 booking fee
  2. \$50 installation fee
  3. \$20 daily fee
- g. Housing Fee – A \$20 daily housing fee shall be charged to all inmates, except state or contract inmates, periodic detention, work release or home incarceration participants.
- h. Jail Fee – A \$5 jail fee shall be charged to all inmates released on bond.
- i. Nurse Processing Fee – A \$15 processing fee shall be charged for each initial nurse visit for each issue.
- j. Prescription Processing Fee – A \$10 processing fee shall be charged for each initial and refill prescription.
- k. Weekender Fee – Weekender fees shall be paid in advance, in full, in cash, Mon-Fri, 7a-3p, before the first day is served.
  1. \$25 booking fee
  2. \$12 minimum daily housing fee or 25% of gross weekly wages, with a maximum of \$40 per day.
  3. Failure to pay in full before first day will result in sentence being served straight through.
- l. Work Release Fee – Work Release participants shall pay initial fees and one week’s housing, in cash, Mon-Fri, 8a-4p, prior to first day worked and weekly fees thereafter, by Fri 4p, one week in advance.
  1. \$25 booking fee
  2. \$50 installation fee
  3. \$12 daily fee
  4. \$12 minimum daily housing fee or 25% of gross weekly wages, with a maximum of \$40 per day
- m. Wristband Replacement Fee – A \$5 replacement fee shall be charged to any inmate for replacement of lost or damaged wristbands.
- n. Payment of fees, except for Work Release and Home Incarceration, may be made by cash or credit card at kiosk.
- o. Payment of Work Release and Home Incarceration fees shall be paid in cash Mon-Fri, 7a-3p.
- p. Payment of fees may be made in person, mail or phone.
- q. Payment in person may be made at reception Mon-Fri, 7a-4p and Sat, 8a-4p.
- r. Checks shall be made payable to the Daviess County Detention Center, with inmate’s name in memo line, and mailed to the Bookkeeper, 3337 Hwy 144, Owensboro KY 42303.
- s. See “Credit Cards,” for more information.
- t. Returned checks shall be charged a \$25 service fee.
- u. For questions regarding payment plans or detailed charges, contact the Bookkeeper at 270-685-8466, ext. 207, Mon-Fri, 7a-3p.
- v. Fees not paid within a negotiated time period may be subject to civil action.

#### 35. Feminine Pads/Tampons

- a. Feminine pads/tampons are available upon request.

#### 36. Food

- a. No food shall be saved or hoarded from food trays for later consumption unless in sealed packages.
- b. All perishable items inside the cell area shall be discarded, exceptions for unopened commissary items.

#### 37. Furlough

- a. Furlough applications for state inmates may be requested by sending a request to “Class D” on kiosk.
- b. Must be a Level 1 or 2 for six months to qualify for a furlough.
- c. County inmates requesting a furlough must go through the appropriate court. All cases must be addressed.

### 38. Gambling

- a. Gambling of any type is prohibited

### 39. Games

- a. Games are a privilege and are available upon request.
- b. Games may be denied due to disciplinary action or availability.

### 40. Grievance Procedure Rights 07/19/13

- a. Inmates wishing to file a grievance must use the following procedure:
  1. Attempt to solve the problem through verbal communication with the person believed to be responsible for the condition.
  2. If that person does not solve the issue, then the grievance process may be initiated.
  3. Inmates shall be able to file their grievances in a secure and confidential manner and without a threat of retaliation.
  4. All inmates shall have equal access to the grievance system.
  5. Grievance process shall be readily available to all inmates.
  6. Send your grievance to "Grievance" on kiosk within 48 hours of the incident following the on screen instructions of the kiosk.
    - a. There is no time limit to submitting a grievance regarding an allegation of sexual abuse.
    - b. Nothing in this section shall restrict the DCDC's ability to defend against an inmate lawsuit on the ground that the applicable statute of limitations has expired.
  7. The grievance officer shall have ten business days from the date sent to conduct an investigation and respond to the grievance.
  8. In any case where the grievance officer does not respond to a filed grievance within ten days, the grievance is deemed denied.
  9. In cases where the inmate is not satisfied with the initial response to the grievance, the inmate may appeal his/her grievance to the jailer. This appeal must occur within 48 hours of receipt by the inmate of the initial response.
  10. The jailer/designee shall have ten business days from the date sent on the Grievance Appeal Form to conduct an investigation and respond to the appeal.
  11. In any case where there is no response to the appeal within ten days, the appeal is deemed denied.
  12. If issue is about a rule or policy, the response shall be returned to the inmate as "Not a grievable issue."
  13. Grievance Procedures may be utilized to report / address incidents of sexual abuse.
    - a. Grievances regarding allegations of sexual abuse will not be routed to or accessible to a staff member who is the subject of the complaint.
    - b. Inmates are not required to use the Grievance process or to otherwise attempt to resolve with staff, an alleged incident of sexual abuse.
    - c. See Inmate Handbook, Section "Sexual Assault, Sexual Abuse, Rape or Sexual Misconduct", item "h," "Reporting an Incident" - for various reporting options for incidents of sexual abuse.
  14. The DCDC may discipline an inmate for reporting, communicating or filing a grievance related to an alleged incident of sexual abuse where the DCDC demonstrates that the inmate filed the grievance in bad faith

### 41. Hair Guidelines – State Trusties

- a. Inmates on work detail must have neat appearances.
- b. Beards and long hair shall not be allowed.
- c. Ponytails shall not be permitted for males.
- d. Sideburns shall not be lower than the ears.
- e. A mustache shall not be lower than the corner of the mouth.
- f. Hair cannot touch the collar.

### 42. Haircuts

- a. Hair clippers are available to each cell that does not pose a risk to the security of the facility. 9/23/10
- b. Inmates need to oil the hair clippers after each haircut.
- c. Broken clippers shall be reported to the pod deputy. 9/23/10
- d. Replacement clippers shall be replaced as available. 9/23/10
- e. Hair clippers are issued on Monday, Wednesday and Friday of each week. Times may vary. 3/24/16

### 43. Harassment

- a. Harassment, hazing or molesting other inmates is prohibited.

### 44. Headcounts

- a. Telephones and televisions shall be turned off during headcounts.
- b. Inmates shall stand at the end of their assigned bunks.
- c. Inmates shall present wristbands when asked.

- d. Inmates shall be quiet and follow deputy instructions during headcounts.

**45. High-Risk Inmates**

- a. High Risk inmates are allowed one 5-minute telephone call on Mondays between the hours of 7a-3p.
- b. High Risk inmates are allowed one 15-minute window visit per week.
- c. This visit may be taken on Monday 9a-10:40a or 1p-2:40p or Saturday 4p-5:40p.
- d. Visitors must have a valid photo ID and must be signed in 30 minutes before their visit time.

**46. Home Incarceration Program (HIP)**

- a. Do not write to the Department of Corrections requesting to be placed on the list for consideration.
- b. All state inmates' names are entered automatically on the Department of Corrections' (DOC) eligibility list based on Minimum Expiration Date (MED) and current charges.
- c. Criteria for Home Incarceration Program: 01/20/12
  - 1. Must be serving on a Class C or D felony.
  - 2. Must never have been convicted of a sex crime or violent offense according to the current DOC classification manual.
  - 3. Have 300 days or less to minimum expiration of sentence date.
  - 4. Participate in a pre-release planning process.
  - 5. No pending felony or misdemeanor charge, detainer warrant or other process issued by a jurisdiction.
  - 6. No active domestic violence order or emergency protective order.
  - 7. No more than 90 days restorable good time loss.
  - 8. Not be determined guilty of any Category VII disciplinary violation within the last five years.
  - 9. Have an approved home placement in the state of Kentucky.
  - 10. Be classified as Level 1 or Level 2 custody.
  - 11. If serving on an escape charge, it must be more than five years old.
- d. DOC will interview the inmates that qualify for the program.
- e. If approved for HIP, the inmate will be processed for release with instructions.
- f. Do not write to the detention center about issues with this program.
- g. Issues shall be addressed to the Department of Corrections, PO Box 2400, Frankfort KY 40602.

**47. Horseplay**

- a. Horseplay in any form, to include wrestling, play fighting, throwing items, etc., is prohibited.

**48. Hot Pots**

- a. Hot pot use is a privilege and may be denied due to disciplinary action.
- b. Hot Pots are no longer provided by the jail. 11/01/13
- c. Hot Pots are available for purchase on the commissary kiosk.
- d. Altering, damaging or abuse of a Hot Pot may result in its removal and disposal.

**49. Hygiene Kits**

- a. Hygiene kits shall be issued to each inmate upon intake and placed in a housing unit.
- b. Kits include a comb, shampoo, soap, deodorant, toothbrush, toothpaste, flex pen, paper and stamped envelope. 06/15/13
- c. Additional hygiene products may be obtained by placing order on commissary kiosk. 06/15/13
- d. Toilet paper and feminine pads/tampons are issued to all inmates upon request.

**50. Ice** 04/01/12

- a. Ice will be provided following the schedule: 1<sup>st</sup> shift- A pod, 2<sup>nd</sup> shift- B pod, 3<sup>rd</sup> shift- C pod

**51. Indigent Inmates** 06/18/13

- a. Criteria for an indigent inmate:
  - 1. Must be housed in Daviess County Detention Center 7 days straight.
  - 2. Must have less than \$1 on account for 7 days straight.
  - 3. Must not have received money in previous 7 days.
  - 4. No commissary/e-cig/phone card purchases in previous 7 days.
- b. All four conditions must be met to be considered Indigent.
- c. Order hygiene supplies weekly on commissary kiosk.
- d. Costs will be charged to inmate's account.
- e. Indigent hygiene supplies are distributed in a four week rotation 06/15/13
  - 1. Week 1 Rotation contains: shampoo, soap, stamped envelope, sheets of paper, toothpaste and deodorant.
  - 2. Week 2 Rotation contains: soap, stamped envelope, sheets of paper, toothpaste and deodorant.
  - 3. Week 3 Rotation contains: shampoo, soap, stamped envelope, sheets of paper, toothpaste and deodorant.
  - 4. Week 4 Rotation contains: soap, stamped envelope, sheets of paper, toothpaste, toothbrush, deodorant and no

shank pen.

- f. Indigent hygiene supplies are given in sufficient quantities to last one week, until the next indigent supply distribution. <sup>12/22/12</sup>
  - 1. It is the inmates' responsibility to ration products accordingly. <sup>12/22/12</sup>
- g. Briefs, panties, bra and socks are available every six months by sending a request to "Commissary/Indigent" on kiosk, stating size required. <sup>06/15/13</sup>
- h. Cost of underwear will be charged to inmate's account.

**52. Key Releases**

- a. Inmates may give permission to have their keys released to the public.
- b. If an inmate wants to release his/her keys, he/she shall sign the property sheet before the release.
- c. The recipient shall show a picture ID and sign the property sheet before the keys are released.
- d. Keys may be released at any time.

**53. Kitchen Workers – State Trusties**

- a. Trusties who accept a kitchen assignment shall be required to work seven days a week.
- b. Hair nets and gloves are required to be worn.

**54. Language**

- a. Loud, abusive, vulgar and disrespectful language is prohibited.

**55. Laundry**

- a. Towels and undergarments may be hung from the foot of the bunk until dry and then shall be removed and placed in the storage bin.

**56. Laundry - Personal**

- a. Days and times are subject to change without notice due to security or other reasons. <sup>9/22/10</sup>
- b. Inmate laundry 

	<u>7a-3p</u>	<u>3p-11p</u>	<u>11p-7a</u>
1. Sun	---	---	A Pod, T Cell
2. Mon	B4	B2	B Pod, B3I
3. Tue	---	---	C Pod, Medical, B3G, B3H
4. Wed	---	---	A Pod, T Cell
5. Thu	B4	B2	B Pod, B3I
6. Fri	---	---	C Pod, Medical, B3G, B3H

**57. Law Information**

- a. Inmates represented by an attorney shall direct their requests for law information to their attorney.
- b. Inmates are encouraged to contact family or friends for assistance in locating legal information.
- c. Inmates not represented by an attorney may request a copy of a specific document by sending a request to "Miscellaneous" on kiosk.
- d. A reasonable effort shall be made by staff to locate the specific document.
- e. Cost is 10 cents per page.
- f. Must have funds available.

**58. Legal/International Mail – Outgoing**

- a. 9x12 envelopes and postage stamps are available for purchase on Commissary. <sup>4/28/10</sup>
- b. According to the United States Postal Service, 9x12 envelopes require a minimum of three postage stamps. <sup>1/24/11</sup>

**59. Library Services**

- a. The inmate library is available during indoor recreation time.

**60. Lights**

- a. Lights shall be turned off after last headcount. <sup>7/27/10</sup>
- b. Lights shall be turned on at breakfast. <sup>7/27/10</sup>

**61. Low Bunk Assignments <sup>07/01/13</sup>**

- a. Criteria for bottom bunk:
  - 1. Inmates diagnosed with seizure disorders shall be assigned to a bottom bunk.
  - 2. Inmates prescribed with medication for diabetes shall be assigned to a bottom bunk.
  - 3. Pregnant inmates shall be assigned to a bottom bunk.
  - 4. Elderly inmates (55 and over) shall be assigned to a bottom bunk.
  - 5. Inmates diagnosed with severe arthritis conditions shall be assigned to a bottom bunk.
  - 6. Obese inmates (350 lbs. and over) shall be assigned to a bottom bunk.

- b. Other than the above listed criteria, no bunk assignments shall be made in general population.
- c. Any remaining bottom bunks not used by inmates with the above criteria, may be used by all other inmates.
- d. Any inmate found to violate this policy by forcing an inmate with the above criteria to relocate, shall be subject to disciplinary action.

## 62. Mail

- a. Mail is received after 4p and shall be inspected each day and delivered the following day when processing is complete.
- b. Outgoing mail will be picked up three times a day after the first headcount on each shift.
- c. Inmate mail shall be addressed to the Inmate's Name, DCDC, 3337 Hwy 144 Owensboro, KY 42303.
- d. No inmate shall be given another inmate's incoming mail.
- e. No cash shall be sent by mail.
- f. Do not send money with mail addressed to the inmate.
- g. Money shall be mailed separately to the Bookkeeper, 3337 Hwy 144 Owensboro, KY 42303.
- h. See "Money for Inmates Accounts/Fees," for more information.
- i. No enclosures are allowed in inmate mail, except for pictures.
- j. All enclosures, other than pictures, shall be shredded.
- k. Prohibited mail items that will be destroyed include, but are not limited to, the following items:
  - 1. Bubble / padded envelopes
  - 2. Cards with musical components
  - 3. Church bulletins
  - 4. Downloads from the internet <sup>2/23/12</sup>
  - 5. Laminated items
  - 6. Letters or drawings with crayon, colored pencil or stickers
  - 7. Magazines or magazine pages
  - 8. Newspapers
  - 9. Oversized cards
  - 10. Pamphlets
  - 11. Photocopied letters/articles
  - 12. Photos of cleavage, bathing suits or suggestive items intending to arouse sexual excitement
  - 13. Photos with alcohol, tobacco, drug, weapons, gang symbols, etc.
  - 14. Polaroid Pictures
  - 15. Pornography (exposed sexual body parts)
  - 16. Prayer cards
  - 17. Stationery (blank paper, envelopes, stamps, etc.)
  - 18. Tattoo drawings or photos
- l. Mail or pictures in an inmate's possession that are determined to be excessive shall be discarded.
- m. Mail received for released inmates will be returned to sender.
- n. Mail received with postage due will be returned to sender.
- o. All packages are prohibited, except for B3 inmates, and will be returned to sender.
- p. Mail received in a bubble or padded envelope shall be returned to sender.
- q. The only approved item to be mailed in is one pair of shoes (steel toed boots are prohibited) for B3 inmates that have a work assignment.
- r. Packages for B3 inmates must be mailed to the attention of the Class D Coordinator with the inmate's name inside the package, and are subject to search.
- s. All outgoing mail may be inspected.
- t. Inmates may receive mail from other inmates within the detention center, from another correction facility or from the public, unless the privilege is abused.
- u. Inmate-to-inmate mail is a privilege that is subject to the jailer's discretion.

## 63. Mail Rights

- a. Inmates shall be allowed to write to anyone if the mail does not violate state or federal law.
- b. Inmates' rights shall be protected in accordance with court decisions regarding mail.
- c. Incoming mail shall be opened and inspected for contraband prior to distribution.
- d. Mail received from the court, an attorney of record, or a public official, shall be opened and inspected for contraband in the presence of the inmate.

## 64. Mandatory Re-Entry Supervision (MRS) <sup>1/21/12</sup>

- a. Do not write to the Department of Corrections requesting to be placed on the list for consideration.
- b. All state inmates will be reviewed automatically for eligibility for the MRS program eight months prior to their minimum expiration date.
- c. Once approved, a qualified offender may choose to decline Mandatory Re-Entry Supervision.

- d. An offender who accepts MRS will be eligible for Parole Compliance Credits (the equivalent of Meritorious Good Time) as well as all other credits available to a parolee.
- e. The board shall order mandatory re-entry supervision and the terms of supervision, which may include electronic monitoring, for an inmate who has not been granted discretionary parole six months prior to the inmate's minimum expiration of sentence.
- f. If an offender is currently recommended for parole contingent upon successful completion of the Substance Abuse Program the offender must apply for and, once admitted, participate in substance abuse treatment while on supervision.
  - 1. While awaiting admission to a substance abuse program the offender must actively participate in NA/AA.
  - 2. Failure to do so may constitute a violation of the conditions of supervision and result in sanctions up to and including revocation.
- g. Any offender on MRS who successfully reaches their Minimum Expiration Date will complete their sentence and will be discharged from supervision at that time.
- h. Criteria for Mandatory Reentry Supervision:
  - 1. Must not be serving on a Class A felony or Capital Offense
  - 2. Must not have a sentence of Death or Life Imprisonment
  - 3. Must have reached their actual parole eligibility date
  - 4. Must have reached their DUI date when applicable (DUI 4<sup>th</sup> offense with aggravator)
  - 5. Must not be required to Complete Sex Offender Conditional Discharge
  - 6. Must have completed the Sex Offender Treatment Program if convicted of a sex crime after July 15, 1998, and that sex crime was committed prior to July 15, 1998
  - 7. Must not be Classified as Close Custody or Maximum Custody
  - 8. Must have a total sentence greater than two years
  - 9. Minimum Expiration date must be more than 6 months after the most recent admission to custody
  - 10. Must be within six months of Minimum Expiration date
  - 11. Must not have previously been released on MRS during their current period of incarceration

65. Marriage

- a. Inmates may be allowed to marry while incarcerated by first submitting a request to the Jailer.

66. Meals

- a. Meals are distributed daily at approximately 6a, 12p and 5p.
- b. Times are subject to change without notice due to security or other reasons. 9/22/10
- c. Inmates shall line up at meal time, even if they do not wish to eat.
- d. Missing items shall be reported at the time the meal tray is distributed in order for verification and replacement.

67. Medical

- a. Emergency medical issues shall be cared for by on-site trained staff and contracted professionals or transported off site by a jail vehicle or ambulance, as needed.
- b. Emergency medical needs shall not be charged a co-pay fee.
- c. Complete a Sick Call Request Form for routine medical, dental or mental health treatment. 06/28/13
- d. Sick call request forms can be received from medical techs during medication pass.
- e. A processing fee shall be charged for medical care.
- f. See "Fees" for more information.
- g. Medical treatment shall never be withheld from indigent inmates due to inability to pay.
- h. The detention center staff, including medical staff, shall not discuss any inmate's medical information with family, friends or public.
- i. Medical questions or complaints need to be directed to the medical company by calling 866-719-8100 or 309-692-8100 or writing to Advanced Correctional Healthcare, 3922 W. Baring Trace Peoria, IL 61615.

68. Medical Care Rights

- a. Inmates shall have access to necessary and emergency medical and dental care.
- b. Medical care staff working in the detention center shall comply with state licensure and certificate requirements comparable to medical staff working elsewhere in the community.
- c. Medications shall be given as prescribed.
- d. Deputy jailers shall have current training in standard first aid according to the guidelines of the Emergency Care and Safety Institute.
- e. First aid kits shall be available at all times.

69. Medical Education 07/19/13

- a. Common Cold
  - 1. 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 and possibly tired,



- headache and body ache.
3. Colds are not cured by taking antibiotics like penicillin.
  4. A cold must run its course and last 4-7 days, with the 2<sup>nd</sup> and 3<sup>rd</sup> days as the worse.
  5. A cough may last longer.
  6. Colds occur more in the fall and winter.
  7. The cold virus is spread mostly by drainage from the nose, coughing and sneezing.
  8. Cough or blow your nose into Kleenex or toilet paper and throw away.
  9. Do not get close to anyone coughing or sneezing who does not cover his/her mouth.
  10. Always wash your hands after blowing your nose or sneezing.
  11. Do the following if you have a common 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, headache and aches and pains associated with a cold.
    - d. Rest as much as possible.
  12. If symptoms get worse submit a Sick Call Request Form.
- b. Gas, Belching, Heartburn and Indigestion
1. Eating gas-forming foods and swallowing air while eating can cause gas.
  2. Do the following if you 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 submit a Sick Call Request Form.
- c. Nausea and Vomiting
1. Stomach flu is a common cause and does not last more than 24-36 hours
  2. Diarrhea may also develop.
  3. Do the following if you are sick to your stomach or throwing up:
    - a. Drink only clear liquids for the next 24 hours.
    - b. Drink small amounts or sips if you cannot keep anything down.
    - c. Do not take aspirin, laxatives or antacids while you are sick to your stomach.
    - d. Rest for 24 hours.
    - e. Start eating food gradually as you begin to feel better.
    - f. Do not eat spicy or greasy foods at first
  4. Submit a Sick Call Request Form if:
    - a. You don't feel better after 24 hours.
    - b. You can't keep any liquids down
    - c. You start vomiting blood
    - d. You get a fever and increased stomach pain.
- d. Skin Rash
1. Rashes can be caused by chemicals, infections or medications and are almost impossible to identify the cause.
  2. Do the following if you have a rash:
    - a. Wash or bathe in cool water only.
    - b. If you know what it is, avoid the cause of the rash.
  3. Submit a Sick Call Request Form if symptoms of infection occur:
    - a. Increased redness or swelling, pus formation, heat, red streaks, increased pain or the rash is spreading.
- e. Acne
1. Acne is a 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 the following if you have acne:
    - a. Gently wash your face and any other area that breaks out at least 2-3 times a day with mild soap.
    - b. Do not squeeze or pick the pimples
    - c. Wash your hair at least 3 times a week and don't use oils on your hair.
    - d. Eat a balanced diet.
    - e. Don't use oily make-up or creams on your face.
- f. Dandruff
1. Dandruff can be normal scaling off of top layer of your scalp
  2. Also can be caused by seborrhea, which causes an increase in the amount of oil made by the oil glands around hair

roots.

3. Dandruff can usually be treated by using a dandruff shampoo.
  4. Do the following if you 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 the shampoo.
    - c. Avoid over rubbing or massaging the scalp which may cause the oil glands to produce more oil.
  5. Submit a Sick Call Request Form if the shampoo does not improve your dandruff problem after one month.
- g. Athletes' Foot
1. Athletes' foot is caused by a fungus which likes to grow in warm, moist places
  2. Do the following if you have athletes' foot:
    - a. Keep your socks and shoes off whenever possible.
    - b. Do not sleep with your socks on.
    - c. Wash feet with warm, soapy water every day, pat dry between toes.
    - d. Dry feet last to prevent spreading the fungus.
    - e. Wear shower shoes when showering.
    - f. Wear canvas shoes, if available, during the day.
    - g. Wear white cotton socks.
    - h. Put clean socks on each day.
    - i. Put socks on before your underwear to prevent spreading the fungus.
    - j. Apply antifungal cream to the 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.
    - k. Submit a Sick Call Request Form if any of the following occur:
      1. Increased redness
      2. Increased swelling
      3. Heat
      4. Pus formation
      5. Red streaks
      6. Increased pain
- h. Insomnia
1. Try the following if difficulty sleeping:
    - a. Reduce and/or stop drinking caffeine drinks like coffee, brown tea and caffeine soft drinks.
    - b. DO NOT take naps.
    - c. Exercise during the day to help tire you out and reduce stress.
    - d. Go to bed at the same time each night.
  2. If drowsy and can't sleep:
    - a. Get up to read a book or write a letter.
    - b. When drowsy go back to bed.
    - c. May need to repeat several times.
    - d. Get out of bed at the same time each day.
  3. Discuss the problem with the jail chaplain or other mental health professionals.
  2. Over time, the ideas listed above should help you get your sleep problems under control.
  4. Your body has a natural "clock" built into it and sometimes needs to be corrected.
  5. It will require time to adjust if you have a history of sleep problems or were using drugs and/or alcohol prior to incarceration.
  6. Being are new to the jail or getting out soon may cause sleeping problems.
  3. Medications won't cure the problem but time and effort from you probably will.
- i. Headache
1. Most people have headache.
  2. Most headaches are not serious.
  3. Common causes of headaches: tension, sinus congestion, caffeine, smoking, medications and high blood pressure.
  4. Do the following if you have a headache:
    - a. Avoid whatever causes your headache.
    - b. Take two Tylenol tablets twice daily.
    - c. Use moist, cool cloths if this helps to relieve the headache.
    - d. Rest
    - e. Don't watch TV.
    - f. Avoid noisy interaction.
- j. Sore Throat
1. Viruses cause most sore throats.

2. Sore throats usually last 4-7 days.
  3. Do the following if you have a sore throat:
    - a. Gargle with warm, salty water several times a day.
      - a. DO NOT swallow the salty water.
    - b. Drink plenty of fluids.
    - c. Take two Tylenol tablets for fever and pain twice daily.
    - d. Stop smoking.
  4. Submit a Sick Call Request Form if conditions worsen or you 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 the following if you have a sprain:
    - a. Keep the injured area elevated for 48 hours
      1. This decreases the swelling and throbbing.
    - b. Use cold-water cloths on the area for 24 hours and avoid using area.
    - c. Take two Tylenol twice daily for pain.
  3. Submit a Sick Call Request Form if numbness, tingling, cold or blueness appears to the area below the injury.
- l. Urinary Discomfort
1. Urinary discomfort is common in females.
  2. Urinary discomfort is caused by bacteria entering the urinary system through the tube that leads to the bladder where urine is kept.
  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 you feel the urge.
    - d. Don't hold urine for long periods of time.
    - e. Avoid activities (masturbation) that can cause friction to the urine outlet.
    - f. Take all medications until gone.
    - g. Symptoms should begin to fade in 24-26 hours after starting an antibiotic.
- m. Tooth Decay & Gum Disease
- a. Plaque is leading cause of tooth decay & gum disease.
    - a. Plaque is a sticky, invisible film containing bacteria.
    - b. It is constantly forming over teeth.
  - b. Ways plaque causes cavities:
    - a. When you eat sweet foods, the bacteria in plaque combines with sugar to form decay acids that attach to the enamel on your teeth.
    - b. The cavity grows larger as it enters the dentin.
    - c. Decay weakens the enamel further and reaches the sensitive layer of the tooth.
    - d. If decay is not checked, an abscess may occur or the bone may become infected.
  - c. How plaque causes gum disease:
    - a. Plaque collects beneath the gum line and irritates the gum tissue.
    - b. This may cause your gums to bleed when you brush.
    - c. If plaque is not removed, it becomes hardened and forms tartar, increasing the irritation to your gums.
    - d. Plaque will begin to destroy the tissue holding the gums to the teeth.
  - d. Brush to remove plaque and prevent tooth decay.
    - a. Hold toothbrush at a 45-degree angle to the gum line.
    - b. Brush back and forth with short strokes, covering 1-2 teeth at a time.
    - c. Brush the back of your teeth – inside and outside.

## 70. Medications

- a. No soaps/shampoo/lotions shall be accepted.
- b. Home medications may be received Monday-Friday from 8am to 4pm at Building 1 by medical staff.
- c. Exceptions may be made for emergencies.
- d. Home medications shall be verified by the medical staff before distribution.
- e. Medication is distributed daily at approximately 8a and 8p.
- f. Times are subject to change without notice due to security or other reasons. 9/22/10
- g. Inmates receiving medications shall report to the medical cart with their own drinking cup.
- h. No inmate shall share a drinking cup to take medications.
- i. Medications shall be taken in the presence of the distributing medical staff.
- j. Inmates shall show proof of taking medications by allowing an open-mouth inspection.

## 71. Mental Health Care Rights

- a. Deputy jailers shall receive a minimum of four hours of mental health training within their first year of service.
- b. Inmates shall have access to necessary and emergency mental health care.

72. Meritorious Good Time

- a. Questions about Meritorious Good Time shall be addressed to the Department of Corrections, PO Box 2400, Frankfort KY 40602.

73. Money for Inmate Accounts/Fees

- a. No cash shall be sent by mail.
- b. Cash may be left in person 24 hours a day, 7 days a week at kiosk located in lobby of Building 1. 06/15/13
- c. Credit card may be used 24 hours a day, 7 days a week at kiosk located in lobby of Building 1. 06/15/13
- d. Major credit cards are accepted to apply money to inmate accounts by utilizing one the following options. 06/15/13
  - 1. MoneyGram: Available at any participating Wal-Mart or CVS Pharmacies with the following information:
    - a. Company Name: SSC Inmate Funding
    - b. Receive Code: 7950
    - c. Account Number: Your facility ID (OWB) and inmate jacket number  
Example: OWB12345
  - 2. Online at [www.smartdeposit\(dot\)com](http://www.smartdeposit(dot)com) or by phone 1-866-394-0490 with the following information:
    - a. Inmate Name
    - b. Inmate jacket number
    - c. Facility Name
    - d. Pay Location Code: 5500
- e. Approved forms of money for mailing are Money Orders, Certified Checks and Cashier's Checks. 06/15/13
  - 1. Shall be made payable to DCDC with the inmate's name on the memo line.
  - 2. Shall be sent to the Bookkeeper, 3337 Hwy 144, Owensboro, KY 42303.
- f. Do not send correspondence with inmate money that is mailed to the Bookkeeper.
- g. If commissary fees are owed due to indigent/hygiene purchases, 50% of all money received shall be applied toward the fee balance until paid in full. This applies to all inmates, including state inmates. 9/15/11
- h. All other fees owed, 50% of all money received shall be applied toward those fees. This applies to all inmates, including state inmates. 9/15/11
- i. If any money is owed on contracts from previous incarceration, 50% of all money received shall be applied toward those contracts until paid in full. This applies to all inmates, including state inmates. 9/15/11

74. Money for Inmate Accounts/Fees – at Release

- a. A statement of any balance due shall be given to each inmate upon release.
- b. Even though a bond has been paid, an inmate may still owe for booking fees, housing fees, jail fees, etc.
- c. Once an inmate is released, 100% of the money left in the account will be applied to any current or past fees that are owed.
- d. If no fees are owed, and a refund is due, a check will be written the next business day.
- e. Refund checks may be picked up at the detention center Mon-Fri, 7a-1p.
- f. If the refund check is not picked up by Friday, it will be mailed to the last known address. 06/15/13
- g. The Bookkeeper may be contacted by calling 270-685-8466, ext. 207, Mon-Fri, 7a-3p, or by mail at Bookkeeper, 3337 Hwy 144, Owensboro KY 42303.
- h. The detention center reserves the right to correct errors, if any are discovered. 8/24/11
- i. You have 6 months to report any discrepancies of fees owed to Daviess County Detention Center. Contact Bookkeeper.

75. Movement within Facility

- a. Inmates shall walk single file on the right side of the hall when moving within the facility.
- b. Inmates shall not talk while outside their cell areas, unless approved by the transport officer.
- c. Inmates shall not touch anything, like door flaps, thermostats, switches, etc.
- d. Inmates shall remain silent in the hallways unless speaking with a deputy.
- e. Inmates shall remain silent while sitting in visitation chairs waiting for visits.
- f. Inmates shall keep their hands behind their backs, with their fingers interlaced, while outside their cell.
- g. Failure to comply may result in loss of visitation, privileges and/or disciplinary action.

76. Nail Clippers

- a. Nail clippers will be offered with sanitizing solution twice a month. 3/24/16

77. Notary Service

- a. Notary service may be requested by sending a request to "Inmate Services" on kiosk.

78. Office Hours

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

79. Packages

- a. No packages shall be accepted for an inmate unless the inmate is a trusty.
- b. The only approved item to be mailed in is one pair of shoes for B3 inmates that have work assignments, steel toed boots are prohibited.
- c. Packages for trusties must be mailed to the attention of the Class D Coordinator, with the inmate's name inside the package.
- d. All other mailed packages shall be refused and returned to sender.
- e. No bubble wrap envelopes allowed.

80. Paperwork

- a. All paperwork needing an inmate's signature shall be mailed in. Requests for exceptions shall be directed to the Major.

81. Parole Board<sup>5/26/11</sup>

- a. The Parole Board's order recommending your parole upon completion of the substance abuse program is not subject to reconsideration review.<sup>9/28/11</sup>
2. DOC will place inmate in a Substance Abuse Program facility
- c. After application has been filed and accepted
- d. Placement is subject to available bed space

82. Permitted Items at Intake

- a. Inmates may retain one set of undergarments that are on them at the time of booking.
- b. No bras shall have under wire.
- c. Legal material, upon request

83. Permitted Items in Housing Unit

- a. The amount of property authorized for inmates in housing areas shall be limited to only what will fit in the bunk and/or the storage space attached to the bunk.
- b. Permitted Items:
  1. Commissary items
  2. Hygiene items
  3. Legal materials
  4. Mail – 5 pieces
  5. Photos – 5
  6. Program materials
  7. Socks – 3
  8. T-shirts – 3
  9. Underwear – 3
- c. Any items not permitted shall be seized, may be discarded and disciplinary action may be taken.
- d. Approved storage containers may be purchased on commissary.
- e. Plastic or paper bags are not authorized as storage.
  1. Exception: One commissary bag
- f. Authorized items to be stored on floor beneath the bunk:
  1. One laundry bag
  2. One bag of commissary
  3. Shoes/sandals

84. PIN for Telephone Usage<sup>03/12/13</sup>

- a. Inmate's 10-digit PIN is comprised of inmate's Date of Birth, MM/YY and the last 6 numbers of his/her Social Security Number
  1. Example: Born June 1977 and SSN is 111-22-3333
  2. PIN is 0677223333
- b. Loss, theft, or unauthorized use are the inmate's responsibility.
- c. It is the inmate's responsibility to maintain the privacy of his/her PIN number and/or any documentation containing any related information. Do not share your PIN with anyone.
- d. Options if PIN is compromised:
  1. Family or friends can purchase time for their phone number.
  2. Inmate may purchase phone cards by writing to Phone Services on kiosk.
- e. PIN numbers shall not be changed.
- f. Any inmate caught using another inmate's PIN may be subject to disciplinary and/or criminal action.
- g. See "Telephone" for more information.

85. Power of Attorney

- a. Inmates needing assistance to conduct their financial and legal business may designate a Power of Attorney to a delegate.
- b. Legal Docs, 816 Triplett St., Owensboro, KY 42303, 270-685-0902 and Legal Zoom (dot) com are two agencies that provide these services.

86. Privileges

- a. Privileges may be denied or reduced due to disciplinary action.
- b. See each category for further information.
  - 1. Commissary
  - 2. Games
  - 3. Hot Pots
  - 4. Mail
  - 5. Telephone
  - 6. Television
  - 7. Visitation
  - 8. Work Assignment – Trusty Status

87. Privileges – State Trusties

- a. DVDs – Females
- b. Extra ice
- c. Job training
- d. Pizza parties
- e. Play station – Males
- f. State pay
- g. Storage bins
- h. Uniforms – t-shirts, jeans, jackets (if applicable)
- i. Work assignments

88. Programs

- a. Programs are available to all inmates, depending on inmate classification levels, except for security-risk inmates.
- b. The Substance Abuse Program is available for men only at this time. <sup>7/20/10</sup>
- c. Substance Abuse Program Applications are available by sending a request to “SAP” on kiosk.
- a. Inmates may request to attend a program by sending a request to “Programs” on kiosk.
- b. Most programs have an attendance limit of 25.
- c. A waiting list shall be maintained on a first-come, first-serve basis.
- d. After an inmate has been approved for a program, to continue eligibility, the inmate shall attend each time it is offered. <sup>7/20/10</sup>
- e. Inmates shall be given one chance to leave the cell and attend a program that is offered that day.
- f. If an inmate refuses to attend a program after approval, and the reason is not justified, the inmate’s name shall be removed from the roster and the inmate shall need to reapply for future participation.
- g. Examples of justified absence reasons include court appearances and verified illnesses.
- h. If an inmate needs to return to the cell for any reason, the inmate shall not be allowed to return to the program that day.
- i. If an inmate receives isolation for disciplinary reasons, the inmate shall need to reapply to attend a program.
- j. AA or NA attendance certificates may be requested, after eight attendances, by sending a request to “Programs” on kiosk.
- k. If an inmate is in attendance of a program during visitation hours: <sup>03/12/12</sup>
  - 1. Inmate will not be notified of visitor
  - 2. Inmate will not be pulled from program for visit
  - 3. Visitor will be instructed to visit at another time
- l. Program Schedule: <sup>6/28/16</sup>
  - 1. Bldg. 1
    - a. Males

Sun	1p-2p	Catholic Service
	8:30p-9:30p	Hispanic Church Service
Mon	8a-10a	GED
	6p-8p	GED
	1p-2p	Protective Custody Bible Study
	1:30p-2:30p	Bible Study
	7p-8p	NA - every other week
Tue	1p-2p	Church Service
	6p-7p	AA
Wed	8a-9a	MRT
	1p-2p	Fresh Start
	5p-6p	Bible Class-Bldg. 2 (SAP) Every other week

	6p-7p	Bible Class-Bldg. 2 (SAP) Every other week
	6p-8p	GED
	6p-7p	Celebrate Recovery
Thur	8a-10a	GED
	1p-2p	Bible Study- C Pod 103-109
	1p-2p	Church Service - B Pod, Trustees, & Medical

b. Females

Sun	2p-3p	Catholic Service
Mon	6p-7p	Celebrate Recovery
Tues	8a-10a	GED
	1p-2p	Bible Study
	6p-7p	AA
Wed	8a-10a	GED
	9:15-10:15	MRT
Thurs	6p-7p	Church Service
Sat	9a-11a	Church Services- 2 <sup>nd</sup> & 4 <sup>th</sup> week
	9a-11a	Catholic Services- as scheduled

2. Bldg. 3

Sun	6p-7p	NA
Mon	6p-8p	GED
Thur	6p-7p	Church Services

m. Program schedule days and time may change without notice due to security or other reasons.

n. Programs available are:

1. Alcoholics Anonymous
2. Bible Study
3. GED Studies and GED Testing
4. Home Incarceration Program, if meet criteria
5. Grief Counseling- Hospice <sup>12/13/10</sup>
6. Mental Health Wellness Services- River Valley Behavioral Health
7. Narcotics Anonymous
8. Religious Services (Church Services is open call)
9. Substance Abuse Program, if meet criteria and accepted
10. Work Release Program, if meet criteria
11. MRT- Moral Recognition Therapy

89. Program Access Rights

- a. Inmates shall have equal access to programs and services, if the security and order of the detention center is not jeopardized.
- b. A waiting list shall be maintained on a first-come, first-serve basis.

90. Property – Excessive

- a. Property that does not fit in the hanging property bags shall be considered excessive.
- b. Excessive property may be picked up or mailed out, at the inmate's expense. <sup>9/10/14</sup>
- c. Inmate has 30 days from intake to write a request to "Inmate Property" with instructions and provide name and address for mailing.
- d. Inmate needs to have funds available to pay for shipping.
- e. After 30 days from intake, if no instructions are received from inmate, excessive property will be disposed of.

91. Property Releases

- a. Personal property, excluding clothing and shoes, may be released to the public with the inmate's permission.
- b. Property may be released at any time.
- c. The inmate shall sign the property sheet before the release.
- d. The recipient shall show a valid picture ID and sign the property sheet showing the property was received.
- e. Property differences or questions shall be addressed in writing within 24 hours after the time of release. <sup>6/8/11</sup>
- f. The detention center shall not be responsible for any property differences that are questioned after that time.
- g. Property not claimed after two weeks will be donated to charity.

92. Property Withdrawal <sup>7/14/10</sup>

- a. Only legal material may be requested from stored property after booking. <sup>7/14/10</sup>
- b. Send a request to "Inmate Property" on kiosk to request legal material to be retrieved from property. <sup>7/14/10</sup>

93. Public Defender Information

- a. Inmates are limited to one call per day.
- b. Calls are accepted between and 1:30p-3:30p. 8/10/10

94. Public Information

- a. With the consent of the inmate, the news media may be permitted to interview an inmate, except if the safety and security of the detention center may be affected.
- b. Media interviews may be allowed for a reasonable time between 8a-4p, Mon-Fri, with the approval of the jailer/designee.
- c. Official statements to the news media relating to detention center policy and procedures shall be made by the jailer/designee.
- d. Release of information shall be processed as listed below:
  1. Requests for information shall be addressed to the jailer/designee.
  2. Governmental agencies shall be provided with information pertinent only to their specific function.
  3. Upon request, private citizens shall only be provided with the information listed below:
    - a. Arrest Date
    - b. Bond
    - c. Charges
    - d. Date of Birth
    - e. Name
    - f. Release date of sentenced county inmates with no pending charges
    - g. The above listed information on past bookings
  4. The following information shall NOT be released:
    - a. Addresses
    - b. Court Dates
    - c. Outside Appointments or Transports
    - d. Release dates of county inmates with pending charges, state, federal or other contract inmates
    - e. Social Security Numbers
    - f. SAP participation
- e. No information shall be given to anyone, including the media, parents, friends, attorneys, or other law enforcement agencies, on any incident happening in the jail, without the approval of the jailer/designee.
- f. Information shall not be released that is detrimental to another inmate.
- g. Public shall be advised to contact Court for court dates
  1. Court releases information on Tuesdays and Thursdays only

95. Racial Segregation Rights

- a. Inmates shall not be segregated or discriminated against due to race, creed or national origin.

96. Recreation

- a. Inmates shall be offered three, one-hour, out-of-cell recreation periods per week on a rotating schedule.
- b. Inmates shall be offered two, one-hour, outdoor recreation periods, if weather permits.
  1. Recreation may be withheld from any inmate violating the rules and regulations governing recreation, or those who pose a threat to the safety and security of the detention center
  2. Days and times are subject to change without notice due to security or other reasons. 9/22/10
  3. Recreation is offered 5 days a week at random times and days.

97. Release Dates

- a. For Daviess County inmates, the public may call District Court at 270-687-7200.
- b. For state inmates, the public may call the Department of Corrections at 502-564-2433.
- c. Inquiries for release dates of federal or other contract inmates shall be directed to the appropriate agencies.

98. Release Dates – State Inmates

- a. Release dates are calculated by DOC.
- b. DOC will fax release dates to the CD Coordinator upon completion of the calculation process.
- c. A copy will be forwarded to the inmate by the CD Coordinator.
- d. Do not fill out a request through the kiosk requesting a release date for a state inmate.
- e. When a state inmate is released, if no ride is available, a one-way bus ticket shall be provided.

99. Release Times

- a. Release times generally begin after 7p on court dates, Mon, Wed and Fri.

100. Religious Counseling

- a. Inmates may have access to the detention center chaplain by sending a request to “Religion” on kiosk.



- b. Inmates may request access to their personal minister by sending a request to “Religion” on kiosk.
- c. Personal ministers shall meet the detention center criteria for security clearance approval.

**101. Religious Diets**

- a. Changes to Religious Diets shall be limited to every four months. 08/13/2015

**102. Religious Rights**

- a. Inmates shall be granted the right to practice their religion within limits necessary to maintain institution order and security.
- b. Inmates shall be afforded an opportunity to participate in religious services and receive religious counseling within the detention center.
- c. Inmates shall not be required to attend or participate in religious services or discussions.
- d. Personal grooming shall be a choice of religious practice

**103. Religious Services 7/20/10**

- a. Religious services are offered when a volunteer is available to conduct the service.
- b. Some religions have no volunteers to conduct services; therefore, some religions will not have group services.

**104. Request Forms 07/19/13**

- a. Follow the On Screen instructions on kiosk. 06/15/13
- b. Include your cell location on requests.
- c. Categories for requests are:
  1. Accounting/Bookkeeper
  2. Request of Federal 1983 Form
  3. Class D
  4. Commissary/Indigent
  5. Court/Bonds/Booking
  6. Disciplinary
  7. E-Cigs
  8. Grievance (Non-Medical)
  9. Housing Assignment
  10. Inmate Property
  11. Inmate Services
  12. Maintenance – must include cell location
  13. Miscellaneous
  14. Outside Agency
  15. Phone Cards/ Services
  16. PREA
  17. Programs
  18. Religion
  19. SAP
  20. Special Diets (non-medical)
- d. Only one request shall be submitted per issue within seven days, except for medical issues, which will allow for processing time.
- e. Requests for the same issue within seven days, except for medical issues, may result in disciplinary action.
- f. Requests requesting information contained in the Inmate Handbook shall be replied to as “See Inmate Handbook.”
- g. Requests must be sent using kiosks. 07/19/13
- h. Paper request forms may not be answered.

**105. Respect**

- a. All staff and inmates shall be treated fairly and with respect

**106. Retiring**

- a. Lights are turned off after last headcount. 7/27/10

**107. Rights**

- a. See each category for further information
  1. Attorney Access
  2. Civil Rights Complaint Form
  3. Court Access
  4. Disciplinary Procedure
  5. Grievance Procedure
  6. Mail

7. Medical Care
8. Mental Health Care
9. Program Access
10. Racial Segregation
11. Religious
12. Search and Seizure
13. Telephone
14. Visitation

**108. Rising**

- a. Lights are turned on at breakfast. <sup>7/27/10</sup>

**109. Search and Seizure**

- a. All cash and personal property shall be taken upon admission and listed on a property sheet.
- b. See Permitted Items for further information.
- c. Any items not permitted shall be seized, may be discarded and disciplinary action may be taken. <sup>7/27/10</sup>

**110. Search and Seizure Rights**

- a. Inmates may be searched for contraband at any time to protect the safety of fellow inmates, staff or institutional security.
- b. Cell searches may be performed at any time. Inmates are not required to be present.
- c. Inmates shall be strip searched when reasonable suspicion exists.

**111. Sentence Reductions – State Trusties**

- a. Trusties may earn a one-day sentence reduction for every 40 hours worked.
- b. Maximum sentence reduction time is four days per month.
- c. Inmates are responsible to keep track of the total hours they worked.

**112. Sexual Abuse and Sexual Harassment PREA Information <sup>07/5/16</sup>**

- a. Preventing Sexual Abuse/Harassment
  1. Do not accept gifts or favors – Gifts may lead to sexual favors
  2. Walk and stand with confidence – Do not walk with head down and eyes lowered
  3. Be aware of body language
  4. Avoid conversations involving sexual topics, family relationships, sexual experiences, financial status
  5. Do not get into debt
- b. Reporting Incidents, 115.33(a)
  1. Time Limit – There is no time limit for reporting alleged sexual abuse/harassment
  2. Internal Reporting
    1. Verbal report – Tell staff, contractor, volunteer, medical/mental health staff or clergy
    2. Written report – Write note, letter, use kiosk system or use grievance system
    3. Internal hotline
      - a. Dial 11\*19 to talk to operator
      - b. There is no charge for call and it can be anonymous
  3. External Reporting
    1. External hotline
      - a. Dial 11\*73 to talk to a Crime Stoppers representative
      - b. Dial 11\*75 to talk to a New Beginnings Rape Crisis Center representative
      - c. There are no charges for calls and they can be anonymous
    2. Verbal report
      - a. New Beginnings Rape Crisis Center, 270-926-7273
      - b. Daviess County Detention Center (DCDC), 270-685-8466, press zero for operator
      - c. Daviess County Sheriff Office (DCSO), 270-685-8444
      - d. Kentucky State Police (KSP), 270-826-3312
    3. Written report
      - a. PREA Coordinator, DCDC, 3337 Hwy 144, Owensboro KY 42303
      - b. DCSO, 212 St. Ann, Owensboro KY 42301
      - c. New Beginnings Rape Crisis Center, 1716 Scherm Rd, Owensboro KY 42301
  4. Anonymous Reporting
    1. Write a letter or note without giving name
    2. Place a telephone call without giving name
  5. Third Party Reporting
    1. Contact a family member, friend, fellow inmate, attorney or other court representative
    2. All third-party reports shall be investigated the same as reports directly from inmates 115.71(a)

- c. Responding to Alleged Incidents, 115.21, 115.64, 115.65
  - 1. First security staff member to respond to an alleged incident of sexual abuse/harassment shall: 115.64(a)
    - 1. Separate alleged victim/abuser 115.64(a)(1)
    - 2. Preserve and protect crime scene until appropriate steps can be taken to collect evidence 115.64(a)(2)
    - 3. Immediately report to supervisor, in person and in confidential area
    - 4. Request alleged victim not to take any actions that could destroy physical evidence, including washing, brushing, teeth, changing clothes, urinating, defecating, smoking, drinking or eating 115.64(a)(3)
    - 5. Ensure alleged abuser does not take any actions that could destroy physical evidence, including washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking or eating 115.64(a)(4)
  - 2. Medical treatment shall be given as needed, at no cost to victim.
  - 3. Alleged victims of sexual abuse shall be offered access to forensic medical examinations if appropriate, at no cost. 115.21(c)
  - 4. As requested by alleged victim, a victim advocate or qualified community-based staff shall accompany and support victim through forensic medical examination process and investigation interviews and shall provide emotional support, crisis intervention, information and referrals. 115.21(e)
- d. Right to be Free from Sexual Abuse and Sexual Harassment, 115.33(b)
  - 1. Inmates have the right under PREA to be free from sexual abuse and sexual harassment.
- e. Right to be Free from Retaliation for Reporting Incidents, 115.33(b)
  - 1. Inmates have the right under PREA to be free from retaliation for reporting such incidents.
- f. Sexual Abuse, 115.6
  - 1. Includes, but not limited to, subjecting another person to any sexual act or contact between staff, contractor or volunteer and inmate by force, persuasion, inducement or enticement, any sexual act or contact in which staff, contractor or volunteer participates or forces any inmate to engage; subjecting another person who is incapable of giving consent by reason of their custodial status, physical or mental state; or rape, sexual molestation, prostitution or other form of sexual exploitation.
- g. Sexual Acts of Inmate-on-Inmate
  - 1. All inmate-on-inmate sexual acts are prohibited.
  - 2. All such acts shall be investigated to ensure they are not coerced.
  - 3. If consensual, parties involved will face administrative charges for rule violations.
  - 4. If coerced, incidents shall be referred for criminal investigations.
- h. Sexual Acts of Staff-on-Inmate
  - 1. Any sexual act or sexual contact between staff, contractor or volunteer and inmate is prohibited and illegal, even if the inmate consents.
  - 2. Inmates cannot legally consent to sexual acts with those who are in a position of authority over them.
  - 3. All such acts shall be referred for criminal investigations.
- i. Sexual Harassment, 115.6
  - 1. Repeated and unwelcome sexual advances, requests for sexual favors or verbal comments, gestures or actions of a derogatory or offensive sexual nature by one inmate toward another inmate. 115.6(1)
  - 2. Repeated verbal comments or gestures of a sexual nature to an inmate by staff, contractor or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing or obscene language or gestures. 115.6(2)
- j. Staff Neglect, 115.51(a)
  - 1. Inmates may report staff neglect which may have contributed to such incidents by using the reporting methods previously listed.
- k. Zero-Tolerance Policy, 115.11, 115.33(a)
  - 1. Daviess County Detention Center has a zero-tolerance policy regarding all forms of sexual abuse/harassment.

### 113. Sheets Exchange 04/01/12

- a. Days and times are subject to change without notice due to security or other reasons.
- b. Sheets shall be exchanged once a week.
  - 1. A Pod – Sat
  - 2. B Pod – Sat
  - 3. C Pod – Sun
  - 4. B2 – Sun

### 114. Shoes – State Trusties

- a. After DOC inmates are given work assignments, they may request their street shoes from their property by sending a request to “Class D” on kiosk.
- b. If shoes are needed from the street, they may be delivered in person to the Class D Coordinator.
- c. After shoes have been searched, they will automatically be forwarded to the trusty.

### 115. Showers

- a. Showers are available 24 hours a day, 7 days a week, except for restricted cell areas which are offered daily as time allows.

**116. Showers – Restricted Cells**

- a. Inmates shall proceed directly from shower to their bunks to get dressed.

**117. Smoke-Free Facility**

- a. No inmate shall be allowed to use tobacco products while incarcerated.
- b. Possession of any cigarettes, tobacco items, matches or lighters is prohibited.
- c. Inmates found in possession of tobacco may be subject to criminal and/or administrative charges.

**118. Soap**

- a. Soap is distributed with a hygiene kit upon assignment to a housing area.
- b. Soap is also available for purchase on commissary.

**119. Special Diet Tray** 03/12/12

- a. It is the inmate's responsibility to inspect special diet tray for accuracy, in front of deputy, at time of delivery.
- b. If the inmate walks away with tray, he/she is accepting the tray as presented.

**120. State Pay**

- a. It takes one to two months for the Department of Corrections to process state pay. The Daviess County Detention Center will process the distribution of state pay checks promptly upon receipt from DOC. 7/27/10

**121. Statements**

- a. A statement of any balance due shall be given to each inmate upon release.
- b. Monthly statements will be mailed to all inmates who owe fees.

**122. Stealing**

- a. Stealing in any manner is prohibited.

**123. Storage Bins**

- a. All personal property shall be stored in the storage bin mounted under each bunk.
- b. Property that does not fit in the bin shall be considered excessive and disposed of, or mailed out at the inmate's expense.

**124. Substance Abuse Program (SAP)** 05/18/15

- a. The Daviess County Substance Abuse Program follows the DOC guidelines and therefore is a DOC approved program.
- b. DOC Substance Abuse Program applications may be obtained by sending a request to SAP on the kiosk.
- c. Completed applications may be submitted to the SAP staff or mailed to DOC at:  
DOC Jail Treatment Programs  
P.O. Box 2400  
Frankfort, KY 40602
- d. Inmates cannot choose where they attend SAP.
- e. All applications are reviewed by DOC personnel to determine eligibility for the waiting list.
- f. Waiting List is maintained by DOC.
- g. Events that cause movement on the waiting list:
  - 1. Submit an application
  - 2. Inmate is within 16 months of going before the Parole Board
  - 3. Inmate is a state inmate
  - 4. Program has an opening
- h. Inquiries regarding the state waiting list shall be sent to the DOC Jail Treatment Program.

**125. Tattoos**

- a. Tattoos and body piercing is prohibited.
- b. Possession of tattoo supplies is prohibited.

**126. Telephone Information**

- a. Telephones are accessible 24 hours a day, 7 days a week, except during cell cleanup, headcounts, cell restrictions and other exceptions.
- b. After a cell area passes cleanup inspection, the phones may be turned back on.
- c. Telephone privileges may be suspended for a designated period of time if telephone rules are violated.
- d. A phone call for more than five minutes per week is a privilege.
- e. Calls are limited to 15 minute maximum talk time.
- f. Phone calls are monitored and recorded.

- g. Calls need to be placed to a touch-tone phone.
- h. First time use will ask you to record your name
  - 1. Speak your name clearly and accurately
  - 2. Voice recordings shall not be re-set.
  - 3. This needs to be completed for your PIN to be activated for calls and/or visitation.
- i. To access the phone system: <sup>03/12/13</sup>
  - 1. Must dial 0 + area code + telephone number.
  - 2. Must use 10 digit PIN number when prompted.
    - a. 10 digit PIN is MM/YY/last 6 of Social Security Number.
    - b. Example: Born June 1977 and SSN is 111-22-3333.
    - c. PIN is 0677223333.
    - d. PIN numbers shall not be changed
  - 3. It is the inmate's responsibility to maintain the privacy of his/her PIN number and/or any documentation containing any related information.
  - 4. Any inmate caught using another inmate's PIN may be subject to disciplinary and/or criminal action.
- j. Voice Mail Mailbox
  - 1. Setup: The first time you try to make a call the system will give you your assigned six-digit mailbox number
    - a. Write this number down
    - b. Your friends and family will need this number to leave voice mails for you.
    - c. Follow the system's voice instructions to set up your mailbox
  - 2. Listen to Voicemails: Voice mails do have a cost to the inmate
    - a. Choose Option 6
    - b. Enter your PIN
    - c. System will automatically play all new messages
    - d. Press # to skip a message
    - e. To repeat a message press 1 after message has played
    - f. Press 2 to save a message
    - g. Press 3 to delete a message
    - h. Messages not listened to are kept for 16 days
    - i. Saved messages are kept for two days
  - 3. Public instructions:
    - a. Must have a Direct Pay account
    - b. Must have Inmate's Voice Mailbox number
    - c. Call 1-702-854-1577
    - d. Cost to the public is \$0.20 per voicemail, deducted from their Direct Pay account
- k. Calling cards / Call time are available by:
  - 1. Inmate Purchase – Calling Card
    - a. Send a request to "Phone Cards/ Services" on kiosk.
    - b. Request must contain quantity and value of cards desired.
    - c. Cards are available in \$4, \$8 or \$20 denominations 1/26/16
    - d. Must have funds available to purchase. 2/9/11
    - e. Reply will list phone card numbers.
    - f. Subject to 6% Kentucky Sales tax. 05/11/12
    - g. Orders will be filled in the order in which they are received.
    - h. Orders cannot be cancelled.
    - i. Orders shall be filled within three (3) business days, Mon – Fri, excluding holidays.
    - j. All sales are final.
    - k. No refunds or exchanges.
  - 2. Public Purchase – Call Time <sup>3/12/13</sup>
    - a. Kiosk located in Bldg. 1 Lobby.
    - b. Call 1-877-998-5678.
    - c. sales@combinedpublic(dot)com
    - d. Call time purchased for individual inmate.
    - e. Call time purchased for public's individual telephone number only.
    - f. Time purchased is available for use within 24 hours after purchase.
    - g. Issues must be reported to Combined Public Communications within one week of purchase by the purchaser.
- l. There are no expiration dates on calling cards/time.
- m. Charges: <sup>1/26/16</sup>
  - 1. Local call – \$.16 per minute.
  - 2. Long distance call – \$.16 per minute.
  - 3. Additional seconds are rounded up to the next minute.

4. International rates start at \$1.00/ minute. <sup>5/26/11</sup>
  - a. Send a request to “Phone Cards/ Services” on kiosk stating country to be called for country code and rate.
  - b. Dial 011 + country code + phone number at the prompt.
  - c. International calls cannot be made using the free 5-minute phone cards.
- n. Disconnects or completed call charges may occur if:
  1. Three-way calls are attempted.
  2. Call is transferred.
  3. Additional buttons are pressed during the call.
  4. Periods of silence occur.
  5. Cell phone static or a dropped call occurs.
  6. Call waiting is used.
  7. If place call on hold.
  8. Rings that last for more than 59 seconds occurs.
  9. Message service is activated.
- o. Phone trouble call 5 1 1 or use Option 5.
- p. Loss, theft, unauthorized use and telephone issues are the inmate’s responsibility.
- q. Issues with calling cards or requests for call histories shall be directed to Combined Public Communications P.O. Box 76573 Highland Heights, KY 41076.
- r. Requests for call histories shall be directed to the phone company.
- s. Family and friends may call 1-877-998-5678 to discuss telephone issues, prepay accounts, calling card issues, check on balances and block or unblock telephone numbers or use website: combinedpublic(dot)com.
- t. Telephone issues shall be addressed by using Option 5 on the phone or by writing to Combined Public Communications P.O. Box 76573 Highland heights, KY 41076
- u. Restricted Cells
  1. Restricted cells include Administrative Segregation, High Risk, Isolation and Protective Custody inmates.
  2. Restricted cells have access to a weekly ten-minute telephone call on Mondays.
  3. PTS inmates shall be allowed one five-minute phone call every seven days they are incarcerated at the Daviess County Detention center.
  4. Days and times are subject to change without notice due to security or other reasons. <sup>9/22/10</sup>

**127. Telephone Numbers**

- a. Telephone numbers for individuals and/or businesses are not provided. <sup>10/28/10</sup>

**128. Telephone Rights**

- a. Newly admitted inmates shall be permitted a reasonable number of local or collect long distance telephone calls to an attorney of the inmate’s choice, or to a family member or friend, as soon as practical, generally within one hour after arrival, until one call has been completed.
- b. Inmates shall be allowed to complete at least one five-minute telephone call each week.
- c. The expense for the call shall be charged to the party called.
- d. High risk inmates shall be permitted one five-minute telephone call on Mondays between 7a -3p.

**129. Television**

- a. Television viewing is available at all times, except when turned off during cell cleanup, headcounts or for other exceptions.
- b. After a cell area passes cleanup inspection, the televisions may be turned back on.
- c. Television viewing privileges may be suspended for a designated period of time if television rules are violated.

**130. Temperature**

- a. Cell temperature is set in accordance with 501 KAR 3:050 Section 6 (16)(a)(3); which states temperature ranges within comfort zones 65 degrees Fahrenheit to 85 degrees Fahrenheit.

**131. Timesheets**

- a. A timesheet (Resident Record Card) will be given upon classification or reclassification of a state inmate. <sup>3/14/16</sup>

**132. Toilet Paper Distribution**

- a. All inmates are issued one roll of toilet paper at intake.
- b. Toilet paper is distributed every Sunday night after the 11p headcount.
- c. Toilet paper is available as needed upon request.
- d. Toilet paper is also available for purchase on commissary.

**133. Towel Exchange** <sup>04/01/12</sup>

- a. Days and times are subject to change without notice due to security or other reasons.

- b. 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

**134. Transfer to Another Facility**

- a. The inmate must get approval and arrange transportation from the other facility.
- b. The inmate must coordinate another inmate to be transferred from the other facility on the day of the transport.
- c. The other facility must then contact the CD Coordinator with details of transfer. 2/11/11

**135. Trash**

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

**136. Uniforms**

- a. Uniforms shall be worn properly when not in bed or taking a shower.
- b. Inmates may unbutton the top half of their uniforms and pull it down no lower than the waist area while in their cells.
- c. A t-shirt shall be worn when the uniform is unbuttoned.
- d. Uniform shorts, which may be purchased from commissary, may be worn only in the housing units.
- e. A t-shirt shall be worn with the shorts.

**137. Uniform Exchange** 04/01/12

- a. Days and times are subject to change without notice due to security or other reasons.
- b. Uniform 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

**138. Violations**

- a. Inmates in violation of the Rules and Regulations may be subject to disciplinary action.

**139. Visitation**

- a. Inmates must be assigned to a housing unit before receiving visitors.
- b. Inmate's telephone PIN is required to activate the phone in visitation.
- c. Inmates serving Periodic Detention must be serving a minimum of seven consecutive days to receive visitation.
- d. No extended visits are permitted. 7/20/10
- e. Each visit shall be limited to a maximum of two bodies per 15 minute visit per inmate.
- f. A visitor may be excluded from the facility if:
  - 1. The presence of the visitor in the facility constitutes danger to facility security or interferes with the orderly operation of the facility.
  - 2. The visitor has a past record of disruptive conduct.
  - 3. The visitor is under the influence of alcohol or drugs.
  - 4. The visitor refuses, upon request from staff, to show proper photo identification.
  - 5. The visitor refuses upon request from staff to submit to a search.
  - 6. The visitor is directly related to the inmate's criminal behavior.
- g. Each visitor eighteen (18) years of age and above shall be required to show proof of identification with a valid driver's license or government issued photo identification.
- h. Visitation Procedures
  - 1. Sexual stimulation or activity shall be strictly prohibited.
  - 2. Children shall be under control at all times and shall be the responsibility of the accompanying adult.
  - 3. No child shall be left unattended by an adult.
  - 4. Children shall be kept quiet and shall not interfere with other visits.
  - 5. Disruptive children, along with their accompanying adult, may be asked to leave the booth, and possibly asked to leave the facility
  - 6. Failure to control or supervise children may result in termination of the visit.
  - 7. A visit shall be conducted in a quiet and orderly manner and may be terminated if visiting procedures are not followed or if the inmate or visitor becomes disruptive.

8. Each adult visitor shall be identified and required to register upon entry into the facility.
  9. Minors or children shall be registered by the accompanying parent, guardian, or authorized immediate family member.
  10. Staff may require a visitor to submit to a personal search of his/her person, any object brought with him/her, and any vehicle brought onto facility grounds as a condition of allowing or continuing a visit.
- i. Dress Code
    1. Clothing shall be in good taste and shall not be revealing or offensive to others.
  - j. Penalty for Violation of Visiting Procedures
    1. A violation of the visiting procedures or laws may result in visitation restrictions or disciplinary action against the inmate.
    2. Criminal prosecution may be initiated against the visitor, the inmate, or both in a case of a criminal violation.
    3. A visitor may be restricted for a specific period of time or permanently for a violation of facility policies and procedures or violations of law.
    4. An individual involved in the following rule violations shall not be approved as a visitor or have visiting privileges reinstated:
      - a. Smuggling or attempting to smuggle contraband in the facility.
      - b. Assisting or aiding in the planning of an escape or attempted escape, or
      - c. An employee or volunteer who developed a relationship with an inmate that was unrelated to facility activities.
  - k. Inmates will be assigned to a specific seat in the visitation booth. 04/28/13
    1. Inmates shall remain in the assigned seat.
    2. Moving to another seat without authorization shall result in loss of the visitation period and possible disciplinary action.
    3. Visitor may notify reception staff of equipment issues.
    4. Reception may reassign seating, if available, or reschedule your visit.
  - l. Calls to staff about the number of visits an inmate has remaining shall not be permitted, since the inmates are responsible to coordinate their own visits.
  - m. B1 inmates are allowed one 15-minute visit per week.
  - ~~n.~~ B1 trusties are allowed one 60-minute visitation on Sundays with no visits through the week.
  - o. B2 inmates are allowed one 30 minute visit per week.
  - p. B3 inmates are allowed one 60-minute visit per week.
  - q. High risk inmates are allowed one 15-minute visit per week. 7/27/10
  - r. B1 visitation is scheduled for every 20 minutes, on a first-come, first-serve basis.
  - s. Visitors shall sign-in 30 minutes prior to the desired visitation time slot.
  - t. Only two visitors are allowed per visit.
  - u. Inmates may refuse a visit, before leaving the cell, which will not be charged to their allotted visits.
  - v. Visitors may only visit with the inmate they are signed in to see.
  - w. No persons shall be in the visitation booth unless they are visiting the inmate they are signed in to visit.
  - x. No cameras, camera phones or recording equipment shall be allowed in the visitation booth.
  - y. Visitors who knowingly introduce contraband into the facility will be prosecuted.
  - z. Visitors violating any visitation rule will be subject to termination of the visit, will be asked to leave the building and visitation restrictions will be imposed.
  - aa. The jailer/designee may restrict a visitor if the visitor poses a threat to the facility or violates the rules and regulations.
  - bb. Children 17 and under do not need to sign in but will be counted as a visitor.
  - cc. No extended visits are permitted for all buildings. 7/27/10
  - dd. Schedule: Days and times are subject to change without notice due to security or other reasons. 9/22/10
    1. Bldg1 – Visits are available every 20 minutes. Visitors must be signed in 30 minutes prior to each visit. Inmates may receive one 15-minute visit per week. Administrative Segregation, High Risk and Isolation inmates may receive one 15-minute visit per week.

a.	Administrative Segregation	Sat	3:30p & 3:45p	<small>06/13/15</small>
		Mon	9a-10:40a	1p-2:40p
b.	General Population			
	Males	Tue-Fri	8a-10:40a	1p-2:40p
		Sat	9a-10:40a	1p-2:40p
	Females	Tue-Sat		1:40p-2:40p
c.	High Risk	Mon	9a-10:40a	1p-2:40p
		Sat	3:30p & 3:45p	<small>06/13/15</small>
d.	Trusties			
	Females	Sun	9a-10a	
	Males	Sun	10a-11a	



2. Bldg2 – Visits are available every 30 minutes. Visitors must be signed in 30 minutes prior to each visit. Inmates may receive one 30-minute visit per week. <sup>04/03/13</sup>

Mon-Thu	No Visitation	
Fri	12p-2:40p	
Sat	9a-11:00a	1p-8:30p
Sun	No Visitation	
3. Bldg3 – Visits are held at Building 2. Building 3 inmates may receive one 60-minute visit per week. Visitors must be signed in 30 minutes prior to each visit. <sup>01/18/12</sup>
  - a. Dorm G

Mon & Wed	6:30p-7:30p
Sunday	2p-4p
  - b. Dorm H

Mon & Wed	6:30p-7:30p
(15 min) Sunday	2p-4p
  - c. Dorm I

Mon & Wed	7:30p-8:30p
Sunday	10a-12p
  - d. Dorm J

Tue & Thu	7:30p-8:30p
Sunday	12p-2p
4. Bldg4 – Temporarily unoccupied

#### 140. Visitation Rights

- a. One visit per week per inmate may be allowed, unless the inmate received a disciplinary action for violating the visitation rules, or the inmate's behavior is a threat of danger to staff or other inmates.
- b. A visiting period shall be at least 15 minutes.
- c. Two persons that visit at the same time shall count as a single visit.
- d. Children of the inmate, if accompanied by a parent or legal guardian, may be permitted to visit and count as a visitor.
- e. Attorney, clergy and medical personnel shall be permitted to visit and shall not count as an allotted visit.
- f. Each visitor shall register before admission and shall be denied admission for refusal to register, refusal to consent to search or for violation of the Visitation Rules and Regulations.
- g. Visitors may visit any inmate unless the jailer determines to exclude the visitor for:
  1. Representing a danger to security
  2. Having a history of disruptive conduct at the detention center
  3. Being under the influence of alcohol or drugs
  4. Refusing to show a picture ID
  5. Violating visitation rules and regulations
- h. Inmates may refuse a visit before leaving their cell, which shall not be charged to their allotted visits.

#### 141. Voice Mail for Inmates

- a. See Telephone

#### 142. Walls

- a. No items shall be attached to the walls, to include pictures.
- b. No writing or scratches on the walls is permitted.

#### 143. Work Assignment – Trusty Status

- a. Work assignments are subject to availability.
- b. Work assignments may be changed or terminated at any time, for any reason.
- c. Must have a Trusty Status to receive a work assignment.
- d. Work Assignments are a privilege.
- e. Do not submit a request requesting to become a trusty.
- f. To be considered for “trusty” status, the inmate needs to be a final sentenced state inmate and classified by Department of Corrections (DOC).
- g. This classification process may take around three months.
- h. DOC will notify the Class D Coordinator with the classification information.
- i. The CD Coordinator will notify the inmate when or if he/she may be assigned as a trusty with a work assignment.
- j. Work assignments are not guaranteed, but are privileges.
- k. Work assignments are subject to availability.
- l. Eligibility does not guarantee trusty status, since that privilege shall depend on job placement availability.
- m. Work assignments may be changed or terminated due to disciplinary action or at any time, for any reason.
- n. All male trusties, if eligible, who receive a work assignment will be transferred to Building 3 if space is available.
- o. Trusties assigned to the kitchen shall be subject to hair guidelines, hair net rules and shall agree to work seven days a week.

#### 144. Work Assignment Eligibility/Classification – State Trusties <sup>2/11/11</sup>

- a. Work assignments are privileges, not rights.
- b. Inmate must be final sentenced.
- c. Inmate must have final sentence order on file at DCDC.
- d. Inmate must be fingerprinted by DCDC staff.
- e. Inmate must be classified by DOC, which takes about 4-6 weeks.
- f. Class D Coordinator will notify the inmate when the classification decision is received.
- g. If transferred from another jail, Class D Coordinator may have to request another copy of the PSI and custody level from DOC, which may take additional time to process.
- h. Inmates may be considered for a work assignment once the Class D Coordinator receives all the paperwork and reviews.
- i. Do not send a request through the kiosk requesting a job, since this will only slow the process.
- j. A work assignment eligibility notice will be forwarded to inmate.
- k. If an inmate is not eligible, the notice will state the reason.

**145. Work Release Information**

- a. Inmates who qualify may apply for the privilege of work release.
- b. Criminal record and background checks shall be performed on each inmate, which may take 3-4 days to process.
- c. See Chapter 2 “Fees” for more information 7/20/10

**146. Wristband**

- a. Wristband shall be worn properly at all times.
- b. First offense of Failure to Wear wristband properly at all times may result in: 10/22/12
  - 1. Meal tray being delayed.
  - 2. Visits being delayed or canceled for the day.
  - 3. Commissary delivery cancelled with no refund. 06/15/13
- b. Second offense of Failure to Wear Wristband properly at all times will result in disciplinary action.
- c. Disciplinary action may be taken for tampering with wristbands.
- d. Wristband shall be shown upon request at any time.
- e. A \$5 replacement fee shall be charged for any damaged, lost or removed wristbands.

# COMMUNITY RESOURCES 10/22/10

<u>Crisis Line</u>	800-433-7291	odcdrug free(dot)org
<u>Crime Stoppers</u>	270-687-8665	11*73 from inmate telephone
<u>Domestic Violence Hotline</u>		800-799-7233
<u>Inmate Support</u>		877-466-2834
<u>Parent Helpline</u>		800-662-4357
<u>Rape Victim Services</u>		800-226-7273
New Beginnings Sexual Assault Support Services		
1716 Scherm Road, Owensboro, Kentucky 42301		
Telephone:		270-926-7273
		or from 11*75 from inmate telephone
Toll-Free:		800-226-7273
Hearing Impaired:		800-648-6057 or dial 711
<u>Social Services - Owensboro KY</u>		270-687-7491
<u>Suicide Prevention Hotline</u>		800-273-8255
<u>Victim's Assistance</u> – Owensboro KY		270-685-4357
<u>Self Help/Support Groups</u>		
Alcoholics Anonymous		270-683-0371
Al-Anon		270-683-0371
Ala-Teen		270-683-0371
Celebrate Recovery,		270-315-7379
Owensboro Christian Church		270-683-2706
<u>Tobacco Cessation</u>		
Cooper Clayton Method		
to Stop Smoking		270-688-0808
Kentucky Tobacco Quit Line		800 QUIT NOW
<u>Counseling Services/Referrals</u>		
River Valley Point of Entry		270-683-4039
Boulware Mission		270-683-8267
OASIS (Women & Children)		270-685-0260
Spouse Abuse Center		270-685-0260
Drug Helpline		800-662-4357
Centro Latino		270-683-2541
<u>Prevention</u>		
Owensboro Regional Suicide		
Prevention Coalition		270-316-7425
Tobacco Control Coalition		270-852-5436
River Valley Behavioral Health		
Regional Prevention Center		270-689-6563
Community Solutions		
for Substance Abuse		270-993-4457

\*800#'s cannot be accessed from cell. Informational purpose only.

## Civil Inmigración / Civil Immigration

Para informacion sobre civil inmigración, telefona la inmigración numero para todos teléfonos en el Daviess County Detention Center.(866)347-2423 or dial 11\*74 on inmate telephone.

(For information about civil immigration, call the immigration number from any telephone in the Daviess County Detention Center. 866-347-2423)

# HALF WAY HOUSES 9/28/11

BOULWARE CENTER MISSION  
Owensboro, KY  
270-683-8267

DISMAS CHARITIES  
Owensboro, KY  
270-685-6054

FRIENDS OF SINNERS  
Owensboro, KY  
270-689-9174

HOPE CENTER  
Lexington, KY  
859-252-7881

LIFE WAY MINISTRIES  
Owensboro, KY  
270-216-0353

LIGHTHOUSE RECOVERY  
Owensboro, KY  
270-691-0051 or 270-689-4025

MY BROTHERS HOUSE  
McHenry, KY  
270-363-2313

OASIS  
Owensboro, KY  
270-685-4499

OWENSBORO REGIONAL RECOVERY  
Owensboro, KY  
270-689-0905

PITINO SHELTER  
Owensboro, KY  
270-688-9000

TRILOGY  
Hopkinsville, KY  
270-885-2902

WARM  
Henderson, KY  
270-826-0036

WRAP  
Covington, KY  
859-491-2090

# El centro de detencion del condado de daviess

## Entrenamiento interno

1. La prevencion de abuso sexual/acoso
  - a. No acepten regalos o favores
    1. Los regalos pueden conducir a favores sexuales
  - b. A pie y soporte con confianza
    1. No camine con la cabeza y los ojos bajaron abajo
  - c. Ser conscientes de lenguaje corporal
  - d. Evitar conversaciones que implican temas sexuales, relaciones familiars, experiencias, situacion financier.
  - e. No entrar en deuda
2. Informes de incidentes, 115.33(a)
  - a. Limite de tiempo
    1. No hay plazo para denunciar presunto abuso sexual/acoso
  - b. Informes internos
    1. Informes verbales
      - a. Dile a personal, contratista, voluntaries, medicos, personal de salud mental o clero
    2. El informe escrito
      - a. Escribir, carta, uso del Sistema quiosco o nota de quejas del sistema
    3. La linea interna
      - a. Dial 11\*19 para hablar con operador
      - b. Nohay ningun cargo para esta llamada y puede ser anonimo
  - c. Informes externos
    1. La linea externa
      - a. Dial 11\*75 Para hablar con un Nuevo representante del centro de la crisis de principios de la violacion
      - b. Dial 11\*74 Para la inmigracion
      - c. Dial 11\*73 Para el Crimen Stoppers
      - d. Nohay ningun cargo para esta llamada y puede ser anonimo
    2. Informe verbal
      - a. Centro de crisis de violacion nuevos principios, 270-926-7273
      - b. DCDC, 270-685-8466, Oprima cero para operario
      - c. Sheriff del condado de daviess, 270-685-8444
      - d. La policia Owensboro, 270-687-8888
      - e. La policia del estado de Kentucky, 270-826-3312
    3. El informe escrito
      - a. Cooridinador de la PREA, DCDC, 3337 Hwy 144, Owensboro KY 42303
      - b. Sheriff del conado de daviess, 212 St. Ann, Owensboro KY 42301
      - c. La policia Owensboro, 222 E. 9<sup>th</sup> St., Owensboro KY 42303
      - d. Centro de crisis de violacion nuevos principios, 1716 Scherm Rd, Owensboro KY 42301
  - d. Reporte anonimo
    1. Escribir una carta o nota sin dar nombre
    2. Coloque una llamada Telefonica sin dar nombre
  - e. Tercero reporting
    1. En contacto con un miembro de la familia, amigo, companero preso, abogado u otro representante de la corte
    2. Todos los informes de terceros seran investigados el mismo que los informes de los reclusos directamente

3. Respondiendo a presuntos incidentes, 115.21, 115.64, 115.65
  - a. Primer miembro del personal de seguridad para responder a un presunto incidente de abuso sexual o acoso se: 115.64(a)
    1. Separado alegada victim/abusador 115.64(a)(1)
    2. Preservar y proteger la escena del crimen hasta que se pueden tomar medidas apropiadas para recolectar pruebas 115.64(a)(2)
    3. Informar inmediatamente a un supervisor, en persona y en area confidencial.
    4. La peticion alegada para tomar cualquier accion que podria destruir la victim a no evidencia, incluyendo lavado, cepillado los dientes, cambiando panos, orinando, defecar, fumar, beber o comer. 115.64(a)(3)
    5. La peticion alegada abusador no tomar las acciones que podrian destruir fisicas, incluyendo lavado, cepillado los dientes, cambiando panos, orinando, defecar, fumar, beber o comer 115.64(a)(4)
  - b. El tratamiento medico sera dado de ser necesario, sin costo a la victima. 115.65
  - c. Supeustas victimas de abuso sexual sera ofrecido el acceso a examines medicos forenses si procede, sin costo. 115.21(c)
  - d. Lo solicitado por la presunta victim, a un abogado de la victim a o el personal comunitario calificado se acompanan y apoyo a traves de examen medico forense y victim a de entrevistas y debera proporcionar apoyo emocional proceso de investigacion, la intervencion de la crisis, la informacion y referencias. 115.21(e)
4. Derecho a ser libre de abuso sexual y acoso sexual, 115.33(b)
  - a. Usted tiene el derecho bajo PREA a ser libre de abuso sexual y acoso sexual.
5. Derecho a ser libre de represalias para reporter a incidentes, 115.33(b)
  - a. Unted tiene el derecho bajo la PREA de estar libres de venganza por informar tales incidentes.
6. El abuso sexual
  - a. Incluye, pero no se limita a sujetar a cualquier acto sexual, otra persona o el contacto entre personal, contratista o voluntario y preso por la fuerza persuasion, induccion o engano, cualquier acto sexual o contacto personal, contratista o voluntariado en el que participa fuerzas de cualquier recluso para enganchar; sujetar otra persona que es incapaz de dar el consentimiento a causa de de su, estado fisico o mental; o violacion, abuso sexual, prostitucion o otra de explotacion sexual..
7. Los actos sexuales de preso preso en
  - a. Todos los presos en actos sexuales internos estan prohibidas.
  - b. Todos estos actos seran investigados para asegurarse de que no se coaccionado.
  - c. Si consensual, las partes involucradas se enfrentaran cargos administrativos por violaciones de la regla.
  - d. Si coaccionado, incidents se sometera para la investigacion penal.
8. Los actos sexuales de personal preso en
  - a. Cualquier acto sexual o el contacto entre personal, contratista o voluntario y preso esta prohibido e ilegales, incluso si el recluso da consentimientos.
  - b. Los reclusos no pueden da consentimiento legalmente a los actos sexuales con los que estan en el poder.
  - c. Todos estos actos seran referidos para las investigaciones criminales.
9. El acoso sexual
  - a. Repite y favores sexuales o anticipos sexuales indeseados, pide comentarios verbales, gestos o acciones de un despectivo o la naturaleza sexual ofensiva. 115.6
  - b. Repitio comentarios verbales o gestos de naturaleza sexual a un preso por el personal, contratista o voluntario, incluyendo referencias denigrante al genero, sugerente o despectivo comentatios sobre cuerpo o ropa sexual o lengua o gestos obsceno. 115.6
10. El abandon presonal, 115.51(a)
  - a. Usted puede informar de negligencia personal que puede haber contribuido a tales incidents utilizando los metodos discutidos en esta formacion reporting.

11. La politica cero tolarence, 115.11, 115.33(a)

- a. El centro de detencion del condado de daviess tiene una politica de tolerancia cero con respecto a todas las formas de abuso sexual/acoso.