INMATE RULES AND REGULATIONS



ALACHUA COUNTY SHERIFF'S OFFICE
DEPARTMENT OF THE JAIL

3333 NE 39th Avenue
Gainesville, FL 32609

DOJ 00-55 (08/03/26)

To the inmate:

This Handbook is provided to help answer any questions you may have during your confinement in the Department of the Jail. One of our objectives is to protect your rights. It is also important that you respect the rights of your fellow inmates and the staff members. You will benefit by becoming familiar with the contents of this handbook. It contains the rules and regulations that govern the facilities and the individuals incarcerated. It also provides information on many programs and services available to you while detained and following release.

Directors, Department of the Jail

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I. SEXUAL ABUSE/ASSAULT AWARENESS

The Alachua County Sheriff's Office will not tolerate inmate sexual battery/abuse.

While you are incarcerated, no one – neither inmate nor any staff member – has the right to pressure you to engage in any sexual act.

If you are victimized, report the incident IMMEDIATELY to a staff member. You may also call **491-4539**, toll-free, from any cell area to report the incident. Clearly state and SPELL your last name when leaving a message. Staff will immediately protect you from the assailant and will refer you for a medical exam.

Any sexual activity between inmates and staff, or inmate and inmate, is prohibited and will be investigated. Violators will be subjected to a full range of criminal and administrative sanctions.

A. **Definitions**

1. Inmate-on-Inmate Sexual Abuse/Assault – One (1) or more inmates touching or other actions and/or communications by one (1) or more inmates aimed at coercing and/or pressuring another inmate to engage in a sexual act. Sexual acts or contacts between inmates, even when no objections are raised, are prohibited acts.
2. Staff-on-Inmate Sexual Abuse/Assault – Engaging in or attempting to engage in a sexual act with any inmate or the intentional touching of an inmate's genitalia, anus, groin, breast, inner thigh or buttocks with the intent to abuse, humiliate, harass, degrade, arouse or gratify the sexual desire of any person. Sexual acts or contacts between an inmate and a staff member, even when no objections are raised, are always illegal.

B. **Self-Protection and Prevention**

1. While incarcerated, no one has the right to pressure you to engage in sexual acts. Inmates do not have to tolerate sexual assault or pressure to engage in unwanted sexual behavior.
2. Everyone can take steps to reduce the possibility of sexual assault. Some of those steps are:
    a. Choose your associates wisely. Look for people who are involved in positive groups and activities.
    b. Avoid being alone.
    c. Do not accept gifts or favors from others. Most gifts come with a "string" attached.
    d. Do not accept an offer from another inmate to be a protector.

e. Avoid borrowing and becoming indebted to someone.

f. Find a staff person with whom you feel comfortable discussing your concerns about sexual misconduct.

g. Carry yourself in a confident manner. Do not permit your emotions (fear/anxiety) to be obvious to others.

h. Be alert! Contraband substances, such as drugs and alcohol, will weaken your ability to stay alert and make good judgments.

i. Be direct and firm, if others ask you to do something you do not want to do.

j. Stay in well-lit areas.

k. Trust your instincts. If you sense a situation is dangerous, it probably is.

3. It is NEVER appropriate for a staff member to make sexual advances, comments or to engage in sexual contact with an inmate. Even if the inmate wants to be involved with the staff member, the staff member is not allowed to respond.

4. It is not appropriate for an inmate to approach a staff member in a sexual nature. This type of behavior is prohibited and corrective action will be taken to stop such behavior from occurring.

5. Any sexual activity between inmates and staff or inmate and inmate, is prohibited and will be investigated. Violators will be subjected to a full-range of criminal and administrative sanctions.

C. **Reporting Procedures**

1. Sexual misconduct is prohibited, but it must be reported before action can be taken. Do not rely on anyone else to report misconduct. When it is experienced or seen, report it immediately.

2. If you are victimized, immediately report the incident to a staff member. You may also call 491-4539, toll-free, from any cell area to report the incident. Clearly state and spell your last name when leaving a message. Staff will immediately protect you from the assailant and will refer you for a medical exam. All allegations will be reported and investigated in a confidential manner.

3. Keep in mind a thorough investigation takes time. The investigation must clearly support or refute any allegation with evidence, information gathered from witnesses, and documentation.

4. After the investigation is finished, one of the following decisions will be reached:

a. There is sufficient evidence to conclude the allegation is true.

b. There is insufficient evidence to conclude whether the allegation is or is not true.

c. There is enough evidence to prove that the allegation is not true. This means the evidence shows that the inmate made a false allegation. If

the investigation proves the inmate made a false allegation, she/he is subject to corrective action being taken, including discipline.

d. There is not enough evidence to prove that the allegation is true, but there is evidence to prove that another law, policy or rule was violated.

D. **Treatment and Counseling**

1. Even though you may want to clean up after the assault, it is important you advise staff immediately, or as soon as practical, and be seen by medical staff before you shower, wash, drink, change clothing or use the bathroom. Medical staff will examine you for injuries, which may or may not be obvious to you.

2. It is very important that you understand you can receive medical care. The medical care is for the purposes of treating any injuries and keeping you healthy. Medical information gathered during treatment is confidential.

3. Any form of coerced or illegal sexual activity is degrading and may result in psychological distress.

4. Inmates should be aware that trauma recovery is time-sensitive and needs to be addressed as soon as the problems are identified. Mental health staff members within the facility are available to help inmates recover from the emotional impact of sexual assault.

II. INMATE CONDUCT

A. **General Rules and Guidelines**

1. Inmates will obey all of the rules and regulations of the Alachua County Jail. Inmates will not display disruptive, threatening, or abusive behavior toward other inmates and/or staff.

2. If behavior is disruptive, disciplinary measures will be taken in accordance with the Alachua County Jail disciplinary charges and penalties.

3. Criminal charges may be filed as a result of criminal behavior.

Pepper Mace and Electronic Stun Devices

For the safety of staff and other inmates, this facility uses pepper mace and electronic stun devices for controlling unruly or aggressive inmates. If you are given a verbal order by a staff member to cease resisting, you should comply immediately to prevent possible application of an aerosol pepper spray or activation of an electronic charge that will incapacitate you. Pepper spray is a biodegradable agent and the effects of being sprayed are only temporary, lasting approximately forty-five (45) minutes. The effects of the electric shock are also temporary and cause no permanent harm. In either case, if you comply with verbal orders when given, neither will be used.

B. **Disciplinary Charges, Penalties and Sanctions**

1. Category One Offenses

a. Possession of aromatic stimulants, tobacco or nicotine products, vapor-generating electronic devices, or incendiary devices (matches, lighters)

b. Possession of unauthorized linen or clothing (county or personal)

c. Possession of negotiable items, unauthorized items, unauthorized amounts of items or contraband

d. Possession of stolen property

e. Abuse of Commissary privileges

f. Possession of anything not authorized for retention or receipt, including Commissary items, by the inmate and not issued to them through regular institutional channels

g. Loaning of property or anything of value for profit or increased return

h. Willful failure to maintain acceptable hygiene of person or appearance of housing area

i. Bartering with others

j. Refusing to work by sentenced trusties or un-excused absence from work assignment

k. Giving money or anything of value to, or accepting money or anything of value from another inmate, a member of his/her family or friend

l. Behavior that disturbs the orderly operations of the facility

m. Failure to maintain proper attire

n. Insufficient work by sentenced trusties (Unsentenced trusties are removed from trusty status.)

o. Feigning illness by trusties and determined by medical staff

2. Category Two Offenses

a. Indecent exposure

b. Failure to follow safety or sanitation regulations

c. Using any equipment or machinery contrary to instructions or posted safety standards

d. Destruction of property belonging to another due to negligence

e. Attempts, attempting to conspire, or conspiracy with others to violate institutional rules and regulations

f. Tattooing or self-mutilation

g. Lying to staff member

h. Gambling

i. Mail regulations violations

j. Visiting regulations violations

k. Misuse of authorized medication

l. Forgery

m. Unauthorized contact(s) with the public

n. Correspondence or conduct with a visitor in violation of posted regulations

3. Category Three Offenses

a. Making sexual proposals or threats or lewd and lascivious conduct

b. Possession or making of intoxicants or being intoxicated

c. Unauthorized entry into a security area

d. Unauthorized absence from assigned area

e. Being in an unauthorized area

f. Moving from assigned areas during count proceedings

g. Interfering with count

h. Disobeying verbal or written orders

i. Verbal disrespect to staff members

j. Willful wasting of county property or property belonging to another (edible or usable property)

k. Obscene or profane act, gesture or statement; written or oral, directed toward any staff member or person of authority

l. Breaking and entering or attempts

m. Tampering with or blocking any locking device

n. Presenting false testimony during official proceedings

o. Removing, altering, or destruction of any county-issued identification card

p. Wearing disguise or mask (obstruction by disguise)

q. Theft

r. Smoking

s. Destruction of county property or property belonging to another

t. Altering or defacing county property or property belonging to another

4. Category Four Offenses

a. Assaults, Threats

b. Battery with/without weapon and/or serious injury

c. Sexual Battery

d. Participating in sex acts

e. Possession of unauthorized narcotics drugs, and paraphernalia

f. Setting fires/arson (to include attempts)

g. Participating in mutinous acts or disturbances (may include riots and strikes)

h. Inciting or attempting to incite mutinous acts or disturbances (may

include riots and strikes)

i. Possession or introduction of weapons, ammunition, or explosives

j. Possession of escape paraphernalia

k. Possession of unauthorized or altered identification card

l. Counterfeiting, forging, or unauthorized reproduction of any document, article, or identification, money, security, or official paper

m. Escapes or attempts (to include areas of Extended Limits of Confinement)

n. Extortion, blackmail, protection, demanding or receiving anything of value in return for protection against others to avoid bodily harm or under threat of informing

o. Fighting

p. Possession of another's issued identification with intent to disguise

q. Unauthorized use of telephone

r. Unauthorized use of restrooms and changing facilities – Except for custodial/maintenance of such area, this means entering a bathroom/shower/changing facility designated for a member of the opposite sex and refusing to leave upon request of a jail employee.

s. Depriving an officer of means of protection or communication

5. Sanctions – Disciplinary guidelines to be followed by the Inmate Disciplinary Committee for the above categories are as follows:

a. Category One Offenses – Inmates are subject to a verbal or written reprimand and/or up to ten (10) days' loss of privileges, and/or up to ten (10) days' disciplinary confinement.

b. Category Two Offenses – Inmates are subject to a verbal or written reprimand and/or up to fifteen (15) days' loss of privileges, and/or up to fifteen (15) days' disciplinary confinement.

c. Category Three Offenses – Inmates are subject to a verbal or written reprimand and/or up to twenty (20) days' loss of privileges, and/or up to twenty (20) days' disciplinary confinement.

d. Category Four Offenses – Inmates are subject to a verbal or written reprimand and/or up to thirty (30) days' loss of privileges, and/or up to thirty (30) days' disciplinary confinement.

6. Disciplinary confinement penalties may vary from those shown above for certain offenses. The maximum sanction for rule violations is no more than forty (40) days for all violations arising out of one incident. Continuous confinement for more than thirty (30) days requires the review and approval of the Security Operations Division Commander.

7. In addition to the above disciplinary sanctions, gain time earned can be forfeited, inmates can be charged criminally for infractions, and can be required to pay for damaged, destroyed, or misappropriated property or

goods. The rules and procedures for such administrative reimbursement sanctions should be in accordance with Rule 33-601.308, Florida Administrative Code.

C. **Disciplinary Procedures**

1. All violations of the rules governing inmate conduct may result in the inmate receiving a disciplinary report.
2. A disciplinary report is a written account outlining inmate misconduct.
3. A Disciplinary Review Board will address all disciplinary reports by conducting a hearing in order to:
    a. Review the disciplinary action.
    b. Conclude the findings of the hearing.
    c. Issue disciplinary consequences, if appropriate.
4. The following rules will apply to the disciplinary hearing in accordance with the Florida Model Jail Standards:
    a. The Disciplinary Review Board cannot be held sooner than twenty-four (24) hours after the inmate has received notice in writing of the charges against them, unless the inmate waives their right in writing.
    b. Therefore, inmates accused of violations will be notified in writing at least twenty-four (24) hours in advance of the hearing of the charges against them.
    c. The Disciplinary Review Board will consist of three (3) staff members, none of whom were involved in the reported incident.
    d. The Disciplinary Review Board must convene within seven (7) working days, not including weekends and holidays, of the reported incident.
    e. The inmate charged with the violation shall be present at the hearing unless:
        i. He/she, waives their right to attend by Inmate Request Form.
        ii. His/her behavior warrants removal from the hearing.
    f. Inmates may request witnesses, but it is within the Disciplinary Review Board's power to grant or deny these requests.
    g. Inmates have the right to appeal the decision of the Disciplinary Review Board to the Security Operations Captain or his/her designee by completing an inmate request form.
    h. All inmate rights will be explained by the Disciplinary Review Board.
    i. A staff member or agency representative will assist an inmate at his/her disciplinary hearing, if requested.
    j. A DOJ staff representative will be appointed when it is apparent that an inmate is not capable of collecting and presenting evidence effectively on his/her own behalf.
    k. The Disciplinary Review Board must follow the guidelines for penalties

as listed in the section on “Inmate Disciplinary Charges and Penalties.”

l. All lock-off penalties are mandatory. Inmates may lose up to thirty (30) days of visitation for some violations due to the mandatory penalties.

m. For inmates held in the infirmary, Disciplinary Review Boards will be held as soon as possible and any consequences will be continued until release from the infirmary.

n. Inmates in disciplinary confinement cannot order or possess Commissary items, other than hygiene items, while in confinement.

D. **Grievance Procedures**

1. Inmates can file grievances regarding the following matters:

a. The intent, interpretation and application of policies, rules and procedures of the facility and Department that affect them personally.

b. Reprisals against inmates by officers or staff for filing a grievance or appeal under the inmate grievance proceeding.

c. Incidents occurring within the facility that affect them personally.

d. Any matter relating to conditions of care or supervision within the authority of the Alachua County jail, except as noted below. Inmates cannot file complaints regarding:

i. County, State and Federal court decisions

ii. County, State and Federal laws and regulations

iii. Probation decisions

iv. Other matters beyond the control of the Department

2. Informal Grievances

a. When an inmate decides to initiate an informal grievance, he/she shall submit an informal grievance using an Inmate Request Form describing the nature of the complaint to the staff member responsible for the particular area of the problem. Do not submit more than one (1) request per issue. Inmates who submit duplicate or multiple inmate requests regarding the same issue will be subject to disciplinary action for the misuse of county property.

b. Within ten (10) days, excluding holidays and weekends, following receipt of an informal grievance by the staff member, a written response should be provided to the inmate.

c. Keep the response in case you decide to file a formal grievance.

3. Formal Grievances

a. An inmate may file a formal grievance by submitting an inmate grievance form and attaching the initial informal grievance (request slip), with response.

b. A formal grievance must be received no later than twenty (20) days from the date which the incident or action occurred.

c. To have a formal grievance processed, you must do the following:

i. Fill out the “name” and “housing unit” information at the top. Do not fill out “to” and “grievance number.”

ii. Describe your grievance in detail in the appropriate space provided. Be specific. Attach any relevant information.

iii. If additional space is needed, use a separate sheet of paper. Do not use extra forms or copies. Write ONLY in designated areas.

iv. Attach the informal grievance, with response. (If you did not receive a response within ten (10) days, indicate this in your grievance. You must still attach the request.)

v. The information must be readable with the grievance and facts accurately and clearly stated.

vi. Include only one (1) complaint or issue on each form submitted.

d. Only original grievance forms will be processed. Do not submit photocopies.

e. The respondent shall have up to twenty (20) calendar days from the date of receipt of the grievance to respond and/or take action.

f. Grievances may not be processed for the following reasons:

i. Improper procedure

ii. Multiple complaints or issues on one (1) form

iii. Unintelligible (does not make sense)

iv. Complaints that are not grievance issues:

(A) County, State and Federal court decisions

(B) County, State and Federal laws and regulations

(C) Probation/Parole decisions

(D) Other matters beyond the control of the Department

g. In the above situations, the grievance will be returned advising you of the reason it was not processed. If applicable, you will be advised of what to do to correct the grievance if you wish to resubmit one.

h. The following types of grievances will be discarded:

i. Duplicates from the same inmate

ii. Anonymously submitted

iii. “Group” grievances (submitted by multiple inmates on the same form.)

4. Appeals

a. If an inmate feels a grievance has not been satisfactorily resolved during the formal grievance process, an appeal may be submitted using

the inmate grievance form.

b. This must be done within the fifteen (15) days of receiving the formal grievance response. Attach all formal and informal grievances concerning this appeal.

c. Clearly state at the beginning of the grievance that this is an appeal of a previously-filed grievance.

d. Grievance appeals shall be responded to within thirty (30) calendar days from the date of the receipt of the appeal.

5. Medical Grievances

a. Inmates may file a medical grievance by requesting a medical grievance form from the nursing staff.

b. After the form is completed, it should be returned to nursing staff and must be dated the same day it is submitted to staff.

c. The grievance will be answered no later than ten (10) days from the time it is received by the Director of Nursing or Health Services Administrator.

III. INMATE PROPERTY

A. Identification Cards

1. Identification cards will be given during the booking-in process.
2. Identification cards must be worn at all times on the front of your uniform shirt, at chest height, in clear view for staff to see and shown to staff upon request.
3. Failure to wear an identification card will result in disciplinary action.
4. Identification cards shall not be altered, destroyed or loaned to another inmate; otherwise, disciplinary action may be taken.
5. All lost or stolen identification cards must be reported to security staff immediately.
6. Identification cards must be worn to receive services (Commissary, medical, visitation, etc.).

B. **Approved Inmate Property** – Inmates may have the following items in their possession:

1. One (1) each of the following:

a. Mattress

b. Blanket

c. Towel

d. Washcloth

e. Uniform

f. ***Gym shorts (white only)

g. ***Thermal underwear (white only)

h. ***Sweatshirt (grey only)
i. Bible or Koran
j. Address book
k. Prescription eyeglasses
l. Shower slides (jail-issued)
m. ***Canvas shoes
n. Tennis shoes (trusties only)

2. Two (2) each of the following:
   a. Sheets
   b. Library books
3. Five (5) each of the following (white only):
   a. ***Brassieres (sports bras)
   b. Underwear
   c. ***T-shirts (must have sleeves)
   d. ***Socks

   NOTE: ***These items can be purchased from Commissary.
4. Inmates are allowed to purchase sporks from Commissary. Inmates are allowed to have five (5) sporks in their possession.
5. No tank top-type t-shirts are allowed.
6. Items are approved through an Inmate Property Request, DOJ 12-02.
7. Only items that fit in your issued storage container will be allowed, footwear is not required to be put into this container. If your assigned bunk is equipped with a storage area, it may be utilized, but must be kept sanitary.
8. The following items will be issued to you upon initial admission to the facility. These items are your responsibility and items (e-i) must be returned before you are released:
   a. Toothpaste/toothbrush
   b. Comb
   c. Moisturizing (non-lye-based) soap
   d. Feminine hygiene items, including tampons, as appropriate
   e. Footwear–shower slides only
   f. Two (2) brassieres (sports bras)
   g. Two (2) underwear
   h. Two (2) bed sheets and one (1) blanket
   i. One (1) each: mattress, towel, washcloth, uniform, and tub/container
9. Hygiene/Stationary Supplies

a. On a weekly basis, and subject to availability, you may receive free hygiene and writing supplies, which includes the following:

	ALACHUA KIT PAK	Qty
E103	STAMPED ENVELOPES	1
P103	COPY PAPER	4
E102	POST CARDS STAMPED	2
T104-D	TOOTHPASTE 1.5 OZ	1
D101-D	.5 OZ DEODORANT	1
Z112-D	FLEX PEN BLACK **NO CAP**	1
S102-D	3 OZ BAR SOAP	1
Q100	3 INCH TOOTHBRUSH	1
	TOTAL	13

b. Toothbrushes, toothpaste, deodorant and combs will be replaced/replenished through an exchange process on an “as needed” basis. You must turn in a used item in order to receive a new one.

c. You may only possess the listed quantity of each of the following items from the issued hygiene packs:

i. Toothpaste – (1)

ii. Deodorant – (1)

iii. Flex Pen – (1)

iv. Soap – (1)

v. Toothbrush – (1)

vi. Stamped Envelopes – (4)

vii. Stamped Post Cards – (4)

viii. Copy Paper – (8 Sheets)

d. You should return any excess copy paper, envelopes and postcards to the housing officer.

e. Possession of more than the maximum amount of any hygiene or stationary items will result in disciplinary action. Confiscated and/or excess issued items will be handled in accordance with the department's property procedure.

10. You may keep a black pen, writing tablet, and a reasonable amount of legal materials and letters. All Department of Corrections In-transit Inmates will only be allowed to keep legal materials that pertain to the case in which they were returned to the facility. In addition, these materials will be thoroughly searched prior to being released into the possession of the inmate. All other legal and personal mail will be stored in the Property Room.

11. You may keep a moderate-sized plain, religious cross or medallion and a wedding band if you are in possession of it upon arrest. These items may not

have stones of any kind in them.

12. You may keep a religious head covering if you are in possession of it upon arrest and it is authorized by the Chaplain. It cannot conceal your face, identity or any items and is subject to search at any time.

13. The Department of the Jail does not provide support or supplies for contact lens use. Contact lens supplies are available for purchase through Commissary.

    a. Contact lens supplies will not be allowed to be sent to or brought into the facility.

    b. They are only available by purchase through Commissary.

13. Hearing aids are allowed once approved by security. Replacement batteries for hearing aids are provided by the contracted medical provider. Necessary repairs to hearing aids will be provided by the contracted medical provider.

14. Any items or articles not listed above, or items that have been altered from their original condition, or items passed from one prisoner to another, a prisoner to a visitor, or a visitor to a prisoner, without proper authorization, is considered contraband. Any inmate found in possession of contraband will be subject to disciplinary measures, and/or legal proceedings.

C. **Extra Property**

1. Items other than previously listed must be requested for approval by submitting an Inmate Property Request form addressed to Property. These forms can be obtained through the housing unit. Provide a full explanation as to why these items are needed.

2. Items requested must be approved by the Security Operations Captain or designee; or, if requested for medical reasons, the facility physician and the Security Operations Captain.

D. **Incoming Property**

1. Hand-delivered packages will not be accepted except for one (1) set of court clothes, no sooner than seven (7) days before jury trial or trial. All other reasons for court clothes must come from your attorney.

2. Shoes not provided by Commissary (due to limited sizes) may be delivered or mailed to the facility with the approval of the Security Operations Division Commander or designee. Only basic, inexpensive tennis shoes will be allowed.

E. **Inmate Property and Money Receipt/Release**

1. If an inmate wishes to release his/her property to friends or relatives, a Property Release Authorization, DOJ 99-78, must be completed, signed by the inmate and submitted. Obtain this form from the duty post officer.

2. When this is completed, all of your property not in your immediate possession must be released, except for one (1) complete set of clothes to dress in upon release from this facility.

3. Property will be released between 9:00 a.m. and 10:00 p.m.

4. Money can be released from your account only one (1) time during your incarceration. Repeated releases will not be approved. To release money, a Money Release Authorization form (DOJ 16-01), must be completed, signed by the inmate and submitted. Obtain this form from the duty post officer.
5. Money deposited in an inmate's account will not be available for Commissary purchases until the following day.
6. You are allowed one (1) special request release of your personal property to specified individuals during your incarceration. These requests are used if a specific item needs to be released, such as vehicle keys, cell phone, etc.

IV. SANITATION

A. Sanitation Rules

1. It is the responsibility of all inmates to maintain a clean housing area. Cleaning supplies will be provided.
2. Sanitation Inspection Rules and Regulations Checklist:
    a. Floors will be cleaned as needed, especially after meals. Spills should be cleaned up immediately.
    b. No pictures will be posted on walls, windows, bunks, or fixtures at any time.
    c. Trash cans must be emptied after all meals.
    d. Shower stalls and restrooms will be cleaned and sanitized. This includes all mirrors, sinks, windows, and toilets.
    e. Tables will be cleaned immediately after meals and whenever necessary.
    f. No articles are to be placed on the guardrails.
    g. Windows will be kept clean at all times.
    h. Vents and other fire-safety equipment cannot be blocked.
3. Bunks and living areas will be maintained as follows:
    a. All personal property must be kept in the issued storage container or approved storage area if bunk is equipped.
    b. Bunks will be made and inmates will be off of them during inspection.
        i. Only inmates who have written medical authorization to remain in bed will not be required to follow this rule.
    c. Once a week, bedsheets will be exchanged for clean linen according to the pod schedule. Towels and washcloths are to be washed with personal laundry according to the pod schedule.
    d. Towels, when used to dry face and hands, may be placed back in the green tub.
    e. Shoes, when not worn, will be placed neatly under the bunk.
    f. Bunks must be made between the hours of 6:00 a.m. and 6 p.m.

4. No scarves, hair rollers, headbands or rubber gloves used for hair may be worn.
5. From 6:00 a.m. – 11:00 p.m., inmates must be fully dressed in their jail uniform. (Photos of proper uniform wear are shown below, with undershirts tucked in.)
6. If a sweatshirt is being worn, it must be worn under the uniform shirt.
7. Failure to maintain the sanitation standards may result in penalties, including disciplinary action.

Properly made bunk



Properly Worn Uniform



B. **Housing Unit Sanitation Guidelines**

1. Inmates are responsible for the cleanliness of their cell and all common

areas of the housing unit to which they are assigned.

2. Housing units and cells will be kept ready for inspection from 6 a.m. to 6 p.m.
3. All housing units will have a daily clean-up list.
4. Clean-up will be completed after each meal and at the closing of the floor at night.
5. The showers will be cleaned every night at 10 p.m.
6. Each night inmates will be chosen in alphabetical order and assigned a clean-up duty. At the end of a 24-hour period, the next inmates on the housing locator will be placed on the list.
7. All property (personal and county-issued) will be stored in the issued storage container or approved storage area if bunk is equipped. Property that does not fit in the issued storage container or approved storage area will be sent to property.
8. Lids must remain fastened on totes at all times.
9. Dirty clothing items may either be folded neatly and placed on top of the green tote or stored under the bottom bunk. Dirty clothing placed in a laundry bag (if provided) will be stored under the bottom bunk or on top of the green tote.
10. Wet towels and washcloths may be hung at the end of bunks or on top of green totes to dry. After these items have dried, they will be stored in the green tote.
11. Uniforms are to be folded and placed on top of green totes when not worn.
12. Green totes will be stored under the bottom bunk. In units 1 - 4E and 3D, the green bins will be stored under the table in the cell. Shoes shall be neatly stored under the bottom bunk next to the green bin(s).
13. Vents in cells shall not be blocked in any way.
14. The only item to be stored on the shelf or desk in the cell is toilet paper. No more than two (2) rolls of toilet paper may be stored in these areas at one time. One (1) roll may be stored within the built-in holder of the toilet.
15. At no time will any windows or doorways be blocked in any way by any type of item. This includes any items hung across windows and doorways.
16. All inmates may have a small bag in their cell from 10 p.m. until 8 a.m. for the purpose of holding garbage. These bags must be stored under the bottom bunk during the hours of 8 a.m. until 10 p.m.
17. Pictures and graffiti will not be posted on cell walls/doors at any time.

*__Violations will result in 24-hour sanitation lock-off or formal disciplinary action.__

V. COMMUNICATION AND CORRESPONDENCE

A. Inmate Request Forms

1. Request forms are used to contact a DOJ staff person for various reasons including:
    a. To make them aware you want to see them and why.
    b. To make a request to participate in one of the in-house programs, i.e., Life Skills, GED, Chaplain, AA, or NA.
    c. To request notary service(s).
    d. To request information or assistance as appropriate from a Classification Caseworker or other staff member.
2. Inmates will inform caseworkers of their law library requests. Law library requests will be recorded on the Law Library Request Log, DOJ 20-02, and given to library staff.
3. The Programs Manager or their designee will visit each housing unit once a week and collect eyeglass requests.
    a. Eyeglasses may only be requested/provided once during an incarceration.
    b. Eyeglasses will be provided to the requesting inmate on a first come, first serve basis while supplies last.
    c. Eyeglasses will not be replaced or exchanged in the same incarceration period.
    d. Eyeglasses lower than 1.50 strength will not available.
4. Request Forms may be discarded for the following reasons:
    a. Duplicate requests from the same inmate.
    b. Anonymously submitted.
    c. “Group” request (submitted by more than one (1) inmate).
    d. When submitting an Inmate Request Form for programs/services, submission of duplicate or multiple requests regarding the same issue will be considered a misuse of county property and may result in disciplinary action.

B. **General Mail**

1. All incoming mail, with the exception of privileged/legal mail, **MUST** be in the form of a postcard only and must include your full name and a complete return address.
2. There are no limitations on the amount of incoming or outgoing mail.
3. Any outgoing mail, whether in postcard or letter form with envelopes, that is not properly marked with the correct sender’s name and the correct return address will not be processed for mailing. It will be placed in your property.
4. The front of the postcard/envelope shall contain only the name and address of the sender and the name and address of the recipient. No drawings of any kind are allowed on the front or back of the postcard/envelope. No additional writing and/or drawing of any kind is allowed on the front or back of the postcard/envelope. If the postcard/envelope has additional writing/drawing

on the front or back, it will not be accepted as outgoing mail.

5. Unacceptable postcards which will be returned to the sender:
   a. Defaced or altered postcards
   b. Plastic or any type of wrapping on the postcards
   c. Postcards marked with paint, magic marker or crayon
   d. Postcards with any type of tape, sticker or label, including stamps and address labels
   e. Postcards with watermarks or stains
   f. Postcards with biohazards, including lipsticks and perfumes
   g. Mail that emits a suspicious or foul odor
   h. Postcards with depicted nudity, weapons, or gang references
   i. Any postcards that have photos or pictures of any type, to include computer-generated photos
   j. No drawings of any kind are allowed on the front or back of the postcard.
   k. Oversized postcards
   l. Xerox or photocopied materials
6. The mail will be inspected to determine if the postcards/letters contain plans for sending, or presence of contraband, threats of violence, blackmail, extortion, criminal activity, plans for escape, violation of institutional rules, code, any items that are listed in V.B.5 above, and/or information that, if communicated, would create a clear and present danger of violence and physical harm to some person or the security of the institution.
7. Incoming privileged/legal correspondence will be delivered to the Housing Officers unopened. Before handing the mail over to the specific inmate, the Housing Officer will, in the presence of the inmate, open the privileged/legal correspondence and, without reading, inspect for cash, checks, money orders, and contraband.
8. Every effort shall be made to deliver mail the same day it is received except on weekends and holidays.
9. Correspondence between inmates in the facility shall not be permitted.

C. **Privileged/Legal Mail, Incoming/Outgoing Mail**

1. Mail or correspondence between an inmate and their attorney, legal aid lawyer or agency, para-professionals on the staff of attorneys or legal aid agencies, judges and clerks of Federal, State and local courts, news media agencies and reporters, and public officials such as Mayors, Governors, Sheriffs, consuls or any other elected official is considered privileged.
2. Outgoing privileged/legal mail shall be treated as privileged/legal mail only if it is clearly and properly marked with the name and title of the recipient, and the correct return address of the sender. Privileged/legal mail must have a recognizable legitimate address of the legal firm or other governmental unit. Outgoing privileged/legal mail can be inspected for contraband before being

sealed and mailed. Under no circumstances will staff read the mail during this inspection and this inspection shall occur in the presence of the inmate.

3. All incoming privileged/legal mail, before being handed over to the specific inmate, shall be inspected in the presence of the inmate. The envelope shall be opened, and without the contents being read, inspected for cash, checks, money orders or contraband.

4. If the indigent inmate is pro se, and this has been verified, then they may request more materials through an Inmate Request Form. They must have less than fifty cents ($.50) in their account for a period of ten (10) days or more, or have entered the facility with less than fifty cents ($.50).

D. **Telephone Use**

Current inmate telephone service within the Alachua County Sheriff's Office-Department of the Jail is provided by Securus.

All problems relating to telephone service, either here at the jail or problems experienced by the friends and family members of inmates, MUST be referred to Securus by calling their toll-free help number: 1-800-844-6591.

NO ONE WITHIN THE DEPARTMENT OF THE JAIL FACILITY CAN CORRECT TELEPHONE USE PROBLEMS, SO, ALL CONCERNS FROM EITHER INMATES OR THEIR FRIENDS AND FAMILY MEMBERS MUST BE RELAYED TO THE ABOVE-LISTED TOLL-FREE NUMBER TO BE CORRECTED.

DO NOT CALL, NOTIFY OR WRITE ANY DEPARTMENT OF THE JAIL EMPLOYEES CONCERNING ANY TELEPHONE USAGE PROBLEMS AS THEY WILL NOT RESPOND TO ANY TELEPHONE-RELATED COMPLAINTS.

1. Instructions for telephone use:

   a. Telephone calls require a personal identification number (PIN) consisting of eight (8) numbers. Your PIN will be the eight (8) numbers listed in your Booking or JBN number, which is located on your I.D. card. i.e., ASO09JBN001234 would provide the user a **PIN of 09001234** (**plus** your **2-digit** month and day of your birth at the end). Therefore, if your birthday were January 07, 1987, the correct PIN number for telephone usage would be 090012340107, with the date of birth added correctly to the end of your Booking or JBN number.

   b. The first time a PIN is used, you must clearly state your name correctly. If you fail to do so, you may experience a delay before being permitted to change your recorded name. In order to change your recorded name, you must call 1-800-844-6591 **as no one here at the Department of the Jail is able to make these changes within the telephone system.**

2. Adding numbers to your PAN list:

   a. For PAN Management, Press nine (9).

      - Enter your PIN number now.
      - For adding new number or activating a current disabled number, Press one (1).

- Please enter PAN number now.
- The number you entered is (recitation of number). If this is correct, Press one (1). To re-enter, Press two (2).
- Please recall your called party's name after the beep.
- This call is subject to recording and monitoring. You may hear silence during the acceptance of this call. Please continue to hold.
- The phone will disconnect after the number is added and you can then call back to complete the call.

3. Deleting Numbers from your PAN list

   a. For PAN Management, Press 9.

      - Enter your PIN number now.
      - For removing a number from your PAN list, Press 2.
      - Please enter the PAN number now.
      - The number you entered is (recitation of number). If this correct, Press 1. To reenter, Press 2.
      - The number you have entered has been successfully removed from your PAN list. Thank you for using the Inmate PAN Management system.
      - Call is terminated.

4. If you share your PIN or use another inmate PIN, all parties involved will receive disciplinary action and have their telephone privileges suspended for thirty (30) days.

5. Calls made from inmate phones are subject to being recorded and monitored by DOJ Staff. If your family has any problems accepting your calls, tell them to call SECURUS at the toll- free number: 1-800-844-6591. Family numbers are not blocked by this facility unless specifically requested by the number's owner or they choose to manually block them when a call is received. However, some private telephone companies will block certain telephone calls and this issue must be addressed with the telephone service provider of the friend or family member who is experiencing problems. Access to the telephone is a privilege. Intentionally damaging a telephone may result in criminal charges, an Inmate Disciplinary Report, and delay the phone being repaired or replaced.

6. Telephone privileges will be provided daily between 8:00 a.m. and 10:00 p.m.

7. The telephone is a privilege and must be shared equally by all. The length of telephone calls are automatically monitored and limited to four (4) free calls per day at ten (10) minutes each. Notification is provided prior to the expiration of the 10-minute time limit.

8. Telephone calls of a threatening nature from an inmate to a second party will be investigated and prosecution may result. Additionally, loss of phone

privileges may occur.

9. An inmate will be afforded a warning for the placement of a nuisance call to any reporting party. However, if the problem persists, the violator risks losing his/her phone privileges.

10. Disciplinary actions involving telephone restrictions shall not include the inmate's right to call his attorney or bond agent.

11. Inmates are not allowed to make calls to the offices of this facility, or to call staff members at home.

12. The inmate telephone system is designed to block all attempts for three-way calling, call forwarding, call waiting and calls placed on hold. Cordless and cell phones are detected as three-way calls. Therefore, it is recommended that the person you are calling use a standard phone. If the system detects an attempt by the party you called to activate any of these features, the call will be immediately disconnected. The person who accepts the call will receive a message prior to accepting the phone call informing them that attempting to use these functions will cause an immediate disconnect. Do not ask the person you call to do any of the mentioned functions.

    a. Any attempt by a civilian/outside person attempting to assist an inmate in making a three-way call will result in their phone number being blocked for thirty (30) days.

    b. Any inmates caught communicating by way of three-way calls will receive a Disciplinary Report.

13. Inmates who need to make emergency/essential calls need to submit a request to the caseworker. The caseworker will determine if there is an emergency or if it is essential to call.

14. Telephone Monitoring

    a. All inmate telephones within the Department of the Jail have the capability of being monitored, and the conversation(s) recorded.

    b. To ensure strict controls are placed on the monitoring capabilities, the equipment for monitoring the phones will be kept in a secure location with restricted access. It is not available for general use.

17. TTY

    a. The Florida Relay 711 Service is available for inmates who are hearing-impaired. Contact the detention officer on duty for assistance with the 711 service because this feature is not available using the inmate telephone service. From a regular telephone, dial “9,” then “7-1-1” to be connected to an operator who will assist you.

    b. There is also a TTY (Telecommunication Device) phone available for inmates who are hearing-impaired. Contact the detention officer on duty for assistance with the TTY machine.

E. **Visitation Rules**

1. All inmates not on disciplinary confinement will be provided the opportunity for:

a. Two (2) hours of non-contact visitation per week (Sunday through Saturday). This can be accomplished by having two (2) one-hour sessions only.

b. Only two (2) visitors during one (1) session. Each session may be divided between the approved visitors.

c. Inmates are further allowed two (2) paid internet visits per week that each last for thirty (30) minutes.

2. Proper photo identification is required of all visitors.

3. Altered or expired identification will not be accepted as positive identification for visitors.

4. All inmate visits, to include off-site internet visits, must be prescheduled twenty-four (24) hours in advance via the electronic registration system.

5. Any person under the age of eighteen (18), unless emancipated by the court as an adult, must be accompanied by an adult.

6. Minors who are visiting must stay in physical custody of their chaperone at all times. Persons electing not to maintain physical custody of their children, after reasonable notice, shall have their visit terminated.

7. Minors sixteen (16) years of age and older must present a valid form of identification.

8. Children under the age of twenty-four (24) months are not included in the visitor count.

9. Visitation schedules will be posted in the housing unit or with the duty post officer. (See the Visitation Schedule at the end of this booklet.)

10. For those inmates housed in areas with only upper-level visitation booths, accommodations will be made using alternative visitation areas. Visitation schedules will be determined on a case-by-case basis in order to accommodate the specific inmate's classification. If needed, such accommodation should be requested using the Inmate Request Form.

11. Rules for Visitors – **Note: Any visitation violation may result in revocation of visitation for both the visitor and the inmate.**

a. Visitors are permitted to visit only the inmate they have signed up to visit.

b. Visitors may only visit one (1) inmate per day.

c. Visitors who are unruly or under the visible influence of drugs or alcohol will be denied visitation.

d. Inmates will be responsible for the behavior of their visitors. Obscene and/or offensive gestures, acts or language is strictly prohibited.

e. Property for inmates will not be accepted during visitation and no items will be transferred between a visitor and an inmate.

f. All visitors must store all property in the lockers located in the DOJ lobby (wallet, cell phone, keys, etc.). Visitors will not be allowed to carry any

personal property and/or food or drinks into any portion of the facility.

g. Visitors arriving more than fifteen (15) minutes late will not be permitted to visit and visit will be forfeited.

h. There will be no defacing of facility property. This includes telephones, seats, walls, windows, etc.

i. All inmates and visitors must be fully clothed at all times during visitation. "Fully clothed" means a manner considered appropriate by the Department of the Jail. Shoes, shirts, slacks, dresses, shorts, undergarments, bras, underwear, etc., must be appropriately worn at all times. No garment shall be made of a sheer, see-through type material. Bathing suits are not allowed. Shirts designed to be tucked in must be tucked in and buttoned.

j. Visitors may not bring in medication except for nitroglycerin and respiratory inhalers, nor can they carry any personal property and/or food or drinks into any portion of the facility.

k. Visitors are not allowed to bring cell phones and/or cameras into the visitation areas. If this occurs, the inmate will receive a disciplinary report. Both the visitor and inmate could lose their visitation privileges.

l. Rude or aggressive behavior, as well as vulgar language, will not be tolerated in the lobby or visitation areas. Violators will be asked to leave immediately and failure to leave may result in their arrest.

12. The facility reserves the right to refuse the entrance of any person, or terminate any visit, when deemed necessary to enforce the rules and regulations of the facility.

13. All visitors must successfully clear the metal detector or be searched prior to entering the facility. Introduction of contraband is a violation of State law and may result in arrest and criminal prosecution.

14. Visitation hours which conclude within one (1) hour of arrival may result in a shortened visit, or no visit, for this period.

15. Clergy will be allowed to visit at a time which does not disrupt normal operations of the facility and shall not interfere with the inmate's normal two (2) hours per week visitation.

16. Preferred visitation time for clergy is Saturdays from 9:00 a.m. to 12:00 p.m. for males; and 1:00 p.m. to 4:00 p.m. for females.

17. Clergy visitation will only be granted for ordained pastors or persons serving as the spiritual leaders of a duly chartered, incorporated congregation. Requests for this privilege shall be coordinated and approved through the Department of the Jail Chaplain prior to any visits and valid credentials/identification will be required for verification.

18. These visits will not interfere with the inmate's normal two (2) hours per week visitation.

19. Inmates who have immediate family members (mother, father, grandmother, grandfather, brother, sister) who are a member of the clergy and have been

approved through the Chaplain will not be allowed the use of clergy visitation privileges under any circumstances.

20. Visitation privileges will be allowed for all inmates twenty-four (24) hours after they attend first appearance, or twenty-four (24) hours following booking for all other inmates who are not being first appeared. Attorneys and clergy are the only exception to this rule.

21. Individuals who are court-ordered not to have contact with the inmate will not be allowed to visit. If an attempt to visit is made, that inmate's visitation privilege will be revoked for all visitors (except legally-mandated visits) for thirty (30) days.

22. If a "No Contact" order has been lifted and you wish to be allowed visitation with someone you were previously not allowed to have contact with, you should notify your Classification Caseworker via an Inmate Request Form. Once the Caseworker has verified that the order has been lifted, notation will be made in the Jail Management System and the person will be allowed to visit you if all other visitation requirements have been met.

23. Visitors are subject to warrant checks and arrest.

24. Trusties will not be allowed visitation during their scheduled work time.

25. Trusties are allowed four (4) 1-hour visits per week.

F. **Visitation Schedule**

Housing	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1B, 2B, *3B, 4B	9am -12pm	12pm-5pm	5pm-9pm	9am -12pm	12pm-5pm	5pm-9pm	9am -12pm
2C, 3C, 4C	9am -12pm	12pm-5pm	5pm-9pm	9am -12pm	12pm-5pm	5pm-9pm	9am -12pm
1D, 2D, 3D	12pm-5pm	5pm-9pm	9am -12pm	12pm-5pm	5pm-9pm	5pm-9pm	12pm-5pm
1E, 2E, 3E	12pm-5pm	5pm-9pm	9am -12pm	12pm-5pm	5pm-9pm	5pm-9pm	12pm-5pm
1G, 2G, 3G, 4G	None	8am-8pm	8am-8pm	8am-8pm	8am-8pm	8am-8pm	None
G and H Pod visitation shall be closed between 11 am and 12 pm and 4:30 pm-5:30 pm for cleaning.							
1H, *2H, 3H, 4H	None	830am-830pm	830am-830pm	830am-830pm	830am-830pm	830am-830pm	None
1I, 2I, 3I, 4I, *5I	5pm-9pm	9am-12pm	12pm-5pm	5pm-9pm	9am-12pm	12pm-5pm	5pm-9pm
2W, 3W	5pm-9pm	9am-12pm	12pm-5pm	5pm-9pm	9am-12pm	12pm-5pm	5pm-9pm
***FEMALE INFIRMARY**	12pm-5pm	5pm-9pm	9am -12pm	12pm-5pm	5pm-9pm	9am -12pm	12pm-5pm
***MALE INFIRMARY**	12pm-5pm	5pm-9pm	9am -12pm	12pm-5pm	5pm-9pm	9am -12pm	12pm-5pm

*__Note__: Due to the special classification of housing units marked with an asterisk, it may be necessary to call the DOJ lobby number (352) 491-4511 to find out if the inmate scheduled is allowed to visit.

- All visits must be scheduled twenty-four (24) hours in advance.
- The two-hour visitation rule applies for all visits.
- The above visitation schedule is subject to change at any time.
- Visitors may only visit one (1) inmate per day.

VI. CLASSIFICATION, ORIENTATION, SERVICES, PROGRAMS AND PRIVILEGES

A. Classification, Orientation and Privileges

1. Inmates will be interviewed and receive the Inmate Rules and Regulations after first appearance. A staff member or translator will be provided to assist inmates in understanding the rules, as necessary.
2. Inmates will be housed in the least restrictive area based upon the completion of the Objective Classification model which includes, but is not limited to, the following:
    a. Current charges, history and behavior
    b. Medical and mental health considerations
    c. Escape risk, DOC holds, warrants
    d. Other county or state holds
3. Privileges are permitted depending on your classification and custody level: minimum, medium or maximum or close custody (special management).
4. General program and privilege availability (see chart under section AA).
5. Classification will no longer provide information on court dates. This information is available through your attorney.
6. Provide notary services.
    a. Inmates/family/associates of inmates are required to submit a request to their Classification Caseworker.
    b. The Caseworker will review the request. If approved, specific arrangements will be made to provide notary services.
    c. Inmates must have a valid ID or DL *or* two (2) people who will acknowledge their relationship with the inmate to have a valid ID or DL.
    d. Caseworkers will not notarize paperwork for attorneys or public defenders.
    e. Caseworkers have a right to deny notary services.
7. EBT/SNAP Cancellation of Benefits Requests
    a. Inmates who wish to request a cancellation of EBT/SNAP benefits due to incarceration must write a statement that includes their full name, benefit case number and a sentence requesting the cancellation of their benefits.
    b. The statement must be signed and dated by the inmate and provided to their Classification Caseworker who will fax the request to DCF.

Attention Alachua County Jail Inmates

As an added convenience to you and your friends and family, the Alachua County Sheriff's Office Department of the Jail is now offering an opportunity for cash deposits in a lobby kiosk money machine. This machine is operated by a third party and not the Alachua County Sheriff's Office.

Visitors can make deposits in minimum increments of $5.00 in US currency, to your inmate trust fund account. The visitor may also use a Visa, Master Card, American Express or Discover card to deposit funds. A small fee is charged to the depositor each time money is added to your account.

This money may be deposited 24 hours a day and is a real-time transaction. Accumulated debt will affect your account balance and may impact your spending opportunities with Commissary.

******Note – <u>The depositor must know your full name and MNI number to leave money. That is YOUR responsibility.</u>**

B. **Commissary**

1. Inmates shall be afforded an opportunity to purchase hygiene and comfort items not issued by this facility through a contract the Department maintains with a private company. The proceeds shall be used to purchase educational, recreational, and other equipment for the benefit of the inmates.
2. Commissary Clerks will distribute the Commissary order forms to the appropriate housing area.
3. Commissary order forms will be picked up on Tuesday no later than 8:00 a.m. by the Commissary staff. No late orders will be accepted.
4. Commissary purchases will be subtracted from the inmate's account.
5. Inmate accounts will be checked for available funds at 8:00 a.m. on Tuesday. Money received after that time cannot be used until the next Commissary day.
6. The maximum dollar amount of any Commissary order has been set at $60 per order per week. This includes food, personal hygiene, and all other items.
7. All orders are pre-bagged by Commissary.
8. Only Commissary staff will be allowed to give inmates their orders.
    a. **If you are not wearing your inmate I.D. card, you will not receive Commissary.**
9. Inmates not present during the Commissary delivery because of authorized absence will be given their Commissary order as soon as possible upon their

return.

10. Under no circumstances will any inmate be allowed to receive another inmate's Commissary order.

11. Questions regarding inmate accounts or any Commissary orders shall be submitted with an Inmate Request Form.

12. Commissary is closed on Friday, Saturday, Sunday, Monday, and recognized holidays.

13. If you anticipate being released or transferred to another facility prior to your Commissary delivery day, do not place an order. No refunds will be given to inmates released prior to receiving their orders, however, the order will be held for ten (10) business days and may be picked up during that time by making an appointment with Commissary staff to receive those items.

    a. Immediate family members may pick those items up as long as they possess a valid State-issued Identification card or driver license.

    b. No inmate can leave his/her Commissary order to another inmate.

C. **Gain Time**

1. Inmates who are sentenced to the Alachua County Sheriff's Office Department of the Jail may be eligible for Gain Time, except those sentenced on civil charges, Contempt of Court or where otherwise specified by Court Order. Inmates **DO NOT** have a right to Gain Time. As allowed by Florida Statutes and Alachua County Ordinance, all awards and forfeitures of Gain Time will be at the discretion of the Directors or their designees. In cases of serious misconduct, all or any part of an inmate's Gain Time may be taken away.

2. It is the policy of the Department of the Jail to make good faith efforts to fairly award the maximum allowed Gain Time to inmates who demonstrate good behavior, work willingly, and demonstrate meritorious conduct.

3. Gain Time will be awarded according to the following rules:

    a. Five (5) days of Good Conduct Gain Time will be awarded for every twenty-five (25) days in which no charges of misconduct have been sustained against you. Gain Time will be based on the credit for time served given to you by your judge. Gain Time is not prorated. You have to serve all of the twenty-five (25) days before you receive the five (5) days' award. No Good Conduct Gain Time is awarded for prior incarcerations.

    b. The Gain Time that may be awarded for being an inmate worker (Trusty or Pod Worker) is one (1) day for each six (6) days you are on inmate worker status during this incarceration. No inmate worker Gain Time will be awarded for prior incarcerations.

    c. Gain Time of up to three (3) days may be awarded for the completion of Life Skills or Substance Abuse programs during the current incarceration only. The maximum award is three (3) days for ALL of the programs you complete within every thirty-day period. The Programs Manager must provide the necessary information in writing to the Gain

Time Coordinator in order for the inmate to be awarded Program Gain Time.

d. Gain Time may be awarded for an outstanding deed or service as recommended by a staff member in writing and approved by the appropriate Director.

e. The total number of inmate workers and programs Gain Time may be earned in a thirty (30) day period is five (5) days.

f. The maximum of all Gain Time earned is ten (10) days per month.

g. Gain Time audits maybe be performed by inmate request. Loss, gain, or, no change in Gain Time awards may be the result of an audit.

4. Some important points to remember about Gain Time:

a. A Gain Time award of any kind may not reduce your "Estimated End Time" day-for-day.

b. The effect of a Gain Time award on the time you have left to serve will depend on how much Gain Time you receive in the period in which it is applied.

c. The shorter the time you have to serve, the less effect Gain Time will have on your release date. For example, unless you will serve enough time to earn six (6) or more inmate worker Gain Time days, the inmate worker Gain Time you earn probably will not affect your release date.

d. Completing a program does not mean you will automatically receive Gain Time for it. For instance, you won't receive Gain Time for classes that overlap another class, were taken while you were an inmate worker, or that would cause you to earn more than three (3) days of Gain Time for every thirty (30) days for program classes.

e. There is no additional Gain Time for "extra" or "special" work. Working hard and doing what you are required to do is what being an inmate worker is about.

D. **In-House Programs**

1. Check the General Programs and Privileges Availability Schedule (back cover) to determine if your classification allows you to participate in these programs.

2. Inmates who wish to participate in the listed programs/services and are eligible to do so must submit an Inmate Program Consent Form. By doing so, the inmate understands that refusal to attend as scheduled without seven (7) days prior written notification on an Inmate Request Form may result in disciplinary sanctions.

a. The Library is an official branch of the Alachua County Library District.

i. Inmates may check out a maximum of two (2) books, religious, GED or Life Skills-related materials. Books may not be transferred from one housing unit to another. Books must be turned in when the inmate is released or moved to another housing area.

ii. Library time for eligible housing areas is scheduled by the Librarian. Each eligible pod has sixty (60) minutes of library time. Inmates have the opportunity to read books, perform legal research, or listen to tapes. Inmates on administrative segregation status or maximum security status do not receive library privileges without special permission. Inmates in these areas will be allowed to check out books through the book cart.

iii. Books on law in the library are available during normal library hours for general population, along with special hours for those qualifying inmates who cannot be mixed with general population. Pro se Inmates housed in units which do not normally go to the library must fill out a request form and direct it to the Security Operations Captain.

iv. Inmates who are determined to be representing themselves in a criminal case against them, appeal of a criminal conviction, a case referencing conditions of confinement, or other civil litigation, will be provided upon written inmate request, twenty-five (25) pages per request of specified case law, or copies of case relevant legal paperwork. A maximum of three (3) requests per week will be allowed. Additional requests will not be honored.

v. Inmates not representing themselves as stated above will be provided, upon request, six (6) pages per request of specified case law only. A maximum of three (3) requests per week will be allowed. Additional requests will not be honored.

vi. Inmates who cannot come to the library for law research due to their behavior, classification, and/or medical condition must send the Librarian a request for legal information. The Librarian will copy the material and send it to the inmate.

vii. Library privileges may be suspended for failure to follow inmate rules and/or library rules.

LIBRARY SERVICE SCHEDULE

Times	Monday	Tuesday	Wednesday	Thursday
08:30 - 9:30	OPEN	1G	OPEN	OPEN
9:35 - 10:35	4C	1G	1I	OPEN
10:40 – 11:40	4C	1G	2I	OPEN
LUNCH				
1:00 – 2:00	3I	2G	3G	4G

2:10 – 3:10	3I	2G	3G	4G
3:20 – 4:20	2I	2G	3G	4G
CART	1B, 2B, 2C, 3C	4I, 5I	H Zone	1D, 2D, 3D, 1E, 2E, 3E
DEPOSITS	1E	W	INFIRMARY	

b. General Education Degree (GED) Program

i. The Alachua County School Board provides a teacher to assist inmates in receiving a high school diploma by passing the GED. Students must be enrolled in class in order to take the test. All GED TESTS are computer based. Qualified inmates will take their GED TEST on two (2) separate days. Inmates who qualify are on a first-come, first-serve basis.

ii. Inmates should send an Inmate Program Consent Form to the GED Teacher if they wish to attend classes.

iii. Inmates may also enroll just to improve basic reading, writing and math skills.

iv. If you are under twenty-one (21) and you were in special education classes (ESE) in school, you may quality for individual tutoring. To apply, submit an Inmate Request Form to the GED teacher. Write ESE tutor in the “Other Request” section.

c. Religious Services

i. Bible studies and religious services are conducted by various volunteers on a weekly basis.

ii. Inmates are allowed to attend services in their area unless their classification and housing prohibits their attendance.

d. Substance Abuse Support Groups

i. Volunteers conduct substance abuse educational and support groups.

ii. Attendance is voluntary; submit an Inmate Program Consent Form to request attendance.

e. Recreation and Leisure

i. Recreation times will be determined by the shift supervisor.

ii. Television viewing times will be determined by the pod or duty post officer. The channels may not be changed without using a procedure determined by the officer and fellow inmates. The officer

has the final decision.

iii. Board games and basketballs will be provided by the facility and must be requested by the duty post officer or through a written request to the counselor.

f. Trusty Program

i. A trusty is a minimum or medium custody inmate selected by Department criteria to perform routine services as assigned. All inmates sentenced to the county jail are encouraged to apply for trusty status.

ii. Requests for approval of trusty status:

(A) Sentenced and pre-sentenced inmates volunteering for trusty status must submit a completed trusty application.

(B) Sentenced inmates can be required to work per the Florida Model Jail Standards. Failure to work can result in the loss of Gain Time.

(C) Becoming a trusty is not automatic regardless of sentencing status.

iii. Criteria for trusty status selection

(A) Adherence to the rules and regulations

(B) Appropriate charges and bond

(C) Positive adjustment to incarceration

(D) Appropriate criminal history profile as determined by Departmental staff

(E) Meeting medical examination requirements and having the physical and mental ability to perform the work assignments

(F) Appropriate behavior toward staff and fellow inmates

iv. Selection screening process

(A) The following considerations may disqualify an inmate for trusty status:

(1) Current and past crimes of violence

(2) Crimes committed with a weapon

(3) Health problems

(4) High security risk

(5) Holds/warrants from other counties or states

(6) Threat to the orderly operation of the facility

(7) Additional charges or a change in legal status

(8) Current behavior and behavior history while incarcerated

(9) Escape risk

(10) Violent sex crimes

(11) Bonds in excess of $50,000, with the exception of No Bond misdemeanor VOP charges

v. Inmates approved to work as trusties will be reclassified to the trusty housing unit.

vi. Each inmate must agree to the rules and guidelines for behavior and personal hygiene as outlined in the trusty application.

g. Life Skills Programs

i. The Life Skills Program at the Alachua County Jail can provide you with the opportunity to change your life.

ii. Students who attend class for a minimum of four (4) weeks are written a letter summarizing their participation for the Court's review.

iii. The Life Skills Program is open to all inmates with the following exceptions:

(A) DOC inmates

(B) Inmates currently charged with, or convicted of, escape charges

(C) Inmates charged with, or convicted of, sexual battery charges

(D) Inmates currently charged with, or convicted of, murder or attempted murder

(E) In-transit inmates (except Bradford County females)

(F) Inmates charged with kidnapping or false imprisonment charges

(G) Inmates with bonds over $50,000

(H) Other inmates the Classification Unit considers sufficiently high-risk to warrant housing in max or lock-down areas

(I) Exceptions may occur in some cases only with the written permission of the Security Operations Captain and Support Services Division Manager.

E. **County Community Programs**

1. To enter any community program there must be an Order from the Judge releasing you to that program. This is done by way of your public defender/attorney.

a. The Metamorphosis Drug Treatment Program is a County residential drug treatment program. Intake criteria for admission into the Metamorphosis intervention program is the following:

i. Must be at least eighteen (18) years of age.

ii. Reside in District III Department of Children and Families.

iii. Must be willingly seeking long-term residential substance abuse treatment.

iv. The applicant must meet, state-required, criteria for the Treatment of Substance-Related Disorders (ASAM).

v. Applicants, who are dually-diagnosed, “substance abuse with a mental health disorder,” will be carefully evaluated for admission into the program and must be actively under the care of a psychiatrist. Individuals with mental health problems which are unmanageable in a community setting will be referred to an appropriate agency.

vi. Incarcerated persons wanting to be screened for possible admission to the Metamorphosis intervention program are requested to do the following:

(A) Review the eligibility requirements listed below. If you do not meet the eligibility requirements, you will not be screened.

(B) If you meet the requirements, contact your attorney and ask that they make a screening referral to the Metamorphosis intake staff. If your attorney does not make the referral, you will not be screened.

vii. The applicant will not be eligible if they have any of the following on their criminal history record:

(A) Conviction of a sexual-type crime or two (2) sexual crimes without conviction (excluding prostitution).

(B) Conviction of arson.

(C) Conviction of escape from a facility if applying on Extended Limits of Confinement (ELOC).

(D) Conviction of burglary or current charge of burglary if applying on Extended Limits of Confinement (ELOC).

(E) Excessive violence – The criterion for excessive violence includes:

(1) One (1) conviction for a violent felony within the past five (5) years.

(2) Two (2) or more violent felony charges within the past five (5) years regardless of conviction.

(3) Five (5) or more violent charges of any kind within the past five (5) years regardless of conviction.

(4) Any aggravated stalking convictions.

(a) Kidnapping.

(b) Any of the current charges are violent felonies.

viii. The Metamorphosis Program Manager will ultimately determine whether or not the applicant is eligible for the program. This

decision will be based on an evaluation of the above guidelines as well as other potential mitigating circumstances such as length of time between charges, cases dismissed, amount of time since last charges, and recommendations from other community agencies and programs.

F. **Release Preparation Resources**

Bond Resource – Government Payment Service Inc.
As an added convenience to you, your friends and your family, bonds may be paid using a credit or debit card through Government Payment Service Inc. (GovPayEXP) at 1-888-277-2535 or www.govpaynow.com. The Pay Location Code (PLC) number for the Alachua County Sheriff's Office Department of the Jail is 6707.

1. **001 Substance Abuse Counseling**

   a. Meridian Mental Health Services
   321 North Main Street
   Provides a wide variety of services, including individual and group counseling as well as a 30-day residential detox program.

   b. Corner Drug Store
   1731 Northwest 6th Street
   Provides a wide variety of services, including regular meetings for NA and individual counseling

2. **002 Medical Family Issues**

   a. Alachua County Health Department
   224 SE 24th Street
   Provides a wide range of services for expectant families and children. Vaccinations and WIC services are also available.

3. **003 Shelter**

   a. St. Francis House Shelter
   413 South Main Street
   Short-term shelter with daily meals.

   b. Salvation Army
   639 East University Avenue
   This agency provides short-term shelter and meals.

4. **004 Restoration of Social Security Benefits**

   a. Social Security Administration
   1610 NW 23rd Ave Gainesville, FL 32605 (352) 375-4178.

G. **Inmate Right to Vote**

1. Voting from Jail

a. Voter education materials and absentee ballot request forms will be request/obtained from the Office of the Supervisor of Elections for those inmates wishing to participate in the voting process. The detained person can request that his/her absentee ballot be sent to the Department of the Jail's address. He/she can also request that an immediate family member obtain his/her absentee ballot from the Office of the Supervisor of Elections and deliver it to the Department of the Jail.

b. The Department of the Jail will allow the Supervisor of Elections to provide information to the Jail staff/administrators about the voting process and critical deadlines involving absentee ballots. Accommodations for inmates eligible to vote will continue to be made. An exception to the current "postcard only" inmate mail rule will be granted for the election process. Absentee ballots will be returned to the Office of the Supervisor of Elections at no cost to the inmate.

2. Restoration of Voting Rights

a. Convicted felons who have completed all terms of their sentence, including parole and probations, and were not convicted of murder or sexual offenses are eligible to register to vote.

b. It is the applicant's responsibility to affirm that all information submitted on the voter registration application is true. [Florida Statute 97.053(5)(a)8]. The following Florida agencies have resources to assist applicants in verifying sentencing obligations:

i. Florida Rights Restoration Coalition

(A) (877) 698-6830

(B) www.floridarrc.com

ii. Alachua County Clerk of the Circuit Court and Comptroller

(A) (352) 374-3636

(B) www.alachuacounty.us/Depts/Clerk/Pages/Clerk.aspx

ii. Florida Department of Corrections

(A) (850) 488-5021

(B) www.dc.state.fl.us

c. If you were removed from the voter registration rolls due to a felony conviction, you will not be automatically re-registered to vote. You must re-register to vote at least twenty-nine (29) days prior to an election to be eligible to vote in that election. You can register to vote in one of the following ways:

i. Online at RegisterToVoteFlorida.gov

ii. Any Supervisor of Elections Office or voter registration agency, including public libraries or by mail. (Address information for all Supervisor of Elections is on the back of the Florida Voter Registration Application.)

H. **General Program and Privilege Availability**

Inmates are initially classified by current charges, criminal history and past institutional behaviors but there are other considerations that can change this. Examples would be: current behavior, legal restrictions, medical and mental health status or your refusal to cooperate in either the initial medical screening or the classification process. The following is the classification structure:

Housing Area Type	TV	Recreation	Dayroom Access	Phone	Library/ Book Cart	Visits	GED	Life Skills
Min GP 1-4G, 1-3I, 4C	Yes	Yes	Open	Yes	Library	Yes	Yes	Yes
Min/Med GP 1-4G, 1-3I, 4C	Yes	Yes	Open	Yes	Library	Yes	Yes	Yes
Med GP 1-4G, 1-3I, 4C	Yes	Yes	Open	Yes	Library	Yes	No	No
Max GP	Yes	Yes	Open	Yes	Book Cart	Yes	No	No
Protective Custody	No	Yes	Limited	Yes	Book Cart	Yes	No	No
Special Management	No	Limited	Limited	Yes	Book Cart	Yes	No	No
Phone Restriction	No	Yes	Limited	Atty Only	Book Cart	Yes	No	No
Disciplinary Confinement	No	No	Limited	Atty Only	None	No	No	No
Administrative Segregation	No	Limited	Limited	Yes	Book Cart	Yes	No	No
Special Needs	Yes	Yes	Open	Yes	Limited	Yes	No	No
Medical	No	Medical Clearance	No	Yes	Book Cart	Yes	No	No

I. **Court Appointment Transportation**

1. Inmates will not be allowed to take any items to Court other than legal paperwork. Ink pens, combs, food or any other items will not be allowed.
2. Inmates going to jury trials will be allowed to wear appropriate civilian clothing, which should be delivered to the Jail at least forty-eight (48) hours before your trial. For all other Court events, jail uniforms will be worn.
3. There is to be no contact of any kind with any member of your family or friends while being transported or at any courthouse.

VII. PHYSICAL AND MENTAL HEALTH

A. **Suicidal Statements**

1. Please inform the pod officer or available staff if you suspect or know that another inmate is thinking of harming himself/herself or committing suicide.
2. If you are thinking of harming yourself, please speak to the pod officer. He/she will contact the Classification Caseworker or mental health counselor.

B. **Mental Health Services**

1. To be seen by mental health services, submit a medical/sick call slip and state the reason for your request. A mental health counselor will talk with you concerning your situation.
2. Inmates are seen by the staff psychiatrist on a scheduled basis. The mental health counselor determines the need for inmates to be seen.

C. **Medical Services**

1. A private company provides the medical care at this facility.
2. A tuberculosis test will be performed within fourteen (14) days of your arrival.
3. If you have special medical or emotional problems, inform the nurse or doctor of your problem at the time of your interview.
4. How to sign up for sick call and the dentist:
    a. Fill out a medical request form which can be obtained from your duty post officer or from medical personnel.
    b. These requests are collected twice daily by the nursing staff and reviewed by the appropriate medical personnel.
    c. Hearing aid batteries and hearing aid repairs will be requested using a medical request form.
5. How to inform staff of a medical emergency:
    a. If you have an emergency medical problem, please contact your officer immediately. He/she will contact the medical unit to handle your problem.
6. If you have questions about medical services or how to properly contact the appropriate person, contact your duty post officer for clarification.
7. Medical Activities
    a. You will not be allowed to enter general population until you have been medically screened by a nurse.
    b. You will receive a complete history and physical examination within fourteen (14) days of your arrival. An AIDS questionnaire will be part of this process.
    c. If you refuse medical screening, history and physical examination, or any diagnostic procedure regarding infectious or communicable diseases, you will be placed on medical segregation.
8. Prescription Medications
    a. Effective April 08, 2007, if you have any of your own prescription

medications with you upon booking at the Department of the Jail, they will be stored until your release from this facility. You will have an opportunity to take this medication with you upon release. If this medication is not claimed upon your release from the Department of the Jail, you will have seven (7) days from the date of your release to claim your medication. Any medication not claimed within seven (7) days of release will be considered abandoned property and will be appropriately disposed of. These medications can be claimed Monday through Friday from 8:00 a.m. to 5:00 p.m. (excluding holidays).

b. Please call (352) 491-4440 prior to your arrival so that someone from the medical provider can retrieve your medications and meet you in the Jail Lobby. Otherwise, you will have to wait until someone is available to assist you from medical.

c. Upon release, inmates will receive a prescription request form for a three-day supply of current prescriptions, excluding narcotic prescriptions. Inmates must have some form of personal identification when picking up medications from a retail pharmacy.

D. **Pregnant Inmates**

1. Inmates who are pregnant shall be provided with prenatal care and medical treatment for the duration of the pregnancy.

2. A pregnant inmate will be transported to a hospital:

   a. When they develop a condition that is beyond the scope or capabilities of medical care that the contracted medical provider can provide, or

   b. For the purpose of childbirth.

3. Restraining Pregnant Inmates

   a. Except in extraordinary circumstances that must be documented with a report, the use of restraints on a pregnant inmate during labor, delivery, and postpartum recovery is prohibited.

   b. Restraints will be removed upon request of a doctor, nurse or other health care professional requesting that restraints not be used.

   c. Under no circumstance will leg, ankle or waist restraints be used on any pregnant inmate who is in labor or delivery.