

ROSS COUNTY SHERIFF'S OFFICE



ROSS COUNTY JAIL RULES AND REGULATIONS

George W. Lavender Jr., Ross County Sheriff

Serving Ross County's Citizens Since 1798

Reviewed and Revised
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The following rules and regulations are based upon **Ohio Revised Code (O.R.C) § 5120.10 Minimum Standards for Jails in the state of Ohio**. These rules define what is required of you as an inmate and the responsibility of the jail staff. You are required to read and understand these rules. These rules are to ensure the safe, efficient custody, health and fair treatment of inmates of the Ross County Jail.

Ross County Sheriff's Office

Correction's Division Chillicothe, Ohio 45601

Jail Rules and Regulations

George W. Lavender Jr., Ross County Sheriff

The Ross County Common Pleas Court Does Hereby Prescribe the Following Rules for the Regulation and Governance of the Ross County Jail, which is located in Ross County, State of Ohio.

The Sheriff has charge of the Ross County Jail and has appointed a Jail Administrator who is in charge of the daily operations of the Jail. The Supervisors and Corrections Deputies maintain the daily operations of the jail and report to their respective supervisor(s) who in turn report to the Jail Administrator.

Introduction:

The following rules and regulations are based upon the current Minimum Standards for Jails in the state of Ohio. These rules define what is required of you as an inmate and the responsibility of the jail staff. You are required to read and understand these rules. These rules are to ensure the safe, efficient custody, health and fair treatment. If you do not understand these rules, ask a Corrections Officer on duty for assistance. For Spanish speaking inmates or inmates with any other learning or language barriers, arrangements will be made as soon as possible to aid you.

This handbook has been incorporated into the Inmate Communication Kiosk. Inmates are required to read and acknowledge having read the handbook prior to being assigned to a housing unit. Periodically, inmates may be required to again review the handbook via the Kiosk before accessing other features.

In accordance with Ohio Revised Code 311.17 (B) (1) (a), the Ross County Sheriff's Office charges a \$5.00 "PROCESSING IN" and a \$5.00 "PROCESSING OUT" fee on all inmates admitted and released from the Ross County Jail. These charges are assessed against funds deposited into the inmates commissary account. For inmates' additional reference these jail rules are available in electronic format located on the inmate commissary kiosks, which are located throughout the Ross County Jail, including but not limited to, the inmate housing areas. Your signature, on the booking documents, acknowledges that you are aware of the rules and regulations, their location, and have/will read and follow them.

RECEPTON AND BOOKING

During the admissions process, inmates are permitted to complete phone calls to retain and attorney and contact a person of their choice. The length of this phone call is limited. Inmates will be issued jail clothing, which will be clean and free of damage. Inmate personal property is collected at booking and kept secure until the clothing is returned to the inmate at release or transport to another facility. Money that is collected from inmates at booking is placed in the inmate's commissary account.

SECURED PERSONAL PROPERTY AND CLOTHING

While confined, inmates are NOT permitted to have articles of value in their possession. All personal property will be inventoried. You will sign the Booking Sheet to indicate that you witnessed the inventory of your property. Your clothing will be placed in storage during your confinement. Upon release your personal property and clothing will be returned to you, for which your signature will again be required. Your signature will acknowledge that the Jail Staff returned all personal property/clothing to you. During booking, all jewelry, (e.g., rings, necklaces, bracelets, etc.) that cannot be removed by the inmate will be removed by cutting the jewelry, if necessary.

Property can only be released by the inmate to a person of their choosing who has proper identification, prior to the completion of the booking process; or by court order. This will be done in writing on the property form in the booking process. After being sentenced to prison, you will notify a family member or friend to pick up your property being held at the Ross County Jail. Prior to being transported to prison the name of the person who is picking up your property will be submitted to the jail staff in writing. If for any reason your property is not picked up by a family member or friend prior to your transport to prison, Property will be held for no more than 48 hours. After the 48 hours all personal property belongings to you that have not been picked up will be destroyed.

Street clothing required for a court appearance (Jury Trials) must be delivered to the **24 Hour Entrance** on the morning of the scheduled court appearance. Attorney's may be included in this process with prior approval. The clothing will be inspected and distributed just prior to the scheduled court appearance. A family member must pick up this clothing immediately following the court trial conclusion.

JAIL PROPERTY

Each inmate will be issued a, mattress, blanket, sheet, towel, wash cloth and Jail uniform. All items will be in a "Good" condition, without tears, rips, or holes. You will ensure each item is not damaged. If the article is damaged, you must immediately advise a Corrections Officer on duty. If any of the above items are returned to the Jail Staff in an unsatisfactory condition, you will be charged for its replacement. (Major Violation) **Replacement cost for each item is: Mattress \$87.00, Blanket \$8.50, Sheet \$3.00, Uniform \$16.00 Towel \$2.00, Wash Cloth \$1.00, shoes \$5.00.** Inmates are not permitted to transfer any clothing or jail property to another inmate

PERMITTED PERSONAL AND ISSUED ITEMS

Issued Bedding and Linens (Per Inmate):

- Mattress – 1
- Polyester blanket – 1
- Sheet/Mattress Cover - 1
- Towel - 1
- Washcloth - 1
- Jumpsuit - 1
- Croc shoes – 1 pair

Clothing (Per Inmate):

- Socks - 5 pair
- Underwear – 5 pair
- T-shirts – 5 pair
- Thermal pants -1 pair
- Thermal shirt – 1 pair
- Bras (no underwire) (all white) * *female inmates* * - 5 pair
- *All items must be purchased through the commissary.

Commissary / Hygiene Items (Per Inmate):

- Bowls w/lids – 2 (Purchased from commissary)
- Tumbler w/lid - 1
- Coffee cup - 1
- Toothbrushes - 2
- Tubes toothpaste - 2
- Bars soap - 2

Papers, Books, etc. (Per Inmate):

- Books from book cart - 2
- Bible - 1
- Reasonable amount of legal paperwork pertaining to your case(s)

Medical / Health Care / Misc. Items:

- Any medical and/or health care items issued or approved by the jail Physician or Medical Staff.
- Feminine hygiene items may be purchased through the commissary, or distributed by the jail to indigent inmates.
- Eating utensils during authorized times.
- Approved hygiene items
- Personal property will be neatly stored in the inmate's desk drawer when not in use, items not stored as required will be considered contraband.

RESTRICTED AREAS

Inmates are not permitted to be in the following areas without specific staff permission or under direct supervision.

- Any areas marked in red paint or lines on the floor.
- Pod windows, pod entry doors, cell windows.
- Mop/storage closets.
- Other inmates' cell or bunk area.
- Outside any assigned work area.
- Deputy work stations. (Inmate Porters must be supervised with prior approval).

INMATE HOUSING

Pod/Bunk Assignment:

- Each inmate will be assigned to a bunk within a housing unit (pod)
- Changing bunks is prohibited without directive from jail staff.

Count Procedure:

- Inmates are required to participate in each headcount.
- During afternoon headcount procedure all inmates are to be seated on/or standing beside their assigned bunk until released by the Corrections Deputy conducting count.
- Inmates are not permitted to cover their faces at any time including count procedures.
- No makeshift covers are permitted around bed to prevent Deputies from a clear line of sight.

General Housing Rules:

- Hanging items over pod rails, doors, windows, vents, telephones, Kiosk is prohibited.
- Towels, washcloths must be hung on the rear of the bunk nearest the wall.
- Showers and toilet areas are to be occupied by one inmate at a time.
- When walking in a group and directed to do so, inmates will walk/make in a single file line. This line is to prepare inmates for movement from the housing unit or for inmates to prepare to receive items from correctional staff.
- Jail issued uniforms must be worn as designed at all times outside of cell or bunk area.

Laundry/Exchange:

- Jail issued clothing including towels and washcloths will be laundered twice weekly.
- Bedding sheets and personal clothing will be laundered once per week.
- Blankets may be exchanged every two weeks not to exceed 30days.

Pod and Cell Cleaning:

- It is the responsibility of all inmates assigned to a housing unit to keep the common areas of the housing unit free of debris at all times.
- Inmates assigned to a housing unit will be provided cleaning items daily to keep

the cell in a sanitary state.

- Inmates are responsible to keep their assigned bunk and surrounding area clean.
- Inmates are required to clean their assigned mattress once per week, at the designated time.
- The Corrections Deputy will instruct inmates as to his/her cleaning responsibilities, which are not limited to:
 - Cleaning mattresses.
 - Floors swept and mopped.
 - Walls, tables, benches, empty bunks cleaned.
 - Toilets, sinks and showers wiped and sanitized.
 - Bed made (sheets straightened or folded).
 - Trash cleaned from bunk area and desks and all common areas.
 - All clothing articles, commissary items, papers
 - and hygiene products put away neatly.

Meals

While confined, you will be served three meals a day. Trinity Food Services and their registered dieticians have approved the menu for nutritional balance and content. Meals will be served at or near the following times Breakfast 0630 to 0730, Lunch 1030 to 1130 and Dinner 1630 to 1730.

COMMISSARY

Commissary is available for purchases of candy, coffee, instant drinks, crackers, etc. and many hygiene items. Commissary can be ordered daily on inmate kiosk and distributed on **Tuesday** and **Friday**. For security reasons and to prevent hoarding, a purchase limit may be placed on commissary orders. After an Indigent inmate has received the initial hygiene kit, replacement items may be ordered by the inmate, as necessary, through completion of an "Indigent" commissary form. Indigent kits are distributed on Tuesdays and include two (2) stamped envelopes, four (4) sheets of stationery and a pencil. Excessive ordering of indigent items (hoarding) will not be permitted. Any Monies in your commissary account will be released to you on a pre-loaded card upon your release.

INMATE ACCOUNT

Inmates of the Ross County Jail can now receive money from family or friends 24 hours a day), 365 days a year in the following ways:

There is an automatic kiosk in the lobby at the Law Complex available during regular business hours. The kiosk works just like an ATM. People can use cash, credit or debit cards. The kiosk will accept denominations of 5, 10, 20, 50 and 100 dollar bills. (Fees do apply)

- Inmates can receive money via the internet by logging on to www.inmatedeposits.com
- Inmates can receive money via telephone by calling 1-866-345-1884.
- No money, personal checks, money orders, travelers checks or valuables (i.e. rings, necklaces, earrings, etc.) will be permitted inside housing units of the Jail.

ACCESS TO INMATES

Judges of the Court of Common Pleas, Probate Judges, Municipal Judges, Prosecuting Attorney and/or Assistant Prosecuting Attorney's and/or Investigators, Jail Staff and people ordered by the Courts shall have free access to the Jail during the inmate day (0600 hours to 2300 hours).

- Inmates may visit with their Attorney at any reasonable time, which does not adversely affect Jail operations or security.
- Clergy are permitted to visit upon the written request of the inmate, and will be scheduled during the inmate day (0600 hours to 2300 hours), by the Shift Supervisor. Clergy must submit verification of their clerical status. No clergy person who is related to the inmate by blood or marriage is permitted to visit in a clerical capacity; however, they may visit during normal visiting hours provided they have been put on the visitors list by the inmate and approved.

GENERAL INMATE VISITATION

Inmate visitation will be conducted via video. Each inmate will be permitted two (2) fifteen (15) minute visit periods each week, unless circumstances dictate a temporary suspension of visitation for any violation of jail and/or visitation rules. Due to limited space in the visitation area, no more than two (2) adult and two (2) child visitors are permitted at a time. Inmates are debited with fifteen (15) minutes of visiting even if the visit is less than the fifteen (15) minutes duration. Inmates may have an unlimited number of off-site visits for a fee.

While incarcerated, the inmate is responsible for making requests that visitor's names be added/deleted from their visitation lists via an inmate "Request Form" which can be obtained by logging on the inmate kiosk in each pod. All persons must be listed on the inmate's visitation list. The inmate's visitation list is limited to ten (10) persons.

All persons wishing to schedule video visits must be approved by Ross County Jail staff prior to visiting.

Special visits (confirmed death in the family, serious injury or similar incident) must be approved by the Sheriff, Jail Administrator, or Assistant Jail Administrator twenty-four (24) hours prior to the intended visit.

The Sheriff and/or Jail Administrator have the right to revoke and/or restrict the visitation privileges of any inmate and/or visitor.

Criteria for this action will be based on:

- Visitor(s) under the influence of alcohol or drugs will not be permitted to visit.
- Visitor(s) refuse or fail to produce photographic identification upon request.
- A visitor is not listed on the inmate's approved visitor list in the computer records.
- A visitor under the age of 18 will not be permitted to visit unless accompanied on the video visit by a legal parent or guardian. (A spouse of a prisoner under 18 years of age

may visit if the spouse shows legal proof of the marriage.) Children must have copy of birth certificate and notarized copy of custody papers granting the adult custody readily available upon request. Visitors under the age of 18 must be listed as an additional visitor and accompanied and supervised by a legal parent or guardian.

- Visiting children will be kept under positive control during visiting hours. Children will not be permitted to run or play in the visitation area or distract or disturb other visitors. Failure to control children will be sufficient cause to cancel the visitation privileges of that person with the children.
- Violation of any jail and/or visitation rule
- Visitor refuses to submit to a search upon entering or leaving visitation.
- Visitor is a Security Risk. (Intoxicated or a clear and present danger to the security of the Jail).
- Visitor has a past history of disruptive conduct in the Law Enforcement Complex.
- Visitor was caught transporting contraband.
- Inmate refuses to see the visitor.
- Acts of public indecency
- Cell phones and other electronic devices are prohibited in visitation area. (i.e. cell phones, I-phones, pads, digital cameras, etc.).
- Visitor must wear proper attire at all times (clothing must cover all private/sensitive body areas.)

RELIGIOUS SERVICES AND COUNSELING

- Church services will be provided in a non-sectarian manner that teaches religious principles not a doctrine or body of doctrines concerning faith or morals formally stated and authoritatively proclaimed by any church.
- Religious counselors will be contacted after you have submitted a written request asking for a particular counselor or clergyman.
- No clergy person who is related to the inmate by blood or affinity is permitted to visit in a clerical capacity; however, they may visit during normal visiting hours provided they have been put on the visitors list by the inmate.

Work Release

A program run by the Sheriff's Office and governed by the Courts. The program enables an inmate to retain his/her employment, while at the same time serving a jail sentence. The inmate must apply for this program by completing an application and pay an application fee of \$50.00. Once the completed application and application fee is turned in, the Courts are contacted for approval/disapproval. If the applicant is approved to be placed on the program, he/she will be charged a daily fee of \$25.00 for each day he/she leaves the facility, with one (1) week's pay up front.

INMATE HYGEINE:

- Inmates will be required to take a shower prior to your being assigned to your housing unit at the Ross County Jail, and thereafter, at least three (3) times each week while confined. If necessary, additional showers may be required due to noticeable body odor or poor hygiene. Failure to do so will result in possible disciplinary action.
- Personal hygiene items (i.e. soap, toothpaste and toothbrush) will be issued upon completion of the booking process. If you are indigent, you may order an "indigent hygiene kit" on Sundays, through the jail commissary. Indigent kits are distributed on Tuesdays.
- Safety razors will be issued at 0600 hours and collected at 0630 hours each day prior to meal distribution. Failure to return a razor will be a (***Major Violation***) and may result in criminal charges
- Inmates are required to wear the complete jail uniform between the hours of 0600 and 2300 hours. This does not permit you to tie the uniform at your waist, while the upper portion of your body is bare or while wearing a Tee-shirt or roll up the trouser legs.
- Jail uniforms will be changed, by the Jail Staff, twice weekly.
- Personal underwear, towels and linen will be laundered twice weekly.
- Haircuts: When approved by the shift Supervisor, inmates may cut each other's hair. If the inmate wants a licensed Barber to cut hair, it will be arranged providing the inmate has money in their Commissary Fund account to pay the Barber's fee.

CORRESPONDENCE AND TELEPHONE CALLS

Telephone/Video Visitation/Electronic Messaging:

Damage or misuse of phones/ICK will result in disciplinary action and/or criminal charges. You may transfer funds from your Commissary account to your phone account, that can be used to prepay phone calls, text messages and video visitation sessions.

Phone/Video Visitation/Electronic Messaging privileges may be restricted, reduced or suspended for rule violations; scheduled activities; and/or to protect the safety and security of the facility, staff or inmates.

All phone calls, video communications, and electronic messaging are monitored and recorded, with the exception of communication with attorneys.

Video Visitation:

Visitation week starts on Sunday and ends the following Saturday

There will be no refund of time or funds used, if a visit is terminated by either party or either party commits a rule violation and the visit is terminated by jail staff. On-Site video visitation will be limited to two (2) people who may visit with an inmate at that time.

Children will be limited to the child of or sibling of the inmate and must be accompanied by the child's parent or guardian.

Visits may be denied for the following reasons:

- Inmate or visitor(s) violate any rules applicable to visiting;
- An inmate or visitor ends the visit;
- An inmate is under sanctions with restrictions for visitation.
- The visitor represents a clear and present danger to the security of the jail;
- The visitor has a past history of disruptive conduct at the jail;
- No disruptive behavior, seductive or obscene act(s) will be permitted by either the inmate or visitor(s).;
- The visitor is not properly dressed;
- The visitor refuses to submit to a search or show proper I.D.;
- The visitor is under the influence of drugs and/or alcohol;
- Recording or taking pictures during visitation or from a prior visit.

HEALTH CARE SERVICES

All inmates have access to medical, mental health and dental services. All inmates who remain in the jail for 10 days will be scheduled for a basic physical at no charge. Notify a Deputy immediately if you have a health care emergency. You can request non-emergency care by filling out a **MEDICAL/DENTAL/MENTAL HEALTH** request form. The forms are available on the inmate kiosk in each housing unit. A nurse will review and handle your request as soon as possible based upon the number of requests received each day and the type of injuries or illnesses being reported. Turning in more than one request form for the same problem will not result in your being seen by nursing staff any sooner.

Fees:

- The following fees will be charged for non-emergency health care services:
- Nurse assessment/treatment: \$3.00
- Physician assessment/treatment: \$10.00
- Prescription medication: \$3.00 a month processing fee on each prescription each month.
- Dental care: actual cost
- Inmate requested diagnostic tests: \$5.00
- Eyeglasses: actual cost
- Other appropriate fees may imply. Fees may be added/changed upon approval of the Jail Administrator.

Medication and Services:

- Prescription medications are to be taken at the time they are administered and in the presence of a nurse or Deputy. Failure to follow this procedure will result in possible discipline.
- Hoarding of medications is not permitted. Inmates found in possession of medication not as directed by medical, may face possible discipline and/or criminal charges.
- Knowingly taking medication that is not yours, may result in discipline and/or criminal charges.
- All medications (including non-prescription) will be administered in accordance with

- approved medical practice/protocols and jail physician orders.
- Medication rounds will be conducted as needed on a daily basis around the hours of 8:00 am, 4:00 pm and 9:00 pm.
 - It is your responsibility to report to the medication cart when medication rounds are announced in your housing unit. Failure to report to the nurse for your medication will be considered a refusal to take the medication and may result in the medication being discontinued by the jail physician.

Personal Physician:

You have a right to be seen by a medical professional other than the jail physician if you so choose and the following conditions are met:

- You provide the name and address of the medical professional so that the nursing staff can verify their medical license
- You arrange for payment of all costs of the care before it is scheduled
- All scheduling is done by the nursing staff
- You understand that the jail physician has the final say on what health care (including medications) will be provided in the jail.

RECREATION

- Inmates will be provided with a minimum of five (5) hours of exercise and recreation time each week, unless the inmate is under sanctions restricting or suspending recreational activities.
- An inmate's recreation time may be either inside the day area of a housing unit or outdoors in the recreation area.
- The use of the outdoors recreation area will be determined by jail staff based on the guidelines set for use of the area.
- Inmates that participate in outdoor recreation will be held in the area for the scheduled period of time, inmates will enter and leave the recreation area as a group.
- There is no restroom at the outdoor recreation facility. You should use the restroom prior to going out for recreation. If an inmate needs to use the restroom during recreation they may be taken back when an officer is available but that inmate will not return to outdoor recreation that day
- Board games will be provided for inmate recreation.
- There are televisions in each of the day areas of a housing pod. Turning the television on/off and the programming are controlled by jail staff.
- Recreation will be offered in accordance with the recreation schedule, which is maintained in Booking and Second Floor Control.

PROGRAMS

The Ross County Jail provides several inmate programs for inmates by court order or on a voluntary basis as space permits. The programs offered are subject to change as the needs of the inmate changes. To be placed on the approved attendance list, an inmate request must be sent to the Inmate Programs Coordinator or Case Manager.

G.E.D. Program:

If you have not completed your high school education and wish to pursue your high school education through the G.E.D. program, submit a request on the Inmate electronic request system. The Program Coordinator will be advised of your request and may conduct a follow-up interview to determine your eligibility. This program is discretionary and factors length of incarceration.

Intercom System:

Intercom boxes are located throughout the facility. Once in the housing area, inmates should take a moment to notice the location of the intercom locations. The intercom system is to be used by inmates for emergency situations and not for general requests that can be handled through a Corrections Deputy. Use of the intercom system by inmates other than for emergencies, may result in disciplinary sanctions.

Inmate Rules of Conduct and Discipline

Inmates are subject to disciplinary action for violation of jail rules. Inmates are also subject to criminal charges during incarceration for violation of Ohio law. Inmate Rules are broken down in three categories. Minor Violation, Major Violation and Serious Violations.

Minor Violations

- C-1** Possession of linen or clothing in excess of number issued.
- C-2** Making loud unnecessary noise, such as arguing, shouting and rattling or pounding on doors or windows at any time.
- C-3** Failure to perform routine or assigned duties.
- C-4** Wasting or abusing supplies.
- C-5** Improper use of bedding, clothing or other Jail property.
- C-6** Failure to shower at least three (3) times per week or more often, if necessary, due to an individual's body chemistry.
- C-7** Improper wearing of uniform.
- C-8** Hanging any objects on walls, mirrors, door, or air vent.
- C-9** Repeated misuse of intercom system.
- C-10** Accumulating unnecessary paper items or trash to include keeping cell clean.
- C-11** Hoarding of any food or drink items.
- C-12** Horse playing, teasing or verbally harassing Staff, other inmates or visitors.
- C-13** Communicating with persons on the outside of the jail by any means other than facility approved communications.
- C-14** Using any mattress or blanket, etc. in any area other than assigned.
- C-15** Possession of property of another.
- C-16** Violation of any published jail rules, regulations, or procedures, not specified in another offense.

Penalties for Minor Violations:

- Minor rule violations may result in commissary restriction, phone restriction, visiting restriction and/or cell isolation up to 5 days for the first offense. Additional and/or repeated minor offenses may result up to 10 days' cell isolation with restrictions.
- Repeated minor rule violations may result in an increase to a major rule violation for the offense.

Major Violations

- B-1** Repeated minor rule violations where a determination is made that the remedy of the minor violation has had no effect.
- B-2** Using profanity or obscene gestures toward the Staff, visitors or other inmates, including racial, sexual or ethnic remarks.
- B-3** Arguing with, or disobeying an order from a Staff member.
- B-4** Possession of contraband (i.e. any item not listed on the facility "Permitted Items" list.
- B-5** Abusing privileges such as commissary, telephone, kiosk, library, recreation, etc.
- B-6** Disrupting any program or service.
- B-7** Use or possession of cigarettes or any tobacco related products.
- B-8** Refusal to carry out work details or other assignments.
- B-9** Making false complaints against Staff members or the facility.
- B-10** Entering another inmate's cell or allowing another inmate in your cell.
- B-11** Climbing or jumping off railings.
- B-12** Repeated or unnecessary calls from the intercom system.
- B-12** Covering cell/dorm lights or windows.
- B-13** Passing any object to another inmate or communicating with an inmate not in your housing unit without permission.
- B-14** Any misuse, alteration or damage to facility property or equipment to include the tearing of books, magazines, etc.
- B-15** No inmate will switch cells or bunks on his own initiative.
- B-16** Aiding and abetting, conspiracy to commit or attempting to commit any Major or Serious rule violation or criminal act as defined by the Ohio revised Code or United States Code.
- B-17** Unauthorized use of telephone or video visitation.
- B-18** Deductive or obscene acts, including indecent exposure or masturbation; including, but not limited to any word, action, gesture or other behavior that is sexual in nature and would be offensive to a reasonable person.
- B-19** Gambling or possession of gambling articles.
- B-20** Causing or attempting to cause physical harm to another.
- B-21** Fighting with or without a weapon, including instigation of or perpetuating fighting
- B-22** Threatening harm to the property of another, including county owned property.
- B-23** Throwing any liquid or material on or at another.
- B-24** Physical resistance to a direct order.
- B-25** Intentionally grabbing, or touching a staff member or other person without consent of such person in a way likely to harass, annoy or impede the movement of such person.
- B-26** Tattooing, piercing or other forms of self-mutilation.
- B-27** Out of place or being in an unauthorized area of the facility without permission.

- B-28** Possession, attempting to make or ingesting alcoholic beverages/Home Brew.
- B-29** Misuse of telephones to include, three way calls and using another inmates phone or visitor account.
- B-30** Engaging in unauthorized gang activity, including possession of gang material.

Penalties for Major Violations:

- Major rule violations may result in commissary restriction, phone restriction, visiting restriction and/or cell isolation for a period of 5 to 15 days.
- Repeated major rule violations may result in an increase to a serious rule violation for the offense.

Serious Violations

- A-1** Repeated major rule violations where a determination is made that the remedy of the major violation has had no effect.
- A-2** Criminal violations of local, State, or Federal Law.
- A-3** Possession of a weapon, chemical agent or any object which has been altered or modified so that it may be used as a weapon.
- A-4** Attempting to control the behavior of other inmates (coercion, force, threat or assigning work to other inmates).
- A-5** Possession and/or use of money or money substitutes.
- A-6** Hoarding medication or possessing, taking or distributing your or another inmate's medication.
- A-7** Assault on Staff member, visitor, or another inmate, (includes the threat of harm).
- A-8** Setting a fire.
- A-9** Escape or attempting escape or aiding and abetting another to escape or attempt escape.
- A-10** Tampering with locks or locking devices, window, bars; tampering with walls floors or ceilings.
- A-11** Riot creating, conspiring to create, inciting or participating in a disturbance.
- A-12** Vandalism or destruction in any form.
- A-13** Tampering with fire alarms, sprinkler heads, or other suppression equipment and system.
- A-14** Possession of drugs (marijuana, cocaine, etc.) or drug paraphernalia (i.e. Papers, pipes, etc.) by either possessing it, taking it, giving it, selling it, or trading it to another inmate.
- A-15** Sex Acts, participating in or attempting to participate in, or attempting to coerce in any means.
- A-16** Using the telephone or mail to commit a crime or in furtherance of any criminal activity.
- A-17** Locks, toilets and sinks- Stoppage or placement of foreign matter attempting to alter, disable, or damage.
- A-18** Failing to report or aiding and abetting, conspiracy or any other form of attempting to commit any serious rule violation.
- A-19** Interfering during any Headcount or Lock-down.
- A-20** Any act not otherwise set forth herein, knowingly done, which constitutes a threat to the security of the facility, it's Staff, other inmates or the inmate themselves or is disruptive to the normal operation of the facility.
- A-21** Attempting to make physical contact with family or friends during any transport or court

- appearance while outside the detention facility.
- A-22 Causing or attempting to cause, the death of another.
 - A-23 Hostage taking, including physical restraint of another.
 - A-24 Causing or attempting to cause physical harm to another with a weapon.
 - A-25 Throwing, expelling or otherwise causing a bodily substance to come into contact with another.
 - A-26 Sending personal mail to an employee, calling or receiving a call from an employee.
Giving to or receiving any item, favor or service from an employee.
 - A-27 Any act not otherwise stated, knowingly done which constitutes a threat to the security of the jail, its staff, other inmates or the acting inmate.

Penalties for Serious Violation:

- For any serious violation, the inmate may be denied any or all privileges for a period of time not to exceed thirty (30) days and the prisoner may be placed in isolation for a period of time not to exceed thirty (30) days. If necessary, the Sheriff and/or the Jail Administrator may extend isolation beyond the time limitation of 720 hours (thirty (30) days), but in no case will disciplinary isolation be extended beyond sixty (60) days.

Violations, Penalties and Disciplinary Procedures

Privileges which may be denied are:

- Entertainment (e.g. television, games, reading material- except a Bible).
- Commissary (except personal hygiene items).
- Telephone privileges.
- Visitation privileges.

Qualified rights which may be denied are:

- Visits by family (review weekly).
- Exercise (review weekly).
- Use of Shower (review weekly).
- Clothing, bed, bedding, unlimited access to shower (review daily).
- Restricted from attending programming (review weekly).

Fundamental rights which MAY NOT be denied: In compliance with 5120:1-8-12(C), inmate rules shall specify the fundamental rights that cannot be suspended except in an emergency or other condition beyond the control of the jail administrator.

- Visits by attorneys.
- Visits by clergy.
- Phone calls to attorneys or clergy.
- Adequate food (nutritional diet).
- Adequate light, ventilation, temperature control, and sanitation
- Medical care.

Additional Penalties: The following penalties may be imposed by the Sheriff or Jail

Administrator after reviewing the charges and all documentation.

- Reclassification and transfer of the inmate to the next higher level of security.
- Transfer the inmate to another housing unit or to Administrative Segregation.

Discipline Due Process: The Corrections Deputy charging an inmate with a specific violation/s shall do so in a written Disciplinary Action report. The inmate may be placed in Segregation (pre-hearing status) at the time of the offense, if necessary, with approval from shift supervisor. This confinement must be taken into consideration at the hearing.

Notice of Disciplinary Violation/Disciplinary Hearing:

- Inmates will be given written/electronic notice of a violation of rules/regulations that may lead to inmate discipline.
- Inmates will be offered a disciplinary hearing prior to issuance of discipline to be heard, present evidence, call witnesses, and cross-exam witnesses.
- An inmate may waive his/her right to a hearing.
- Inmates will be given a minimum of twenty-four (24) hours to prepare for the hearing, unless waived by the inmate.
- Inmates may call witnesses during the hearing.
- Inmates will be given a hearing within forty-eight (48) hours after being given written notification, excluding weekends, holidays, and emergencies, or three (3) business days if placed in isolation.
- Inmates may request assistance to prepare for the following if the charged inmate is unable to effectively communicate.
- Inmates have the right to appeal the decision of the Hearing Officer to the Jail Administrator or designee by filling out the Disciplinary Action Appeal Form.
- Detailed records will be kept on the misconduct of inmates while they are confined. A report of all infractions will be delivered to the Judges of the Federal, Common Pleas or Municipal Courts upon their request.

Grievances

Inmates may submit a grievance through the electronic Kiosk center, for what they may feel is wrong in the operation or administration of the Ross County Jail. Additionally, the inmate in writing on the electronic request system, may make an appeal of the original grievance response to the Jail Administrator or designee for review. The grievance must be completed in full, to include the following information. Any attempts to alter this process will render your grievance null and void.

(YOUR NAME - PRINT)

(STATE THE NATURE OF YOUR GRIEVANCE IN DETAIL)

(STATE WHAT REMEDY YOUR ARE SEEKING)

Sexual Assault:

Sexual contact and/or conduct between inmates or inmates and staff is strictly forbidden. Anyone who witnesses or victim of any sexual act is to report it to a Deputy immediately. Inmates may also report this activity through the Kiosk machine or telephone system. Claims of sexual assault/misconduct will be investigated by the detective bureau of the Ross County Sheriff's Office.

EMERGENCY PROCEDURES

Fire: In the event of a fire in the pod area, all inmates are required to follow this procedure:

- Remain calm.
- Get on your hands and knees and crawl toward an exit as directed by the jail staff.
- Stay in a single line. DO NOT TALK.
- Once you reach the safe area, do as instructed by jail staff.

Severe Weather: Do as instructed by jail staff. Jail staff has been trained to place inmates in the safest location possible.

DEFINITIONS:

Administrative segregation: The act of confining an inmate to an individual housing cell or designated housing unit, physically separate from the general population for specified reasons other than as a penalty, thereby, prohibiting physical contact between this inmate and the general population.

Inmate Worker: An inmate considered trustworthy and allowed special privileges.

Censoring of Mail: Withholding or deletion of postal material or any part of its contents. Other forms of mail censorship, including reading written material, may only be done as set forth in the Minimum Standards.

Classification: A system or process for determining the needs and requirements of those persons being confined and for assigning them housing units and programs.

Contraband: Anything possessed by inmates or within the confinement facility which is declared illegal by the law or which is expressly prohibited by those legally charged with the responsibility for the administration and government of the Jail.

Due Process: A flexible term, for the compliance with the fundamental rules, which guarantee that a person has notice and an opportunity to present evidence in a dispute and that no law, rule or procedure is arbitrary or unfair.

Disciplinary Isolation: The act of confining an inmate to an individual housing cell physically separated from the general inmate population as a penalty, thereby, prohibiting physical contact between the inmate and other inmates.

Excessive: Exceeding the usual, proper or normal. Implies an amount or degree too great to be reasonable or acceptable.

Family: That group of people who are directly related by ancestry or marriage. (Common-law associates are not family).

Frisk Search: A search of an inmate's clothes, head cavities and a thorough "pat down" as described in the "National Sheriff's Association" booklet on Jail security.

Fundamental Rights: Rights which may not be suspended for disciplinary or classification reasons and which are to be guaranteed to all inmates except in time of emergency such as riot, fire, severe weather or other conditions beyond the control of the facility administrators.

Good Time: A system established by law, whereby, a convicted offender is credited a set amount of time off the sentence for time served in an acceptable manner.

Hoarding: A hidden supply stored up. (An excessive amount of an item or substance that could not be used within a reasonable time period).

Hogging: Selfish, or gluttonous. The act of taking more of a substance, item, or privilege than you would ordinarily be entitled to enjoy.

Home Brew: A gathering and storing of a liquid, that if properly prepared and tended, will naturally ferment into a beverage with a sufficient alcoholic content to make a person intoxicated or unstable.

Indigent Prisoner: A prisoner confirmed to have insufficient resources necessary to provide for his basic needs.

Indigent Kit: A hygiene kit issued to qualified inmates, upon admission, that contains a bar of soap, a toothbrush, toothpaste and a feminine hygiene kit for females, when necessary.

Leisure-Time Activities: Such activities as television viewing, cards, checkers, dominoes and other sedentary entertainment.

Neutral Officer: An Officer who was not involved in the incident in question and who was not a witness thereto.

Non-Sectarian: Not having a sectarian character (i.e. of or relating to a sect, an organized ecclesiastical body, religious denomination).

Official Count: An actual counting and recording of prisoners confined in a facility by verifying the presence of each at a given time.

Physical Force: Any violence, compulsion or constraint physically exerted upon or against a person's body by any means.

Qualified Rights: Rights which inmates, in the general population, enjoy but which may be suspended for disciplinary or classification reasons as well as in time of an emergency.

Reprimand: To reprove sharply or censure formally from a position of authority.

Retaining Device: Any mechanical contrivance, appliance or object designed or fashioned to physically control or incapacitate a person. These shall include wrist manacles, "straightjackets", restraining straps, chains, restraint chair and other such devices.

Strip Search: An inspection of the genitalia, buttocks, breasts or undergarments of a person that is preceded by the removal or re-arrangement of some or all of the person's clothing that directly covers the person's genitalia, buttocks, breasts or undergarments that is conducted visually, manually, by means of any instrument, apparatus, or object or any other manner while the person is detained.

Security Perimeter: A secure boundary, which encloses the entire portion of the facility in which prisoners are confined, including any area to which prisoners may have access. Passage through this boundary must be strictly controlled.

Violation: An act of disregarding or breaking law or established rules.