



OKALOOSA COUNTY DEPARTMENT OF CORRECTIONS

Inmate Rules and Regulations Handbook

Greetings,

Welcome to the Okaloosa County Department of Corrections (OCDOC). You are being held at the request of the Court and/or law enforcement to answer for pending criminal charges or you are being incarcerated due to a sentence or sanctions imposed by the Court. During your stay, it is important you understand the rights, privileges, and responsibilities, along with those you must share with others you interact with while incarcerated, including staff members, other inmates, etc. As a part of this community, it is important for you to understand what actions and behaviors will be accepted, as well as those which will not be tolerated. Our rules, regulations, and procedures are designed for everyone's benefit, safety, and welfare, so please read them carefully to ensure full understanding and compliance. Failure to immediately comply with institutional rules and regulations will result in administrative and/or legal action against you.

In all, this handbook contains information which could make your stay here more beneficial. It is important for you to read, know, and understand the contents of this handbook. This is your information. It is your responsibility to seek clarification on any items which you do not fully understand.

Our staff is committed to legal, ethical, moral, safe, and professional practices, so please conduct yourself in a similar manner

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Inmate Rules and Regulations Handbook

1. ARREST

The jail serves several basic purposes. The main purpose is to detain persons awaiting trial. To a lesser degree, to hold persons convicted of a crime while they await sentencing or serving a sentence. Entrance into the criminal justice system begins at the time of the arrest.

- A. Arrests fall into two categories: 1) Service of a capias or warrant or 2) Police action. In a capias/warrant arrest, a judge reviews affidavits and other information and determines there is a reason to believe the defendant has committed a particular crime. A capias is usually issued by the Clerk of the Court based on an information filed by the Office of the State Attorney. Police action usually results in an arrest when an officer responds to a crime scene or views a crime taking place.
- B. These arrests are based on “Probable Cause” that a crime has been committed and the defendant committed a crime. You must remember that under the U.S. Judicial System the defendant is presumed innocent unless and until he/she is proven guilty beyond a reasonable doubt by trial in a court of law.

2. BOOKING

- A. The booking process usually follows an arrest. Booking involves an Admission, Classification and Release (A.C.R.) officer making an official record of certain information. As the inmate, you will provide much of the information. Information is also derived from the arrest paperwork and from the computerized criminal history.
- B. Fingerprints and a photograph will be taken. After the process is complete, you will be issued an identification badge with your picture and name on it. You are expected to wear this identification any time you are out of your cell, even in the dayroom. Identification will be required whenever recreation is run, meals are served, medication is given, or commissary or phone cards are delivered. There will be a ten (\$10) dollar charge for replacement identification.
- C. The defendant is allowed to make telephone calls during the admission process. Each time you are booked into this facility, you will incur a subsistence fee of thirty (\$30.00) dollars. In many cases (especially misdemeanors), bond may be posted immediately after booking. In a warrant arrest, the bond amount has often been pre-determined by the judge who issued the warrant; otherwise, the Shift Commander or A.C.R. Supervisor may be authorized to determine the bond amount from a schedule published by the court.

Your copy of your arrest report will indicate the date of your scheduled court appearance. Normally this is your “plea day.”

** Any inmate when booked and released on a charge sexual in nature as determined by FSS 775.21, 943.0435, 944.607, 985.481 will complete a FDLs Sexual Predator/Sexual Offender Registration Form.*

Okaloosa County Department of Corrections collects social security numbers (SSN) for the following purposes:

1. Fingerprint reporting
2. Search and/or identification of inmates and/or wanted persons
3. Reporting to Social Security Administration
4. Any other lawful purpose

3. FIRST APPEARANCE

- A. Defendants who remains in custody will be taken before a judge within 24 hours for First Appearance. This is primarily over video. This may not apply on an arrest for violation of probation, parole or violation of a conditional release from prison.
- B. At First Appearance, a judge will review the arrest information, advise you of your rights, and appoint legal counsel (attorney), upon request, if you qualify. The judge may set a bond that is different from a previous bond determination. In reviewing the arrest information or arrest report, the judge checks to see if sufficient probable cause exists as he would prior to signing a warrant; however, this action is not required prior to 72 hours.

4. PLEA DAY

- A. The next scheduled court appearance following your First Appearance Hearing will normally be your Plea Day. This date is indicated on your arrest report. On Plea Day, defendants are asked to plead “GUILTY” or “NOT GUILTY”, to their charges. The court may order a Pre-Sentence Investigation (PSI) or set a trial date. The judge will usually not consider bond reductions or other matters at that time. If you are represented by an attorney, you may or may not be taken to the hearing.

* First Appearance Hearings, court dates, etc. require your appearance and you cannot refuse to attend if instructed by staff to appear. Disciplinary and/or legal action may be taken against you.

5. BOND & PRETRIAL SUPERVISION

- A. Bonds are one of the most misunderstood aspects of the criminal justice system. Bonds exist primarily to assure you meet your scheduled court appearances. The judge may consider any number of factors in setting a bond. The most important considerations involve the seriousness of the alleged offense(s) and the perceived threat you may pose to the public. The judge has wide discretion in determining the amount and type of bond that may be imposed having virtually any reasonable conditions. The judge is required to address each charge by offering a bond or no bond, depending on the circumstances. Often a condition of bond involves some degree of pretrial supervision which may require enrollment in Batterers’ Intervention Class, Anger Management, etc.

TYPES OF BONDS:

1A. RELEASE ON OWN RECOGNIZANCE (ROR) - Your promise to appear in court. There is no money collected or collateral involved. An ROR bond is seldom available to defendants charged with crimes of violence or more serious felonies. It is almost never used with transients or people with a history of failing to appear in court.

1B. SIGNATURE BOND - is similar to an ROR bond, but carries a monetary responsibility. A signature bond may require another person to co-sign the bond with the defendant and may become responsible to see that the court appearances are met.

1C. CASH BOND - when a deposit of cash or a credit card is used to guarantee court appearance. Cash deposited for a bond is normally returned to the depositor when the case is concluded, minus any fines, fees or court costs. Credit cards may be used to pay a bond up to \$1,500.

1D. PROFESSIONAL BONDS - posted by persons licensed by the State of Florida and registered with the Clerk of Circuit Court and Sheriff of Okaloosa County. Bondsmen may lawfully charge a 10% fee of the bond amount to affect the release, which is not returnable. As a bondsman often requires collateral or a co-signer, it is usually easier to have a family member or a friend meet first with the Bondsman. The Bondsmen are businessmen and usually will make every reasonable effort to accommodate your transaction needs.

Your attorney may file a request for a bond reduction with the court. Bonds set at First Appearance are seldom lowered unless your charges are reduced or other significant changes occur in your legal status.

** Persons charged with D.U.I. must remain in custody until they are no longer under the influence of alcoholic beverages or chemical substances set forth in FS 316.193(9) or any substance controlled by Chapter 893 and affected to the extent that their normal faculties are impaired, their blood alcohol or breath alcohol level is below .05%, or until 8 hours has elapsed since the time the person was arrested. Persons arrested for Domestic Violence must remain in custody until after they have attended their first appearance hearing.*

6. INMATE FINANCIAL ACCOUNT

- A. When booked, an inmate account will be opened for you. This account is used for all monetary billing transactions while you are booked in OCDOC, such as haircuts and commissary.
- B. Each time you are booked into this facility you will incur a subsistence fee of thirty (\$30.00) dollars. Further details regarding costs incurred for inmate services or privileges are provided throughout the handbook.

- C. Inmate accounts left with a negative balance will carry forward should the inmate return to incarceration. Inmates are shown an inmate final balance account record upon release at which time you will acknowledge the account balance.
- D. Should funds be \$5.00 or less and the inmate is being transferred to another institution, the funds will remain on the inmate account.
- E. Questions or concerns regarding inmate account transactions may be addressed by inmates using request forms via the kiosk.

7. CLASSIFICATION

- A. You will be housed in new commitment general population for approximately three (3) to five (5) Days when you are first booked into the facility. Your attitude, conduct and adjustment will be monitored and documented on a continuous basis during this time. You will be examined by medical staff and interviewed by a classification officer for the purpose of classifying you to a housing category to assure proper security and protection.
- B. There are established criteria to classify all inmates into a specific security classification, and to identify special category inmates. Arrest charges, bond, escape history, etc. are the main considerations for classification. Example: A person charged with a capital felony is usually a maximum-security inmate whereas someone unable to post bond on a misdemeanor would probably be assigned minimum-security housing. Inmates identified as having mental or medical problems would be considered for special housing category.
- C. With borderline cases, an inmate with a positive attitude, good adjustment, and respect for authority may be assigned a lower security classification. As a general rule, minimum-security inmates receive more freedom and privileges than medium or maximum security inmates.
- D. Inmates determined to be a risk to commit sexual assault will be classified at a higher security level and those determined to be at risk for sexual assault will be classified at a level to serve as protection. The department has zero tolerance for sexual activity, all reported activity is subject to investigation and possible legal action.

8. HOUSEKEEPING

- A. While you are incarcerated, your cell is expected to be kept clean and orderly. Cleaning supplies will be issued as necessary and after each meal. Each inmate will be required to clean their cell and common area. Cleaning will consist of the following:
1. Return food tray to cart immediately after use.
 2. Elimination of any clutter.
 3. Floors in cells and hallways are to be swept and mopped daily.
 4. Walls and beds cleaned and kept free from any object, pictures, graffiti, etc.
 5. Garbage and trash receptacles emptied and cleaned.
 6. Showers, and toilet areas cleaned.
 7. Bars cleaned and kept free from clutter, towels, books, uniforms, etc.
 8. Inmate's property will remain orderly with excess property placed in storage.
 9. Perishable food or other items that may cause unsanitary conditions, will not be stored in the housing areas, except those items purchased from commissary.
 10. Obstructions that impair an officer's ability to view any area in inmate housing is not permitted. Towels and uniforms may not be hung from the beds, bars, or vents, blocking officer views.

9. PERSONAL HYGIENE

- A. You are responsible for your own personal hygiene. Certain personal care items such as soap, toilet paper, toothpaste, etc. are issued regularly. For female inmates, feminine hygiene items are available upon request.
- B. Shampoo, deodorant, soap, and other hygiene items are available for purchase through the commissary. Inmates are encouraged to shower daily; you are required to bathe twice per week.
- C. Inmates may purchase a professional haircut via a request on the terminal. A fee is assessed against the inmate's financial account for the haircut and/or beard trim.
- D. Razors are afforded twice weekly.

10. MEDICAL AND MENTAL HEALTH SERVICES

- A. Access to healthcare staff is available 24 hours a day/7 days a week in the facility. If you are in need of immediate medical attention, notify an officer or nurse.
- B. For non-emergency medical, dental, and/or mental health needs, you can request an appointment by completing a Health Services Request Form. The forms can be obtained from healthcare staff during medication pass. Once the form has been completed, turn it in to healthcare staff. The form can be submitted seven (7) days a week. The form must be turned in directly to healthcare staff on the evening medication pass. Security staff cannot turn the form in for you; this is to protect the privacy of your personal health information. Upon receiving the Health Services Request Form, nursing will schedule an appointment for you the following day.

- C. Security will alert you of this appointment and you will be escorted to the clinic for assessment. Following the assessment, referrals will be made to the physician, dentist, or mental health as needed.
- D. Over-the-counter medications are available through the inmate commissary to aid you in treating your own minor ailments.

There is a charge for certain medical services. Encounters will result in a charge to your inmate financial account. If you do not have any money, or there is an inadequate amount in your inmate financial account, treatment will still be provided; however, a charge will be billed to your inmate financial account. When money is deposited into your account the charge will be collected. Medical charges are as follows:

1. \$10.00- Unscheduled medical appointment (those not generated by healthcare staff)
2. \$10.00 – Nurse Sick Call
3. \$20.00 – Dental Visit
4. \$10.00- X-rays
5. \$20.00- Dr. Visits

** Any dispute over medical charges must be submitted in writing via a Medical grievance if still incarcerated, or by public records request once released from OCDOC.*

THERE IS NO CHARGE FOR MENTAL HEALTH SERVICES

There are certain medical encounters scheduled on your behalf, which are free of charge. These encounters are to ensure we are meeting your medical needs in relation to routine screenings and chronic conditions. These services are as follows:

1. Medical Screening at Intake/Booking
2. 14-Day Physical Examination
3. Chronic Condition Monitoring and Wellness
4. Chronic Condition Medications
5. Pregnancy Care
6. Routine Blood Pressure Checks, Blood Sugar Checks, Detox Monitoring

11. DISCHARGE PLANNING

- A. If you are taking medication(s) at the time of your release, at a minimum you will be given a three-day supply upon release. In some cases we are able to order your medications and have them ready before you leave. However, the majority of those released will be given written instructions on how to obtain medications in the community at no cost for a minimum of three (3) days for chronic illnesses.

- B. Information on medications and local healthcare services will be provided at the time you are released. If you need help with or are in need of resources upon release, complete a Health Services Request Form and turn it in to healthcare staff. On the form, write the type of assistance you are in need of upon release.
- C. Ensure you pick up all personal medications and/or medical supplies upon release. Anything not picked up within thirty (30) days of your release will be destroyed.
- D. Any personal health records to be released require a completed and signed "Release of Information" (ROI) form. The form must be HIPAA compliant. You can also request one of our ROI forms by submitting a Health Services Request Form.

12. RESTRAINT OF PREGNANT FEMALES

- A. If restraints are applied, the least restrictive restraints will be used. An inmate restrained in their third trimester may only be restrained with wrist restraints in the front so she can protect herself from a fall. The officer must be positioned to assist should the inmate fall.
- B. Any inmate restrained in a more restrictive manner must be determined to be an extraordinary public safety risk. If a more restrictive manner is used, a report must be submitted to the Chief Correctional Officer detailing the decision of the restraint within ten (10) days of the incident. The report must be held for a minimum of five (5) years.
- C. Any inmate restrained in violation of the standard may file a grievance in accordance with the Inmate Grievance Policy, via the Kiosk and may be granted a 45 day extension upon request.

13. CLOTHING, LINEN, & LAUNDRY

- A. Linen and clothing items will be laundered twice a week on a designated schedule. The officer assigned to your area can advise you which day.
- B. Upon admission, you will be issued the following items (Unless designated as Close Supervision Status).

1. Uniforms
2. Towels
3. Soap
4. Mattress
5. Sheets
6. Blanket
7. Toothbrush and Toothpaste
8. Toilet Paper
9. Shower Slides (as needed)

* Inmates housed in the work pod will be issued additional uniforms and more durable shoes as needed.

14. INMATE PERSONAL PROPERTY

- A. During the admission process, personal property and money brought in with you is inventoried. Inmates are given a copy of this inventory and a receipt for any money retained. Property is placed into secure storage and money is deposited into an financial account under your name.
- B. Inmates may have money deposited into their inmate financial account by going to jailatm.com.
- C. Only government checks or payroll checks made out to the inmate will be accepted. All other checks made out to the inmate will be returned to sender. If no return address is available, the check will be held giving the inmate the opportunity to provide an address to return it.
- D. Inmates are allowed to keep property from the approved list (posted on Kiosk); any unauthorized property found in your possession including money is considered contraband and will be confiscated. Possession of contraband may also be considered a felony offense.
- E. OCDOC is not responsible for lost or stolen property. Property may be released to a family member or friend as requested by the inmate through a request form. Any property released will be released as a total package. Any property left unclaimed will be disposed of fifteen (15) Days after release. Release of money is prohibited while inmate is incarcerated.
- F. For the benefit of visitors, the approved list of items inmates are allowed to have in housing will be posted in the Jail Lobby, Administration Office, and the General and Legal Visitation areas. The only items accepted after booking are prescription glasses, non-opened contact lenses, and dentures. Other items such as contact solution may be purchased through commissary. Inmate items must fit in the assigned property box kept under the inmate's bunk, any items that cannot be stored in the storage box will be considered excess.

****ANY EXCESS ITEMS FOUND IN AN INMATES PROPERTY WILL BE
CONFISCATED.***

15. CONTRABAND

- A. No person shall introduce or cause to be introduced into or upon the property of a detention facility, or give to any inmate, any article of contraband; or give to any inmate anything which is not specifically authorized by written detention facility directive, or which has not been specifically authorized by the Officer-in-Charge or designee.
- B. Confiscated monies shall revert immediately to the inmate welfare fund, unless it is needed as evidence in a trial or disciplinary hearing. If the inmate is to be charged under the contraband statute, Section 951.22, Florida Statutes, any contraband shall be disposed of in accordance with Section 932.704, Florida Statutes.

16. DISCIPLINE

- A. Any charges stemming from violations of facility rules may result in disciplinary and/or legal action. The charge will be addressed in accordance with the Florida Model Jail Standards. A hearing will normally be held within seven (7) working days after the incident, excluding weekends and holidays. The date of the hearing must also provide that the inmate has had at least 24 hours prior notice of the hearing to prepare a defense. A Disciplinary Hearing will be held by a committee or a Disciplinary Hearing Officer (DHO) pursuant to Florida Model Jail Standards to maintaining the following guidelines:
 - 1. The DHO will maintain proper decorum during the hearing.
 - 2. The DHO will ensure the inmate understands the charges and possible consequences.
 - 3. The DHO will offer a staff member to assist the inmate if the inmate is illiterate, has a language barrier or the complexities of the issue make it unlikely the inmate could properly represent himself.
 - 4. The DHO, may approve an inmate's request for assistance, witnesses or other evidence. Denial of any request must be documented.
 - 5. The results of the hearing shall be announced to the inmate.
 - 6. If found not guilty, the Disciplinary Report (DR) and all references to it will be documented as such.
 - 7. If found guilty, the recommendation for punishment will be forwarded to the Chief Correctional Officer. The inmate will be given a copy of the decision. The reason for the decision and the evidence relied upon will be noted.

8. Subsequent violation of jail rules may result in criminal prosecution (FSS.951.23).

17. DISCIPLINARY ACTION

A. For any offense, the Disciplinary Committee or DHO may:

1. Recommend disciplinary confinement for not more than 30 days per violation.
2. Recommend criminal prosecution.
3. Recommend monetary restitution for material or services.
4. Issue a reprimand.
5. Recommend a given sentence be suspended, pending completion of probation
6. Recommend a loss of privileges for a specified length of time.
7. Recommend the loss of gain time (earned or statutory).
8. Recommend a classification change.
9. Recommend management loaf.

The Chief Correctional Officer or designee will review the recommendation of Hearing Officer. The Chief Correctional Officer may agree with or reduce (not increase) the recommended penalty and impose the appropriate sanctions.

18. INMATE RIGHTS

A. Inmates have rights in disciplinary actions. A disciplinary hearing is an administrative action, not criminal court. However, certain due process procedures do apply.

1. A prompt hearing (normally within seven days excluding holidays and weekends).
2. At least 24 hours to prepare a defense.
3. A copy of the charges.
4. Remain silent (the DHO may consider silence in a manner adverse to the inmate).
5. Be present except when compelling reasons exist for the inmate's removal. These reasons must be documented.
6. Call witnesses and present evidence.
7. A fair and impartial hearing.
8. A copy of the written decision.
9. Appeal the decision to the Chief Correctional Officer within 72 hours after receiving a copy of the written decision.

**An inmate does not have the right to confront his accusers or cross-examine witnesses. As this is an administrative hearing, the concept of double jeopardy does not normally apply, as disciplinary sanctions do not preclude criminal prosecution for the same offense.*

19. PROHIBITED CONDUCT

A. The following is a list of prohibited acts or conduct for persons in the custody of the Okaloosa County Department of Corrections, by category of seriousness:

MINOR OFFENSES: In addition to other authorized sanctions, the presumptive sentence is normally Disciplinary Confinement for up to ten (10) days. After a guilty finding under this category, subsequent (similar) offenses in this category may be upgraded to (20) twenty days Disciplinary Confinement.

1. Assault on any person (Any threat coupled with the immediate ability to carry out the threat, along with a well-founded fear that violence is imminent).

2. Tattooing or other self-mutilation.
3. Being unsanitary or untidy (failing to keep one's person or one's quarters in accordance with standards, e.g. placing pictures on the walls).
4. Making or possessing intoxicants or being intoxicated.
5. Stealing (theft).
6. Making sexual proposals or threats to another. Indecent proposals or threats to another. Indecent exposure of genitals or buttocks. Includes lewd and obscene conduct.
7. Insolence toward a staff member or verbal challenge to officer's authority or obscene gestures.
8. Lying or providing false statement to a staff member.
9. Using abusive or obscene language, language the average person would find patently offensive.
10. Criminal mischief or damage to the property of another person.
11. Possession of contraband.
12. Misuse of authorized medication.
13. Malingering or faking an illness (includes deliberately exaggerating the seriousness of an illness).
14. A sentenced inmate refusing to work, encouraging others to refuse work or participating a work stoppage.
15. An inmate failing to follow the instructions of a supervisor.
16. Using any equipment or machinery contrary to instructions or posted safety standards.
17. Being in an unauthorized area.
18. Loaning of property or anything of value for profit or increased return.
19. Giving or offering any official or staff member a bribe or anything of value.
20. Mutilating or altering issued clothing, armband, bedding, linen or mattresses. Vandalism, defacing wall, or any county property.
21. Unauthorized use of mail or telephone.
22. Unauthorized contacts with the public.
23. Correspondence or conduct with a visitor in violation of posted regulations. Giving money or anything of value or accepting money or anything of value from another inmate, member of their family or their friend.
24. Affray or fighting with another person by mutual combat.
25. Participating in an unauthorized meeting or gathering. Gambling, conducting a gambling pool or possession of gambling paraphernalia.

26. Refusal to obey the lawful order of a staff member.
27. Disruptive conduct.
28. Failure to wear identification as instructed.
29. Simple battery.

MAJOR OFFENSES: Same as per minor offense, except sanctions of Disciplinary Confinement will normally be fifteen (15) to thirty (30) days. Subsequent charges for the same or similar offense will normally result in disciplinary confinement for thirty (30) days.

1. Criminal mischief (damage to property over \$250).
2. Aggravated assault or an assault with a weapon on an inmate, officer or other staff member.
3. Aggravated battery; battery with a deadly weapon, or degree of force likely to result in serious injury.
4. Counterfeiting, forging or unauthorized reproduction of any document, article or identification, money, security or official document.
5. Extortion, blackmail or protection; demanding anything of value in return for protection against others, to avoid bodily harm.
6. Possession of contraband (explosives, ammunition, firearm, weapon, controlled substance or escape paraphernalia). Possession of anything not authorized or receipted by the inmate and not issued to them through proper channels.
7. Escape or aiding, attempting or planning to escape. Wearing a disguise or mask.
8. Engaging in sexual acts with others.
9. Conduct which disrupts or interferes with the security or orderly running of the institution. This includes the advocating, creating, engaging in or promotion of a disturbance, group demonstration or work stoppage.
10. Inciting sentenced inmates to strike or preventing an inmate to work as assigned.
11. Tampering, blocking or attempting to tamper with or block any locking device or other security apparatus. This includes the audio and video monitors.
12. Rioting; this includes the advocating, creating, engaging in, encouraging others or other promotion of a riot.
13. Arson, setting or attempting to set a fire.
14. Resisting an officer with or without violence.
15. Violation of any other law considered a felony in nature.
16. Introduction of contraband to a detention facility.
17. Failing to stand count, interfering with the taking of count.

20. PENALTIES

- A. Inmates found guilty of violating jail rules and ordered confined in Disciplinary Confinement will automatically lose all privileges for the duration of said confinement.
- B. Administrative Confinement time will not be credited towards your Disciplinary Confinement time.
- C. Loss of all privileges.

- D. Inmates who repeatedly violate the rules may be charged in criminal court with a misdemeanor offense under FSS 951.23 and on conviction can be sentenced to an additional sixty (60) days for each violation.
- E. In addition, inmates may lose all or part of any gain time earned or otherwise eligible to earn.
- F. Management loaf may be assigned as the inmate's meal should the inmate continue to throw food, urine, excrement or garbage and may lead to disciplinary confinement.

21. APPEALS

- G. Upon conviction, an inmate may file an appeal for cause within seventy-two (72) hours after receiving a copy of the written decision
- H. The appeal should be directed to the Chief of Detention through completion of the correct form on the video terminal. The grounds for the appeal must be clearly stated. The Director of Jail Operations or Chief, will usually respond to a timely appeal within five (5) working days.

22. SPECIAL DIET REQUEST

- A. Medical diets shall be prepared for inmates upon receiving a written order from the Medical Department.
- B. Special diets will only be provided to those inmates who are members of an organized religious group requiring adherence to religious dietary laws when approved by the Religious Coordinator.
- C. The inmate must have been affiliated with the religion prior to being incarcerated.
- D. Inmates are required to complete and submit a Religious Diet Application prior to initial classification.
- E. Inmates who have been authorized to receive a diet to meet their religious requirements are required to follow the diet that has been authorized.
- F. Inmates found eating and/or ordering foods that are inconsistent with the authorized religious foods will have the authorization for religious foods revoked.

- G. Inmates found swapping food items to and/or from the religious diet with other inmates will lose authorization for religious foods.
- H. Once the authorization for religious diets has been revoked, it will not be re-instated for the remainder of the inmate's present incarceration.
- I. Substitutions are permitted to be made in place of other food items to address supply issues. Food service has a list of appropriate substitutions.

****Adverse behavior which results in a Disciplinary Report can accompany the inmate when transferred to prison or be imposed during subsequent incarcerations.***

23. MAIL

- I. Inmates are encouraged to correspond with their family and attorney through the mail. Unauthorized inmate to inmate mail or mail which contains contraband will be confiscated and destroyed. Inmate to inmate correspondence is allowed only for those legally married or directly related such as mother/daughter, father/son and must be verifiable and approved.
- J. Any inmate who has been approved but violates by including mail from another inmate will have their privilege revoked. Except for holidays, mail will be forwarded to and received from the post office Tuesday through Friday.
- K. All outgoing inmate mail must be properly addressed and include a full return address with inmate name and an unused stamp.
- L. Any mail you receive must be addressed using your full name used at booking, Okaloosa County Department of Corrections, 1200 E. James Lee Blvd., Crestview, FL 32539-3114. It is beneficial to include your inmate number.
- M. Indigent inmates will be furnished with necessary stationery and postage for eight personal letters each month. Incoming mail will be opened and inspected in accordance with FSS 951, and Florida Model Jail Standards.
- N. Outgoing mail may be inspected for contraband.
- O. Mail containing any foreign substance will be destroyed. All incoming mail will be screened for drugs and other contraband, copied, and copies delivered to inmate.

P. Unauthorized items received through the mail or otherwise will be handled as follows:

1. Money orders will be returned if made out incorrectly.
2. If the mail contains unacceptable items, the acceptable items will be forwarded, but the unacceptable items will be confiscated and held for thirty (30) days for family to claim.
3. Contraband includes, but is not limited to: stickers, drawings, printed articles, newspaper clippings, magazines (not from subscription), or books and copied pages from books.

**Illegal items will be confiscated and handled as evidence and turned over to the appropriate law enforcement agency. Legal mail will be opened and searched in the presence of the inmate, copied, then provided to the inmate with the original shredded in front of the inmate.*

- Q. The only items that may be sent to an inmate in the mail include approved legal material, letters. Money orders will be handed over to the commissary technician for processing.
- R. No pictures showing any type of nudity or genitalia will be accepted in any form. It will be rejected and returned to sender without being opened or inspected. Any item larger than 14 inches long x 12 inches high x ¼ inch thick will be considered a package and returned. Magazines and newspapers may be sent by publisher only.
- S. Soft back books may be donated to the Inmate Library but not mailed directly to an inmate.
- T. All permitted incoming mail, with exception of legal mail, is scanned and added to the inmate's e-messaging system.

24. COPY SERVICE

- U. Writing material is available through the commissary. Indigent packages are available once per month, ordered through the commissary for inmates without funds who qualify. This package includes a writing pad, mechanical pencil and eight stamped envelopes. Those eligible may order and receive one every thirty days. The cost of this package will be debited against the inmate's financial account.

25. REQUESTS

- V. All request must be completed electronically.

26. GRIEVANCE PROCEDURE

- W. Most inmate complaints can be resolved informally by the Post Officer.
- X. Inmates are encouraged to use this informal process. However, if this fails, inmates may access a grievance form on the video terminal.
- Y. Your complaint will be reviewed by a Grievance Officer or designee and you will receive an answer within fourteen (14) working days.
- Z. The following matters may be grieved by inmates:
1. Application of policies, rules, and procedures.
 2. Individual staff and inmate actions, including denial of access to grievance forms and procedures.
 3. The loss of property legitimately possessed by an inmate
 4. Any other matter relating to the care and supervision within the authority of the Department of Corrections, except as noted below.
- AA. The following matters may not be grieved:
1. State and Federal court decisions.
 2. State and Federal laws and regulations.
 3. Final decisions of grievances.
 4. Contracting agencies policies, procedures and decisions.
- BB. An inmate of this facility may file a grievance regardless of the disciplinary, classification, or other administrative decisions to which the inmate may be subject.
- CC. An inmate may not submit a grievance form on behalf of another inmate. Assistance may be provided by a staff member when necessary to communicate the problem.
- DD. If you are not satisfied, you may appeal this decision within seven (7) working days after receiving a response. The appeal will be answered within seven (7) working days. If your appeal is denied you have the final option of appealing to the Chief Correctional Officer.
- EE. The grievance must be filed within seven (7) working days of receiving a response to your appeal.

J. Your formal grievance must clearly state the problem, and you must include all relevant information including the reason you disagree with the response.

K. You will receive a final answer from the Chief Correctional Officer within fifteen (15) working days. All grievances will be filed through access to kiosks.

27. INMATE PRIVILEGES

FF. COMMISSARY:

1. The commissary allows inmates with funds to purchase approved store items each week.
2. Orders are placed through the phone system and posted on the designated day.
3. A list of commissary items will be posted in the form section on the video terminal.
4. The cost of ordered commissary is withdrawn directly from your account.
5. The days on which commissary is scheduled in your particular housing section can be obtained by asking an officer.
6. The delivery schedule may change due to holidays, inclement weather, or other unforeseen emergencies.

**Funds must be received in the facility by 6:00 a.m. Monday in order for the funds to be available for the following week's commissary order.*

28. RECREATION

- A. Recreation will be provided to all inmates with the exception of uncontrollable, violent, or disciplinary confinement inmates
- B. Exercise with access to open air ventilation shall be provided a minimum of three hours per week, weather permitting. Inmates may refuse recreation and remain in their housing area if they desire.

29. ACCESS TO LEGAL MATERIAL

- A. Inmate's access to the Courts as contemplated by the U.S. Constitution is usually provided through legal representation.
- B. The Court routinely appoints an attorney, usually a Public Defender, for indigent inmates accused of crimes.
- C. Inmates unable to obtain counsel who are appointed by the court as pro se, or who wish to challenge their sentence, or conditions of confinement, may be entitled to and should be

- provided reasonable access to legal material, pursuant to Florida Model Jail Standards, Chapter 9.09.
- D. Access to the Law Library will be made using the App on the kiosk. Pro Se inmates may request printed material only if they have funds in their account to pay the copy fee.

30. READING MATERIAL

- A. A reading library will be afforded to all inmates kept beyond First Appearance.
- B. A variety of books will be offered each week.
- C. 2 Books and 2 Religious Books

31. RELIGIOUS SERVICES

- A. The Okaloosa County Department of Corrections has a Chaplain who is available by request. Inmates are afforded a reasonable opportunity to practice their religious beliefs within security guidelines.
- B. Non-denominational services are scheduled weekly for both male and female inmates.
- C. Inmates wanting to attend services must put in a request to the Chaplain through access of the kiosk.
- D. A written Bible Study Program is also available through request form to the Chaplain on the kiosk.

32. TELEPHONE

- A. The facility has a privately operated telephone system that allows inmates to place local and long distance calls. Most calls made from the Okaloosa County Jail are collect calls.
- B. Family may contact the contracted phone system to establish a pre-paid account for accepting calls.
- C. All inmate telephones are equipped with volume control. If an inmate is deaf or hard-of-hearing, text telephones (VRS) are available for use in the booking area.
- D. Inmates using the TTY system will be afforded three times the allotted phone time in accordance with ADA requirements. The video monitors are equipped with a Video Relay System which provides sign language.
- E. The inmate must notify staff and require services. You must notify an officer that you need to use this type of phone. Any problems with the phone system should be reported through a request form.

33. CLEMENCY

- A. An inmate may apply to have his rights restored by completing a clemency form. The rights which are restored are the right to vote, the right to sit on a jury, and the right to hold public office.
- B. The process requires the form be sent to the Parole Commission within two weeks of your sentence completion. Your name will go for review by the Clemency Board and you will be notified if accepted.
- C. Forms will be provided at the Career Source briefing or Inmate Population Manager using the video terminal.

34. PRISON RAPE ELIMINATION ACT

- A. Our facility has zero tolerance for sexual assault or sexual activity, even if consensual.
- B. If a person is the victim of a rape, he or she needs to report it as soon as possible after the act to a correctional officer, a supervisor, or to medical personnel.
- C. Any incident that occurred during this incarceration will be reported immediately to the Okaloosa County Sheriff's Office to be investigated. All others will be investigated through our agency.
- D. The charge of rape is a serious offense and will be treated as such through thorough investigation. False accusation of rape is a crime and will also be treated as a serious offense.
- E. Officers will take into consideration during the classification process any inmate determined to be a threat of victimizing fellow inmates or a possible victim of other inmates. Consideration of either category will be addressed through your housing assignment.
- F. You are responsible to protect yourself as much as possible by being aware of your surroundings and the others in your section. Report any behavior that is threatening to a Classification officer or your floor officer.
- G. A report can be made on the video kiosk, to an officer, to a medical staff member, or to a volunteer. A mental health professional is available for counseling when needed and all counseling sessions are considered confidential.

- H. Any person requesting counseling can put in a request to see the counselor through a medical sick call.
- I. Any inmate who reports being sexually assaulted during their current incarceration will be provided a medical evaluation and treatment by a health care professional.

35. DAILY SCHEDULE

A. Meal times generally are as follows:

Breakfast- 04:00am

Lunch-10:30am

Dinner- 04:00pm

B. Subsistence Fee

1. \$30.00 subsistence fee will be charged to your inmate financial account upon booking assessed to cover meal charges and miscellaneous costs of incarceration. The fee will be assessed each incarceration with the exception of those inmates being returned from prison as a witness to another case. The fee will be assessed should you return on appeal.

C. Lockdown Time

1. A mandatory lockdown for count is conducted each day from 12:30 p.m. to 1:00 p.m. and 5:30 p.m. to 7:00 p.m. There will be no inmate movement during this time, except as approved by the Shift Supervisors.
2. You must return to your cell for lockdown times, then at 10:00 p.m. each evening. Television and phones will be turned off at that time.

36. VISITATION

- A. Rules and regulations concerning visitation are available to the public from the General Visitation Lobby. Visitation can be scheduled using the terminal in the public lobby or on-line through Securus (visitation service provider).
- B. Attorneys, registered ministers, counselors, or officers of the court may visit any time between the hours of 7:00 a.m. to 10:00 p.m. daily except during mandatory lockdown times.
- C. Violation of visitation rules will result in suspension for a pre-determined amount of time.

37. RULES FOR VISITATION

A. Rules and regulations pertaining to visiting an inmate at the Okaloosa County Department of Corrections are as follows:

1. Visits are non-contact except for approved clergy, attorneys, or as approved by the Chief Correctional Officer or designee. An approved clergy list is maintained in Central Control.
2. An inmate will have no more than two (2) visitors, including children on any **on-site** scheduled visitation.
3. Visitors with current suspended accounts are not permitted to use other accounts at any time. Violation of this will cause suspension to the account being used and additional suspension violation for the user of the current suspended account.
4. All visitors for an inmate will arrive and depart at the same time.
5. Visitors are encouraged to arrive 10-15 minutes prior to start of visitation time to register and log on to terminal. The visit will begin at the scheduled time even if both visitors are not logged onto the system.
6. Government issued picture identification will be required in order for the visitor to be registered either on-site or with the visitation system for off-site visits.
7. Visitors will be at least eighteen (18) years of age to register. All minors must be accompanied by their parent or legal guardian and must remain on-site with them during the visitation period.
8. All visitors are subject to search in accordance with FSS 944.47.
9. All visitors must be clean and dressed conservatively. On-site visitors are required to have shoulder to waist covered with non-transparent clothing. On-site visitors may not wear short shorts, strapless tops, or any item that is too revealing. Any visitors dressed in unacceptable attire will be turned away or have their visitation terminated. Visitation does not allow nudity or see through clothing while visitation is occurring. Show of nudity during visits will result in loss of visitation privileges for a pre-determined amount of time.
10. Visitors and inmates will conduct themselves in an orderly and proper manner at all times; conduct otherwise may result in termination of the visit and possibly future visits. Conduct sexual in nature will result in suspension of future privileges. The visitor may only visit the inmate they are scheduled and registered to visit. The person registered to visit must be present during the visit, even when other persons are included in the visit.

11. Any situation not covered in these rules will be at the discretion of the officer on duty in Visitation. Any changes in visitation, such as special visits, must be coordinated by the visitor with the Program Manager.
12. Any inmate or visitor considered violating established rules will be given notification of suspended visitation privileges and length of time for suspension.
13. The account holder must appear during the visitation.
14. Suspensions are as follows: 1st- 10 days, 2nd, 20 days, 3rd and subsequent suspensions will be 30 days each violation.

38. UNIFORMS

- A. Inmates are required to be dressed in full issued uniform anytime they are outside of their cells.
- B. The complete jail uniform must be worn anytime they are outside of their section to include issued identification cards.
- C. Inmates will not be allowed out of their sections with any head coverings, i.e. shawls or do-rags.
- D. Inmates may wear short sleeved plain white t-shirts out to the recreation yard or underneath their uniform. (No tank tops or thermal bottoms permitted)
- E. White or light gray sweat shirts are permitted.
- F. No jewelry is permitted, with the exception of a wedding band valued under \$50.00.
- G. No thong or lace underwear is permitted.
- H. Socks of any color are allowable as long as they do not contain vulgar/illicit images or wording.

39. GENERAL CONDUCT

- A. *The policy of the Okaloosa County Department of Corrections is to maintain records pertaining to each individual inmate's behavior and conduct while incarcerated in the County Jail. This information is frequently made available to the Courts at the request of an attorney. This information can be a consideration at the time of sentencing, to mitigate a sentence or other motions. It is also useful in classification decisions and for early release. You have the opportunity to utilize this time to your advantage or disadvantage.*

Helpful Information

Securus is the inmate phone system. Their phone number for Customer Service is:
1-800-844-6591.

State Probation Office

Persons requesting to have their rights restored must complete documentation available through this office.

250 W. Pine Ave

74 3rd Street

Crestview, FL 32536

Shalimar, FL 32579

(850)689-7804

(850)833-9132

County Probation is contracted under Judicial Corrections Services

(850) 807-7005

1. Okaloosa County Clerk of Court- 9th Avenue, Shalimar, FL 32579, (850)-689-5580
2. Bridgeway Services-(850) 833-7500
3. Public Defenders Office- One 9th Avenue, Shalimar, FL 32579, (850) 651-7350
4. State Attorney's Office- 151 Cedar Street, Crestview, FL 32536, (850) 689-7820
5. Social Security Administration- For information and appointments call: 1-800-772-1213
6. Pretrial Services- 302 N. Wilson Street, Suite 301, Crestview, FL 32536, (850) 689-5580

Florida Department of Corrections Allowable Items

The following items are allowed to be retained by inmates upon their initial receipt to the FDOC:

1-Clear Plastic Drinking cup

25-Envelopes-Legal #10

2-Each Eyeglasses, case, contact lens and solutions (state issue or personal; “personal means that inmates already in possession of these items will be allowed to retain them, but any future items will be provided by the institution if needed.) Contact lenses will only be provided if medically indicated.

20-Greeting cards with accompanying envelopes.

1- Hairbrush (no metal or handles)

1- Plastic Mirror, non-breakable, 5x7 max.

4- Pens, ballpoint, flair-type, pencils with erasers, or security pens (no markers)

50- Photographs

1- Religious medallion with chain. No larger than 2x2 (personal or provided by the chaplain. \$50.00 in value limit.

1- Wedding Ring (Band Style only, no stones) \$100.00 in value limit.

2-Bath soap (state or canteen issued)

1- Clear only soap dish

40- Stamps

1- Clear only toothbrush holder

1- Watch (non-metallic band, nylon and Velcro only) \$50.00 in value limit.

****** Inmates will not be allowed to retain any property not allowed per procedure. Any property not authorized will be mailed home at the inmate's expense or donated to charity.***

No tennis shoes of any kind will be allowed. Department of Corrections has an approved vendor for purchases of footwear.

NO CANTEEN ITEMS OPENED OR SEALED