

Lapeer County Jail's Inmate Rules & Regulations

The Lapeer County Jail is managed and controlled by the Sheriff and Jail Administrator. Inmates will undergo a classification process to insure that both the facility and inmate needs are met. The following is a list of rules and regulations that you, as an inmate, are to observe while housed in the Lapeer County Jail. Any violation / infraction of the rules may result in disciplinary action. Any violations of criminal laws result in prosecution. Inmates will receive good time for consecutive days in jail excluding inmates serving weekends. The good time for consecutive days is as follows:

0 to 5 days in Jail = 0 good time days
6 to 11 days in Jail = 1 good time days
12 to 17 days in Jail = 2 good time days
18 to 23 days in Jail = 3 good time days
24 to 29 days in Jail = 4 good time days
30 to 35 days in Jail = 5 good time days

The following are the only AUTHORIZED PERSONAL ITEMS allowed in your cell area:

- (6)- White T-shirts
- (6) – White Underwear
- (6) – White socks
- (1) – Bible
- (2) – Commissary Pillows
- (3) – Paperback books
- (10) – Family photos

Eyeglasses or contact lenses & contact solution / Hearing Aid

All items must be purchased through the commissary. If an excess of commissary or personal items are found within your cell, commissary privileges may be suspended until stored items are depleted and the personal items removed from the cell and placed in the inmate's property or destroyed as contraband. The Jail is not responsible for any items within an inmate's control.

VIOLATIONS

MAJOR VIOLATIONS

- 1.) Committing any and all offenses prohibited or punishable by State Law.
- 2.) Fighting / Assault / Ethnic intimidation / Sexual Misconduct
- 3.) Disrespect towards Jail Staff / Threatening behavior / Disobeying a direct order
- 4.) Misuse, any malicious destruction of Jail property could result in criminal charges against you
- 5.) Violation / Interference with Administrative rules
- 6.) Possession of any contraband / Misuse of medications
- 7.) Attempt to commit or aiding another to commit a violation
- 8.) Conduct which disrupts security of the facility / Pounding, hitting on glass, walls, jail property or kicking on doors or windows etc. / Incite a riot
- 9.) Removal or damage to wrist bands
- 10.) Throwing any object including food or food products
- 11.) Creating health, safety, or fire hazards / Smoking or possession of smoking materials
- 12.) Throwing trash in the toilets or flushing inappropriate items down the toilet
- 13.) Tattooing, body piercing
- 14.) Unauthorized use of inmate Personal Identification Numbers / Misuse of Inmate Phones
- 15.) Theft or stealing County property and or another inmate's property, food, and or commissary items
- 16.) Injury or attempt to cause injury to one's self or others.
- 17.) Gambling of any kind, includes gambling with commissary items, jail property or any inmate possessions.

MINOR VIOLATIONS

- 18.) Excessive noise / Horse play
- 19.) Disobeying a second verbal warning
- 20.) Being in an unauthorized area or entering another inmate's cell
- 21.) Not having shower shoes or Jail shoes on when leaving your bunk area
- 22.) Lying to Jail Staff / Filing frivolous grievances or filing false claims of any nature
- 23.) Use of stairs or balconies for anything other than leaving or returning to assigned cells
- 24.) Inmates are to have no contact with inmates that are locked down while they are in their cells.
- 25.) Inmates are not to communicate with other inmates while in the Rec. Area or through the glass of another Inmate Living Area.

Administrative Rules

CARE OF LIVING AREA

- 1.) Every inmate must share in maintaining a clean living area including recreation rooms, corridors and day rooms.
- 2.) Bunks shall be neatly made at all times when not occupied. Sheets and blankets are to be spread evenly over the full length and width of the mattress and the ends are to be tucked under the mattress with nothing hanging over the bunk frame
- 3.) Cooking, heating or flame of any kind in cells or dorms is strictly prohibited
- 4.) Nothing will be allowed on the walls, windows, or ceiling. Cloths lines are not allowed
- 5.) Writing or carving on the walls, ceiling, floor, or tables will result in an inmate violation and possible criminal charges
- 6.) No covering or blocking of doors, windows, vents, or lights. Nothing is to be hung to block a Deputy's view of an inmate while in his/her bunk
- 7.) Lock-down / Lights-out at 10:30 pm. You must be in your cell and quiet
- 8.) No money or property will be sold, traded or gambled away between inmates
- 9.) You are to remain away from the glass in the dorms and behind the red line on the floor at all times
- 10.) You will not change rooms or bed assignments without Jail Staff permission
- 11.) If you assist another inmate, who commits or attempts to commit a violation, you will be charged as an accomplice in the same violation
- 12.) Sheets, blankets, mattresses are to remain on bunks at all times. Items are not to be used as tables, seat covers, or tents

PERSONAL SANITATION

- 1.) Haircuts are available the cost is \$8.00. You must have the money in your account prior to getting a haircut
- 2.) You will keep yourself in a state of personal cleanliness at all times. Inmates will shower regularly
- 3.) Laundry and clothing will be exchanged once a week. You must always wear a Jail shirt, pants and footwear. All Inmates are to be properly dressed and wear their jail uniform to include the tucking in of any and all underclothing.

- 4.) Razors will be issued for personal use on Mondays (Day Shift) and Thursdays (Afternoon Shift). All of these razors must be returned to a Deputy in one piece and not tampered with. Inmates will be allowed a sufficient time to shave and all Kitchen Trustees will be required to shave on a daily basis.
- 5.) Upon entering the Jail a toothbrush, toothpaste, shampoo and comb will be furnished to you. At a later date should you be indigent, a hygiene kit will be provided and will be charged to your account.
- 6.) If you have money in your account you must purchase hygiene items from commissary.

PRIVILEGES

- 1.) You are entitled to one twenty-minute visit per visiting time allowed for your housing unit
- 2.) Inmates must only use their authorized PIN # required for visitation.
- 3.) Visiting days and schedules are posted in living areas and in this rulebook
- 4.) Visitors and inmates are to be properly dressed, with a maximum of three visitors per visit
- 5.) All visitors must be 18 years of age or accompanied by a parent or legal guardian
- 6.) All visitors must sign in at the reception desk. Any visitor who does not sign in or gives false ID will not be allowed to visit.
- 7.) While in the visitation area: eating, rowdiness, swearing, kissing the glass partition, obscene language, gestures, or any other violation of jail rules by a visitor or inmate will be reason to terminate visitation and will result in discipline. No Indecent Exposure of any kind. All inmates and their visitors must obey all the laws of the State of Michigan while on Lapeer County property.
- 8.) Any special requests for visits must be sent in writing to the Lieutenant at least 24 hours in advance
- 9.) Former Lapeer County Jail Inmates must be released from Jail (90) days before they will be allowed to visit an inmate
- 10.) Attorney visits are not restricted to regular visiting days or hours. Every effort will be made to accommodate both the attorney and his/her client
- 11.) Visitors can only bring money for deposit in the Canteen Kiosk and paperback books are only allowed through the US Mail from an approved publisher (Amazon etc)
- 12.) All communication between inmates and their visitors will be monitored and recorded
- 13.) The exercise room will be open for at least one hour each day. All other times are at the discretion of the Sergeant or the Corporal on Duty.

Lapeer County Jail Visitation Schedule

	<u>Tuesday</u>		
Female Minimum	0830-0900	&	1830-1900
Female Medium	0900-0930	&	1900-1930
B Pod & Medical Segregation	0930-1000	&	2100-2130
A Pod	1000-1030	&	2030-2100
E Pod	1030-1130	&	1930-2030
	<u>Thursday</u>		
Work Release	0830-0930	&	2030-2130
C Pod	0930-1100	&	1830-2000
D Pod	1100-1130	&	2000-2030

MAIL

- 1.) All outgoing mail will be properly addressed with the inmates name and return address and have adequate postage
- 2.) There will be no incoming / outgoing mail between inmates while incarcerated in this facility
- 3.) Notes and cards not sent by U.S. Postal Service are not considered mail
- 4.) If indigent you will receive paper, pencil, and two stamped envelopes to communicate with an attorney, courts, or personal mail. You will be charged for these items.
- 5.) All incoming mail will be opened and inspected except for legal mail, this will be opened in your presence
- 6.) Items allowed to be received by mail are money orders, cards no larger than 6" x 8", photos no larger than 4" x 6" (No Polaroid's) commercially printed religious materials, and newspapers by subscription only.
- 7.) Items not allowed are magazines, hard cover books, jewelry, food items, cash, checks, or sexually explicit photos
- 8.) Items sent that are unacceptable will be placed in your personal property and returned upon your release. Food items will be destroyed
- 9.) Any incoming mail appearing unusual or having an odor will be returned to the sender.

INTERNAL INMATE CORRESPONDENCE

- 1.) All internal correspondence will be submitted on an inmate request form (IRF)
- 2.) IRF's are to be utilized by inmates for requests for services or correspondence / grievances to the Lieutenant, Corporals / Sergeants, and Correction Deputies
- 3.) Inmates who request copies of any correspondence or notary service will be charged current Sheriff Department service fees.

TELEPHONES

- 1.) Telephones are collect, outgoing calls only, from 7:30 am to 10:30 pm seven days a week
- 2.) Incoming calls for all inmates will be for emergencies only
- 3.) Call to courts, probation and parole or other government agencies may be made for an inmate by a Corrections Deputy if that Deputy chooses to do so. Corrections Deputies are not required to make calls.
- 4.) Telephone calls are monitored and recorded, a inmate request form must be submitted by the inmate if a unmonitored phone call to either a public official or attorney needs to be made. The written request must be submitted at least 24 hours in advance for staff to have time to arrange the unmonitored call. **Per MCL 791.270**
- 5.) **Inmates must only use their own authorized PIN # for all phones calls made, this includes commissary phone ordering by each inmate.**

COMMISSARY

- 1.) All incoming items will be acquired through commissary, NO commissary is allowed in from other correctional facilities
- 2.) Inmates must have funds in their account prior to placing an order by inmate telephone. No credit is given for orders beyond control of the Jail and each inmate is responsible for their own ordering by telephone.
- 3.) Delivery of items ordered will be on Wednesday or Thursday as time permits also taking into Vendor Deliveries.
- 4.) Orders received after your release will be disposed of if not claimed within three (3) days
- 5.) If your order is short, you must inform a Deputy at the time you receive it and **BEFORE THE BAG IS OPENED**. All bags must be returned to the Jail Staff. The only item available between store days is a hygiene kit
- 6.) Only two (2) pillows, per inmate, may be purchased through commissary.
- 7.) All inmate funds must be deposited in the approved kiosks by family or friends. Families / friends may also make deposits through the approved on-line service, "ExpressAccount.Com." No cash, check or money orders are accepted either in person or through the postal service / in-coming mail.

MEDICAL & MENTAL HEALTH SERVICES

- 1.) Inmates shall submit an IRF to request services
- 2.) Emergencies will be handled by Jail Staff in accordance with Department Policy
- 3.) Michigan Law allows the County to seek reimbursement through the Sheriff's Department for the cost of medical services should medical care or treatment be required during an inmate's confinement you will be charged for all medical services. Monies will be withdrawn from your account to pay for these services
- 4.) The minimum charge for a doctor or dentist visit is \$35.00

- 5.) Prescription cost, or actual cost of any outside medical services will be charged to your account. There will be a charge of twenty-five cents per dose of all over the counter medications that are authorized for use. \$5.00 charge per prescription as authorized by Jail Health Services and or Jail Dental Services.
- 6.) Inmates will be charged a co-pay of five dollars (\$5.00) for a nurse visit. A charge of \$20.00 for a doctor's visit. The balance of the medical charges will be applied to your account for payment.

ROOM AND BOARD BILLING

- 1.) All inmates sentenced to straight time of five days or more will reimburse the Lapeer County Jail for room and board at the rate of thirty-five dollars (\$35.00)/ day
- 2.) If you are un-sentenced, you will be billed for days served as un-sentenced if your Judge gives you credit for your un-sentenced time
- 3.) Your final bill is due within thirty (30) days of release
- 4.) If the bill is paid within thirty days of release or a payment plan has been arranged, the daily rate will be discounted to \$20.00 per day
- 5.) If, after thirty (30) days from your release date, you have not settled your indebtedness in full, or arrangements for a payment schedule, the following options will be considered:
 - 1.) Pursuing legal action through the courts to satisfy the debt or turn your account over to a collections agency
 - 2.) If your account is turned over to a collection agency, all correspondence, questions and payments must be directed to the collection agency. We will no longer be involved with your account and all expenses incurred by the County to collect payment will be added to your bill

TRUSTEE / Inmate Worker Status

- 1.) Sentenced inmates may be selected as trustees
- 2.) Inmates must be classified as a minimum or medium security risk to qualify
- 3.) Inmates must not be a discipline problem with the Jail and be able to carry out all tasks assigned and follow orders
- 4.) Inmates selected to be trustees should NOT have been convicted of any VIOLENT or any CSC crimes
- 5.) Lapeer County inmates selected as trustees will NOT be charged room and board for the period they hold trustee status if #6 is not invoked
- 6.) Loss of days served as a trustee may occur if an inmate is removed from trustee status for discipline problems, failure to carry out all tasks assigned, failure to follow orders, or a violation of any Jail rules. The loss of all or part of the days served as trustee will be at the discretion of the Corrections Administration / Command.
- 7.) Any Inmate who wants to be eligible for day-for-day / work site trustee credit shall be subject to a medical evaluation and clearance to perform any and all work details. These Inmates who want to be eligible will also be responsible for the \$20.00 co-pay with the Jail Health Services Doctor.

MEALS

- 1.) Three meals will be served each day / Any special diets must be approved by the Jail Health Services.
- 2.) Food cannot be stored in your cell
- 3.) If warranted, a food loaf may given to inmates found guilty of rule violations
- 4.) Upon finishing meals, inmates will stack their trays and cups separately, along the glass wall next to the pod's main door. The inmates will also insure that spoons are removed from their trays and are placed in one of the cups. (Inmates are allowed to cross the red line on the Pod floor to do this.) All eating utensils must be accounted for

ORDERS, WARNINGS, DISCIPLINES

VERBAL WARNINGS

- 1.) A verbal warning is to advise you that to continue such actions will result in a more severe reprimand or misconduct charge. A Deputy may impose the following sanction when issuing a verbal warning
 - A.) Twenty-four (24) hour loss of privileges. When this action is taken, a report will be filed by a Deputy for review by the Lieutenant or designee to see if further action should be taken.
 - B.) Inmates must comply with a Deputy's command at the time of the warning. If the inmate disagrees with the action taken by the Deputy he or she should address it on an IRF to a Shift Corporal / Sergeant

DIRECT ORDER

- 1.) A direct order is a command for you to do what the Deputy wants immediately. Failing to comply will result in a most severe reprimand or possible criminal charges being filed

DISCIPLINE & SANCTIONS

- 1.) Major Violations: The Jail Administrator or designee may impose one or more of the following sanctions when a finding or plea of "guilty" on a major misconduct:
 - A.) Administrative segregation not to exceed 15 days for each violation
 - B.) Loss of privileges for up to 30 days. Including visitation
 - C.) Restitution for property damage / Loss of accumulated work site time or trustee status
 - D.) Recommendation for loss of good time to the Lieutenant or Designee
 - E.) Removal from work release programs, trustee, or the work site program
 - F.) Change of classification to a higher security level
- 2.) Minor Violations: The Lieutenant or designee may impose one or more of the following sanctions when a finding or plea of "guilty" in a minor misconduct hearing or review
 - A.) Confinement to cell or lock-down, not to exceed 3 days
 - B.) Loss of privileges, not to exceed 14 days
- 3.) Hearings
 - A.) Hearings are mandatory with a plea of "not guilty" for major misconduct
- 4.) Due Process
 - A.) Major / Minor Misconduct: If you are found guilty of major / minor misconduct sanctions may be appealed. The appeal will be reviewed by a Command Officer.

GRIEVANCE PROCEDURE

- 1.) You may file a grievance by using the form provided by the Jail. All steps listed below should be taken prior to filing a grievance. If it is found that you are abusing this privilege or are filing false allegations, you may face violation charges or criminal action
 - A.) Corrections Deputy – will attempt to resolve your grievance within his/her authority
 - B.) Corporal / Sergeant- if your grievance is not resolved in step 1 the Sergeant will attempt to resolve it within his/her authority. Then the Sergeant will forward the grievance to the Lieutenant.
 - C.) Lieutenant - Will review the grievance and respond after having the grievance reviewed by the Undersheriff

EMERGENCY PROCEDURES

- 1.) There are no drills. In the event of an emergency or a disturbance within your cell or dorm do as the Staff instructs you. Inmates who fail to do so will face severe sanctions and possible criminal action

- 2.) Inmates will only use the intercom system in emergency situations, such as but not limited to:
 - A.) Fire and medical emergencies also to prevent an inmate's escape
 - B.) Fights, both verbal and/or physical
 - C.) Inmates found guilty of misuse of the intercom system will face severe sanctions and possible criminal action

CELL & DORM PROCEDURES

Cell doors may be closed on the hour and reopened at quarter to the hour per Jail staff's discretion; Inmates will be allowed to return to their cell during this time to retrieve items from their cells or to remain in their cell.

- 1.) Inmates are to remain off the stairs and balconies unless they are leaving or returning to their cells
- 2.) Inmates are to have no contact with inmates that are locked down while they are in their cells

TELEVISIONS

- 1.) Televisions are controlled by the Corrections Staff
- 2.) Inmates may request special viewing of a program by contacting a Deputy during his/her scheduled cell check
- 3.) If inmates cannot agree upon a program to watch, the Deputy will decide for them
- 4.) If a disagreement over a television program cannot be resolved, the inmates may lose their television privileges
- 5.) Anyone observed operating the television without a Deputy's permission will lose their television privileges

DISTURBANCES

- 1.) Inmates will be ordered to return to their cells or bunks
- 2.) Inmates who fail to return to their cells or bunks, even though they may not be taking an active part in the disturbance, may face severe sanctions or criminal charges for failing to comply with an order

HEAD COUNTS

- 1.) All inmates, upon hearing that a head count is being taken in the housing unit, will stop what they are doing and return to their cell for lock-down. Inmates that fail to comply immediately may be subject to lock-down for the remainder of the day. Random headcounts are conducted throughout the day.

INMATE RIGHTS

- 1.) Consultation with attorney: Inmates will retain the right to consult with their attorney privately in the Jail as frequently as necessary. Such consultation will be allowed without audio monitoring by staff members. If a security risk exists, such consultation will be visually observed by staff, but not monitored audibly
- 2.) Correspondence with attorney: Inmates will retain the right to counsel, which will include the exchange of correspondence between the inmate and his/her attorney. Letters from inmates to attorneys will be mailed without examination or censorship. Incoming mail from attorneys to inmates will be examined solely for the detection of contraband, but will not be read or censored. Letters from attorneys will be opened in the presence of the inmate
- 3.) Inmate legal assistance: Inmates have the right to prepare and file legal documents with the court. Inmates who do not have legal counsel will have access to law books provided by the Jail.
- 4.) Access to the courts: Inmates have a right to unrestricted and confidential access to the court and to the executive agencies of our government. Correspondence with court and executive agencies of government will not be censored or examined. Incoming mail from court or executive agencies of government will be examined for contraband and to insure the content is from the court or government agency, and will not be read or censored
- 5.) Basic medical care: Basic medical and dental care will be provided to all inmates. The health care will be comparable to that available to the area's general public. Inmates will be required to pay for health services as provided in Public Act 16 of 1982
- 6.) Religious services: Inmates will retain the right to freedom of religious affiliation and voluntary religious worship, providing the exercise of these rights does not violate the law, institutional rules, or directly interfere with the security of the facility.
- 7.) No cruel or unusual punishment: The Lapeer County Sheriff's Department has a zero tolerance policy and Inmates will retain the right to be free from cruel or unusual punishment. Inmates will not be forced to submit to beating, striking, or other acts that impose physical or sexual pain. Inmates also have the right to not be subject to any sexual acts or sexual harassment involving other inmates, staff, volunteers, official visitors or agency representatives per Prison Rape Elimination Act of 2003. Inmates **must report any occurrences immediately** to a Shift Commander if they feel they have been subjected to any of the above actions. It is our priority that there is prevention of prison / jail rape. Because of this priority, any report of rape will be comprehensively investigated and prosecuted. The Sheriff's Department will ensure the confidentiality of prison / jail rape complaints and protect the inmates who make complaints of prison / jail rape. The Sheriff's Department zero tolerance policy for any sexual violence also includes any report while inmates are detained at Court Lockup. Inmates will not be unnecessarily exposed to disease. Corrections staff will use the degree of force necessary to protect themselves or others, to prevent a criminal act by an inmate, or to maintain order. As an inmate, you also have the right to have your personal property protected from unnecessary damage. Grievance: Inmates have the right to a procedure of grievance provided by the staff with access to recourse through the court.
- 8.) It is the Lapeer County Sheriff's Corrections vision to support and assist any inmate with their reentry into the community. We offer several Inmate Services and Programs designed to teach life's skills and help you to make positive choices. Included in your inmate handbook is information and a directory prepared by the United Way for helping people stay connected with community resources such as financial, family, food, counseling, legal, employment, education, health / medical, housing, transportation and parenting services. Please contact a Corrections Deputy if you need additional information or assistance with a referral to any one of these services. Also available is a form called "Quick Connect." This form helps connect families to early childhood services and resources. In addition to the United Way Services listed above, there is an enhanced program offering help and hope 24 hours a day. This program is called "get connected, get answers," and can be reached by dialing 2-1-1. If you are interested and are in need of information and resources upon your release from the Lapeer County Jail, please submit a request for phone assistance that will enable you to place a call to this number 2-1-1. Your inmate request must be put in writing to Corrections Staff no later than 72 hours before your scheduled release from jail. If this request is made it will be fulfilled as soon as possible through the proper procedures.



Scott R. McKenna
Sheriff, Lapeer County



Honorable Nick C. Holowka
Chief Judge, Lapeer County