



COMMUNITY EDUCATION CENTERS

**COLUMBIANA
COUNTY
JAIL**

**Inmate Information
And
Visiting Schedule**

A. INTRODUCTION

THIS HANDBOOK HAS BEEN WRITTEN TO HELP YOU WHILE YOU ARE HERE IN ORDER TO ASSIST YOU IN MAKING THE TRANSITION FROM HOME OR FROM ANOTHER FACILITY.

SOCIETY HAS DECREED THAT YOU BE IN OUR CUSTODY. THE LAW HOLDS US RESPONSIBLE FOR KEEPING YOU HERE. HOWEVER, YOU WILL BE HELD RESPONSIBLE FOR YOUR BEHAVIOR. UPON ENTERING THE FACILITY YOU WILL BE ISSUED AN I.D. BRACELET. IF YOU ATTEMPT TO ALTER OR DESTROY YOUR OR ANY OTHER INMATE'S BRACELET YOU WILL BE CHARGED WITH A MAJOR RULES VIOLATION. YOU MUST WEAR THIS I.D. AT ALL TIMES.

YOU WILL BE TREATED WITH RESPECT AND FAIRNESS. IN RETURN YOU ARE EXPECTED TO OBEY THE RULES, REGULATIONS AND GUIDELINES OF THE COLUMBIANA COUNTY JAIL.

IF YOU DO NOT CLEARLY UNDERSTAND THE FOLLOWING RULES, IT IS YOUR RESPONSIBILITY TO ASK A STAFF MEMBER FOR ASSISTANCE SO THAT YOU KNOW WHAT IS EXPECTED OF YOU WITHOUT QUESTION.

THESE RULES ARE INTENDED TO ENSURE SAFE AND SECURE CUSTODY, ACCEPTABLE LIVING CONDITIONS AND FAIR TREATMENT FOR YOU AND ALL INMATES.

B. MANAGEMENT

THIS JAIL IS MANAGED AND CONTROLLED BY PERSONNEL FROM COMMUNITY EDUCATION CENTERS, UNDER CONTRACT TO THE COMMISSIONERS OF COLUMBIANA COUNTY. NO INMATE HAS THE RIGHT TO ASSIGN WORK TO OTHER INMATES OR TO ASSUME CONTROL AND SUPERVISION OVER THEM. UNDER NO CIRCUMSTANCES WILL INMATES ADMINISTER ANY DISCIPLINE. DISCIPLINE WILL ONLY BE ADMINISTERED BY THE STAFF OF THE FACILITY. INMATE COURTS AND ALL OTHER ILLEGAL INMATE ORGANIZATIONS ARE FORBIDDEN.

CORPORAL PUNISHMENT IS FORBIDDEN IN THE COLUMBIANA COUNTY JAIL. ONLY SUCH FORCE AS IS NECESSARY WILL BE USED BY A CORRECTIONS OFFICER OR OFFICERS WHEN MOVING AN INMATE FROM ONE PLACE TO ANOTHER OR FOR AN OFFICER OR OFFICERS TO DEFEND HIM / HERSELF OR ANOTHER INMATE OR VISITOR. YOUR COOPERATION IN ALL MATTERS OF CONDUCT WILL ENSURE THAT FORCE WILL NOT BE NEEDED.

C. PERSONAL CLEANLINESS

YOU WILL BE REQUIRED TO BATHE DAILY. FAILURE TO MAINTAIN AT LEAST MINIMUM PERSONAL CLEANLINESS IS A MINOR VIOLATION AND WILL RESULT IN DISCIPLINARY ACTION.

HAIRCUTS ARE OFFERED ONCE A MONTH; YOU MUST SUBMITE AN INMATE REQUEST (KITE) REQUESTING A HAIRCUT TO BE PLACED ON THE LIST. THE COST IS \$10.00 WHICH WILL BE DEDUCTED FROM YOUR COMMISSARY ACCOUNT; INMATES REQUIRING INDIGENCY HAIRCUTS MAY RECEIVE ONE EVERY 2 MONTHS.

RULES TO FOLLOW DURING HAIRCUT DAY:

- 1. ALL INMATES ARE ESCORTED TO THE BARERSHOP AREA.**
- 2. NO TALKING WHILE WAITING YOUR TURN AND REMAIN IN YOUR SEAT UNTIL CALLED.**
- 3. FOLLOW ALL INSTRUCTIONS FROM THE OFFICER**

D. PERSONAL PROPERTY

YOU ARE NOT PERMITTED TO KEEP CASH OR VALUABLE PERSONAL ARTICLES IN YOUR POSSESSION. YOU WILL RECEIVE A RECEIPT FOR MONEY AT BOOKING, WHICH WILL BE PLACED IN YOUR COMMISSARY FUND. YOUR OTHER PERSONAL PROPERTY WILL BE RECEIPTED FOR AND KEPT IN A SECURE AREA. **YOU ARE NOT PERMITTED TO SELL OR TRANSFER YOUR CLOTHING OR PROPERTY TO OTHER INMATES.** ANY EXCESS PROPERTY WILL BE SENT HOME AT THE INMATES' EXPENSE OR ARRANGEMENTS CAN BE MADE TO HAVE IT PICKED UP.

IF YOU ARE SENTENCED TO A STATE INSTITUTION THE ONLY ITEMS PERMITTED TO BE TAKEN WITH YOU ARE LEGAL DOCUMENTS, WEDDING RINGS, MEDICATIONS / MEDICAL INFORMATION AND RELIGIOUS ITEMS RECEIVED DURING BOOKING AT THE TIME OF COMMITMENT. ANY EXCESS PROPERTY WILL BE SENT HOME AT THE EXPENSE OF THE INMATE OR ARRANGEMENTS MAY BE MADE TO HAVE IT PICKED UP BY A PERSON DESIGNATED BY YOU. PROPERTY NOT SENT HOME OR PICKED UP WILL BE CONSIDERED ABANDONED AND DISPOSED OF.

PACKAGES AND PERSONAL PROPERTY ARE **NOT ACCEPTED** AT THE JAIL. THE ONLY ITEMS ALLOWED DROPPED OFF IS PRESCRIBED MEDICATIONS (SEE SECTION P). AN INDIVIDUAL WHO IS REPORTING AS A COMMITMENT, MAY BRING ALLOWABLE PROPERTY ITEMS ONLY WHEN THEY REPORT. THOSE ITEMS ARE IDENTIFIED IN SECTION F BY AN ASTRICK.

E. JAIL PROPERTY

HANDBOOKS, CUPS, LAUNDRY BAG, STORAGE CONTAINER, BEDDING, MATTRESS, UNIFORMS, TOWELS, AND WASHCLOTHS THAT ARE ASSIGNED TO YOU BELONG TO THE COLUMBIANA COUNTY JAIL. YOU MUST RETURN THEM IN GOOD CONDITION. YOU CAN AND WILL BE PROSECUTED FOR DESTRUCTION OF JAIL PROPERTY. THESE ITEMS WILL BE INSPECTED AND EXCHANGED ON LAUNDRY DAYS POSTED ON THE PROGRAM SCHEDULE IN YOUR POST. DAMAGE TO ISSUED ITEMS MAY RESULT IN CHARGING FOR THE ITEM FROM YOUR COMMISSARY ACCOUNT.

F. CARE OF LIVING QUARTERS

YOU ARE REQUIRED TO KEEP THE QUARTERS IN WHICH YOU LIVE CLEAN AND ORDERLY. **YOU ARE NOT PERMITTED TO COVER LIGHT FIXTURES, WALLS, VENTS OR DOOR FRONTS WITH PICTURES, PAPER, BLANKETS, TOWELS, ETC.** THIS IS A VIOLATION OF JAIL RULES AND WILL RESULT IN DISCIPLINARY ACTION. ALL PERSONAL ITEMS ARE TO BE KEPT ON THE SHELF, IN THE STORAGE CONTAINER UNDER YOUR BED OR HANGING ON THE HOOKS PROVIDED. NOTHING IS TO BE PLACED ON YOUR BED. BEDS ARE TO BE MADE NO LATER THAN 9:00 AM, IF YOU WISH TO GO BACK TO YOUR CELL AND LIE DOWN YOU MUST LIE ON TOP OF THE MADE BED USING ONE OF THE BLANKETS TO COVER UP. **ONLY THE INMATE ASSIGNED TO A CELL IS PERMITTED IN THAT CELL. IF YOU ARE NOT ASSIGNED TO A CELL THAT IS ON THE TOP TIER YOU ARE NOT PERMITTED ON THE TOP TIER; ANY VIOLATION OF THIS WILL RESULT IN DISCIPLINARY ACTIONS.**

THE FOLLOWING IS A LIST OF PERMITTED ITEMS YOU CAN HAVE IN YOUR CELL. ANYTHING NOT ON THE LIST OR FOUND IN EXCESS WILL BE CONSIDERED CONTRABAND AND TAKEN FROM YOUR ASSIGNED AREA:

- | | |
|---|--|
| 2 SHEETS (1 FLAT & 1 FITTED OR 2 FLAT) | 1 BLANKET |
| 1 LAUNDRY BAG | 1 TOWEL |
| 1 WASHCLOTH | 1 BIBLE OR KORAN * |
| 4 UNDERSHIRTS (WHITE – NO MARKINGS) * | 1 PAIR ISSUED JAIL SHOES OR TENNIS SHOES * |
| 4 PAIR UNDERWEAR (WHITE – NO THONGS) * | 1 PAIR SHOWER SHOES * |
| 3 BRAS (WHITE NO UNDER WIRE) * | 6 PERSONAL LETTERS OR CARDS |
| 1 HANKERCHIEF (WHITE) | 4 SOFT BACK BOOKS |
| 1 INMATE UNIFORM (TOP & BOTTOM) | 1 RADIO WITH HEADPHONES (COMMISSARY ITEM ONLY) |
| 2 SETS THERMAL UNDERWEAR (WHITE) | 4 BATTERIES (FOR RADIO ONLY) |
| 4 PAIR SOCKS (WHITE) * | 1 SKETCH PAD (COMMISSARY ITEM ONLY) |
| ITEMS ON COMMISSARY LIST | 2 PENS |
| 1 DECK PLAYING CARDS | 2 PENCILS |
| 2 BOWLS WITH LID (COMMISSARY ITEM ONLY) | 1 SET COLORED PENCILS (COMMISSARY ITEM ONLY) |
| 2 PAIR SHORTS (COMMISSARY ITEM ONLY) | 1 CUP (ISSUED BLUE OR COMMISSARY TAN) |

HYGIENE ITEMS AS LISTED:

- | | |
|--|-------------------|
| 1 DEODORANT (CLEAR SEE THROUGH) * | 1 TOOTH PASTE |
| 1 SHAMPOO (CLEAR SEE THROUGH) * | 1 TOOTH BRUSH * |
| 1 BODY SOAP BAR / WASH (CLEAR SEE THROUGH) | 1 HAIR BRUSH/COMB |
- ITEMS APPROVED BY MEDICAL (MUST MAINTAIN KITE FROM MEDICAL)

YOUR HOUSING AREA WILL BE INSPECTED DAILY TO ENSURE COMPLIANCE WITH THE ABOVE REGULATION. ANY WRITING ON THE WALLS OR PAINT BEING REMOVED MAY RESULT IN CRIMINAL AND / OR DISCIPLINARY CHARGES FILED.

G. FOOD SERVICE

YOU WILL BE SERVED THREE (3) MEALS A DAY AT REGULARLY SCHEDULED INTERVALS, NORMALLY AT: 6:00 AM - BREAKFAST; 12:00 NOON -LUNCH; 5:00 PM -SUPPER.

YOU MAY ACCEPT OR DECLINE ANY FOOD GIVEN TO YOU. HOWEVER, IF YOU DECIDE TO TAKE SOMEONE ELSE'S MEAL, YOU WILL BE SUBJECT TO THE PENALTIES OF A MAJOR VIOLATION. FURTHER, THE EXACT NUMBER OF TRAYS, CUPS, BOWLS AND UTENSILS MUST BE RETURNED TO THE OFFICER(S) AFTER EACH MEAL. IF THE COUNT IS SHORT, WE WILL NEED TO "SHAKE DOWN" THE ENTIRE FACILITY UNTIL ALL IS ACCOUNTED FOR.

SPECIAL DIETS WILL BE CONSIDERED FOR RELIGIOUS AND MEDICAL REASONS. HOWEVER, THE REASONS MUST BE VERIFIED. IF YOU FEEL YOU SHOULD BE ON A SPECIAL DIET, YOU MUST REQUEST IN WRITING TO THE WARDEN ON A STANDARD GRIEVANCE / REQUEST FORM AVAILABLE FROM ANY CORRECTIONS OFFICER.

H. EMERGENCY MESSAGES (330) 424-4065 ASK FOR SUPERVISOR

UPON RECEIPT OF AN EMERGENCY MESSAGE, OUR STAFF WILL ATTEMPT TO CONFIRM THE INFORMATION. IF THE INFORMATION CANNOT BE CONFIRMED, WE WILL TELL YOU AND ASSIST YOU IN ATTEMPTING TO FIND OUT WHAT HAS ACTUALLY HAPPENED.

IT IS IMPORTANT FOR YOU TO REALIZE, HOWEVER, THAT NO PERSON IN THE COLUMBIANA COUNTY JAIL HAS THE AUTHORITY TO RELEASE YOU, EVEN TEMPORARILY, TO GO TO A FUNERAL OR THE HOSPITAL. IF YOU HAVE THIS PARTICULAR NEED, YOU SHOULD CONTACT YOUR ATTORNEY; WHO IN TURN CONTACTS THE JUDGE FOR SPECIAL CONSIDERATIONS.

I. OUTGOING MAIL

YOU MAY SEND AS MANY LETTERS OUT TO ANYONE YOU WISH AS LONG AS YOU HAVE THE PROPER POSTAGE ON EACH LETTER. THIS PRACTICE WILL ONLY BE RESTRICTED WHEN CLEARLY NECESSARY FOR THE ORDER AND SECURITY OF THE JAIL. OUTGOING MAIL IS TO BE IN AN EMBOSSED (STAMP) ENVELOPE, **STAMPS ARE NOT PERMITTED**. ANY **LETTERS TO BE MAILED SHALL BE PLACED IN THE MAIL BOX WHICH WILL BE ON THE HOUSING UNITS AT 9:00 AM AND 8:00 PM. DAILY**. LETTERS WITH UNUSUAL THICKNESS OR ITEMS CLEARLY OTHER THAN PAPER SHOULD BE LEFT **UNSEALED**. THESE WILL BE CONSIDERED TO CONTAIN CONTRABAND AND MUST BE INSPECTED OR WILL BE OPENED IN YOUR PRESENCE BY AN OFFICER. **ALL OUTGOING MAIL MUST HAVE A RETURN ADDRESS AS LISTED BELOW AND BE ADDRESSED ON THE FRONT OF THE ENVELOPE OR IT WILL BE RETURNED TO SENDER**. NO CHANGE OF ADDRESS FORMS WILL BE ISSUED TO THE JAIL'S ADDRESS. TO MAIL A GREETING CARD YOU MUST HAVE YOUR NAME AND RETURN ADDRESS ON THE ENVELOPE AND PLACE IT IN THE MAIL BOX WHEN IT IS ON THE HOUSING UNIT. THE POSTAGE FOR THE CARD WILL BE DEDUCTED FROM YOUR COMMISSARY ACCOUNT. MAIL IS DELIVERED TO YOU MONDAY THROUGH FRIDAY EXCEPT ON HOLIDAYS.

J. INCOMING MAIL

LETTERS ADDRESSED TO YOU WHILE YOU ARE IN JAIL WILL BE OPENED AND INSPECTED FOR CONTRABAND. ANY CONTRABAND FOUND WILL BE CONFISCATED AND INVESTIGATED. YOU MAY RECEIVE 1 ENVELOPE PER LETTER; ALL LEGAL MAIL WILL BE OPENED IN YOUR PRESENCE.

THE ADDRESS TO RECEIVE MAIL
AND ALSO YOUR RETURN ADDRESS IS:

YOUR NAME AND BOOKING #
P.O.BOX 540
LISBON, OHIO 44432

INCOMING MAIL IS TO BE FREE OF STICKERS, TAPE, CLASPS, ETC. FOR SECURITY REASONS. INCOMING MAIL WITH THESE ITEMS ATTACHED WILL BE PLACED INTO THE INMATES PROPERTY FOR YOU TO RECEIVE UPON YOUR RELEASE.

NO MAGAZINES OR OTHER PUBLICATION ARE PERMITTED TO BE RECEIVED. THESE ITEMS WILL BE PLACED IN THE INMATES PROPERTY FOR YOU TO RECEIVE UPON YOUR RELEASE.

AT NO TIME WILL MAIL BE WITHHELD AS PUNISHMENT OR UNDULY DELAYED. HOWEVER, SUSPICION OF MISUSE OF MAIL SERVICES WILL RESULT IN AN INVESTIGATION AND FILING OF CHARGES.

NEWSPAPERS MAY BE RECEIVED THROUGH THE MAIL FROM THE EDITOR ONLY.

ALL MAIL WILL BE DELIVERED MONDAY – FRIDAY, EXCLUDING HOLIDAYS.

K. TELEPHONE PRIVILEGES

TELEPHONES ARE AVAILABLE IN CERTAIN LOCATIONS OF THE JAIL. THEY WILL BE USED FOR OUTGOING COLLECT CALLS ONLY. YOU WILL HAVE ACCESS TO THE PHONES ANYTIME YOU'RE IN YOUR ASSIGNED DAY AREA AFTER 0900 HRS PROVIDING THAT ALL CLEANING HAS BEEN COMPLETED TO SATISFACTION. ANY MISUSE OR ABUSE OF TELEPHONE SERVICES IS CONSIDERED A VIOLATION AND WILL RESULT IN DISCIPLINARY ACTION. YOUR USE OF THE TELEPHONE WILL BE RESTRICTED DURING EMERGENCIES OR AS A RESULT OF DISCIPLINARY ACTIONS.

FAMILY MEMBERS MAY CALL (800) 844-6591 FOR MORE INFORMATION OR VISIT www.correctionalbillingseervices.com TO SET UP TELEPHONE ACCOUNTS, ADD OR REMOVE BLOCKS.

L. HYGIENE ITEMS

A HYGIENE KIT IS ISSUED TO YOU WHEN YOU ARE PROCESSED INTO THE FACILITY. YOU WILL BE ISSUED ADDITIONAL ITEMS IF YOU REQUEST THEM BY MARKING THAT YOU ARE INDIGENT ON A COMMISSARY SLIP AND IT IS DETERMINED THAT YOU HAVE NO FUNDS. IF YOU HAVE MONEY, YOU MUST PURCHASE THESE ITEMS FROM THE COMMISSARY. YOU HAVE ACCESS TO A SHOWER ON A DAILY BASIS. THE RESPONSIBILITY TO SHOWER IS YOURS; HOWEVER, YOU ARE REQUIRED TO SHOWER ONCE DAILY. ARRANGEMENTS WILL BE MADE FOR HAIRCUTS AT YOUR EXPENSE. THESE REQUESTS MUST BE MADE ON A REQUEST FORM AND ADDRESSED TO THE ADMINISTRATIVE OFFICE. THE COST OF THIS SERVICE WILL BE \$10.00 PER HAIRCUT. YOU MUST HAVE ENOUGH MONEY IN YOUR COMMISSARY ACCOUNT (\$10.00) AT THE TIME YOU REQUEST A HAIRCUT TO BE SCHEDULED FOR AN APPOINTMENT. HAIRCUT APPOINTMENTS WILL BE SCHEDULED EACH MONTH IF THERE ARE ENOUGH REQUESTS. IF YOU ARE INDIGENT, (HERE 30 DAYS WITHOUT MONEY) HAIRCUTS WILL BE PROVIDED AT NO EXPENSE TO YOU (ONE HAIRCUT EVERY OTHER MONTH).

M. LAUNDRY

THE HOUSING OFFICER WILL EXCHANGE TOWELS, WASHCLOTHS, SHEETS AND UNIFORMS TWO TIMES A WEEK. MATTRESSES WILL BE SANITIZED DURING LINEN EXCHANGE. BLANKETS WILL BE EXCHANGED ON AN AS NEEDED BASIS NO LESS THAN ONCE A MONTH. THESE TIMES ARE POSTED ON THE PROGRAM SCHEDULE WITHIN YOUR POD. WHEN THE EXCHANGE TAKES PLACE, ALL TOWELS AND WASHCLOTHS WILL BE EXCHANGED ON A ONE-FOR-ONE BASIS AND INSPECTED FOR ANY DAMAGE BY THE OFFICER CONDUCTING THE EXCHANGE. IF ARTICLES ARE DAMAGED THE INMATE SHALL BE CHARGED WITH A MINOR OR SERIOUS OFFENSE, DEPENDING ON THE AMOUNT OF DAMAGE DONE TO THE ITEMS, YOU ALSO MAY BE CHARGED FOR THE ITEMS FROM YOUR COMMISSARY ACCOUNT.

N. COMMISSARY ITEMS

THERE WILL BE NO CREDIT EXTENDED TO ANYONE. YOU MUST HAVE SUFFICIENT MONEY IN YOUR ACCOUNT TO PURCHASE COMMISSARY ITEMS. IF YOU RECEIVE MONEY TO PURCHASE COMMISSARY ITEMS, IT MUST BE A MONEY ORDER SENT THROUGH THE MAIL. THE MONEY ORDER IS TO BE MADE OUT TO YOUR NAME". THERE WILL BE NO TRANSFERRING OF COMMISSARY FUNDS BETWEEN INMATES. NO COMMISSARY ITEMS WILL BE PURCHASED UNLESS IT IS A SCHEDULED COMMISSARY DAY. ORDER FORMS MUST BE TURNED IN BY 1800 HOURS (6:00 pm) ON SUNDAY TO RECEIVE THE PURCHASED ITEMS ON THE FOLLOWING TUESDAY. COMMISSARY PRODUCTS COME FROM A VENDOR, THERE ARE NO PRODUCTS STORED AT THE FACILITY. IF YOU ARE RELEASED AFTER TURNING IN AN ORDER YOUR ORDER WILL BE CANCELLED AND A CHECK SENT TO YOUR ADDRESS. ONCE YOU HAVE SIGNED FOR IT, THERE WILL BE NO CORRECTIONS OR ADDITIONS. THERE IS A \$70.00 LIMIT FOR EACH COMMISSARY ORDER. RADIOS AND HEADPHONES ARE NOT INCLUDED AS PART OF THE \$70.00 LIMIT. YOU MUST HAVE ENOUGH MONEY ON THE BOOKS ON MONDAY AT 0800 HOURS FOR YOUR ORDER TO BE PROCESSED. ANY ORDER TOTALLING MORE THAN YOUR ACCOUNT BALANCE WILL BE ADJUSTED. COMPLAINTS OR PROBLEMS WITH COMMISSARY ORDERS WILL ONLY BE ADDRESSED UNTIL 3:00 PM FOLLOWING THE MORNING DELIVERY. EATING IS ONLY PERMITTED DURING FREE TIME (DAYROOM OR HOUSING UNIT). **NO FOOD OR DRINK WILL BE TAKEN TO PROGRAMS.**

O. INDIGENCY

IF YOU HAVE UNDER \$1.50 IN YOUR COMMISSARY ACCOUNT, THE JAIL ADMINISTRATION CONSIDERS YOU TO BE "INDIGENT" AND WILL PROVIDE YOU WITH THE NECESSARY HYGIENE ITEMS (I.E. SHAMPOO, SOAP, DEODORANT, TOOTHPASTE, TOOTHBRUSH AND AS NEEDED. INDIGENT KITS CONTAIN:

TWO STAMPED ENVELOPES
FOUR SHEETS OF PAPER
PENCIL
1 TOOTHPASTE

TWO SHAMPOO PACKETS
ONE SOAP
3 DEODORANT PACKETS

IN ORDER TO RECEIVE AN INDIGENT KIT, YOU MUST REQUEST IT BY MARKING THAT YOU ARE INDIGENT ON A COMMISSARY SLIP. INDIGENT KITS ARE HANDED OUT ONCE A WEEK ON WEDNESDAY.

IF YOU DO RECEIVE ANY MONEY, YOU WILL NO LONGER BE CONSIDERED INDIGENT AND WILL BE ABLE TO PURCHASE COMMISSARY.

INMATE UNDERCLOTHING WILL ONLY BE DISTRIBUTED TO THOSE IN DIRE NEED. IT IS NOT AN AUTOMATIC PRIVILEGE.

P. MEDICAL SERVICES

ALL JAIL INMATES ARE ENTITLED TO LIMITED HEALTH CARE WHILE AT THE JAIL. A PHYSICIAN AND NURSE ARE AVAILABLE FOR MEDICAL TREATMENT. A DENTIST IS AVAILABLE ON AN EMERGENCY BASIS. REQUESTS FOR MEDICAL CARE MAY BE TURNED IN ON A DAILY BASIS USING THE INMATE REQUEST FORM WHICH IS PICKED UP AT 8:00 AM AND 8:00 PM DAILY. DO NOT APPROACH MEDICAL STAFF DURING A MED PASS FOR MEDICAL TREATMENT. A DOCTOR VISITS THE FACILITY ONCE A WEEK. MEDICATION WILL BE ISSUED AT THE DOCTOR'S PRESCRIBED TIMES. IF YOU ARE IN NEED OF PRESCRIBED MEDICATION IT WILL BE DISPENSED TO YOU AT A SCHEDULED MEDICATION PASS TIME. IF YOU SIGN UP REQUESTING OVER THE COUNTER MEDICATION YOU MUST BE INDIGENT AND YOU MUST TAKE A GLASS OF WATER WITH YOU TO RECEIVE YOUR MEDICINE.

IF YOU RECEIVE PRESCRIBED MEDICATION IT IS YOUR RESPONSIBILITY TO INFORM THE MEDICAL STAFF THE NAME AND PHONE NUMBER OF YOUR DR. AND TYPE OF MEDICATION PRESCRIBED. YOU MAY HAVE YOUR MEDICATIONS DROPPED OFF IN THE MAIN LOBBY AT ANY TIME HOWEVER THEY MUST BE IN THE ORIGINAL BOTTLE, MEDICAL STAFF SCREENS ALL MEDICATIONS PRIOR TO BEING ISSUED TO YOU.

Q. SCHEDULE

YOU ARE REQUIRED TO GO TO ALL MEALS. THERE WILL BE A SCHEDULE POSTED IN EACH HOUSING AREA DETAILING TIMES OF PROGRAMS, CLEANING TIMES AND WORK DETAILS FOR EACH HOUSING AREA. DURING EVENING FREE TIME YOU WILL BE PERMITTED TO TAKE SHOWERS, USE THE PHONES, WATCH TELEVISION, OR GO TO BED.

AT 10:45 PM YOU WILL BE REQUIRED TO BE IN YOUR CELL FOR THE NIGHT. YOU WILL BE REQUIRED TO DO WHAT THE OFFICER(S) TELLS YOU TO IN COMPLETING THE EVENING "LOCKDOWN" PROCESS REQUESTS. IF YOU FAIL TO DO SO, IT WILL BE CONSIDERED A MAJOR VIOLATION AND WILL RESULT IN DISCIPLINARY ACTION BEING TAKEN AGAINST YOU.

R. VISITATION

WE ENCOURAGE YOU TO MAINTAIN CONTACT WITH YOUR FRIENDS AND RELATIVES WHILE YOU ARE IN JAIL. NO PERSON UNDER THE AGE OF 18 MAY VISIT UNLESS A PARENT OR LEGAL GUARDIAN ACCOMPANIES THEM. PHOTO I.D.'S OR BIRTH CERTIFICATES ARE REQUIRED FOR ALL VISITORS.

IN ORDER FOR YOU TO SCHEDULE A VISIT YOU MUST REQUEST A TIME ON THE SIGN UP SHEET AT THE CONTROL DESK IN YOUR POST. THESE SIGN UP SHEETS WILL BE COLLECTED TWENTY-FOUR (24) HOURS PRIOR TO THE VISIT. ONCE THEY ARE COLLECTED NO NAMES WILL BE ADDED ON TO THE LIST FOR VISITS. YOU MUST CALL OR WRITE YOUR VISITORS TO INFORM THEM OF THE TIME SCHEDULED.

YOU WILL BE ALLOWED TO VISIT ONE HALF-HOUR PER WEEK WITH FRIENDS OR FAMILY, LIMITED TO THREE (3) ADULTS. VISITATION TIMES ARE POSTED ON THE PROGRAM SCHEDULE IN YOUR POD. IF YOUR VISITORS DISRUPT OTHER VISITORS, YOUR VISIT MAY BE TERMINATED. DURING YOUR VISIT, YOU ARE NOT PERMITTED TO PASS ANY ITEMS TO YOUR VISITOR(S). ALSO, NO ITEMS WILL BE ACCEPTED AND WILL BE RETURNED TO THE VISITOR.

VISITATION SCHEDULE

POST 30:	SUNDAY	9:30 am – 10:00 am
	SUNDAY	10:00 am – 10:30 am
	SUNDAY	10:30 am - 11:00 am
	SUNDAY	11:00 am – 11:30 am
Post 40:	SATURDAY	9:00 am – 9:30 pm (Pod 42)
	SATURDAY	9:30 am – 10:00 am (Pod 41/44)
	SUNDAY	1:30 pm – 2:00pm (Pod 43)
	SUNDAY	2:00 pm – 2:30 pm (Pod 43)
Post 50:	SUNDAY	12:30 pm – 1:00 pm
	SUNDAY	1:00 pm – 1:30 pm
MSJ	SATURDAY	12:30 pm – 1:00 pm
	SATURDAY	1:00 pm – 1:30 pm

OFFICIALS, ATTORNEYS, AND CLERGY WILL BE PERMITTED TO VISIT AT REASONABLE TIMES. THEY MUST PRESENT PROPER PICTURE I.D. OR THEIR VISIT WILL BE DENIED.

S. SPECIAL VISITS

SPECIAL VISITS CAN BE ARRANGED ONLY THROUGH THE ASSISTANT WARDEN AND / OR WARDEN. THESE VISITS WILL BE GRANTED ONLY IN CERTAIN SPECIAL CIRCUMSTANCES. SUCH REQUESTS FOR A SPECIAL VISIT MUST BE MADE IN WRITING TO THE WARDEN OR ASSISTANT WARDEN ON A REQUEST FORM. THESE FORMS MAY BE OBTAINED FROM ANY CORRECTIONS OFFICER.

T. BEHAVIOR

YOU HAVE THE RIGHT TO KNOW WHAT KIND OF BEHAVIOR IS EXPECTED FROM YOU WHILE YOU ARE HERE AND WHAT KIND OF BEHAVIOR IS NOT PERMITTED. FURTHER, YOU HAVE THE RIGHT TO KNOW WHAT THE PENALTIES ARE FOR BREAKING THE RULES.

YOU SHALL BE SUBJECT TO DISCIPLINARY ACTIONS FOR THOSE VIOLATIONS DESCRIBED IN THIS HANDBOOK AS WELL AS THOSE ACTIONS THAT ARE AGAINST LOCAL, STATE OR FEDERAL LAW. IF, BY BREAKING A RULE YOU HAVE ALSO COMMITTED A CRIME, THEN CRIMINAL CHARGES MAY ALSO BE FILED AGAINST YOU IN COURT. HOWEVER, WHETHER OR NOT CRIMINAL CHARGES ARE FILED, IF YOU BREAK A RULE YOU SHALL BE SUBJECT TO DISCIPLINARY ACTION, **ALL DISCIPLINARY RECORDS WILL BE FORWARD TO THE COURTS FOR PRE-SENTENCING INVESTIGATIONS.**

RULE VIOLATIONS (ACTIONS WHICH ARE AGAINST THE RULES) ARE GROUPED AS MINOR, MAJOR AND SERIOUS.

MINOR VIOLATIONS INCLUDE ACTS WHICH DO NOT IMMEDIATELY THREATEN THE JAIL OR PEOPLE INSIDE (INCLUDING STAFF, VISITORS, OR OTHER PRISONERS). THESE ACTS INCLUDE BUT ARE NOT LIMITED TO:

1. Being in an unauthorized area.
2. Failing to follow safety or sanitation regulations.
3. Gambling.
4. Failure to wear required I.D.
5. Nuisance contraband excessive items
6. Making a lot of loud, unnecessary noise, such as arguing, shouting, whistling, rattling, or pounding/kicking on doors or windows.
7. "Horseplaying", teasing, or verbally harassing another inmate.

8. Being out of uniform
9. Abusing commissary, visiting, television, telephone, and / or recreation privileges.
10. Writing or hanging any objects on walls or covering security lights, windows or vents.
11. Violating any other posted rules or regulations
12. Abuse of the intercom system
13. Wearing any type of headgear or any other homemade head wraps outside of the cell.
14. Running, sitting or loitering on the balcony or stairway.
15. Possession of more than 4 books in the cell (Not including the Bible or Koran).
16. Unauthorized contact with the public.
17. Being unsanitary or untidy; failure to keep personal cleanliness or living quarters in accordance with posted standards.

MAJOR VIOLATIONS INCLUDE A SECOND MINOR OFFENSE WHERE DISCIPLINARY ACTION DOESN'T WORK, AS WELL AS THOSE ACTIONS WHICH CAN NOT BE CONSIDERED MINOR, BUT STILL DO NOT PRESENT A THREAT TO THE JAIL, ITS STAFF, VISITORS AND OTHER PRISONERS. SUCH ACTIONS SHALL INCLUDE BUT ARE NOT LIMITED TO:

1. Prior minor offense conviction (s).
2. Encouraging other inmates not to work.
3. Providing false statements or lying to a staff member.
4. Minor damage to jail property (less than \$50.00).
5. Abusing food service, taking someone else's food.
6. Threatening/Fighting
7. Failure to properly take medication administered by staff, taking another person's medication.
8. Malicious destruction, alteration, theft or misuse of property.
9. Refusing to do what any officer instructs you to do.
10. Attempting to control the behavior of another inmate through threat or force, Assigning work to other inmates.
11. Disrupting religious, medical, food, or other service programs at the jail.
12. Stopping up toilets, sinks, or showers.
13. Interfering with the taking of count.
14. Violating a condition of furlough, pass or any other conditional or temporary release, including work release.
15. Making sexual proposals or threats to staff or inmates, indecent exposure.
16. Disrespect to an employee or visitor.
17. Theft and/or possession of property that is identified as another person's property.
18. Conveyance of contraband into the facility.
19. Intimidating or attempting to intimidate staff members.
20. Smoking and / or possession of any tobacco products (matches, lighters or smokeless tobacco).
21. Possession of tattooing equipment or self mutilation.
22. Encouraging other inmates to not follow the rules.
23. Failure to report to assigned cell / bunk during a disturbance or emergency in the pod.
24. Possession of contraband (any item not on the allowable list approved by the Warden), abusing privileges in the cell (commissary, mail, razors, newspapers, etc).
25. Possession of money or currency of any form.
26. Failure to submit to urinalysis test.

SERIOUS VIOLATIONS ARE ACTS WHICH ARE AGAINST LOCAL, STATE OR FEDERAL LAW AND/OR A PRESENT AND IMMEDIATE THREAT TO THE SECURITY OF THE JAIL OR THE PEOPLE WITHIN. THESE ACTS INCLUDE, BUT ARE NOT LIMITED TO:

1. A second major violation.
2. Assault on another inmate, visitor, or staff member.
3. Bribery or attempted bribery of any staff member.
4. Escape, attempted escape, or complicity (helping or having knowledge of an escape or escape attempt).
5. Possession / making of alcoholic beverages (either bottles, homemade and/or drugs).
6. Theft of County or CEC property.

7. Damage to jail property over \$50.00
8. Destruction of, tampering with, or jamming of locks, other security devices or door mechanisms.
9. Interference with the security operations of the jail.
10. Starting a fire.
11. Possession of a weapon or a chemical agent, or any other object, which has been modified for use as a weapon.
12. Creating or inciting a riot or disturbance.
13. Possession of a cell phone.
14. Violation of any criminal statute.
15. Positive results on urinalysis test.

THE ABOVE IS A LIST OF THOSE ACTIONS WHICH MAY GET YOU INTO TROUBLE WITHIN THE JAIL. IF YOU HAVE ANY QUESTIONS ABOUT WHETHER OR NOT CERTAIN BEHAVIORS CAN GET YOU INTO TROUBLE, MAYBE YOU SHOULD ASK FIRST.

THE FOLLOWING PENALTIES CAN BE GIVEN TO YOU FOR VIOLATIONS OF THE RULES:

1. **MINOR OFFENSE:** DENIAL OF PRIVILEGES - UP TO FIFTEEN DAYS (360) HOURS.
2. **MAJOR OFFENSE:** DENIAL OF PRIVILEGES AND/OR ISOLATION UP TO 15 DAYS (360) HOURS.
3. **SERIOUS OFFENSE:** DENIAL OF PRIVILEGES - ISOLATION UP TO THIRTY DAYS (720) HOURS AT THE COLUMBIANA COUNTY JAIL. A SERIOUS OFFENSE WILL ALSO PROBABLY RESULT IN THE FILING OF CHARGES IN CRIMINAL COURT.

THE MAXIMUM PENALTY FOR RULE VIOLATIONS ARISING FROM ONE INCIDENT MUST BE NO MORE THAN SIXTY DAYS.

IF YOUR PRIVILEGES ARE DENIED, THESE ARE THE ONES THAT CAN BE TAKEN AWAY:

1. ENTERTAINMENT (TELEVISION, RADIO, GAMES, ETC.)
2. COMMISSARY PRIVILEGES (EXCEPT PERSONAL HYGIENE ITEMS AND POSTAGE FOR MAIL).
3. VISITS BY FRIENDS.
4. PHONE CALLS TO FRIENDS AND FAMILY.

PRIVILEGES vs. RIGHTS

YOU HAVE CERTAIN "QUALIFIED" RIGHTS THAT MAY BE TREATED AS PRIVILEGES AND SUSPENDED IN CERTAIN CIRCUMSTANCES THESE ARE:

1. VISITING WITH YOUR FAMILY OR FRIENDS.
2. EXERCISE WEEKLY
3. CLOTHING, BED, BEDDING, UNLIMITED ACCESS TO TOILET, LAVATORY AND SHOWER.

THERE ARE RIGHTS THE JAIL CANNOT DENY HOWEVER MAY FOR THE SAFETY OF VISITORS, STAFF OR OTHER INMATES:

1. VISITS BY ATTORNEYS.
2. VISITS BY CLERGY.

3. PHONE CALLS TO ATTORNEYS OR CLERGY (COLLECT INMATE PHONE).
4. ADEQUATE FOOD (NUTRITIONAL DIET).
5. ADEQUATE LIGHT, VENTILATION, TEMPERATURE CONTROL AND SANITATION.
6. MEDICAL CARE.

THUS, AS YOU CAN SEE, THERE ARE CERTAIN BEHAVIORS THAT CANNOT BE ALLOWED IN JAIL. BEHAVIOR HAS RANGES OF PENALTIES DEPENDING UPON HOW SERIOUS THE VIOLATION IS AND HOW OFTEN IT OCCURS. YOU HAVE CERTAIN PRIVILEGES THAT MAY BE STOPPED FOR A CERTAIN LENGTH OF TIME AND SOME THAT MAY NOT BE STOPPED AT ALL. FINALLY, IF YOU ARE ACCUSED OF A MAJOR OR SERIOUS VIOLATION, YOU HAVE THE RIGHT TO A DUE PROCESS (DISCIPLINARY HEARING) BEFORE PENALTIES ARE GIVEN OUT.

IT IS VERY IMPORTANT THAT YOU UNDERSTAND THE VIOLATIONS AND PENALTIES AS WELL AS BEING ENTITLED TO A DUE PROCESS HEARING. IF YOU HAVE QUESTIONS, ASK ANY CORRECTIONAL OFFICER TO CLARIFY THEM. UNDER NO CIRCUMSTANCES WILL INMATES ADMINISTER ANY DISCIPLINE. DISCIPLINE WILL ONLY BE ADMINISTERED BY THE STAFF OF THE FACILITY.

HEARING PROCESS: IF A STAFF MEMBER OR VISITOR ACCUSES AN INMATE OF A MAJOR OR SERIOUS VIOLATION, THE INMATE IS ASSURED OF "DUE PROCESS" BEFORE ANY PENALTIES ARE GIVEN OUT. THE FOLLOWING DESCRIBES THAT PROCESS:

IF THE INMATE DECIDES TO WAIVE THE HEARING, THE HEARING OFFICER WILL GIVE OUT THE APPROPRIATE PENALTY. THE CHIEF OF SECURITY, ASSISTANT WARDEN OR WARDEN MAY ALSO DENY THE HEARING FOR A MAJOR RULE VIOLATION IF IT IS CERTAIN THE PENALTY WILL NOT RESULT IN DISCIPLINARY ISOLATION.

THE HEARING OFFICER SHALL SCHEDULE A HEARING AND NOTIFY THE INMATE OF THE DATE, AND TIME OF THE HEARING. THIS HEARING SHALL BE SCHEDULED WITH-IN FORTY-EIGHT (48) HOURS (EXCLUDING WEEKENDS AND HOLIDAYS) AFTER RECEIVING WRITTEN NOTIFICATION OF CHARGES IF THE INMATE IS IN ISOLATION AND WITHIN SEVENTY-TWO (72) HOURS (EXCLUDING WEEKENDS AND HOLIDAYS) IF NOT IN ISOLATION. THE INMATE MAY WAIVE THE TIME PERIOD BUT SUCH WAIVER MUST BE IN WRITING TO THE HEARING OFFICER. A WAIVER FORM MAY BE REQUESTED FROM ANY CORRECTIONS OFFICER. A CONTINUANCE OVER THE ABOVE TIME LIMITS MAY BE GRANTED BY THE HEARING OFFICE FOR GOOD CAUSE.

IF THE INMATE NEEDS ASSISTANCE IN PREPARING THE CASE, THE INMATE MUST MAKE THIS REQUEST TO THE SUPERVISOR SERVING THE CHARGES IMMEDIATELY AFTER RECEIVING WRITTEN NOTIFICATION OF CHARGES. THE HEARING OFFICER SHALL ASSIGN A STAFF MEMBER OR ANOTHER INMATE TO ASSIST THE INMATE IF:

THE ISSUE IS COMPLEX.

THERE IS A LANGUAGE BARRIER.

THE INMATE IS FUNCTIONALLY ILLITERATE OR IS OTHERWISE UNABLE TO EFFECTIVELY COMMUNICATE DUE TO A MENTAL OR PHYSICAL DISABILITY.

AT THE CONCLUSION, THE HEARING OFFICER SHALL DETERMINE WHETHER THERE IS PROBABLE CAUSE ON EACH CHARGE AND ANNOUNCE THE DECISION. HE WILL THEN IMPOSE APPROPRIATE PENALTIES AND PROVIDE THE INMATE WITH A WRITTEN STATEMENT OF THE REASONS FOR THE ACTION AS WELL AS THE SPECIFIC PENALTY. IF THE DECISION FAVORS THE INMATE, RECORDS ARE MAINTAINED BUT SHALL NOT BE USED AGAINST THE INMATE IN ANY FUTURE DISCIPLINARY HEARINGS. THE INMATE WILL ALSO BE INFORMED THAT THEY MAY APPEAL THE DECISION TO THE CHIEF OF SECURITY OR ASSISTANT WARDEN BY SUBMITTING A WRITTEN STATEMENT REQUESTING A REVIEW OF THE FINDINGS. THIS APPEAL MAY OR MAY NOT RESULT IN CHANGES. ALL DISCIPLINARY HEARINGS ARE REVIEWED BY THE CHIEF OF SECURITY OR ASSISTANT WARDEN.

****NO INMATE SHALL BE DENIED MEDICAL ATTENTION FOR DISCIPLINARY REASONS OR ON THE BASIS OF CLASSIFICATION STATUS.**

U. PROGRAMS

WHILE YOU ARE HERE YOU WILL HAVE THE OPPORTUNITY TO TAKE PART IN PROGRAMS AND ACTIVITIES SUCH AS:

- **RECREATION:** OPPORTUNITY FOR RECREATION WILL BE PROVIDED NO LESS THAN FIVE (5) DAYS A WEEK, ONE (1) HOUR PER DAY (OUTSIDE WHEN WEATHER PERMITS), UNLESS SUSPENDED FOR SECURITY REASONS.
- **RELIGIOUS SERVICES** AND BIBLE STUDY PROGRAMS MAY BE HELD.
- **ENTERTAINMENT** WHEN AVAILABLE (EDUCATIONAL OR OTHER MOVIES)
- **THE FOLLOWING PROGRAMS** MAY BE AVAILABLE: GED CLASSES, MENTAL HEALTH COUNSELING AND SUBSTANCE ABUSE PROGRAMS. SCHEDULES / TIMES OF THESE AND OTHER PROGRAMS WILL BE POSTED IN THE PODS.

V. WORK ASSIGNMENTS

ALL PERSONS INCARCERATED WITHIN THE JAIL ARE RESPONSIBLE FOR THE CLEANLINESS OF THEIR HOUSING AREA. FAILURE TO COOPERATE WILL RESULT IN DISCIPLINARY ACTIONS.

W. WORK RELEASE

THE COURT FROM WHICH YOU ARE SENTENCED DETERMINES WHETHER OR NOT YOU ARE TO BE GRANTED WORK RELEASE PRIVILEGES. YOUR ATTORNEY SHOULD REQUEST THIS FOR YOU AND THE JUDGE SHOULD FAX THE JAIL THE NECESSARY PAPERWORK. THE JAIL STAFF DOES NOT DETERMINE WHETHER OR NOT YOU ARE ON WORK RELEASE, **NOR ARE THEY PERMITTED TO CONTACT THE COURT FOR YOU** TO INITIATE A WORK RELEASE. IF GRANTED WORK RELEASE BY THE COURTS, YOUR WORK PRIVILEGES CAN BE REVOKED FOR FAILURE TO OBEY THE RULES.

IF THE SENTENCING COURT PERMITS YOU TO HAVE WORK RELEASE YOU WILL BE REQUIRED TO FILL OUT THE PROPER PAPERWORK WITH YOUR WORK SCHEDULE AND WHO IS SUPPLYING YOUR TRANSPORTATION, IF YOU DO NOT HAVE A DRIVERS LICENSE. YOU WILL BE INFORMED OF AND BE REQUIRED TO SIGN THE WORK RELEASE REGULATIONS. YOU WILL ALSO BE REQUIRED TO MAKE ARRANGEMENTS WITH THE MEDICAL DEPARTMENT TO COMPLETE ALL STATE MANDATED PHYSICALS AND TESTS. AT NO TIME WILL THE USE OF DRUGS OR ALCOHOL BE TOLERATED. IF IT IS SUSPECTED YOU ARE USING DRUGS OR ALCOHOL YOU WILL BE REQUIRED TO SUBMIT TO TESTING. A POSITIVE TEST RESULT MAY RESULT IN THE SUSPENSION OF YOUR WORK RELEASE PRIVILEGES AND POSSIBLE CHARGES. IF YOU REFUSE TO GIVE THE REQUESTED SPECIMEN YOU WILL LOSE WORK RELEASE PRIVILEGES.