INMATE/DETAINEE HANDBOOK

BAKER COUNTY DETENTION CENTER

MACCLENNY, FLORIDA

	07/23/25	06/23/25
12/04/24	10/15/24	09/03/24
04/01/24	02/07/23	10/20/22
07/22/22	02/03/22	02/25/21
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BAKER COUNTY DETENTION CENTER
INMATE/DETAINEE HANDBOOK
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*** Applies only to Immigration and Customs Enforcement Detainees.**

ZERO TOLERANCE of SEXUAL HARASSMENT, SEXUAL ABUSE, and VOYEURISM

*The Baker County Sheriff's Office has a **ZERO TOLERANCE** policy regarding sexual harassment, sexual assault, sexual abuse, and voyeurism. The Baker County Sheriff's Office shall make every effort to provide all inmate/detainees with a safe, humane, and secure environment, free from the threat of sexual assault or battery, voyeurism, and staff sexual misconduct or harassment. All complaints of attempted sexual assault or battery, sexual assault or battery, voyeurism, and staff misconduct or harassment shall be reported promptly and thoroughly investigated by the appropriate authorities. Information regarding a sexual assault or battery, voyeurism, or sexual misconduct or harassment shall be only disclosed to those who need to know for the purpose of investigation, decision making, and/or prosecution.*

Reports of sexual harassment, sexual assault or battery, sexual abuse, or voyeurism may be made verbally, in writing, anonymously, through the electronic kiosk/tablet PREA alert button, or by contacting a third party such as the Women's Center of Jacksonville or the Department of Homeland Security Hotline. These numbers are located throughout the facility on posters at eye level located in each of the housing units, recreation rooms, multi-purpose rooms, medical, the inmate/detainee kitchen, and intake and releasing. Posters are both in English and Spanish.

Inmate/detainee safety while housed at the Baker County Detention Center is of the utmost importance to the Baker County Sheriff's Office staff.

1. INTRODUCTION

The Baker County Detention Center is operated by the Baker County Sheriff's Office and provides service to various Local, State and Federal Agencies. As such, our mission is to provide a safe, humane, and secure facility in accordance with current Florida Model Jail Standards and National Detention Standards 2019. While here, you have certain rights and responsibilities, which are explained in this handbook. Sanitation and personal hygiene are very important in communal living. You are required to maintain a high level of personal cleanliness and assist in the general cleaning of your housing unit.

By carefully reading this handbook, you will have a better understanding of your rights and responsibilities during your confinement at this facility, programs and services along with the departments and staff responsible for providing these programs and services to you.

Your housing deputy is available for any questions or concerns you may have regarding the information contained in this handbook.

*** Applies only to Immigration and Customs Enforcement Detainees.**

2. GENERAL INTRODUCTION

The mission of the Detention Center is to provide for and maintain a set of standards and conduct that ensures that every Inmate/Detainee is treated with respect and dignity and which provides for the best possible care while they are in the custody of the facility. We will constantly strive to set an example of a professional who performs his/her duties according to the laws of our country, state, and

community, and the guidelines, written and verbal orders, and regulations of the DHS/ICE. Deputies will keep the facility secure to safeguard our community and the lives of the staff, Inmate/Detainee, and visitors on the premises. The facility staff will work with each individual firmly and fairly without regard to status or condition. Deputies will report in writing or verbally those things that should be reported. The Deputies will manage and supervise the inmates/detainees in an evenhanded and courteous manner, and refrain at all times from becoming personally involved with the lives of the inmates/detainees and their families. Staff will treat all inmates/detainees and their respective visitors with politeness and respect and ensure they observe the facility regulations. Deputies will communicate with Inmate/Detainees in a manner that ensures mutual respect and compliance with the facility rules and regulations, and which benefits the general well-being and security of the facility.

At no time will an Inmate/Detainee have implied or direct authority over another Inmate/Detainee.

PURPOSE

The purpose of this handbook is to explain to inmates/detainees the specific rules, regulations, policies, and procedures that must be followed while in custody at the Baker County Detention Center. The handbook will also help provide inmates/detainees with a general overview of the programs, rules, regulations, and services of the facility. Inmates/detainees will be held accountable for their actions while in custody at this facility. Therefore, it is each inmates/detainees responsibility to become familiar with the contents of this handbook.

This handbook will be issued to each Inmate/Detainee upon intake. A copy of this handbook is also available on each of the kiosks provided

throughout the facility. Pertinent sections will be posted on the bulletin boards in each Inmate/Detainee housing unit and other bulletin boards throughout the facility. All inmates/detainees are required to acknowledge, by signature, receipt of this handbook.

3. MAILING ADDRESS

ATTN: Your name: _____
Your MNI or "A" Number _____
Baker County Detention Center
P. O. Box 1629
Macclenny, Florida 32063

If mail is addressed to you in a name other than what you were booked under, it may not be recognized and will be returned to sender. If you attempt to send out special correspondence with a name not matching that in which you were booked under, your mail will be returned to you for correction.

4. BASIC INMATE/DETAINEE RESPONSIBILITIES

It is the policy of ICE and the Baker County Detention Center to treat inmates/detainees with dignity and respect while maintaining a safe, secure, and sanitary detention facility. It is expected that staff will receive your full cooperation while you are waiting the processing of your case. In the simplest terms, you are expected to adhere to the following:

1. Obey all safety, sanitation and security rules, policies, and procedures.
2. Obey all orders as given by staff members.
3. Respect staff and other inmates/detainees at all times.
4. Respect government property and the property of others.

5. Keep yourself, your clothing, and living area clean at all times.
6. All inmate/detainees are to remain fully clothed at all times except when showering or undressing behind the shower curtain to ensure individuals privacy.

If you observe and comply with the above guidelines, you should have no problems while detained at this facility awaiting the outcome of your case/hearing. When addressing staff, you will not refer to them by first name, or a nickname created by others. Rather, refer to uniformed staff by their rank and last name (e.g., Deputy Cole, Lt. Ramirez). Refer to non-uniformed staff by title and last name (e.g., Dr. Jones, Nurse Scott) or by Mr., Mrs., and Ms., followed by their last name. Staff members will address you in the same manner if they know your name. It is unreasonable to expect staff to know all inmates/detainees within a facility by name. However, the staff member will address you in an appropriate manner.

United States Marshal Service rules prohibit any and all property being transported with inmates. If you are in custody for the USMS Middle Florida, USMS Southern Georgia, or Bureau of Prisons, the property you acquire will not be transported with you when being transported to a different facility. Prior to your transport from this facility, you are encouraged to have all personal property, mail, and commissary retrieved by a family member or friend. The Baker County Detention Center will release this property after your departure from this facility but only with a written pre-approval including the full name of the individual of whom you are giving permission to pick up said property.

Property may also be mailed to a family member or friend at your expense. A written request form must be completed and forwarded to the Property Room Deputy stating the full name and address of the

individual to whom you would like to mail these items along with written permission for the Baker County Detention Center to deduct the cost of postage from your commissary account. Those with a $0 (zero) balance in their commissary account will not be allowed to mail property. Any property left at the facility will be scheduled for destruction after 30 days of your release.

5. STAFF / INMATE / DETAINEE COMMUNICATION

In order to enhance security, safety, and orderly facility operations, the Baker County Detention Center encourages and requires informal direct and written contact among staff and Inmate/Detainee, as well as, informal supervisory observation of living and working conditions.

Written Inmate/Detainee Requests to Staff

1. Inmate/Detainees may submit written questions, requests, or concerns to ICE/DRO staff, using the Inmate/Detainee request form, a local IGSA form, or a sheet of paper. Grievances, requests, sick call requests, request to ICE officials and anonymous requests may be made via the electronic forms on the Grievance System located on the electronic terminals in each of the dorms.

2. Such informal written requests are not intended as a substitute for the more formal process specified in the Standard Operating Guideline on Inmate Grievances. However, informal written request may be used to resolve informal grievances, as described in that Guideline.

3. To prepare a written request, an Inmate/Detainee may obtain assistance from another detainee, the housing deputy, or other facility staff and may, if he or she chooses, seal the request in an envelope

that is clearly addressed with name, title, and/or office to which the request is to be forwarded.

6. REQUEST FORMS (GENERAL)

In order to assist you with requests you may have, or other information you may need, you must utilize the Inmate/Detainee Request Form, which is available in your housing unit in electronic format via the electronic terminals. Once completed, ordinarily, the appropriate department will respond within five business days.

The following forms are available on the Kiosk:

- *Anonymous Reports* – To report incidents without providing a name

- *ICE_v1.0* – A form specifically for ICE detainees and monitored strictly by ICE officers

- *Inmate Request to Speak to Investigators* – If you wish to provide information or speak to one of the Sheriff's Office investigators about your case. This form is monitored strictly by Investigative staff

- *Inmate/Detainee Medical Grievance* – Used if you feel you have received unsatisfactory medical care while here at the facility

- *Inmate Request Form* – Used for communication with staff such as Classifications, Programs, Commissary, and the Kitchen.

- *Inmate/Detainee Grievance Form* – Completed if you feel you have received unsatisfactory treatment by any member of the facility other than medical.

- *Sick Call Request* – Is to be completed if you are in need of non-emergent medical treatment.

How Do I Complete Electronic Requests, Grievances, or Sick Call?

1. Forms must be completed from the wall kiosks in each dorm or from a tablet.
2. Enter your Account number and your PIN number
3. Press MENU in the upper left-hand corner. The options will display, select "Forms"
4. Select the specific form to complete. Several different forms are available, select the form that is needed.
5. Fill in the appropriate information.
6. Press the SEND button at the bottom.

Paper forms are available upon request from the deputy on duty. Paper forms are to be used only in cases where access to the forms kiosk is restricted or you are unable to log into your account. Paper forms should be turned in to staff during mail pickup. *Paper ICE request & sick call forms should be placed in the appropriate boxes mounted in the multi-purpose room of B-Pod. Boxes are checked by the appropriate staff daily.

7. INITIAL ADMISSION

Upon arrival, your clothes, personal property, valuables, and funds will be retained by the facility for safekeeping. Itemized receipts will be issued to you for all clothing, personal property, funds, and valuables. It is important that you retain these receipts to claim your property, funds, and valuables, when you are released.

*An I-387 Form will be used for every lost or missing property claim and will be forwarded to ICE.

*Identity documents, such as passports, birth certificates, etc., may be inventoried, and then given to a Deportation Officer for placement in your A-file. Upon request, detainees will be provided with a copy of any identity document (passport, birth certificate, etc.) placed in their A-files or detention files.

All Inmate/Detainees are always subject to a search while in custody at the facility.

While at this facility, you are permitted to retain:

1. Legal documents and papers
2. Prescription glasses (plastic frame only – metal frames will only be permitted with approval from security staff)
3. Dentures
4. Address book or addresses of family and friends
5. A single wedding band (no diamond style rings)
6. Assistive technology such as hearing aids, etc.
7. Other items approved by the Detention Bureau Director

The Baker County Detention Center takes no responsibility for property that is lost or stolen inside of the facility. While at the facility you will only be permitted to keep what can be stored in your assigned storage

bin. Any items that will not fit in the bin will be considered as contraband and you may be asked to dispose of them in accordance with facility regulations.
Your clothing is limited to the following detention issued items:

1. (1) Inmate/Detainee uniform
2. underclothes – 4 sets of briefs or underwear
3. socks (4 pairs)
4. slip-on soft sandals or shoes (1 pair)
5. (4) T-Shirts
6. (4) Sports Bras (Female Inmate/Detainees or transgender inmate/detainees who identify as female)
7. * (1) sweat shirt

Each of these items listed above must be returned in the condition that they were issued in. Any items that are damaged by any inmate/detainee may result in disciplinary action including monetary reimbursement and loss of privileges.

Available to you for purchase from commissary are the following items: additional shirts for recreation, recreation approved shorts, thermal tops and bottoms, and tennis shoes. Only one pair of each will be allowed for you to purchase and keep in your bin.

Personal hygiene items issued via the vending machine in each housing unit (except medical) are:

1. Soap – 2 per week
2. Comb – 1 at time of intake
3. toothpaste – 1 per week
4. toothbrush – 1 per week

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5. shampoo – 1 per week
6. skin lotion – 1 per week
7. toilet paper – (2) rolls per week
8. Maxi pads – 15 per month (for female inmate/detainees only)
9. Tampons – 15 per month (for female inmate/detainees only)
10. Facemask – 1 per week

The facility shall make available health care products (feminine hygiene products to include tampons, moisturizing soap that is not lye-based, toothbrushes, and toothpaste) to each woman incarcerated in the facility at no cost to the woman in a quantity that is appropriate to the needs of the woman without a medical referral. The facility may not require that a woman be diagnosed with an illness in order to access health care products. The facility shall make health care products available in common housing areas and in medical units. Should you require more than the allotted amount set forth by the facility, you will be required to see medical for a special exemption.

You will also be issued:

1. sheet
2. blanket
3. pillowcase
4. mattress
5. pillow
6. towel
7. ID card
8. Bunk
9. Disposable face mask
10. B.C.D.C. Handbook

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*12. ICE National Handbook

Each of these items listed above must be returned in the condition that they were issued in. Any items that are damaged by any inmate/detainee may result in disciplinary action including monetary reimbursement and loss of privileges.

Uniforms are to be worn in the manner for which it is designed. While in the dormitory, you will wear your full uniform or recreation shorts and t-shirt purchased from commissary. All inmate/detainees are to remain fully clothed at all times except when showering or undressing behind the shower curtain to ensure each individuals privacy.

*The Programs Coordinator will provide writing material, pencils, and envelopes for personal use per an Inmate Request Form. Ink pens which are not purchased through commissary are not authorized.

During the admissions process, you will sign stating that you understand the Baker County Sheriff's Office ZERO TOLERANCE policy against sexual assault/battery, sexual harassment, sexual misconduct, and voyeurism, and how to report any allegations of sexual assault. Please read this information carefully. Information pertaining to the Baker County Sheriff's Office ZERO TOLERANCE policy and ways to report are located throughout the facility.

8. SEXUAL ABUSE/SEXUAL HARASSMENT/VOYEURISM AWARENESS

Prohibited Acts:

An Inmate/Detainee, who engages in inappropriate sexual behavior with or direct it at others, can be charged with a violation of Florida law pursuant to various Florida State Statutes.

Definitions:

Inmate/Detainee-on-Inmate/Detainee Sexual Abuse/Assault: One or more Inmate/Detainee engaging in, or attempting to engage in a sexual act with another Inmate/Detainee or the use of threats, intimidation, inappropriate touching or other actions and/or communications by one or more Inmate/Detainee aimed at coercing and/or pressuring another Inmate/Detainee to engage in a sexual act.

Staff-on-Inmate/Detainee Sexual Abuse/Assault: Staff member engaging in, or attempting to engage in a sexual act with any Inmate/Detainee or the intentional touching of a inmate's/detainee's genitalia, anus, groin, breast, inter thigh, or buttocks with the intent to abuse, humiliate, harass, degrade, arouse, or gratify the sexual desires of any person. Sexual abuse/assault of inmates/detainees by staff or other inmates/detainees is an inappropriate use of power and is prohibited by the Baker County Detention Center's Policy and the law.

Staff Sexual Misconduct: sexual behavior between a staff member and Inmate/Detainee which can include, but is not limited to indecent, profane, or abusive language or gestures and inappropriate visual surveillance of inmates/detainees.

Voyeurism: Voyeurism by a staff member, contractor, or volunteer means an invasion of privacy of an inmate, detainee, or resident by staff for reasons unrelated to official duties, such as peering at an inmate/detainee who is using a toilet in his or her cell to perform bodily functions; requiring an inmate/detainee to expose his or her buttocks, genitals, or breasts; or taking images of all or part of an

inmate/detainee's naked body or of an inmate/detainee performing bodily functions.

Detention as a Safe Environment:

While you are detained, no one has the right to pressure you to engage in sexual acts or engage in unwanted sexual behavior regardless of your age, size, race, or ethnicity. Whether you are heterosexual, lesbian, gay, bisexual, transgender, or intersex, ***you have the right to be safe from unwanted sexual advances and acts***.

Prior to your housing, a member of Medical conducted a medical screening. A Prison Rape Elimination Act Screening form will be completed by Medical staff during this time. Within fourteen (14) days, a physical examination will occur. A PREA re-assessment will be conducted at this physical examination. These screenings are important to the facility in order to properly house those that are considered potentially at higher risk of abuse from those that are considered potentially at higher risk of abusing. Comprehensive education will be conducted during this time in compliance with PREA standards. Inmate/detainees are encouraged to attend this educational period in order to further understand sexual safety while house at the Baker County Detention Center.

Confidentiality:

Only those who have a need to know about your assault will be notified (medical staff, law enforcement, etc.). The Baker County Detention Facility provides a free confidential phone line which should be used to report any suspected inappropriate sexual behavior. You may make a report of sexual abuse or sexual harassment to this line who will then report it to the facility for investigation. This is a confidential line. Your

identity is not required to make a report via this line. Telephone numbers are located throughout the facility. These numbers may also provide a victims advocate for emotional support services related to sexual abuse. Upon calling, you will be informed of mandatory reporting rules governing privacy and confidentiality.

Avoiding Sexual Assault and Voyeurism:

Here are some things you can do to protect yourself against sexual assault:

- Carry yourself in a confident manner. Many offenders choose victims who look like they won't fight back or who they think is emotionally weak.
- Do not accept gifts or favors from others. Most gifts or favors come with strings attached to them.
- Do not accept an offer from another Inmate/Detainee to be your protector.
- Find staff member with whom you feel comfortable discussing your fears and concerns. Report concerns!
- Do not use drugs or alcohol; these can weaken your ability to stay alert and make good judgments.
- Avoid talking about sex. Other inmates/detainees may believe you have an interest in a sexual relationship.
- Be clear, direct, and firm. Don't be afraid to say NO or STOP IT NOW.
- Stay in well-lit areas of the facility.
- Choose your associates wisely. Look for people who are involved in positive activities like educational programs, counseling groups, or religious services. Get involved in these activities.
- Trust your instincts. Be aware of situations that make you feel uncomfortable. If it doesn't feel right or safe, leave the situation.

If you fear for your safety, report your concerns to the staff.

- All inmate/detainees are to remain fully clothed at all times except when showering or undressing behind the shower curtain to ensure each individuals privacy.

What to do if you are assaulted:

Report it. If you become a victim of a sexual assault, you should report it immediately to any staff person you trust, to include housing deputies, *deportation deputies, religious service providers, medical staff or supervisors. Staff members must keep the reported information confidential and only discuss it with the appropriate officials on a need to know basis. The facility may not impose a time limit on when an inmate/detainee may submit a grievance regarding an allegation of sexual abuse. The Baker County Detention Center shall not require an inmate/detainee to use any informal grievance process, or to otherwise attempt to resolve with staff, an alleged incident of sexual abuse. An inmate/detainee who alleges sexual abuse may submit a grievance without submitting it to a staff member who is subject of the complaint and such grievance is not referred to a staff member who is the subject of the complaint.

If you are not comfortable reporting the assault to staff, you have other options:

- Contact the Women's Center of Jacksonville at (904)721-7273. Reports made of sexual abuse occurring at the facility will be forwarded to the Detention Inspector.
- File an Inmate/Detainee Grievance Form. - If you decide your complaint is too sensitive you can file your Inmate/Detainee grievance directly with the Corrections Bureau Director. You can do this electronically through the electronic kiosks located in the

dorms.

- *Write a letter reporting the sexual misconduct to the, ICE Assistant Field Office Director, Deputy Field Office Director, or the Field Office Director. To ensure confidentiality, use special mail procedures.
- *Write to the Office of Inspector General (OIG), which investigates allegations of staff misconduct. The address is:

Department of Homeland Security
Office of the Inspector General
245 Murray Drive, SW. Building 410
Washington, DC 20528

- *Contact the Office of the Inspector General (OIG) thru the secure phone system located in the housing areas by speed dial option 518#.
- Through the electronic kiosk/tablet PREA alert button.

Individuals who sexually abuse or assault inmates/detainees can only be disciplined and/or prosecuted if the abuse is reported.

Next Step after Reporting a Sexual Assault

You will be offered immediate protection from the assailant by being placed in protective custody and you will be referred for medical examination and clinical assessment. You do not have to name the Inmate/Detainee or staff member who assaulted you to receive assistance, but specific information may make it easier for staff to help you. You will continue to receive protection from the assailant, whether or not you have identified your attacker or agree to testify against them. *It is important that you don't shower, wash, drink, change clothing, or use the bathroom until evidence can be collected.*

The Medical Exam

Medical staff will examine you for injuries, which may or may not be readily apparent to you and will gather any physical evidence of assault. Bring the clothes and underwear that you had on at the time of the assault to the medical exam with you. You will be checked for the presence of physical evidence, which supports your allegation. A medical professional will perform a pelvic and/or rectal examination to obtain samples of or document the existence of physical evidence such as hair, body fluids, tears, or abrasions, which remain after the assault. This physical evidence is critical in corroborating the sexual assault occurred and in identifying the assailant; the exam will be conducted privately and professionally. This is a free exam but must be done in a timely manner after the assault. You may request to have a Victim's Advocate present during the time of the exam at the hospital. You may request this through the Women's Center of Jacksonville by calling 904-721-7273 or by advising the medical staff that you would like to have someone.

Understanding the Investigative Process:

Once the misconduct is reported, the Baker County Detention Center/Sheriff's Office, *ICE and/or appropriate law enforcement agency will conduct an investigation. The purpose of the investigation is to determine the nature and extent of the misconduct. You may be asked to give a statement during the investigation. If criminal charges are brought, you may be asked to testify during the criminal proceedings. Any Inmate/Detainee who alleges that he or she has been sexually assaulted shall be offered immediate protection and will be referred for a medical examination.

The Emotional Consequences of Sexual Assaults:

It is common for victims of sexual assault to have feelings of embarrassment, anger, guilt, panic, depression, and fear even several months or years after the attack. Other common reactions include loss of appetite, nausea or stomachaches, headaches, loss of memory and/or trouble concentrating and changes in sleep patterns.

Emotional support is available from the facility's mental health and medical staff, and from the religious service providers. In addition, many Inmate/Detainee who are at high risk to sexually assault others have often been sexually abused themselves. Mental health services are available to them also so that they can control their actions and heal from their own abuse.

Sexual assaults can happen to anyone: any gender, age, race, ethnic group, socioeconomic status, sexual orientation, or disability. Sexual assault is not about sex; it is about POWER and CONTROL. All reports are taken seriously. Your safety and the safety of others is the most important concern. For everyone's safety, incidents, threats, or assaults must be reported.

9. CLASSIFICATION

Inmates/Detainees are classified upon intake, prior to being assigned a housing location. The classification system will make every effort to ensure that you are placed in the appropriate category and physically separated from inmates/detainees in other categories as required. You will be housed, allowed to exercise, and will receive your meals according to other inmates/detainees in your classification.

Each Inmate/Detainee is classified based on information obtained from conviction records, *immigration charging documents, and any official record or observation that is verifiable and can be justified under

review by official means. The total number of points assessed determines the level of classification. This is called your “custody score”.

Upon completion of the classification process, each Inmate/Detainee will be assigned a color-coded uniform based on his/her classification level.

Level 1 (Blue Uniform)

a. May not be housed with Level 3 Inmate/Detainees.
b. May not include Inmate/Detainee with a felony conviction that included an act of physical violence.
c. May not include any Inmate/Detainee with an aggravated felony conviction.
d. May include any Inmate/Detainee with minor criminal records and non-violent felonies.

Level 2 (Orange Uniform)

a. May not include any Inmate/Detainee whose most recent conviction was for any offense listed under the “HIGHEST” section of the severity of offense guideline.
b. May not include any Inmate/Detainee with a pattern or history of violent assaults, whether convicted or not.
c. May not include any Inmate/Detainee convicted for assault on a corrections deputy while in custody or where a previous institutional record suggests a pattern of assaults while in custody.

Level 3 (Red Uniform)

May include Inmate/Detainees reclassified from level one and level two due to institutional incidents or changes in classification information.

May be reclassified to level two, based on institutional behavior, provided that all level two guidelines are in compliance.

This system identifies and isolates the Inmate/Detainees whose histories indicate the characteristics of the hardened criminal, the category most likely to intimidate, threaten, or prey on the vulnerable. When it becomes necessary to house Inmate/Detainees of different classification levels the following guidelines shall be followed:

a. Level three Inmate/Detainees will not be housed with level one Inmate/Detainees.
b. Levels one and two may be mixed, and high level twos and level threes may be mixed.
c. Under no circumstances will a level 2 detainee with a history of assault or combative behavior be placed in a level 1 housing unit.
d. Inmate/Detainees that pose an immediate and serious threat of violence to staff or other Inmate/Detainees shall be housed in single cell living quarters.

Classification Appeals

You have the right to appeal the classification level assigned to you. All new arrivals classified as Level 2 or Level 3 may appeal the classification decision via a Grievance Form addressed to the Corrections Bureau Chief of Security.

Reclassification

Reclassifications will be completed on all inmate/detainees every 90 days or dependent on any relevant events. An inmate/detainee may

request to have a reclassification at any time.

*All detainees placed in disciplinary confinement due to violation of facility rules will undergo a classification reassessment prior to being returned to the general population. Housing will then be assigned accordingly.

10. LIVING CONDITIONS

The Baker County Detention Center utilizes a classification system and houses inmates/detainees accordingly. The housing units consist of multi-person cells with dayrooms.

The facility has outdoor recreation available. Inmates/Detainees are required to keep their assigned living areas clean at all times. Mandatory recreation will be conducted once weekly for all inmate/detainees to allow for shower and toilet sanitation in all housing areas. Housing units will be ready for daily inspection at all times. It is in your best interest to maintain a clean living area and avoid many of the problems associated with unsanitary living conditions.

Administrative Confinement is intended for inmates/detainees with special housing requirements, such as:

1. Pending investigation/hearing of prohibited act(s);
2. Medical observation;
3. Security risk;
4. Protective Custody;
5. Pending transfer or release within 24 hours;
6. Are a serious disruption in general population; or
7. Require additional security considerations.

Disciplinary Confinement is a special housing unit for inmates/detainees who:

1. Have received a sanction by the Disciplinary Committee.

Protective Custody is the confinement of an inmate/detainee to protect him/her from harm at the hands of other inmate/detainees. Inmate/detainees have the opportunity to request protective custody if they have the impression that the environment in which they are living is harmful to their wellbeing. A Threat Assessment Review will be conducted on each request for Protective Custody by the facility Inspector. Those found to not have a credible threat will be removed from confinement and placed back into general population.

The cleanliness of your assigned cell is your responsibility. There will be nothing covering the light fixtures at any time. There will be nothing covering the walls of your cell to include graffiti of any kind or any pictures or drawings. There will be no excessive personal property in your cell (including legal work) that may pose a fire hazard. Trash must be disposed of promptly to ensure proper cleanliness and control of vermin.

11. SLEEPING AREA / SANITATION

You are required to keep your bed and immediate area clean and neat. The hanging of sheets, towels, blankets or clothing from shelves, overhead lights or on beds is not permitted. Doing so may result in disciplinary action.

Personal effects, to include hygiene items are to be stored in the bins beneath your bunk. These items will be considered contraband and removed when they are found in any unauthorized area.

12. EVACUATION DRILLS

Per local, state, and federal laws, we are required to perform evacuation drills. At this facility, we perform no less than one (1) drill per month. These drills are to familiarize you with where the exits are located in case of an actual danger such as a fire, civil disaster, or other dangers. Inside each bulletin board is a diagram showing you, the location of all fire exits, and which exits to use. Study this diagram located in your housing unit; your life may depend on it.

13. OFFICIAL COUNTS

In order to maintain proper accountability of inmates/detainees at this facility, official counts are conducted throughout the day as needed to maintain a safe and secure facility and operation.

When the count is announced over the speaker system inside the housing areas, all Inmate/Detainees will have 2 minutes to return to their assigned bunk or in their assigned area. All cell doors will be closed by a security staff member upon being counted and will remain closed until the facility count has been cleared.

All movement will cease, televisions and Inmate/Detainee phones will be turned off before the count begins and will remain so until the total Detention Center Count is clear and correct. When count is in progress Inmate/Detainees are not allowed to talk or make noise.

During all formal counts, you are required to remain seated on your assigned bunk or in your assigned area with your issued ID available in hand for the officer to scan. You must be dressed in your uniform at these count times and have your ID card present.

Count times are: 6:30 a.m., 2 p.m., 6:30 p.m. and 11:30 p.m.

14. MEALS

All meals are approved by a dietician, nutritionally balanced, properly prepared, and attractively served in wholesome, clean, and safe surroundings. No pork products are served in this facility. The use of food, i.e., withholding of, or variation from the standard menu, as a disciplinary measure or reward is prohibited.

Special diets as required for medical reasons or adherence to religious dietary law are provided by the Food Service Section upon receipt of a special diet form with written instructions from the Facilities Medical Staff or from the Programs Service Coordinator. You will be provided a plastic eating utensil at each meal. When the housing deputy announces mealtime, you are required to line-up promptly at the designated area.

Meals will be served in the dayroom. Inmates/Detainees under Administrative or Disciplinary Confinement will be served in their individual cells. No food or drink served by the kitchen facility will be stored in the housing unit or individual cells. Special diets may store food or drink as prescribed by the medical authority.

Food/drink not consumed during meal time may not be stored for consumption later. Such foods/drinks will be considered contraband under these circumstances. Diabetic snacks passed by medical staff must be consumed prior to the next meal pass or must be discarded.

Empty food trays must be stacked near the dorm entrance. This area

should be kept clean at all times.

Meal times are as follows:

Breakfast	5:00am	to 5:30am
Lunch	11:00am	to 11:30am
Dinner	4:00pm	to 4:30pm

15. SMOKING POLICY

Smoking is prohibited in all areas of this facility. Inmates/Detainees are prohibited from possessing tobacco products, to include smokeless tobacco per Florida Statute 951.22.

16. MEDICAL CARE

YesCare provides medical care, dental, and mental health for inmates/detainees housed at the Baker County Detention Center. Should you be ill or in need of medical attention you must first sign up for Sick Call (see Sick Call Section). If it is after Sick Call hours, you must first notify your housing deputy, who will initiate contact with the on-call medical staff.

The following information is provided to inform you about medical test and procedures that will take place during intake processing through the County Jail during your incarceration.

GENERAL CONSENT

You will be asked to read and sign a General Consent for Medical Treatment Form. Your signature allows health services staff to provide you with needed medical services such as intake medical screening procedures, sick call, medications and general health care. If you have had major illnesses, surgeries or other procedures and the physician

request copies of these medical records, your signature on the General Consent for Medical Treatment Form grants permission for medical to obtain these records. If this is necessary, you will be asked to consent to release medical information from previous physician, hospital or clinic. You will retain your right to refuse treatment as long as the refusal does not pose a public health threat.

HEALTH SCREENING AND MEDICAL TESTS

When you first enter the jail, you will have a medical evaluation. The purpose of the medical evaluation is to identify serious medical problems including infectious diseases like tuberculosis (TB), HIV, or other diseases. As a part of this process, you will be asked several questions regarding your health and past medical history. It is important to provide as much accurate information as possible in order for the health care staff to best prepare a treatment plan. Be sure to include any current or previous health problems, surgeries, medications or allergies.

NURSING SICK CALLS

Sick call is conducted seven days a week including weekends and holidays. To sign up for sick call, you must fill out an Inmate Medical Services Request Form located on the visitation kiosks located on the walls in each dorm. The completed form must be submitted. If you do not know where it is located ask an officer or medical staff member. Paper forms are available in the event that the form kiosk is inoperable. These forms are available upon request from medical staff. Paper forms should only be returned to a nurse or *by placing them in the Medical box located in B-Pod multi-purpose room. Do not give medical forms to any other staff members. Do not ask someone else to turn in a sick call for you, your private health information cannot be kept confidential if you do. You will be called out for sick call once

you're sick call request has been received and reviewed. You must specify why you wish to be seen. For example, you cannot write "I need to see the nurse". You may write "I need to see a nurse because I am having trouble using the restroom".

CO-PAYS

Medical treatment that is requested by you (i.e. self-initiated) will be subject to a co-pay charge of $5.00. This includes sick call, "walk-ins", sports injuries, fighting, willful acts, and non-emergency requests. Do note that MEDICAL STAFF DETERMINE IF AN ENCOUNTER IS A LEGITIMATE EMERGENCY. Co-pays are state law and therefore, not negotiable. You are not assessed a co-pay for official chronic care clinic visits or medications, Physical Assessments, follow-up visits scheduled by medical staff, and medical emergencies (which cannot safely wait until the next sick call day as determined by medical staff). Do note that no medical services will be denied to you because of your inability to pay.

* ICE detainees and USMS inmates shall be provided access to medical care and sick call at no charge.

MEDICATION and PILL CALLS

There are over-the-counter medications available on commissary for purchase at most facilities. When you are prescribed a medication, it is important (and your responsibility) to take the medication as it is ordered. It is your responsibility to report to pill call at the designated times to receive your medication. Medication must be taken at time of administration. You will not be permitted to take your medication with you. It is a punishable offense for not opening and presenting your mouth to a nurse after being dispensed your medication for the verification that your medication has been swallowed. Anyone

hording, selling, or sharing medications will be reported to facility staff and be subject to disciplinary action. Medications may be "crushed" and/or "floated" at the providers discretion. Medications may also be discontinued at the discretion of the Physician. Pill Call will be conducted in an orderly fashion. Pill call is for medication administration only, all medical questions must be requested via sick call. Pill calls are scheduled at 5A.M. and 8P.M.

CHRONIC CARE CLININC and MEDICAL APPOINTMENTS

Chronic Care Clinic includes chronic conditions such as high blood pressure, diabetes, asthma, seizures, HIV, Sickle Cell, COPD, and other certain conditions. You will be scheduled by medical staff for these appointments. "No shows" are not allowed for any medical appointment. If you wish to refuse an appointment you must report to medical and sign a refusal. When you report for a medical appointment you should line up, single file, against the wall next to the medical door. While waiting for your appointment follow these rules: noise should be kept to a minimum; DO NOT stand/peek in the doorway to medical; DO NOT engage the medical staff near the door in questions (you will have that opportunity during your appointment); DO NOT wander down the hall, go into another office, or return to the dorms. The clinic area is equipped to provide a restroom, handwashing, and potable water.

EMERGENCY CARE

If you are having symptoms of a serious medical condition, notify an officer immediately. Be advised that medical encounters that are determined by medical staff to be non-emergent are subject to a copay charge.

In order to satisfy requirements for your physical examination, you will

have one or more appointments with the medical staff. You are required to be present for all appointments. Failure to do so could jeopardize your ability to receive the necessary care and treatment required to prevent you from experiencing life threatening events.
*Detainees can request to be seen by a doctor of his or her choice. Detainees must submit a request to medical if they wish to make an appointment with his/her private doctor for a medical visit at the Baker County Detention Facility. Detainees are responsible for all associated costs of the visit.

Outside medical appointments will be coordinated through the medical service provider and you will be responsible for all costs, including travel.

SUICIDE PREVENTION

If you are feeling depressed, think you may harm yourself, or need someone to talk to, you should immediately advise your housing unit deputy. You will be referred to the appropriate medical professional. All potentially suicidal or severely depressed individuals are treated with sensitivity and will receive the proper referrals for assistance.

If you come in contact with other inmate/detainees contemplating suicide, contact the on duty officer to initiate help for the inmate/detainee.

SICK CALL

In order to provide continuous medical care, Sick Call is provided to all inmates/detainees. If you are ill or need medical attention that is not of an urgent nature, you must sign up for Sick Call. Sick Call requests are completed electronically utilizing the electronic kiosks located on the wall inside each housing unit and/or paper forms on the pods.

Generally, the medical staff will see you within 24 hours. If you become severely ill before this time, notify your housing deputy, who will contact the on-call medical staff.

F.S.S. 951.032 Financial Responsibility for Medical Expenses

A county Detention Center or municipal Detention Center incurring expenses for providing medical care, treatment, hospitalization, or transportation may seek reimbursement for the expenses incurred in the following order:

A.) From the inmate or person receiving medical care, treatment, hospitalization, or transportation by deducting the cost from the inmate's cash account on deposit with the Detention Center. If the inmate's cash account does not contain sufficient funds to cover medical care, treatment, hospitalization, or transportation, then the jail facility may place a lien against the inmate's cash account or other personal property, to provide payment in the event sufficient funds become available at a later time. Any existing lien may be carried over to future incarceration of the same inmate as long as the future incarceration takes place within 3 years of the date the lien was placed against the inmate's account or other personal property.

B.) From an insurance company, Healthcare Corporation, or other source if the inmate or person is covered by an insurance policy or subscribes to a healthcare corporation or other source for those expenses.

An inmate who receives medical care, treatment, hospitalization, or transportation shall cooperate with the county Detention Center or

municipal Detention Center in seeking reimbursement under paragraphs above, for expenses incurred by the facility for the inmate. An inmate who willfully refuses to cooperate with the reimbursement efforts of the Detention Center may have a lien placed against the inmate's cash account or other personal property and may not receive gain-time as provided by s.951.21.

These charges do not apply to chronic care visits, conditions seen by the healthcare provider routinely, or medical emergencies.

Inmate Medical Expense Form
List of Services with Cost

Services Provided	Fee/Charge
◆ Nurse Assessment/Consultant Fee	$ 5.00
◆ Nurse Practitioner/Doctor/Dentist Visit	$ 10.00
◆ Filling/Extraction of Teeth	$ 10.00

Medications

◆ Prescription medication ($7.00 per medication)

◆ Over the counter medication ($5.00 per medication)

Laboratory Services	
◆ Blood test/Accucheck (blood sugar)	$ 5.00
◆ Urinalysis/Cultures/Pap smears	$ 5.00

Clinical Procedures

*** Applies only to Immigration and Customs Enforcement Detainees.**

◆	EKG	$ 5.00
◆	X-Ray	$ 10.00
◆	Blood pressure/Weight check	$ 5.00
◆	Forensic exam with the Rape Crisis Center	No Charge
◆	Other	
◆	Outside Transportation Location_____ $60.00 Initial Rate	$ 60.00
+	$20.00 per hour for each hour over 3 hours $ To Be Determined	
+	$0.34¢ per mile for each mile of travel $ To Be Determined	

MEDICAL RECORDS

If you received medical care while in detention, you will be given medical paperwork. This may include your medical record, a summary of the healthcare you received during your stay at the facility, or instructions or referrals for follow-up care for medical conditions. If you received medication while in detention, you may also be given a supply of the medications you have been taking. At any time, you may request a copy of your complete medical record by writing a request to medical. The records will be sealed and stored securely with your property until your release. Medical records are not allowed on the living area due to HIPPA risks. However, you may write a request to

review your record with medical at any time. At the time of your release the transfer summary will include information on access to records.

17. DISABILITY ACCOMMODATIONS

If you have a disability, such as limited ability to move, speak, breathe, see, hear, or care for yourself, you have the right to reasonable access to all programs, activities, and services available to other detainees. You also have the right to be provided aids or services to help you communicate, see, or hear. It is imperative that your needs be communicated in order for the facility to meet these needs. Communication can be made to a security staff member or a member of our medical staff either in writing using an electronic request form or verbally. If you have a disability and need special accommodations, you are asked to speak with a member of medical or place a sick call request through the kiosk system as soon as possible so that the facility may make those accommodations.

18. CLOTHING / LINEN EXCHANGE

Clothing and linen exchange will be made on a one for one basis according to the following schedule:

1. Outer garments shall be laundered or exchanged twice a week.
2. Socks, towels, underwear, t-shirts, and sheets shall be laundered or exchanged twice a week.
3. Blankets and sweatshirts shall be laundered or exchanged weekly.
4. All Food Service Inmate/Detainee volunteer workers shall be required to change their outer garments prior to beginning work. Uniforms will be reissued at the conclusion of your work.

In order to ensure an adequate supply of clothing for all

inmates/detainees, the hoarding of clothing is prohibited. Inmates/detainees are not permitted to wash clothing, linen or other items in any living unit.
A clothing/linen exchange schedule will be posted in each housing unit.

Clotheslines, tents, and hammocks are not permitted in the cells. Sheets will not be used to block the view of a cell shower area, or any other area in the housing unit. Laundry will not be hung over bunks, windows, and railings. Items hung over windows and railings will be treated as contraband and properly disposed of. Housing areas must maintain an acceptable standard of cleanliness or television and telephone privileges may be restricted. Charges may also be assessed for the cost of repairing or replacing any damaged or destroyed county property.

The following is an itemized list of the price per item that may be charged to you by the institution if you are found guilty of damaging county property. Restitution will be deducted from your commissary account if found guilty during a disciplinary hearing.

UNIFORMS	BEDDING	HYGIENE
Jumpsuit Red *$16.60*	Blanket *$4.98*	Towel *$1.88*
Jumpsuit Khaki *$16.60*	Sheet Fitted *$3.45*	Indigent Kit *$1.05*
Jumpsuit Navy *$16.60*	Pillow *$22.50*	Bath Tissue Roll *$.50*
Jumpsuit Orange *$16.60*	Pillowcase *$1.60*	Soap *$.60*
Tee Shirt Brown	Mattress	Toothbrush

*** Applies only to Immigration and Customs Enforcement Detainees.**

$3.39	*$87.00*	*$.75*
Boxers Brown *$1.43*	Mattress Cover *$9.55*	Toothpaste *$.15*
Panties Brown *$.98*	Sweatshirts *$5.94 to $11.94*	Lotion/shampoo *$.10*
Sports Bra Grey *$2.00*	Shower Sandals *$2.98*	Tampon *$.20*
EVA Clogs *$1.53*	Wall Posting *$1 to $100*	Sanitary Napkin *$.17*
Socks *$.46*	Homewav Tablet *$633.00*	Electric Razor *$39.77*
Water Boots *$23.00*		Electric Hair Clippers *$10.00*
Work Boots *$89.00*		

19. PERSONAL HYGIENE

While being detained at the facility, you have the right to nutritious balanced meals, clean clothes, regular opportunities to bathe and do laundry, and be given the supplies to do so. You have the right to take regular showers, live in areas with proper air circulation and heating, and have access to medical and mental health care if needed.

Because you will be living in close proximity to other individuals, personal hygiene is essential. You are expected to bathe regularly and to keep your hair clean. Personal hygiene items for inmates/detainees such as soap, toothpaste, toothbrushes, and combs will be issued to you.

Hygiene item vending machines are in each of the housing units. You may choose the date and time that your hygiene products are retrieved.

Once you have retrieved your set allotment of each item; you will not be allowed to retrieve more from the machine until the next timeframe set forth above unless you have a special pass from medical.

In addition, the cell lighting will be turned on at 5:00am daily, to provide inmates/detainees an opportunity to wash before breakfast. The lights will remain on until master count is completed at 11:00pm. Inmate/detainees housed for special precautions (suicide risk, withdrawal monitoring, etc.) may not have their lights turned out due to safety reasons.

Electric razors will be provided at the same time as barbering services. Inmate/Detainees attending court will be afforded the opportunity to shave first. Electric razors and hair clippers must be properly sanitized using the cleaning agents provided by the security staff after each use. Inmate/detainees found intentionally damaging electric razors or hair clippers shall receive a disciplinary report and may be made to purchase the broken item.

20. BARBERING SERVICE

Access to barbering supplies are available. Supplies will be made available to all inmate/detainees via a schedule located in the housing area. Inmate/detainees wishing to receive an unscheduled haircut will forward a written request to the Pod Sergeant.

Service will not be allowed to any inmate/detainee when the skin of the detainee's face, neck, or scalp is inflamed, scaling, contains pus, or is erupted, unless service of such detainee is performed in accordance with the specific authorization of the Chief Medical Deputy. No person will be served when infested with head lice.

Electric razors and hair clippers must be properly sanitized using the cleaning agents provided by the security staff after each use. Inmate/detainees found intentionally damaging electric razors or hair clippers shall receive a disciplinary report and may be made to purchase the broken item.

Sanitary and Safety Rules and Regulations Regulating Barber Shops

Rule 1. A copy of these sanitary rules must be posted in a conspicuous place in the multi-purpose room for the information and guidance of all persons.

Rule 2. Each barber area must supply adequate running water. Waste water shall be disposed of through a system that carries it away from the building. This shall be done by sewer connections or in a manner meeting the requirements, as required by law.

Rule 3. Every barber area shall have adequate lighting and ventilation, plumbing fixtures properly installed, electrical connections and equipment properly installed and grounded, shall have hand washing facilities, and provide soap, dispenser type, and individual towels of cloth or paper, or other hand drying devices. All fixtures and equipment shall be kept in a clean, orderly, and sanitary condition as required by rules and regulations.

Rule 4. The barber area shall be equipped with and utilize wet sanitizers. All tools and implements which come in contact with a person's hair or skin must be sanitized before use on each person. With exception of hair clippers, the sanitizing process shall consist of three steps, the elimination of any one of which shall be considered to render the sanitizing process ineffective.

Step 1 – Thorough washing in hot water and soap or synthetic detergent to remove all traces of soil.

Step 2 – Thorough rinsing in clear water to remove all traces of soap or detergents.

Step 3 – Complete immersion of combs and brushes and the blades of the shears and razors in a fresh, clean effective germicidal solution prepared and used in accordance with the directions on the label, after which the implement may be removed, dried, and stored in a clean, covered dust proof container or cabinet.

Electrical or mechanical hair clipper blades shall be cleaned and sanitized after each use on each person. All germicidal solutions shall be fresh, clean, and free from contaminants. A sanitizing solution shall be available for immediate use at all times in the barber area when it is in operation.

Sanitized tools and implements shall be stored separately from all others. Storage drawers for sanitized tools and implements shall be clean, free of hair and used only for the sanitized tools and implements. Storage cabinets and works stations shall be kept clean. Tools and implements shall not be carried in clothing pockets, nor shall they be left on cabinet tops after usage.

Rule 5. Absolutely NO Food is allowed in the barber area when it is in operation.

Rule 6. Any towel that has been used once shall be considered soiled and disposed of into a receptacle. A sanitary towel shall be used to prevent hair from coming into contact with the skin of each person.

Rule 7. It shall be the personal responsibility of every person to abide the rules and regulations above.

21. FINANCES/COMMISSARY

When you are booked into the facility, you will be required to relinquish all funds - checks, money orders, and all cash funds to the Booking Deputy. You will be given a receipt for your funds. Prior to departing the facility, any funds you have remaining will be returned to you in the form of a check or debit card. This facility uses a commissary debit system; the funds you relinquish will be deposited into your commissary account. B.C.D.C. sets a limit of maximum amount of funds that can be in an inmate/detainee's commissary account at $9,999.99. Any funds over this amount will be returned to the sender or you will be asked to release this money to a family member or friend.

*If you are transferred to this facility with a debit card in your property, you must request that these funds be removed from the card and placed on your account. A request must be made to the Property Deputy and a transfer form will need to be signed prior to moving the funds from the debit card to the commissary account.

You are limited to $100.00 per order for the purchase of commissary items. Commissary may be ordered twice per week (Tuesday's and Thursday's, no later than 11:00 am). Commissary will be delivered on Wednesday's and Friday's. Commissary is ordered from a kiosk located in each dorm's dayroom. To order commissary simply follow the instructions on the screen. Indigent inmate/detainees may order an "Indigent Kit" consisting of envelopes, writing paper, and a pencil at no charge to the inmate/detainee. Indigent inmate/detainees is defined as those with $15 or less in their commissary account at the time of purchase.

Commissary accounts suspected to be associated with illegal activities will be suspended/frozen for an indefinite amount of time pending investigation by the Detention Inspector.

*** Applies only to Immigration and Customs Enforcement Detainees.**

If you are released or transferred prior to receiving your order, you will have 72 hours (3 days) to claim them. Orders left beyond that time will be forfeited. Inmate/detainees being released or transferred prior to commissary delivery may not request that their commissary orders be left for another inmate/detainee.

Commissary vending machines are located in each of the general population housing units for your convenience. Access to the vending machines is a privilege afforded to you by the facility. This privilege may be restricted to you at any time for misuse of the machines and/or disciplinary reasons.

RECEIVING MONEY

After admission, money may be deposited in to your account one of the following four ways:

1. Mailing a money order. Only Federally Recognized Money Orders will be accepted. Money orders must be made out with your full name clearly printed. Any other type of money order or an incorrectly completed money order will be returned to sender. You are cautioned not to have cash sent to you in the mail. Any cash received will also be returned to sender.

2. Money orders may be dropped off through the detention center lobby during normal business hours. Money orders will be accepted in the visitation area only when the detention center lobby is closed. No material objects or cash money will be accepted through the visitation area.

3. Cash may be deposited via the kiosk located in the detention center

lobby. Cash will not be accepted through the mail.

4. Online through www.accesscorrections.com

RELEASE OF MONEY FROM YOUR ACCOUNT

Occasionally, you may wish to send money to your family. To send money, submit an Inmate/Detainee Request Form, arrangements may be made for the Administrative Lieutenant to issue a check in the name of the requested person. The check will then be mailed at your expense. Checks will be cut and ready by close of business each Friday. A stamped envelope with the address clearly written must accompany your request for the check to be distributed. A $10 fee may be charged to your account.

22. PERSONAL PROPERTY

Your personal clothing, jewelry, and other property will be retained in the Inmate Property Room until you are released from custody. You may release property to any designated person outside the facility by completing a Release Form and submitting it to Inmate Property. Clothing worn into the facility cannot be released unless you have been sentenced to state prison. This will ensure you have clothing to wear upon release from jail.

Release forms are to be completed electronically via the Electronic Request and Grievance application located on the electronic terminals in each dorm.

You have three options when releasing inmate property:

Option 1: Keys only;
Option 2: All items except clothing;

Option 3: All items including clothing and shoes (You can only release all items if you are sentenced to State Prison).

If you are sentenced to state prison, you must make arrangements for someone outside the facility to pick up any personal property before you are transported or it will go with you to state prison. You may incur a fee to have it mailed to your family at that time.

Upon release, transfer, or removal from the Baker County Detention Center, all property will be sent with you. During the release process you will be asked to sign stating that all property that you acknowledged during the booking process is being returned to you. In the event that property has been lost or damaged while in the care of the Baker County Detention Center Property Room, you are requested to notified staff members prior to signing the form. A staff member will speak to you in reference to the lost or damaged property and an investigation will be initiated.

Mailing Property

Inmate/detainees may wish to mail excess property out of the facility to friends or family members. Inmate/detainees are allowed to mail property out of the facility at any time. Inmate/detainees will be responsible for all fees incurred when mailing property. An inmate request form must be completed and turned in to Inmate Property stating the name and address of the recipient along with the items to be mailed. The Property Room Deputy will then advise the postage needed to complete this request. The inmate/detainee must provide B.C.D.C. with written approval to remove these funds from his/her commissary account. A $10 processing fee may also be added to all mailed property requests.

23. RECREATION FACILITIES

In-Dorm Recreational Facilities (Board Games, T.V., etc.)

In each housing unit (excluding the SMU), an area has been designated as the day room. There will be tables, benches, and television available for use. This area is a common area for all inmates/detainees assigned to that housing unit, and should not be confused with the one hour of outside recreation. The use of the day room, board games, and television is a privilege and not a right; it will be at the discretion of the housing deputy. Dayrooms are open seven days from 6:00am to 11:00pm.

The following rules apply for television viewing:

1. Televisions will be turned off during official counts, cleaning of housing areas, and when it will interfere with the daily facility operations.
2. The volume of the television shall be kept at a reasonable level so as not to disturb other inmates/detainees or facility operations.
3. A reasonable volume is expected for you to be able to continue hearing for callouts (i.e. medical, recreation, attorney visits) and any potential threats.

Note: You are cautioned not to begin viewing a program that will end after the designated viewing hours (except for special scheduling at the discretion of a supervisor), since the television will be turned off at the designated time.

No activities of any kind, which will disturb other inmates/detainees, are permitted after lights out.

ACCESS TO OUTSIDE RECREATION

All inmates/detainees, weather and physical layout permitting, will be provided, at a minimum, one hour of outdoor recreation five days a week. A weekly schedule of recreational times is posted in the housing units. Recreational activities may be canceled due to security concerns or special engagements.

24. ACCESS TO TELEPHONE

Each housing unit has telephones available for Inmate/Detainee use. Phone calls may be limited during peak usage periods. There is a 20-minute time limit per call to allow all Inmate/Detainees access to the telephones. The telephones are available for your use daily, during normal facility operation from 8:00am – 10:30pm. Housing areas must maintain an acceptable standard of cleanliness or television and telephone privileges may be restricted. Telephones will be turned on/off at the discretion of the Housing Supervisor.

Inmate/detainees wishing to make a phone call to their attorney may do so from the provided wall phones or from tablets. Prior to making these calls, your attorney will need to contact the Programs Coordinator in order to set up confidential phone lines. Once this has been done, your attorney will then be advised on how to message you through the eMessage system letting you know the number and time for you to call. *If you feel your calls are being monitored or recorded, you may submit grievances to BCDC and/or ICE. Staff will assist you with phone calls, which may include the asylum booth, wall phones with panels or making the call in another area depending on availability.

* Indigent detainees may request phone calls to immediate family or others in personal or family emergencies as needed through the request system to their deportation officer. Ordinarily, a detainee is

considered "indigent" if he or she has less than $15.00 in his or her account for ten days.

* Detainees may wish to make phone contact with family members detained in other detention facilities. Detainees should make this request to their ICE Deportation Officer. Detainees will bear the burden of proving the relationship of the family member and providing the location of that family member.

In case of an emergency, your housing unit deputy may assist you in making telephone calls when access to telephones would not normally be available. Routine telephone calls to attorneys are not considered to be emergencies.

How Do I Make a Phone Call?

1. In the upper right-hand corner, press MANUAL CALL. The dial keypad appears.
2. Enter the number you are calling with the area code first.
3. Press CALL NUMBER button at the bottom.
4. If the Inmate does not have any funds on the General Funds account, the phone will ring and ring. Stay on the line. The Visitor receives a recorded message asking if they want to pay for the call. If they say yes, the Visitor is connected to a Customer Support representative. This typically takes about 10 seconds or more. Once money has been added, the call will be released to the Inmate.

How Do I Make a Pro Bono Phone Call or to a Consulate?

1. In the upper right-hand corner, press **Manual call**. The dial keypad appears.

2. Type in 877-235-8297 in the top field.
3. Press CALL NUMBER button at the bottom.
4. Enter 1 for English and 2 for Spanish
5. Enter your Alien or "A"Number or the Anonymous "A"Number as listed on page 38 of the Detainee Locator
6. Enter the speed dial number from the Pro-Bono Call list, located under the document tab on the kiosk, followed by #
7. Stay on the line for connection

How Do I Make an Anonymous Phone Call to the Women's Center of Jacksonville, the ICE DRIL Line or the ICE OIG Line?

1. Enter 904-721-7273 for the Women's Center of Jacksonville.
2. Dial 877-235-8297, follow the prompts and enter 518# for the Office of Inspector General (ICE OIG), or 9116# for the ICE Detainee Call Center (DRIL)

Note: All phone calls are subject to monitoring/recording except for registered attorney, Pro Bono, and Consulate numbers.

TELEPHONE/TABLET FEE SCHEDULE

Telephone	
Domestic Voice Calls	**$0.20 per Minute**
International Voice Calls	**International Rate + $0.20 per Minute**
Onsite Video Calls	**No Cost**
Remote Video Calls	**$0.20 per Minute**
Messaging	
Text	**$0.03 per 10 characters**
Photo	**$0.25**
Video Messages (60 sec.)	**$0.40**
Entertainment	
E-books	**$0.00 - $1.99 per Book**
Games	**$0.00 - $1.99 Standard /$2.49 Premium**
Movies/TV	**$0.00 - $1.99 Short Form**

*** Applies only to Immigration and Customs Enforcement Detainees.**

	$0.00 - $3.99 Standard **$4.99 Premium**
Music	**$0.00 - $2.99**

TEXT TELEPHONE (TTY)

For those inmates/detainees that are deaf, hard of hearing, or speech-impaired, text telephones (TTY) are available for outside communication upon request. TTY calls are limited to 45 minutes per call between the hours of 9:00 a.m. and 10:00 p.m. The TTY's are located in both the Medical unit as well as Booking.

25. RELIGIOUS SERVICES

All inmates/detainees shall have access to religious resources, services, instruction, and counseling on a voluntary basis. All inmates/detainees shall be extended the greatest amount of freedom and opportunity for pursuing any legitimate religious belief or practice within the constraints of security and safety considerations. Services are scheduled as follows:

Sundays - Interdenominational Services
Men's Dorms 9:00 AM to 11:00 AM and 6:30PM to 8:30PM
Women's Dorms 8:00 AM to 9:00 AM and 5:00PM to 6:00PM
Women's Dorms 6:30 PM to 8:30 PM (Remote service)

Tuesday
All Dorms 8:00AM to 9:00AM Visitation to all dorms to offer Bibles, tracts, and Bible Correspondence Courses

Friday
All Dorms 1:00PM to 3:00PM Jumu'ah Services for Muslim detainees

Saturday

Men's Dorms 6:30 PM to 8:30 PM (Remote service)
All Dorms 9:00AM to 11:00AM Catholic Services every second or third Saturday of each month

Chaplain services are provided on an on-call basis for all inmate/detainees. An Inmate Request form should be completed and forwarded to the Programs Coordinator to receive special Chaplain Services by Catholic Priest, Jewish Rabbi, Jehovah Witness or other Religious Leaders.

Religious items are restricted to only one per inmate/detainee and must be issued by the B.C.D.C. chaplain. Religious headwear will not be included in this count.

a. One rosary beads (suspended on a string).
b. One prayer rug.
c. One Kufi, Yamaka, Rastafarian Crown, or Hijab.
d. Any other religious items will be considered on a case by case basis.

26. *LAW LIBRARY

The schedule for use is posted in all housing units. The hours of operation are 8:30am to 5:00pm. Self-help material will be provided and available to all inmates/detainees for their use for research or preparation of their defense. You are also permitted to use the Law Library for the purpose of assisting other inmates/detainees in their case. You are strictly prohibited from charging any fees for providing assistance to other inmates/detainees. The Law Library is located in A and B-Pod's multi-purpose rooms. If assistance is needed, you may ask for assistance from someone housed in the same dorm as you.

If additional time or more supplies are needed for the law library,

submit a request to the Law Library Clerk and/or Programs Coordinator.

County and United States Marshal inmates may also utilize the law library as scheduled by the Programs Coordinator. Only inmates representing themselves in civil and criminal court proceedings are entitled to law library use. Documentation from the courts stating that you are Pro Se may be required prior to access. Access must be requested by submitting a request form to the Programs Coordinator.

Solicitations of fees for service from another Inmate/Detainee should be reported immediately. No materials may be removed from the library.

Law Library Rules

- Law Library Clerk will monitor your use of legal materials to prevent vandalism.
- If you observe vandalism to any of the legal materials provided, you are encouraged to report it immediately to the Law Library Clerk.
- You will be offered the use of the law library when your recreation time is concluded.
- You will not be able to forego your recreation time to use the law library.
- If you need additional law library use fill out a request to the Programs Coordinator.
- If supplies are low in the law library, advise the Law Library Clerk.
- If you require legal material that is not available in the law library, you may make a written request to the Programs Coordinator.

- If you need photocopies of legal material and a photocopier is not available in the law library, you may make a written request to the Programs Coordinator.
- You may utilize assistance from another detainee housed in your dorm, in researching and preparing legal documents.
- No detainee shall be allowed to charge a fee or accept anything of value for assistance.
- We will not pay compensation to a detainee for researching or preparing legal documents.
- Unrepresented illiterate or non-English speaking detainees who wish to pursue a legal claim to their immigration proceedings or detention, and who indicate difficulty with the legal materials, will be provided with more than access to a set of English-language law books. The Programs Coordinator will assist you in contacting pro bono legal assistance organizations per your written request.
- You will be able to retain personal legal material upon admittance. All items must remain in your assigned bin due to safety, security, or sanitation reasons.
- If you are in the Special Management Unit, you will have the same law library access as the general population, unless compelling security concerns require limitations.
- Indigent inmate/detainees will be provided with envelopes and stamps for mail related legal matters per a written request.
- Any unrepresented inmate/detainee who requests a notary public, certified mail or other such services to pursue a legal shall write a request to the Programs Coordinator. Certified mail costs will be at the inmate/detainee's expense.
- Staff will not permit a detainee to be subjected to reprisals, retaliation or penalties because of a decision to seek judicial or administrative relief or investigation of any matter.

27. *COMPUTERS

Computers are available in the Law Library for the preparation of legal documents ONLY. Computers are not to be used for personal correspondence.

County and United States Marshal inmates may also utilize the law library as scheduled by the Programs Coordinator. Only inmates representing themselves in civil or criminal court proceedings are entitled to law library use.

28. VISITATION

While housed at the Baker County Detention Center, the facility encourages contact between you and your family and friends through the use of video visitation. The below listed rules help to explain the visitation system and the rules that the facility has established.

1: All visitations between inmates/detainees and family or friends are done virtually. There are no contact visits or between glass visitations for family and friends in this facility.
2: All visits must be scheduled by the visitors through their Homewav account. They must also have their Homewav visitation account approved by the facility before they will be able to schedule for a visit.
3: To sign up for a Homewav account or to sign in to their already existing account, prospective visitors can go to www.homewav.com or they can download the Homewav Mobile application on their smart phone (which will be necessary for remote visitations)
4: Upon creating a Homewav account, users will then be prompted to submit two photos. One photo MUST be a good clear, legible image of the visitor's valid photo I.D. The other photo must be a photo of themselves (such as a selfie) so that they can be further identified.

5: Visitors will then have the option to add a contact by selecting the BAKER COUNTY DETENTION CENTER as the facility and then selecting the desired contact.

6: After adding their contacts, the visitor's account information will then be submitted to the facility for review. After being reviewed, and if the account information is accurate and matches the photo I.D, it will be approved. They will then be able to schedule for video visitations.

7: All onsite video visitations must be scheduled at least 24 hours ahead of time.

8: If there is a keep from or standing no contact order from the court between an inmate/detainee and a visitor, they WILL NOT be allowed to visit. If they are caught visiting their visitation account will be banned.

9: Each inmate/detainee is allowed only one remote visitation per day. And only one onsite visitation per day on the weekends. Each must be with a different person.

10: At this time, our facility is only open for on site visitations on Saturdays and Sundays. Even if Homewave allows the visitor to schedule an onsite visitation for a weekday they SHOULD not do it.

11: The hours for on site visitation on the weekends are 9:30am to 6:00 or 6:15pm(depending on whether you want a 15 or 30 minute visit), with a 1 hour closing for lunch between 2:00pm and 3:00pm.

12: Only the adult who's visitation account was used to schedule for the on site visitation is allowed to visit at the facility. They may bring up to two minor children with them.

13: Remote visitations may be scheduled and done ANY day of the week via the Homewave Mobile application. The hours for remote visitations are between 8:30am to 10:30pm.

14: During remote visitations, multiple adults and children are allowed, but ALL people present are required to follow all the same

rules and guidelines and none may have a no contact order between the inmate/detainee and themselves from the court.

15: Appropriate attire must be worn for ALL visitations by ALL visitors. Any attire deemed not appropriate will result in the visitation being cut or the visitor not being allowed into the visitation area at the facility.

16: There is to be NO display of full or partial nudity, sexual activity, motions, sounds, or innuendos. Nor inappropriate images, texts, or videos. Any violation of this nature will result in the visit being cut and a ban of the visitor's visitation account.

17: There are to be NO electronic or recording devices present during the video visitation. Whether onsite or at the facility. No cameras, microphones, cellphones, tablets, gaming devices(switch) laptops, or computers. ANY electronic device present, even if turned off, in the background, or broken, will result in the visitation being cut and a ban on the visitor's visitation account.

18: Only the inmate/detainee scheduled for the visit may be at the visitation monitor for the visit. Multiple detainees being present at the monitor during the visit or a different inmate/detainee visiting will result in the visit being cut.

19: Minors may not be by themselves during the visit. Unsupervised minors will result in the visit being cut.

20: Inmates/detainees must wear proper dress code during the visit. Improper dress will result in the visit being cut.

21: Any attempt to record a video visitation or post recording of video visitations on social media will result in an immediate visit termination and a ban on the visitor's visitation account.

22: Any visitor allowing another to use their account so that they can bypass an existing account ban or standing no contact order will have their visitation account immediately banned

23: No discussion, use, or display of illegal narcotics or items during the video visit. Nor is a visitor or inmate/detainee allowed to visit while intoxicated.

24: Any damage to the monitors or telephones by visitors or inmates will result in an account ban and possibly further disciplinary actions.

25: A visit may be cut or not allowed to begin if the shift commander or designee decides that it could jeopardize the safe functioning and ordinance of the facility.

26: If a visitor has children accompanying them at the facility, they are to remain seated and under the direct supervision of their guardian.

27: ALL VISITS ARE MONITORED AND RECORDED LIVE.

Inmate Workers: When outside the facility, you are prohibited contact with any unauthorized persons (i.e. family, friends, etc.). Your attention must be focused on the task at hand. Violation of this rule may result in your removal from a work crew in conjunction with disciplinary actions.

29. ATTORNEY VISITS

You are allowed to meet privately with current or prospective legal representatives and their legal assistants. These visits must be pre-scheduled prior to the visit. Scheduling will be done by your attorney through the Detention Center Receptionist. Visits are permitted seven days a week, including holidays. On regular business days, legal visitation hours are provided for a minimum of eight (8) hours per day, and a minimum of four (4) hours per day on weekends and holidays. Scheduled visits will be permitted during regular business hours

Monday through Friday from 8:30 a.m. to 5 p.m., after hours Monday through Friday from 5 p.m. to 8 p.m., and weekends (Saturday and Sunday) and holidays from 9 a.m. to 1 p.m. Walk-in visits by attorneys will not be permitted. Emergency walk-in visits will be reviewed on a case-by-case basis by the facility administration and determined if the visit will be permitted. We ask cooperation for these visits and that they not to conflict with meal/count time.

A list of pro bono (free) legal organizations will be posted in all Inmate/Detainee housing units and other appropriate areas. This list shall be updated quarterly. If you wish to see a representative or paralegal from that organization, it is your responsibility to contact them for an appointment.

30. *GROUP LEGAL RIGHTS PRESENTATIONS

At times, notifications will be posted to announce group presentations on legal rights. Legal representatives will conduct the presentations. A sign-up sheet will be made available in each housing unit and you will be given the opportunity to attend. Presentations will be given to groups of the same classification level. Presentations will be open to all detainees, except when a particular detainee attendance would pose a security risk.

Detainees in segregation will be allowed to attend if security is not compromised. If it becomes necessary, presentations may be made to individuals in segregation, pending agreement with the presenter and security can be maintained. If a detainee in segregation cannot attend for this reason, and both the detainee and the presenter(s) so request, alternative arrangements shall be made. A copy of the Group Legal Rights Presentation guideline will be available to detainees upon request.

31. INSPECTIONS OF PERSONS AND PROPERTY

You are subject to a search upon admission into the facility. You are subject to a strip search when there is reasonable suspicion to believe you may have contraband concealed on your person. All new county inmates entering the facility will submit to a body scan search utilizing the CONPASS SV scanner. Routine unscheduled searches of the facility, living areas, Inmate/Detainee persons, and property will be conducted as deemed necessary.

Transgender inmate/detainees will be provided a Search Preference form at time of intake that will identify the sex of the staff member in which they feel most comfortable being searched by. The facility will attempt to honor this form during normal daily routines. In the event of an emergency situation, cross gender searches may be required.

All county inmate workers will be strip searched and submitted to a body scan search prior to transport to the housing units. All workers are subject to a pat search at any time. All inmate/detainees are subject to pat searches and property searches at anytime during their time in the facility.

All searches are used as a means of interdicting contraband and ensuring safe and sanitary conditions exist within the facility. Searches are not punitive in nature.

32. *MARRIAGE REQUESTS

Requests for permission to marry while in ICE custody will be considered on a case-by-case basis. The request to be married must be submitted in writing by the detainee (by utilizing a detainee Request Form) or by his/her legal representative. The request must be

accompanied by the intended spouse's written confirmation of intent to marry. The request, after receipt by the Detention Staff, will be forwarded to a Supervisory Detention & Deportation Deputy (SDDO). The SDDO will direct a review of your file to determine your eligibility to marry. If your request appears to satisfy established criteria, your request will be forwarded to the Deputy Field Office Director (DFOD) for tentative approval. Your Deportation Deputy (DO), at your request, will explain the established criteria. Final approval will not be granted until all requirements are met, such as securing a marriage license, etc. Once final approval has been granted, it shall be your responsibility, or the responsibility of the individual(s) acting on your behalf, to ensure that all arrangements for the marriage are made – retaining an official to perform the marriage ceremony, etc. Detainees will not be allowed to leave the facility for the purpose of making marriage arrangements. ICE and BCSO personnel shall not participate in making marriage arrangements.

Generally, once a request has received final approval, and all requirements have been met, the marriage may be scheduled to occur in the facility Monday through Friday. The total number of visitors, including the fiancée and the person conducting the ceremony will not exceed 4 persons. An exception, at the discretion of one of the Corrections Directors, may be made for children. During the service you will be approved to keep a wedding band that meets security requirements (simple band, no stones will be permitted). The band must be approved by the Programs Coordinator prior to issuance.

Generally, a request from a detainee in Segregation will be postponed until the detainee has served the required time. Further, the fact that a detainee has been placed in Segregation may constitute prima facie evidence (self-evidence) of an institutional security threat and may

therefore be a temporary basis for denial, until such threat is no longer a factor.

The DFOD's decision to deny a request and the reason(s) for the decision will be provided in writing to the detainee and his/her legal representative, if applicable.

Inmate marriages for county and U.S.M.S. inmates are not allowed while you are incarcerated in the Baker County Detention Center.

33. CORRESPONDENCE

You may send or receive mail to or from anyone you know personally. Any request for religious materials must be routed through the Programs Coordinator. Drawing on the front of the outgoing envelopes is prohibited due to postal regulation.

Inspection of Incoming General Correspondence and Other Mail

All your incoming general correspondence and other mail (including packages) will be opened to inspect for contraband. Incoming general correspondence may be inspected to the extent necessary to maintain security. You are responsible for the contents of your letters. All general correspondence mail and contents will be scanned by the Mail Room staff into the Homewav Digital Mail Center for you to view and read. Family photos will be permitted in to the Digital Mail Center but may be no more than ten (10) per envelope and no larger than a 4"x6".

All general correspondence mail will be collected daily, Monday through Friday, by the property deputy and delivered to the post office the next business day.

Special Correspondence/Legal Mail

Special correspondence is any written communications to or from the following:

- private and/or government attorneys and other legal representatives
- judges
- courts
- embassies and consulates
- the President and Vice President of the United States
- members of Congress
- the Department of Homeland Security (including ICE and the Office of the Inspector General)
- YesCare
- administrators of grievance systems
- representatives of the news media
- Women's Center of Jacksonville
- PREA auditors during B.C.D.C. PREA pre-audit/post audit phase

Correspondence will only be treated as special correspondence if the title and the office of the sender (for incoming correspondence) or addressee (for outgoing correspondence) is clearly identified on the envelope, clearly indicating that the correspondence is special.

In-coming special correspondence will be opened in your presence to inspect for contraband, and to confirm that any enclosures qualify as special correspondence. Upon opening and inspection of in-coming special correspondence, you will receive the contents along with a photocopy of the originating envelope to provide you with the return address. The original envelope will be disposed of after 30 days of retention by the facility. All attorneys are required to send email

notification to the facility prior to Mail Room staff accepting the mail. Failure to send this email notification may result in the mail being returned to the sender. It is your responsibility to notify your attorney of this requirement. It is your attorney's responsibility to contact the facility for the email address. If you feel your legal mail was not delivered or has been opened outside of your presence you may file a grievance using the Homewav app to BCDC staff and/or ICE Officials.

Inspection of Outgoing Correspondence and Other Mail

Outgoing general correspondence must be left unsealed, to determine if it may present a threat to the facility's secure or orderly operation, endanger the recipient or the general public, or facilitate criminal activity.

Special correspondence must be clearly labeled as such and presented to a member of the security staff unsealed for inspection of material that may threaten the facilities security, endangers the recipient, a member of the public, or might facilitate criminal activity. Upon inspection, you will be instructed to seal the envelope in the security staff's presence. Once sealed in the presence of both the inmate/detainee and security staff, the special correspondence will not be re-opened, inspected, or read unless an exigent circumstance is present that creates a suspicion of threat to the facilities security, endangers the recipient, a member of the public, or might facilitate criminal activity. This correspondence will be opened in the presence of the Inmate/Detainee.

Rejection of Incoming and Outgoing Mail

Incoming and outgoing mail may be rejected to protect the security, good order, or discipline of the facility; to protect the public; or to deter criminal activity. Correspondence and publications that may be

rejected include, but are not limited to:

- material that depicts, describes, or encourages activities that could lead to physical violence or group demonstration
- material dealing with self-defense, weaponry, armaments, explosives, or incendiary devices
- information regarding escape plots
- plans to commit illegal activities or to violate rules or facility guidelines
- sexually explicit material
- information regarding the production of drugs or alcohol
- other contraband

Packages received without the proper authorization are considered contraband.

* All ICE "End of Sentence" packages must have prior approval from DHS before they will be permitted in to the facility and must meet ICE standards of only one package weighing less than 40 pounds. These packages must be mailed in once approval is given. Packages are not to be dropped off by family or friends at the facility lobby.

*Identity documents (passports, birth certificates, etc.) received in the mail will be placed in your ICE A-file. Upon written request, you will be provided with a copy of the document(s), certified by an ICE deputy to be a true and correct copy.

Postage Allowance

Inmates/Detainees are allowed to purchase stamps from the commissary. Generally, there is no limit to the amount of correspondence an Inmate/Detainee may send at their own expense.

Indigent Inmate/Detainee (those with $15 or less in their commissary account at the time) will be provided postage, not to exceed five pieces of Legal Mail/Special Correspondence and three pieces of general correspondence per week.

If the staff has reason to believe that you are violating or circumventing mail regulations, your mailing privileges may be restricted. Circumvention or violations of mail regulations usually means mailing threatening letters, violating no-contact orders, engaging in criminal activity, or correspondence to another inmate/detainee housed in this facility. Mail restriction usually means that you may only write to people that have been approved by Corrections Bureau Chief of Security or ICE official. It also means that all your incoming and outgoing mail could be censored or read by the staff.

You are required to write your name on the upper left-hand corner of the envelope. All your incoming mail will be scanned and placed in your property box, and outgoing mail, except for legal mail, will be scanned then routed to the proper postal office, within 24 hours of receipt by facility staff, excluding weekends and holidays.

Priority Mail/Certified Mail

You may choose to send portions of your legal mail as priority mail/certified mail during your stay in the facility. Should you choose to exercise this option, you will be responsible for the fees associated with the increased cost of postage. Requests for priority mail/certified mail must be made to the Programs Coordinator. During legal mail pick up in each morning, Programs staff will have the forms available to you. You are required to complete these forms at the time of pickup and present them back to the Programs staff along with the envelope to be mailed.

If a package is received without prior approval, it will be rejected.

When you depart the facility, any non-special correspondence received for you will be endorsed "Return to Sender". If you are transferred to another facility, only your special correspondence will be forwarded to you via ICE.

34. NOTARY SERVICES

Notary services are available to all inmate/detainees by the facility Programs staff. Each inmate/detainee will be allowed up to five (5) free notary stamps per week. Any requests for notary over the allotted five (5) stamps, will result in a $5.00 charge per stamp. Requests must be submitted to Programs staff to receive services.

35. TABLETS

You are afforded the opportunity to use electronic tablets here at the facility. Tablets are free to use and are loaded with books, games, movies, and other programs. LexisNexis law library is available on each tablet. You may choose to pay a fee in order to receive "premium" material which includes: additional books, movies, games, and applications. This fee is not required in order to use a tablet. Tablets must be returned to the charging stations prior to Master Count each night for charging. Tablets will be available the next morning after the morning count. If you are found guilty of intentionally breaking a tablet through the disciplinary process, you will be written a disciplinary report and asked to pay the restitution fee to the facility to replace that tablet.

36. EMESSAGING

Emessaging is another form of communication allowed between inmate/detainees and their family and friends. Emessaging is similar to email or text messaging utilizing the electronic kiosks and tablets

located in each dorm. Messages and photos may be sent into inmate/detainees by family and friends seven days a week. Emessaging, like general correspondence, is monitored for content. Photos containing nudity, violence, or other violations listed under "Rejection of Incoming or Outgoing Mail" in the previous section will not be allowed.

37. INMATE/DETAINEE DISCIPLINE

In a facility where many individuals live together in a relatively small amount of space, it is extremely important that order and discipline be maintained. Order and discipline are not only for the benefit of the staff, but also for the safety and welfare of you and other inmates/detainees. While many problems can be solved informally through counseling, disciplinary measures must occasionally be imposed.

The Inmate/Detainee will be provided with a copy of the disciplinary report/notice of charges at least 24-hours before the start of the disciplinary proceedings. The Inmate/Detainee will be notified of his right to remain silent during all stages of the investigation. The case will be reviewed within 24 hours of the time of the violation. The investigation shall be completed within 72 hours of receipt of the Incident Report, barring exceptional circumstances unless the Inmate/Detainee waives the 24-hour notification provision. Due process, including a hearing shall be held within 24 hours of the end of the investigation.

The Baker County Detention Center uses a system of charges and sanctions for rule violations. Members of the Baker County Detention Center may render a verdict in your case using these charges and sanctions. If you do not accept the verdict, you may utilize your right

to appeal as listed below.

Prior to referring the incident report to the Corrections Bureau Director, you will be informed of your rights, both verbally and in writing. The following is a list of your rights.

1. The right to have a written copy of the charge(s) against you at least 24 hours prior to appearing before the disciplinary committee/hearing deputy.

2. The right to call witnesses and present documentary evidence in your behalf provided facility safety would not be compromised.

3. The right to remain silent. Your silence may be used to draw an adverse inference against you. However, your silence alone may not be used to support a finding that you committed a prohibited act.

4. The right to be present throughout the hearing except during deliberations and when institutional safety would be jeopardized or compromised.

5. The right to be advised of the disciplinary committee/hearing deputy's decision and the facts supporting the decision, except where institutional safety would be jeopardized.

6. The right to appeal the decision of the disciplinary committee/hearing deputy by means of the Inmate/Detainee Grievance Procedure to the Corrections Bureau Director. This must be done within 5 days of notice of the Panel's decision and disposition.

At any time during the hearing, the disciplinary committee/hearing deputy (for justifiable cause) may order a further investigation into the alleged prohibited act, and may continue the hearing to a future time. If the Inmate/Detainee is being held in the Special Management Unit (SMU), the delay will not exceed 72 hours, barring an emergency.

Detainees in Disciplinary Confinement status are reviewed every 7 days to ensure the detainee is abiding by all rules and regulations and is offered showers, meals, recreation etc. The maximum for a rule violation is no more than 30 days for all violations arising out of one incident. The circumstances causing an Inmates/Detainees placement into Disciplinary Confinement require the review and approval of a Lieutenant or higher authority. All inmates/detainees are subject to all laws of the United States and of the State of Florida. Any Inmate/Detainee violating these laws may be charged and tried for that violation in the appropriate local, state, or federal court.

The filing of charges in a judicial court of record for the violation of local, state, or federal law does not, in any way, prevent or preclude the administrative handling of the same act as an Institution disciplinary matter, or of the taking of disciplinary action against the Inmate/Detainee in question.

Inmate/Detainee shall not engage in or encourage others to engage in unauthorized organizational activities or meetings; display, wear, posses, distribute or use unauthorized organizational insignia or materials. An unauthorized organization is any organization that has not been approved by the Corrections Bureau Director.

Inmates/Detainees shall not attempt escape from this facility or from escort. Any attempt of escape could warrant the use of lethal/physical

force and criminal charges filed against you, if applicable.

Rules of prohibited conduct

Any act, which is a felony or misdemeanor in the State of Florida, may lead to criminal prosecution as well as institutional discipline through the disciplinary process. Institutional rules and prohibited conduct are enforced through the disciplinary process, which may result in a recommendation of up to 30 days in Disciplinary Confinement per violation. Time in segregation or the withholding of privileges may exceed 30 days only on "Greatest Offense" violations and with approval and written authorization from the Chief of Security. Inmates can also be required to pay for damaged, destroyed, or misappropriated property or goods. Sentenced inmates may also be subject to loss of gain time credits. In addition, the Baker County Detention Center will strictly enforce Florida State Statue 951.23 (10) Governing County Detention Center Inmate Conduct, which reads it is a misdemeanor of the second degree, punishable as provided in fss.778.082 or fss.775.083, for a county prisoner or a municipal prisoner in a county detention facility to knowingly, on two or more occasions, violate a posted jail rule governing the conduct of prisoners.

Rules of prohibited conduct include:

MAXIMUM PENALTY FOR "GREATEST OFFENSE" VIOLATIONS:
Up to (30) days in disciplinary confinement (DC) and loss of gain time (GT) and privileges. Time in segregation or the withholding of privileges may exceed (30) days only on "Greatest Offense" violations and with approval and written authorization from the Chief of Security. Loss of all gain time for sentenced county workers.

MAXIMUM PENALTY FOR "HIGH OFFENSE" VIOLATIONS:

Up to (30) days in disciplinary confinement (DC) and loss of gain time (GT) and privileges. Loss of all gain time for sentenced county workers.

MAXIMUM PENALTY FOR "HIGH MODERATE OFFENSE" VIOLATIONS:
Up to (72) hours in disciplinary confinement (DC) and loss of gain time (GT). Loss of up to 30 days gain time for sentenced county workers.

MAXIMUM PENALTY FOR "LOW MODERATE OFFENSE" VIOLATIONS:
Confiscate contraband, restrict to housing unit, reprimand, and warning Loss of up to 15 days gain time for sentenced county workers.

If an inmate is found guilty of three (3) disciplinary violations within six (6) months, the Committee may impose Class B sanctions, regardless of the class of the violations and privileges.

"GREATEST OFFENSE" Violations:

100 Killing
101 Assaulting any person (includes sexual assault)
102 Escape from escort; escape from a secure facility
103 Arson - Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of greatest severity[e.g., a riot or an escape]; otherwise the charge is classified as Code 218 or 321)
104 Possession or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, escape tool, device or ammunition
105 Rioting
106 Inciting others to riot
107 Hostage-taking
108 Assaulting a staff member or any law enforcement officer

109 Threatening a staff member or any law enforcement office with bodily harm

198 Interfering with a staff member in the performance of duties (offense must be of high moderate severity; this charge to be used only when no other charge in this category is applicable)

199 Conduct that disrupts or interferes with the security or orderly running the facility (conduct must be of the greatest severity; this charge is to be used only if another charge of greatest severity is not applicable)

"HIGH OFFENSE" Violations:

200 Escape from unescorted activities o or secure facility, proceeding without violence

201 Fighting, boxing, wrestling, sparring and any other form of physical encounter, including horseplay that causes or could cause injury to another person, except when part of an approved recreational or athletic activity

202 Possession or introduction of an unauthorized tool

203 Loss, misplacement or damage of a restricted tool

204 Threatening another with bodily harm

205 Extortion, blackmail, protection and demanding or receiving money or anything of value in return for protection against others, avoiding bodily harm or avoiding a threat of being informed against

206 Engaging in sexual acts

207 Making sexual proposals or threats

208 Wearing a disguise or mask

209 Tampering with or blocking any lock device

210 Adulterating of food or drink

211 Possessing, introducing, or using narcotics, narcotic paraphernalia or drugs not prescribed for the individual by the medical staff

212 Possessing an officer's or staff member's clothing

213 Engaging in or inciting a group demonstration

214 Encouraging others to participate in a work stoppage or to refuse to work

215 Refusing to provide a urine sample or otherwise cooperate in a drug test

216 Introducing alcohol into the facility

217 Giving or offering an official or staff member a bribe or anything of value

218 Giving money to, or receiving money from, any person for an illegal or prohibited purpose (e.g., introducing/conveying contraband)

219 Destroying, altering, or damaging property (government or another person's) worth more than $100

220 Being found guilty of any combination of three or more high moderate or low moderate offenses within 90 days

222 Possessing or introducing an incendiary device (e.g., matches, lighter, etc.)

223 Engaging in any act that could endanger person(s) and/or property

224 Possession of Dangerous Contraband

225 Molestation of a Vending Machine

226 Positive Drug Screen

227 Smuggle Contraband Into or Around the Facility

298 Interfering with a staff member in the performance of duties (offense must be of high moderate severity this charge to be used only when no other charge in this category is applicable)

299 Conduct that disrupts or interferes with the security or orderly operation of the facility (conduct must be of highest severity; this charge is to be used only when no other charge of highest severity is applicable)

"HIGH MODERATE" Violations:

300 Indecent exposure
301 Stealing (theft)
302 Misusing authorized medication/medically issued equipment
303 Loss, misplacement or damage of a less restricted tool
304 Lending property or other item of value for profit/increased return
305 Possessing item(s) not authorized for receipt or retention and not issued through regular channels
306 Refusing to clean assigned living area
307 Refusing to obey the order of a staff member or officer (may be categorized and charged as a greater or lesser offense, depending on the kind of disobedience: continuing to riot is Code 105—Rioting; continuing to fight Code 201—Fighting; refusing to provide a urine sample, Code 215— Refusing to provide a urine sample or otherwise cooperate in a drug test).
308 Insolence toward a staff member
309 Lying or providing false statement to staff
310 Counterfeiting, forging or other unauthorized reproduction of money proceedings or other official document or item (e.g., security document, identification card, etc.); may be categorized as greater or lesser offense, depending on the nature and purpose of the reproduction (e.g., counterfeiting release papers to effect escape—Code 102 or 200).
311 Participating in an unauthorized meeting or gathering
312 Being in an unauthorized area

313 Failing to stand count
314 Interfering with count
315 Making, possessing, or using intoxicant(s)
316 Refusing a breathalyzer test or other test of alcohol consumption
317 Gambling
318 Preparing or conducting a gambling pool
319 Possessing gambling paraphernalia
320 Unauthorized contact with the public
321 Giving money or another item of value to, or accepting money or another it of value from, anyone, including another detainee, without staff authorization
322 Destroying, altering, or damaging property (government or another person's) worth more than $100
323 Signing, preparing, circulating, or soliciting support for prohibited group petitions
398 Interfering with a staff member in the performance of duties (offense must be of high moderate severity; this charge to be used only when no other charge in this category is applicable)
399 Conduct that disrupts or interferes with the security or orderly running of the facility (offense must be of high moderate severity; this charge is to be used only when no other charge in this category is applicable)

"LOW MODERATE" Violations:

400 Possessing property belonging to another person
401 Possessing unauthorized clothing
402 Malingering; feigning illness
403 Smoking where prohibited
404 Using abusive or obscene language
405 Tattooing, body piercing or self- mutilation

406 Unauthorized use of mail or telephone (with restriction or temporary suspension of the abused privileges often the appropriate sanction)

407 Conduct with a visitor in violation to rules and regulations (with restrict or temporary suspension of visiting privileges often the appropriate sanction)

408 Conducting a business

409 Possessing money or currency, unless specifically authorized

410 Failing to follow safety or sanitation regulations

411 Unauthorized use of equipment or machinery

412 Using equipment or machinery contrary to posted safety standards

413 Being unsanitary or untidy; failing keep self and living area in accordance with posted standards

498 Interfering with a staff member in the performance of duties (offense must be of high moderate severity; this charge to be used only when no other charge in this category is applicable)

499 Conduct that disrupts or interferes with the security or orderly running of the facility (offense must be of low moderate severity; this charge is to be used only when no other charge in this category is applicable)

Effective July 1st, 2019, pursuant to House Bill 599, a person who is detained in this facility may not: intentionally expose the genitals in a lewd or lascivious manner; or intentionally commit any other sexual act that does not involve actual physical or sexual contact with a victim, including but not limited to, sadomasochistic abuse, sexual bestiality, or the simulation of any act involving sexual activity, in the presence of a person he or she knows or reasonably should know is an employee. A person who violates this commits lewd or lascivious exhibition in the presence of an employee, a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.

38. GRIEVANCE PROCEDURE

When you have a complaint or grievance, every effort should be made to resolve it at the lowest level possible. Inmate/Detainees may orally present an informal grievance to any staff member within five days after the event has occurred. If a grievance is resolved at the informal level, it may be answered orally, and no written response to the Inmate/Detainee is necessary.

Inmate/Detainee may file a formal written grievance no later than five days after the event. In any event, no more than five days may elapse from the incident/action and the initiation of the grievance procedure. Inmate/Detainee may also decide to take this step in order to bypass the informal process. Grievance forms will be completed on the electronic kiosks or may be obtained from the housing unit by completing an Inmate/Detainee request form. The housing deputy will assist you (at your request) with the basic requirements for completing the form. Once you have completed the form, it is to be provided to a housing deputy.

An Inmate/Detainee may file a grievance only for himself, but will be given the opportunity to obtain assistance from another Inmate/Detainee in filing a grievance.

Each grievance form can cover a single complaint, or a cluster of closely related issues. Each grievance form filed must contain only one subject or the form will be rejected without review.

When a shift supervisor receives an Inmate/Detainee grievance(s) he/she or a designee will meet with that Inmate/Detainee in an attempt to resolve the issue. If the grievance cannot be resolved to the

satisfaction of the Inmate/Detainee, the shift supervisor will refer the written grievance to the Corrections Bureau Chief of Security. The Chief of Security will act on the grievance within five working days, and provide the Inmate/Detainee with a written response consisting of the decision and the reasons for that decision.

An Inmate/Detainee who does not accept the decision of the Corrections Bureau Chief of Security may appeal to the Bureau Director. The Bureau Director will provide the Inmate/Detainee with a written decision within five working days of receiving the appeal.

Emergency Grievances

An emergency grievance involves an immediate threat to an inmate's/detainee's safety or welfare. Once the receiving staff member approached by an Inmate/Detainee determines that he/she is in fact raising an issue requiring urgent attention, the following emergency grievance procedures will apply:

- The staff member receiving the emergency grievance will immediately notify a supervisor
- If the supervisor concurs that the grievance represents an emergency, the supervisor will take the required action to resolve the matter in a timely manner
- If the matter is resolved at this level, the supervisor will prepare a report for the Chief of Security or his or her designee.

The Inmate/Detainee may elect to present his/her emergency grievance directly to a supervisor. Emergency grievances not resolved at the shift level will be sent up the chain of command until the matter is resolved.

If the supervisor determines the matter is not an emergency, standard procedures will apply.

Nuisance Complaints

Inmates/Detainees, who demonstrate a pattern of abuse of the grievance system, resulting in unnecessary burdens at the expense of legitimate complaints, will have such grievances returned unprocessed. Continued abuse may result in adverse action initiated against the responsible Inmate/Detainee.

No harassment, punishment, or disciplinary action will result to an Inmate/Detainee who seeks resolution of legitimate complaints in good faith.

*Detainees who have complaints relating to staff misconduct may file complaints directly with the Department of Homeland Security by calling 1-800-323-8603 or by writing to:

Department of Homeland Security
Office of the Inspector General
245 Murray Drive, SW. Building 410
Washington, DC 20528

All grievances will be considered confidential, and copies of grievance records are disclosable only on authorization of the Corrections Bureau Director or Sheriff. A copy of each Inmate/Detainee grievance will be maintained on file for at least three years and subsequently, until the Inmate/Detainee leaves custody.

39. INMATE/DETAINEE DRESS CODE

Inmates/Detainees are required to comply with the Inmate/Detainee dress code and grooming standards as explained below:

Inmates/Detainees are required to keep themselves clean, wear proper clothing and footwear during all activities, and maintain a clean and sanitary living area. Inmates/Detainees are reminded that poor hygiene, poor sanitation, and not wearing proper clothing and footwear can cause potential conflict with your peers and others, and can have negative impact upon the health and safety of yourself and others. All inmate/detainees are to remain fully clothed at all times except when showering or undressing behind the shower curtain to ensure each individual's privacy. Failure to comply with the dress code and grooming standards will ultimately become an issue that requires staff intervention in the form of appropriate disciplinary action to correct the situation.

Ordinarily, Inmates/Detainees may wear any hairstyle with the following exceptions:

1. For safety and hygiene reasons, kitchen workers and workers operating machinery will keep their hair neat and clean, and in a manner that will not interfere with the safety and hygiene requirements.

2. ALL kitchen workers will be maintain a high degree of personal hygiene. Kitchen workers will wear a hairnet and/or a chef's cap when working in the kitchen. Kitchen workers with beards are required to wear beard guards when working in the food preparation or food serving areas.

There will be no exceptions to this requirement including medical

reasons.

40. CLOTHING

The basic uniform for inmates/detainees shall be distinctive in appearance as to identify the Inmate/Detainee according to security level. The Baker County Detention Center's basic uniform is blue, orange, or red. Jumpsuits must be worn in the manner designed when outside the sleeping quarters.

Blue uniform –	Level 1 Inmate/Detainee
Orange uniform –	Level 2 Inmate/Detainee
Red uniform –	Level 3 Inmate/Detainee
Beige uniform-	Interior Inmate/Detainee worker
Green/Black uniform -	Outside Inmate/Detainee worker

All issued clothing shall be worn as specified in the following prescribed instructions and in no other manner. These requirements are essential to ensure compliance of security, hygiene, and conduct within the realm of propriety for all people.

1. Clothing must be clean and not torn when worn.

In addition:

1. All inmate/detainees are to remain fully clothed at all times except when showering or undressing behind the shower curtain to ensure each individual's privacy.
2. Undergarments may be worn without outer garments only while inside the sleeping quarters or the restroom. NO EXCEPTIONS!
3. Footwear must be worn at all times – bare feet are not allowed.
4. Hats or other head covers are not authorized for the general

population. Workers will be issued the proper head cover when required and will be worn only while performing work related duties.

5. No article of clothing will be worn in a manner not normally intended for that item (using a shirt as a headband or head cover, etc.).
6. Inmates/Detainees must wear the issued uniform in the proper manner.

41. PREGNANT FEMALES

If you are pregnant or think you might be, please advise staff.

It is the policy of the Baker County Detention Center, that at no time will a pregnant female be restrained with leg irons and waist chains unless there is an imminent threat of violence; self harm; harm to the fetus; or escape and whose escape poses a risk of additional criminal activity to the community. The inmate/detainee will be restrained by handcuffs in the front of the body in order to protect herself in the event of a forward fall prior to active labor, delivery or postpartum recovery.

Should extraordinary circumstances arise where restraints must be used during active labor, delivery or postpartum recovery, only handcuffs are to be used and for no more time than necessary.

Postpartum recovery is a period up to 24 hours after delivery unless a physician recommends a longer period of time and consults with a representative from the Detention Center Command Staff.

42. CONTRABAND

Items that are considered to be a detriment to the safe and orderly operation of the facility are prohibited. Contraband items include but are not limited to:

1. Any dangerous drug, narcotic drug, marijuana, intoxicating liquor of any kind, deadly weapons, dangerous instruments, explosives or any other article that, if used or possessed, would endanger the preservation of order in the facility.
2. Any item which could be used as an aide to escape.
3. Any item which could be used to disguise or alter the appearance of an Inmate/Detainee.
4. Any article of clothing or item for personal use or consumption that has not been cleared first through a supervisor or purchased through the commissary.
5. Cameras, video, audio, or related equipment that can be used to make unauthorized photographs or audio, or audio/visual recordings of inmates/detainees, staff, or government property.
6. There are certain items that are not inherently illegal but are considered contraband when possessed by an Inmate/Detainee or visitor within the facility. These items include but are not limited to: any approved item which, though approved, is in excess of the quantity allowed or has been changed from its original appearance or purpose, and any pornographic and/or explicit materials.

43. *LEGAL FILE

The Deportation Department maintains an immigration legal record commonly called an "A" file for each detainee. This "A" file contains your legal transactions and documentation pertaining to your case; including but not limited to identification cards, photos, passports, and immigration history. A detainee may request a copy of these items from ICE.

44. DETENTION FILE

A detention record is maintained for each Inmate/Detainee. This

detention record may include the following:

1. Funds, valuables and property receipts
2. Inmate/Detainee written requests, issues, etc.
3. Classification Records
4. Administrative or Disciplinary records

45. RIGHTS AND RESPONSIBILITIES

1. You have the right to be informed of the rules, procedures and schedules concerning the operation of the Facility.
   You have the responsibility to know and abide by them.

2. You have the right to freedom of religious affiliation, and voluntary religious worship.
   You have the responsibility to recognize and respect the rights of others in this regard.

3. You have the right to health care which includes nutritious meals, proper bedding and clothing, a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical treatment.
   It is your responsibility not to waste food, to follow the laundry and shower schedule, to maintain neat and clean-living quarters, and to seek medical care as needed.

4. You have the right to have family members and friends visit with you in keeping with the facility rules and schedules.
   It is your responsibility to conduct yourself properly during visits, and to not accept or pass contraband.

5. You have the right to unrestricted and confidential access to the

courts by correspondence.

You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.

6. You have the right to legal counsel from an attorney of your choice by means of interviews and correspondence at no cost to the Baker County Detention Center or the United States Government.

   It is your responsibility to obtain the services of an attorney honestly and fairly.

7. You have the right to participate in the use of law library reference materials, (if you are not represented by counsel in any criminal matter) to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.

   It is your responsibility to use those resources in keeping with the procedures and schedule prescribed and to respect the rights of other Inmate/Detainee to the use of the material.

8. You have the right to participate in a work program, as far as resources are available, and in keeping with your interests, needs and abilities.

   You have the responsibility to take advantage of activities, which may help you live a successful and abiding life within the facility and in the community. You will be expected to abide by the regulations governing the use of such activities.

9. *You have the right to an administrative hearing before an Immigration Judge to determine your status in the United States.

   It is your responsibility to seek and provide evidence for your defense.

10. *If you are not an exclusion case and eligible, you have the right to

request release on bond until your scheduled administrative hearing.

It is your responsibility to seek methods of payment for your bond.

11. *You have the right to apply for political asylum if you believe that you will be persecuted because of your race, religion, nationality, or membership in a social group or political opinion.

It is your responsibility to prepare and submit the proper forms accurately.

12. *You have the right to request voluntary departure, if statutorily eligible, prior to a hearing. If you request voluntary departure, you waive that right to a hearing.

It is your responsibility to inform an ICE Deputy that you request voluntary departure.

46. HOW CAN I GET OUT OF JAIL?

Jail personnel are not authorized to intervene in bonding matters. There are numerous ways by which an inmate can become eligible for release. These include:

- PURGE – The authorized release of an inmate by a court order involving a payment of money (most often associated with child support).
- SURETY BOND – A bond posted for you by a person who is a licensed bondsman with the State of Florida and registered in the county where the bond is posted. A listing of bonding agencies is posted in booking. Most bonding agencies are also listed in the local phonebook. The agent guarantees your presence in court by assuming responsibility for your bond.

- CASH BOND – Most are posted by a third-party guaranteeing appearance in court. Cash may be deposited into your inmate account for bond purposes.
- RELEASE ON YOUR OWN RECOGNIZANCE (ROR) – The release of an inmate by the court without exchange of money or other items of value; releasing an inmate on their "word" to appear in court.
- TIME SERVED – An inmate has been sentenced to serve time in jail and has completed that time.
- TRANSFER – An inmate is transferred to another institution.

NOTE: 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 Section 316.193(9), Florida Statutes, or any substance controlled by Chapter 893, Florida Statutes, 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.

47. INMATE/DETAINEE WORK PROGRAM

Sentenced and non-sentenced county inmates along with ICE detainees may participate in the work program. In order to participate, those interested must submit a Worker Agreement and Worker Survey to their Classification officer advising their interest in the program. Inmates/detainees selected must have a completed Health and Physical through the Medical department prior to being assigned a work position. All sentenced county inmates determined to be eligible and physically able to work but who refuse to work on two or more occasions may be charged with a misdemeanor criminal offense in accordance with Section 951.23(10)(y), Florida Statutes. Sentenced

inmates who refuse to work or are removed from their job assignment for any reason, excluding a medical removal for a physical disability, will not be eligible for any gain time.

ICE detainee workers are utilized in the passing of food trays at scheduled times and as pod workers.

All inmate/detainee workers are compensated for their days work.

48. TRANSLATION SERVICES

Inmate/detainees will be provided materials such as the facility handbook and forms in a language or manner that the inmate/detainee can understand. All inmate/detainees are required to identify their primary language at time of intake. Written materials will then be translated into the identified language. Staff may utilize a translation phone service for interviews with Limited English Proficient (LEP) inmate/detainees. Staff may also use handheld devices to translate verbal conversations between staff and inmate/detainees.

49. COMMONLY ASKED FOR ADDRESSES

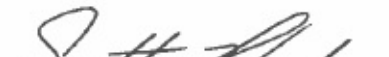
Baker County Clerk of Court's Office
339 East Macclenny Ave.
Macclenny, Florida 32063

Baker County Public Defender's Office
81 North 3rd Street
Macclenny, Florida 32063

REVISIONS

The handbook will not be immediately reprinted to incorporate every revision. Revisions will be posted on bulletin boards in housing units, on the electronic kiosks and other prominent areas until a reprint is conducted.

APPROVED:



SCOTTY RHODEN, SHERIFF
BAKER COUNTY, FLORIDA