

Pulaski County Detention Facility

Detainee Handbook 2025

Welcome to the Pulaski County Detention Facility.

As Sheriff of Pulaski County, I want to take this opportunity to personally address you and share a few important expectations regarding your time here. While your circumstances may vary, every individual in our custody will be treated with dignity and respect. This facility is committed to upholding the basic rights and needs of every inmate, including access to food, shelter, medical care, and a safe and secure environment.

You will find that the staff of this facility are professionals dedicated to ensuring your safety and well-being, as well as that of others. However, this responsibility is shared. We expect you to follow all facility rules and guidelines. These rules are in place not only for order but to protect everyone—staff and inmates alike.

Compliance with the rules is not optional. All inmates are expected to conduct themselves in a manner that is appropriate at all times. Disruptive or unsafe behavior will not be tolerated and will result in consequences consistent with facility policy.

I encourage you to use this time productively. Resources may be available to support your personal development, education, or legal needs. If you have questions or concerns, follow the appropriate procedures to address them through the proper channels.

We recognize that being in custody can be a difficult experience. Please be assured that the Pulaski County Detention Facility is committed to providing fair and professional treatment to all individuals under my care.

Sincerely,
Stacy L. Ball
Sheriff, Pulaski County

I want to let you know upfront you will be fined for disruptive/destructive behavior from your Commissary account:

- Expended Taser Cartridge \$45.00
- Buzzer nuisance \$5.00 for every non-emergency/non-essential use.
- Destruction of jail property (based on the quote to be fixed)
- Flooding the cell \$100.00
- Kicking the cell door \$5.00 for every kick

Damage to Jail Property (RSMo Section 221.353): An inmate who knowingly damages any city, county, or private jail property commits a class E felony. This statute provides the basis for criminal charges against inmates who destroy or deface jail property.

Restitution Orders (RSMo Section 559.105): Upon a guilty plea or conviction, a court may order the offender to make restitution to the victim for losses resulting from the offense. This includes compensation for damages such as destruction of property. The statute also allows for restitution amounts to be deducted from an inmate's account while incarcerated.

***The rules in this handbook are subject to change at any time. However, prior notice will be given before changes are put into effect unless the security of the Jail is threatened.**

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INTRODUCTION/MISSION

The Pulaski County Detention Facility is a county jail that regularly houses state and local pre-trial and post-conviction detainees. Our mission is to safely and securely house the detainees held in this facility. In order to maintain and promote both your safety and security as a detainee, a specific set of facility/detainee rules are in place that you are required to follow without exception. These rules and additional information that may pertain to you during your stay in the Pulaski County Detention Center are the basis of the Pulaski County Detention Center Detainee Handbook you are now reading.

Every person incarcerated or housed in the Pulaski County Detention Center is issued a Detainee Handbook at the time of his/her initial incarceration into the facility. The Detainee Handbook is also provided in each dayroom via the kiosk. You are responsible for reviewing, knowing, and following the contents of this handbook. You are responsible for your actions while you are here and will be held accountable should you choose not to follow the facility/detainee rules. You are responsible for this handbook and are required to return it, undamaged, to the releasing detention staff member when discharged or transferred from the Pulaski County Detention Center. Failure to do so will result in a \$5.00 charge.

FACILITY OVERVIEW

The Pulaski County Detention Center is designed for the indirect supervision of detainees. The majority of housing units include Pods with cells beds, sinks, and toilets. The cells share a common area called the dayroom for recreational activities and meals. There are dorm-style rooms (no cells) where the Detainee remains during waking hours.

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WARNING

Be advised that anything you say or do while incarcerated in the Pulaski County Detention Center can/may be used against you in a court of law. Your rights to privacy in a detention facility are extremely limited. Your correspondence, telephone conversations, and visits are monitored. You should consult your attorney, not detention staff, for further information regarding your Constitutional Rights.

DAMAGE TO JAIL PROPERTY; CLASS E FELONY (RSMo. 221.353.1)

1. A person commits the crime of damage to jail property if such person knowingly damages any city or county jail building or other jail property.
2. A person commits the crime of damage to jail property if such person knowingly starts a fire in any city or county jail building or other jail property.
3. Damage to jail property is a class D felony.

The Pulaski County Detention Center will seek criminal charges against any detainee who willfully damages jail property in any manner.

SAFETY

Your safety and well-being are important to us. You should immediately notify detention staff if you believe that your personal safety or that of another is in jeopardy. Violence, intimidation, and/or any sexual activity/sexual harassment is prohibited in this facility. You may, at any time you feel your safety is at risk, request protective custody. If the Jail Administrator believes it is necessary, you may be placed in protective custody or a similar style of administrative segregation for your safety, without your request and/or against your will.

FIRE PRECAUTIONS

In case of a fire, immediately advise a detention staff member. A fire or other emergency incident in the Pulaski County Detention Center is very serious and requires you to immediately follow all detention staff directions. Failure to do so may jeopardize your personal safety and the safety of others.

The possession of any fire-producing device (lighter, matches, etc.) is strictly prohibited and subject to disciplinary action and/or criminal charges against you.

COMPLIANCE WITH STAFF DIRECTIONS

You must follow the instructions/directions of detention staff at all times. Failure to follow detention staff member instructions/directions may result in disciplinary action and/or criminal charges against you.

You have no expectation of privacy within your assigned cell or dayroom, or on your person. All areas of the facility are regularly searched. You are subject to a search of your person at any time.

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CONTRABAND

Any item not issued by detention staff is considered contraband and may be confiscated and/or destroyed. You are prohibited from having in your possession or control, any items that are:

1. Not issued by Pulaski County Detention Center.
2. Not purchased by the detainee through the Pulaski County Commissary Program.
3. Not authorized by the Jail Administrator.
4. Not in original condition. Modifying or altering any item, whether issued or purchased is not permitted.
5. Not used for the intended purpose.
6. In excess of allowable limits.

RULES OF BEHAVIOR FOR DETAINEES

Your behavior and conversations are monitored. You must comply with the following facility rules:

1. Sexual contact/activity of any nature is strictly prohibited. You are required to immediately report any sexually related incidents or activity to detention staff.
2. No detainee has supervisory or any other implied authority over another detainee.
3. You will wear your jail uniform, in the proper manner at all times except when showering or using the toilet.
4. You are responsible for keeping your clothes and linens intact and complete.
5. You are responsible for maintaining your cell in an orderly and sanitary fashion.
6. You will not destroy or deface any jail property, or any property belonging to another detainee, detention staff member, or visitor.
7. You will not affix any photograph or other article to the walls, ceiling, bunk, etc.
8. You will be respectful to visitors and staff at all times.
9. You shall not make excessive noise.
10. You are not to leave a cell or any area you are confined, or held in, without the permission of a detention staff.
11. You may not make obscene or sexual remarks or gestures to facility staff.
12. Possession of contraband is prohibited. (See CONTRABAND)
13. Violations of facility rules will generally result in disciplinary actions.
14. Crimes committed within the Pulaski County Detention Center may result in criminal prosecution and/or administrative disciplinary procedures.
15. You are not to disobey or argue with any staff member.
16. No more than two assigned Detainees in cell. No Detainee shall be in another Detainees cell that he/she is not assigned.

DISCIPLINARY ACTION

Pulaski County Detention staff members are trained to handle all types of conflicts that may happen while you are incarcerated. Appropriate measures are used to enforce the rules outlined in this handbook, as well as to protect the safety and security of the detainees, staff, and facility. Detainees who are awaiting the disciplinary panel review and determination may be placed on administrative (cell) restriction for the safety and security of the facility, staff, and other detainees.

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Misconduct and any disciplinary action you receive may be reported to the court, pre-sentence investigators, probation and parole agencies and others deemed appropriate by the Jail Administrator. Any misconduct toward staff in any manner is subject to disciplinary measures that are heavily enforced. Criminal conduct may result in new criminal charges being filed against you.

The violation of any facility rule will generally result in disciplinary action as determined by the Disciplinary Hearing Officer/Panel. The severity of the offense correlates to the resulting disciplinary action. Additionally, multiple rule violations over a period of time or repeated violations of the same or similar nature may result in a review of your classification.

You have a right to appeal the determination of the Disciplinary Hearing Officer/Panel to the Jail Administrator. To do so, you must submit a Discipline Appeal within 48 hours after receipt of the written determination of the Disciplinary Officer/Panel. In the appeal, you must detail the error that warrants a review of the determination. It is not appropriate to present evidence of your defense at this time. You must specifically follow and use this appellate order as stated. Your failure to exhaust each appellate level in the specified order and described manner will disqualify you from the appellate process.

PROHIBITED ACTS AND RESULTING DISCIPLINARY ACTIONS

CLASS 1 Violations:

- 1.0 Murder
- 1.1 Assault
- 1.2 Fighting
- 1.3 Extortion
- 1.4 Engaging in sexual acts
- 1.5 Escape or escape attempt
- 1.6 Aiding or facilitating an escape or escape attempt
- 1.7 Setting a fire or tampering with fire alarms/sprinklers
- 1.8 Possession or introduction of an explosive or any ammunition
- 1.9 Possession or introduction of a gun, firearm, weapon, sharpened instrument, knife or unauthorized tool
- 1.10 Possession, introduction, or use of any narcotic, narcotic paraphernalia, drugs, or intoxicants not prescribed for the detainee by the medical staff (Includes possession of another detainee's prescribed scheduled substance I-IV medication)
- 1.11 Possession or attempted possession of any staff member's clothing or equipment
- 1.12 Wearing a disguise or mask/concealing your identity
- 1.13 Rioting or inciting a riot
- 1.14 Engaging in or encouraging a group demonstration
- 1.15 Refusing to obey an order during an emergency
- 1.16 Taking any person(s) hostage PENALTY:

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Class 1 Violations are those that involve violation of law or Pulaski County Detention Center policy and/or regulations. In addition to the filing of criminal charges, a Class 1 Violation may result in:

1. Disciplinary segregation from the general jail population for up to 30 days,
2. Loss of all or part of any privilege for up to 30 days,
3. Responsibility for the replacement cost of any damaged item.

A Class 1 Violation will also most likely result in a significant change in classification status.

CLASS 2 Violations:

- 2.0 Threatening a staff member with physical harm
- 2.1 Threatening another person with assault or other offense against his/her person
- 2.2 Failure to notify staff of sexual activity
- 2.3 Making sexual proposals or threats against another detainee or staff member
- 2.4 Destroying or damaging facility property or the personal property of another person
- 2.5 Stealing
- 2.6 Tampering with or blocking locks, locking mechanisms, windows, doors, or any other security device
- 2.7 Hanging, draping, posting, or affixing to any window, door, wall, light, or other fixture any item which obstructs the view of the cell, dayroom, or any other area of the facility
- 2.8 Blocking, covering, or obstructing any air vent or speaker
- 2.9 Crossing, reaching, or placing any item over a conspicuously marked security boundary without the prior approval or directive of a staff member
- 2.10 Adulteration of any food or drink
- 2.11 Malingering or feigning an illness
- 2.12 Use/misuse of any equipment or supplies not specifically authorized. Includes the misuse or unauthorized removal of furniture from the dayroom.
- 2.13 Engaging in any activity which disrupts or interferes with the security and/or the orderly operation of the facility
- 2.14 Counterfeiting any official document or paper
- 2.15 Making intoxicants or being intoxicated
- 2.16 Tattooing or self-mutilation
- 2.17 Lying or providing a false statement to a staff member
- 2.18 Refusing to provide a breath/urine/blood sample for testing to determine alcohol and/or drug abuse
- 2.19 Abuse/misuse of authorized or prescribed medication and/or possession of unauthorized medication (non-narcotic)
- 2.20 Possession of any burning, smoldering or fire-producing item such as wicks, lighters, matches, etc.
- 2.21 Possession of tobacco
- 2.22 Loan sharking
- 2.23 Forgery
- 2.24 Tampering/altering/destroying an issued detainee identification
- 2.25 Being in possession of, or using the identification of another detainee for any purpose
- 2.26 Failure to immediately lockdown as directed by staff
- 2.27 Spreading of feces, urine, or other biohazards

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PENALTY: Class 2 Violations are those that involve violation of law or Pulaski County Detention Center policy and/or regulations. In addition to the filing of criminal charges, a Class 2 Violation may result in:

1. Disciplinary segregation from the general jail population for up to 15 days,
2. Loss of all or part of any privilege for up to 15 days,
3. Responsibility for the replacement cost of any damaged item. A Class 2 Violation may result in a change in classification status.

CLASS 3 Violations:

- 3.0 Refusing to obey a proper directive/order of any staff member
- 3.1 Possession of money, chit, mark, score card, or currency unless specifically authorized
- 3.2 Unauthorized possession of another detainee's personal property
- 3.3 Destruction, alteration, or misuse of issued items
- 3.4 Non-approved correspondence/communication with another detainee
- 3.5 Giving or offering any official or staff member a bribe or anything of value
- 3.6 Gambling or possession of gambling devices
- 3.7 Possession of non-dangerous contraband
- 3.8 Indecent exposure
- 3.9 Excessive noise
- 3.10 Failure to properly clean/maintain a cell or dayroom. Violations include writing or marking on cell and dayroom walls.
- 3.11 Unauthorized/inappropriate contact or conduct with a visitor or other member of the public
- 3.12 Giving or accepting anything of value or money to or from another person
- 3.13 Using abusive, obscene, harassing, or threatening language
- 3.14 Unauthorized cell visiting or being in another cell besides your own
- 3.15 Possession of unauthorized property or clothing (including headgear)
- 3.16 Possession of excessive items, clothing, or food (including commissary)
- 3.17 Violation of the provisions of the E-Cigarette Program
- 3.18 Non-emergency use of the intercom call button (Use other than for Serious Maintenance Issues, Immediate Health/Safety Concerns)
- 3.19 Failure to be fully/properly dressed in assigned detainee uniform when outside of the detainee's assigned cell or dayroom (Shower shoes and sweatshirts are limited to use in the dayroom.)

PENALTY: Class 3 Violations are those that involve violation of law or Pulaski County Detention Center policy and/or regulation. In addition to the filing of criminal charges, a Class 3 Violation may result in:

1. Disciplinary segregation from the general jail population for up to 5 days,
2. Loss of all or part of any privilege for up to 5 days,
3. Responsibility for the replacement cost of any damaged item.

A Class 3 Violation may result in a change in classification status.

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DETAINEE RIGHTS

The disciplinary process is outlined here for all violations as previously specified. You are entitled to the following:

1. Written notice of the violation a minimum of 24 hours prior to being called before the Disciplinary Officer/Panel.
2. Disciplinary Officer/Panel Hearing, unless waived in writing at any time prior to the hearing.
3. Limited right to call witnesses and present evidence in your own defense, as deemed relevant by the Disciplinary Officer or highest ranking detention staff member on the Panel.
4. Written notice from the Disciplinary Officer/Panel as to the evidence relied upon and reasons for the determination of disciplinary action.

If the alleged violation is subject to a criminal investigation, you will be provided a Miranda Warning and offered a written waiver. Should you invoke your rights and not make a voluntary statement, the Disciplinary Officer/Panel will not question you and will make a determination based on all other information available to them. You are not entitled to have an attorney or other counsel present during the disciplinary hearing.

Attempting to commit any prohibited acts, ordering another person to commit any of these offenses, and/or making plans to commit any of the previous offenses may be considered the same as a commission of the offense. Repeated violations of the rules may cause you to be placed in administrative segregation for the protection of others, yourself, and/or the safety and security of the facility. The Jail Administrator will review your segregation generally every seven (7) days until you are returned to the general population or released from the custody of the Pulaski County Detention Center.

All rule violations will generally result in disciplinary action. Disciplinary action could mean confinement in a segregation cell separate from the general population for a period of time and may also result in the following:

1. Loss of good time credit (for detainees who qualify)
2. Loss of television privileges
3. Loss of commissary privileges (including E-Cigarette Program and E-mail)
4. Loss of visitation privileges (including video visits)
5. Loss of telephone privilege
6. Loss of access to Programs, including Book Exchange
7. Loss of access to the exercise/recreation area

All incidents of misconduct are reported and reviewed by the Detention Division Supervisory Staff.

BUSINESS TRANSACTIONS

You are prohibited from conducting any type of business, other than an approved order by the court, while incarcerated. No detainee shall transact any business with a person working for the Pulaski County Detention Center. You are not permitted to transact any business with another detainee. This includes gambling or the exchange of any item for other goods or services within the facility.

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CHEMICAL TESTS

You may be required to submit to chemical testing to determine the presence of drugs or alcohol in your system if there is cause to believe that you may have been in possession of controlled substances or alcohol. Detainees who test positive for drugs or alcohol will be charged the cost of the test kit.

Work Release Detainees are required to test negative for drugs/alcohol before initial release for work. Work Release Detainees are subject to unannounced, random drug/alcohol testing as a requirement for program participation. Work Release Detainees are charged the cost of all test kits used to verify they remain drug/alcohol-free.

DAYROOM/CELL/BUNK ASSIGNMENTS

Detainees are prohibited from being in a cell besides their assigned cell. Dayroom and Cell assignments are based on the security/operational needs of the facility. Requests for dayroom/cell preference will not be accepted. Specific bunk assignments are only addressed with a doctor's order or by the Jail Administrator.

LIGHTS

Dayroom and interior cell lights will remain on between 0600 hours and 2300 hours. Dayroom and interior cell lights will be dimmed from lockdown until lights out. At lights out, interior cell lights will be turned off until approximately 0600 hours. Interior cell lights may be turned on during required cell checks. Unless a security concern exists, the interior cell lights will be turned off following the cell check.

All lights, including individual cell lights, are to be kept free of obstruction and are not to be covered in any manner. Obstructing/covering lights in the facility may result in disciplinary action and a requirement of your light to remain on the security setting at night.

HEADCOUNT

Detention staff conduct numerous headcounts throughout the day. Detainees are required to follow staff directions during headcounts until there is an announcement that the headcount is complete. Generally, staff will conduct headcounts at 0700, 1300, 1600, 1900, and 2230 hours to confirm the identity and housing assignment of all detainees. Additional counts will be conducted as necessary.

LOCKDOWN

Lockdown (Cell Restriction) is determined by the dayroom/facility schedule. Lockdown is also called for safety and security reasons during certain unplanned incidents. You are required to lockdown immediately as directed by detention staff. Failure to lock down when directed, without question or delay, will generally result in disciplinary action.

You may be locked down if your behavior is a safety/security concern or if your behavior is disruptive to the orderly operation of the facility. This includes being placed on cell restriction pending the implementation of disciplinary action.

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If lockdown is ordered and you are in a commons area without the ability to lockdown, you are required to move immediately to a wall adjacent to the door, face the wall, and place your hands on the wall until further directives are given.

PROHIBITED AREAS

Any floor area marked with red paint or red tape is considered out-of-bounds. All detainees are prohibited from entering, standing, or encroaching in any out-of-bound area without the express permission of staff.

TELEVISION

A television is provided as a privilege in each dayroom. Destruction or alteration of any television may result in a revocation of this privilege and prosecution. Televisions are turned on and off based on dayroom/facility schedules.

The television volume shall not be excessive. Arguments regarding television programming may result in the loss of its use. The television may be turned off at any time at the discretion of detention staff.

Available channel programming is at the discretion of the Jail Administrator.

MEALS

You are provided with three meals a day. Meal services begin at approximately 0600, 1200, and 1700 hours.

Mealtimes are announced before each service. Detainees are locked down and waiting for the head count to be finished. The Detention Officers will unlock the chuck door and place a tray in the chuck hole. You will have 30 minutes to eat your meal. After 30 minutes, Detention Officers will retrieve your tray from the chuck hole. You will not have uneaten food in your cell nor share your food with another Detainee. Open bay cells detainees will remain on their bunks and remain quiet until after head count. Detention Officers will place the trays on the day room table. After eating, Detainees will place trays neatly on the day room tables.

Uneaten food must remain on your tray. Food items shall not be gambled, traded, sold, or given away. After each meal, the trays must be neatly stacked and placed near the housing unit door. Detainees are to pick up trays and drink jugs and place them on the cart when detention staff enters with the cart. Failure to do so may result in the loss of a drinking jug and/or other privileges (e-cig, T.V., etc.).

Detention staff members are not responsible for providing meals to detainees not in facility custody at the time of regular meal service.

Special diets will only be provided based on medical needs and/or religious requirements. You may be required to provide additional information/documentation for guidance.

Diets of preference will not be served. If you need a special diet due to a religious requirement, you must request it in an Admin Request and answer some simple questions

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to assist staff with your request.

You are not required to consume any or all of the nutritional meals provided. Should you be observed eating food outside of a requested diet, you will be notified in writing of the violation. Should there be a second occurrence, you will be notified in writing that you will be returned to the standard diet.

CLEANLINESS

Cleanliness while incarcerated is mandatory. It is your responsibility to keep your cell, dayroom and person clean and orderly at all times. Your failure to adhere to the following rules and regulations will generally result in disciplinary action/loss of privileges:

1. You must maintain adequate personal hygiene.
2. Bunks will be kept neat and orderly at all times.
3. Cleaning supplies/equipment will be issued and retrieved daily by detention staff.
4. Failure to participate in the cleaning detail may result in the loss of privileges.
5. The walls, floors, light fixtures, and ceilings must be kept clean; items shall not be affixed to the cell area using toothpaste, etc.
6. The showers should be cleaned daily.
7. Toilets and sinks should be cleaned daily.
8. Mops and other cleaning materials should be cleaned after each use.
9. Leftover food, excluding properly stored commissary items, is not permitted in your cell or dayroom.

Razors are offered on Sundays. Razors are individually issued and retrieved by detention staff. Detainees will be given a minimum of 20 minutes to shave. Failure to return, or the altering of, a razor will generally result in disciplinary action.

PERSONAL PROPERTY

Your clothing, jewelry, money, and/or other property that you had in your possession at the time you were initially incarcerated in this facility were inventoried and will be returned to you upon your release or transfer to another facility. Exceptions include money deposited and deducted from your commissary account and items you release by submission of a Property Release Form.

You will be provided with an opportunity to record addresses, phone numbers, etc. before your property is inventoried. As such, we will not access your property on your behalf once it has been inventoried other than to release it.

You are only allowed to have items in your cell/possession that have been approved by staff.

1. Items provided/permitted by staff according to facility rules or this handbook.
2. Items purchased from the Pulaski County Commissary.

Commissary from other detention facilities is prohibited within the housing unit. Perishable items will be discarded. Items properly sealed will be placed in your property.

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Violations of these rules may result in disciplinary action.

The Pulaski County Detention Center will not accept the delivery of any items from outside sources, with the following exceptions:

1. Reasonable amount of privileged material. Privileged material, material from your assigned legal counsel, will be opened in your presence and checked for contraband. If contraband (non-legal material) is located, the entire package will be secured in your property.
2. Low or non-tinted prescription eyewear/contacts
3. Prescription medication in original container No other items or property will be accepted.

The Pulaski County Detention Center will not retain personal property longer than fifteen (15) business days following your release/transfer. Personal property that will not be accepted based on the rules of the facility a detainee is being transferred to should be released using a completed Property Release Form prior to transfer. After the fifteen business days following release/transfer, unclaimed property is considered abandoned and will be disposed of accordingly.

Detention staff is not responsible for any damage to, or loss of, personal detainee property.

DETAINEE STARTER KIT

At the time you are moved to housing, you will be issued one detainee starter kit. Detainees will be charged \$5.00. The detainee starter kit contains the following items:

1. One (1) cup
2. One (1) Spork
3. One (1) shampoo
4. One (1) soap
5. One (1) toothbrush
6. One (1) toothpaste
7. One (1) deodorant

INDIGENT STATUS

To be eligible for indigent items, you must have less than \$1.00 in your account for seven (7) consecutive days. If there is more than \$1.00 in your account, you are not indigent. Once the account requirement is met, the status will automatically change, and you will have access to order indigent items. Detainee's items purchased will be billed against your commissary account, taking it into a negative balance. Once an indigent item is ordered, you will not be able to order it again until the associated number of days has passed:

1. One (1) 1.5 bar of soap every seven (7) days
2. One (1) deodorant every seven (7) days
3. One (1) toothpaste every seven (7) days
4. One (1) shampoo/shave gel/body wash every seven (7) days
5. One (1) toothbrush every thirty (30) days
6. One (1) comb every thirty (30) days
7. Two (2) sheets of paper every seven (7) days

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8. One (1) stamped envelope every seven (7) days
9. One (1) golf pencil every seven (7) days
10. Two (2) Postcard every (7) days

DETENTION PROPERTY ISSUED TO YOU

You are personally responsible for the care of all property items issued to you by detention staff. This includes, but is not limited to bedding, clothing, printed materials, and the cell/dayroom where you are assigned. The removal or damage to any molding, weather stripping, or any other substance from the cell doors, window panels, or frames is strictly prohibited. All fixed objects such as beds, mirrors, and hooks are to be left in the same condition as when you entered the individual cell. You may not scratch, carve, mark, or alter, in any way, painted and/or non-painted surfaces. You should immediately inspect your assigned cell for damage and report any found to detention staff.

Destruction of Jail Property is a Class E Felony under RSMo. 221.353.1. The Pulaski County Detention Center aggressively pursues prosecution for this offense.

CLOTHING AND LAUNDRY

Clothing must be kept clean and worn properly. Clothing may not be torn to make headgear, hair ties, or other articles not expressly permitted. Any article of clothing that is altered or used in a manner not intended will be confiscated and discarded as contraband. Detainees who damage, tear, or modify issued clothing/bedding/items may be subject to discipline and will be responsible for the actual replacement costs.

You are required to submit your clothing and bedding for washing as directed. Detainee workers will wash personal/issued clothing according to the dayroom schedule. You are prohibited from washing your laundry in the cell/toilet/shower/dayroom. Staff will not search for your lost personal/issued property.

Detainee clothing and bedding are exchanged for cleaning once per week. Your personal/issued clothing will be washed three times a week. You are initially issued the following detainee clothing/bedding:

1. One (1) uniform pants
2. One (1) uniform shirts
3. One (1) pair of shoes
4. One (1) blanket
5. One (1) mattress
6. One (1) towel

Additional mattresses and bedding are not permitted by detention staff. If additional items are ordered by the facility doctor, the item(s) will be provided.

COMMISSARY

Your money was placed into your commissary account after you were booked in and before being assigned to housing. These funds may be used to purchase approved items during your incarceration. Funds may not be transferred to another detainee's account.

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The facility normally issues a debit card or check for your remaining commissary funds, so long as the balance is greater than \$1.00 at the time of release/transfer. To claim any balance of \$1.00 or less, you must submit a request by mail within 30 days after release/transfer and provide a self-addressed stamped envelope for the funds to be sent to you. After 30 days, if no request has been received, the balance is considered abandoned.

Unpaid medical costs or other incarceration-related expenses you owe will be deducted from your commissary funds. If you are indigent, this may result in your commissary account showing a negative balance. If you later receive money during the remainder of your incarceration, a % of that deposit will be used to satisfy the resulting balance.

The Commissary Program operates typically as follows:

1. Detention staff members are prohibited from accepting, depositing, or processing funds sent through the U.S. Mail, except for those coming from other correctional facilities. Unauthorized funds will be returned to the sender unprocessed.
2. Commissary funds may only be deposited:
 - a) In-person using cash/credit cards via the deposit kiosk located outside the facility's lobby entrance, or
 - b) By visiting <https://www.commissarydeposit.com/>
 - c) You may order commissary items using the kiosk available in the dayroom.
3. You must have sufficient funds in your account to purchase commissary items; the purchase cost is directly deducted from your commissary account by the commissary provider.
4. Commissary is normally distributed once weekly. Generally, the commissary is delivered on Tuesday or Wednesday. Orders must be submitted by 0800 hours on Sunday.
5. You are prohibited from purchasing commissary items for other detainees. You may not give commissary items to other detainees upon your release/transfer.
6. The Pulaski County Detention Center does not warranty items purchased through commissary; all purchases are on an as-received basis. Typically, only damages or shortages identified by you upon delivery and verified by a staff member may be refunded.
7. You have only 5 business days to claim the commissary items received following your release/transfer. Unclaimed orders will be considered abandoned. Refunds are not provided.

The Commissary Program is a privilege and not a detainee right. Program participation is subject to suspension at any time without notice.

E-IGARETTE PROGRAM

Smoking or chewing tobacco products is strictly prohibited by detainees in any area of the jail. Possession of tobacco or unapproved tobacco products, matches, lighters, or other fire-producing materials is strictly prohibited and may result in disciplinary action and/or prosecution.

Rules for participation in the E-Cigarette Program:

1. At the delivery time, you must: be at least 21 years of age; have sufficient funds in

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your commissary account to purchase e-cigarette(s); and not be on cell restriction for safety, security, and/or discipline.

2. You may verify that the e-cigarette works at the time of delivery, while the staff member is present. The Pulaski County Detention Center does not warranty or provide replacements for e-cigarettes that do not function as expected after delivery and once you return to your pod.
3. Used e-cigarettes must be returned to staff to receive a newly purchased e-cigarette.
4. You must not alter or tamper with the e-cigarette in any way.
5. You are not to bring the e-cigarette out of the dayroom for any activity including, but not limited to recreation, library, court, visitation, and sick call. This will result in the e-cigarette being removed immediately and discarded without reimbursement to you.
6. You are not to trade, donate, or barter with the e-cigarette in any way.
7. Violation of any of these rules may result in discipline and/or the immediate removal of the e-cigarette from an individual and suspension of the program for an individual, dayroom, or the entire facility at the discretion of the Jail Administrator.

DETAINEE EXERCISE

You may use the allotted time out of your cell to use the dayroom for recreation. Access to the exercise/recreation area is a privilege. You will generally be provided access to the exercise/recreation area regularly depending on your disciplinary status and the facility schedule. The recreation area is generally utilized between 0600 and 2230 hours daily.

READING MATERIAL AND BOOKS

Access to reading material and books is a privilege. Generally, your dayroom will be provided weekly access to Programs for Book Exchange. Book Exchange requires you to return a book to take a book from programs. You are allowed to have no more than one (1) non-legal book in your possession at one time. Personally owned books may be released by submission of a Property Release Form or donated to Programs. Personally owned books will remain in the property until released or donated to the Pulaski County Book Exchange.

For safety and security reasons, new papers and magazines are prohibited.

DETAINEE MAIL PROCEDURES

All incoming mail is checked for contraband by detention staff.

Professional mail and legal/governmental correspondence are accepted to the facility without request for exception. Legal mail from private/non-legal sources may be accepted with the approval of a Mail Exception but is not privileged communication. Privileged mail is correspondence received from your attorney of record, including their staff; officers of the court; officials of the confining authority; administrators of the grievance system; members of paroling authority, including probation; consulates; and elected officials. For mail to be treated as privileged requires the envelope to be clearly labeled or designated as "Legal Mail", "Confidential", or "Privileged" with the sender's name and full address displayed. Privileged mail will be opened and examined, in your presence, for contraband. Should it contain non-legal material(s), it will be considered

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contraband and placed in your property. Privileged mail will not be read by detention staff members. Letters from you to your attorney are mailed without examination or censorship.

Non-legal/non-governmental correspondence is accepted in the form of postcards. This practice provides a safer, contraband-free environment for both detainees and detention staff. All postcards not meeting the standards listed below will be returned to the sender.

Postcard requirements are as follows:

- Postcards may be no larger than 4.25 inches by 6 inches and must be properly addressed; must contain the sender's name/return address and the detainee's name (and preferably) cell assignment in addition to the Pulaski County Detention Center address listed below.
- Metered postcards are preferred and will generally be delivered unaltered; stamped mail will have the stamps removed which will likely damage some portion of the postcard.
- Postcards containing stickers, adhesive labels, watermarks, stains, lipstick, and/or any other suspected alteration/adulteration will be returned to the sender.

Exceptions to the postcard requirement must be made by submitting a Mail Exception request (in Admin Request Form) including the sender's full name and address and specifying the exception and facts for consideration. All exceptions require prior approval of the Jail administrator or designee. You may have only one pending photograph request at a time. You may receive up to six (6) family photographs per request. To receive additional photographs, and to avoid discipline for possession of excessive items, it would be appropriate to discard or mail an equal number of photographs out. Items identified as not meeting the standards or containing unapproved items will be placed in your property. The sender of rejected mail, either returned to the sender or placed in your property, will be notified in writing. The mail received under an exception will have stamps, labels, staples, paperclips, and clasps removed before delivery to the detainee. Outgoing mail is not similarly restricted.

Money orders, personal checks/cash for commissary deposits are not accepted through the mail.

You may send outgoing mail as often as you wish, provided your letters do not violate the regulations of the United States Post Office or the safe and secure operations of the Pulaski County Detention Facility. You are required to include your full name and return address on outgoing mail. Failure to do so will result in the mail being returned to you for correction. Your mailing address while in custody of the Pulaski County Detention Center is:

Pulaski County Detention Facility
C/O (your name)
403 School St
Waynesville, MO 65583

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You are responsible for advising family and friends of the proper mailing address. The sender's full name and complete return address are required on all correspondence. Mail without the complete name and return address will be placed in your property.

The Pulaski County Detention Center offers the ability to send and receive secure e-mail and SMS messages for nominal costs. Secure e-mail and SMS messages are conducted through the kiosk in the dayroom. To begin secure e-mail/SMS communication, your family/friends will need to visit www.citytelecoin.com. All e-mail/SMS communication is subject to monitoring. Inappropriate or abusive e-mail/SMS communication may result in disciplinary restrictions.

Detainees housed in separate dayrooms are not allowed to correspond/communicate by any means. Examples of prohibited communication include, but are not limited to: the passing of notes, telephone conference calls, U.S. Mail, and voice. If detainees are of immediate family, incarcerated in excess of 30 days, and require direct communication due to exigent circumstances, the detainees must submit a General request to the Jail Administrator, who may make an exception to this rule upon a demonstration of sufficient need and evidence of relationship. Correspondence between detainees held at different institutions is also prohibited, for security reasons. The Jail Administrator, upon receipt of a General request, may grant an exception and permit correspondence between family members held at different institutions. You must provide hard-copy documentation of the relationship (marriage license, birth certificate, etc.) for consideration.

Exceptions to the rules above are at the Jail Administrator's discretion and may be subject to such restrictions as necessary.

The Jail Administrator and/or designee reserve the right to search any incoming/outgoing correspondence as a preventive security measure.

DETAINEE TELEPHONE CALLS

You will have regular access to the detainee phone system provided by Correctional Communications www.citytelecoin.com in the dayroom which is accessed with a personal identification number assigned during intake. These telephones are available under normal circumstances according to individual dayroom schedules. Use of the telephone may be restricted as operationally necessary for safety and security purposes, or during periods of high volume. Calls on these phones are for outgoing calls through the use of pre-paid accounts. Other credit card calls, time and charge calls, and third number calls are not permissible. In verified emergent situations, detainees will be provided the opportunity for emergency calls.

Telephone calls to the Courthouse, Sheriff's Office, or employees of the Sheriff's Office are prohibited.

With the exception of the local Public Defender's Office, calls are subject to recording and monitoring.

VISITATION

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There are no personal visitations in the Pulaski County Jail.

The Pulaski County Detention Center offers the ability to have video visits onsite for free and offsite for a nominal fee. These are conducted through the kiosk in the dayroom. All visits are monitored and recorded. Inappropriate behavior by you or the calling party will result in the suspension of video visits and may result in discipline.

- Visits will be limited to one continuous twenty-five (25) minute period.
- All visitors are subject to a warrant check.
- Detainees can have a maximum of two (2) on-site visits per week and an unlimited number of offsite visits.
- Visitors can have an unlimited amount of onsite and offsite visits.
- Visits can consist of a maximum of one adult (17 and older) and two children (under the age of 17).
- Visitors and detainees can access the Kiosks and log in up to 10 minutes before the start of the visit.
- Visitors and detainees can be up to ten (10) minutes late for scheduled visits. After ten (10) minutes the visit is marked as missed.
- Missed visits count toward the total number of visits per week for the detainee.
- Visitors can schedule a minimum of 24 hours in advance and up to one week out.
- Public Defenders will not be charged for Offsite visits / Private Attorneys will be charged.

There is no right to privacy during non-attorney visitation. Your visitation period is recorded and may be monitored.

You are responsible for notifying your family/friends of your current dayroom assignment and the scheduled visitation times. You may also direct family/friends to www.pcsheriff2.com where they can access all details for visits at the Pulaski County Detention Center.

Contact visits or in-person visits are not conducted. Privileged visits are those by an attorney, law enforcement, prosecutors, etc.

Professional visits are limited to clergy, psychologists, medical, etc., and should be pre-arranged and approved by the Jail Administrator. Professional visits are generally limited to Monday through Friday during regular business hours unless a documented, unusual need exists. Professional visits from members of the clergy are coordinated and approved by the Jail Administrator or designee.

Visits for detainees on Administrative Segregation will be held independent of the visitation schedule. A detainee on Administrative Segregation may submit a Special Visit request, so long as the detainee is not on disciplinary status at the scheduled visit. This process ensures detainees

on Administrative Segregation receive reasonable opportunity for visits and limits interruption of/by visits for non-segregated detainees.

Visits between detainees are not permitted. The Jail Administrator may approve special exceptions based on extenuating circumstances.

No person who appears to be intoxicated or under the influence of drugs or narcotics will be permitted in the visiting room.

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No visitor may record or photograph the visitation area, detainee, staff member or any part thereof.

DETAINEE AND VISITOR CONDUCT AND BEHAVIOR

Detention staff members monitor both visitor/detainee conduct and behavior during the visit. Conduct during a visit may be used as the basis for terminating a visit and denying future visits. Visitors and detainees are expected to behave in a manner that is decent and non-offensive to other visitors, detainees, and staff. Visitors and detainees may not tamper with telephone equipment, glass, kiosk, or building fixtures. Visitors may be asked to leave if their conduct affects the safety, security, and/or orderly operations of the Pulaski County Detention Center. Smoking and/or the use of tobacco or marijuana products are prohibited while in the visiting room.

RELIGION

You will generally be afforded a reasonable opportunity to pursue your religious faith as long as such practice does not interfere with the safety and security requirements of the facility or the rights of another detainee. A volunteer Chaplain may be available, upon submission of a religious request, to answer questions or provide religious assistance.

HAIRCARE

The Pulaski County Detention Center strives to provide necessary hair care for personal hygiene. Haircuts are regularly scheduled weekly. This is contingent on facility operations and available staff.

In addition:

1. Detainees may be restricted from haircuts if medical staff believes there is a medical condition that could be aggravated by the use of haircutting equipment.
2. Abuse of hair clippers could result in the loss of hair clipper privileges for an individual and/or pod.

DETAINEE REQUEST SYSTEM

The Detainee Request System is provided for you to make specific requests, reasonable inquiries, and/or access facility services. Staff will not respond to unreasonable requests. To ensure the most efficient processing of your request, you should submit unrelated topics individually and on the appropriate form. Requests, other than as detailed in this handbook, are not to be addressed to a specific detention staff member. Your request will be routed to the proper detention staff member to handle the specific request. Detention staff will not respond to duplicate requests.

Staff will not respond to requests during other duties in the pods or facility. All Request needs to be placed in the dayroom on the kiosk under the correct Request form.

Detention staff will not conduct an active warrant check for you outside of the routine check conducted at the time of intake and immediately prior to release.

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Detention staff will not be able to provide information on court addresses, court dates, and other information outside of the 25th Judicial Circuit. You will need to contact your attorney or another outside source for this type of information.

Detention staff will not be able to provide information, including addresses and phone numbers for businesses or individuals. You will need to utilize family, friends, or local phone books provided in Programs, which may be accessed during Book Exchange, to locate this type of information.

You are allowed to submit a reasonable number of requests per day. Abuse of this procedure can result in a suspension of this privilege, excluding Disciplinary Panel Appeals and Grievances. Requests of a non-emergency nature are generally answered within 24-72 hours.

The reporting of maintenance issues should be done by submission of a Maintenance Request or General Request.

Do not use the Detainee Request System for immediate facility/personal/medical emergencies; contact a staff member directly.

Request Forms are as follows:

- General Request Form – 2 requests per day
- Sick Call Request Form – 2 requests per day
- Grievance Request Form – 1 request per day
- Property Release Form – 1 request per 7 days
- Administration Request Form - 1 request per 7 days

General Request Form

This form is for any and all general requests a detainee may have during his/her stay for Correction Officers to answer. This request also covers maintenance requests.

Sick Call Request Form

This form is for any medical topic or request for medical staff and doctor. You are not billed until a service is provided. Just sending in a request for medical will not cost you.

Property Release Form

This form is to release your property to a person out on the streets. You must list the items being released in detail and give the full name of the person picking the items up. You may not release your clothes since you will need them to leave the facility.

Administration Request Form

This request form will only be received by the Sergeant and Captain. If the topic does not need to be addressed by the Sergeant or Captain, it will be rejected.

Neither the Sergeant nor the Captain will come to see you in person.

Grievance Form

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This request form is for any complaints you may have during your stay at MCADC. This form also is for appealing disciplinary action given by MCADC Staff. SEE DETAINEE GRIEVANCE PROCEDURES

DETAINEE GRIEVANCE PROCEDURES

You may submit a Grievance to the Detention Division Supervisory Staff if you feel you have been subjected to abuse or abridgment of your Constitutional Rights while incarcerated. You are limited to one issue/incident per grievance submission. You are not permitted to file a grievance on behalf of other detainees. Grievance Request forms are available on the kiosk located in every pod.

STEP 1. You must file your grievance within twenty-four (24) hours of the alleged abuse or abridgment you are reporting (unless you are reporting sexual abuse/harassment) and include specific details supporting your grievance. The Detention Division Supervisory Staff “a Corporal” will investigate your grievance and resolve any issues found. You will be notified of the findings by email/messages on the kiosk.

STEP 2. If you feel the first Detention Division Supervisory Staff did not adequately address your grievance, you may submit a Grievance Appeal to the Jail Sergeant. You must file your grievance appeal within forty-eight (48) hours of receiving email/message notification of the Detention Division Supervisory Staff’s findings/actions and include specific details explaining why you feel that the response was not appropriate. The Jail Sergeant will investigate your appeal and resolve any issues found. You will be notified of the Grievance Appeal findings by email/messages on the kiosk.

STEP 3. If you feel the Jail Sergeant did not adequately address your grievance, you may submit a Grievance Appeal to the Jail Captain/Administrator. You must file your grievance appeal within forty-eight (48) hours of receiving email/message notification of the Jail Sergeant findings/actions and include specific details explaining why you feel that the response was not appropriate. The Jail Administrator will investigate your appeal and resolve any issues found. You will be notified of the Grievance Appeal findings by email/messages on the kiosk.

STEP 4. If you feel the Jail Captain/Administrator did not adequately address your grievance, you may submit a Grievance Appeal to the Chief Deputy. You must file your grievance appeal within forty-eight (48) hours of receiving email/message notification of the Jail Captain/Administrator's findings/actions and include specific details explaining why you feel that the response was not appropriate. The Chief Deputy will investigate your appeal and resolve any issues found. You will be notified of the Grievance Appeal findings by email/messages on the kiosk.

STEP 5. If you feel the Chief Deputy did not adequately address your grievance appeal, you may submit a Sheriff's Appeal. You must file your Sheriff's Appeal within forty-eight (48) hours of receiving written notification of the Chief Deputy’s findings/actions and include specific details. The Sheriff will investigate your appeal and resolve any issues found. You will be notified of the Sheriff's Appeal findings by email/messages on the

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kiosk. The Sheriff is the final verdict.

Your failure to exhaust each appellate level in the specified order and described manner will disqualify you from the grievance process.

MEDICAL/DENTAL SERVICES

It is the policy of the Pulaski County Detention Center to grant access to all reasonable/necessary detainee medical and dental care. Initial medical assessment is conducted within a reasonable time of your arrival at the facility. When non-emergency medical services are needed, you must submit a Medical/Mental Health Request (Sick Call Request).

Payment or billing disputes for medical/dental services through insurance co-pays are your responsibility, not the responsibility of the Pulaski County Detention Center. Medicaid and Medicare are not accepted.

Sick call complaints for which you request and/or require examination by the nurse, or the completion of a medical protocol will result in a fee being deducted from your commissary account. Doctor visits will result in a charge being deducted from your commissary account.

Necessary health care is not denied because of your inability to pay. Medical/dental services are provided, and you are billed for those services. The costs for prescribed medications, including administrative fees, will be deducted from your commissary account at the time of delivery.

Should you refuse medication prescribed to you, the medication ordered for you be discontinued by the doctor or Nurse. Once you are released/transferred from the facility; any unused medications will be released, transferred with you, and/or disposed of. After 5 days, if no request has been received to pick up medications, they will be considered abandoned and disposed of. Prescription medications will generally be delivered to you at regular medication times.

Sick calls are normally conducted as scheduled or each business day between the hours of 0600 and 1600 hours. Additional services will be scheduled, as needed. The medical staff screens for necessary dental attention and will schedule additional services, as needed.

Approved medication is administered as directed by the medical staff. You must take your medication immediately, in the presence of a staff member, and show that you have swallowed it. All medications are dispensed at regular medication times unless otherwise prescribed.

You must follow these procedures during regular scheduled medication pass periods:

- When the announcement for a medication pass is made, you will line up as directed.
- When directed by staff, only one person approaches the medication cart at a time.

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- You are not allowed to touch any part of the medication cart at any time.
- You must take your medication and open your mouth for inspection by the nurse/detention staff member attending the medication pass.
- Anyone trying to hide medications may be subject to discipline and the immediate discontinuation of the medication.
- No other requests will be addressed during the medication pass.

Medical Costs are as follows:

Medical Protocol	\$5.00
Nurse Visit	\$10.00
Doctors Visit	\$15.00

Transportation is \$30.00 (for the first 50 miles) and an additional \$30.00 for each 50 miles thereafter. Medication will vary by description and be billed at the end of each month or as needed. Other Medical needs will be billed as needed

COURT APPEARANCES/COURT Demeanor

You will adhere to the following rules:

1. You shall not communicate with anyone going to or coming from court without permission of the escorting detention staff member.
2. You shall not communicate with anyone in court, except your attorney or presiding judge.
3. You shall be respectful of the judge and court staff.
4. You shall not leave your assigned seating area.
5. You shall not have physical contact with anyone.
6. You are not permitted to wear personal clothing unless approved by the court.
7. You will move up and down hallways in a single file line.

ACCESS TO THE COURTS/LEGAL MATERIALS

Access to the courts is provided to you through your assigned legal counsel and the United States Postal Service.

Pro se may submit a Law Library request for additional access to the law library materials. These requests are subject to the availability of Programs, detention staff, and the number of similar requests.

A reasonable amount of legal materials related to your criminal case may be kept within your assigned cell. The volume of materials maintained in your cell may not exceed what may be kept in the cell storage tote under your bunk.

A reasonable amount of all other legal materials may be placed in your property. Access to legal materials in your property may be granted upon submission of a General request and approved as staffing, and other facility activities permit.

Legal publications and periodicals are permitted without the need for a Mail Exception request, so long as the safety and security requirements of the facility are met.

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NOTARIZATION OF LEGAL PAPERS

Legal documents requiring a notary outside of your assigned legal counsel will not be accepted. You must submit a Request Form to receive the documents. Once you have the documents, you must submit a Request form asking for a Notary/Copies/Letter of Incarceration request specifying the need for notary services. Notary services will be arranged at a cost of \$5.00 per use when a Notary is on duty.

LETTER OF INCARCERATION

A letter of incarceration will be offered, free of charge, at the time of release or transfer to another facility. A letter of incarceration will be provided upon submission of a Notary/Copies/Letter of Incarceration request specifying the need for a letter of incarceration. The cost is \$2.00 per document. Requests made after release/transfer shall be made through Records in the Administrative Division.

PHOTOCOPIES AND FAXES

Legal Copies - You are required to coordinate making legal photocopies through your assigned legal counsel. Detainees who are Pro se in their criminal case may submit a Notary/Copies/Letter of Incarceration request specifying the need for legal photocopies and are required to provide the original documents. The cost is \$0.10 per copied page.

Medical Copies - To acquire photocopies of your medical records, you must submit a Notary/Copies/Letter of Incarceration request specifying the need for a copy of your medical records. The cost is \$2.00 plus \$0.10 per copied page.

Copies of Other Records – To acquire photocopies of other records, you must submit a Notary/Copies/Letter of Incarceration request describing the document needed. Each document requires a separate request. The cost is \$2.00 plus \$0.10 per copied page.

Faxes – Detainees may request a fax to be sent on their behalf by submitting a Notary/Copies/Letter of Incarceration request detailing the number of pages and the number where the document is to be faxed. The cost is \$2.00 plus \$0.10 per faxed page.

All Copies, Medical Copies, and Faxes will only be done if the detainee has the money to pay the cost at the time and during normal business days and hours.

ATTORNEY VISITS

You are entitled to see and contact your attorney while you are incarcerated. In addition to a professional visit, contact with your attorney can be accomplished by the following:

- 1) You may use the telephone available in the dayroom.
- 2) You may write a letter and send it to your attorney through the U.S. Mail.
- 3) Video Visitation

Although attorney visitation is available 24 hours a day/7 days a week, most are normally conducted Monday through Friday from 0800 hours until 1500 hours. Times other than this are subject to delays due to other scheduled operations of the facility. All

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professional/scheduled/regular/other visits at any time may be canceled, delayed, or interrupted at specific times for security or facility operational needs. Pre- arrangements for professional visits of an extraordinary nature, including the participation/involvement of non-attorney professional staff, should be arranged/coordinated with the Jail Administrator or designee (see VISITATION).

BOARD BILL EXPENSES/ MONEY RETURN

As an Detainee at the Pulaski County Detention Center (MCADC), I am responsible for board bill expenses including all medical expenses incurred on my behalf, by the jail, while incarcerated (RSMo 221.120), and (221.070). Any funds left on my commissary account can and will be applied directly to any board bill expenses incurred during my incarceration. Upon your release, you will be asked to sign an agreement to pay these charges directly to the Pulaski County Detention Center/ PulaskiCounty Sheriff's Office. The refusal to sign this agreement does not release an individual from his or her financial obligation to pay the above-stated expenses. All other monies may be collected during the hours of 9 am to 4 pm Monday through Friday in the visitation lobby after release. Funds will be returned by check. Any funds still on ICSolutions must be requested to be returned from ICSolutions.

RSMo 221.070 – Prisoners liable for cost of imprisonment

221.070 – Every person who shall be committed to the common jail within any county in this state, by lawful authority, for any offense or misdemeanor, upon a plea of guilty or a finding of guilt for such offense, shall bear the expense of carrying him or her to said jail, and also his or her support while in jail, before he or she shall be discharged; and the property of such person shall be subjected to the payment of such expenses, and shall be bound therefore, from the time of his commitment, and maybe levied on and sold , from time to time, under the order of the court having criminal jurisdiction in the county, to satisfy such expenses

RSMo 221.120 - Medicine and medical attention for prisoners, definitions.

221.120. 1. If any prisoner confined in the county jail is sick and in the judgment of the jailer, requires the attention of a physician, dental care, or medicine, the jailer shall procure the necessary medicine, dental care or medical attention necessary or proper to maintain the health of the prisoner. The costs of such medicine, dental care, or medical attention shall be paid by the prisoner through any health insurance policy as defined in subsection 3 of this section, from which the prisoner is eligible to receive benefits. If the prisoner is not eligible for such health insurance benefits then the prisoner shall be liable for the payment of such medical attention, dental care, or medicine, and the assets of such prisoner may be subject to levy and execution under court order to satisfy such expenses in accordance with the provisions of section 221.070, and any other applicable law. The county commission of the county may at times authorize payment of certain medical costs that the county commission determines to be necessary and reasonable. As used in this section, the term "medical costs" includes the actual costs of medicine, dental care, or other medical attention and necessary costs associated with such medical care such as transportation, guards, and inpatient care.

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2. The county commission may, in their discretion, employ a physician by the year, to attend such prisoners, and make such reasonable charge for his service and medicine, when required, to be taxed and collected as provided by law.

3. As used in this section, the following terms mean:

(1) "Assets", property, tangible or intangible, real or personal, belonging to or due a prisoner or a former prisoner, including income or payments to such prisoner from Social Security, workers' compensation, veterans' compensation, pension benefits, previously earned salary or wages, bonuses, annuities, retirement benefits, compensation paid to the prisoner per work or services performed while a prisoner or from any other source whatsoever, including any of the following:

(a) Money or other tangible assets received by the prisoner as a result of a settlement of a claim against the state, any agency thereof, or any claim against an employee or independent contractor arising from and in the scope of the employee's or contractor's official duties on behalf of the state or any agency thereof;

(b) A money judgment received by the prisoner from the state as a result of a civil action in which the state, an agency thereof or any state employee or independent contractor where such judgment arose from a claim arising from the conduct of official duties on behalf of the state by the employee or subcontractor or for any agency of the state;

(c) A current stream of income from any source whatsoever, including a salary, wages, disability benefits, retirement benefits, pension benefits, insurance or annuity benefits, or similar payments; and

(2) "Health insurance policy", any group insurance policy providing coverage on an expense-incurred basis, any group service or indemnity contract issued by a not-for-profit health services corporation or any self-insured group health benefit plan of any type or description.

Refusal to digitally sign for this handbook does not release an individual from his or her financial obligation to pay for expenses acquired during your stay.

I have received a Pulaski County Detention Center Detainee Handbook. I understand that I am to follow the rules listed within the handbook. I understand that I am responsible for all costs and my financial obligations while here at Pulaski County Detention Center.

Pulaski County Detention Facility

Detainee Handbook 2025

Sheriff Stacy L. Ball
Pulaski County Sheriff