



# **White County Sheriff's Office Inmate Handbook**



**Sheriff Bill Brooks**

915 W. Hanawalt Rd.  
Monticello, IN 47960

Phone: (574) 583-2251  
Fax: (574) 583-2615

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## **SECTION 1 INTRODUCTION TO WHITE COUNTY JAIL HANDBOOK**

During your incarceration at the White County Jail, you will be expected to adhere to all rules and regulations of the White County Jail and the laws of the state of Indiana. Our staff members are trained professionals in the field of corrections and will see that the jail is operated in a fashion that ensures a clean and safe environment for all residents and staff. You will be residing in an area with many other people; therefore it is necessary that certain rules be imposed to govern the operations, services and personal conduct of this institution and its residents. This booklet will explain the rules, regulations, and day to day operations that apply to you.

## **SECTION 2 SAFETY AND SANITATION**

The White County Jail shall be manifested in a safe and sanitary condition. This will be done in compliance with state and local health, sanitation, safety, and fire laws. Inmates incarcerated in the White County Jail shall have the responsibility for maintaining their own cells and living areas in a safe and sanitary condition. Jail officials will make cleaning supplies and equipment available to inmates on a daily basis to assist in their cleaning responsibilities. This includes mops, brooms, soap and disinfectant. Fresh cleaning supplies will be put into the cell block on a daily basis. Before returning the cleaning supplies the mop bucket in the cell block must be emptied and the mop rang out. The cleaning supply bottles, broom, and mop must be returned in the same shape and condition as they were provided. If any item has been broken or altered in any way, notify an officer as soon as possible so it can be documented and replaced.

## **SECTION 3 INMATE ID WRIST BAND**

The White County Jail issues each inmate an ID Wristband. This wristband shall be worn on the left or right wrist of the inmate at all times. The wristband shall only be removed by a jail officer or staff member. If an inmate removes this wristband without the permission of a jail officer or staff member, the inmate will receive a disciplinary write up and be charged a \$20.00 replacement fee. It is the inmate's responsibility to report to a jail officer or staff member any damage to the ID wristband. If the damage is deemed to be due to normal wear, there will be no charge to replace the wristband. The wristband must be attached to the wrist with the provided clip.

## **SECTION 4 PERSONAL HYGIENE**

The White County Jail provides clothing, bedding, towel and a hygiene kit. Laundry service will be available at least two times a week. Each inmate will be provided shaving materials three times a week. Inmates shall shower upon admission to the jail's general population and shall be given the opportunity to shower at least three times a week thereafter unless an emergency or a threat to jail security exists. Each inmate will be allowed, upon request to have his or her hair cut at least once every 6 weeks. Cost for a haircut is \$10.00; the money will be taken off of your inmate commissary account.

If you are housed in an intake or segregation block you will be allowed an hour out of your personal cell to shower.

### **HYGIENE KITS**

- A) A hygiene kit is provided to you during intake.
- B) Kits normally include shampoo, soap, deodorant, toothbrush, toothpaste.
- C) Additional kits may be obtained by completing an indigent commissary order.
  - i) Additional ordered kits are issued on Commissary Day.
  - ii) Hygiene Kits only available until Indigent Commissary week.
- D) See Indigent Inmates, below for more information.
- E) Toilet paper is distributed at least 2 times per week and you must turn in a core to receive a new roll.
  - i) if you have a partial roll of toilet paper it will still be traded for a new roll

### **INDIGENT INMATES**

- A) Criteria for an indigent inmate:
  - i) Must be housed in this facility 7 days straight, with the exception of transferred from another facility where classified indigent.
  - ii) Must have a zero or negative balance in all accounts.
  - iii) Received money will restart the 7 day requirement for indigent.
- B) All three conditions must be met to be classified as Indigent.

## **SECTION 5 LAUNDRY SCHEDULE**

Laundry will be done on Monday and Thursday. All laundry will be placed securely into the provided laundry loop so that it can be returned to the same inmate. Clean sheets and blankets will be passed on Fridays

## **SECTION 6 RAZORS**

Razors will be passed out on the night shift. The officers will pass them two times a week. Razors will be passed on Wednesday and Sundays on the first watch tour after lockdown unless an emergency or a threat to jail security exists. The next watch tour razors will be picked up. Each inmate is only allowed one razor and will only be given an hour to shave. Razors shall be returned in the same shape they are issued. After the officer retrieves the issued razor from an inmate they will inspect it for any alterations. It is vital to conduct shaving in a controlled environment to ensure safety and security of the facility

## **SECTION 7 TOILET PAPER**

Each inmate is issued one roll of toilet paper. Toilet paper is passed on Wednesday and Saturday. To receive a new roll of toilet paper the inmate must turn in the center cardboard of the toilet paper roll. If you have a partial roll of toilet paper it will still be traded for a new roll.

## **SECTION 8 INMATE UNIFORMS**

Each inmate shall be issued two uniforms, two sets of undergarments, and a pair of sandals. All inmates are required to wear their issued uniform at all times when outside the confines of their cell. The uniform must also be worn appropriately, meaning arms fully in sleeves and buttoned all the way up.

## **SECTION 9 THE DAYROOM LINE**

Each cell block has a line on the floor located at the block door. Inmates are not permitted to cross the line unless there is an emergency or otherwise instructed by staff. The line may be crossed to access the intercom system in the event of an emergency.

## **SECTION 10 THE INTERCOM**

The intercom is only to be used for emergency purposes. If you need to communicate with an officer, you may submit your request in writing on the kiosk. The intercom is not for asking questions, making requests, or making complaints.

## **SECTION 11 GRIEVANCE PROCEDURE**

Any and all complaints or grievances concerning the jail, its condition, functions, or the staff, will be forwarded to the on duty Sergeant. All complaints must be written within 7 days of the alleged incident. Every 72 hours after the submission of a grievance without a response it will auto-escalate to the next rank in command. If the grievance was not answered to your satisfaction you may appeal the request on the kiosk within 7 days to the next rank in command. Forms are electronic and only available on the commissary kiosk. Grievances that have vulgar language will not be responded to.

Rank escalation: Sergeant - Assistant Jail Commander - Jail Commander - Sheriff

## **SECTION 12 INMATE RELEASE**

Upon your release from the White County Jail, you will have to turn in all items that are property of the jail (i.e. tub, sheet, blanket, towel, etc.) If you do not return county issued property, you will be delayed release until the items are located and returned. If you owe a negative balance on your inmate account you will receive a bill for collection of the owed money after you have left the facility.

Time served release times start at 8:30 AM on the scheduled day of release for offenders that have been incarcerated for a period of time longer than 30 days. If you have been incarcerated for less than 30 days your release time will start at the time of detention during your arrest.

## **SECTION 13 EMERGENCY EVACUATION PROCEDURES**

In the event of a facility evacuation, the following procedure will be followed by all inmates:

- 1.) Jail officers will make an announcement to the cell block.
- 2.) Jail officers will give each cell block specific instructions.
- 3.) Inmates will maintain silence at all times unless authorized by an officer.
- 4.) Inmates are to line up in accordance with staff instruction.
- 5.) Jail officers will then direct each block to the designated evacuation location.

Note: When the jail staff advises that an evacuation is needed, the officers will not explain the purpose of the evacuation. Inmates are to follow the staff instruction without question. Following these simple instructions will ensure a smooth evacuation and create a safe environment for inmates and staff.

## **SECTION 14 WEATHER ALERTS**

When the jail is notified that severe weather is in the area and could be a threat to the safety of the facility, jail officers will require inmates to sit in designated areas specific to each block. Whenever possible staff will give advanced instructions on where your designated space is within the facility and what (if any) items you are to bring with you. Visits will only be terminated when severe weather is present and will not be made up. The visitor will need to reschedule for the next available visit. Phone calls will be terminated. All electrical utilities will be turned off within the blocks in the event a severe weather notice is issued.

## **SECTION 15 CELL INSPECTIONS**

Jail officers will conduct cell inspections everyday after the collection of meal trays, unless an emergency or a threat to jail security exists. Inmates are expected to have the cell and block in a clean and organized manner at the time of inspection.

As an inmate at the White County Jail you will be expected to maintain your cell/bunk in an orderly fashion (i.e... all personal items are to be in your box when not in use, cell swept and mopped, toilet cleaned, lights and vents cleaned and unobstructed and so on). When an inmate is not laying under the blanket on the bed, the bed shall be made at all times. Failure to do so will result in disciplinary action being taken against all inmates assigned to a cell unless it is clear that a single inmate is responsible. A cell found not in compliance will be subject to a complete cell search and the inmates assigned to that cell may be written up individually for any contraband, damaged property or other non-approved articles found on their person, or in their property and/or bunks.

## **Daily Inspection**

**Guidelines Dayroom Cleaning Responsibility of the whole block**

**Each failure of Dayroom Cleaning will result in 1 day lockdown**

1. The dayroom floor shall be clean and free of all trash/debris(Block responsibility)
2. The common shower/toilet areas shall be clean and free of all trash/debris(Block responsibility)
3. The dayroom tables shall be clean and free of all trash/debris(Block responsibility)
4. No items shall be stored on the kiosk, visitation booth or TV shelf(Block responsibility)
5. No Laundry or personal property shall be stored or left in the dayroom for any reason.
6. All cleaning supplies shall be sent out of the block prior to securing cells. The mop bucket should be emptied prior to sending out.
7. Trash should be emptied and sent out with the cleaning supplies.

## Individual Cell Cleaning

Responsibility of all the residents of each cell

**Each failure of cell cleaning will result in a write up.**

1. The common toilet area shall be clean and free of all trash/debris.
2. The floor shall be clean and free of all trash/debris
3. The cell trash can shall be emptied between lock down periods..
4. All personal items shall be in the provided storage tub (including all hygiene items) at the time of inspection. Hygiene items are not permitted to be stored on the floor.
5. The sink shall be clean and free of all trash/debris. You may have 1 bar of soap on the sink per inmate at the time of inspection.
6. Storage tubs shall be stored under the bunk in each cell.
7. Wet towels are only permitted to be on the provided hooks.
8. Vents shall remain uncovered at all times.
9. Light shall remain uncovered at all times.
10. Nothing should be attached, stuck, or drawn on the wall or mirror.

### **SECTION 16 FOOD SERVICE**

The White County matron operates the jail kitchen. The jail food menu is reviewed annually and approved by a certified dietician. The kitchen is inspected by the Board of Health biannually. At no time is an inmate allowed to keep or save food in their cells that was distributed by the white county kitchen. All concerns relating to food service should be sent to the kitchen matron via the grievance form located on the kiosk. If the concern cannot be resolved by the kitchen manager then a grievance needs to be sent to the Assistant Jail Commander.

Meal times are: Breakfast 6:30 AM / Lunch 11:45 AM / Dinner 5:30 PM

### **SECTION 17 MEDICAL AND HEALTH SERVICES**

The White County Jail has available a licensed physician to provide medical services. Inmates can request to have a medical examination conducted, the inmate will be responsible for a \$10.00 co-payment for this service. Inmate medical complaints will be collected daily Monday through Friday and responded to by medically trained personnel. Qualified medical personnel will follow up all complaints and allocate treatment according to priority of need.

When a problem arises that requires medical attention, the inmate can request a medical request form. Medical request forms are electronic and available on the commissary Kiosk. There is a \$10.00 co-payment for every inmate that sees the medical staff. There will also be a \$5.00 copayment on each prescription filled. The medical co-payment will apply to all inmates including inmates housed for the Indiana Department of Correction. Pre-existing condition or injury will be reviewed by the jail doctor and could possibly be at the inmate's expense .I.E., insurance or other funding source. In the event an inmate needs a general checkup or exam for eye care they may pay for the appointment to a local optometrist and the medical staff will schedule the appointment, the scheduled appointment date and time shall not be told to the inmate or his/her family for officer safety. The White County Jail provides a dentist on scheduled appointments. There will be a \$10.00 copayment for each appointment.

### **SECTION 18 MEDICATION**

Medication will be given as prescribed by the jail doctor. It will be dispensed by a qualified professional and administered by trained jail staff. Each inmate will take their medication with water and will be supervised by jail personnel while doing so. Medication will be passed at 8:00 A.M and 8:00 P.M. It is the responsibility of the inmate to be at the door at the specified times to take their medication. If an Inmate fails to take his or her medication they will not be able to make it up. Inmates caught saving, trading, selling or misusing their or anyone else's medication; may be subject to disciplinary action. Any medication can be stopped by the jail doctor.

### **SECTION 19 BLOOD SUGARS**

Inmate blood sugar checks will be taken before breakfast tray pass and around before dinner tray pass. Blood sugar checks may only be done for inmates who are insulin dependent or on medication that may alter their blood sugar. An exception to the rule will be when an inmate shows signs of significantly high or low blood sugar, or if the inmate's medical chart reflects different times.

### **SECTION 20 EMERGENCY ROOM**

Emergency room visits will only take place when an absolute emergency occurs. If an inmate believes they need to be seen by the emergency room, staff will go through a case-by-case protocol, then report to the on-call doctor for a decision.

## **SECTION 21 VISITATION PROCEDURE**

The White County Jail does not allow contact visitation. Inmates shall not receive visits from any person known to be on parole, probation, or out on bond. Inmates shall be allowed 20-minute visits, using the kiosk located in the day rooms, classification permitting. Persons wishing to visit with an inmate must be approved through the Jail, and may visit from home through a computer/phone, or visit onsite in the lobby of the White County Sheriff's Office. All visitors shall conduct themselves in an orderly manner. Any visitor using loud or profane language, who becomes hostile or abusive towards other visitors or Sheriff's Office Personnel, who refuses to obey an order from an Officer, or who violates any law or any other rule of the White County Jail, or fails to control minor children may be removed from the facility and prohibited from future visits and could be subject to arrest. Visitors may be suspended if seen fit to do so by the Jail Commander, Sheriff, or designee.

Visiting times will be Monday - Thursday and Saturday and Sunday: Kiosk visits are available; lobby kiosks will only be available on Saturday and Sunday. Visitation times are at the sole discretion of the command staff.

## **SECTION 22 ATTORNEY VISITS**

Space is provided for attorneys to interact with inmates privately. Attorneys will be admitted to see any inmates at any reasonable hour with the exception of meal times and head count. Space is provided for attorneys to interact with inmates privately. Attorneys may also set up zoom conferences with inmates at any reasonable hour with the exception of meal times and head count.

## **SECTION 23 INMATE MAIL REGULATIONS**

Jail officers will collect and distribute mail from inmates. Mail will be collected during each hourly watch tour. Legal mail will be distributed to inmates from 8:00 A.M to 4:00 P.M Monday through Saturday, mail will not be distributed on Sundays or holidays. All mail for inmates no longer incarcerated at the facility will be returned to the sender. The White County Jail will not certify outgoing mail for inmates. The jail will furnish postage material for only those who are indigent; to qualify as indigent the inmate must have a zero or negative balance in all inmate accounts. Any threats in the mail will result in the letter being turned over to the proper authorities, all letters must be properly addressed following one of the below examples. All mail sent from the jail must be stamped to identify it as being sent from the White County Jail. All mail coming into the jail must have the sender's complete name and address in the upper left hand corner of the envelope. Items allowed to be mailed in include letters, non-obscene pictures, and money orders, (no checks or cash shall be mailed in to inmates). Any other items will be seized and put in personal property. Any contraband sent to an inmate in the mail will be subject to prosecution. No mail order items or any type of greeting cards will be accepted for any reason.

### **Standard Non-Legal friends and family mail should be addressed to:**

Inmate Name  
White County Jail Indiana  
P.O. Box 76550  
Highland Heights, KY 41076

### **Mail from Lawyers or other legal representatives and money orders should be addressed to:**

White County Sheriff Office  
Attention: Inmate Name  
915 W. Hanawalt Road  
Monticello, IN 47960

All incoming and outgoing non privileged mail is subject to search, digital scanning, reading and/or copying. Any mail found to be in violation of any federal, state, county, city law or ordinance, will result in the mail being confiscated and turned over to the proper authorities for further investigation. Any mail found to contain any discussion or references to illegal activities, will result in the mail being confiscated and turned over to the proper authorities for further investigation. Any mail found in violation of any facility/jail rule, order, regulation, directive or standing order will be confiscated and disciplinary action may be taken against the inmate(s).

All inmates are allowed to subscribe to newspapers and have them delivered via the mail service at their own expense. No inmate is allowed to have more than one newspaper in their cell area at any one time. Jail staff will distribute a copy of the "Herald Journal" every week on Thursdays unless a new edition is not available.

## **SECTION 24 PRIVILEGES AND PROGRAMS**

Please note that some privileges and programs are restricted depending on an inmate's classification. The following privileges are available; television, chirping devices, axis tablets, commissary, inmate worker program, nicotine pouches, snack packs, and additional toiletry supplies.

## **SECTION 25 COMMISSARY**

This privilege shall be afforded to inmates, classification permitting, at reasonable prices and on a non-discrimination basis. Inmates ordering clothing on commissary may have the same laundered by facility, however, it is a violation if an inmate submits unauthorized clothing. This privilege can be suspended if seen fit to do so by the Jail Commander, Sheriff, or designee. All property from another facility will be placed in the inmate's personal property. All altered clothing will be taken and placed in personals.

Unless inmates are being punished for disciplinary reasons they will receive commissary once a week. All orders will be due before lockdown on Sunday night. The maximum order for the commissary is \$300.00. A limit may be placed on certain items, eliminating the temptation of running a store out of your cell. Please note: Some items may not be available due to your classification level. If a cell block is locked down for safety and security reasons, commissary will not be delivered until the block is unlocked.

Family and friends have two options to place money on an inmate commissary account.

**Online:** inmatesales.com

**Kiosk:** Located in the lobby of the White County Sheriff's Office

#### **SECTION 26            LAW LIBRARY**

Inmates have access to the law library on the dayroom kiosk. Inmates may place a request to the Sergeant on shift, in writing, extended time outside or their cell for the purpose of law library access. If excess time out of the cell is granted you are expected to work diligently on your research and lock down as soon as you have finished your research. Any inmate that is found to not be using the law library during extended access shall be required to lockdown.

#### **SECTION 27            RELIGIOUS MATERIALS**

Inmates shall be entitled to receive and possess printed religious materials. Inmates may possess religious artifacts that do not compromise the safety and security of the Jail upon written request by the inmate and final approval by the Sheriff.

#### **SECTION 28            FUNERAL ATTENDANCE**

Sentenced inmates are allowed to attend funerals only when staff is available to transport the inmate and approval has been obtained from the Sheriff. Inmates that have not been sentenced by a court order must obtain approval for release through the court system. Arrangements for attendance will be made by the Jail Transportation officer. The funeral must be within 30 miles from the jail. The funeral must be for a member of the inmate's immediate family (father, mother, sister, brother, child, or spouse). When attending funerals you will be required to wear jail clothes. Inmates will be required to wear restraints. Inmates will not be allowed physical contact with family and friends.

#### **SECTION 29            INMATE WORKER PROGRAM**

To qualify as an inmate worker you cannot have any of the following: sex offense, violent criminal history or battery on law enforcement, or escape. Department of Corrections inmates can apply for this program. This program is restricted to minimum/medium security inmates. Minimum security inmates will be given priority. Applications are on the kiosk.

#### **SECTION 30            RECREATION**

Inmates will be given a reasonable opportunity for recreation outside of his/her immediate living quarters and outdoors when feasible, consistent with the security and resources of the jail. Recreation rooms will be made available starting early morning, see the schedule below. You must be up at the door when called to go to the recreation room. Inmates are not permitted to take anything to the recreation room. Once an inmate wants to go back to the block the rest of the inmates must go. The outdoor recreation area will only be offered when suitable weather conditions permit.

Cell blocks A / B / C / D will receive recreation access on Tuesday, Thursday, Sunday

Cell blocks E / F / G / holding will receive recreation access on Monday, Wednesday, Saturday

#### **SECTION 31            PHONE USE**

Misuse of the phone system can result in disciplinary action and possible prosecution. Inmates choosing to use the inmate phone system are agreeing to all rules, regulation, and terms set by the White County Jail and Combined Public Communications when using the phone system. Each cell block has collect call phones available. The phones are provided to the inmates by Combined Public Communications. The White County Jail does not have anything to do with the Inmate phone call refunds or billing disputes. If the phone in the cell block is in need of repair, send in a request to a jail officer so they can place a work order into CPC. Do not ask to use the jail administrative phone. The only phones available for inmate use are in the cell blocks or in receiving cells. If you wish to have your family or friends set up a pre-paid account, or if you are experiencing a phone issue call 1-702-829-3001. All inmate phones are recorded and monitored. Law Enforcement agencies may obtain all jail phone records for investigative and prosecution purposes.

#### **SECTION 32            COPIES**

As a general rule the White County Jail does not make copies for inmates. If an inmate needs a copy of legal work, they must request their attorney to make copies for them. If an inmate is approved by the Court to represent themselves, then they can make a request to the Jail Commandeer for copies. The Jail Commandeer will approve the request on a case-by-case basis. Jail officers are not permitted to make copies without approval from the Jail Commander.

#### **SECTION 33            COURT INFORMATION**

The courts are responsible for scheduling your hearings, not the jail staff. Jail staff does not know when you are going to court until the morning of your hearing. The jail staff will contact the courts every morning for that day's schedule. If you think you have court in another county, you need to write the respected court and ask for a transport order to be issued for your appearance. The day of your court hearing you need to be awake and ready for transport. After your initial hearing you are issued paper work with the rest of your court dates, so you know when your court date and time should be. At no time will staff give any court date information out to friends or family that may call into the facility.

#### **SECTION 34            MONEY RELEASE**

Inmate money can only be released with the authorization of the Jail commander for emergency purposes only, the funds can only be released to immediate family.

## **SECTION 35                    PROPERTY RELEASE**

Inmates may release their personal property to family or friends, Saturdays and Sundays of each week between 8:00 AM and 4:00 PM. All property can be released except for one set of clothing (unless sentenced to the Department of Correction). To perform a property release, fill out the proper paperwork on the kiosk.

## **SECTION 36                    DEPARTMENT OF CORRECTIONS SENTENCED INMATES**

All inmates that are sentenced to the Indiana Department of Corrections must release all personal property, this includes clothing and shoes. Inmates are only permitted to take legal paperwork, medication and picture identification. This is not the White County Jail's rule. IDOC will not allow anything but the listed items into IDOC. Inmates are highly encouraged to release this property as soon as they get sentenced to IDOC. Any property that is not released prior to the inmate going to IDOC will be stored for 30 days then destroyed. It is the inmate's responsibility to make all arrangements for property pick up.

## **SECTION 37                    LOCK DOWN**

Inmates are expected to lock down any time a jail officer requests. Inmates will be locked down from 8:00 PM until 10:30 AM the following day. Inmates will be required to lock down from 5:45 PM until 6:30 PM each day to allow for shift change and a formal head count to take place. Every Friday inmates will be locked back down at 12:30 PM until 10:30 AM the following day.

If any inmate is removed from a cell block due to a safety or security issue, the block will remain on lock down until jail staff deems there is no longer a threat of safety or security issues. This is not punishment; this is time to ensure that all issues surrounding the safety or security are under control. This also gives other inmates who may feel threatened the opportunity to safely be removed from the cell block.

When a block is on lock down, visitation and commissary will be canceled and not made up.

## **SECTION 38                    INMATE CLASSIFICATION**

The White County Jail uses an objective classification system. This system is used to appropriately classify inmates. Inmates will be classified and housed according to several factors such as charges, past history, enemies, medical conditions, behavior, attitude, jail needs, etc..... Classification security levels are maximum, special maximum, medium and minimum. Privileges are given to inmates according to their security level. If your classification level changes, you may be moved to vvvvvvvvvv another cell block. Inmates will be reclassified periodically.

## **SECTION 39                    AUTHORIZED ITEMS**

Inmates can have the following in their cell.

### **Hygiene**

(2) Tooth brush (2) tooth paste (1) comb/pick (2) shampoo (2) bar of soap (1) roll of toilet paper (2) towel state issued (2) washcloth state issued (6) sanitary pads (female inmates only) (2) Wireless bra (female inmates only) (1) pair contact lenses and cleaner (1) pair of glasses

Clothing (2) Jail uniform (1) approved pair of tennis shoes (1) pair shower shoes (4) pairs of socks (4) Pair of underwear

Bedding (1) Mattress (1) sheet (2) blanket

Books (1) Jail handbook (3) books (1) newspaper (2) religious books

### **Commissary**

The amount of commissary items are not restricted by number, but you must be able to fit all items that are located in your cell in your issued property box.

### **legal mail**

legal mail must be able to fit in legal mail folders

If you are not able to store your property according to jail rules, you will need to release excess property or surrender excess items to jail staff to be discarded into the trash.

The White County Jail is not responsible for lost or stolen property that is in the inmate's position. We will not replace lost or stolen items. We will investigate theft reported to us within a timely manner.

## **SECTION 40                    RULES AND CONDUCT**

As an inmate of the White County Jail, you will be required to conduct yourself in an orderly manner. The rules listed below are divided into four categories, A, B, C and D offenses.

Class A offenses constitute up to 180 days in segregation, reduction in credit class, a loss of earned credit time up to 180 days, restriction of privileges up to 45 days, extra work up to 20 hours, reclassification and restitution.

Class B offenses constitute up to 90 days of segregation, loss of earned credit time up to 90 days, restriction of privileges up to 30 days, extra work up to 20 hours, reclassification and restitution.

Class C offenses constitute up to 15 days of segregation, restriction of privileges up to 15 days, extra work up to 20 hours, reclassification and restitution.

Class D offenses constitute up to 5 days of segregation, restriction of privileges up to 5 days, extra work up to 10 hours, reclassification and restitution.

The jail will be operated at all times under strict conditions of proper discipline and order. Inmates will receive written notice of the charges against them within 24 hours of the date of the incident, knowledge of the incident or the conclusion of an investigation.

The Disciplinary Hearing will be held within 7 days after 24 hours has passed from the date and time the conduct report was filed (excluding holidays and the weekend days of the Disciplinary Hearing officer). The inmate does not have to attend the hearing for a decision to be made. The inmate may be present during the hearing. The inmate may call witnesses or present evidence on his or her behalf. The hearing officer will notify the inmate of the finding within 48 hours of the hearing in writing. The inmate may appeal the decision to the Disciplinary Hearing officer or the Jail commander/designee. The Jail commander/designee can also reverse the decision, modify it or make no change at all as well as the Disciplinary Hearing officer. All modifications and appeals must be within 10 days of the Disciplinary Hearing officer's disposition. If you wish to file an appeal or modification request the form with the kiosk system and jail staff will disperse it to you.

#### **SECTION 41                      OFFENSES - CLASS A**

100        **Violation of Law**

Violation of any Federal, State, or local criminal law

(The Report of Conduct shall cite the name, Indiana Code number, and language of any Law. The Report of Conduct shall explain how the offender's behavior violated the cited law.)

102        **Battery**

Knowingly or intentionally touching another person in a rude, insolent, or angry manner placing any bodily fluid or bodily waste on another person.

103        **Rioting**

Encouraging, directing, commanding, coercing, or signaling one (1) or more other persons to participate in a disturbance to facility order caused by a group of two (2) or more offenders, or participating in such a disturbance, or remaining in a group where some members of the group are participating in such a disturbance.

106        **Possession of Dangerous/Deadly Contraband/Property**

Possession or use of any explosive, ammunition, hazardous chemicals (e.g., acids or corrosive agents), or dangerous or deadly weapon.

108        **Escape**

Intentionally fleeing from lawful detention or knowingly or intentionally failing to return to lawful detention following temporary leave or other authorized absence granted for a specific purpose or time of period within two (2) hours after the designated return time.

111        **Conspiracy/Attempting/Aiding or Abetting**

Attempting by oneself or with another person or conspiring or aiding and abetting with another person to commit any Class A offense.

113        **Trafficking**

Giving, selling, trading, transferring, or in any other manner moving an unauthorized physical object to another person; or receiving, buying, trading, or transferring; or in any other manner moving unauthorized physical object from another person without the prior authorization of the facility command staff.

An offender engaging in behavior violating this provision or the Indiana criminal code provisions IC 35-44.1-3-5 or IC 35-44.1-3-6 commits the act of trafficking regardless of whether the offender is criminally arrested, prosecuted, or convicted.

114        **Sexual Act with a Visitor**

Contact of sexual nature by an offender with a visitor including contact between the penis and the vulva or the penis and the anus including penetration, however slight; contact between the mouth and penis, vulva, or anus; or penetration of the anal or genital opening of a visitor by a hand, finger, or other object. (Does not include kicking, punching, or grabbing the genitals when the intent is to harm or debilitate rather than to sexually exploit.)

115        **Non Consensual Sexual Act**

Contact of a sexual nature by an offender against another person without his or her consent, or a person unable to consent or refuse including; contact between the penis and the vulva, or the penis and the anus including penetration, however slight; contact between the mouth and penis, vulva, or anus; or, penetration of the anal or genital opening of another offender by a hand, finger, or other object. (Does not include kicking, punching, or grabbing the genitals when the intent is to harm or debilitate rather than to sexually exploit.)

116        **Refusing a Mandatory Program**

Refusing to participate in a mandatory program (as authorized by statute or by the judge or other authority), to include failure to register for the program, failure to comply with the criteria for participation in the program, failure to cooperate with the staff presenting the program and being terminated from the program based upon failure to participate or for other behavioral reasons.

117        **Assault on Staff**

Assault on Staff (including contractors and volunteers) which results in serious bodily injury.

120        **Violation of Condition of a Temporary Leave**

Failure to abide by any rules/conditions of the Temporary Leave Agreement.

121        **Use/Possession of Cellular Telephone or Other Wireless or Cellular Communications Device**

Unauthorized use or possession of any cellular telephone or other wireless or cellular communications device.

122        **Asserting and/or Filing a False Lien of Judgment of Complaint**

Asserting and/or filing a lien or judgment or complaint against any person when the basis for said lien or judgment or complaint is false or otherwise untrue.

123        **Bodily Fluid and Fecal Waste**

Placing body fluid or fecal waste in a location unintended for the hygienic disposal of bodily fluid or fecal waste and/or placing body fluid or fecal waste in a location with the intent that another person will touch or otherwise come in contact with the body fluid or fecal waste. The word "body fluid" as unused here has the same definition as set forth in Indiana Code 35-45-16-2.

## SECTION 42                      OFFENSES - CLASS B

### 200                      **Habitual Conduct Rule Violator**

Being found or pleading guilty to five (5) unrelated Class C Conduct Offenses in a period of six (6) months or less.

### 202                      **Possession or Use of Controlled Substance**

Possession or use of any unauthorized controlled substance pursuant to the laws of the State of Indiana or the United States Code, possession of drug paraphernalia, possession/use of a synthetic drug, or drug lookalike.

### 203                      **Refusal to Submit to Testing**

Refusal to submit to any testing or sampling required by statute (e.g., DNA sampling) or refusal to submit to a test to determine the presence of alcohol or a controlled substance as ordered by staff, including failure to provide an adequate or unadulterated specimen for testing purposes.

### 204                      **Sexual Contact Against Staff Without Consent**

Contact of a sexual nature with a staff person, including contractual staff and volunteers, which includes intentional touching, either directly or through the clothing, or the genitalia, anus, groin, breast, inner thigh, or buttocks of any staff person. Does not include kicking, punching, or grabbing the genitals when the intent is to harm debilitate rather than to sexually exploit.

### 205                      **Abusive Sexual Contact with a Visitor**

Non-penetrative contact of a sexual nature by an offender against a visitor without his or her consent, or of a visitor who is unable to consent or refuse which includes intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any visitor. Does not include kicking, punching, or grabbing the genitals when the intent is to harm debilitate rather than to sexually exploit or contact is incidental to an altercation.

### 206                      **Abusive Sexual Contact with Another Offender**

Non-penetrative contact of a sexual nature by an offender against another offender without his or her consent, or of an offender who is unable to consent or refuse which includes intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any offender. Does not include kicking, punching, or grabbing the genitals when the intent is to harm debilitate rather than to sexually exploit or contact is incidental to an altercation.

### 207                      **Possession of Electronic Device**

Unauthorized alteration, use, or possession of any electronic device, including but not limited to computer, computer software, pager, PDA, computer disk, CD/DVD, recording tape (audio or video) or associated hardware. This offense includes accessing computers, software, the Internet, social media, a facility LAN, etc., or using such a manner not authorized by the Department of Correction and the alteration of authorized electrical devices, such as televisions fans, etc., for unauthorized purposes, e.g. charging cellular telephones/electronic devices, etc.

### 208                      **Security Threat Group/Unauthorized Organizational Activity**

Engaging, pressuring, or authorization others to engage in security threat group or unauthorized organizational activities, meetings, or criminal acts; displaying, wearing, possessing, or using security threat group or unauthorized organizational insignia or materials; or giving security threat group or unauthorized organizational signs. Unauthorized organizational activity shall include engaging in the above activities by or on behalf of an organization that has not been approved by the Department of Corrections.

### 209                      **Impairment of Surveillance**

Impairing the vision and view of Correctional Staff in any manner including using curtains, coverings, or any other matter or object in an unauthorized manner that obstructs or otherwise impairs the line of vision into an offender's cell or room, or which obstructs or otherwise impairs any viewing panel or surveillance equipment, either audio or visual within the facility, including blocking staff's view down a range.

### 212                      **Battery**

Committing a battery upon another person.

### 213                      **Threatening**

Engaging in any of the following:

1. Communicating to another person with intent to physically harm, harass, or intimidate that person or someone else.
2. Communicate an intent to cause to or loss of that person's or another person's property.
3. Communicating intentionally to make an accusation that he/she knows is untrue or false.

### 215                      **Unauthorized Possession of Property**

Unauthorized possession, destruction, alteration, damage to, or theft of property.

### 216                      **Sexual Conduct**

Engaging in any of the following:

1. Sexual Intercourse, as defined in IDOC Policy and Administrative Procedure 02-04-101, with the consent of the other offender.
2. Making a request, hiring, or coercing another person to have sexual contact.
3. Having contact with or performing acts with an animal that would be sexual intercourse or sexual contact if with another individual.
4. Clutching, exposing, fondling, or touching the offender's own intimate parts for sexual arousal of the offender or others whether clothed or unclothed while observed by others.

### 218                      **Possession of Plans for Weapons**

Possession of literature or plans regarding an explosive, ammunition, or a dangerous or deadly weapon.

- 219 **Possession of Escape Paraphernalia**  
Possession of escape paraphernalia including; a disguise, a mask or a dummy or dummy-like object, or a map or maps related to an escape or escape attempt or that may be used to aid and escape.
- 220 **Engaging in Unauthorized Financial Transaction**  
Engaging in or possessing materials used for unauthorized financial transactions. This includes, but is not limited to, the use or possession of identifying information of credit cards, debit cards, or any other card used to complete a financial transaction. This includes the discussion of engaging in unauthorized financial transaction(s) with any other person.
- 222 **Arson**  
Setting a fire without authorization.
- 223 **Group Demonstration/Work Stoppage**  
Engaging in or encouraging others in the facility to engage in a group demonstration, work stoppage, or refusal to work.
- 226 **Tampering with Lock**  
Tampering with, altering, or blocking any locking device or mechanism, or possession of any device that may be used to pick locks.
- 228 **Possession of Altered Property**  
Unauthorized possession of any property that has been altered or modified from its intended use or purpose.
- 230 **Counterfeit Documents**  
Counterfeiting, forging, or unauthorized reproduction or possession of any document, article, identification, money, passes, security, or official papers.
- 231 **Intoxicants**  
Making or possessing intoxicants or being under the influence of any intoxicating substance (e.g., alcohol, inhalants).
- 233 **Bribing/Giving**  
Giving or offering a bribe or anything of value to a staff member, authorized volunteer, visitor, or contractor or possessing, giving to or accepting from any person anything of value without proper authorization.
- 235 **Fleeing/Resisting**  
Fleeing or physically resisting a staff member in the performance of his/her duty.
- 236 **Disorderly Conduct (Class B)**  
Disorderly conduct: exhibiting conduct which disrupts the security of the facility or other area in which the offender is located.
- 240 **Conspiracy/Attempting/Aiding or Abetting (Class B)**  
Attempting to commit any Class B offense; aiding, commanding, inducing, counseling, procuring, or conspiring with another person to commit any Class B offense.
- 243 **Filing Frivolous Claims**  
Filing a civil claim or action found to be frivolous, unreasonable, or groundless by a Federal, State, or administrative court.  
Filing an unsuccessful judicial request for a time cut for a program that is not approved for a credit time award by the Department after being informed by the Department that no credit time award is available.  
Filing an unsuccessful judicial request for a time cut that has been previously awarded to the offender by the Department.
- 246 **Possession of Offensive Material**  
Unauthorized possession and/or display of any symbol, paraphernalia, photograph, or any other item or behavior which is prohibited by Department of Correction policies, procedures or rules or which is offensive based upon an individual's gender, race, religion, ethnic or personal background, or which may intimidate another person based upon their gender, race, religion, ethnic or personal background, such as materials relating to a security threat group.
- 247 **Possession/Solicitation of Unauthorized Personal Information**  
Possessing or soliciting unauthorized personal information regarding another offender, ex-offender, victim/witness, potential victim, or current or former staff person, including but not limited to personnel files, offender packets, medical or mental health records, photographs, Social Security Numbers, home addresses, financial information, or telephone numbers, except as authorized by a court order or as approved in writing by command staff. This includes soliciting for correspondence (pen-pals) through forums on any website or periodical.
- 250 **Community Re-Entry Center/Community Transition Program Violations**  
Commission of any of the below acts by Community Re-Entry Center/Community Transition participants
- (A) Refusing employment or the opportunity to seek employment, resigning or being discharged from employment without the approval of the command staff.
  - (B) Failure to turn in all wages, tips, monetary compensations, pay stubs, or statements of earnings to staff.
  - (C) Securing or using any identification card other than the approved offender identification card unless approved by the Facility Head or designee to possess an employment identification card from the offender's approved place of employment.
  - (D) Failure to go to, or from, the approved destination, by the approved route or approved method of transportation
  - (E) While in the Community Re-Entry Center/Community Transition Program, refusing to obey an order from any staff member.
  - (F) While in the Community Re-Entry Center/Community Transition Program, refusing to work or accept a work, program, or housing assignment, or unauthorized absence from any work or program assignment.
- 251 **Interfering with Counts**  
Failing to stand count, being late for count, or interfering with the taking of the count.
- 252 **Interfering with Staff**  
Interfering with a staff member in the performance of his/her duties.
- 253 **Tobacco**

Use or possession of any tobacco, tobacco associated products, or unauthorized tobacco substitute products (including: lighters, matches, cigarette rolling papers).

## SECTION 43            OFFENSES - CLASS C

### 302        **Sexual Harassment**

Repeated, unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by an offender toward another individual.

### 304        **Disfigurement**

Disfiguring, cutting, piercing, removing, mutilating, discoloring, tattooing anyone's body, including one's own body, or possession of paraphernalia that can be used for this purpose.

### 306        **Possession of Money**

Unauthorized possession of money or currency.

### 307        **Unauthorized Possession of Food Items**

Obtaining more meals or food items from the Dining hall or other areas in which food is served.

### 344        **Misuse of Medication**

Misuse of authorized medication or possession of unauthorized medication.

### 346        **Business Activity**

Unauthorized participation in any business activity where the inmate receives compensation.

### 347        **Refusing an Order**

Refusing to obey an order from any staff member. An offender may be guilty of this offense if the offender knew or reasonably should have known that the order existed or was in effect.

### 348        **Insolent/Vulgar/Profane Behavior**

Insolence, vulgarity, or profanity toward any person(s).

### 350        **Lying to Anyone**

Lying or providing a false statement.

### 351        **Unauthorized Possession of Property**

Any unauthorized possession, alteration, removal or relocation of personal property.

### 356        **Refusing an Assignment**

Refusing to work or accept a work, program, or housing assignment, or unauthorized absence from any work or program assignment.

### 357        **Motor Vehicle Violations**

Unauthorized use, operation, or possession of a motor vehicle, driver's license, motor vehicle keys, or registration.

### 360        **Disruptive Behavior**

Disruptive, unruly, rowdy conduct, making unreasonable noise, or disturbing other people, arguing, or horseplay.

### 361        **Abuse of Mail/Telephone/Visits**

Unauthorized use or abuse of mail, telephones, or visitation.

### 362        **Conspiracy/Attempting/Aiding or Abetting (Class C)**

Attempting to commit any Class C offense; aiding, commanding, inducing, counseling, procuring, or conspiring with another person to commit any Class C offense.

### 366        **Unauthorized Area**

Entering or remaining in a room or area other than the room or area to which an offender is assigned, without permission of authorized staff, or leaving a room or area where the offender is required to be, without permission of the staff person supervising the activity or without a valid pass to go somewhere else at that time. This offense includes entering the living area (cell, bed area, etc.) of another offender without permission from staff or facility rules and includes reaching or leaning into or putting any object or part of the body into another offender's living area.

### 367        **Gambling**

Gambling or possession of gambling paraphernalia, or preparing or conducting a gambling pool, lottery, drawing, or other game of chance.

### 370        **Cruelty to Animals**

Striking, hitting, punching, or kicking any animal or deliberately abusing or mistreating any animal.

### 371        **Inadequate Work/Study Performance**

Failing to meet the standards set for performance on a work assignment or program assignment if the offender has the ability to meet those standards, including failure to submit program assignments, deliberately participating in a work slow-down, refusing to follow work standards established for a work assignment.

### 372        **Fighting**

Participating in a situation where two (2) or more people are trying to injure each other by any physical means where no weapons are involved, and no serious bodily injury occurs.

### 373        **Punctuality and Attendance**

Failure to attend and be on time for all activities for which an offender is scheduled, unless:

1. The offender is sick and reports this to staff as required by the facility.
2. The offender has a valid pass to be in another location; or,

3. The offender is authorized to not attend the event or activity.

375 **Staff/Offender Provocation**

Intentionally or knowingly causing physical contact with staff or another offender that a reasonable person would regard as offensive, but which results in no injury.

**SECTION 44 OFFENSES - CLASS D**

465 **Violating Facility Rule**

Violating any facility rule, regulation, or standing order of said rule, regulation, or standing order has been posted or otherwise communicated to the offender.

469 **Violation of Safety/Sanitation Rules**

Failure to follow safety or sanitation regulations, using any equipment or machinery unless specifically authorized to do so or operating such equipment or machinery in a manner contrary to instructions or posted standards.

472 **Failure to Maintain Personal Hygiene Standards**

Being unsanitary or untidy; failure to keep one's person or one's quarters in accordance with standards which have been posted or otherwise communicated. This

offense includes failure to maintain personal cleanliness or grooming to the point that the offender presents a health hazard or is offensive to others and who has knowledge of this condition and the opportunity to correct it. Offenders shall be expected to shower at a minimum of three (3) times per week unless the offender has a documented medical excuse.

473 **Unauthorized Contact**

Unauthorized contact with the public including physical contact with a member of the public and oral communication with the public which had not been approved by staff.

**SECTION 45 REPLACEMENT COST OF ISSUED ITEMS**

If you tear up or are in possession of destructured, written on, or modified jail issued property you will receive a write up and be charged as follows:

| ITEM               | COST                |
|--------------------|---------------------|
| BLANKET            | \$15.00             |
| TOWEL              | \$10.00             |
| SHEET              | \$20.00             |
| MATTRESS           | \$60.00             |
| SHOWER SHOES       | \$10.00             |
| UNIFORM            | \$25.00             |
| PROPERTY BOX       | \$10.00             |
| WASH CLOTH         | \$10.00             |
| WRISTBAND          | \$20.00             |
| LAUNDRY LOOP       | \$5.00              |
| CUPS               | \$5.00              |
| TRAY               | \$20.00             |
| SPORK              | \$3.00              |
| OTHER BROKEN ITEMS | DETERMINED BY C.A.B |
| JAIL HANDBOOK      | \$10.00             |

**SECTION 46****C.A.B GUIDELINES**

- A. Any allowable sanction or combination of sanction may be imposed.
- B. The reason(s) for imposing a sanction or combination of sanctions must be documented on the Report of Disciplinary Hearing.
- C. Any period of disciplinary segregation imposed as a result of a prohibited act committed while an offender is already in segregation shall be served consecutively to any other disciplinary segregation sanction the offender has previously received.
- D. No sanction of extra work may exceed twenty (20) hours for any one (1) rule violation or more than four (4) hours in a 24-hour period. An offender shall not receive state wages for extra work.
- E. Seriousness of the offense shall be considered when imposing a sanction.
- F. Frequency and nature of prior violations will be considered.
- G. The degree to which the violation disrupted or endangered others or the security of the facility or program shall be considered.
- H. The offender's attitude and demeanor before and during the hearing shall be considered.
- I. The likelihood of the sanction(s) having a corrective effect on the offender's future behavior shall be considered.
- J. Current security level assignment of the offender shall be considered to disrupt participation in these programs as little as possible.
- K. All or part of the above sanctions may be suspended pending the offender's future behavior, provided the circumstances of the case as well as the offender's behavior merit such action. The length of time that an offender may be under a suspended sanction is six (6) months. When under a suspended sanction and found guilty of a major offense, the offender shall have the full suspended sanction(s) imposed effective the date of the new hearing. Suspended sanctions may be added to sanctions applied to the new offense. The total sanctions may exceed the allowable limits.
- L. The following shall not be imposed:**
  - 1. Corporal punishment.
  - 2. Confinement in disciplinary segregation without the opportunity for at least one (1) hour of exercise outside of the immediate living quarters seven (7) days per week, unless the command staff finds and documents that this opportunity will jeopardize the safety of the offender, others, or the security of the facility.
  - 3. Major change in heating/lighting/ventilation.
  - 4. Restrictions on authorized or issued clothing, bedding, mail, visitation, reading and writing materials, or the use of hygienic facilities, unless these privileges are abused.
  - 5. Restrictions on medical and dental care, access to courts, legal counsel, government officials, or grievance proceedings and, access to personal papers and legal materials.
  - 6. A deviation from the diet provided to other committed persons in the facility or program except for documented medical reason(s).
  - 7. Humiliation, mental abuse, or punitive interference with the daily functions of living, such as eating or sleeping.
  - 8. **Any inmate charged with the violation of a jail rule that constitutes a violation of State Law may be prosecuted for said violation.**

A copy of these rules shall be furnished to each inmate upon admission and are to be returned in good condition. These rules are subject to change as seen fit by the Sheriff or Jail Commander.

Revised: 04-15-2025