Inmate Rights and Responsibilities

INTRODUCTION

This page contains your rights and responsibilities. It also describes acts prohibited in the detention facilities, and types of disciplinary action which may be taken if you commit any of the prohibited acts. Read them carefully so that you fully understand what is expected of you and what you can expect in return. If you do not follow any of these rules, administrative, disciplinary and/or legal action could be taken against you. This page also contains information you will need to make your stay here as beneficial to you as possible.

In addition, your behavior must be within acceptable limits. The rules and regulations here are for your benefit and welfare. You have certain rights which are listed on this page. At the same time there are responsibilities that you must meet.

While you are at the detention facilities, we expect you to take advantage of any opportunity provided here to assist you.

As a community, it is necessary to respect the rights, privileges and responsibilities of everyone. This is needed to an even greater degree in an institution of this type.

It is important that you read and know the contents of this handbook. It is your responsibility to seek help from detention members on anything in this handbook you do not understand.

RIGHTS

1. Inmates have the right to expect that as a human being they will be treated respectfully, impartially and fairly by all detention members.
2. Inmates have the right to be informed of the rules, procedures and schedules concerning the operation of each detention facility.
3. Inmates have the right to the following: nutritious meals, proper bedding, clean clothing and a laundry schedule for exchanging county issued items, an opportunity to shower regularly, toilet articles and accessible medical treatment.
4. Inmates have the right to correspond with family members and friends.
5. Inmates have the right to unrestricted and confidential access to the court by correspondence.
6. Inmates have the right to legal counsel from an attorney through interviews and correspondence.
7. Inmates have the right to a variety of reading materials.
8. Inmates have the right to participate in educational programs and work assignments as far as resources are available and in keeping with your interests, needs and abilities.
9. Inmates have the right to attend non-denominational religious services as provided by volunteer clergy.

RESPONSIBILITIES

1. The inmate has the responsibility to treat others, both detention members and inmates, in the same
manner you would like to be treated.
2. The inmate has the responsibility to recognize and respect the rights of others.
3. It is the inmate's responsibility to not waste food, to follow laundry and shower schedules, to maintain neat and clean-living quarters, and to seek medical care.
4. It is the inmate's responsibility to honestly and fairly present your petitions, questions, and problems to the court.
5. It is the inmate's responsibility to honestly and fairly use the services of any attorney.
6. The inmate has the responsibility to take advantage of activities which may help you live a successful and law-abiding life within the detention facilities and our community. The inmate will be expected to abide by the regulations governing the use of such activities.
7. It is the inmate's responsibility to always wear your issued inmate armband. You will be charged for damaged or replaced armbands.

ADMISSION PROCESS

All persons received into the Polk County Jail as inmates are initially processed at the Booking Facility. During this procedure inmates will be fingerprinted, photographed, showered, issued jail clothing, and issued an armband and booking number. Personal possessions will be collected, inventoried and bagged for storage at this point. Any money will be inventoried and placed in the inmate’s account. Inmates will then have the opportunity to make telephone calls to lawyers, family/friends, or bondsmen.

Inmates have the right to counsel; and if counsel cannot be afforded counsel will be provided at no charge. All inmates processed into the Polk County jail will be charged an initial per diem fee, along with the fee for hygiene products and underwear. This charge will only be incurred at book in and will automatically be deducted.

Inmates will be advised of the charge(s) against them and will be provided with information relative to bond status. Inmates will also receive a preliminary medical screening.

INMATE CLASSIFICATION

All inmates are routinely evaluated in terms of their psychological, medical and criminal history. The Classification Section will review current charges, prior history, medical and psychological needs. Facility assignments then are made according to the classification level and available space.

The classification process continues throughout confinement and allows custody levels to be re-assessed. Also, behavior and interaction with staff are monitored on a daily basis and play a part in the security code. The Classification Section will evaluate and update each classification level every thirty (30) days after initial assessment and every ninety (90) days thereafter. Add-on charges, sentencing and discipline are reasons for a change in classification. Some of these changes are handled routinely and do not require a cell change. Picture armbands must remain around inmates writs at all times. Mutilating, altering or exchanging armbands will result in disciplinary charges.

REQUIREMENTS TO OBTAIN TRUSTEE STATUS

Trustee positions are assigned according to facility needs. The following criteria must be met by each inmate who wants to work as a trustee for the Polk County Sheriff’s Office Department of Detention:

1. Inmate must be sentenced to Polk County and be classified as minimum or medium custody (no first degree felonies). If the inmate is a pre-trial inmate, then he/she must be minimum or medium custody with only misdemeanor or non-violent third degree felony charges.
2. Sentenced inmates must have at least thirty (30) days remaining on their sentence (Less than 30 day approval is at the discretion of the Inmate Work Supervisor.
3. Inmates who have been found guilty of a Disciplinary Report (D.R.) cannot be a trustees for thirty
(30) days after the guilty verdict from the D.R. Board. This board consists of three detention members.

4. If an inmates file contains reports of unacceptable behavior trustee status can be denied. This status can be denied even if a disciplinary report is not issued.

5. Inmates cannot be wanted in other counties for outstanding charges.

6. Inmates must have an acceptable criminal history. An acceptable criminal history is one that does not include any of the following charges for the last seven years:

   a. Sexual Battery
   b. Any crime against a child
   c. Battery on a Law Enforcement Officer resulting in injury
   d. Escape
   e. Kidnapping
   f. Car Jacking
   g. Manslaughter (with the exception of vehicular homicide)
   h. Introduction of contraband into a correctional facility
   i. Trafficking in drugs
   j. Murder (or attempt)
   k. Any felony involving a weapon (i.e., armed burglary, armed robbery)
   l. Resisting with violence resulting in serious injury

In accordance with the Florida Model jail Standards all inmates must be cleared by medical prior to being put on trustee status. Medical clearance may be denied for the following reasons:

   a. Inmate has sexually transmitted disease, chronic illness requiring regular physician monitoring and medications (Diabetes, hypertension, seizures, asthma, emphysema, psychiatric and communicable disease).
   b. Inmates have a history of back, shoulder, hip, knee injuries and abdominal/groin hernias.
   c. Inmates have bullets, pins, plates or hardware in their body as determined by the medical director.
   d. Pregnant females
   e. Inmates requiring prosthetic devices.

**HOUSING RULES AND REGULATIONS**

1. **GENERAL HOUSEKEEPING:** Each dorm or cell and the surrounding area must remain neat and clean at all times. Each inmate is responsible for his dorm/cell and the surrounding area. Nothing is to be posted or glued on walls, mirrors, bars or windows. No writing or drawing on walls or ceilings is permitted.

2. **DAY ROOM:** It will be the responsibility of the inmates using the dayroom and lavatory areas to keep the facilities neat and clean at all times. The following rules will be adhered to by all inmates in general population housing areas:

   (a) No mattresses, blankets, sheets, towels or pillows are allowed in the dayrooms.
   (b) No beating on the dorm glass or cell doors.
   (c) No clotheslines or hanging of laundry.
   (d) No sitting on the dayroom tables.
   (e) No writing on the dorm glass, windows or doors.
   (f) Inmate must be fully dressed jail issued clothing; clothing must be worn appropriately (pants up around the waist).
   (g) Cell bars, doors, and/or air vents will be free of clutter.
   (h) No blankets or sheets allowed to be draped from bunks.
   (i) No wearing of headgear, including hats, stockings or head-rags.
3. **GAMES:** All games (checkers, chess, playing cards, etc.) will be stored neatly in the dayroom area when not being used. These games are for group use and are not to be taken to individual cells. If you wish to play card, chess, checkers, dominos, etc., request these items from the counselor.

4. **PERSONAL ITEMS:** Personal items will be stored in your property bag.

5. **FIRE AND VENTILATION REGULATIONS:** Light fixtures, doorways, ventilators windows, and barred areas are to remain unobstructed. Sheets or blankets are not to be used as rugs, drapes, hammocks or tenting for purposes of concealment. No fires are permitted. You are responsible for any damage to your immediate housing area.

6. **CELL ASSIGNMENTS:** Inmates are not be permitted to relocate from one housing area to another unless ordered by the classification section. Inmates are expected to relocate when so ordered. Failure to comply can result in disciplinary action.

7. **BEHAVIOR:** No arm wrestling or general “horseplay” will be tolerated throughout the detention facilities. Inmates are not to enter another inmate's room.

8. **SMOKING:** Smoking or the use of tobacco products is prohibited in all Polk County Detention Facilities and vehicles.

9. **ACCIDENT OR INJURY:** If at any time an inmate is injured, either in or out of his/her cell, immediately notification of the detention deputies or the other staff members is required.

10. **TRASH RECEPTACLES:** All trash will be placed in trash receptacles not in toilets.

11. **SANITATION:** The detention facilities shall be kept in the highest degree of sanitation at all times. The following procedures shall apply:

   (a) Housing Units:

   (1) Each inmate shall be responsible for the cleanliness and order of his own immediate area. All inmates shall be responsible for the cleanliness of the dayroom area of the housing unit.

   (2) Floors shall be swept and mopped daily.

   (3) Toilets, sinks and showers will be cleaned daily.

   (4) Windows and window sills shall be kept clean and free of clutter.

   (5) Trash receptacles will be emptied and cleaned daily.

   (6) Litter will not be permitted to accumulate on the floors or in inmates’ cells.

   (7) The placing of pictures or other items on the walls is strictly prohibited.

   (8) The placing of items in windows, on window sills, on grill bars, or hung from lighting or ventilation fixtures is strictly prohibited.

   (b) Other Detention Facility Areas: Other areas of the detention facilities will be kept clean by inmate trustees.

          Other areas of the detention facilities will be kept clean by inmate trusty's.
12. **TELEVISION:** The televisions will be turned off at 11:00 p.m. each night for general population cells. Television shut off times for working inmates may be modified as needed by the Inmate Work Supervisor. Television programming is delegated to each shift commander by their Bureau Commander. Daily scheduling shall allow for variety of television programming to be viewed by all inmates housed at the Polk County jail.

13. **MEALS AND PURCHASED FOOD:** Only food items purchased through the Commissary are allowed in the housing area. Meals are served 3 times daily. All food served at each Polk County detention facility is pork-free. Inmate requests for pork-free diets is no longer be necessary. The Polk County detention facility only prepares pork-free food in consideration for inmate dietary needs.

Meal times within the detention facilities are generally as follows:

<table>
<thead>
<tr>
<th>Meal</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>4:30 a.m.</td>
</tr>
<tr>
<td>Lunch</td>
<td>10:30 a.m.</td>
</tr>
<tr>
<td>Supper</td>
<td>4:30 p.m.</td>
</tr>
</tbody>
</table>

PCS0 physicians prepare special diets for inmates with medical problems. Inmates who are placed on special diets due to medical problems forfeit commissary food privileges. Any request for a special diet because of religious beliefs must be requested and approved through the Detention Counselors’ office. Polk products are not used in any of the Polk County detention facilities. All products that appear to be pork are turkey-based products. Gelatin products (Jell-O) are prepared with beef or chicken gelatin rather than pork.

14. **COMMISSARY:** Commissary orders will be taken once each week. You may order up to $45 worth of commissary items at one time. Commissary order forms must be filled out properly, signed by the inmate, and be free of profanity and crude artwork. Forms containing offensive language or illustrations will not be processed and will be returned. Money must be deposited in your inmate account at least two working days prior to your order.

If you place an order and are released prior to delivery, you have 5 working days to pick up the bag at the commissary. It is open on Thursday and Friday afternoons for this purpose. If you are transferred to another correctional facility, the Booking Sergeant, will complete a PCSO form #723, Inmate Request form. This form will be picked up in Booking by Inmate Accounts personnel, so that a check for the amount of the non-delivered commissary can be forwarded to the correctional facility that the inmate is transferred to.

20. **PERSONAL HYGIENE:** Each inmate is expected to maintain a high degree of personal cleanliness. Showers and toilet articles are available for this purpose. Showers will be offered daily. **SHOWERS ARE REQUIRED TWICE A WEEK.** Razors, soap, towels, toothbrush and toothpaste will be furnished by the County.

21. **ISSUED CLOTHING:** Inmates are required to dress in jail-issued clothing. Alterations to county issued clothing are not allowed. **ALL CLOTHING MUST BE WORN PROPERLY** (pants will be worn up around the waist, pants legs will not be rolled up, and P.C.J. lettering will be worn on the outside of the uniform.)

22. **CLOTHING AND BEDDING:** Inmates housed at the Polk County Jail will be given the opportunity to exchange their jail issued uniform twice a week. Bed linen and towels for all inmates will be exchanged once a week. Upon entry to the Jail each person will be issued the following:

- a. One mattress (issued in housing area)
- b. Two sheets
- c. One pillow
- d. One pillow case
e. One towel  
f. One shirt  
g. One pair of trousers  
h. One blanket  
i. One Inmate Rules and Regulations booklet  
j. One roll of toilet paper  
k. One wash cloth  
l. Five pair of underwear  
m. One Hygiene Packet (will be charged current rate for packet)

1) Toothbrush  
2) Shampoo  
3) Comb  
4) Brush-less shaving cream  
5) Soap  
6) Toothpaste  
7) Roll-on deodorant

Personal hygiene items listed below will be issued once a week to all inmates:

a. One tube of toothpaste  
b. One roll of toilet paper  
c. Liquid Soap  
d. Toothbrush (monthly)

Razors shall be issued and returned 3 times a week. Razors may be issued and returned on a daily basis or as needed.

**NOTE: DESTRUCTION OF ISSUED BEDDING OR CLOTHING WILL BE CAUSE FOR CRIMINAL AND/OR DISCIPLINARY ACTION!**

23. **APPEARANCE FOR VISITS:** Full dress (shirts, trousers, footwear and armband) will be required for visitation, religious services, medical services, social services, educational classes and attorney's visits.

24. **VISITATION:** Visitation at Polk County Detention Facilities is as follows:

    South County Jail - Daily  
    Central County Jail - Daily

**All visits will be Non-Contact visits.** The visitation hours are listed in the Visitation Information Booklet. During visitation, two adults and one juvenile may visit.

The following property may be left for the inmate at visitation:

The following property also may be left for the inmate at visitation:

1 pair prescription or reading eyeglasses with soft eyeglass case  
1 set of clothes for COURT ONLY (jury trial) to include:  
    1 dress or suit or shirt/pants  
    1 tie  
    1 pair of shoes  
    1 small buckled belt
25. **COUNSELING SERVICES**: A counselor is available Monday through Friday to help the inmates with jail procedural problems. To request assistance from the facility counselor, an Inmate Request form must be completed and forwarded to the facility counselor. Personal counseling is provided for inmates' special need; however, facility counselors do not provide legal, spiritual, mental health, or substance abuse counseling.

If inmates wish to participate in the General Education Development (GED) program, an Inmate Request form must be completed and forwarded to the facility counselor. The facility counselor will determine eligibility and either approve or disapprove entry into the GED program. Inmates will be carefully screened for GED on the following criteria related to the inmate's criminal history, current charges, or behaviors exhibited in jail:

Criteria for Ineligibility
a. Escape Risk  
b. State Prisoner  
c. Charged with a first degree felony  
d. Charged with a crime of violence  
e. Classified as a juvenile (juvenile inmates may attend a specialization educational program)  
f. Protective Custody  
g. Any inmate deemed not acceptable due to behavioral history  
h. Inmates who have not been sentenced

The book cart is provided weekly, offering a variety of paperback novels and religious materials.

21. **RECREATION AREA**: The outside recreation area is provided for inmates to exercise, read newspapers, or just sit around in the fresh air. Normally inmates have three (3) hours of recreation a week. Both jail uniforms and armband are required to use the recreation area.

22. **CORRESPONDENCE**: The official mailing address is:

   **Full Name, Booking Number** (required on incoming mail)  
   **Dorm Location**  
   2390 Bob Phillips Road  
   Bartow, Florida 33830-7706

Inmates may write to anyone they choose; however, correspondence could be restricted if officials of the detention facility find that it violates the law, violates the wishes of persons who receive the correspondence, or poses a threat to the security and order of the detention facility. There will be no censorship of incoming mail or outgoing mail; however, mail will be inspected for contraband. If contraband is found, policy and procedures exist governing the disposal of the contraband or processing for possible criminal charges. Written notification of such occurrences will be given.

There will be no limit on the number of letters an inmate may send out provided he/she can pay for the paper, pencils and stamps. If an inmate is unable to pay for these items, he/she may request them through the Commissary. Our commissary provider will forward the request to the facility counselor who will first verify that the inmate meets the indigent requirements and then will issue writing materials. Inmates will be provided enough writing materials for two (2) letters per week.

Incoming mail **MUST** have an inmates complete name, booking number and dorm location. If the mail does not contain the booking number, and we can not determine which inmate should receive the mail, we will be forced to return the mail to sender. **No mail will be distributed** to any inmate not wearing the proper armband. Inmates may receive money by way of correspondence (mail) only. Acceptable forms are cash, money orders or cashier's checks. Money orders and cashier checks will have a hold placed on them for a period of fourteen (14) days before they are deposited into the inmate's account. No personal checks will be accepted.
Friends and family members of inmates are not entitled to information concerning inmate's accounts. Inmates may obtain a copy of their inmate ledgers by forwarding an Inmate Request form to Inmate Accounts. The form must be filled out properly, contain the correct name and booking number of the inmate, and be free of offensive language and artwork. Any request form containing objectionable language or material will not be processed and will be returned.

Inmates for whose packages are the only mode of receiving items should have their family member contact the facility counselor and receive instruction regarding items of acceptability and mailing procedures. This will be a one time occurrence. Any packages sent without prior approval or after the initial package has been received will be returned to sender. Any contraband items will be disposed of as directed by policy and procedure. Mail containing pens, pencils, pads, and stamps will not be accepted. Mail must have a return address.

23. INMATE USE OF THE TELEPHONES: Upon admittance to the Polk County Jail, permission to use the telephone to obtain counsel and to notify your families will be given. All phone conversations are recorded and all daily activities within the detention facilities are video taped. the Public Defender’s Office can be reached at 863-534-4200 and is a toll free call. Inmates will not be allowed incoming calls. Inmates can request emergency phone calls by filling out an Inmate Request form and submitting it to a housing supervisor, who may authorize a special call. Inmates will not call jail offices or facilities either directly or via a third party. Noncompliance will result in loss of telephone privileges.

a. General Instructions to Make Calls from a Facility:

1) Pick up the phone. A prompt is given to dial "1" for English, "2" for Spanish
2) Inmates will be prompted to dial the number they are calling. For all calls dial "0", the area code, and the number
3) A recording that states, "Please enter your pin number" will be heard. Enter the 9 digit PIN number. During the first usage of the telephone, the system will ask them to state his/her name. the system will dial the number of the person being called. The person called will be notified that they have a collect call from the county jail. When the call is connected and processed the system will say, "Thank you." If the call is not connected and processed the system will say, "Your call was not accepted."

b. Pin Numbers:

The social security number given at Central Booking is the PIN number. If an inmate does not have a social security number, his/her booking number is the PIN number for the telephone system. The PIN number must be 9 digits long. Therefore, if the booking number is the PIN a zero(es) between the year and booking number must be entered so that the it totals 9 digits.

Example: Booking number: 06-1257 PIN number: 200601257
         Booking number: 05-27895 PIN number: 200527895

If problems using the phone system are experienced, send an inmate request explaining the problem to the shift supervisor.

24. HAIRCUTS:

Haircuts will be given by the inmate barber to those inmates requesting them. Submit an Inmate Request Form to a detention member.
25. RELIGIOUS SERVICES:

Chaplains will visit the detention facilities for spiritual guidance and counseling. They distribute religious literature and conduct services. They also are able to contact local ministers and families. The chaplains are concerned that spiritual needs are met.

26. INMATE WELFARE:

The management and control of the Polk County detention facilities is vested in the Sheriff of Polk County and his staff. Therefore, Kangaroo Courts, Sanitary Courts, and other inmate organizations under the management and control of inmates are PROHIBITED.

27. PERSONAL PROPERTY:

All inmate property will be inventoried, and separated into those items which the inmate may keep in their possession while incarcerated at the Polk County Jail. Items which may be kept are as follows:

a. Loose leaf stationary (25 maximum)
b. One package of envelopes (25 maximum)
c. Stamps
d. One soft address book
e. Legal papers
f. Personal letters
g. One soft cover Bible or related religious material
h. Eyeglasses
i. Contact lenses and case and non-alcoholic lens cleaner

Inmates requiring eyeglasses who do not have eyeglasses with them at the time of booking may have them left by citizens at the facility where they will be housed, purchased from the commissary, or request them from the Detention Counselor when they are available.

Prior to leaving the jail - it is the inmate's responsibility to ensure that all personal property has been returned. Property that is abandoned will be disposed of sixty (60) days from the date of release.

28. COURT ATTIRE:

Each inmate is responsible for his or her own appropriate court attire. The jail issued uniform is the only acceptable clothing for court. Civilian attire may be worn for jury trials only! These items can be brought to the property clerk during normal business hours by the inmate's attorney.

29. FAITH BASED PROGRAM:

A Faith Based Program is available to the inmate population at the Polk County Jail in an effort to provide spiritual guidance, training and mentoring to inmates.

30. MEDICAL CARE:

All inmates receive a medical interview and screening at the time of booking. The results of this screening are reviewed by the nursing staff and responded to according to severity and the individual's problem. At a later date the inmate will be called to the nursing office for a physical examination. This includes a urine test, blood test for sexually transmitted diseases and a skin test.
for tuberculosis (TB). Other testing will be done as needed and determined by the medical department.

There is a nurse on duty at the detention facilities at all times. The proper way to obtain medical attention is outlined below:

**Emergency cases** - contact the detention member and he or she will arrange help, if it truly is an emergency. If you declare a medical emergency and the nurse determines that it is not an emergency, you will be charged for the nurse's visit.

**Routine sickness** - complete a request slip, and return it to the nurse on rounds. You must explain your reason for needing to see the nurse.

Everyone will be seen by a nurse before seeing a doctor. The same procedure is followed for seeing the dentist, psychologist, psychiatrist or any specialist the inmate may need to see while you are in jail. Please ask for help only when essential and refrain from making unnecessary requests.

The following is notice regarding the co-payment charged for certain medical services at the Polk County Jail.

a. Reimbursement for medical services, medications received, and transportation to private physicians may be levied against the inmate's account.

b. All inmates will receive the same level of medical, dental and mental health care regardless of their ability to pay.

c. If the inmate has sufficient funds available to cover the reimbursement, the account will be debited as money is placed into the account.

d. When inmates initiates an Inmate Medical Request Form, PCSO Form 807 (sick call), a co-payment fee will be assessed in accordance with the fee schedule. This applies to over-the-counter medication as well.

e. Whenever an inmate is referred to a doctor or the dentist by the nurse, there will be no charge for the initial visit to the nurse.

f. Once seen, the nurse will initiate an Inmate Billing Form, PCSO Form 858. All completed billing forms are then forwarded to Inmate Accounts for payment.

g. Refusal for medical services requested by an inmate will result in a billing of an inmate's account for services rendered (i.e., refusal to see the doctor, dentist, or mental health clinician will result in billing for the initial nurse visit.)

h. there is a ten-day period to request an administrative hearing to contest any co-payment charges assessed against an inmate's account for medical services.

i. All outstanding charges not paid in full at the time of release shall be carried over to future incarceration periods until the charges are satisfied.

**Notice**

NO INMATE WILL BE DENIED HEALTH CARE FOR ANY REASON!

HEALTH CARE SERVICES RECEIVED WILL BE CHARGED AGAINST AN INMATE'S ACCOUNT
Methicillin-Resistant Staphylococcus Aureus (MRSA) Facts

What is MRSA?
Staphylococcus aureus, often referred to as “staph,” is a common type of bacteria that is found on the skin and in the nose of healthy persons. Staph bacteria may cause minor skin infections such as boils or more serious infections such as pneumonia and blood poisoning. Certain staph bacteria that have become resistant to first-line antibiotics are called MRSA. MRSA infections are more difficult to treat, but usually respond to antibiotic therapy. MRSA is not the “flesh-eating” bacteria.

How is MRSA spread from person to person?
MRSA is usually spread through direct physical contact with an infected person, but may also be transmitted through contact with contaminated objects or surfaces. MRSA is not spread by coughing unless the infected person has pneumonia.

How can I prevent becoming infected with MRSA?
- Wash your hands thoroughly with soap and water throughout the day, particularly every time you use the toilet and before every meal.
- Never touch another person's wounds, infected skin, or dirty bandages.
- Maintain excellent personal hygiene through regular showers and by keeping your living space clean, including the regular laundering of your bed linens.
- Don't ever share personal hygiene items with others, including toiletries and towels.
- Clean off recreational equipment such as weight benches before direct contact with your body or use a clean barrier such as a towel or shirt between your bare skin and exercise equipment.
- Shower after participating in close-contact recreational activities whenever possible.
- Don't ever get a tattoo while in prison, use injection drugs, or have sexual contact with other inmates.

How does a person know that he or she has a MRSA infection?
Swabbing or aspirating pus from a skin infection is the most common way to detect MRSA.

Can MRSA be treated?
Strong antibiotics are usually effective in treating MRSA. Serious or highly resistant MRSA infections may require intravenous (IV) antibiotics in the hospital. Always seek medical attention if you develop a boil, red or inflamed skin, or a sore that does not go away that may look like an insect or spider bite.

31. ADMINISTRATIVE HEARINGS:

All billing forms for medical fees not signed by the inmate are forwarded to the Inmate Program Section. The billing forms will be held for a period of ten (10) days. If the inmate requests an
32. JAIL ALCOHOL AND SUBSTANCE ABUSE PROGRAM (J.A.S.A.)

J.A.S.A. is an eight-week alcohol and substance abuse program, which is totally voluntary. This program is divided into four phases of treatment. The first phase focuses on helping the inmate understand themselves as a person. This is accomplished through learning about self-esteem and self-identity. The second phase of treatment deals with anger management, problem solving, coping skills, and improving communication skills. The third phase focuses on the development of a positive personal value system through training in core beliefs, values and ethics. Also discussed in this phase is training related to short and long-term goal setting for the inmate. In the last phase, the inmate works on stress management, relapse prevention skills and aftercare planning.

Each inmate applying for selection into this program will be carefully screened before placement occurs. If the screening process identifies any of the following listed criteria in the inmate’s criminal history or present charges, the inmate will be denied access to participate in the program.

Criteria for Ineligibility:

a. Charges
   1) Battery on a law enforcement officer resulting in injury
   2) Manslaughter (with the exception of vehicular homicide)
   3) Introduction of contraband into a correctional facility
   4) Trafficking in drugs
   5) Any felony involving a weapon
   6) Aggravated battery/assault
   7) Sexual battery
   8) Any crime against a child
   9) Escape
   10) Car jacking
   11) Murder (or attempts)

b. Security Codes
   1) A - administrative
   2) D - dangerous to others
   3) E - escape risk
   4) M - medical
   5) P - protective custody
   6) S - suicidal
   7) X - management problem

c. Additional Guidelines
   1) No Special Needs Unit (S.N.U.) Inmates
   2) Can not have any charges which are classified as a felony of the 1st degree
   3) Applicant can not be classified as a maximum custody inmate
   4) Applicant can not have a hold for any other agency
   5) Applicant can not be a state prisoner.

33. LAW LIBRARY:

The facilities recognize the need to provide inmates with access to materials necessary to their self-representation in both criminal and civil matters. For these reasons the Polk County Sheriff’s Office has a
law library clerk to research the legal material requests submitted by the inmates. Inmates must fill out a Legal Material Request Form to receive these materials and they must be specific in nature.

The following is the reference materials that are available: Florida Cases (SO 2d) & Attorney General Opinions (AGO), U.S. Code Annotated (USCA), West's FL Statutes Annotated (FSA), Session Laws, Court Rules, Supreme Court Reporter and U.S. Reports (S. CT., U.S.), Key Cite, Florida Jurisprudence 2d, Black's Law Dictionary, Florida Criminal Justice Directory.

34. INMATE GRIEVANCE:

It is the policy of the Polk County Sheriff's Office Department of Detention that grievances may be initiated by any inmate, at any time, for mistreatment or abuse by jail personnel or other inmates without fear of retribution.

The inmate will file his/her grievance in writing. All inmate grievances will be forwarded to the Bureau Captain of the facility where the inmate claims the violation occurred, or to the Intake and Records Bureau Captain if the alleged violation is reported as happening in Central Booking.

Every effort will be made to resolve a grievance, either verbally, or in writing, within five (5) working days from the date the original grievance was received. A written record of the grievance resolution will be forwarded to the inmate and a copy also will be placed in the inmate file.

No special form is needed to file a grievance.

35. DISCIPLINARY GUIDELINES

The following guidelines and prohibited acts are to be adhered to by all inmates housed at any Polk County Detention facility:

(a) Florida State Statute 951.17 prohibits the corporal punishment of inmates in a county jail.

(b) The Florida Model Jail Standards 13.10 prohibits the meting out of any period of disciplinary confinement longer than thirty (30) days for violation of any prohibited act.

(c) Discipline will not be arbitrary nor capricious nor in the nature of retaliation or revenge.

(d) Discipline will be gauged to the seriousness of the action causing it and the prior disciplinary record of the inmate.

(e) The rules and regulations governing the conduct of inmates are contained in the Inmate Rules and Regulations booklet given to each inmate assigned to a housing area. This booklet is available in both English and Spanish. Copies are available to jail visitors upon request.

(f) Table I lists prohibited acts. It is divided into sections for quick reference. The number to the left of the prohibited act is the list number. To the right of the prohibited act is the established maximum penalty for a first offense. As used in the table, DC means the maximum number of days of disciplinary confinement that may be imposed and GT means the maximum number of days of gain time that may be taken away from an inmate. Gain time can be forfeited by the Board of county commissioners as an alternative form of disciplinary action instead of placement into disciplinary confinement. The “+” sign in this table does not signify that both types must be imposed. Figures stated are maximums, any lesser amount may be imposed.
(g) A second finding of guilt within a six month period for the same prohibited act will increase the maximum penalty for disciplinary confinement by 10%.

(h) A third finding of guilt within a six month period for the same prohibited act will increase the maximum penalty for disciplinary confinement by 25%.

(i) A fourth, and each subsequent finding of guilt within a six month period for the same prohibited act will increase the maximum penalty to the next highest increment (the series is 3,5,10,20,30).

(j) Inmates found guilty of a prohibited act do not have to be placed in disciplinary confinement. They may have certain privileges restricted for a period of time not to exceed the maximum allowable time for disciplinary confinement.

(k) **INMATES FOUND GUILTY OF A PROHIBITED ACT WILL NOT BE ELIGIBLE TO EARN ADDITIONAL EARNED GAIN TIME FOR THIRTY (30) DAYS FROM THE DATE OF THE HEARING.**

(l) According to Florida Model Jail Standards 13.03, "In addition to disciplinary action, inmates may be required to pay for damaged, destroyed or misappropriated property or goods. The rules and procedures for such administrative sanctions should be in accordance with Florida Administrative code 33-601.308."

**TABLE I**

**SECTION I - ASSAULTS**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>1-1</td>
<td>Armed Assaults or Attempts</td>
<td>30 DC+ All GT</td>
</tr>
<tr>
<td>1-2</td>
<td>Unarmed Assaults or Attempts</td>
<td>20 DC+ 60 GT</td>
</tr>
<tr>
<td>1-3</td>
<td>Verbal Assaults or Verbal Threats</td>
<td>10 DC+ 30 GT</td>
</tr>
<tr>
<td>1-4</td>
<td>Verbal Disrespect to Officials, Employees or Other Persons of Constitutional Authority</td>
<td>10 DC+ 20 GT</td>
</tr>
<tr>
<td>1-5</td>
<td>Assaults to Commit Sex Acts</td>
<td>30 DC+ All GT</td>
</tr>
</tbody>
</table>

**SECTION II - RIOTS, STRIKES, MUTINOUS ACTS AND DISTURBANCES**

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<table>
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<tr>
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<tbody>
<tr>
<td>2-1</td>
<td>Participating in Riots, Strikes, Mutinous Acts or Disturbances</td>
<td>30 DC+ All GT</td>
</tr>
<tr>
<td>2-2</td>
<td>Inciting or Attempting to Incite Riots, Strikes, Mutinous Acts, or Disturbances (conveying any inflammatory, riotous or mutinous communication by word of mouth, in writing, or by sign, symbol or gesture)</td>
<td>20 DC+ 60 GT</td>
</tr>
<tr>
<td>2-3</td>
<td>Participating In, Inciting a Minor Disturbance (minor disturbance is defined as a disturbance which goes beyond the point of a fight or similar incident but does not result in personal injury or property damage that is appreciable)</td>
<td>10 DC+ 20 GT</td>
</tr>
<tr>
<td>2-4</td>
<td>Fighting</td>
<td>10 DC+ 10 GT</td>
</tr>
</tbody>
</table>

**SECTION III - CONTRABAND (ANY ARTICLE NOT SOLD IN THE CANTEEN, ISSUED BY THE JAIL, OR FOR WHICH THE INMATE DOES NOT HAVE WRITTEN AUTHORIZATION FROM THE JAIL).**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>3-1</td>
<td>Possession of Weapons, Ammunition, or Explosives</td>
<td>30 DC+ All GT</td>
</tr>
<tr>
<td>3-2</td>
<td>Possession of Escape Paraphernalia</td>
<td>30 DC+ All GT</td>
</tr>
<tr>
<td>3-3</td>
<td>Possession of Narcotics, Unauthorized Drugs, or Drug Paraphernalia</td>
<td>20 DC+ 60 GT</td>
</tr>
</tbody>
</table>
3-4 Trafficking in Drugs or Unauthorized Beverages
3-5 Manufacture of Drugs or Unauthorized Beverages
3-6 Possession of Unauthorized Beverages
3-7 Possession of Aromatic Stimulants or Depressants, Such as Paint Thinner, Glue, Etc.
3-8 Possession of Negotiables (Cash, Checks, Money Orders, Credit Cards, or Any Other Negotiable Item which is Not Authorized)
3-9 Possession of Unauthorized Identification (drivers license, social security card, etc.)
3-10 Possession of Unauthorized Clothing or linen (county or personal)
3-11 Possession of Stolen Property (county or personal)
3-12 Possession of Miscellaneous Contraband (by above definition but not specifically listed above)
3-13 Introduction of Any Contraband
3-14 Distribution of Any Contraband
3-15 Possession of Tobacco
3-16 Possession of any Smoking Item

SECTION IV - UNAUTHORIZED AREA

4-1 Escape or Attempts
4-2 Unauthorized Absence from Assigned Area (housing, job, or any other assigned or designated area to which an inmate has been ordered to go or at which an inmate has been ordered to remain)
4-3 Being in Unauthorized Area (housing, job, recreation, visiting or any other area where an inmate is not authorized to be)

SECTION V - COUNT PROCEDURE VIOLATIONS

5- Missing
1 Count

5- Failure to Comply with Count Procedures

2

SECTION VI - DISOBEYING ORDERS

6-1 Disobeying Verbal or Written Order (any order given to an inmate or inmates by a staff member or other authorized person)
6-2 Disobeying Institutional Regulations
6-3 Failing to Wear Inmate Armband
6-4 Wearing or Possession of an Inmate's Armband Issued to Another
6-5 Altering Inmate Armband
6-6 Failing to Wear Jail Clothing as Prescribed (pants will be worn up around waist, pants legs not rolled up, PCJ lettering must be visible)

SECTION VII - DESTRUCTION, MISUSE OR WASTE OF PROPERTY
7-1 Destruction of County Property or Property Belonging to Another 30 DC+ All GT
7-2 Possession of Destroyed or Altered County Property 30 DC+ All GT
7-3 Altering or Defacing County Property or Property Belonging to Another 5 DC+ 10 GT
7-4 Destruction of County Property or Property Belonging to Another Due to Gross Negligence 5 DC+ 10 GT
7-5 Misuse of County Property or Property Belonging to Another (used for purpose other than the Intended purpose) 5 DC+ 10 GT
7-6 Willful Wasting County Property or Property Belonging to Another (any waste of edible or Usable property) 5 DC+ 10 GT
7-7 Arson or Attempts 30 DC+ All GT
7-8 Tampering With or Blocking Any Locking Device, Cell door, or Food Opening 30 DC+ All GT

SECTION VIII - HYGIENE

8-1 Failure to Maintain Personal Hygiene or Appearance 3 DC+ 5 GT
8-2 Failure to Maintain Acceptable Hygiene or Appearance of Housing Area 5 DC+ 5 GT

SECTION IX - MISCELLANEOUS INFRACTIONS

9-1 Obscene or Profane Act, Gesture or Statement (oral, written or signified) 10 DC+ 30 GT
9-2 Bribery or Attempts 10 DC+ 30 GT
9-3 Burglary or Attempts 10 DC+ 30 GT
9-4 Attempt, Attempting to Conspire, or Conspiracy with Others to Commit An Act Which is Prohibited 10 DC+ 30 GT
9-5 Theft of Property Less than $50 Value 10 DC+ 10 GT
9-6 Bartering With Others 5 DC+ 10 GT
9-7 Sex Acts 10 DC+ 30 GT
9-8 Sexual Harassment (against any person) 10 DC+ 30 GT
9-9 Unauthorized Physical Contact 10 DC+ 20 GT
9-10 Consumption of Intoxicants or Intoxication 10 DC+ 30 GT
9-11 Tattooing, Self Mutilation or Alteration of Identification 5 DC+ 10 GT
9-12 Lying to Staff Member or Others in Official Capacity 5 DC+ 10 GT
9-13 Feigning Illness or Malingering as Determined by a Physician or Other Medical Authority 5 DC+ 10 GT
9-14 Gambling or Possession of Gambling Paraphernalia 3 DC+ 5 GT
9-15 Insufficient Work (this constitutes an inmate not working up to expectation, taking into consideration the inmate's physical condition, the degree of difficulty of assignment, and the average performance by fellow inmates assigned to the same task) 5 DC+ 10 GT
9-16 Mail Procedure Violations 10 DC+ 10 GT
9-17 Visitation Procedure Violations 10 DC+ 10 GT
9-18 Refusing to Work 20 DC+ 30 GT
9-19 Disorderly Conduct 10 DC+ 20 GT
9-20 Horse playing 10 DC+ 20 GT
9-21  Presenting False Testimony Before the Disciplinary Review Board  20 DC+ All GT
9-22  Extortion or Attempts  20 DC+ 20 GT
9-23  Fraud or Attempts  10 DC+ 30 GT
9-24  Robbery  30 DC+ All GT
9-25  Theft of Property More than $50 Value  30 DC+ All GT
9-26  Indecent Exposure  3 DC+ 5 GT
9-27  Wearing a Disguise or Mask  10 DC+ 30 GT
9-28  Loaning of Property or Anything of Value for Profit or Increased Return  5 DC+ 10 GT
9-29  Failing to Perform Work as Instructed  3 DC+ 5 GT

36. PRISON RAPE ELIMINATION ACT OF 2003:

The purpose of this law is to protect inmates from sexual abuse and staff sexual misconduct, to ensure proper investigation of any claims of sexual abuse, and to ensure that those who perpetrate sexual abuse crimes against inmates are punished within the law. As such, the Polk County Sheriff's Office, Department of Detention will not tolerate anyone in any of the following actions:

a. Abusive Sexual Contacts: (Inmate on inmate) Contact of any person without his or her consent, or a person who is unable to consent or refuse; AND intentional touching, either directly or thorough the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person

b. Non-Consensual Sexual Acts: (Inmate on inmate) Contact of any person without his or her consent, or of a person who is unable to consent or refuse; AND contact between the penis and vagina or the penis and the anus including penetration, however slight; OR contact between the mouth and the penis, vagina, or anus; OR penetration of the anal or genital opening of another person by a hand, finger, or other item.

c. Staff Sexual Harassment: Includes repeated verbal statements or comments of sexual nature made to an inmate by an agency member, volunteer, official visitor, or agency representative. Romantic relationships between staff and inmates are included in this definition. Consensual or non-consensual sexual acts including: intentional touching of the genitalia, anus, or gratification of sexual desire; OR completed, attempted, threatened, or requested sexual acts; OR occurrences of indecent exposure, invasion of privacy, or staff voyeurism for sexual gratification.

Victims of inmate sexual abuse are encouraged to report these incidents immediately, written or verbally, to any agency member or medical personnel. Medical shall arrange for treatment and counseling for all inmates involved. A detective will be assigned to investigate all allegations of inmate sexual abuse, and when possible, will file criminal charges against the perpetrator(s).

Inmates who are proven to have intentionally made maliciously false claims of sexual abuse will be disciplined, and may be subject to criminal charges.