

# SUMTER COUNTY DETENTION CENTER INMATE HANDBOOK

With Rules & Regulations  
Revised 06/01/19

## TABLE OF CONTENTS

Title Page	1
Introduction	2
Location	2
Your Responsibilities	3
P.R.E.A. (Prison Rape Elimination Act)	3
Admission Process	3
Inmate Classification	4
Money Deposited to Inmate Account	4
Visitation	4
Inmate movement	5
Commissary	5
Release of Property and Funds	6
Unclaimed Property and Funds	6
Correspondence	7
Telephones and Email	7
Public Defender	8
Meals	8
Notary	8
Religious, Social, Educational & Counseling Services	8
Copies	9
Recreation	9
Wearing of Uniforms	9
Clothing and Bedding	9
Personal Items	10
Cell Assignments	10
Television	10
Fire, Safety, Health & Sanitation	10
Law Library	11
HIPPA	12
Counts	12
Escape	12
Contraband	13
Grievance	13
Inmate workers	13
Medical	13
Disciplinary Guidelines & Prohibited Acts	14

# SUMTER COUNTY DETENTION CENTER INMATE HANDBOOK

Prohibited Conduct & Penalties

15

## INTRODUCTION

This booklet contains information you will need while you are at the Sumter County Detention Center. It is your responsibility to know the contents of this handbook. Detention Officers will assist you with anything you do not understand.

You must obey all rules and regulations of the detention center and follow all instructions and orders given by the detention officers or detention staff. You shall obey all laws and rules of conduct, which would normally govern you, were you not incarcerated. The rules and regulations carry penalties for violations. Be sure you understand them.

At any time, any inmate can be subjected to a pat-down search and / or a random drug/alcohol or tobacco test by the Correctional Staff. If any items are found on your possession or you failed the drug/alcohol/tobacco test, you will be subject to a Disciplinary Report.

Other information in this booklet will assist you in keeping contact with others outside of the detention center.

## LOCATION

Sumter County Detention Center  
219 East Anderson Ave.  
Bushnell, FL 33513  
(352) 569-1700

Use this address on all correspondence.

A mailbox is provided in each cellblock for all mail.

- Special confinement cells must hand their mail to a detention officer.
- Medical "Sick Call" Forms are available on the kiosks in housing area.

## YOUR RESPONSIBILITIES

1. You have the responsibility to treat others, both staff and inmates, in the same manner you would like to be treated.
2. You have the responsibility to recognize and respect the rights of others.
3. It is your responsibility to not waste food, to follow laundry and shower schedules, to maintain a neat and clean living quarters and to seek medical care when needed.
4. It is your responsibility to honestly and fairly present your petitions, questions and problems to the court.

# SUMTER COUNTY DETENTION CENTER INMATE HANDBOOK

5. You are expected to abide by the regulations governing all activities you participate in, including programs provided by social, religious, educational or mental health services.
6. It is your responsibility to maintain and wear your armband / ID card at all times and properly dressed in your uniform while in the dayroom area.

## **P.R.E.A.** **Prison Rape Elimination Act**

The Sumter County Detention Center has a **Zero Tolerance policy** toward inmate sexual battery/abuse. While you are incarcerated, no one, neither inmate nor any staff member, has the right to pressure you to engage in any sexual act. If you are victimized, report the incident IMMEDIATELY to a staff member. If you desire, you may also put it in writing and put it in the mail drop box. You may also call 1-888-423-4877; toll free from any cell area to report the incident. Any sexual activity between inmates and staff, or inmate and inmate, is prohibited and will be investigated. Victims will receive medical attention and be referred to counseling. Violators will be subjected to a full range of criminal and administrative sanctions. To lessen your risk of becoming a victim:

- Do not accept favors or agreements of protection from other inmates.
- Do not enter another inmate's cell.
- Stay clear of all blind spots.
- Be mindful of situations which place you in an intimidating position.

## **ADMISSION PROCESS**

All persons received into the Sumter County Detention Center as inmates will be fingerprinted, photographed, offered the opportunity to retrieve personal phone numbers from your property, (i.e. cell phones) to use their debit/credit card for commissary, to be showered, issued jail clothing and given information about Prison Rape Elimination Act and the facilities Rules and Regulations Handbook.

- Personal possessions will be collected and inventoried during the admissions process. You will be given a copy of the inventory and the items will be properly stored.

# SUMTER COUNTY DETENTION CENTER INMATE HANDBOOK

- Any money that you may have had in your possession during the admissions process will be inventoried and deposited into your inmate account. If you had a negative account balance from your last incarceration (up to 3 years), all monies received through future deposits will be applied to your negative booking account balance, 50% of monies received will be applied to your medical account balance and the rest of the monies will be authorized for Commissary purchases.
  - You will have the opportunity to make phone calls to lawyers, family, friends or bondsmen.
  - A \$20.00 booking fee will be assessed at this time. This fee will be automatically withdrawn from your inmate account at the time of Booking.
  - You will receive indigent items if you meet the indigent criteria however, you will be charged for them in the event you receive any monies into the detention center:
    - All inmates - \$1.00 for hygiene bag.
    - All inmates - \$1.18 for weekly indigent pack (Inmates must order their own indigent packs each week).
    - All inmates - \$ 0.10 for a toothbrush (Inmates can order one every 30 days).
    - Female inmates - \$5.00 for a bra and under garments.
- \*Indigent items will be passed out with commissary. Inmates can no longer receive the packs from the outside if they are indigent.
- You will be advised of the charge(s) against you and you will be provided with information relative to your bond status.
  - You will receive a preliminary medical screening.

## INMATE CLASSIFICATION

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

# SUMTER COUNTY DETENTION CENTER INMATE HANDBOOK

The classification process continues throughout your confinement and allows you to have your custody level reassessed. Also, your behavior and interaction with the staff and other inmates are monitored on a daily basis. This may impact your security level. The Classification Officer will evaluate and update your classification level as needed. Add-on charges and sentencing are reasons for changes in classification. Some of these changes are handled routinely and may require a cell change. Inmate Worker positions are assigned according to the facility needs and the inmates' security level.

## **MONEY DEPOSITED TO INMATE ACCOUNT**

All cash in your possession when you are admitted will be placed in your account, to include depositing monies via a credit or debit card during booking.

- Any money seized by law enforcement for evidence will not be placed in your account.

Family members may deposit money into your account in the following ways:

- Go online to [www.commissarydeposit.com](http://www.commissarydeposit.com)
- Money (in the form of cash, credit or debit) can also be deposited at the facility into the Kiosk, located at the Video Visitation facility and the lobby of the Detention Center.

The facility will not receive checks or money orders. No cash is to be mailed in. If any cash is received through the mail it will be deposited into the general canteen account, NOT YOUR ACCOUNT.

## **VISITATION**

All visitors must register with "[securustechnologies.tech/](http://securustechnologies.tech/)" then click on "Family and Friends" in order to receive visits. Anyone who is labeled as a victim in your case may not receive a visit.

- Visitors who are 18 and older must have picture identification with them.
- Children must be supervised at all times while on the jail property.

## **TERMINATION OF VISIT**

The detention officer will terminate any visit that causes a disruption or is a security concern.

- Visitors must be appropriately and modestly dressed. Remind your visitor prior to the visit that there is a dress code that requires closed toe shoes and no spaghetti straps. Other visitor rules are posted at video visitation for their information. The detention staff will refuse visitation for anyone who is not following the rules.
- You must be in full uniform during visitation.

# SUMTER COUNTY DETENTION CENTER INMATE HANDBOOK

- Only one inmate at visitation at a time.
- Visitors traveling a long distance may make a request to the Administration for consideration for a one-time special visitation.
- All visitors must schedule their visits on-line through "securustechnologies.tech/" then click on "Family and Friends". Also, friends and family can have remote visitation through

## **INMATE MOVEMENT**

- All inmates are to stay to the right in a single file line while in hallways or being escorted to other areas of the facility.
- There will be no talking during inmate movements.

## **COMMISSARY**

The Commissary orders are completed over the telephone or on the Commissary kiosk that is located in the recreation yard, or the Securus kiosk inside the pods.

Commissary orders are delivered as follows (All indigent packets will be delivered with the regular commissary).

Tuesday morning – Bravo-L Dorm, Bravo-Alpha, Bravo-Bravo, and Bravo-Segregation;

Tuesday afternoon – Delta and Alpha Pods;

Wednesday morning – Bravo Housing and Charlie Pods;

Thursday morning – Bravo-L Dorm, Bravo-Alpha, Bravo-Bravo, and Bravo-Segregation;

Thursday afternoon – Charlie Dorm and Alpha Pods;

Friday morning – Bravo Housing and Delta Pods.

There may be exceptions on holidays.

To be indigent you must be incarcerated for seven (7) consecutive days with less than \$2.00 in your account, had not received commissary or promotional / snack packs from the previous week. Funds cannot be transferred from one inmate to another. You must be dressed in full uniform and have your Id card on to receive commissary.

Food items will not be allowed in from other facilities nor taken with you to other facilities.

# SUMTER COUNTY DETENTION CENTER INMATE HANDBOOK

If you order commissary and exit the jail before you have received and signed for it, you will have five (5) business days to come back and pick up your commissary. If you do not pick up your commissary in five (5) business days from your release date it will be destroyed. No refund of money or commissary will be given. If you go to DOC or any other facilities you must sign a release form for someone from the outside to pick up your commissary.

Commissary items cannot be purchased for another inmate. They are for your use only.

All commissary and personal items must be stored properly in bin bag or it is considered contraband and can be confiscated.

Tobacco products are not offered or permitted.

All tobacco products/accessories are contraband and punishable by 3<sup>rd</sup> degree felony under FSS 951.22

## **RELEASE OF PROPERTY AND FUNDS**

You may release funds to someone outside of the detention center. A maximum of 80% of your funds can be released. 100% of your funds can be released to a bail bondsman or to the Clerk of Court. All of your personal property can be released except for your clothing. Exception for inmates sentenced to DOC, you can release all of your property to family prior to departure of this facility. You must have completed a property release form on the kiosk or tablet for exiting the jail. You must specify each item you want released from and to whom you want it released. Failure to do so will result in denial of property release.

## **UNCLAIMED PROPERTY AND COMMISSARY FUNDS**

If you are unable to take your personal property with you upon your release or transfer, it is your responsibility to have someone pick up your property for you. They must have proper I.D. and you must have completed a property release form witnessed and signed by an officer before you leave. If you want your property mailed to you, you must mail in funds for postage in the form of a money order. Thirty days after the date of release, any unclaimed property will be donated to the Florida Sheriffs Youth Ranch.

If you have funds, they will be credited to a debit card which will be given to you upon release. You will be notified of any unclaimed funds. All unclaimed funds will be sent to an unclaimed property account in Tallahassee, Florida one year after your release date.

## **CORRESPONDENCE**

1. General correspondence between you and your family and other persons outside of the facility is encouraged.

# SUMTER COUNTY DETENTION CENTER INMATE HANDBOOK

2. Your correspondence shall be restricted if officials of the facility find that your correspondence violates the status of law, violates the wishes of persons who received your correspondence, or poses a threat to the security and order of the Sumter County Detention Center.
3. Incoming mail will be opened and inspected for contraband and it can also be monitored.
4. Outgoing legal mail can be sealed.
5. There will be no limit on the number of post cards you may send out. If you are unable to pay for these items and you qualify for indigent, you will receive an indigent package once a week with supplies in it.
6. Newspaper and Magazines will not be accepted.
7. Incoming and Outgoing mail must have a return address.
8. Privileged mail (legal mail) is mail coming from or going to your attorney, the courts, and public officials. No other mail is legal mail. This mail will only be opened in front of you unless we suspect it contains illegal contents. It may be held until we verify it is properly addressed to someone authorized to receive legal mail.
9. If you need to contact your Public Defender, you must submit a request on the kiosk to Classification. The Public Defender's Office will receive your request and make contact with you at their next available opportunity. The Public Defender's Office does receive phone calls from the Detention Center.
10. eCards and Snap n' Send are now available through eMessaging . This will allow inmates to receive greeting cards for additional stamps purchased by the friend or family member on the Securus website. Below is what the public sees on the website  
<https://securustech.net/emessaging/index.html>

## **TELEPHONES**

### **ALL PHONES CALLS ARE RECORDED AND MAY BE MONITORED.**

Phones are provided in each dayroom and the booking area for your use. A PIN number will be assigned to you at admission. You must use this number when making a call. This PIN number is assigned to you and is not authorized for you to make phone calls for other inmates or to sell your phone calls. All calls are collect, even local calls. Phone calls must end whenever an officer orders them to be, for instance: at lockdown and at count time.

# SUMTER COUNTY DETENTION CENTER INMATE HANDBOOK

Any threatening or inappropriate calls will be grounds for discipline or additional charges. Three-way phone calls and the use of other inmate's pin numbers are prohibited. Only verified emergency messages will be passed to you.

Any call made to a cell phone is done so with the risk of a "dropped call". Dropped calls to a cell phone will not be refunded.

Phone calls to a bonding agency are free.

Also, each phone kiosk has the "Emessaging" icon on it, allowing inmates to email friends and family members. Remember all emails are monitored and recorded at all times.

The Public Defenders' Office does not accept calls from the Detention Center.

## Tablets

There is a tablet service available that friends and family members can purchase for the inmates, which is through "securustechologies.tech/" then click on "Family and Friends". These tablets provide musical, games and reading material, as well as being utilized to make phone calls and filing grievances. Also, each tablet has the "Emessaging", allowing inmates to email friends and family members. Remember all emails are monitored and recorded at all times.

This tablet service is a contract between the vendor and the inmate's family or friends. Any issues related to the tablets are the inmate's family or friend's responsibility and not the Detention Center. This tablet service is a privilege and can be denied due to the inmate's behavior or security related issues. The tablet service will be suspended during your disciplinary sanctions with no refunds to your family or friends.

Tablets are available from the hours 08:30 am to 10:30 pm. The tablets availability is at the discretion of the Housing Officer based on the orderly and security, and the cleanliness of the housing unit.

eMessaging allows family and friends to communicate with an incarcerated loved one using email like messaging.

With eMessaging you can:

Send a text message

Attach up to 5 photos

Share up to 5 eCards

Send just a photo with our Snap n' Send TM (Mobile app only)

Receive an inmate reply if you prepay

How it works:

# SUMTER COUNTY DETENTION CENTER INMATE HANDBOOK

You must have a Securus Online account and login to use eMessaging

Messages are sent and received from your eMessaging inbox from this website or on the Securus mobile app eMessages are paid for by purchasing a book of ‘stamps’. Stamp pricing varies by facility. Once you select your inmate the stamp price will be shown.

Find your inmate, purchase a book of stamps and start writing your message.

All message and photos are subject to review by the facility. If a message or photos are rejected or the inmate reply is rejected you will receive a reject message in your inbox with the reason for the rejection. Stamps are not refunded if a message or photo is rejected.

<b>TEXT ONLY MESSAGE</b>	<b>+1 PREPAID INMATE REPLY TO SENDER</b>	<b>+ PHOTOS (UP TO 5 PER EMESSAGE – 3MB PER PHOTO LIMIT)</b>	<b>+ ECARDS (UP TO 5 PER EMESSAGE)</b>	<b>SNAP N’ SEND TM PHOTO (MOBILE APP ONLY)</b>
# of Stamps	1	+1	+1 each	+1 each

## MEAL

You will be served 3 meals a day from a dietitian approved menu. Special dietary needs will be met at the advice of medical staff. All meals are served to you in your cell. You must return the spork that is issued with the tray.

It is your responsibility to get up to get your tray during serving, if you do not and ask for a tray after serving is complete, you will not receive one.

## NOTARY

Notary services will be provided on Wednesdays, except on holidays. You must complete the request form on the kiosk or tablet. There is no charge to you.

## RELIGIOUS, SOCIAL, EDUCATIONAL & COUNSELING SERVICES

Several religious services are scheduled weekly and are open to anyone requesting to go as long as your security level permits it. Volunteers provide these services. All needs for religious services will be coordinated by the Chaplain. The Officers know how to contact him. Fill out the request form on the kiosk. The Chaplain will handle your request and get it to the proper person. He will know who to contact regardless of which denomination or religion you need. For an emergency, contact an officer verbally to make your needs known.

Alcoholics Anonymous provides weekly meetings.

# SUMTER COUNTY DETENTION CENTER INMATE HANDBOOK

GED classes are also offered by the public school system to those who need it. To attend, submit a request form.

Mental health counseling is provided. Their services are available on a weekly basis and are open for group discussion for all inmates. A doctor is also available only through appointments by the medical staff. Request for a doctor must be made on a sick call form to the medical staff on the kiosk.

**YOUR SECURITY LEVEL OR ANY BEHAVIOR PROBLEMS MAY EXCLUDE YOU FROM ANY OF THESE SERVICES.**

## COPIES

Copies of paper work may be requested through the commissary clerk by filling out a request form on the kiosk. A charge of \$.10 per one sided copy and \$.15 per double sided copies will be charged to your account.

## RECREATION

Weather permitting; for three (3) hours weekly you will be offered the opportunity to go to the recreation yard. Horseplay is not allowed. Inmates are to be in full uniform on the rec yard.

## CLOTHING AND BEDDING

Inmates housed in the Sumter County Detention Center will be given the opportunity to exchange their jail issued uniforms twice a week. Bed linen and towels for all inmates will be exchanged once a week. Personal laundry (under garments, socks, and t-shirts) will be washed once a week. Personal laundry will be placed in a laundry bag with a secured band on it and placed into the laundry bin and then returned later on that day. NOTE – The Sumter County Detention Center is not responsible for any lost or missing clothing.

During intake each person will be issued the following.

1- jail uniform	1- mattress	1 – Toiletries mesh bag
1- pillow	1- pillowcase	
1- towel	1- blanket	
2- sheets	1- bin bag	

Your bin/toiletries-bag will include:

1- Toothbrush	1- Tube of toothpaste
1- Bar of soap	1- Comb
1- Roll of toilet paper	
1- Pair of shower slides	

# SUMTER COUNTY DETENTION CENTER INMATE HANDBOOK

NOTE: ANYTHING OTHER THAN THE ITEMS LISTED IN CLOTHING AND BEDDING AND PERSONAL ITEMS IS CONSIDERED CONTRABAND AND IS SUBJECT TO SEIZURE AND DISCIPLINARY ACTION. DESTRUCTION OF COUNTY PROPERTY, WHICH ALSO INCLUDES ISSUED CLOTHING, BEDDING AND HYGIENE ITEMS, WILL RESULT IN DISCIPLINARY ACTION, RESITUTION OF \$5.00 AND/OR CRIMINAL CHARGES.

## **PERSONAL ITEMS**

All personal items are to be stored in your issued bin bag. All personal hygiene items will be stored in your issued toiletry mesh bag. You will not be allowed to receive personal items except those that are sold through commissary. You may keep one set of prescription plastic framed reading glasses, one wedding band, and one paperback bible. Only photos in good taste will be allowed.

## **CELL ASSIGNMENTS**

You must not move from your assigned bunk area to another unless directed to do so by a staff member.

You are not to be in another inmate's cell or on their bunk.

## **TELEVISION**

T.V. is a privilege and can be turned off at any time at the discretion of the deputies. T.V. will be turned on after morning clean up and turned off at 11 pm. It will also be turned off if there is any issue of non-compliance.

## **FIRE, SAFETY, HEALTH & SANITATION**

There will be periodic fire drills staged. This is done to ensure that inmates and staff are familiar with the rapid relocation plan. If at any time you are injured, either in or out of your cell, you are to immediately notify the housing officer or other staff member on duty. Each inmate shall be responsible for the cleanliness and order of his/her immediate area. All inmates shall be responsible for the cleanliness of the dayroom and shower area of the housing unit.

- Floors shall be swept and mopped daily.
- Toilets, sinks and showers shall be cleaned daily.
- Windows and windowsills shall be kept free of clutter.
- All trash will be placed in trash receptacles, not in toilets. Trash receptacles shall be emptied and cleaned daily.
- Litter will not be permitted to accumulate in cells, dayrooms, showers, etc.

# SUMTER COUNTY DETENTION CENTER INMATE HANDBOOK

- Writing on or defacing walls is prohibited.
- The placing of pictures or other items on walls is strictly prohibited.
- Bunks will be made daily prior to televisions and phones coming on. Inmates are permitted to lie on bunks and use one blanket as cover until after evening meal.
- Light fixtures, doorways, ventilators, windows, bunks 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. This is strictly prohibited.
- No items such as towel, clothing or other issued and personal items shall be hung on or over bars, railings and the front side of bunks.
- All personal items will be stored inside your personal bin at all times (this includes laundry, books, mail, commissary items and any additional personal items) and your personal hygiene items will be stored inside your personal issued mesh bag.
- Haircuts are done by request only. Finger nails are not to be over ¼" past the finger tips. You may request the nail clippers from an officer.
- Each inmate is expected to maintain a high degree of personal cleanliness. Showers and toilet articles are available for this purpose. Failure to maintain good personal hygiene will result in a disciplinary report.
- Razors will be furnished twice a week. You will be required to shower at least twice a week.
- Restraints may not be used on an inmate who is known to be pregnant during labor, delivery, and postpartum recovery, unless the corrections official makes an individualized determination that the inmate presents an extraordinary circumstance, except that:
  1. If the doctor, nurse, or other health care professional treating the inmate requests that restraints not be used, the corrections officer, or other officer accompanying the pregnant inmate shall remove all restraints; and
  2. Under no circumstances shall leg, ankle, or waist restraints be used on any pregnant inmate who is in labor or delivery.

## **LAW LIBRARY**

An electronic library of legal publications is available on computer for pro se inmates only. This can assist you in filing any type of action cognizable in Florida courts. To use the law library fill out a request form on the kiosk.

## **HIPPA**

Federal law prohibits the release of medical information to anyone including your family. The exceptions are that law enforcement and medical providers may be advised. If you want your family or anyone else to know your medical condition you must tell them yourself or request a medical information release form and turn it in. The medical staff will process it.

# SUMTER COUNTY DETENTION CENTER INMATE HANDBOOK

## COUNTS

Officers will make at least four counts a day. You will be locked down for these counts. You will be required to **sit on your assigned bunk** for count. Do not talk with the deputies during count time, unless it is an emergency situation.

## ESCAPE

You will be charged with a felony if you escape or attempt to escape. Being out of your assigned area without permission could be considered an escape attempt.

## CONTRABAND

Any unauthorized item or any item changed from its original state possessed by you is contraband. It will be seized by a detention officer and you may be charged with bringing contraband into the facility. It is a crime as well as a violation of facility's rules.

## GRIEVANCES

You have the right to express your grievance by completing a grievance form on the kiosk. Place your grievance form in the mail drop box to be addressed. The grievance form must be filled out in its entirety, including your name, your grievance, and the facts of the grievance. The following issues are non-grievable: inmate housing, court imposed sanctions, or administrative agency's sanctions.

## ID CARDS

You will be given an id card for identification purposes. Do NOT alter or deface the id card. If you alter or deface your id card you will receive a disciplinary report and be subject to a \$5.00 restitution for the replacement.

## Inmate Workers

If your security level permits you will be offered inmate worker status. Most minimum security inmates or inmate workers are housed in a separate building, which is a dormitory arrangement. If you are sentenced and if you are approved to participate in the voluntary work program, you may receive gain time if approved. Behavioral problems can be cause for you to lose your gain time.

# SUMTER COUNTY DETENTION CENTER INMATE HANDBOOK

## Medical

You will receive a medical interview and screening at the time of intake. These are reviewed by the nursing staff and responded to according to severity and the individual's problem. At a later date, you will receive a physical examination. Other testing will be done as needed and determined by the medical department. In an emergency, contact a detention officer. **For routine sickness fill out a sick call slip on the kiosk. You must explain your reason for needing to see the nurse.**

Anyone entering the jail with a preexisting medical condition is responsible for any bills or medicine for that problem. Sumter County Detention Center will assist you with your arrangements for transportation and to help you secure proper medical treatment. You are responsible for the payment of all pre-existing conditions. Your commissary account will be charged for all medication that is prescribed by the physician as well as over-the-counter medication. All inmates will receive the same level of medical, dental and mental health care regardless of their ability to pay. If you have sufficient funds to cover the reimbursement, your account will be debited as money is placed into the account. The following fees will be assessed. Doctor \$7.00, nurse \$5.00, dentists price will vary, prescriptions are charged full price. All medical services provided by someone outside of the detention center will also be billed to your account. Insurance information should be given to medical for billing purposes. Once you have been seen, the nurse will initiate an inmate billing form. All completed billing forms are forwarded to inmate accounts for payment.

**PREGNANT WOMEN** - Inform the officer immediately if you are pregnant. Restraints may not be used on a pregnant female during labor, delivery, and postpartum recovery; unless the corrections official makes an individualized determination that the prisoner presents an extraordinary circumstance.

## DISCIPLINARY GUIDELINES AND LISTS OF PROHIBITED ACTS

As a result of rule violations, actions of the Disciplinary Review Officer may include, but not be limited to, reprimand, restrictions of various kinds, increased housing level custody, disciplinary segregation, and loss of gain time or in cases of a criminal law violation, referral to the appropriate authorities for disposition. You may be segregated for the purpose of ensuring immediate control and also strict supervision when officers feel it is determined you constitute a threat to yourself, to others, or the safety and security of the Detention Center. A refusal to obey a lawful order or to demonstrate defiance toward Sheriff's Office personnel acting in their official capacity will also constitute sufficient cause for placing you in segregation and/or filing criminal charges.

A camera may be used to record your actions if you are involved in a disorder. This record will be used as evidence to support criminal charges against you.

# SUMTER COUNTY DETENTION CENTER INMATE HANDBOOK

Any act, which is a felony or misdemeanor, may lead to prosecution as prescribed by Florida Law. 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 33-22.008 Florida Administrative Code.”

The following acts are prohibited and carry penalties as defined in regulations of Florida Model Jail Standards. These acts carry a maximum penalty for disciplinary confinement and loss of privileges and programs for the amount of days listed. The Disciplinary Review Officer may elect to impose a lesser penalty. Along with disciplinary confinement you may also lose one or more of the following privileges: telephone, television, visitation, commissary, gain time and outdoor recreation. Any destruction of county property will result in a \$5.00 restitution fee (ie, tearing of sheets, towels, pillow cases, ID Cards, and etc.). All disciplinary sanctions can be appealed to the Operations Captain within twenty-four hours of the Disciplinary Hearing.

<b><u>PROHIBITED CONDUCT</u></b>	<b><u>PENALTY</u></b>
1. Assaulting any person	30 days
2. Fighting	30 days
3. Threatening another with bodily harm, or any offense against his person or property	30 days
4. Extortion, blackmail, protection, demanding or receiving money or anything of value in return for protection against others to avoid bodily harm, or under threat of informing	30 days
5. Engaging in sexual acts with others	30 days
6. Making sexual proposals	30 days
7. Indecent exposure	30 days
8. Escape	30 days
9. Attempting or planning escape	30days
10. Wearing a disguise or mask	30 days
11. Setting a fire	30 days
12. Destroying, altering or damaging government property or the property of another person	30 days
13. Theft	30 days
14. Tampering with any locking device	30days
15. Adulteration to any food or drink	30days
16. Possession or introduction of explosives or ammunition	30days
17. Possession of contraband	30days
18. Misuse of authorized medication	30days
19. Loaning or giving of property or anything of value for profit or increased return	30days

# SUMTER COUNTY DETENTION CENTER INMATE HANDBOOK

20. Possession of items not authorized for retention or receipt by the inmate and not issued through regular facility channels.	25 days
21. Destroying or altering issued clothing	25 days
22. Rioting	30 days
23. Encouraging others to riot	30 days
24. Engaging in, or encouraging a group demonstration	30 days
25. Refusing to work	15 days
26. Encouraging others to refuse to work or participating in work stoppage	30 days
27. Refusing to obey an order of staff	15 days
28. Unexcused absence from work or assignment	10 days
29. Malingering, feigning an illness	30 days
30. Failure to perform work as instructed by staff	15 days
31. Insolence towards a staff member	30 days
32. Lying or providing a false statement to a staff member	20 days
33. Conduct which disrupts or interferes with the security or orderly operation of the facility	30 days
34. Counterfeiting, forging or unauthorized reproduction of any document, article, or identification, money, security or official paper	30 days
35. Participating in an unauthorized meeting or gathering	10 days
36. Being in an unauthorized area	15 days
37. Failure to follow safety or sanitation regulations	15 days
38. Using any equipment or machinery contrary to instructions or posted safety standards	15 days
39. Failing to stand for count	30 days
40. Interfering with the taking of count	30 days
41. Testing positive for any illegal substances	30 days
42. Smoking or possession of any tobacco product	30 days
43. Using abusive or obscene language	15 days
44. Gambling, preparing or conducting a gambling pool, possession of gambling paraphernalia	20 days
45. Being unsanitary or untidy, failing to keep one's person and one's quarters in accordance with inmate handbook	15 days
46. Tattooing or self-mutilation	20 days
47. Unauthorized use of mail, telephone, or pin numbers	20 days
48. Unauthorized contacts with the public	20 days
49. Correspondence or conduct with a visitor in violation of posted regulations	30 days
50. Giving or offering any official or staff member a bribe or anything	30 days

## SUMTER COUNTY DETENTION CENTER INMATE HANDBOOK

of value	
51. Deception of officers or employees while in the performance of their duties	30 days
52. Profiteering -inmates will not charge a fee to another inmate for services provided by the facility	30 days
53. Inappropriate contact by inmates	30 days
54. Refusing to cooperate with an institutional shakedown or other scheduled safety activity	30 days
55. Obtaining commissary by fraud	30 days
56. Obtaining additional unauthorized meal trays	15 days
57. Conspiring, assisting, or aiding in any prohibited activity	1st – 15 days 2nd – 30 days
58. Obtaining or attempting to obtain unauthorized medication	30 days
59. Possession of property belonging to another	30 days
60. Possession of officer's or staff clothing	30 days
61. Failing to comply with the facility dress code	1st – 15 days 2nd – 30 days
62. Interfering or attempting to interfere with any facility security policy, such as covering any walls, windows, doors or lights	30 days
63. Failing to comply with a lawful order given by an officer or staff member	30 days
64. Being in an unauthorized area or cell	30 days
65. Altering or damaging id-card	20 days
66. No harassing, tampering, molesting, abusing and feeding the K9's	30 days
67. Tablet violation (sharing, swapping, and/or selling with other inmates)	1 <sup>st</sup> - 15 days 2 <sup>nd</sup> – 30 days

\* Any sentence can be suspended or reduced at the discretion of the Jail Administrator. These rules and regulations may be amended, added to or deleted at any time in the form of a written order from the Jail Administrator. A copy will be posted when changed.