

SAN MIGUEL COUNTY JAIL

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INMATE HANDBOOK

This handbook is designed to be a guide for inmates. All inmates are to read this handbook immediately upon entry into the jail and know the rules. All situations encountered may not be covered in this handbook. It is the responsibility of the inmate to follow all orders and directives given by staff. Failure to follow orders or directives will result in disciplinary action. Inmates should ask staff for clarification if they are unclear on any information contained in this handbook or orders issued.

MISSION STATEMENT

The purpose of the San Miguel County Jail is to incarcerate, in a cost effective manner, accused and adjudicated adult offenders in a safe, secure and humane manner in order to:

- Assure court appearances prior to adjudication of those accused of unlawful behavior.

- Administer court ordered sanctions and punishments to those convicted of crimes.

PHILOSOPHY

Post-conviction incarceration and work required under C.R.S. 17- 26-107 is punishment in and of itself.

The county jail is not responsible for the “rehabilitation” of any person and will not develop any programs in an attempt to do so.

Reliable citizen volunteers and established groups that do not pose a security risk to the jail are welcome to offer counseling services to the inmate population.

RESPONSIBILITY

The Sheriff is the elected official responsible for the operation of the jail and the conduct of the jail staff.

Not all rules and regulations of the facility are covered in this handbook. The San Miguel County Jail and staff have to make decisions to ensure the daily operations of the jail. Staff has the responsibility to make decisions that are based on a

legitimate, penological and governmental interests. These factors encompass safety, security, order, discipline and control.

INMATE BASIC RIGHTS

1. To be housed in a clean, safe, wholesome jail. (C.R.S. 17-26-102)
2. To be fed good and sufficient food. (C.R.S. 17-26-104)
3. Statutory good time is minimum of two (2) days per 30 (1 per 15). Trustee inmates may earn up to a total of thirteen (13) days per month. (C.R.S. 17-26-109)
Good time is granted to sentenced inmates only after it is earned. Good time may be affected by failure to follow the directives/orders of staff and the rules of the facility. All good time may be removed in the event of a major violation. If earned good time is at risk a hearing will be granted to the inmate. Inmates must be sentenced to 14 days or more to be eligible for good time.

INMATE SERVICES

The San Miguel County Jail has a medical policy that states an inmate is financially responsible for his or her

own medications, medical devices, and doctor and/or dentist visits. Any costs incurred for transports to outside facilities and/or ambulance will be the financial responsibility of the inmate. Inmates are financially responsible for all pre-existing medical and/or dental conditions. Any incomplete medical memos will be returned to the inmate (except for emergency needs).

There is a charge if an inmate sees the facility doctor and/or nurse or phone call. Initial well check is covered by the Jail. All charges will be charged against the inmate's cash balance.

1. Doctor

If an inmate is injured or ill inform an officer immediately. All non-emergency medical requests must be submitted on a medical memo via CIDNET. Indigent inmates (no money) will be charged for doctor/nurse visits which will result in a negative cash account balance. Over the counter medications must be purchased if needed on a regular basis. Inmates must have a doctor's order for any over the counter medications beyond directions on the bottle.

2. Dentist

Inmates needing to see a dentist must complete a medical memo via CIDNET and arrangements will be made to see the dentist. The San Miguel County Jail will only pay for temporary fillings or extraction. The inmate will be charged for any prescription medications and the dental visit.

3. Library

The jail provides the law library for all inmates. Staff is prohibited from faxing documents, providing internet searches, etc. unless the inmate is self-representing.

All inmates may check out books from the library. All books and other items must fit in the plastic bin provided for use in the cell. Inmates shall not remove newspapers from the library. Removing pages or articles from newspapers, magazines or books will result in disciplinary action. Damaged books must be surrendered to Control for retention determination.

4. Recreation Time

There is an outdoor recreation area in the jail. Inmates are allowed to be outside dependent on weather and jail staffing. Inmates are not permitted near the floor grate and are not to loiter around the side doors. Inmates are not allowed to throw anything at another inmate. Inmates should use the restroom prior to recreation time. Inmates use the recreation area at their own risk! If possible at least 2 hours per week of outdoor recreation will be provided. Any additional time is at the discretion of jail staff. Inmates may walk in the dayroom for exercise. Inmates with injuries are not allowed to participate in any strenuous physical activity without a medical clearance.

5. Memos

Inmates are to submit an Inmate Memo via CIDNET to make requests, seek information or resolve administratively any concerns or issues within the jail. Memos will contain only one (1) issue, topic or request. Inmates may only send in 1 memo every 6 hours.

Inmates in lockdown are to complete forms during their hour out.

The memo process will begin at staff level. The proper chain of command for memos is Staff; Corporal.

If an inmate feels their request was not handled properly they may submit a memo to the next person in the chain of command. If a topic or issue cannot be solved or exhausted administratively a grievance may be filed.

Inmates may not use memo forms for filing of grievances. Grievance forms are available on CIDNET.

6. Inmate Grievance process

Grievances may only be filed once the administrative process has been exhausted.

Failure to do so will result in the inmate's forfeiture of the opportunity to pursue the grievance process.

Inmates **may** file a grievance for the following topics: Property, Staff, Visitation, Mail, Food Service, Institutional Procedures, Department Written Instructions, Medical Care, Religion and

Conditions of Confinement.

Inmates shall attempt to resolve all allowed grievance issues informally (through the memo process) before submitting a formal grievance.

Inmates may only file 1 grievance per day.

The Grievance procedure is outlined below:

- 1) All grievances must be in writing. The grievance must include the date and time of the alleged incident, the name(s) of officer(s) involved (if applicable) as well as the nature of the grievance. The grievance must be submitted to the Sergeant within three (3) days of incident.
- 2) Sergeant will submit a written response to the Grievance within five (5) business days of receipt.
- 3) If the inmate is not satisfied with the response they have three (3) days to appeal in writing to the Jail Administrator.
- 4) Jail Administrator will submit a written response within five (5) business days of receipt.

- 5) If the inmate is not satisfied with the response they have three (3) days to appeal in writing to the Undersheriff.
- 6) The Undersheriff will submit a written response within seven (7) business days of receipt.

All decisions rendered by the Undersheriff are final.

- 7) If the inmate is unsatisfied with the decision made by the Undersheriff at the conclusion of the Grievance process, the inmate can proceed with a filing for Conditions of Confinement into US District Court. The San Miguel Sheriff's Office will provide the access and means to file.

7. Phone Calls

Phones are a privilege not a right. Communication can be made via mail if there isn't a capability of calling family. Those booked into the facility will be allowed phone calls to notify family of their incarceration and phone calls for bonding. International calls will not be permitted. Notification to the family will occur through the inmate's native consulate. Phones are routinely

shut off for security reasons.

There are phones in each dayroom that can be used by inmates. These phones require inmates purchase call time. Data can be purchased through CIDNET by family and friends. Indigent inmates are allowed one free 10 min phone call per week. Inmates requesting attorney phone numbers be marked so they aren't recorded are required to submit a memo requesting such. Calls to the Public Defender are provided at no charge to inmates represented by the Public Defender. Inmates needing to speak with their attorney, via telephone, may request to use the attorney phone in the visitation area. Inmates using the attorney phone for anything other than confidential conversation may be denied access to the attorney phone for future use. Inmates may not call the victim(s) of crimes or any person they are restrained from contacting on these phones. Doing so could result in additional charges being filed as well as disciplinary action.

Personal phone calls from Booking will not be

permitted unless approved by a Corporal or higher. Phone books are available in the Library.

Any violation of the phone rules, including sharing of pin, 3-way calling etc, will result in the loss of phone privileges. A hearing is required.

8. Meals

Meals will be served up to three (3) times a day. Inmates are not to eat another inmate's food, fruit, and/or beverages. Inmates will adhere to any dietary restrictions and will not exchange meal items with other inmates. Anything not eaten at meal time, including salt, pepper, and sugar packets will be returned to the meal cart for removal when the cart is picked up. Inmates are prohibited from keeping drinks from the meals and/or transferring drinks to the cups provided for water consumption. Inmates keeping these items will be subject to disciplinary lockdown. The exception to this is fresh fruit, i.e. apples or oranges, which an inmate may leave on the dayroom tables but must be eaten prior to lights out. These items may not be taken into the

cell. Inmates in lockdown may have a piece of fruit in their cell with staff's approval, however, the item must be eaten prior to lights out. Inmates are not to call control during meal times unless there is an emergency. If any items break during usage contact control immediately. Storing, hording and/or eating food in violation of above may result in food restrictions.

9. Visits

Inmates may conduct video visitation through CIDNET. Video visitation is allowed from 10:00 Am. to 9:00 pm. Visitation is scheduled for Sundays from 2:00 p.m. to 4:45 p.m. Visitation may be cancelled at any time without prior notice. All inmates must complete a weekly visitation list with the names of persons they expect to have visit. This list may be changed at any time.

Visitation lists must be turned in prior to noon on Sunday. Failure to submit a visitation list will result in loss of visitation. All inmates must be cleared of any intoxicants to participate in

visitation.

Special visitation or extended visits may be considered and approved by the Sergeant's office.

A parent or guardian must accompany all children under the age of 18. Any visitor believed to be under the influence of drugs and/or alcohol will not be permitted visitation. Visitation will not be permitted between parties with active non-contact restraining orders. Inmates in disciplinary lockdown at the time of visitation will be notified if they will be denied visitation. All visitors must have a valid picture I.D. Visitors may leave US currency and/or undergarments for inmate with the staff member running visitation. Visitors must be dressed appropriately and may be denied visitation if their behavior is deemed inappropriate.

10. Religion

The jail will make every reasonable effort to permit free exercise of religion limited by

legitimate security and operational considerations. Religious services may be permitted for inmates provided there are approved community members to provide services. All religious items must be facility approved to ensure safety and security of the facility. Services may be cancelled at any time without notice. Religious services are provided by authorized members of the community. Inmate are allowed to change religious preference twice a year by inmate memo. Church may be provided on Wednesday. Church is to be requested on a weekly basis. Request will be made via CIDNET by Tuesday at 5:00pm.

11. AA Meetings

AA meetings may be provided on Wednesday. AA is to be requested weekly. Request will be made by 5:00pm on Tuesday via memo. This is provided by citizens in the community and is subject to their availability. Meetings may be cancelled at any time without notice. This is a closed meeting for inmates and proctors only.

12. Mail

Inmates can send mail by postal service or CIDNET. Inmate mail, both incoming and outgoing, will be checked by jail staff and any explicit sexual content, remarks that may concern the security of the facility, threats, or evidence of a crime will not be allowed to be sent or received. Any evidence of a crime may be seized and used in any subsequent prosecution.

Letters written in a foreign language will be refused. Inmate to inmate mail is prohibited. Paper and envelopes may be purchased from commissary.

Indigent inmates may send 3 regular weight letters per week. Postage for international mail is the sole responsibility of the inmate. Legal mail will be opened and checked for contraband in the inmate's presence. Personal notes and letters may not be included in legal mail. Outgoing legal mail will be sealed in front of the inmate. Inmates will use the jail's address as their address and will be required to disclose the relationship with the

person receiving or writing the mail.

Inmates will be notified in writing via a denial form if any mail will be denied. The denial form will contain the reason for the denial and will be provided to the inmate as well as the person/company sending the mail.

13. Television

Television is a privilege not a right. Inmates are not to request the television to be turned on. Staff will determine what the inmates will watch and requests from inmates to change the channel may result in loss of television privileges. Inmates are permitted to inform staff if the pod has recently seen the movie selected. The volume on the television will be set to a level that can be heard in the dayroom and doesn't interfere with staff/inmate communication into and out of the pods. Staff may put music on in the pods. Staff will determine the type of music permitted.

14. Forms

Inmate memos, medical, visitation forms are

available on CIDNET. Public Defender forms are available in the library.

15. Lockdown

All inmates arriving at the jail will be locked in their cell for the first 24 hours. During the initial 24 hour lockdown the inmate may have one piece of religious material and access to the inmate handbook. Inmates will be permitted 1 hour out in a 24-hour period and are to shower, etc. Additionally, inmates may be locked down for security reasons as well as rule violations. Staff may order any or all inmates to lockdown at any time. Inmates will comply with this order immediately without question. Failure to comply will result in disciplinary action and/or criminal prosecution.

16. Inmate Time Out

Time outs will be scheduled daily by jail staff. Time outs are important but can be subjected to change at a moment's notice to maintain the security and operations of the facility.

17. Daily Inmate Activity

Inmates are required to wake up no later than 7:00 a.m. Staff will open doors and turn on lights. Inmates are required to complete personal hygiene, make the bed, etc. Once hygiene, etc., are completed, inmates are required to be in the dayroom by 7:30 am and until after cell inspections. Inmates returning to their cell prior to cell inspections and/or announcement of cell inspection cancellation, for anything other than toilet use, may be subjected to disciplinary lockdown. Inmates in lockdown are exempt from this wakeup time. Inmates in lockdown status, when given their time out, will complete their personal hygiene before requesting to go to library or recreation.

Lights out are at 10:30 p.m.

18. Publisher Only Rule

The San Miguel County Jail has a publisher only rule. Books will be sent from a publisher or bookstore. The items must have the name of the company sending the materials and may not have any personal items in the package. If personal

items are found in the package, the package will be refused. Pornographic, violent material, racially biased materials, suspicious items or any items deemed to be a security risk will be denied. The package will be returned to the company sending it.

If an inmate has more books than can fit in their bin they may make a request via memo to keep some of them in their personal property. Requests may be denied due to limited storage. If permitted to store them they will be placed in the inmate's property and when it is convenient for staff an inmate may exchange for new books out of their property if they have any. As previously stated inmates may be required to remove personal property from the property room if they accumulate too many items this may become a fire hazard.

Inmates will receive a mail refusal form for any mailed items being denied. This form will be provided to the inmate as well as the person/company sending the mail and will contain an explanation for the denial.

INMATE RESPONSIBILITIES

It is the inmate's duty to become familiar with the following responsibilities as any violation of these can result in disciplinary action.

1. Treat other inmates and staff with respect and courtesy. Staff will be addressed as either "Officer" or "Deputy" and their last name. Profane or insulting language is prohibited toward staff or other inmates. Do not touch other inmates or staff. Do not shout. Provoking or attempting to provoke another inmate into an argument or fight is prohibited. Racial slurs and fights in the facility are prohibited and may result in criminal charges as well as disciplinary sanctions against all persons involved.
2. Follow all directions and/or orders given by staff immediately. Failure to do so may result in disciplinary action. If an inmate disagrees with an order they will express their dissatisfaction via a memo.
3. It is the responsibility of the inmate to notify staff

via memo of any medical or dietary needs. Diets may only be changes twice a year unless medically prescribed. Example: food allergy, medical necessary diets. Inmates with allergies and/or medical diet needs must notify staff and complete a medical memo with the name of the doctor prescribing the medical diet and/or diagnosing the allergy. Failure to do so will delay the ability to meet any medical needs. Changes from regular jail meals will only be made based upon medical need not inmate special requests. Special requests due to not liking food will not be considered as a special diet or necessity.

4. Personal items with the exception of shoes and storage bin are not allowed on the floor. Store all personal items in the box provided. Any item that may spill if laid on its side may extend above the top of the box but must be resting firmly on the bottom of the box. All other items must fit below the box top so they won't spill out when the box is moved. Property boxes will be kept under the bed. Photographs may be set on the table but may not cover the entire table. Inmates

must share this space if they have a cellmate. Toothbrushes and soap may be left on the sink or shelf. Hanging towels, blankets, etc. from the bed, in a manner as to block light, is not permitted. Nothing shall be placed on, stuck or hung from the bunks, windows, lights, walls or other area in the cell. Air vents and cameras will not be covered or blocked in any fashion. Tampering with locks or sprinkler heads will result in disciplinary lockdown. Inmates who have damaged items in their cell are subject to disciplinary action, monetary charges and face the possibility of criminal charges.

5. No items in this facility shall be altered from their original design or used in a manner inconsistent with its intended purpose. Any item altered from its intended design is considered contraband and may result in criminal charges and/or disciplinary action. Inmates shall not destroy in any manner county property; this includes altering combs, toothbrushes, library books, mattresses, etc. Inmates are not permitted to use items in the facility to keep piercings from closing. Inmates

who have unreported damaged items on their person or in their cell are subject to disciplinary action and the possibility of criminal charges. Inmates shall inspect all items given to them for damage. If damage is found notify staff immediately.

6. No items, of any kind, are to be brought into the jail unless authorized by jail staff. Any unauthorized items are contraband. Bringing contraband into the jail is a serious crime with which the inmate will be charged. Drugs, alcohol, tobacco, pens, weapons, lighters, etc. are expressly prohibited and will result in the inmate being charged with a felony. Any items found hidden in clothing, shoes, cells, etc. will be considered contraband.
7. No items will be moved from one area of the jail to another without permission of a staff member. This includes taking mattresses, pillows out of the cell into the dayroom and/or moving toiletries from one cell to another. Inmates are not allowed to take playing cards, that they have not

purchased, or puzzles into their cell without prior permission from a Corporal or higher. Trustees may not remove any items from the service hallway without permission from staff.

8. Inmates may request the use of the hair clippers (after 30 days of incarceration) for the purpose of trimming beards and cutting hair. Inmates may then request the clippers once every 30 days thereafter. Clipper use is only available when staff has time to supervise its use. Hair will only be secured by hair ties. These may be obtained from control.

9. The only food items permitted in an inmate's cell are commissary items. Any missing kitchen items will result in a shakedown of the facility and may result in charges for possession of contraband. The inmates in the cellblock are responsible for wiping off the tables after every meal.

10. All weapons are prohibited in the jail. Possession of or making weapons will result in immediate

lockdown and filing of criminal charges. Any pointed, sharp or blunt object that can be used for cutting, stabbing, tattooing, shooting, hitting or other means of injuring another person shall be considered a dangerous weapon.

11. Colorado law states that all sentenced prisoners will work and perform labor up to eight (8) hours per day as directed by the Sheriff or his designee. Failure to adequately perform these functions may result in the non-accrual of good time. All sentenced inmates will be required to work as assignments become available. Only those inmates that have a kitchen trustee status will be allowed in the kitchen. Laundry trustees are prohibited from entering the kitchen without permission of staff. Kitchen trustees are not permitted in the laundry room during meal preparation without staff permission. Questions about good time should be submitted by memo. Trustees will be appointed based upon the needs of the facility. Non-Sentenced inmates may make one request for trustee status in a 30 day period. Continued requests will be seen as

failure to follow a direct order and may result in disciplinary action as well as removal from trustee eligibility. Trustees with multiple violations and/or failure to follow direct orders may be removed from trustee status. Trustees are expected to follow all orders without complaint and to set an example for other inmates. Non-sentenced inmates who request to work are not authorized to receive good time. Non-sentenced inmates who perform exceptionally and follow the rules of the facility can receive a Letter of Appreciation from the Sergeant's Office. This letter can be given by the inmate to their legal counsel, court, probation officer or parole officer.

12. If you are allowed in the dayroom do not come within three (3) feet of the windows or doors unless requested to by staff or when using the intercom. No running, jumping, throwing items, horseplay or physical games are allowed in the dayroom. Swinging, sitting, exercising or standing on the stairs is prohibited. No running or taking multiple stairs. Inmates are not permitted to stand, sit or lay under the stairs. Inmates are not

permitted to lie on the floor in the dayroom without staff permission. Running is only allowed in the recreation yard. All inmates shall be on the cell side of the red corridor line when in the corridor. It is the responsibility of the inmate to move when staff is walking in the corridor.

13. Inmates are forbidden to pass notes or other items to other inmates. Inmates are not to look or attempt to look into other dayrooms. Do not stare into the secure hall. Inmates are not permitted to loiter near the doors of cells and/or under the stairs.
14. Do not scream, yell or speak in a loud voice. Do not whistle or sing. Using hand signals to communicate or as an obscene gesture is prohibited.
15. Do not enter any cell but your own. Do not enter the shower when occupied by another inmate. Inmates will only use the shower on the level they are housed at unless there is only 1 shower in the pod.

16. Full jail uniform, including shoes, will be worn whenever an inmate is out of their cell. Uniforms will not be altered. Pant legs will not be rolled up or tucked into the socks, t-shirts will be tucked in, shoes will be secured by laces or Velcro, pants will not be sagging and nothing will be wrapped around the head. Inmates will wear their full uniform when going to or leaving the shower. Shower shoes will only be worn to and/or from the shower. Inmates may remove their outer uniform shirt while in the recreation area providing they have a t-shirt on. Pant legs may be rolled up during recreation. Inmates must be in full uniform when leaving the recreation area. Altering of uniforms will result in disciplinary action and possible criminal charges.

17. Razors are available to inmates between 7:00 a.m. and 7:45 a.m. Inmates in lockdown may be given their razors at the beginning of their hour(s) out. Razors must be returned to the control room within 15 minutes after checkout. Kitchen trustees may check out a razor once they

have completed their morning duties. Inmate purchased dental picks may be checked out twice daily and must be returned within 15 minutes. Toenail or fingernail clippers may be used in the library and must be returned within 15 minutes. Inmates will clean up any mess made.

18. All inmates taking medications will bring a full cup of water with them to the control room window. All inmates are responsible for notifying staff of required medications or any discrepancy in the medications as well as taking their medications in the correct manner and time. All medications that can be crushed may be crushed. If the medication isn't crushed, inmates shall open their mouth and lift their tongue to show staff they have swallowed their medications. Inmates will then take a drink of water, swish it in their mouth and then swallow the water. Inmates shall show the inside of the cup to the officer. Inmates caught "cheeking", stashing and/or hoarding pills may be charged with possession of contraband and will be subject to disciplinary action.

19. Inmates with a positive cash account balance are required to purchase personal hygiene items, medications, paper and stamped envelopes before purchasing food or other items. Commissary will be handed out on Monday evening (time permitting). If the staff is unable to complete commissary on a Monday then commissary will be handled on Tuesday. Inmates in disciplinary lock down will not be allowed commissary privileges. Inmates may not purchase commissary items and give them to another inmate. Quantities and types of items may be limited and, at staff discretion, may be substituted. Commissary items will not be exchanged after purchase.

Indigent inmates who will be in the facility for an extended period of time will be issued shampoo, deodorant, soap and toothpaste out of commissary and the cost of these items will be deducted from their cash account. Lotion and lip balm for indigent inmates can only be considered by a Corporal or above. Indigent inmates will be allowed to purchase up to 10 dental picks per

month. A negative charge will be added to their Inmate Cash Account. Contact lens solution may be available but inmates should make arrangements to have their personal glasses (if they have any) sent or brought to the jail in case solution isn't available.

20. Inmates may not have sweaters, sweatshirts or long sleeve shirts to wear under their uniforms. Any undergarments brought in to the facility must have the inmate's name or initials on them and should be white in color (if possible) with no logos or printed text on them. The jail will not be responsible for discoloration on any non-white undergarments. Thongs will not be permitted. Underwire bras are not permitted. Inmates may purchase undergarments from the San Miguel County Jail.

21. All inmates will sleep with their heads exposed and toward the door. Any inmate not sleeping with their head toward the door and/or their head covered up will be awakened and told to correct the problem. All inmates are required to have

clothing on when they sleep.

22. Masturbation, or any other type of sexual behavior, will not be tolerated. This includes the placement of the hands inside the pants in the dayroom, recreation yard, library, hallways, etc. Inmates who engage in this type of activity will be subject to disciplinary action. Inmates subjected to sexual harassment and/or assault will immediately report the occurrence to a staff member. If the harassment and/or assault involves staff the incident will immediately be reported to the Sergeant's Office.

23. Cell inspections and shakedowns will be completed at the discretion of staff. Inmates are not allowed to return to their cells until inspections are completed. Staff will announce if cell inspections are not going to be completed. Recreation, library and television will not be allowed until inspections are completed. Inmates must be seated at the tables in the dayroom during cell inspections.

24. Inmates will be subject to searches at any time. Strip searches will be required if an inmate has left the secure area of the jail, had direct contact with the public or when staff requires them. This includes Attorney, Mental Health, Church, AA and Medical (if a deputy is not in direct supervision of the visit). These searches are conducted for security reasons.

25. Only legal paperwork will be taken to/from court. Any inmate attending court will not participate in any type of communication with the public unless authorized by the escorting deputy. Inmates must have permission from staff to bring anything from court. All inmates will be strip searched upon their return from court.

26. Inmates are expected to shower at least 3 times a week and maintain high standards of personal hygiene. Inmates may shower anytime during unlocked periods. Trustees are required to shower daily. If an inmate is concerned about the cleanliness of the shower they may request cleaning materials to clean it prior to showering.

27. Inmates will not be permitted to transfer funds between inmate accounts for any reason. Inmates are not allowed to trade or give away any items in their possession.
28. Inmates are not allowed on the upper level unless assigned to that level or permitted/ordered to go there by a deputy. NO LOITERING on the upper level! Throwing items up or down between levels or from the stairs is not permitted.
29. Gambling is not permitted. This includes play money and/or commissary items, etc.
30. The address of the San Miguel County Jail is 684 CR 63L RD. Telluride, CO 81435. All outgoing and incoming mail must have complete name and addresses. The inmate will use the San Miguel County Jail address as their address in the return address section. Unstamped letters may be dropped off for inmates at the Sheriff's Office during normal business hours and must be addressed as if it was going to be dropped off at

the post office.

31. Dirty laundry (t shirt, underwear and socks) will be picked up on Sunday, Tuesday and Thursday. Laundry will be returned when laundered. Any laundry bags found in a cell will be considered contraband and the inmate(s) in that cell will be subject to disciplinary action. If an inmate gets any bodily fluids on uniforms, sheets, towels, mattresses, etc. the inmate will immediately notify staff so the items can be laundered. Clothing, bedding and/or towels are not to be used to clean up messes or in place of toilet paper.
32. Inmates will remain seated in the dayroom or in their cell when an officer is in the cellblock unless otherwise ordered. Failure to do so may result in disciplinary action.
33. Suspicious writings written in another language other than English or written in symbols may be confiscated by staff for safety and security of the facility.

34. All inmates are required to sign a Declaration of Understanding. This declaration is an acknowledgement of the rules.

LEGAL RIGHTS RELATED TO POSTING MONEY BOND PURSUANT TO SECTION 16-4-102, COLORADO REVISED STATUTES 1. BOND FEES, BOOKING FEES, AND OTHER FEES OR DEBTS NEVER NEED TO BE PAID TO SECURE A PERSON'S RELEASE ON MONEY BOND. A PAYOR NEED ONLY PAY THE BOND AMOUNT IN ORDER TO SECURE RELEASE. 2. WHILE NEVER A BASIS TO HOLD A DEFENDANT IN JAIL, THE FOLLOWING FEES ARE CHARGEABLE AS A DEBT TO THE DEFENDANT AFTER RELEASE IF THE PAYOR CHOOSES NOT TO PAY THE FEES AT THE TIME OF BONDING: A \$10 BOND FEE AND A MAXIMUM 3.5% CREDIT CARD PAYMENT FEE. No OTHER BOND-RELATED FEES MAY BE CHARGED AT ANY TIME, INCLUDING ANY KIOSK FEES OR FEES FOR PAYMENT BY CASH, CHECK, OR MONEY ORDER. 3. BOND PAYMENTS ARE TO BE MADE OUT TO THE HOLDING COUNTY AND

ARE NEVER TO BE MADE OUT IN THE NAME OF THE INCARCERATED PERSON. 4. A SHERIFF MUST RELEASE A DEFENDANT WITHIN SIX HOURS AFTER A PERSONAL RECOGNIZANCE BOND IS SET AND THE DEFENDANT HAS RETURNED TO JAIL OR WITHIN SIX HOURS AFTER A CASH BOND HAS BEEN SET AND THE DEFENDANT HAS RETURNED TO JAIL AND THE DEFENDANT OR SURETY NOTIFIED THE JAIL THAT BOND IS PREPARED TO BE POSTED, UNLESS EXTRAORDINARY CIRCUMSTANCES EXIST. IN THE EVENT OF A DELAY OF MORE THAN SIX HOURS, A SURETY AND THE DEFENDANT HAVE A RIGHT TO KNOW WHAT, IF ANY, EXTRAORDINARY CIRCUMSTANCE IS CAUSING THE DELAY. SUPERVISORY CONDITIONS OF RELEASE DO NOT JUSTIFY A DELAY IN RELEASE; EXCEPT THAT A SHERIFF MAY HOLD A DEFENDANT FOR UP TO 24 HOURS IF NECESSARY TO ENSURE A DEFENDANT IS FITTED WITH REQUIRED ELECTRONIC MONITORING. 5. ANYONE WHO POSTS A MONEY BOND HAS THE RIGHT TO RECEIVE A COPY OF THE BOND PAPERWORK, INCLUDING

DOCUMENTATION OF THE NEXT UPCOMING COURT DATE. 6. A SURETY MAY NEVER BE ASKED TO USE POSTED BOND MONEY TO PAY A DEFENDANT'S DEBTS. ONLY WHEN DEFENDANTS HAVE POSTED THEIR OWN MONEY BOND MAY THEY BE ASKED IF THEY WOULD LIKE TO VOLUNTARILY RELINQUISH BOND MONEY TO PAY THEIR DEBTS. RELINQUISHMENT OF BOND MONEY BY A DEFENDANT TO PAY A DEBT IS NEVER REQUIRED AND IS ENTIRELY A VOLUNTARY CHOICE BY THE DEFENDANT.