

# SAN MIGUEL COUNTY JAIL

Update 3.1.2016

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## INMATE HANDBOOK

**This handbook is the property of the San Miguel County Jail. *Writing or drawing in this handbook is prohibited and inmates doing so may be subjected to disciplinary action.* 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. All inmates will remain seated when officers are in the cellblock. Failure to follow orders or directives will result in disciplinary action. Directives may be posted in the dayrooms. Inmates should ask staff for clarification if they are unclear on any information contained in this handbook or orders issued.**

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## **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.

## **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. To be granted good time at a statutory minimum of two (2) days. Regular inmates (non-trustee) may earn up to a total of eight (8) days per month. Trustee inmates may earn up to a total of ten (10) days per month. (C.R.S. 17-26-109 and C.R.S. 17-26-115) 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.
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## **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 (to a doctor other than the jail doctor), costs incurred for transports to outside facilities and if necessary any ambulance charges. Inmates are financially responsible for all pre-existing medical and/or dental conditions. Inmates may be charged for any transports related to treatment for pre-existing 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. All charges will be charged against the inmate's cash balance. If an inmate returns to the jail in the future with cash, and has a negative cash account balance, the cash will be applied to the negative balance first. Balances of more than \$50.00 may be turned over to a collection agency if arrangements have not been made to pay any remaining medical fees.

## 1. Doctor

If an inmate is injured or ill inform an officer immediately. All non-emergency medical requests must be submitted via medical memo. The memo must be submitted to control and arrangements will be made for the inmate to see the jail doctor/nurse. All inmates will be charged for any prescription medications. All inmates will be charged for a facility doctor/nurse visit or phone call. These charges are subject to change. Staff will provide the amount per visit or phone call upon request. If a doctor, other than the facility doctor, sees an inmate, the inmate will be responsible for the charges and transportation costs. Inmates will not be billed for medical screenings that are required by the jail. 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 with a negative cash account balance must have a doctor's order for any over the counter medications.

## 2. Dentist

Inmates needing to see a dentist must complete a medical request form, submit it to control 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 a fee for any prescription medications. Inmates will be charged for the dental visit.

## 3. Library

The jail provides Colorado Revised Statute books for use by inmates who are self-represented. The books provided are the previous year's statute. Inmates who are self-represented may submit a memo requesting a copy of the most current statute. Inmate's must make the request at least twenty-four (24) prior to needing the information to ensure the information can be provided. Staff is prohibited from faxing documents, providing internet searches, etc. unless the inmate is self-representing. Staff will confirm there isn't any attorney of record prior to providing any services to inmates 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. Books that are the property of the San Miguel County Jail are to be turned back into the library within one (1) week. Inmates shall not remove magazines or newspapers from the library. Removing pages or articles from newspapers, magazines or books will result in disciplinary action. Inmates may subscribe to newspapers, at their expense, and will be allowed to read them in the library. Newspapers are not allowed in the cell. Magazines include Readers Digest, National Geographic, etc. Damaged books must be surrendered to control for retention determination.



#### 4. Recreation Time

There is an outdoor recreation area in the jail. Inmates in good standing 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. Once an inmate returns to his/her cellblock they will not be allowed to go back to the recreation area. 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.

#### 5. Memos

Inmates may write a memo on the form supplied regarding a request they may have. Memos should be addressed to the staff. If an inmate feels their request was not handled properly they may submit a memo to the next person in the chain of command. The proper chain of command for memos are staff; a Corporal; Sergeant; Master Sergeant; Undersheriff and then the Sheriff. Memo forms are in the library. Forms provided

in the library are not to be used for scratch paper or letter writing. Inmates in lockdown are to obtain forms during their hour out. Inmates may not use memo forms for filing of grievances. Grievance forms are available from control.

## 6. 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 one phone call to notify family of their incarceration. 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 in good standing only. These phones require inmates purchase call time. Collect calls may be made to land-based phones that have collect call acceptance capabilities and these calls are recorded. Calls to attorney's are not recorded provided the number has been provided to the jail and documented as a legitimate number. 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 paying for retained counsel are required to make arrangements for the attorney to accept the collect call. 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 on these phones. Doing so could result in additional charges being filed as well as disciplinary action.

Bonding companies will accept collect phone calls. Cell phones are not allowed. Personal phone calls from booking will not be permitted unless approved by a Sergeant or higher. Calls to family and/or friends because they have cell phones or are unable to accept collect calls will not be permitted from the booking phone. Long distance calls made from the booking area must be collect calls. Phone books are available in the

library. The phone book available may be local numbers only. Inmates needing to arrange transportation after release should attempt to do so via letter. If this is unable to be completed prior to release, due to time constraints, the inmate may then submit a memo requesting assistance in completing notification.

## 7. 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 juice from the meals and/or transferring juice 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. Inmates are not permitted to keep plates, sporks, napkins, cups or bowls in their cells. If any of these items break during usage contact control immediately. Storing, hoarding and/or eating food in violation of above may result in food restrictions.

#### 8. Visits

Visitation is scheduled for Sundays from 2:00 p.m. to 5:00 p.m. Visitation may be cancelled at any time without prior notice. All inmates must complete a visitation list with the names of persons they expect to have visit. This list may be changed at any time.

Two (2) days prior to visitation a 5-person visitation form must be turned in. Lists must be turned in prior to 5 p.m. on Friday. Failure to submit a visitation list will result in loss of visitation. Exceptions may be made for inmates arriving at the jail after 5 p.m. on Fridays. Failure to turn in these lists will result in denial of visitation. Inmates coming in on a Friday or Saturday may turn in their forms up until the time of visitation and receive visitors as long as the inmate has been cleared

of any intoxicants.

A parent or guardian must accompany all children under the age of 18. Visitation rules are posted in the library. 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. Juveniles without a picture I.D. must produce a social security number. Transferring of items between visitors and inmates is not permitted. 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 they behavior is deemed inappropriate.

#### 9. 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. Inmate religious preference may only be changed once every three (3) months. Religious services are provided by authorized members of the community. Inmates are only permitted to attend services if their religious preference is the same as the service provided. Inmates who haven't declared a religious preference will be denied access to services until a preference is submitted via memo to control.

#### 10. AA Meetings

AA meetings may be provided on Wednesday and will be scheduled by staff. 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.

#### 11. Mail

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. Envelopes may be purchased from commissary.

Indigent (no money) inmates may send 3 regular weight letters per week. Indigent postage may not be accumulated and indigent inmates having unused postage may not obtain more until it is used. 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. 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.



## 12. Television

Television is a privilege not a right and viewing may be permitted for inmates not in lockdown. Staff will determine what the inmates will watch and requests from inmates to change the channel may result in loss of television privileges. Movies may be permitted on Friday or Saturday night for inmates not in disciplinary lockdown. Inmates are permitted to inform staff if the pod has recently seen the movie selected. Movies will only be permitted when there haven't been rule violations in the pod during the week. 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 if there haven't been any rule violations. Staff will determine the type of music permitted.

## 13. Forms

Inmate memos, medical, visitation forms and Public Defender forms are available in the library. If you are in need of non-emergency medical attention, the public defender or just need general questions answered by a staff and/or a supervisor complete a form and submit it

to control. Forms provided are not to be used as scratch paper. Inmates are not permitted to hoard blank forms.

#### 14. 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 an inmate handbook. Inmates required by the court to read "Under the Influence" may do so during their initial 24 hour lockdown. 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. Inmates in lockdown are required to wear an orange and white striped shirt for quick identification purposes. 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.

#### 15. Daily Inmate Activity

Inmates are required to wake up no later than 7:30 a.m. Staff will announce unlock time and/or open doors for unlock time. Inmates are required to complete personal

hygiene, make the bed, etc. Inmates in lockdown are exempt from this wakeup time. Once hygiene, etc., are completed, inmates are required to be in the dayroom 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.

**Lights out are at 10:00 p.m.**

16. Publisher Only Rule

The San Miguel County Jail has a publisher only rule. Books, magazines and newspapers may 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 inmate may make arrangements for these items to be picked up by someone or they may pay to have them shipped to a different address. If unable to make these arrangements 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 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. Newspapers or magazines will not be stored in the personal property area. Newspapers and magazines are not permitted in the cell and may be read in the library. Storage is limited and inmates will be required to make arrangements for the removal of items out of jail property on a monthly basis.

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.

17. Copies, internet, faxes, addresses, etc.

Staff will not make copies or send faxes for any inmate represented by an attorney; nor will they search for addresses; or will not look information up on the internet; or will not obtain phone numbers.

18. Inmate grievance process

Inmates **may** use the grievance process for the following complaints:

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

All inmates must follow the below procedure in order to exhaust all administrative remedies:

- 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 a Corporal within one (1) week of incident.

- 2) Corporal will submit a written response to the Grievance within ten (10) days of receipt.
  - 3) If the inmate isn't satisfied with the response they have one (1) week to submit in writing to the Sergeant.
  - 4) Sergeant will submit a written response within two (2) weeks of receipt.
  - 5) If not satisfied the grievance must be submitted to the Undersheriff within one (1) week of receipt.
  - 6) The Undersheriff will submit a written response within two (2) weeks of receipt.
  - 7) If not satisfied the grievance must submit to the Sheriff within one (1) week of receipt.
  - 8) The Sheriff will submit a written response within two (2) weeks of receipt.
  - 9) If the inmate chooses to pursue the action after the grievance procedure on a Constitutional violation level we will provide the necessary forms (Conditions of Confinement) for filing into the US District Court.
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## **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. Call all staff either "Officer" or "Deputy" and their last name. Refer to other inmates in a polite manner. 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 are prohibited. Fights in the facility will result in criminal charges as well as disciplinary sanctions against all persons involved.
2. Follow all directions and/or orders given by staff at once. Failure to do so may result in disciplinary action.
3. It is the responsibility of the inmate to notify staff of any medical or dietary needs.  
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 done.

4. Inmates will have their bed made when it's not occupied. Leave nothing 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 setting 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. Pictures 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. Hanging towels, blankets, etc. from the bed, in a manner as to block light, is not permitted. Nothing, this includes paper, pictures, etc., shall be placed on, stuck or hung from the bunks, windows, lights, walls or other area in the cell. Using toothpaste or any type of material to stick items to these areas is prohibited. Air vents and cameras will not be



covered or blocked in any fashion. Writing or scratching into walls, doors, windows, tables, etc. is prohibited. 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 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 or design. Any item altered from its intended design is considered contraband and may result in criminal charges and/or disciplinary action. Inmates shall not tear or otherwise destroy in any manner county property; this includes altering combs, toothbrushes, handbooks, 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. Failure to notify staff of any damage can result in the inmate being held liable (subjected to

disciplinary action) and subject to possible criminal and/or financial charges.

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, matches, 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 the express consent of a staff member. This includes taking mattresses or pillows out of the cell into the dayroom and/or moving toiletries from one cell to another. Trustees may not remove any items from the service hallway without consent of 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 rubber bands. These may be obtained from control. Using torn t-shirts or other items to secure hair is prohibited.

9. The only food items permitted in an inmate's cell are commissary items. Apples, oranges, leftovers, juice, milk, etc. are not permitted in the cell without staff permission. All dishes, with the exception of a paper cup, will be returned to the kitchen on the meal cart. 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. Inmates in disciplinary or maximum security lockdown may keep fresh fruit in their cells but these items must be eaten prior to lights out on the same day they receive them. Inmates are not permitted to keep sugar packets, condiment packets, extra napkins, juice, tea, etc. Retention of these items will result in lockdown and possible food restriction.
  
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 to a Sergeant. Trustees will be appointed based upon the needs of the facility. Sentenced inmates may make one request for trustee status and one review of the request 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.

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. 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. No inmate shall loiter and/or talk to inmates who have been segregated from other inmates. Inmates that violate this rule may be subject to disciplinary action. Inmates are forbidden to pass notes or other items to other inmates. Inmates shall not communicate or

attempt to communicate with another inmate after lights out. 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. 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 are allowed to be in the dayroom but will not enter another area of the cellblock without staff approval. 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 7:30 a.m. and 8 a.m. Inmates in lockdown may be given their razors on 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 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. Commissary is available only to inmates with a positive cash account balance. 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 (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 purchase commissary up to but not to exceed \$40.00 per week. 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 (if available) out of commissary and the cost of these items will be deducted from their cash account. Indigent inmates will not be provided dental picks. 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, however, these items will not be provided

for free. Indigent inmates may be allowed to have previously used jail underwear but will be required to return the items upon release.

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 or Master Sergeant.
  
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. Inmates returning to the cell prior to the completion of inspections or announcement of cancelation of inspections may be subjected to disciplinary action. Staff will announce if cell inspections are not going to be completed and inmates may then return to their cell. 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 may be subject to searches at any time. Strip searches may be required if an inmate has left the secure area of the jail, had direct contact with the public or when staff requires them. 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 daily 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 borrow, lend or give away their clothing items. This includes uniforms, socks, t-shirts, underwear, etc.
28. 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.
29. 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. No running or taking multiple stairs.
30. Gambling is not permitted. This includes play money and/or commissary items, etc.

31. 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.
  
32. Change out will be completed on Wednesday and Saturday. Personal bags will be distributed on Sunday, Tuesday and Thursday. Inmates will place dirty personal laundry into a laundry bag. This bag will be collected and the items laundered. Inmates will turn in all laundry bags. 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 body 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.

33. Failure to follow the items covered in this handbook may result in disciplinary action. All inmates are required to sign a Declaration of Understanding and submit it to the control room. This declaration is an acknowledgement of the rules and is considered a first warning of rule violation.

34. 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.