

KALAMAZOO COUNTY SHERIFF'S OFFICE



RESIDENT GUIDE BOOK Kalamazoo County Jail

Mission

Our mission is to protect and serve the citizens of Kalamazoo County by providing cost-effective care, custody, and control of legally incarcerated inmates in a safe, secure, humane, and professional environment. The following rules of conduct for residents are enacted to ensure this mission, and shall be followed at all times.

Jail Rules

Residents are required to be considerate and respectful to other residents, property and staff. Residents shall follow the orders of staff at all times while at our facility.

Residents are required to keep themselves and their living area clean and orderly. Failure to do so can result in discipline and or the removal of privileges. All residents will be fully dressed in jail issued clothing when they are out of the cell or they are moving about the cell (out of bunk). No scarves or head adornment allowed, and no undergarments will be visible.

Admissions

Upon arrival to Kalamazoo County Jail Intake area, residents are required to comply with staff orders. Residents shall cooperate with staff and officers in all intake or booking procedures. Any inmate property arriving to this facility is subject to inventory. Any inmate, who has been arrested and housed at the Kalamazoo County Jail, may be subject to a complete strip search in front of a Deputy of the same gender before being assigned a housing location.

Each new resident when assigned to a cell location or housing unit shall receive a toothbrush, toothpaste, cup, and a bar of soap. Any new resident that has been strip searched or changed out will receive a jail uniform, 2 sheets, a blanket, and a towel. Exceptions may be made based on a resident's behavior or threat level.

Residents will be allowed a phone call at the officer's discretion, after the booking procedure is complete and the resident is able to carry on a coherent conversation. The first three calls are free for the first five minutes. All phone calls after that are collect.

Classification

The Kalamazoo County Sheriff's Office shall maintain administrative oversight to ensure that inmates are classified in a fair and consistent manner according to the inmate's individual custodial management and program needs. Each new resident will be assigned by the Classification Officer to one of the following classification categories:

- A. Maximum Security Classification
- B. Medium Security Classification
- C. Minimum Security Classification

Jail staff will implement custodial management practices and limit program participation to in-house or community-based programs with court concurrence for work or educational release consistent with the classification category assigned to an inmate.

County Issued Items

County issued items shall not be damaged or destroyed. Knots will not be tied in sheets, towels shall not be ripped, and uniforms will not be modified. Any damaged or lost property could result in discipline or loss of privileges, and can be charged to the inmate for reimbursement to the County. Toilet paper and soap are available upon request. Residents found with an unreasonable amount in their possession are subject to discipline and loss of privileges.

Inmate Movement

Interior Movement: The resident shall walk on the right side of the hall, approximately three feet ahead of staff. Conversation with other residents is not allowed during this time. The resident shall obey any request or order by staff as to such movement. Looking into windows during movement is prohibited. All residents will be fully dressed when they are out of the cell.

To and From Facility: All residents coming to or from this facility shall be handcuffed. Any additional restraint will be at the discretion of the transporting or arresting officer.

Emergency Movement: In any incident where emergency movement of inmates is necessary, all residents shall obey any staff directive and move in a manner that is safe, efficient, and quiet.

Any violation of the above shall result in discipline or loss of privileges.

Allowed Property

Personal Property: Each resident shall be provided a container. Personal property should be limited to an amount which can be contained within. Excess items will not be allowed. Property releases will only be allowed at the discretion of command. In some cases an abundance of items can be confiscated with command approval.

One set of court clothes may be accepted at the front desk during business hours if the resident is scheduled for any upcoming jury trial.

No **photos** are allowed larger than 5"x7", and Polaroid photos will not be accepted. No stickers are allowed. No picture frames are allowed. Pictures shall **not** be affixed to the walls or any existing fixture.

Incoming **reading materials** must be from the publisher or mailed from a bookstore. **No Exceptions.** Hard cover books will not be accepted. The reading material will not be related to weapons, explosives, incendiary devices, poison, or illegal drugs. Publications will not be accepted if they advocate or promote violence, insurrections, or are construed as anarchic in nature. Reading material will not be allowed that is sexually explicit or relating to any unlawful sexual acts.

Each resident is allowed 2 books or magazines at any time in their property. Newspapers will be disposed of daily. Jail staff does distribute reading material on a regular basis. Jail reading material shall not be damaged or destroyed and should be returned to jail reading stock when the resident is through.

Safety and Security Checks

Staff shall conduct safety and security checks at random throughout the jail housing units. Any resident who is in possession of any unauthorized or altered property is subject to discipline and or loss of privileges. When any personal item is removed from a cell in the course of safety and security checks, the inmate will be advised of such property, and if the property was placed in their personal property storage bag, or destroyed.

Haircuts

Haircuts are available upon request. Requests must be submitted before haircuts are scheduled. Requests must be submitted on a Haircut Request Form to be considered for the list. Officers and Control Center Operators are not able to add inmates to the list once it is compiled.

Eligibility- You must be sentenced or have an upcoming trial. You may have no misconducts within the last 30 days.

Shaving

Razors for shaving are available upon request Monday, Wednesday, and Friday; Court days only. Disposable razors will be delivered to your cell at approximately 3:00 a.m. You will be given a reasonable amount of time to shave before the razors are picked up before breakfast. Inmates are responsible for the razors during this time. You (or the entire cell) are responsible for any razors that are broken, disassembled, missing, or altered from their original state, and are subject to disciplinary proceedings.

Indigent Resident

Indigence is defined as a resident with a trust fund and Telmate account of 0.00 over a continuous 2 week period. The cost of any items supplied to an indigent resident will be reimbursed to the jail if the resident later has money available in their account. Upon request, an indigent resident will be provided with necessary paper, pencils, envelope and stamps for legal correspondence. Residents may have 1 indigent pack a month for personal use, and 2 indigent packs a month for legal correspondence. The cost of an indigent pack is \$2.45.

Upon request, an indigent resident will be provided with necessary Shampoo, Conditioner, soap, toothpaste, toothbrush, and comb. Residents may have 1 personal indigent pack every two weeks. The cost of an indigent pack is **\$2.00**.

Inmate Trust Fund

Upon being booked into this facility, all money must be deposited in the resident's account. All monies deposited into the resident's account are property of the inmate and are subject to collection. Inmate Accounting may collect up to half of an inmates account balance for current and previous housing, medical and court costs. If a resident wishes to release money from their account, they may do so by completing a Property Release Form. Once completed, the Property Release Form and an addressed stamped envelope should be forwarded to the Inmate Accounting office. The Inmate Accounting office will process the request within 2 business days. Checks and/or money orders can be held in the resident's Receiving property bag. Checks or money orders that inmates refuse to sign may be returned to the issuer at the inmate's request. Personal and payroll checks are not accepted and may be placed in the inmate's property bag or returned to the issuer. Money will not be transferred between residents of this jail.

Commissary

Commissary orders are processed weekly on Wednesday evenings, with the exception of holidays. All commissary orders are processed over the phone. All monies must be deposited by 6:00 AM the day before delivery of commissary purchases. Commissary is delivered on Friday mornings, again with the exception of holidays. This facility reserves the right to limit purchases. Commissary items may not be transferred between residents. Transfer to another correctional facility before delivery of commissary will cause money to be refunded to the inmate's account and processed accordingly. If a

resident is released after paying for commissary, but prior to receiving it, the money will be refunded to the inmate's account.

Dental/Medical Treatment

The jail has a nursing staff to provide medical care to the residents. A physician or physician's assistant will also provide sick call each week. The dentist will provide resident care once a week. When medical or dental care is desired a medical form from staff must be filled out. Complete the form with all requested information, and specify what your medical condition is. The nurse will then contact the resident and make an assessment for appropriate care.

Dental/Medical Care Costs: All residents will be billed for medical costs including prescriptions, nurse's call, dentist/doctor's call, and any medical treatment incurred outside of this facility. Indigent residents will carry a balance owed. Amounts are posted on the Medical slip requesting medical care. Kalamazoo County Government may be able to assist in billing insurance for cost of prescriptions. It is the resident's responsibility to provide insurance information and card for the insurance to be billed. Inmates that request doctors call and then cancel after the nurse has completed a chart and/or assessment will be charged a nursing service fee. All charges are deducted directly from the inmates trust fund account. Fees for services are also posted throughout the jail.

NECESSARY MEDICAL TREATMENT WILL NOT BE WITHHELD BECAUSE OF YOUR INABILITY TO PAY.

Mail

Mail Incoming: All incoming mail will be opened and inspected for contraband. Legal mail will be opened in the presence of the resident. All incoming mail must have a return address as well as the resident's legal name and A#. Any checks, money orders or cash coming in the mail shall be deposited in the resident's account by inmate accounting. This facility will not keep intended deposits without placing them in the Inmate Trust Fund. If a resident does not wish monies to be deposited in their account, such check, money order or cash shall be returned to sender or placed into the inmate's property.

Mail Outgoing: All outgoing mail shall have the resident's legal name and A# as a return address. Outgoing mail will only be inspected when permitted by the provisions allowed by the Department of Corrections rules governing jails or court order. Kites and notes shall not be passed between residents. An inmate shall not send out any mail under another resident's name.

Packages: Are rarely accepted. Residents should contact the midnight shift Sergeant for specifics.

Visitation

Resident: Visiting hours are Tuesday through Friday 09:00AM to 10:00AM and 1:00PM to 3:00PM. Visitors may sign up using the kiosk in the lobby or online at www.gettingout.com. The first visit must be registered at the kiosk. Inmates may be allowed up to 2 thirty minute visits per week consistent with their classification level. Additional remote visits may be purchased through gettingout.com. If a visitor signs up for a visit and then does not arrive at the time of the visit, the visit may be counted. Visitors may cancel visits in person at the Healy Street Visitation Center, located at 1421 Healy Street, at least 20 minutes prior to visitation time, and the intended visit will not be counted. All visitors must be at least 12 years old. Visitors between age 12 and 16 must present birth certificate and /or picture I.D. and must be accompanied during the visit by a parent or legal guardian. Proper conduct during visits is essential. The staff may cancel the privilege of visiting if inappropriate behavior is observed. Residents will not be called to visit if they are out of their cells for other activity (recreation, attorney conference, etc.) The visitor will be notified and asked to reschedule the visit.

Video: Video visitation is also available in certain housing units. Scheduling hours for Video visitation are 09:00AM to 11:00PM. All visits are scheduled through www.telmate.com.

Additional remote video visitation is available at a cost to the inmate housed in certain housing units. These are not included as part of the free visits. Scheduling hours for video visitation is 0900 am to 11:00pm. All remote video visitations are scheduled through www.telmate.com or www.gettingout.com.

Telephone Privilege

Telephones are turned on at 8:00AM and are turned off at 11:00PM. The first three phone calls are free for 5 minutes, and then all calls are collect. Residents must have consideration of others when using the phone. The phone must be used in an appropriate manner, and the privilege can be withdrawn. This facility can place blocks on the phones upon a citizens request, court order, or if unlawful use of the phone is determined. All phone calls are recorded.

Jail Programs

Programs for residents are a **privilege**, not a right. Any resident wishing to attend any of the available programs will be screened before being allowed to attend. The criteria for attendance is determined by this facility in accordance with classification. Program spaces are limited and improper behavior will result in the resident being removed from the program and face discipline and/or loss of privileges. Residents must be up and ready to attend when staff arrives at the cell, or the resident will not be allowed to attend. The resident should place a request to attend any of these programs in writing.

Jail Programs Are:

- Alcoholics Anonymous
- Religious programs/church
- Drug Counseling/Motivational Enhancement
- Narcotics Anonymous
- GED tutoring and testing
- Life Skills
- Healthy Living Skills
- Trauma Recovery
- Healthy Baby / Healthy Start

Work Release

Must be recommended or ordered by the court. If recommended, the resident must meet jail work release program guidelines.

School Release

Must be court ordered

Inmate Worker Program

Only sentenced inmates will be considered for Inmate Worker status. Inmate Workers may earn 5 days “good time” a month. Unacceptable performance, behavior or poor personal hygiene will result in removal from the program and any/all good time earned is subject to review.

Recreation

Recreation is offered to residents as manpower and facility availability permit. Recreation opportunities are based on classification level. Any inappropriate, threatening, insubordinate behavior or profane, threatening, rude verbalization will result in the resident being removed from the Recreation area immediately. Any physical activity that could damage county property will also be cause for immediate removal. Additionally, there will be no dunking or manipulation of the basketball net where it is available. During recreation the resident will not cross the white line so as to be between the line and the building walls in the outdoor recreation area. There will be no sitting on the stairs or tables. No scarves or head adornment allowed, and no undergarments will be visible. Violation of any of the above can result in immediate removal from the recreation area, discipline and or loss of privileges.

Conduct Violations

The following behavior can result in loss of privileges: (MINOR INFRACTIONS) A report can be written by the staff on any of the below listed violations:

1. Failure to cooperate with staff in booking, release, medical or similar procedure
2. Loaning or transferring property
3. Possession of unauthorized County property
4. Altering or destroying any county issued equipment, uniform or property
5. Refusing to clean area
6. Lying to staff
7. Being in an unauthorized area, to include unassigned sleeping bunk
8. Passing of any notes or mail to any other resident
9. Smoking or possession of smoking material or other contraband (items not permitted)
10. Use of abusive, obscene language or use of gestures associated with profanity
11. Being loud, yelling, or making loud noises
12. Failure to keep oneself clean and groomed
13. Changing the television channel or possession of a channel changer (abuse of TV)
14. Unauthorized use or any misuse of the telephone (including threatening or intimidating behavior)
15. Any items placed on bars, doors or walls. An exception will be made if personal laundry is hung after being hand washed in cell. The staff can request such to be taken down, and the resident is expected to comply immediately.
16. Material on walls or windows
17. Gang activity or gestures
18. Misuse of medication (includes hoarding meds)
19. Hoarding of hygiene supplies ie: toilet paper, soap.
20. Gambling
21. Rattling the bars, doors, or windows
22. Excessive or unnecessary KITE correspondences
23. Inappropriate conduct while using the visitation systems.

The following behavior will result in a jail complaint being opened, a report written and a copy of the report placed in the resident's file: the report may also be forwarded to Probation or Parole Officers, Pre-sentence Investigators or the courts. In addition, discipline and or loss of privileges will be mandatory under jail guidelines. If found responsible for any of the following will result in significant loss of privileges, up to and including loss of good time.

(Major Infractions)

1. Any act of insubordination to staff
2. Throwing of any food, liquid substance or solid object
3. Any threat of violence or verbal assault
4. Possession or making of intoxicants

5. Possession of any item that could reasonably be deemed to be a weapon
6. Tampering or blocking any locking device in this facility
7. Interfering with any staff in the line of their duty
8. Two or more minor misconducts within 30 days
9. Indecent exposure
10. Refusing any staff order (including lock-down)
11. Self mutilation, doing tattoos on self or another etc.
12. Any act that jeopardizes jail security and or safety of persons
13. Cooking
14. Sharing or trading pin numbers
15. Malicious destruction of county property
16. Any criminal act per Michigan Statute

The following behavior will result in jail complaint being opened, a report written and a copy of the report placed in the resident's file: the report may also be forwarded to Probation or Parole Officers, Pre-sentence Investigators or the courts. These behaviors and or actions could also result in the case being sent to the Prosecutor's Office for issuance of criminal charges.

(Crimes)

1. Malicious Destruction of County property
2. Larceny
3. Assault of any nature
4. Gambling
5. Escape and or attempt
6. Harassing or Threatening Phone Calls
7. Any other violation of Michigan Laws (Misdemeanor or Felony)

MCLA Section 800.33 (6) says that prisoner may lose earned good time in any month where he/she is found guilty of having committed a major misconduct.

Prison Rape Elimination Act

Kalamazoo County Jail will investigate any report, suspicion or allegation of sexual misconduct, sexual assault, or any other sexual offense to the fullest extent. Any inmate may speak to any staff member, any officer, any medical staff, any Community Mental Health staff, or report an incident on Telmate if they feel they have been victimized. All staff will respect an inmate's request for confidentiality.

Jail Discipline

If a resident is accused of a minor or major infraction, the resident will be advised of the accusation. The resident may ask for a hearing which will be held by a Sergeant or their designee within 48 hours. The resident may waive a hearing and accept responsibility. If the resident accepts responsibility or is found responsible by hearing, a posting of the privileges that are restricted will be provided to the resident and also will be posted on

exterior wall for the duration of the restrictions. The resident also has the availability to appeal the decision to the Jail Commander. The appeal will be in a written form that explains the reason for an appeal.

Discipline can involve the loss of the following privileges or any combination of same:

Phone use	Recreation	Church	Visitation
Religious sessions	Educational activities	Commissary	Earned good time
Inmate Worker status	Television	Classification Change	

Grievances

The grievance process will be in three parts.

- 1) When a resident feels they have been treated unfairly, the resident is encouraged to discuss the issue with staff working their area.
- 2) If that does not resolve the issue, the resident can file a written grievance detailing the incident and listing witnesses, etc. The resident will submit the form to a Deputy within three days, and will receive a written response in writing within 24 hours.
- 3) If you are still not satisfied with the answer, it will be forwarded to a Sergeant and or Jail Command for additional response to you within five working days.

Release of Residents

Upon release, it will be necessary for the resident to comply with all release procedures. All personal property will be returned and a Debit Card will be issued for the remaining balance of the resident's trust fund. The Telmate monies remain in the Telmate system to be used at a later date, or can be refunded by contacting www.gettingout.com. If the resident disagrees with the inventory of the property or the Debit amount, it shall be the resident's responsibility to notify the staff of the problem at the time of his or her release from incarceration.

Prison Ride-out Property Release

Property must be picked up at the front desk during visiting hours within 30 days of the resident's release or transfer from the facility. All unclaimed property will be destroyed after 30 days.

Date **Sheriff Richard Fuller- Kalamazoo County Sheriff**

Date **Chief Circuit Court Judge – Curtis J. Bell**